



AWARD WITHOUT COMPETITION JUSTIFICATION AND APPROVAL FORM

In accordance with Purchasing Code Section 102-384, Award without competition (Sole Source) may be awarded without competition when the County Manager and the Chief Purchasing Agent determine, in writing, upon recommendation of the User Department and after Purchasing conducts a good faith review of available resources, that there is only one source for the required work, labor, or service to be done on the supplies, materials, or equipment to be furnished. Complete the form below to request the Department of Purchasing designation of Award without Competition (Sole Source).

Requesting Department/Agency: Department Of Real Estate & Asset Management

Department/Agency Contact Information: April Pye, 404-612-702

Supplier/Source Company Name: *United States Postal Service*

Supplier/Source Contact Information:

Estimated Spending Request: 2,350,000.00

Description of Supplies/Services: Provide a detailed description and purpose of the services/commodities to be provided, estimated quantities and estimated value for the request. *Countywide Postage Services.*

This service allows the County to provide the citizens and patrons time sensitive mail from Fulton County Government agencies through the United States Postal Services in the amount not to exceed \$2,350,000.00. Effective dates: January 1, 2027, through December 31, 2027.

This service is required to adhere to postage mandates for Fulton County Agencies and to provide postage, as well as purchasing authority, to various user departments for "time sensitive" mail such as tax information, W-2 forms, jury summons, Registration and Elections applications and ballots or any notices mailed from Fulton County, which must arrive at their destinations in a timely manner. Postage stamps cannot be purchased from another source. Pursuant to in accordance with Purchasing Code Section 102-384, this request meets the following category permitted as basis for conditions allowing the award of a contract without competition:

(b)(7) A governmental agency is the only provider of the service and/or services

Demonstration of Contractor's Unique Qualifications:

CHECK ALL THAT APPLY: Any selection requires an explanation in the text box below. The explanation must clearly indicate why the proposed supplier is the ONLY supplier that will meet your requirements. Upload any

back-up documentation in BidNet with your request.

☒ Uniqueness of a product (explain your research/work requirements and the relevance of the product).

The stamps cannot be purchased from another source. The United States Postal Service is sole proprietary provider to provide postage for delivery of postal services. The postage mandates for Fulton County agencies and to provide postage to various user departments for "time sensitive" mail are Referenced in the County's Policy & Procedures No. 600-54, Fulton County Mail Processing Procedures dated: February 21, 1996.

☒ Critically important features (detail the features and your research of comparable items).

The stamps cannot be purchased from another source. The United States Postal Service is sole proprietary provider to provide postage for delivery of postal services.

☒ Continuity of existing research/work

This will jeopardize Fulton County's ability to deliver time sensitive mail to its citizens and patrons and may impact the timeliness of mailings to voters for the 2027 Elections and the timely mailing of tax notices to Fulton County citizens.

☐ Repairs, replacement parts, or technical service available only from manufacturer or authorized distributor

☐ Compatibility with existing equipment

☐ Other, Explain _____

TO BE COMPLETED BY THE DEPARTMENT OF PURCHASING REPRESENTATIVE:

DOES THE REQUEST MEET THE REQUIREMENTS	YES	NO
Is request exempt from Public Notice requirement	X	
Public Notice requirements met	N/A	
Does request meet one of the qualifying situations	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.	X	
Obtain Certificate Insurance requirements based on the coverage and limits included in the cooperative purchase/statewide/GSA contract. The County must be the Certificate Holder, Additional Insured and Subrogation boxes should be marked.	X	

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

X Meets the requirements

____ Does not meet the requirements

Purchasing Recommendation:

 X Award Sole-Source

_____ Issue PO / Contract

_____ Not Awarded / Competitively Bid

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

(CAPA/APA) Purchasing Agent: Mark Hawks Date 7/29/26

Chief Purchasing Agent _____ Date _____

Public Notice

In accordance with Purchasing Code Section 102-384(f) Exceptions, the following categories are exempt from the Public Notice requirements, please check the appropriate box, if applicable:

- ☐ A governmental agency is the only provider of the service and/or services;
- ☐ When acquiring legal services;
- ☐ Authorized or required by statute, a statute expressly authorizes or requires that the acquisition be made through another agency or from a specified source;
- ☐ The existence of limited rights in data, patent rights, copyrights, or secret processes; or similar circumstances make the supplies and services available from only one source.

Public Notice Required ☐

Date Public Notice posted on website:

Date Public Notice closed:

REVIEW OF OFFER(S)

Were any offers received (Y/N):

Number of offers received:

Respondents:

Date Offers submitted to User Department for review:

User Department review and recommendation:

Qualifying Determination

- ☐ Independent research through internet searches or discussions with subject matter experts corroborated that the item is available only from one source.
- ☐ The request demonstrates the uniqueness of the item(s) or service(s) to be procured from the proposed contractor or vendor due to compatibility, patented or proprietary system.
- ☐ The request demonstrates and provides support of how the determination was made that the item(s) or service(s) is only available from one source (e.g. market survey results, independent research, patented or proprietary system).
- ☐ Does the request demonstrate a significant need for contractor's expertise linked to the current project (e.g., knowledge of project management, responsiveness, experience of contractor personnel, and/or prior work on earlier phases of project)
- ☐ Does not meet the requirements

Market Survey

- ☐ Internet searches ☐ Advertisement of intent to award a sole source.