



To: Steve Rapson

Through: Ted L. Burgess 

From: Natasha M. Duggan 

Date: November 24, 2021

Subject: **Contract #2031-A: Mailroom Equipment Lease**

Fayette County Water System processes the water bills for Fayette County. A folder/insert machine and postage meter are required for processing of water bills. The current agreement will expire December 31, 2021. The above request for quote was sent out to obtain a new lease agreement. The initial term of the contract is for 18-months to align the contract with the fiscal year. The initial term is January 1, 2022, through June 30, 2023. The contract includes the option for two 1-year renewal terms.

The Purchasing department issued Request for Quote #2031-A to secure the above new lease agreement. 110 companies were contacted through the web-based Georgia Procurement Registry, who had registered under commodity code #60077 (Postage meters) and #98554 (Mailing Equipment including Postage Meter Rental or Lease). The offer was also advertised through Georgia Local Government Access Marketplace and our website. Three quotes were received for the agreement. The tally sheet is attached (Attachment 1).

The Water System recommends awarding to Quadient, Inc. A Contractor Performance Evaluation for previous service provided to the Fayette County Sheriff's Office is attached (Attachment 2).

Specifics of the proposed contract are as follows:

<b>Contract Name</b>	#2031-A: Mailroom Equipment Lease
<b>Contractor</b>	Quadient, Inc.
<b>Type of Contract</b>	<b>18 Month Lease – Initial Term</b>
<b>Contract Amount (FY2022)</b>	\$6,732.36
<b>18 Month Term Amount</b>	\$20,197.08
<b>Budget:</b>	
Fund	<b>505</b>
Org Code	50541010      Water System
Object	522321 Equipment Rental
Project	n/a
Available	\$12,692.82      As of 11/24/2021

Approved by: 

Date: 11/24/21

Place on County Administrator's Report? Yes ☒ No

On Agenda Dated: \_\_\_\_\_

## 2031-A: Mailroom Equipment Lease Tally Sheet

	Document Strategies, Inc.	Quadient, Inc.	Ricoh
Description	Monthly Lease Price	Monthly Lease Price	Monthly Lease Price
Four Station Folder/Insertter	\$ 1,200.00	\$ 931.25	\$ 1,331.83
Postage Meter	\$ 185.35	\$ 190.81	\$ 266.92
Total Monthly Lease Amount	\$ 1,385.35	\$ 1,122.06	\$ 1,598.75

\*Red font indicated calculation error which has been corrected.



# FAYETTE COUNTY, GEORGIA CONTRACTOR PERFORMANCE EVALUATION

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1. Use this form to record contractor performance for any contract of \$50,000 or above.
2. The person who serves as project manager or account manager is the designated party to complete the evaluation.
3. This form is to be completed and forwarded to the Purchasing Department not later than 30 days after completion or expiration of a contract. Past performance is considered on future contracts.

VENDOR INFORMATION	COMPLETE ALL APPLICABLE INFORMATION
Company Name: Quadient, Inc.	Contract Number: NONE
Mailing Address: 478 Wheelers Farm Rd.,	Contract Description or Title: NONE
City, St, Zip Code: Milford, CT 06461	Contract Term (Dates) From: 2003 - Present
Phone Number: 203-301-3400	Task Order Number: n/a
Cell Number: N/A	Other Reference: for award of Water System Contract 2031-A
E-Mail Address: <a href="mailto:j.sfameni@quadient.com">j.sfameni@quadient.com</a>	

## DEFINITIONS

**OUTSTANDING** – Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.

**EXCELLENT (Exc)** - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.

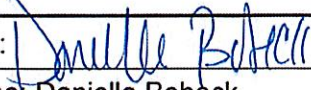
**SATISFACTORY (Sat)** - Vendor met minimum contractual requirements or performance expectations of the products/services.

**UNSATISFACTORY (UnSat)** - Vendor did not meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements

## EVALUATIONS (Place "X" in appropriate box for each criterion.)

Criteria (includes change orders / amendments)	Out-standing	Exc	Sat	Un-Sat	Not Apply
1. Work or other deliverables performed on schedule			X		
2. Condition of delivered products		X			
3. Quality of work			X		
4. Adherence to specifications or scope of work			X		
5. Timely, appropriate, & satisfactory problem or complaint resolution					X
6. Timeliness and accuracy of invoicing			X		
7. Working relationship / interfacing with county staff and citizens			X		
8. Service Call (On-Call) response time					X
9. Adherence to contract budget and schedule			X		
10. Other (specify):					
11. Overall evaluation of contractor performance			X		

## EVALUATED BY

Signature: 	Date of Evaluation: 11/22/2021
Print Name: Danielle Bobeck	Department/Division: Sheriff's Office/Records Section
Title: Records Management Manager	Telephone No: 770-716-4794