

Purchasing Notes

EVENT # 7054	TITLE MODIFICATION FOR MAIL COURIER SERVICES	COST: \$96,000
TYPE OF PROCUREMENT: RFP	ANNUAL CONTRACT <input type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input checked="" type="checkbox"/>
CONTRACT TERM (IF APPLICABLE) N/A		
S/DBE (IF APPLICABLE) N/A		
MATRIX (IF APPLICABLE) N/A		
NOTES		
<p>Recommend approval of the annual contract agreement for Mail Courier Services with R. Jackson Enterprise, Inc (Savannah Chatham Pickup & Delivery Service)(F) in the amount up to \$96,000.00. The Information and Technology Department will oversee the services rendered through this vendor. The contract specifies Savannah Chatham Pickup & Delivery Service will be in charge of rendering mail services throughout City offices.</p> <p>The method of procurement used was the request for proposal (RFP), which evaluates criteria in addition to cost. The criteria evaluated for this RFP were qualifications and experience, fees, references, and local vendor participation. Only one proposer was qualified for this contract, and it is our incumbent Mail Courier vendor.</p> <p>The 2021 renewal was 85,000.00 which increases this renewal by 11.5%. This increase is due to inflation of operating cost and recent contract re-negotiations.</p> <p>(F) indicates a local, non-DBE owned business possessing a City Business Tax Certificate for less than one year prior to the release of the bidding opportunity. Recommend approval.</p>		