

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Bulk Mailing Services for Various Departments (Annual Contract) – RFP No. 23-0012
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of annual contracts with All Purpose Professional Services, LLC (Fayetteville, GA), Primary Contractor, and Infinite Concepts and Solutions, LLC (Fayetteville, GA), Secondary Contractor, to provide bulk mail services for various Departments. The Contractors will provide services for bulk mail projects exceeding one-thousand (1,000) pieces. These services will be utilized by various departments on an “as needed” basis. In the event the services are needed, the Primary Contractor will be contacted first. If the Primary Contractor is unable to provide the services, the City will contact the Secondary Contractor to render the needed services.

The vendors will provide the following services:

- Provide quotes to the user department prior to each project.
- Insert, seal, and address mailings/envelopes.
- Meter mail
- Deliver items to USPS facility.
- Print mailings as required, if applicable.

The contract term shall be for two years with the option to renew for three additional twelve-month periods. The contract renewals shall be contingent upon the mutual agreement of the City and the Contractors.

Annual Contract History:

The previous five-year contract was awarded on December 12, 2017 (Resolution No. 422-17) to TMR Mailing Services, Inc. (Columbus, GA). The term of the contract ran from January 1, 2018 through December 31, 2022. The vendor agreed to a six-month extension to allow time for the RFP process to be completed. The extension ended on June 30, 2023. On that date, Atlanta Business Circulators, parent company of TMR Mailing Services, ceased operations. The City was unable to request any further extensions.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web pages of the Purchasing Division, the Georgia Procurement Registry and DemandStar on May 23, 2023. This RFP has been advertised, opened and evaluated. Two (2) proposals were received by the due date of June 23, 2023, from the following vendors:

**All Purpose Professional Services, LLC (Fayetteville, GA)
Infinite Concepts and Solutions, LLC (Fayetteville, GA)**

The following events took place after receipt of the proposals:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation	8/14/2023	The Purchasing Manager advised evaluation committee of the RFP rules and process. The proposals were distributed to committee members for review.
1 st Evaluation	8/28/2023	Committee members discussed the proposals from all vendors. Reference checks were requested by the Committee.
Reference Checks	10/2/2023	Reference questionnaire approved by Committee. Questionnaires were emailed to the references.
Reference Questionnaires Received	10/23/2023	Final reference surveyed returned the questionnaire. All reference information forwarded to Committee.
Evaluation	10/31/2023	All members of the Committee indicated they were ready to evaluate.
Evaluation Ballots Sent to Committee	11/01/2023	Evaluation ballots forwarded to voting committee members.
Evaluation Ballots Completed by Committee Members	1/18/2024	Final set of evaluation forms completed and returned to Purchasing.
Evaluation Results forwarded to Committee	1/30/2023	The Evaluation Results were compiled, completed and forwarded to Committee members for review.
Evaluation Review	2/1/2024	The Committee met to discuss the evaluation. However, this meeting was interrupted due to a water leak at City Hall.
Recommendation of Award	2/12/2024	The Committee reconvened to continue the discussions which began on February 1. It is the pleasure of the Committee to award a Primary and Secondary Contractor. Vendors were notified of the intent to award in this manner.

Evaluation Committee:

The proposals were reviewed by the Evaluation Committee, which consisted of one voting member from Revenue, one voting member from Elections, one voting member from the Tax Commissioner’s Office, one voting member from the Tax Assessor’s Office, and one voting member from Parks and Recreation.

Serving as a non-voting advisor was a representative from the City Manager’s Office.

