

Contract Renewal Evaluation Form

Date:	9/16/2021
Department:	Public Works
Contract Number:	2011TB100720A-CJC
Contract Title:	Water Meter Testing and Repairs

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.

Water meter testing is necessary to ensure the accuracy of our meters so that correct billing is achieved. Fulton Water Resources Department does as much in house small meter testing as our manpower and expertise allows. Water meter testing requires specialized equipment, training and resources not currently available in house. We just do not have the resources to do large meter testing.

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:

An internet search revealed a number of firms presenting themselves as capable of providing these services but no information on pricing.

x Market Survey of other jurisdictions:

Date contacted:	See attached
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?	

Explanation / Notes:

See attached Market Survey.

☐ 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?

\$97,100.00

4. Does the renewal option include an adjustment for inflation?
(Information can be obtained from CPI index)

☐ Yes

☒ No

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:

[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?

Without this contract over time, billing inaccuracies could develop and Fulton County Finance Department would be challenged to defend against any customer complaints of malfunctioning water meters.

N.L. Ammons

September 16, 2021

Prepared by

Date



9/22/2021

Department Head

Date

MARKET SURVEY

Date: 7/8/21

Department: Public Works

Contract Number: 2011TB100720A-CJC

Contract Title: Water Meter Testing and Repairs

Prepared by: Nick Blythe

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

Organization:	Cobb County	Clayton County	Dekalb County	Gwinnett County	State Purchasing
Person:	Stephanie Brice	Kathy Bogart	Cathryn Horner	Shelley Mcwhorter	No Service
Phone No.:	770 528-8439	770 960-5231	404 371-6334	770 822-8720	ns
Position:	Purchasing Supv	Purchasing Supv	Procurement mgr	Purchasing Assoc. III	
Are you aware of any new vendors?	No Response	No Response	No Response	We do our own test and repair of large meters	
Are you aware of a reduction in pricing in this industry?	NR	NR	NR	See above	
How does pricing compare to FC's current contract?	NR	NR	NR	See Above	
Considering all factors, would you renew or re-bid now?	NR	NR	NR	See Above	
Term of contract.					