



JUSTIFICATION AND APPROVAL FOR ALLOWING AWARD OF CONTRACT WITHOUT COMPETITION

REQUEST INFORMATION

(The information below must be completed by the User Department and then submitted to the Department of Purchasing & Contract Compliance for advertisement)

Request Number & Title: 26SS1648783C-MH, Countywide Postage Services

Department: *Real Estate & Asset Management*

Request Submitted By: *April Pye*

Title: Administrator, DREAM Administration

Request Details: A contract may be awarded without competition when the County Manager and the Chief Purchasing Agent determine, in writing, upon recommendation of the User Department, and after Purchasing conducts a good faith review of available resources, that there is only one source for the required work, labor, or service to be done or the supplies, materials, or equipment to be furnished. The Award without Competition request should include the following information:

Supplier/Source Company Name: *United States Postal Service*

Supplier/Source Contact Information:

Description of Supplies/Services: *Countywide Postage Services*

Demonstration of Contractor's Unique Qualifications:

Provide an explanation as to why it is necessary to contract in a non-competitive manner.

1. Provide a detailed description of what will be provided.

To provide postage services for Fulton County agencies.

2. Provide a detailed description of proposed service or item(s) along with quantity and price

This service allows the County to provide the citizens and patrons time sensitive mail from Fulton County Government agencies through the United States Postal Services in an amount not to exceed \$2,350,000.00. Effective dates: January 1, 2027, through December 31, 2027.

This service is required to adhere to federal postage mandates for Fulton County Agencies and to provide postage, as well as purchasing authority, to various user departments for "time sensitive" mail such as tax information, W-2 forms, jury summons, Registration and Elections applications and ballots or any notices mailed from Fulton County. Postage stamps cannot be purchased from another source.

In accordance with Purchasing Code Section 102-384(b), this request meets the following category permitted as basis for conditions allowing the award of a contract without competition:

(7) A governmental agency is the only provider of the service and/or services

3. Provide an explanation of why these services or commodities are needed

This will jeopardize Fulton County's ability to deliver time sensitive mail to its citizens and patrons and may impact the timeliness of mailings to voters for the 2027 Elections and the timely mailing of tax notices to Fulton County citizens.

4. Provide a detailed description of proposed source's unique capabilities and/or personnel to perform the work and why this is the only source.

The stamps cannot be purchased from another source. The United States Postal Service is sole governmental provider of postage for postal services. Fulton County agencies must comply with federal postage mandates when sending "time sensitive" mail. Reference the County's Policy & Procedures No. 600-54, Fulton County Mail Processing Procedures dated: February 21, 1996.

(Section B must be completed by the Department of Purchasing & Contract Compliance)

SECTION B

PUBLIC NOTICE

Purchasing Code Section 102-384(f) Exceptions. The following categories are exempt from the notice requirements:

- (1) A governmental agency is the only provider of the service and/or services;*
- (2) When acquiring utility services; or*
- (3) When acquiring legal services;*
- (4) Authorized or required by statute, a statute expressly authorizes or requires that the acquisition be made through another agency or from a specified source;*
- (5) The existence of limited rights in data, patent rights, copyrights, or secret processes; or similar circumstances make the supplies and services available from only one source.*

If one of the above is applicable, public notice is not required.

Date Public Notice posted on BidNet:

Date Public Notice closed:

REVIEW OF OFFER(S)

Were any offers received (Y/N):

Number of offers received:

Respondents:

Date Offers submitted to User Department for review: *N/A*

User Department review and recommendation: *The United States Postal service is a Sole Source*

MARKET SURVEY

Results of Market Survey: *Purchase representative must provide an explanation that must include how the determination was made that the item(s) or service(s) is only available from one source (e.g., market survey was conducted, internet research, patented or proprietary system).*

PURCHASING RECOMMENDATION

Purchasing Representative must determine that the request meets one of the following qualifying situations listed below:

- ☐ Independent research through internet searches or discussions with subject matter experts corroborated that the item is available only from one source.
- ☐ The request demonstrated the uniqueness of the item(s) or service(s) to be procured from the proposed contractor or vendor due to compatibility, patented or proprietary system.
- ☐ The request demonstrated and provided support of how the determination was made that the item(s) or service(s) is only available from one source (e.g. market survey results, independent research, patented or proprietary system).
- ☐ Does not meet the requirements

Purchasing Recommendation:

- ☒ Award Sole-Source
- ☐ Issue PO / Contract
- ☐ Not Awarded / Competitively Bid

CERTIFICATION

Having conducted a good faith review of source availability regarding the materials, goods and or services stipulated herein, subsequent to consultation with the County Manager and the recommendation of the User Department, it has been determined that there is only one source available for the required work, labor or service to be done or the supplies, materials, or equipment to be furnished, per the Fulton County Code of Ordinances §102-384, Award without competition.

I, Felicia Strong-Whitaker, Chief Purchasing Agent, certify that the facts and representations under my cognizance which are included in this justification and its supporting documentation which form the basis for this justification are complete and accurate.

Felicia Strong-Whitaker
Chief Purchasing Agent

Date

I, Dick Anderson, County Manager, certify that the facts and representations under my cognizance which are included in this justification and its supporting documentation which form the basis for this justification are complete and accurate.

Dick Anderson
County Manager

Date