



To: Steve Rapson

Through: Ted L. Burgess 

From: Natasha M. Duggan 

Date: April 6, 2021

Subject: Contract #1931-A: Water System #10 Regular Window Envelopes

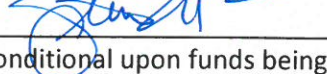
The Purchasing Department issued Request for Quote #1931-A to secure a contractor providing custom size #10 regular logoed window envelopes. Notice of the opportunity was emailed to 53 companies. Another 860 were contacted through the web-based Georgia Procurement Registry, who had registered under commodity code #96631 (Printing and Typesetting Services). The offer was also advertised through Georgia Local Government Access Marketplace and the Fayette County website.

Nine (9) Companies submitted quotes. (Attachment 1)

The Water System recommends awarding to the lowest responsive responder, Brothers Printing. The Water System testing sample envelopes provided by Brothers Printing and found them to be acceptable. No contractor evaluation is available since this is the first contract with Brothers Printing. Purchasing checked their references and received favorable responses.

Specifics of the proposed contract are as follows:

Contract Name	#1931-A: Water System #10 Regular Window Envelopes	
Contractor	Brothers Printing	
Not-to-exceed amount	<u>\$2,085.00 (50,000 envelopes)</u>	
Budget:		
Org Code	50541010	Water Admin
Object	523400	Printing/Binding Services
FY22 Requested Budget	\$27,895.00	Overage due to multiple expenses in obj

Approved by: *  Date: 4/6/21

*Note: Approval is conditional upon funds being budgeted and approved in Fiscal Year 2022 budget.

Tally Sheet
1931-A: Water System #10 Regular Window Envelopes

Vendor	Quantity	Quote	Exceptions Noted
Print Crafters		No Bid	
Minuteman Press Fayetteville	50,000	\$ 5,538.00	
Georgia Correctional Industries	50,000	\$ 4,050.00	Yes - side seam construction; quoted window size 1 1/8" x 4 1/2"
Sull Graphics	50,000	\$ 3,942.00	None
Walker Group, LLC	50,000	\$ 3,825.00	
HB Solutions	50,000	\$ 3,326.00	None
MAC Papers	50,000	\$ 3,322.50	None
Alpha Press Inc.	50,000	\$ 3,100.00	None
New Vision Printing	50,000	\$ 2,975.00	None
Brothers Printing		\$ 2,085.00	None

Attachment 1

REFERENCE REQUEST
Spoke to: Alesha Holder, City of Henderson
Date: 4/6/2021

The Fayette County Purchasing Department is currently reviewing our Request for Quotes #1931-A Water System #10 Regular Window Envelopes. You have been listed as a reference for Brothers Printing.

If you would, please answer the following questions as they pertain to the firm listed above:

1. Brief Project Description:

Print our envelopes, print & mail out property taxes, duplicate invoices.

2. Was the Firm *Prime* x or *Sub* on the above project?

3. Please rate the following questions 1 - 5 (5 being the best) as it pertains to the firm listed above:

- Quality of work 5
- Adherence to specifications or scope of work 5
- Problem solving 5
- Working relationship 5
- Service call response time n/a
- Deliverables performed on schedule 5
- Completed work within the specified budget 5

Other comments:

We have used them over 10 years.

REFERENCE REQUEST
Spoke to: Mike Clayton, First Farmer Co-Op 731-614-7030
Date: 4/6/2021

The Fayette County Purchasing Department is currently reviewing our Request for Quotes #1931-A Water System #10 Regular Window Envelopes. You have been listed as a reference for Brothers Printing.

If you would, please answer the following questions as they pertain to the firm listed above:

1. Brief Project Description:

Print our monthly newsletter, catalogs for sales.

2. Was the Firm *Prime* x or *Sub* on the above project?

3. Please rate the following questions 1 - 5 (5 being the best) as it pertains to the firm listed above:

- Quality of work 5
- Adherence to specifications or scope of work 5
- Problem solving 5
- Working relationship 5
- Service call response time n/a
- Deliverables performed on schedule 5
- Completed work within the specified budget 5

Other comments:

We have used them for several years.