



INTEROFFICE MEMORANDUM

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

FROM: Joseph Davis, Director, DREAM

DATE: June 30, 2021

SUBJECT: Recommendation Award – ITB #21ITB130203C-MH, **Mail Services Operation-FY2022**

Recommendation: We are recommending approval of the lowest bidder for, Mail Services Operation in the amount of \$294,800.00 with Moore Partners, Inc. dba More Business Solutions, to provide mail services countywide. Effective dates: January 1, 2022 through December 31, 2022, with two renewal options.

DISCUSSION: 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).

The Department received and evaluated one (1) bid response to the solicitation. More Business Solutions, submitted the only responsible and responsive bid to provide mail services operation for Fulton County agencies for FY2022 with a total base bid amount of \$294,800.00.

More Business Solutions have the current contract with Fulton County and has performed very good and highly competent as a mail operation contractor as stated in their performance report.

Funding for this recommendation in account #700-520-5201-1711 in the total amount of \$294,800.00, which is subject to availability of budget being adopted by BOC for approval for FY2022.

Authorized Signature: _____

(By Director/Deputy Director)

Date: 6/30/21

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

Cc. April Pye, Administrator, DREAM

Latice Brown, Administrator Coordinator, DREAM

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

Harry Jordan, Contract Management Administrator, Purchasing/DREAM



INTEROFFICE MEMORANDUM

TO: Joseph Davis, Director DREAM

FROM: April Pye, Administrator, DREAM *AP*
Latice Brown, Administrator Coordinator *LB*

DATE: June 17, 2021

SUBJECT: Bid Evaluation Form – 21ITB130203C-MH,
Mail Services Operation- FY2022

The above mentioned ITBs are being submitted for your evaluation. Please review it carefully and make your recommendation for award(s). You may retain the copies of the bid packages. Annotate your information below:

Total Award Amount Requested: \$294,800.00 (FY2022)

Funding Line(s): 700-520-5201-1711

Contract Terms: January 1, 2022 through December 31, 2022

RECOMMENDATION/JUSTIFICATION:

Recommended Bidder	Award Authority	Notes
Moore Partners, Inc. dba More Business Solutions	\$294,800.00	

We recommend Moore Partners as the lowest responsive bidder.

Attachments:

1. One Bid Response
2. Bid Tab Sheet #21ITB130203C-MH

Department Authorize Approval:

Authorized Signature:

Holanda Williams

Date:

6-22-21

(By Financial Administrator)

Authorized Signature:

[Signature]

Date:

6-23-21

(By Director/Deputy Director)

C: Harry Jordan, Contract Management Administrator, Purchasing/DREAM
Florene Thornton, Financial Administrator, DREAM
Mark Hawks, CAPA, C Team, Purchasing & Contract Compliance