

## Contract Renewal Evaluation Form

<b>Date:</b>	<b>July 9, 2021</b>
<b>Department:</b>	<b>Real Estate and Asset Management</b>
<b>Contract Number:</b>	<b>20RFP124968K-DB</b>
<b>Contract Title:</b>	<b>Standby Professional Services for Mechanical, Electrical, Plumbing and Fire Protection</b>

**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 service cannot afford to be reduced because we do not have any alternative resources to provide standby professional for mechanical, electrical, plumbing and fire protection services on an "as needed-task order assignment" basis.

The intent of this contract is for one or more firms to provide expertise, resources and personnel experienced in the various phases of Mechanical, Electrical, Plumbing and Fire Protection (MEPFP) including the furnishing of all design, labor, materials and equipment needed to perform the work. In addition, the County desires to obtain LEED Silver ratings for any new construction projects. In the event that sufficient funding is not available to pursue LEED Silver ratings for individual projects, the County desires that site and building designs are developed to maximize energy efficiency and water conservation. Project designs shall minimize adverse environmental impact through energy efficiency, resource conservation, water conservation, site design, and excellent indoor air quality.

**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:**

Cobb County, City of Atlanta, and DeKalb County do not utilize stand-by contracts. There are no municipalities in the Metro Atlanta area to use for benchmarks or comparison purposes. This procurement was conducted in accordance with all applicable provisions of

the Fulton County Code of Ordinances and the specific method of source selection for the services required in this bid is code Selection 102-374, Competitive Sealed Bid.

☐ 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:	Ongoing daily maintenance & service.
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 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:**

☐ 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?

The County spent \$253,330.13 in FY2020, and \$0.00 as of 7/9/2021.

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.

We do not have staff with the professional licenses and designations required by code to perform this work.

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

The Department does not have staff that can fulfill this need and with the anticipated Bond Program projects, we can utilize these contracts as subject matter experts to ensure that companies bidding of Bond work projects are provided cost effective services.

Sam Bakare, Construction Manager  
Bill Mason, Facilities Project Manager

Prepared by

7-14-2021

Date

Joseph N. Davis, Director

Department Head

Click here to enter a date.

8/4/21  
Date