

## Contract Renewal Evaluation Form

<b>Date:</b>	July 14, 2021
<b>Department:</b>	Public Works
<b>Contract Number:</b>	19ITB120391A-FB
<b>Contract Title:</b>	Landscape Maintenance Services at Fulton County Executive Airport - Charlie Brown Field

**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 was defined prior to the bidding phase and was scrutinized at that time. No additional efforts have been made other than over-seeing that they are providing the services defined in the contract.

**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:

Price found:

Different features / Conditions:

Percent difference between internet price and renewal price:

**Explanation / Notes:**

This contract is competitively bid according to Fulton County Purchasing Policies and procedures.

☐ **Market Survey of other jurisdictions:**

Date contacted:	
Jurisdiction Name / Contact name:	
Date of last purchase:	
Price paid:	
Inflation rate:	
Adjusted price:	
Percent difference between past purchase price and renewal price:	
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?	Click here to enter text.

**Explanation / Notes:**

☒ **Other (Describe in detail the analysis conducted and the outcome):**

Prices were competitively reviewed against other bidders by the Fulton County Purchasing Department prior to awarding the contract.

**3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?**

\$45,024.46

**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:
Price paid:
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 If yes, attach the analysis.

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

It would require additional staffing. The landscaping in the public areas of the airport would not be maintained and would become unsightly. This would include not mowing the grass, tree and shrub maintenance, and trash pick-up on the airport and along FIB and MLK.

Tim Beggerly, Airport Manager

July 14, 2021

Prepared by

Date



8/18/2021

Department Head

Date