

Purchasing Summary

EVENT # 7054	TITLE: Mail and Courier Services	COST: \$85,000
TYPE OF PROCUREMENT: RFP	ANNUAL CONTRACT <input checked="" type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input type="checkbox"/>

CONTRACT TERM (IF APPLICABLE)
Contract term expires on December 31, 2020

S/DBE (IF APPLICABLE)
N/A

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 to renew an annual contract for mail and courier services with R. Jackson and Brothers Enterprise, Inc. (DBA Savannah Chatham Pickup & Delivery Service) in the amount of \$85,000. The Information Technology Department uses this contract to render mail services throughout the City.

The method used for this procurement was the request for proposals (RFP), which evaluates criteria in addition to cost. The proposals were evaluated on the basis of qualifications and experience, references, local vendor participation, and fees.

One proposal was received on March 30, 2019 in response to this RFP. The proposal was reviewed and fully evaluated by a selection committee of City staff. This contract was originally approved by Council on July 2, 2019 in the amount of \$85,000. This renewal has increased from \$79,800 the original amount to \$85,000 due to the relocation of staff and addition of city buildings. This is the first of three annual renewal options available. Delivery: As needed. Terms: Net 30 Days. The proposer was:

B.P. R. Jackson and Brothers Enterprise, Inc. (Savannah, GA)^(B) \$79,800*

A pre-proposal conference was not conducted as this is an annual contract renewal. (B) Indicates local, non-DBE owned business. Recommend approval. * Indicates original proposal pricing.

Local available: Yes
Total sent: 498
Total received: 1
Vendor federally debarred/suspended: No