

Contract Renewal Evaluation Form

Date:	July 18, 2022
Department:	Real Estate and Asset Management
Contract Number:	21ITB131850C-MH
Contract Title:	Countywide Spot Cooler and Heat Pump Rental

Instructions:

It is extremely important that every contract be rigidly scrutinized to determine if the contract provides the County with value. Each renewal shall be reviewed and answers provided to determine whether services should be maintained, services/scope reduced, services brought in-house or if the contract should be terminated. Please submit a completed copy of this form with all renewal requests.

1. Describe what efforts were made to reduce the scope and cost of this contract.

Repair and or replacement of HVAC units that are inoperable. This contract furnishes all labor, tools and equipment, transportation, and appurtenances necessary to provide on-site portable air-cooled spot coolers and heat pump units with the necessary accessories for set-up at any designated Fulton County facilities on an "as needed" emergency basis.

2. Describe the analysis you made to determine if the current prices for this good or service is reflective of the current market. Check all applicable statements and provide documentation:

☒ Internet search of pricing for same product or service:

Date of search:	July 22, 2022
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Price found:	\$380.00
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Different features / Conditions:	IDENDICAL
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Percent difference between internet price and renewal price:	Internet price 43% higher.
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Explanation / Notes:

The prices for Spot Cooler and Heat Pump Rental do reflect the current market. This procurement was conducted in accordance with all applicable provisions of the Fulton County Code of Ordinances and the specific method of source selection for the services required in this bid is code Selection 102-373, Competitive Sealed Bid

☐ **Market Survey of other jurisdictions:**

Date contacted:	July 22, 2022
Jurisdiction Name / Contact name:	Fayette County/Larry Mitchell
Date of last purchase:	N/A
Price paid:	N/A
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.
Percent difference between past purchase price and renewal price:	Click here to enter text.
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Click here to enter text.

Explanation / Notes:

Left message no response.

☐ **Other (Describe in detail the analysis conducted and the outcome):**

Click here to enter text.

3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?

FY2022 The County allocated expenditures as of 7/18/2022, \$4,450.00

FY2021 The County spent \$908.00

FY2020 The County spent \$6,630.00

FY2019 The County spent \$11,200

4. Does the renewal option include an adjustment for inflation?
(Information can be obtained from CPI index)

☐ Yes

☒ No

Was it part of the initial contract?

☐ Yes

☒ No

Date of last purchase:

Click here to enter a date.

Price paid:

Click here to enter text.

Inflation rate:

Click here to enter text.

Adjusted price:

Click here to enter text.

Percent difference between past purchase price and renewal price:

Click here to enter text.

Explanation / Notes:

Click here to enter text.

5. Is this a seasonal item or service? ☐ Yes ☒ No

6. Has an analysis been conducted to determine if this service can be performed in-house? ☐ Yes
☒ No If yes, attach the analysis.

7. What would be the impact on your department if this contract was not approved?

If this contract is not approved, the Department's ability to address the needs for on-site temporary cooling or heating to the facilities during repair/or replacement of failed HVAC systems will be diminished, resulting in possible facility shutdowns while repairs are completed.

Calvin Gamble

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July 25, 2022

Prepared by

Date

Joseph N. Davis, Director

July 29, 2022

Department Head

Date