

# Contract Renewal Evaluation Form

<b>Date:</b>	9/14/2022
<b>Department:</b>	Public Works
<b>Contract Number:</b>	20RFP101320K-CRB
<b>Contract Title:</b>	MS4 NPDES Permit Management Oversight and Administration

**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.**

**Discussed with consultant a plan to delay work effort until a response from EPD is received regarding any review comments on our annual report. Also requested consultant to identify specific activities to be performed by Public Works staff.**

**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:

Price found:

Different features / Conditions:

Percent difference between internet price and renewal price:

**Explanation / Notes:**

This is a time and materials professional services contract awarded on response to proposals. Pricing was assessed as reasonable when originally awarded and no increase has occurred for the renewal period.

☐ **Market Survey of other jurisdictions:**

Date contacted:	
Jurisdiction Name / Contact name:	
Date of last purchase:	
Price paid:	
Inflation rate:	
Adjusted price:	
Percent difference between past purchase price and renewal price:	
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	

**Explanation / Notes:**

Gwinnett and Cobb Counties provide all of these services with staff personnel.

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

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

\$66,057.00.

**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:

Price paid:

Inflation rate:

Adjusted price:

Percent difference between past purchase price and renewal price:

**Explanation / Notes:**

This is a service related contract with invoices based on labor and materials expended. The last invoice for services was dated July 6, 2022 in the amount of \$33,220.00

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?

Potential non-compliance with our NPDES Permit as some of the specialty services provided are not available in house.

Nick Ammons

September 22, 2022

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**Prepared by**

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**Date**



October 5, 2022

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**Department Head**

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**Date**