



INTEROFFICE MEMORANDUM

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

FROM: Joseph Davis, Director, DREAM

DATE: August 25, 2025

SUBJECT: Request Sole Source Procurement- Countywide
Postage Services-FY2026

Requested Action: The Department of Real Estate and Asset Management is requesting approval to award contract without competition with the United States Postal Services (USPS) to provide Countywide postage services for Fulton County agencies for fiscal year 2026, in the total amount not to exceed of \$2,300,000.00.

Discussion: This service is required to adhere to postage mandates for Fulton County agencies and to provide postage to various user departments for “time sensitive” mail such as tax information to include W-2 forms, tax bills and tax assessments to Fulton County citizens, jury summons, absentee ballots, voter registration applications, precinct cards, head of household mailings and any notices mailed from Fulton County, which must arrive at their destinations in a timely manner. Postage stamps cannot be purchased from another source. The United States Postal Services is the sole proprietary provider for delivery of postal services.

In accordance with Purchasing Code Section 102-384, this request meets the following category permitted as the 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

Impact: If this sole source is not approved, this will jeopardize Fulton County’s delivery of time sensitive mail to its citizens and patrons and may impact the timeliness of mailings to voters for the 2026 Elections and the timely mailing of tax notices to Fulton County citizens.

The funding for this request is in account line #700-520-5201-1703 in the amount of \$2,300,000.00, subject to availability of funding adopted for FY2026 by BOC.

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

JD/AP/haj

ATTACHMENTS: Justification and Approval for Award of Contract W/O Competition
RQN# 082725-0111

C: Donna Jenkins, Deputy Director, Purchasing and Contract Compliance
Mark Hawks, CAPA, C Team, Purchasing and Contract Compliance
April Pye, Administrator, DREAM Administration Division
Harry Jordan, Contract Administrator, DREAM
Khandi Flowers, Contract Administrator, Purchasing and Contract Compliance
Florene Thornton, Financial Administrator, DREAM