



COOPERATIVE PURCHASING JUSTIFICATION AND APPROVAL FORM

In accordance with Division 12 of the Fulton County Purchasing Code the Purchasing Agent may enter into an agreement with any public procurement unit for the cooperative use of supplies or services; and, may procure supplies, services or construction items through contracts established by the purchasing division of the state where such contract and contractors substantially meet the requirements of the Purchasing Code. Complete the form below to request the Department of Purchasing review the request to engage in cooperative purchasing.

Requesting Department/Agency Department Of Real Estate & Asset Management

Department/Agency Contact Information: Joseph N. Davis, Director, (404) 612-3772

Cooperative Contract Number and Title: #R190303, Office Supplies, Related Products and Services

Estimated Spending Request: 150,000.00

Contract Source (Identify the source of the cooperative contract by checking the appropriate box):

<input checked="" type="checkbox"/> Public Cooperative Entity (EX: Omnia Partners, NASPO) List Cooperative Entity: Omnia Partners	<input type="checkbox"/> State of Georgia Statewide Contracts (Department of Administrative Services)
<input type="checkbox"/> Federal Government (GSA Contract)	<input type="checkbox"/> Other Governmental Entity (Ex: City of Atlanta, Dekalb County) List Government Entity:

Verification Requirements

In order to utilize the cooperative purchasing, statewide or GSA contract, the User Department/Agency must provide justification for the use of the cooperative purchase and why the particular cooperative contract is most advantageous to the County as it relates to price and other factors.

1. Provide justification for the use of the cooperative purchase. The Cooperative Purchasing Contract, to provide and deliver copy paper and related supplies on an "as-needed" basis for Countywide Departments. The vendor will delivery directly to the location of requesting agency, which will result in a reduction in fuel consumption on DREAM delivery vehicles, allowed County personnel to be assigned to other logistical work. Require less warehouse space to store paper.
2. Provide an explanation regarding the cost analysis conducted and why utilizing this contract is best value and advantageous to the County. This may include but is limited to:
 - a. Leveraging benefits of volume purchasing
 - b. Volume discounts. The County will receive 1-2% in rebates.
 - c. Service delivery requirement advantages. Next day service delivery
 - d. Document market research that was completed to determine use of cooperative purchase request.

- e. The vendor will deliver directly to the location of requesting agency, which will result in a reduction of fuel consumption on DREAM delivery vehicles.
- 3. verifying that the cooperative, statewide or GSA contract is current and awarded through a competitive process.
- 4. Provide a copy of the cost proposal/quote received.

TO BE COMPLETED BY THE DEPARTMENT OF PURCHASING REPRESENTATIVE:

DOES THE SOLICITATION MEET THE REQUIREMENTS	YES	NO
Reviewed the justification provided by the requesting department/agency and determined that the use of the cooperative purchase/statewide/GSA Contract is justified.	X	
Reviewed the cost analysis provided and determined that the use of the cooperative purchase/statewide/GSA Contract is best value and/or advantageous to the County:	X	
Reviewed the documentation provided and obtained a copy of the contract, solicitation documents, award letters, etc., to verify that the cooperative, statewide or GSA contract is current and was awarded through a competitive process.	X	
The use of the contract meets the needs of the requesting department/agency.	X	
The proposed contracting entity is authorized to conduct business in the State of Georgia.	X	
If applicable, the contracting entity must comply with the Georgia Security and Immigration Act (E-Verify). A copy of the Georgia Immigration and Security Contractor Affidavit is obtained from the contracting entity.	X	
If federal funded, documented that the contracting entity is not on the Excluded Parties List System (EPLS) that identifies those parties debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement rule, or otherwise declared ineligible from receiving federal contracts, certain subcontracts, and certain federal assistance and benefits.		
Obtain Certificate Insurance requirements based on the coverage and limits included in the cooperative purchase/statewide/GSA contact. The County must be the Certificate Holder, Add'l Insured and Subrogation boxes should be marked.	X	

Purchasing Representative Recommendation:

I have reviewed the items on the above checklist for this solicitation and the request

X__ meets the requirements _____ does not meet the requirements

(Ensure that backup documentation has been scanned/saved into folder for this request)

(CAPA/APA) Purchasing Agent: Mark Hawks

Date 6/8/2026

Chief Purchasing Agent _____

Date _____