

# Contract Renewal Evaluation Form

<b>Date:</b>	9/23/2022
<b>Department:</b>	Public Works
<b>Contract Number:</b>	21ITBC000030A-CJC
<b>Contract Title:</b>	Water Meter Boxes and Valve Boxes

## 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.

The scope and cost reduction efforts of this contract is limited since this contract is to renew the existing contract for Water Meter Boxes and Valve Boxes. The Water Meter Boxes and Valve Boxes are essential for maintenance and repair of the existing and new installations of water meter boxes and valve boxes within the Water Distribution System. These Water Meter Boxes, and Valve Boxes are manufactured items which cannot be produced in-house.

### 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:	9/23/2022
Price found:	Pricing Varies due to the different sizes and different types of Meter Boxes and Valve Boxes needed.
Different features / Conditions:	
Percent difference between internet price and renewal price:	

### Explanation / Notes:

Sample Materials: Items 2, 3, 4 and 5 of the contract pricing sheet, 5 1/4" Barrel, 39-60" Extension, Slip Type Self Leveling Riser 16.5", Cast Iron Valve Box Lid labeled "Water" Heavy Duty and, 1 inch Valve Box Adjustment Rings.

Samples of the internet pricing of materials out of the group of materials covered in this contract. Internet's pricing of sampled items are listed below. Private commercial pricing is significantly higher than contracted municipal pricing. The internet price which is 20% - 23% higher because it is quoting gross prices, however, the County purchases several different types, and sizes of ductile iron pipe, and fittings.

For Example

	Our Price	Compared Price
Line# 2: Cast iron valve box 5 1/4 barrel 39-60" extension & cover	\$341.62	\$416.77
Line# 3: 16.5" Slip Type Self Leveling Riser	\$169.36	\$206.61
Line# 4: Cast Iron valve box lid labeled "water" heavy duty	\$59.60	\$72.71
Line# 5: 1 inch Valve Box Adjustment Rings with set screws	\$55.12	\$67.79

☐ **Market Survey of other jurisdictions:**

Date contacted:	9/23/2022
Jurisdiction Name / Contact name:	City of Atlanta / Jimmy Lee No return phone call
Date of last purchase:	N/A
Price paid:	N/A
Inflation rate:	N/A
Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	N/A
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?	No return phone call

**Explanation / Notes:**

Surrounding jurisdictions such as Gwinnett County, City of Atlanta, Cobb County, Douglas County, and Jackson County all use Water Meter Boxes and Valve Boxes.

☐ **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?

4. Does the renewal option include an adjustment for inflation? ☐ Yes ☒ No  
(Information can be obtained from CPI index)

Was it part of the initial contract? ☐ Yes ☐ No

Date of last purchase: 2/17/2022

Price paid: \$4,129.60

Inflation rate:

Adjusted price:

Percent difference between past purchase price and renewal price:

**Explanation / Notes:**

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

An annual contract is needed by the Public Works Department on a year-round basis for Water Meter Boxes and Valve Boxes. This material is used for the repairs and new installations of water valves, and water meters, and used to replace old water meter boxes and valve boxes within the Water Distribution System infrastructure throughout the Public Works Water Distribution service areas.

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

If this contract renewal is not approved, the Department of Public Works will not be able to perform routine maintenance replacement of old water meter boxes and valve boxes and install new water meter boxes and valve boxes within our water infrastructure throughout the Fulton County Water Service areas.

Khalid Ahmad

9/23/2022

Prepared by

Date



10/14/2022

Department Head

Date

## MARKET SURVEY

Date: 7/23/2022

Department: Public Works

Contract Number: 21ITBC000030A-CJC

Contract Title: Water Meter Boxes and Valve Boxes

Prepared by: Khalid Ahmad

I have completed a telephone market survey of the following organizations and received the comments noted.

Organization:	Cobb County	Clayton County	Dekalb County	Gwinnett County	City of Atlanta
Person:	Susan <del>Revil</del>	Angela Glover	Vena Lynch	Shelly Macintosh	Jimmy Lee
Phone No.:	(770) 528-1564	(770) 477-3595	(770) 270-6243	(770)-822-8720	(404) 456-0311
Position:	Buyer	Purchasing Specialist Senior	Procurement Technician	Purchasing Associate	Procurement
Are you aware of any new vendors?	No	No	No Return Phone Call	No Return Phone Call	No Return Phone Call
Are you aware of a reduction in pricing in this industry?	No	No	No Return Phone Call	No Return Phone Call	No Return Phone Call
How does pricing compare to FC's current contract?	Prices vary per type, size, style, length and width of Water Meter Boxes and Valve Boxes.	Prices vary per type, size, style, length and width of Water Meter Boxes and Valve Boxes	No Return Phone Call	No Return Phone Call	No Return Phone Call
Considering all factors, would you renew or re-bid now?	Renew	Renew	No Return Phone Call	No Return Phone Call	No Return Phone Call
Term of contract.	1Year Contract with 1 Year extensions	Annual Contract with 1 – 4 Year renewal options	No Return Phone Call	No Return Phone Call	No Return Phone Call