

## Contract Renewal Evaluation Form

<b>Date:</b>	<b>July 21, 2021</b>
<b>Department:</b>	<b>Real Estate and Asset Management</b>
<b>Contract Number:</b>	<b>19ITB120487C-MH</b>
<b>Contract Title:</b>	<b>Generator System Maintenance and Repair</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.**

We cannot reduce the scope of this contract because this requires advanced skills in troubleshooting and repair of diesel/gasoline engines, generators and automatic transfer switches. Technicians employed by Fulton County do not have these skills to perform this type of maintenance and repair. This contract furnishes all materials, parts, labor, equipment, transportation and appurtenances necessary to provide back-up power to 26 critical locations through-out Fulton County which includes: Charlie Brown Airport, North and South Service Centers, senior centers, and health facilities. Also provide on-site preventive generator system maintenance and repair services on a schedule quarterly and annual inspections basis.

**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 existing prices for fire sprinkler protection system maintenance reflect the current market rates as of today. This service was conducted in accordance with all applicable provisions of the Fulton County Purchasing Code Section 102-373, all Competitive Sealed Bids.

☐ **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:	<a href="#">Click here to enter a date.</a>
Price paid:	<a href="#">Click here to enter text.</a>
Inflation rate:	<a href="#">Click here to enter text.</a>
Adjusted price:	<a href="#">Click here to enter text.</a>
Percent difference between past purchase price and renewal price:	<a href="#">Click here to enter text.</a>
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?	Prices are comparable to Fulton County.

**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?

The County spent \$91,759.83 in FY2020. The County expenditure as of 7/21/2021 is \$8,142.94.

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:	<a href="#">Click here to enter a date.</a>
Price paid:	<a href="#">Click here to enter text.</a>
Inflation rate:	<a href="#">Click here to enter text.</a>
Adjusted price:	<a href="#">Click here to enter text.</a>
Percent difference between past purchase price and renewal price:	<a href="#">Click here to enter text.</a>

**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.

This service cannot be done in house because no one is trained to do this service. Additionally, this contract includes parts as well as labor.

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

This contract covers services required for ensuring readiness of emergency generators supporting mission critical functions like IT Data Center, 911 Call Center, fire stations and Senior Centers. If this contract is not approved, these functions will be adversely affected and facilities that provide shelter during emergency situations such as Senior Centers would not be able to do so.

Vijay Nair, Central Bldg. Maintenance Mgr. *VN*  
Willie Perryman, Greater Bldg. Maintenance Mgr.

August 10, 2021

Prepared by

Date

Joe Davis, Director

Click here to enter a date.

*Joe Davis*  
Department Head

*8/18/21*  
Date