

## Contract Renewal Evaluation Form

|                         |                    |
|-------------------------|--------------------|
| <b>Date:</b>            | 9/22/2022          |
| <b>Department:</b>      | Public Works       |
| <b>Contract Number:</b> | 21ITBC000023A-CJC  |
| <b>Contract Title:</b>  | Water Meter Vaults |

### 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 are limited since this contract is to renew existing contract for water meter vaults. The water meter vaults are necessary for replacement of failed and aged units and are used to effectively maintain the existing Water Distribution System in Fulton County. If this contract was reduced it could delay the department's response time in responding to any new water service installations, repairs, and/or replacements. A contract for water meter vaults must be in place each year to insure availability of water meter vaults.

### 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:                  | 9/22/2022  |
| Price found:                     | Pricing varies due to the different types of water meter vault sizes.  |
| Different features / Conditions: | 1' Riser for 15' x 9' Vault, 2' Riser for 15' x 9' Vault, 13' x 7' x 7' Precast Vault, 1' Riser for 13' x 7' Vault |

Percent difference between internet price and renewal price:

**Explanation / Notes:**

In accordance with Fulton County Purchasing Code, Section 2-314, contracts such as this shall have a competitive bid. Since this contract is over \$50,000.00 dollars it shall go before the Board of Commissioners.

Sample Materials: Items 3, 4, 5 and 7 of the contract pricing sheet, 1' Riser for 15' x 9' Vault, 2' Riser for 15' x 9' Vault, 13' x 7' x 7' Precast Vault, 1' Riser for 13' x 7' Vault. Samples of the internet pricing of material out of the group of materials covered in this contract. Internet's pricing of sampled items are listed below. Private commercial pricing are significantly higher than contracted municipal pricing. The internet price which is 24% - 26% higher because it is quoting gross prices, however the County purchases several different types of Water Meter Vaults, therefore the prices are lower.

| <u>For Example</u>                    | <u>Our Price</u> | <u>Compared Price</u> |
|---------------------------------------|------------------|-----------------------|
| Line #3 – 1' Riser for 15' x 9' Vault | \$1,077.00       | \$1,346.25            |
| Line #4 – 2' Riser for 15' x 9' Vault | \$2,158.00       | \$2,697.50            |
| Line #5 – 13' x 7' Precast Vault      | \$3,164.00       | \$3,955.00            |
| Line#7 - 1' Riser for 13' x 7' Vault  | \$764.00         | \$955.00              |

☐ **Market Survey of other jurisdictions:**

|   |  |
|---|--|
| Date contacted:   | 9/23/2022  |
| Jurisdiction Name / Contact name:                                 | Dekalb County / Vena Lynch<br>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 Dekalb County, City of Atlanta, Gwinnett County, Clayton County, and the Cobb County use water meter vaults.

☐ 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: 7/6/2022

Price paid: \$5,843.00

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

A service contract for Water Meter Vaults is needed by the Public Works Department on a year-round basis to complete the process of installing new water service installations, repairs, and replacement. This contract is essential to the ongoing operations of the Water Distribution System to ensure availability of water meters required by state law.

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

Approval by the Board of Commissioners in the renewal of this contract is critical for the Public Works Department to effectively complete the process of installing new water meter vaults. If this contract is not renewed it could delay the department's response time in responding to any failed or aged meter vaults within the Water Distribution System.

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9/22/2022

Prepared by

Date

David Clark

10/6/22

Department Head

Date