Award Recommendation:

The voting Committee members recommend award to All Purpose Professional Services, LLC (Fayetteville, GA), as the Primary Contractor, and Infinite Concepts and Solutions, LLC (Fayetteville, GA), as the Secondary Contractor, as reflected by their comments below:

- **All Purpose Professional Services, LLC**

- The vendor has been servicing Phenix City/Columbus area for three (3) years.
- Firm shows ability to handle delivery of a variety of items.
- Mailing services and postage is a flat rate that is based on quantity of mail parcels that need to be processed, metered and delivered to the post office for mail-out.
- Qualifications/Experience:
 - All Purpose Professional Solutions has been operating since 2015.
 - The vendor's team consists of one owner and nine employees who rotate through different Departments, as needed.
 - All Purpose Professional Solutions has four Departments: intake, processing, verification and outtake.
- Below are the last two clients for which the contactor has performed similar services, at the time the contractor submitted a proposal:
 - Amazon 06/21 – Present
Seattle, WA
Collect, sort and distribute bulk mail and packages to various post offices.
 - Valentine Cleaning Service 01/18 – Present
Phenix City, AL
Collect product from the client's warehouse for distribution to their various sites.

- **Infinite Concepts and Solutions, LLC**

- Firm's service plan shows their ability to process bulk mail quickly.
- Rush bulk mail services with a 24-hour turnaround time.
- Ability to prioritize the task, assign employees to work specific tasks and add in buffer time.
- Qualifications/Experience:
 - Infinite Concepts and Solutions has been providing the proposed mail services in the Columbus, Georgia, area since March, 2023.
 - Their team has the ability to complete the tasks of sorting, stuffing and sealing of bulk mailings which exceed one-thousand (1,000) pieces.
 - The vendor provides a variety of services, to include: bulk mailing services, printing services, mail sorting and organization, faxing and scanning.
- Below are the last three clients for which the contactor has performed similar services, at the time the contractor submitted a proposal:
 - Accurate Serve of Gainesville 03/23 – Present
Gainesville, FL
Bulk mailing services, printing services, mail sorting and organization, administrative services, process serving.
 - Swaaggermob Apparel 03/23 – Present
Rex, GA

Creative marketing services, bulk mailing of promotional materials, printing services, document scanning and image conversion.

- Workout Anytime 05/23 – 05/24
Fayetteville, GA
Bulk mailing services for mass marketing campaigns, direct mail services, printing and faxing services, scanning services.

The City's Procurement Ordinance Article 3-110 (Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information have been submitted to the City Manager in a separate memo for informational purposes.

Funds are budgeted each fiscal year for this ongoing expense: Various Accounts – Postage; 6625

A RESOLUTION

NO._____

A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNUAL CONTRACT WITH ALL PURPOSE PROFESSIONAL SERVICES, LLC (FAYETTEVILLE, GA), PRIMARY CONTRACTOR, AND INFINITE CONCEPTS AND SOLUTIONS, LLC (FAYETTEVILLE, GA), SECONDARY CONTRACTOR, TO PROVIDE BULK MAIL SERVICES FOR PROJECTS EXCEEDING ONE-THOUSAND (1,000) PIECES. THE SERVICES WILL BE UTILIZED BY VARIOUS DEPARTMENTS ON AN “AS NEEDED” BASIS.

WHEREAS, an RFP was administered (RFP No. 23-0012) and two (2) proposals were received; and,

WHEREAS, the proposal submitted by All Purpose Professional Solutions, LLC (Fayetteville, GA), and Infinite Concepts and Solutions, LLC (Fayetteville, GA), met all proposal requirements and was evaluated most responsive to the RFP; and,

WHEREAS, in the event the services are needed, the Primary Contractor will be contacted first. If the Primary Contractor is unable to provide the services, the City will contact the Secondary Contractor to render the needed services; and,

WHEREAS, the contract term shall be for two years, with an option to renew for three (3) additional twelve-month period, if agreeable to both parties.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute annual contracts with All Purpose Professional Solutions, LLC (Fayetteville, GA), Primary Contractor, and Infinite Concepts and Solutions, LLC (Fayetteville, GA), Secondary Contractor, to provide bulk mail services for projects exceeding one thousand (1,000) pieces. Funds are budgeted each fiscal year for this ongoing expense: Various Accounts – Postage; 6625.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2024 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____
- Councilor Barnes voting _____
- Councilor Begly voting _____
- Councilor Cogle voting _____
- Councilor Crabb voting _____
- Councilor Davis voting _____
- Councilor Garrett voting _____
- Councilor Huff voting _____
- Councilor Thomas voting _____
- Councilor Tucker voting _____

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor