

To: Steve Rapson

Through: Ted L. Burgess From: Natasha M. Duggan 

Date: May 10, 2020

Subject: Contract #2102-A: Water Bill Printing

The Purchasing Department issued Request for Quote #2102-A to secure a contractor for printing the back page of the water bills. Notice of the opportunity was emailed to 39 companies. Another 784 were contacted through the web-based Georgia Procurement Registry, who had registered under commodity code #96636 (forms printing, not continuous). The offer was also advertised through Georgia Local Government Access Marketplace and the Fayette County Website.

Six (6) companies submitted quotes (Attachment 1).

The Water System recommends awarding to Brothers Printing. A Contractor Performance Evaluation is attached (Attachment 2).

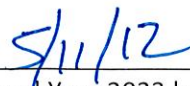
Specifics of the proposed contract are as follows:

Contract Name	#2102-A: Water Bill Printing		
Contractor	Brothers Printing		
Not-to-exceed amount	\$11,205.00		
Budget:			
Org Code	50541010	Water System Admin	
Object	523400	Printing & Binding	
FY23 Requested Budget	\$11,205.00		

Approved by: *



Date:



*Note: Approval is conditional upon funds being budgeted and approved in Fiscal Year 2023 budget.

Place on County Administrator's Report? Yes ☒ No

On Agenda Dated: _____

RFQ #2102-A: Water Bill Printing

Tally Sheet

Due: 3pm., Thursday, April 21, 2022

	Dove Mailing, Inc.	Minuteman Press of Fayetteville	King Printing Solutions	DAP Athens	Concept Printing, Inc.	Brothers Printing
340,000 Water Bills, per specification	\$ 28,406.64	\$ 26,200.00	\$ 21,352.00	\$ 20,955.00	\$ 11,685.00	\$ 11,205.00

FAYETTE COUNTY, GEORGIA CONTRACTOR PERFORMANCE EVALUATION

Page 1

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: Brothers Printing

Contract Number: 1931-A

Mailing Address: 224 S. Church Ave.

Contract Description or Title: Water System #10 Regular Window Envelopes

City, St, Zip Code: Henderson, TN 38340

Contract Term (Dates) From: 7/1/2021-Present

Phone Number: 731-989-7661

Task Order Number: n/a

Cell Number: N/A

Other Reference: for award of 2102-A

E-Mail Address: eddie@brsprt.com**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 BYSignature: *Capri Reeves*

Date of Evaluation: 05.10.2022

Print Name: Capri Reeves

Department/Division: Water System

Title: Customer Support Manager

Telephone No: 770-320-6029

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Contract Number: 1931-A

1. Do not submit page 2 without page 1.
2. Use this page to explain evaluations of *Outstanding* or *Unsatisfactory*.
3. Be specific (include paragraph and page numbers referenced in the applicable contract, etc.). Continue on separate sheet if needed (show company name and contract number or other reference)

Purchasing Department Comments (e.g. did the vendor honor all offers; submit insurance, bonds & other documents in a timely manner; and provide additional information as requested?):

[illegible]