



INTEROFFICE MEMORANDUM

TO: Felicia Strong-Whitaker, Chief Purchasing Agent,
Director of Purchasing and Contract Compliance

FROM: Joseph Davis, Director, DREAM

DATE: September 4, 2024

SUBJECT: Recommendation Award – #24ITB143254C-JH, Mail
Services Operation- FY2025

Recommendation: We are recommending approval of the lowest bidder for, Mail Services Operation in the amount of \$349,424.160 with Moore Partners, Inc. dba More Business Solutions, to provide mail services countywide. Effective dates: January 1, 2025, through December 31, 2025, with two renewal options.

DISCUSSION:

Procedure for Basis of Award:

The recommendation is based on the bidders' calculation of a monthly base management fee which consists of inter-office mail delivery, pre-sort mailing services for processing based upon volume of number of pieces, internal & external couriers, bulk mailing, handling fees, and with the addition of processing e-certified envelopes per pieces. The total base bid amount is the total management fee cost that is a recurring monthly compensation x 12 (Annual Total Cost).

Award Recommendation:

The Department received and evaluated two (2) bid responses to the solicitation.

| | Bidders | Base Bid | Awarded Authority |
|---|----------------------|-----------------|--------------------------|
| 1 | Moore Partners, Inc. | \$349,424.16 | \$349,424.16 |
| 2 | MEI Mail Services | \$1,044,240.00 | |

Moore Partners, Inc. submitted the lowest base bid in the amount of \$349,424.16 and MEI Mail Services submitted a base bid amount of \$1,044,240.00 (see Exhibit 1). DREAM is recommending award to Moore Partners, LLC as the overall lowest responsive and responsible bidder to provide mail services for Fulton County for FY2025.

Moore Partners, Inc. have the current contract with Fulton County and has performed outstanding (evaluation score of 100) and very highly competent as a mail operation contractor as stated in their performance report (see Exhibit #2).

The requested spending authority in the total amount of \$349,424.16 is sufficient to cover these anticipated costs for FY2025.

Funding for this recommendation in account #700-520-5201-1711 in the total amount of \$349,424.16, which is subject to availability of budget being adopted by BOC for approval for FY2025.

If you require additional information, contact Harry Jordan at (404) 612-5933.

Cc. April Pye, Administrator, DREAM

Donna Jenkins, Deputy Director, Purchasing & Contract Compliance

Mark Hawks, CAPA, Team C, Purchasing & Contract Compliance

Joanna Hernandez, APA, Team C, Purchasing & Contract Compliance

Harry Jordan, Contract Administrator, DREAM

Khandi Flowers, Contract Administrator, Purchasing & Contract Compliance