



## INTEROFFICE MEMORANDUM

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

**FROM:** Joseph Davis, Director, DREAM <sup>JD</sup>

**DATE:** September 23, 2024

**SUBJECT:** Request Sole Source Procurement- Countywide  
Postage Services-FY2025

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**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 2025, in the total amount 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 2025 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 FY2025 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# 091424-0093

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 Administrator, DREAM  
Khandi Flowers, Contract Administrator, Purchasing and Contract Compliance  
Florene Thornton, Financial Administrator, DREAM