



**INTEROFFICE MEMORANDUM**

**TO:** Cecil Moore, Director, Purchasing Department  
**FROM:** Barry Garner, Director, Registration and Elections *Barry Garner*  
**DATE:** March 16, 2011  
**RE:** Vendor Selection-RFQ 265 #11CR77389C-Paper Folder

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We are in receipt of the quote package for the BAUM 714XLT Paper Folding Machine, Bid: RFQ 265 #11CR77389C-BAUM. Please accept this memorandum as notification that we accept the quote/bid from the following vendor as the lowest responsible bidder responding to the invitation to a quote set forth by the department:

Vendor Name: Whitaker Brothers  
Contact Name: John Brown  
Address: 3 Taft Court  
Rockville, MD 20850  
301-354-3035

Service Requested: Per Folding Equipment

Scope of Work: Paper folding equipment used to fold documents and ballots.

If you have any questions or need any additional information, please contact Brigitte Bailey at 404-612-7018. Thank you in advance for your assistance in this matter.

Attachment: Bid Tabulation Sheet for BAUM 714XLT Paper Folder

Cc: April Pye, Administrative Chief, Registration and Elections  
Dwight Brower, Elections Chief, Registration and Elections  
Brenda Williams, Registration Chief, Registration and Elections  
Brigitte Bailey, Administrative Coordinator III, Registration and Elections  
AlMicah Phillips, Assistant Purchasing Agent, Purchasing Department  
Cynthia Richardson, Procurement Officer, Purchasing Department



# Fulton County Public Bid Opening

Bid: RFQ 265 11CR77389C

Close Date/Time: 2011-03-10 14:00:00

Commodity Group	Code	Description	Bid Amount
Vendor Code	Legal Name		
1	Default Commodity Group	99896 Voting Machines and Other Election Equipment	
	VS0000023641 WHITAKER BROTHERS		\$7,474.00
2	Default Commodity Group	99896 Voting Machines and Other Election Equipment	
	VS0000023641 WHITAKER BROTHERS		\$200.00
3	Default Commodity Group	99896 Voting Machines and Other Election Equipment	
	VS0000023641 WHITAKER BROTHERS		\$575.00