

Purchasing Summary

EVENT # 7054	TITLE: Mail and Courier Services	ESTIMATED COST: \$39,900.00
TYPE OF PROCUREMENT: Sole Source	ANNUAL CONTRACT <input type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input checked="" type="checkbox"/>

CONTRACT TERM (IF APPLICABLE)
July 2, 2019 through December 31, 2019

S/DBE (IF APPLICABLE)
This project was not identified as an SBE project because the requirement of three certified SBEs could not be met at the time this bid was released.

MATRIX (IF APPLICABLE)

Proposer	Proposer's Qualifications and experience (50 points)	References (15 points)	Local Vendor Participation (5 points)	FEES (30 points)	Total (100 points)
R Jackson and Brothers Enterprise, Inc.	50	15	5	30	100

NOTES

Recommend approval of an annual contract agreement for Mail Courier Services with R. Jackson and Brothers Enterprise, Inc. (Savannah Chatham Pickup & Delivery Service) in the estimated amount of \$39,900.00. Department of Information Technology (DoIT) will oversee the services rendered through this vendor.

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. Delivery: As needed. Terms: Net 30 days. The bidders were:

B.P. R. Jackson Enterprise, Inc. (Savannah, GA)^(B) \$79,800.00*

A pre-bid conference was conducted and one vendor attended. (B) Indicates local, non-DBE business. (*) Indicates 12-month pricing. Recommend approval.

Local Available: Yes
Total Sent: 498
Total Received: 1
DBE Received: 1
Vendor Federally Debarred/Suspended: No

