



Fulton County

Legislation Text

File #: 22-0627, Version: 1

Department

Real Estate and Asset Management

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

Request approval to renew an existing contract - Department of Real Estate and Asset Management, 21ITB130203C-MH, Mail Services Operation in the amount of \$318,384.12 with Moore Partners, Inc. dba More Business Solutions (Peachtree Corners, GA), to provide mail services Countywide. This action exercises the first of two renewal options. One renewal option remains. 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 102-394(6), the Purchasing Department shall present all renewal requests to the Board of Commissioners at least 90 days prior to the contract renewal date, or 60 days if the contract term is six (6) months or less.

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 Approval to renew existing contract to provide mail services countywide for FY2023.

Scope of Work: The contract provides operational management mail services for Fulton County agencies which includes all mail equipment, trained management, equipment maintenance and personnel under the direction of the Department of Real Estate and Asset Management.

The Scope of Work consists of:

- Pick-up and delivery services for approximately 28 remote locations with inter-office mail.
- USPS mail by metered mailing and management services for domestic express mail and package deliveries.
- Pre-sort mailing services.
- Provide user Departments/agencies monthly reports on their operating costs associated with mail services for volume and pickup, deliveries, and courier services.

Community Impact: This contract has limited community impact.

Department Recommendation: The Department of Real Estate and Asset Management recommends approval to renew the existing contract to provide operational management mail services for Fulton County agencies for fiscal year 2023.

The requested spending authority in the total amount of \$318,384.12 is an increase of \$23,584.12 over 2022 which is due to economic inflation, tight employment market and ongoing post pandemic supply chain disruptions. The contract's monthly/annual price for both 2022 and 2023 are lower than our 2021 monthly expenditure paid for these services, but the factors below all have an impact on the annual price increase.

- Medical/Health insurances costs increases.
- Life and Disability insurances costs increases.
- Workers Compensation insurances costs increases.
- Commercial Insurances (Crime Policy and Liability - required per contract) cost increases.
- Employee pay increases.
- State of Georgia Unemployment Taxes increases.

The requested spending authority in the total amount of \$318,184.12 is sufficient to covers these anticipated costs for FY2023.

Historical Expenditures:

FY2022: The County expenditure as of 7/11/2022, \$147,400.02

FY2021: The County spent \$318,625.68

FY2020: The County spent \$303,456.00

FY2019: The County spent \$289,003.00

Project Implications: The service is critical as it provides service to approximately 28 remote locations for pick-up and delivery services, which, without it, would require mail equipment at each of these sites.

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

Department Issues/Concerns: If the renewal contract is not approved, the County will need to provide mail services to approximately 28 remote locations and employ personnel to handle inter-office mail services, delivery of mail to USPS daily, as well as the processing of presort mailing services.

Contract Modification

Current Contract History	BOC Item	Date	Dollar Amount
Original Award Amount	21-0570	8/4/21	\$294,800.00
1st Renewal			\$318,384.12
Total Revised Amount			\$613,184.12

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

Contract Value: \$318,384.12
Prime Vendor: Moore Partner's dba More Business Solutions
Prime Status: Non-Minority
Location: Peachtree Corners, GA
County: Gwinnett County
Prime Value: \$318,384.12 or 100.00%

Total Contract Value: \$318,384.12 or 100.00%
Total M/FBE Value: \$-0-

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

- Exhibit 1: Contract Renewal Agreement
- Exhibit 2: Contractor's Performance Report
- Exhibit 3: Contract Renewal Evaluation Form

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

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

Contract Attached

Yes

Previous Contracts

Yes

Total Contract Value

Original Approved Amount: \$294,800.00
Previous Adjustments: \$0.00
This Request: \$318,384.12
TOTAL: \$613,184.12

Grant Information Summary

Amount Requested: Cash
Match Required: In-Kind
Start Date: Approval to Award
End Date: Apply & Accept
Match Account \$:

Fiscal Impact / Funding Source

Funding Line 1:

700-520-5201-1711: General, Real Estate and Asset Management, Printing- \$318,384.12 "Subject to availability of funding adopted for FY2023 by BOC"

Key Contract Terms	
Start Date: 1/1/2023	End Date: 12/31/2023
Cost Adjustment:	Renewal/Extension Terms: 0 renewal option remaining

Overall Contractor Performance Rating: 94

Would you select/recommend this vendor again?

Yes

Report Period Start:
4/1/2022

Report Period End:
6/30/2022