State Term Contract
Permission Request

Date: 9/30/25 State Contract No/URL: RSI006813 Contract Type: Competitive Over $50,000 X Under $50,000 ____

Requesting Agency: Franklin County Municipal Contact Name: SMALL Email: goodrichc@fcmcclerk

TO BE COMPLETED BY AGENCY:

Describe how use of this contract provides the most cost effective method to purchase goods and /or services.
(For new requests, attach three (3) or more quotations received from contract vendors, if the contract was not bid.)

Currently the Clerk's Office uses a Court's agreement provided by FedEx with Flat rate pricing. Through use of this agreement, the Clerk's Office has been able to successfully provide commercial carry service for civil cases. At this time the Clerk's Office is having issues with FedEx adhering to the agreed upon court program pricing as it is a flat rate. This has caused a major backup in paying for services. By changing to the state term contract, pricing will be based on set rates instead of one flat rate. This is the standard practice of FedEx and will allow FedEx to provide accurate and correct pricing when invoicing for service. We are requesting to use the state contract as it is structured better to fit a government entity.

Note if this purchase is the continuation of an existing project.
(Please attach three (3) or more quotations originally received. If three quotes were not solicited for the original purchase, three are required now.)

Bid waiver to be submitted to council

If three quotes were not received, attach any documentation supporting using the STS as the most cost effective method. This includes price research, efficiencies realized, or any other evidence of cost effectiveness. Requests over $50,000 will require a bid waiver from City Council.

TO BE COMPLETED BY PROCUREMENT MANAGER:

Approved? Y