



Fulton County Board of Commissioners  
**Agenda Item Summary**

# 18-1029

**BOC Meeting Date**  
 11/7/2018

**Requesting Agency**

Real Estate and Asset Management

**Commission Districts Affected**

All Districts

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

Request approval to award contract without competition – Department of Real Estate and Asset Management, #18SS115758C-BKJ, Postage Services in the amount of \$1,700,000 with the United States Postal Services (Atlanta, GA) to provide postage services for Countywide agencies. Effective dates: January 1, 2019 through December 31, 2019.

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

In accordance with Purchasing Code Section 102-384, after conducting a good faith review, and the Purchasing Department has determined that there is only one source available for the required supply, service, or construction item, the request shall be forwarded to the Board of Commissioners for approval.

**Is this Item related to a Strategic Priority Area?** *(If yes, note strategic priority area below)*

Yes All People trust government is efficient, effective, and fiscally sound

**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:** To provide mandated postal services for Fulton County Agencies Countywide. This contract 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, jury summons or any notices mailed from Fulton County, which must arrive at their destinations in a timely manner. Postage stamps cannot be purchased from another source.

Pursuant to in accordance with Purchasing Code Section 102-384, this request meets the following category permitted as 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.

**Community Impact:** Provides the citizens and patrons time sensitive mail from Fulton County Government agencies.

**Department Recommendation:** The Department of Real Estate and Asset Management recommends the approval to award contract without competition to provide postage services for Countywide agencies for fiscal year 2019.

The United States Postal Services is sole proprietary provider to delivery postal services.

<b>Agency Director Approval</b>		<b>County Manager's Approval</b>
<b>Typed Name and Title</b> Felicia Strong-Whitaker, Director	<b>Phone</b> (404) 612-5800	
<b>Signature</b>	<b>Date</b>	

Revised 03/12/09 (Previous versions are obsolete)

**Project Implications:** Postage stamps cannot be purchased from another source. The United States Postal Services is sole proprietary provider to delivery postal services. The postage mandates for Fulton County agencies and to provide postage to various user departments for “time sensitive” mail Reference the County’s Policy & Procedures Mail Processing Procedures Dated: February 21, 1996, NUMBER: 600-54.

**Community Issues/Concerns:** None that the Department is aware of.

**Department Issues/Concerns:** If this sole source is not approved, this will jeopardize Fulton County’s ability to deliver time sensitive mail to its citizens and patrons.

**History of BOC Agenda Item:** No, this is a new procurement.

**Contract Compliance Information**

*(Provide Contractor and Subcontractor details.)*

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				

<b>Total Contract Value</b>	<b>\$1,700,000 or 100%</b>
<b>Total M/FBE Values</b>	<b>\$0</b>
<b>Total Prime Value</b>	<b>\$1,700,000 or 100%</b>

**Fiscal Impact / Funding Source** *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*  
 700-520-5201-1703: Internal Services Fund, Real Estate and Asset Management, Postage-\$1,700,000 "Subject to availability of funding adopted for FY2019 by BOC"

**Exhibits Attached** *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*  
**Exhibit 1:** Sole Source Justification and Approval Form  
**Exhibit 2:** Request Memo for Sole Source Procurement for Postage Services FY2019

**Source of Additional Information** *(Type Name, Title, Agency and Phone)*  
 Ellis G. Kirby, LEED AP, CEM, CFP, Director, Department of Real Estate and Asset Management, (404) 612-5919

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

**Procurement****Contract Attached:**  
No**Previous Contracts:**  
Yes**Solicitation Number:**  
18SS115758C-BKJ**Submitting Agency:**  
Department of Real  
Estate and Asset  
Management**Staff Contact:**  
Harry Jordan**Contact Phone:**  
(404) 612-5933**Description:** Approval to Award Contract Without Competition for Postage Services.**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount:	.
Previous Adjustments:	.
This Request:	\$1,700,000.00
<b>TOTAL:</b>	<b>\$1,700,000.00</b>

**MBE/FBE Participation:**

Amount:	.	%:	.
Amount:	.	%:	.
Amount:	.	%:	.
Amount:	.	%:	.

