

Contract Renewal Evaluation Form

Date:	October 5, 2022
Department:	Real Estate and Asset Management
Contract Number:	22RFP041122C0MH
Contract Title:	General Landscaping & Lawn Care Countywide Facilities

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.

There is not sufficient in-house staffing to perform these functions internally. This contract provides on-site general landscaping and lawn care for 106 countywide facilities (North Fulton - 20 sites & South Fulton - 86 sites). This includes, but is not limited to, maintenance of ground covers, annuals, perennials, shrubs, trees, and irrigation systems. The maintenance shall include, but not limited to, application of fertilizers, herbicides, pesticides, watering, pruning, weeding, deadheading, replacement planting (as approved by the County), loose trash removal and disposal out of county facilities, leaf removal, irrigation repair and maintenance, tree removal, spring and fall clean up, vegetation control, grubbing, upkeep for surplus and unused buildings, facilities, sites, vacant lots, control illegal dumping and removal of debris clean-up on all County-owned sites.

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:	Click here to enter a date.
Price found:	Click here to enter text.
Different features / Conditions:	Click here to enter text.
Percent difference between internet price and renewal price:	Click here to enter text.

Explanation / Notes:

The bid prices for landscaping are specific to the project sites that are owned by the County. Bidder pricing was determined based on actual site visit. The internet pricing search is only able to determine a rough price per acre which is not an effective method to price the sites owned by the County. The Bid prices submitted by Landscape Contractors per acre size and hourly rates cost reflect market pricing for landscape services.

☐ **Market Survey of other jurisdictions:**

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name:	Click here to enter text.
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.
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:

Fulton County bid prices are specific to the sites located in the bid documents. No other jurisdiction has the same 106 county sites to make a cost comparison.

☐ **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 expenditures as of 10/4/2022, \$563,883.10
FY2021: The County spent \$321,561.90
FY2020: The County spent \$485,333.16
FY2019: The County spent \$238,248.00

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:	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.

No staff is available to perform this function.

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

If this renewal contract is not approved, the Department will not be able to provide General Landscaping and Lawn Care Maintenance Services for these 106 totals County-wide owned sites.

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October 5, 2022

Prepared by

Date

Joseph Davis

Joe Davis, Director

October 12, 2022

Department Head

Date