

Contract Renewal Evaluation Form

Date:	July 8, 2021
Department:	Real Estate and Asset Management
Contract Number:	20ITB125835C-GS
Contract Title:	Carpet & Carpet Tile Installation and Repair 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.

Carpets are one of the essential features of floor covering. These are replaced only when the condition of the carpet has the potential to cause liability for the County. Efforts are indeed being made to operate this contract with strict spending constraints. Whenever possible, the removal and resetting of furniture for carpet and/or tile installation and repair are performed by Fulton County staff rather than the contractor, providing slight reductions in scope and cost of this contract. Additionally, small jobs not involving moving and lifting of furniture are undertaken in-house as well as cleanup often becoming a function of the County as opposed to the contractor, resulting in further reductions.

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 carpet installation 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?	The per-foot price paid by Fulton County is approximately \$ 3.50, which is comparable

Explanation / Notes:

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

A search on the internet for average cost of installation reveals that Fulton County was paying for the installation, at rates comparable to what was available in the market. Please see attached screen shot of the search results. **Price paid for installation of carpet includes cost of removing existing carpet, removal and reinstallation of furniture and installation of new carpet. Even when per-foot prices are comparable actual costs could vary depending upon the configuration of the space.**

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

The County spent \$456,128.37 in FY2020, and \$80,239.00 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.

RemodelingExpense

CARPET TILES COSTS

ZIP CODE

30303

SQ. FT.

100

Update

Basic

Better

Best

Carpet Tiles – Material Prices

\$180.00 -

\$250.00 -

\$320.00 -

\$245.00

\$295.00

\$395.00

Carpet Tiles – Installation Cost

\$125.00 -

\$150.00 -

\$170.00 -

\$135.00

\$165.00

\$190.00

Carpet Tiles – Total

\$305.00 -

\$400.00 -

\$490.00 -

\$380.00

\$460.00

\$585.00

Carpet Tiles – Total Average Cost per square foot

\$3.42

\$4.30

\$5.38

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.

The County does not have the resources, specialty tools and equipment to provide carpet and carpet tile installation repair services Countywide.

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

Not approving this contract would negatively impact all Fulton County departments. The upkeep of Fulton County facilities is an essential function of this department. This contract is a vital part of our ability to maintain functional and aesthetically sound facilities. Without this contract, flooring within Fulton County facilities could go without necessary maintenance and provide for a potentially hazardous environment. The deterioration of floor coverings in many well-traveled locations like Court Rooms and public corridors could be a cause for tripping hazards and health hazards from deteriorating carpets

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September 8, 2021

Vijay

Willie Perryman, Bldg. Maint. Mgr., Greater
Fulton

Prepared by

Date

Joseph N. Davis, Director *JND*

September 10, 2021

Department Head

Date