

To: Steve Rapson
Through: Ted L. Burgess *TB*
From: Natasha M. Duggan *ND*
Date: April 13, 2023
Subject: **Contract #2223-A: Water Bill Printing**

The Purchasing Department issued Request for Quote #2223-A to secure a contractor for printing the back page of the water bills. Notice of the opportunity was emailed to 43 companies. Another 343 were contacted through the web-based Georgia Procurement Registry, who had registered under commodity code #96636 (forms printing, not continuous) and #96631 (Forms Printing). The offer was also advertised through Georgia Local Government Access Marketplace and the Fayette County Website.

Six responsive companies submitted quotes (Attachment 1). A seventh company submitted a quote which was disqualified because they could only hold their price for 90 days.

The Water System recommends the lowest responsive responder Decatur Atlanta Printing. A Contractor Performance Evaluation for previous work is not available because this is the first time contracting with them. The Purchasing Department checked their references, and the results were favorable.

Specifics of the proposed contract are as follows:

Contract Name	#2223-A: Water Bill Printing
Initial Term	7/1/2023-6/30/2024
Contractor	Decatur Atlanta Printing
Not-to-exceed amount	\$10,855.00

Place on County Administrator's Report? Yes No


On Agenda Dated: _____

Fiscal Year Difference

Decrease of \$350 compared to FY23 (same number water bills)

Budget:

Org Code	50541010	Water Admin
Object	523400	Printing/Binding Services
FY24 Budget Request	\$10,855.00	

Approved by: *  _____ Date: 4/14/23

*Note: Approval is conditional upon funds being budgeted and approved in Fiscal Year 2024 budget.

Place on County Administrator's Report? Yes No

On Agenda Dated: _____

Tally Sheet

RFQ #2223-A: Water Bill Printing

Due: 3pm, Thursday, February 16, 2023

	Dove Direct	M&R Print Solutions	Brothers Printing	Crabar GBF, Inc.	RJ Young	Decatur Atlanta Printing	Elanders USA
340,000 Water Bills	\$ 25,110.65	\$ 15,476.00	\$ 11,952.00	\$ 11,728.39	\$ 11,675.00	\$ 10,855.00	Disqualified - price only valid for 90 days