



## JUSTIFICATION AND APPROVAL FOR ALLOWING AWARD OF CONTRACT WITHOUT COMPETITION

*(Section A must be completed by the User Department and then submitted to the Department of Purchasing & Contract Compliance)*

### SECTION A

**Department:** *Tax Commissioner/245*

**Department Contact:** *Gladys Bradfield*

**Description of Supplies/Services:** *Falcon V Red allows operators to prep and scan at a faster rate than most current prep-only processes. Documents are handled once and converted to images. Operators can view these images in real-time to ensure proper capture and identification. Patented drop-feed technology allows for efficient scanning directly from file folders, while intelligent packet sensing capabilities adjust track speed for optimal scanning throughput. The high-capacity feeder handles large stacks of mixed document types making the need for additional high volume production scanners unnecessary. The machine's unique Rescan Feeder is designed for fast and efficient rescans without disrupting scanning operations.*

*Falcon V features five programmable bins for refined sort capabilities. A 22-inch touch-screen monitor for enhanced viewing of scanned images and simple one-touch page-type classification. And, with capture rates up to 600 dpi, Falcon V is able to deliver high resolution images with exceptional clarity.*

*Everything from single sheets in a wide range of sizes to multiple large stacks of paper can be scanned on Falcon V. The conveyor can hold more than 700 pages at a given time, from envelopes and file folders to receipts, to small forms and business cards – nearly any style or type of document can be scanned.*

*Various media detection capabilities come standard on Falcon V, including height, length and document skew detect, as well as envelope detection. Falcon V is the enhanced multi-feed detect that utilizes seven strategically placed Multi-Feed Detectors (MFDs) to recognize the slightest double anywhere on the page as small as 2"x2".*

*Efficient envelope opening is achieved using milling cutter technology and an auto-jog transport that shifts envelope contents away from the cutters, making Falcon V RED ideal for applications that involve thick or over-stuffed envelopes.*

*OPEX's CertainScan 4.0 – a Windows 10 based, feature-rich 64 bit host software package that is the perfect complement to OPEX's Falcon series of scanners.*

*Through the use of CertainScan Edit, the editing of batches while scanning is now possible. The editor also allows for the copying and pasting of metadata and snippets. Various editing modes allow the user to recover and interrupted batch, limit editing to metadata only, or perform full, advanced editing functions.*

**Demonstration of Contractor’s Unique Qualifications:**

*OPEX Corporation is the sole manufacturer of Falcon V Red hardware and is solely responsible for its distribution. OPEX Corporation is also the sole authorized source for parts and service on its equipment. No other parties have been authorized to act on behalf of OPEX regarding OPEX warranty service or software. OPEX Corporation has not serviced the FALCON V Red because it is equipment never used by the Fulton County Tax Commissioner’s Office. OPEX has been a contractor for over 20 years providing equipment and maintenance for our check joggers and mail extractors. This item is an enhancement approved by the Board of Commissioners for purchase in the Final Adopted Budget for 2019 to strengthen the property tax revenue infrastructure in a multiyear plan to improve the tax collection capabilities. The impact to the County if this item is not approved is an extreme delay in processing property tax bill payments. The sole source letter, contract and enhancement approval are attached.*

*(Section B must be completed by the Department of Purchasing & Contract Compliance)*

**SECTION B**

**MARKET SURVEY**

**Results of Market Survey**

*Include resources researched*

**Date Public Notice posted on website: *March 27, 2019***

**Date Public Notice closed: *April 3, 2019***

**REVIEW OF OFFER(S)**

**Were any offers received (Y/N):**

**Number of offers received:**

**Respondents:**

**Date Offers submitted to User Department for review:**

**User Department review and recommendation:**

**Purchasing Agent review and recommendation:** *Include whether a competitive process is being recommended & estimated date of solicitation.*

## CERTIFICATION

Having conducted a good faith review of source availability regarding the materials, goods and or services stipulated herein, subsequent to consultation with the County Manager and the recommendation of the User Department, it has been determined that there is only one source available for the required work, labor or service to be done or the supplies, materials, or equipment to be furnished pursuant to the Fulton County Code of Ordinances §102-384, Award without Competition.

I, Felicia Strong-Whitaker, Director, certify that the facts and representations under my cognizance which are included in this justification and its supporting documentation which form the basis for this justification are complete and accurate.

\_\_\_\_\_  
Felicia Strong-Whitaker  
Director

\_\_\_\_\_  
Date

I, Dick Anderson, County Manager, certify that the facts and representations under my cognizance which are included in this justification and its supporting documentation which form the basis for this justification are complete and accurate.

\_\_\_\_\_  
Dick Anderson  
County Manager

\_\_\_\_\_  
Date