**Grant Information Summary:**

Amount Requested:	.	<input type="checkbox"/>	Cash
Match Required:	.	<input type="checkbox"/>	In-Kind
Start Date:	.	<input type="checkbox"/>	Approval to Award
End Date:	.	<input type="checkbox"/>	Apply & Accept
Match Account \$:	.		

**Funding Line 1:**700-520-5201-1703:  
\$1,700,000.00  
"Subject to availability  
of funding adopted for  
FY2019 by BOC"**Funding Line 2:**

.

**Funding Line 3:**

.

**Funding Line 4:**

.

**KEY CONTRACT TERMS****Start Date:**

1/1/2019

**End Date:**

12/31/2019

**Cost Adjustment:**

.

**Renewal/Extension Terms:**

.

**ROUTING & APPROVALS**

(Do not edit below this line)

X	Originating Department:	Kirby, Ellis	Date: 10/1/2018
X	County Attorney:	Stewart, Derval	Date: 10/23/2018
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 10/23/2018
X	Finance/Budget Analyst/Grants Admin:	Jones, Monica	Date: 10/5/2018
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 10/24/2018



**JUSTIFICATION AND APPROVAL FOR ALLOWING AWARD OF CONTRACT WITHOUT COMPETITION**

*(Section A must be completed by the User Department and then submitted to the Department of Purchasing & Contract Compliance)*

**SECTION A**

**Department:** *Real Estate and Asset Management*

**Department Contact:** *April Pye, Administrator*

**Description of Supplies/Services:** *County-wide Postage Services*

**Demonstration of Contractor’s Unique Qualifications:**

*The United States Postal Services is sole proprietary provider to delivery postal services County-wide. Provide postage to various user departments for “time sensitive” mail such as tax information to include W-2 forms, jury summons or any notices mailed from Fulton County, which must arrive at their destinations in a timely manner. Postage stamps cannot be purchased from another source.*

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

**SECTION B**

**MARKET SURVEY**

**Results of Market Survey**

*There are no other vendor(s) that can provide this service.*

**Date Public Notice posted on website:** *10/02/2018*

**Date Public Notice closed:** *10/09/2018*

**REVIEW OF OFFER(S)**

**Were any offers received (Y/N):** *N*

**Number of offers received:** *0*

**Respondents:** *0*

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

**User Department review and recommendation:** *Proceed with Sole Source recommendation*

**Purchasing Agent review and recommendation:** *Proceed with Sole Source recommendation.*

**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, Interim Purchasing Director, 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  
Purchasing Director

\_\_\_\_\_  
Date

I, Richard 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.

\_\_\_\_\_  
Richard Anderson  
County Manager

\_\_\_\_\_  
Date

RECEIVED

2018 SEP 25 AM 9:35

PURCHASING & CONTRACT  
COMPLIANCE  
FULTON COUNTY GA



# INTEROFFICE MEMORANDUM

Ellis G. Kirby, LEED AP, CEM, CEFP, Director  
Department of Real Estate and Asset Management  
Phone: (404) 612-5919  
Fax: (404) 612-1766

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

**FROM:** Ellis G. Kirby, Director *AK/Kirby for Ellis Kirby*

**DATE:** September 25, 2018

**SUBJECT:** Request Sole Source Procurement for Postage Services for FY2019

**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 County-wide agencies postage services for fiscal year 2019, in the total amount of \$1,500,000.

**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, jury summons or 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 sole proprietary provider to delivery postal services.

Pursuant to Purchasing Code Section 102-384, this request meets the following category permitted as basis for conditions allowing the award of a contract without competition.

**Impact:** If this sole source is not approved, this will jeopardize Fulton County for delivering time sensitive mail to its citizens and patrons.

The funding for this request is in account line #700-520-5201-1703 in the amount of \$1,500,000 is subject to availability of funding adopted for FY2019 by BOC.

If you require additional information, please contact Harry Jordan at (404) 612-5933.

EK/AP/hj

**ATTACHMENTS:** Justification and Approval for Award of Contract W/O Competition  
RQN# 092518-0196

# # 18-1029

C: Charles Leonard, CAPA, Team C, Purchasing Department  
Keisha Massey, Procurement Officer, Team C, Purchasing Department  
April Pye, Human Resource Manager, DREAM Administration  
Latice Brown, Contract Administration Specialist, DREAM  
Harry Jordan, Contract Administrator Supervisor, Purchasing/DREAM