



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**CONTRACT RENEWAL AGREEMENT**

**DEPARTMENT: Finance**

**BID/RFP# NUMBER: 20RFP0827C-MH**

**BID/RFP# TITLE: Printing & Mailing of Water and Sewer Bills**

**ORIGINAL APPROVAL DATE: December 16, 2020 (BOC item 20-0977)**

**RENEWAL EFFECTIVE DATES: January 1, 2023 through December 31, 2023**

**RENEWAL OPTION #: 2 OF 2**

**NUMBER OF RENEWAL OPTIONS: 2**

**RENEWAL AMOUNT: \$ 306,621**

**COMPANY'S NAME: Dove Mailing Inc.**

**ADDRESS: 5601 Fulton Industrial Blvd**

**CITY: Atlanta**

**STATE: GA**

**ZIP: 30336**

**This Renewal Agreement No. 2 was approved by the Fulton County Board of Commissioners on BOC DATE: 11/16/2022 BOC NUMBER: 2022-0858**

**SIGNATURES: SEE NEXT PAGE**

**SIGNATURES:**

Vendor agrees to accept the renewal option and abide by the terms and conditions set forth in the contract and specifications as referenced herein:

**FULTON COUNTY, GEORGIA**


**DOVE MAILING**

DocuSigned by:  
*Robert L. Pitts*  
\_\_\_\_\_  
12E1B4AA5F6A44A  
**Robert L. Pitts, Chairman**  
**Fulton County Board of Commissioners**

DocuSigned by:  
*Renee Newton*  
\_\_\_\_\_  
38F84F8025A74DD...  
**Renee Newton**

**ATTEST:**

**ATTEST:**

DocuSigned by:  
*Tonya Grier*  
\_\_\_\_\_  
EEC478C4837648D...  
**Tonya R. Grier**  
**Clerk to the Commission**  
  
(Affix County Seal) 

\_\_\_\_\_  
**Secretary/**  
**Assistant Secretary**  
  
(Affix Corporate Seal)

**AUTHORIZATION OF RENEWAL:**


**ATTEST:**

DocuSigned by:  
*Hakeem Oshikoya*  
\_\_\_\_\_  
750CC64560784CE...  
**Hakeem Oshikoya, Finance Director**  
**Finance Department**

DocuSigned by:  
*Michael Jatta*  
\_\_\_\_\_  
F4013EF09CD84D9...  
**Notary Public**

County: CLAYTON

Commission Expires: 11/28/2024  
DocuSigned by:

(Affix Notary Seal) 

<b>ITEM#:</b> 2022-0858	<b>RCS:</b> 11/16/2022	<b>ITEM#:</b> Meeting	<b>RM:</b> _____
<b>RECESS MEETING</b>		<b>REGULAR MEETING</b>	



# Fulton County

## Legislation Details (With Text)

**File #:** 22-0858      **Version:** 1      **Name:**  
**Type:** CM Action Item - Open & Responsible Government      **Status:** Passed  
**File created:** 10/18/2022      **In control:** Board of Commissioners  
**On agenda:** 11/16/2022      **Final action:** 11/16/2022  
**Title:** Request approval to renew existing contracts - Finance Department, 20RFP0827C-MH, Printing & Mailing Water and Sewer Bills in an amount not to exceed \$306,621.00 with Dove Mailing Inc. (Atlanta, GA) to provide printing and mailing of the County's water and sewer bills. This action exercises the second of two renewal options. No renewal options remain. Effective dates: January 1, 2023 through December 31, 2023. (APPROVED)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. CONTRACT RENEWAL AGREEMENT FORM for DOVE PRINTING for 2023, 2. CONTRACT RENEWAL EVALUATION FORM - Dove Mailing 2022, 3. Dove Mailing 2022 vendor performance report

Date	Ver.	Action By	Action	Result
11/16/2022	1	Board of Commissioners	approve	Pass

### Department

Finance

### Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval to renew existing contracts - Finance Department, 20RFP0827C-MH, Printing & Mailing Water and Sewer Bills in an amount not to exceed \$306,621.00 with Dove Mailing Inc. (Atlanta, GA) to provide printing and mailing of the County's water and sewer bills. This action exercises the second of two renewal options. No renewal options remain. Effective dates: January 1, 2023 through December 31, 2023. **(APPROVED)**

### Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-394(6), the Purchasing Department shall present all renewal requests to the Board of Commissioners at least 90 days prior to the contract renewal date, 60 days if the contract term is six (6) months or less.

### Strategic Priority Area related to this item *(If yes, note strategic priority area below)*

#### Open and Responsible Government

### Commission Districts Affected

- All Districts   
 District 1   
 District 2   
 District 3

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District 4

District 5

District 6

### Is this a purchasing item?

Yes

**Summary & Background** *(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

**Scope of Work:** Finance recommends approval of the 2<sup>nd</sup> renewal with Dove Mailing. This contract provides for printing and mailing Water and Sewer Bills for the County's approximately 80,000 water customers. The amount requested will accommodate the recent US Postal service increases.

**Community Impact:** Ensure timely distribution of water/sewer bills

**Department Recommendation:** Recommend approval

**Project Implications:** None

**Community Issues/Concerns:** None

**Department Issues/Concerns:** None

### Contract Modification

Current Contract History	BOC Item	Date	Dollar Amount
Original Award Amount	20-0977	12/16/2020	\$254,121.00
1st Renewal	21-0950	12/1/2021	\$279,000.00
2 <sup>nd</sup> Renewal			\$306,621.00
Total Revised Amount			\$839,742.00

### Contract & Compliance Information

*(Provide Contractor and Subcontractor details.)*

**Contract Value:** \$306,621.00  
**Prime Vendor:** Dove Mailing Inc.  
**Prime Status:** African American Male Business Enterprise-Certified  
**Location:** Atlanta, GA  
**County:** Fulton County  
**Prime Value:** \$306,621.00 or 100.00%

**Total Contract Value:** \$306,621.00 or 100.00%  
**Total M/FBE Value:** \$306,621.00 or 100.00%

### Exhibits Attached

*(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

Exhibit 1: Contract Renewal Agreement  
 Exhibit 2: Contract Renewal Evaluation Form  
 Exhibit 3: Contractor Performance Report

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**Contact Information** *(Type Name, Title, Agency and Phone)*

Hakeem Oshikoya, Finance Director, 404-612-7641

**Contract Attached**

No

**Previous Contracts**

Yes

**Total Contract Value**

Original Approved Amount: \$254,121.00  
 Previous Adjustments: \$279,000.00  
 This Request: \$306,621.00  
 TOTAL: \$839,742.00

**Grant Information Summary**

Amount Requested:  Cash  
 Match Required:  In-Kind  
 Start Date:  Approval to Award  
 End Date:  Apply & Accept  
 Match Account \$:

**Fiscal Impact / Funding Source****Funding Line 1:**

201-210-2111-1160 Water &amp; Sewer Revenue, Finance, Professional services \$276,621.00

**Funding Line 2:**

201-540-5401-1160 Water &amp; Sewer Revenue, Public Works, Professional Services \$30,000,00

<b>Key Contract Terms</b>	
<b>Start Date:</b> 1/1/2023	<b>End Date:</b> 12/31/2023
<b>Cost Adjustment:</b> \$306,621	<b>Renewal/Extension Terms:</b> 2r renewal period

**Overall Contractor Performance Rating:****Would you select/recommend this vendor again?**

Yes

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**Report Period Start:**  
1/1/2022

**Report Period End:**  
9/30/2022