

## Contract Renewal Evaluation Form

Date:	July 22, 2021
Department:	Department of Real Estate and Asset Management
Contract Number:	20ITB125925C-CG
Contract Title:	Septic Tank & Grease Trap Maintenance Services Countywide

### 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 get this service done. This contract provides labor, equipment, material and appurtenances necessary to pump, transport and dispose of waste from septic tanks and grease traps for Fulton County facilities in accordance with all applicable laws, regulations, and local ordinances, properly dispose of the grease trap and /or septic contents. There are a total of five (5) septic tanks and 28 grease traps located in Fulton County facilities.

### 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 prices for septic tank and grease trap maintenance services do reflect the current market. 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 102-373, 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:	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.
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:**

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 \$13,575.00 in FY2020, and \$10,220.00 as of 9/8/2021.

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.

This service cannot be performed in-house because the DREAM does not have required equipment to pump, transport and dispose of waste from septic tanks and grease traps according to city ordinance. The Contractor secures and pays for all permits, inspections and licenses necessary for the execution of this work.

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

If this contract renewal is not approved, the County would be in violation of a City of Atlanta ordinance that regulates this service and requires the pumping of grease traps on a weekly basis. This could cause these facilities to be shut down. This service allows the County to be in compliance with the City of Atlanta Grease Management Ordinance 154-297.

Willie Perryman, Bldg. Maintenance Mgr.

*Willie Perryman*

Wardell Prothro, Plumber Supervisor

Click here to enter a date.

*9/9/2021*

Prepared by

Joseph N. Davis, Director

*[Signature]*

Date

*9/10/2021*

Click here to enter a date.

Department Head

Date