

Contract Renewal Evaluation Form

Date:	July 7, 2021
Department:	Real Estate and Asset Management
Contract Number:	Bid#19ITBC119850C-GS
Contract Title:	Ballasts, Lamps, Light Fixtures and Related Supplies

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.

This contract furnishes ballasts, lamps, light fixtures and related supplies for the Department of Real Estate and Asset Management on an "as needed" basis. Due to standardization of fixtures and sub-assemblies, the recommended supply manufacturer brands such as GE, Sylvania or Phillips for lamps and Advance, Howard, Sylvania, Universal, Magnetek for ballasts. The DREAM maintenance staff is responsible for routine repairs and the preventive maintenance program performed at facilities throughout the County.

Retrofit lighting with LED fixtures and lamps.

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 8, 2021
Price found:	1.65
Different features / Conditions:	Identical
Percent difference between internet price and renewal price:	Internet price 12% higher.

Explanation / Notes:

[Click here to enter text.](#)

☒ **Market Survey of other jurisdictions:**

Date contacted:	July 8, 2021
Jurisdiction Name / Contact name:	Dekalb County
Date of last purchase:	May 12, 2021
Price paid:	\$1.89
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?	8% Higher

Explanation / Notes:

[Click here to enter text.](#)

☐ **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?

\$68,290.00 in FY2020

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 these renewal contracts are not approved, the department will not be able to provide ballasts, lamps, light fixtures and related supplies to the DREAM in-house maintenance staff for routine maintenance services countywide

Calvin Gamble, Material Management Manager

Prepared by

Joseph N. Davis, Director

Department Head

Click here to enter a date.

Date

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