




INTEROFFICE MEMORANDUM

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

FROM: Joseph Davis, Director, DREAM 

DATE: August 12, 2023

SUBJECT: Request Sole Source Procurement- Countywide
Postage Services-FY2024

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 2024, in the total amount of \$2,000,000.00.

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 to Fulton County citizens, jury summons, absentee ballots, voter registration applications, 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.

Due to USPS twice per year increases, the Office of the Tax Commissioner said they will require \$1,445,000 for 2024, for which they are budgeting. In addition to the mail posted through the mailroom, they request postage checks totaling at least \$400,000 each year and anticipate increasing this amount. Registration and Elections will conduct 2024 Presidential Preference Primary, General Primary and General Elections which will result in higher postage costs to cover multiple mailings throughout the year beginning in February, including mailing of absentee ballots, precinct change mailings, confirmation notices, and special mailings to voters, for which they are budgeting \$1,508,000 for postage. Registration and Elections budgets for a mailing to the voters (head of household) which is usually an approximate additional cost of \$250,000 for one election, outside of posting of mail through the mailroom. Historically, we spend larger amounts during a Presidential Election year. In addition, the Tax Assessor requests postage checks totaling approximately \$80,000 each year but is anticipating an increase for 2024, Juvenile Court requests postage checks totaling approximately \$12,000 and historically the Superior Court postage costs for mailings has been \$375,000 or above. While it is difficult to anticipate what will result in a major postage request as a result of needed communications during the 2024 Elections, we are conservatively estimating at \$2,000,000 to cover any unexpected postage requests.

Pursuant to 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:

(A) 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 2023 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 \$2,000,000.00, subject to availability of funding adopted for FY2024 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# 081222-0138

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