

SECTION 2 - BID FORM

Submitted To: Fulton County Government Submitted

By: Moore Partners,

Inc. dba More Business

Solutions

For: **24ITB143254C-JH Mail Services Operation**

Submitted on August 22, 2024.

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Bid or in the Contract to be entered into; that this Bid is made without connection with any other person, company or parties making a Bid; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Drawings and Specifications for the work and contractual documents relative thereto, and has read all instructions to Bidders and General Conditions furnished prior to the openings of bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees, if this Bid is accepted, to contract with the Board of Commissioners of Fulton County, Atlanta, Georgia, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary, and to complete the construction of the work in full and complete accordance with the shown, noted, and reasonably intended requirements of the Specifications and Contract Documents to the full and entire satisfaction of the Board of Commissioners of Fulton County, Atlanta, Georgia, with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents for the following prices.

THE BASE BID IS THE AMOUNT UPON WHICH THE BIDDER WILL BE FORMALLY EVALUATED AND WHICH WILL BE USED TO DETERMINE THE LOWEST RESPONSIBLE BIDDER.

The base bid may not be withdrawn or modified for a period of sixty (60) days following the receipt of bids.

BASE BID AMOUNT (Total Management Fee Per Month X 12 for FY2025)

\$ 349,424.16

(Dollar Amount In Numbers)

Three Hundred Forty Nine Thousand Four Hundred Twenty Four Dollars and Sixteen Cents
(Dollar Amount in Words)

The Bidder agrees hereby to commence work under this Contract, with adequate personnel and equipment, on a date to be specified in a written "Notice to Proceed" from the County.

The Bidder declares that he understands that the quantities shown for the unit prices items are subject to either increase or decrease, and that should the quantities of any of the items of work

be increased, the Bidder proposes to do the additional work at the unit prices stated herein; and should the quantities be decreased, the Bidder also understands that payment will be made on the basis of actual quantities at the unit price bid and will make no claim for anticipated profits for any decrease in quantities; and that actual quantities will be determined upon completion of work, at which time adjustments will be made to the contract amount by direct increase or decrease.

BASE BID AMOUNT

Service	Description	2025 Costs	2026 Costs	2027 Costs
2.1 Mail Delivery	<u>Base Management Fee:</u> This is the recurring monthly compensation for all personnel including personnel for internal and external mail delivery services, and all County equipment, and all internal courier services including supplies, (i.e. ink cartridges, tape, etc.).	\$ <u>27,154.76</u> /Mo	\$ <u>29,055.59</u> /Mo	\$ <u>31,089.48</u> /Mo
2.2 Presort Services	<u>Presort:</u> Presort Mailing Services (provide cost for a first-class letter typed & written) based upon volume of 55,000 pieces per month or more for all labor and delivery.	\$ <u>1,963.92</u> /Mo	\$ <u>2,101.39</u> /Mo	\$ <u>2,248.49</u> /Mo
2.3 Courier	Rates per delivery for Ground Delivery to post office for certified mail	\$ <u>15.00</u> Per Delivery	\$ <u>15.00</u> Per Delivery	\$ <u>15.00</u> Per Delivery
2.4 Envelopes	Ordering per 1000 pieces processing E-Certified Mail	\$ <u>0.55</u> Per Envelope	\$ <u>0.55</u> Per Envelope	\$ <u>0.55</u> Per Envelope
2.5 Envelopes	Ordering per 250 pieces processing E-Certified Mail	\$ <u>0.69</u> Per Envelope	\$ <u>0.69</u> Per Envelope	\$ <u>0.69</u> Per Envelope

Total Management Fee = \$ 29,118.68 Per Month.

Include the proposed base management fee for Mail Services Operation (e.g., internal & external mail delivery staff + equipment + presort cost for 1st class mail for approximately 55,000 + pieces per month to include handling fee and 3-digit zip code; courier; bulk mail certificate and all supplies (e.g. tape, ink cartridge, etc.))

The Bidder furthermore agrees that, in the case of a failure on his part to execute the Contract Agreement and Bonds within ten days after receipt of conformed contract documents for execution, the Bid Bond accompanying his bid and the monies payable thereon shall be paid into the funds of the Owner as liquidated damages for such failure.

Enclosed is a Bid Bond in the approved form, in the sum of:

0 Dollars

(\$ 0) according to the conditions of "Instructions to Bidders" and provisions thereof.

The undersigned acknowledges receipt of the following addenda (list by the number and date appearing on each addendum) and thereby affirms that its Bid considers and incorporates any modifications to the originally issued Bidding Documents included therein.

ADDENDUM # 1 DATED 08/06/2024

ADDENDUM # 2 DATED 08/14/2024

ADDENDUM # _____ DATED _____

ADDENDUM # _____ DATED _____

BIDDER: Moore Partners Inc. dba More Business Solutions

Signed by: Denise K. Routh
[Type or Print Name]

Title: Partner, Chief Executive Officer

Business Address: 5875 Peachtree Industrial Blvd.

Suite 260
Peachtree Corners, GA 30092

Business Phone: 770-225-0321

Note: If the Bidder is a corporation, the Bid shall be signed by an officer of the corporation; if a partnership, it shall be signed by a partner. If signed by others, authority for signature shall be attached.

The full name and addresses of persons or parties interested in the foregoing Bid, as principals, are as follows:

Name

NA

Address

NA

END OF SECTION