

## Contract Renewal Evaluation Form

|                         |                             |
|-------------------------|-----------------------------|
| <b>Date:</b>            | 8/19/2021                   |
| <b>Department:</b>      | Public Works                |
| <b>Contract Number:</b> | 19ITB111419A-YJ             |
| <b>Contract Title:</b>  | Laboratory Testing Services |

**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 is for laboratory testing not able to be performed by County staff due to requirements placed on the lab beyond its normal capabilities or infrequent enough to make them economically infeasible. The laboratory analyses included in the contract are examined to see if they are still required or if they can be performed in-house. Also the methods used are examined to see if a less costly method can be requested.

**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:**

☒ **Market Survey of other jurisdictions:**

|   |   |
|---|---|
| Date contacted:   | See attachment  |
| Jurisdiction Name / Contact name:                                 | See attachment  |
| Date of last purchase:  | See attachment  |
| Price paid:   | See attachment  |
| Inflation rate:   | See attachment  |
| Adjusted price:   | See attachment  |
| 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?       | See attachment  |

**Explanation / Notes:**

A market survey was performed. It involved four (4) metro Atlanta municipal environmental laboratories and the State's Environmental Protection Division laboratory. The conclusion was that the prices we currently receive are reasonable and reflect the current market. See the attached Market Survey for details.

☐ **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?

\$ 26,500.00

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:  | Not applicable |
| Price paid:   | Not applicable |
| Inflation rate:   | Not applicable |
| Adjusted price:   | Not applicable |
| Percent difference between past purchase price and renewal price: | Not applicable |

**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?

There are possible regulatory enforcements against the County for permit (reporting) violations resulting in possible fines and/or consent orders. Ninety-five (95%) of the analyses performed under this contract is for regulatory purposes.

Patrick Person

8/19/2021

Prepared by

Date



8/19/2021

Department Head

Date

## MARKET SURVEY

**Date:** August 18, 2021

**Department:** Public Works

**Contract Number:** 19ITB111419A-YJ

**Contract Title:** Laboratory Testing Services

**Prepared by:**

I have completed a telephone market survey of the following organizations and received the comments noted.

| <b>Organization:</b>   | <b>Cobb County</b>                         | <b>Clayton County</b>                      | <b>Dekalb County</b>                             | <b>Atlanta (City)</b> | <b>State Purchasing</b> |
|--|--|--|--|-----------------------|-------------------------|
| <b>Person:</b>   | Trimanda Williams                          | Kendra Staniel                             | Jamilya Briggs                                   | Thomas Bourne         | Avionne Fortner         |
| <b>Phone No.:</b>  | 770-528-1488                               | 770-603-5611 ext. 13                       | 404-925-6657                                     | 404-982-1468          | 678-248-7400            |
| <b>Position:</b>   | Laboratory Superintendent                  | Director of Wastewater                     | Assistant Laboratory Supervisor                  | Laboratory Manager    | Laboratory Manager      |
| <b>Are you aware of any new vendors?</b>                         | No. No new vendors                         | No. No new vendors                         | Yes  | Yes                   | No                      |
| <b>Are you aware of a reduction in pricing in this industry?</b> | No. Not aware of any price reduction       | No. Not aware of any price reduction       | No. Unaware of any price changes in the industry | No                    | No                      |
| <b>How does pricing compare to FC's current contract?</b>        | Pricing is comparable to the Fulton County | Pricing is comparable to the Fulton County | Yes, pricing is comparable to Fulton County      | Comparable            | Comparable              |
| <b>Considering all factors, would you renew or re-bid now?</b>   | Yes, would renew                           | Yes, would renew                           | Yes, would renew                                 | Yes                   | Yes, would renew        |
| <b>Term of contract.</b>   | 1 year                                     | 1 year                                     | 1 year   | 1 year                | 1 year                  |