



INTER OFFICE MEMORANDUM

TO: Jerome Noble, Director
Purchasing Department

FROM: Yvonne Gilchrist, Director
Human Services Department *Yvonne Gilchrist*
YGE

DATE: October 23, 2007

SUBJECT: Balloons and Balloon Decorations – Quote 08DM58255YC

REQUESTED ACTION: Recommend approval of the most responsive respondent (Shelia Mants dba/ Added Pizzazz) Quote 08DM58255YC.

CRITICAL DATE FOR ACTION: January 2, 2008

PURPOSE: To provide balloons and balloon decorations in accordance with the specifications in Quote 08DM58255YC.

DISCUSSION: The Purchasing Department solicited “Request for Quotes”, which resulted in two (2) bids received. After careful review of the bids submitted, it is our recommendation Shelia Mants dba Added Pizzazz is the most responsive vendor. Therefore, it is our recommendation that this quote be accepted to Shelia Mants dba Added Pizzazz.

FUNDING:	Pending 2008 Budget Approval:	100-183-1830-1160	- \$1,000.00
		100-183-1833-1160	- \$500.00
		100-183-1834-1160	- \$8,000.00
		100-183-1835-1160	- \$500.00
		100-183-6250-1160	- <u>\$1,000.00</u>
		TOTAL:	\$11,000.00

If there are any questions, please contact Nicola Hosier at 404-730-7944.

Thank you.

Cc: File

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Fulton County Public Bid Opening

Page: 1

Bid: RFQ 183 08DM58255YC

Balloons and Balloon Decorations

Close Date/Time: 2007-10-10 14:00:00

Commodity Group	Code	Description	Bid Amount
Vendor Code	Legal Name		
1	Default Commodity Group	96260 Party, Holiday, & Event Decorating Services	
	VS0000013145 SHELIA MANTS	Flowers by Taffie	\$10.50 \$12.0
2	Default Commodity Group	96260 Party, Holiday, & Event Decorating Services	
	VS0000013145 SHELIA MANTS	Flowers by Taffie	\$2.50 \$3.00
3	Default Commodity Group	96260 Party, Holiday, & Event Decorating Services	
	VS0000013145 SHELIA MANTS	Flowers by Taffie	\$27.50 \$49.95
4	Default Commodity Group	96260 Party, Holiday, & Event Decorating Services	
	VS0000013145 SHELIA MANTS	Flowers by Taffie	\$0.00 \$15.00
5	Default Commodity Group	96260 Party, Holiday, & Event Decorating Services	
	VS0000013145 SHELIA MANTS	Flowers by Taffie	\$0.00 \$25.00
6	Default Commodity Group	96260 Party, Holiday, & Event Decorating Services	
	VS0000013145 SHELIA MANTS	Flowers by Taffie	\$3.00 \$3.99
7	Default Commodity Group	96260 Party, Holiday, & Event Decorating Services	
	VS0000013145 SHELIA MANTS	Flowers by Taffie	\$1.00 \$1.00