



## 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:** *Sheriff's Office*

**Department Contact:** *Ruby Swain*

**Description of Supplies/Services:** *CML-5 Certified Mailing Envelopes*

**Demonstration of Contractor's Unique Qualifications:** *Southern Professional Printing provide a certified mailing envelope created specially for the sheriff's Office Tax Sale ten (10) and twenty(20) day notes that go out each month.*

*Whenever any real estate is levied upon by the sheriff for taxes, it shall be the sheriff's duty before proceedings as provided by law to give 20-day written notice of the levy (O.G.C.A 48-3-9).*

*Whenever any real estate is levied upon by the sheriff for taxes, it shall be the sheriff's duty before proceedings as provided by law to give 10-day final written notice of the levy (O.G.C.A 48-4-1).*

*Notices will be sent using the Southern Professional Printing CML-5 Certified Envelopes with return receipt for proof that documentation was mailed out.*

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

### **SECTION B**

#### **MARKET SURVEY**

**Results of Market Survey:**

**Date Public Notice posted on website:** *6/17/2011*

**Date Public Notice closed:** *6/24/2011*

#### **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:** *Proceed with Sole Source Procurement*

## 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. Per the Fulton County Code of Ordinances §2-319, Conditions allowing for award of contract without competition.

I, Cecil S. Moore, 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.

\_\_\_\_\_  
Cecil S. Moore  
Director

\_\_\_\_\_  
Date

I, Zachary Williams, 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.

\_\_\_\_\_  
Zachary Williams  
County Manager

\_\_\_\_\_  
Date