



# Fulton County

## Legislation Text

File #: 22-0681, Version: 1

### Department

Real Estate and Asset Management

### 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, 22SSUSPS0816C-MH, Countywide Postage Services in the amount of \$1,850,000.00 with the United States Postal Services (Atlanta, GA), to provide postage services for Fulton County agencies. 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 102-384, after conducting a good faith review, and the County Manager and 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.

### 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
- District 4
- District 5
- District 6

### Is this a purchasing item?

Yes

**Summary & Background** Request approval to award contract without competition to provide Countywide Postage Services for Fulton County agencies for FY2023.

**Scope of Work:** 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, W-2 forms, jury summons, Registration and Elections applications and ballots 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.

In accordance with Purchasing Code Section 102-384(f), this request meets the following categories permitted as basis for conditions allowing the award of a contract without competition: (1) A governmental agency is the only provider of the service and/or services and (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.

**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 approval.

The requested spending authority is an increase of \$630,000 over FY2022 which is a result of surveying critical departments regarding their postage needs for FY2023:

-Tax Commissioner	\$989,182
-Tax Assessor	\$75,000
-Registration & Elections	\$276,606
-Juvenile Court	\$12,000
-Superior Court	\$130,000

Additionally, mail services for countywide postage to process mail for all County departments is roughly \$600,000 annually, not considering the recent USPS increase in postage cost.

Historical Expenditures:

- FY2022: The County expenditure as of 8/17/2022, is \$1,205,365.00 (but \$600,000 has been allocated to support Registration & Election Department for the special household mailing for 2022 November General Elections, as well as cover costs for postage services. The BOC approved the increase spending authority on 7/13/2022, as Item #22-0484)
- FY2021: The County spent \$1,214,999.00
- FY2020: The County spent \$1,965,268.03
- FY2019: The County spent \$1,700,000.00
- FY2018: The County spent \$1,300,000.00
- FY2017: The County spent \$2,002,175.00
- FY2016: The County spent \$1,630,430.00

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

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

**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 and may impact the timeliness of mailings to voters for the 2023 Elections and the timely mailing of tax notices to Fulton County citizens.

**Contract Modification:** This a new procurement.

**Contract & Compliance Information** *(Provide Contractor and Subcontractor details.)*

Not Applicable

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

- Exhibit 1: Sole Source Justification Form - 22SSUSPS0816C-MH, Postage Services
- Exhibit 2: Request Memo for Sole Source Procurement- Countywide Postage Services  
FY2023

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

Joseph N. Davis, Director, Department of Real Estate and Asset Management, (404) 612-3772

**Contract Attached**

No

**Previous Contracts**

Yes

**Total Contract Value**

Original Approved Amount:	\$0.00
Previous Adjustments:	\$0.00
This Request:	\$1,850,000.00
TOTAL:	\$1,850,000.00

**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 \$: |                          |                   |

**Fiscal Impact / Funding Source**

**Funding Line 1:**

700-520-5201-1703: Internal Services Fund, Real Estate and Asset Management, Postage Charges-\$1,850,000 "Subject to availability of funding adopted for FY2023 by BOC"

<b>Key Contract Terms</b>	
<b>Start Date:</b> 1/1/2023	<b>End Date:</b> 12/31/2023
<b>Cost Adjustment:</b>	<b>Renewal/Extension Terms:</b>

**Overall Contractor Performance Rating:** N/A

**Would you select/recommend this vendor again?**

Yes

**Report Period Start:**  
N/A

**Report Period End:**  
N/A