



## AGENDA ITEM

### Consent Agenda

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**REPORT TO:** Work Session (01/09/23)  
**REPORT TO:** Voting Meeting (01/12/23)  
**ITEM NO:** 676/2022  
**SUBJECT:** Approve the award of RFQ/P #43-017 Magazine Printing, Graphic Design and Related Services for Administration to Forum Communications, Inc. of Gainesville, GA. The estimated cost is not to exceed \$50,000.00.

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#### Meetings:

**Work Session Date:** 01/09/23                      **Voting Meeting Date:** 01/12/23

#### Executive Summary:

**Presenter:** KCACA  
**Recommendation:**  
Approve the award of RFQ/P #43-017 Magazine Printing, Graphic Design and Related Services for Administration Communications and Strategic Engagement to Forum Communications, Inc. of Gainesville, Georgia, in the Estimated Amount of \$50,000.

**Purpose of Request:** The Magazine will be the County's premier printed communication with the public and the expectation is for a high quality, professional designed, newsstand quality, printed product.  
**History:** This would be the first issue of the County Magazine.

**Facts and Issues:** The award to Forum Communications, Inc. of Gainesville, Georgia, resulted from a competitive bid issued on October 26, 2022. Forum was the only responsible and responsive bidder to produce a bidder's response.  
**Options:**

<b>Funding Requested</b>	\$ 50,000.00
<b>Are funds within current budget?</b>	No
<b>Source of Funds</b>	General Fund
<b>Does the action involve a Resolution, Ordinance, Contract, Agreement, etc.?</b>	Yes
<b>Has it been reviewed by the County Attorney?</b>	Yes
<b>Is there a deadline for this item?</b>	2022-12-27

**Approvals:**

<b>Buyer</b>	<b>Approve</b>	<b>Purchasing</b>	<b>Budget</b>
AP	JR	AP	TS
<b>Finance</b>	<b>Attorney</b>	<b>Administration</b>	<b>Clerk</b>
WG	WLI	CR	JR

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**Attachments:**

Financial Supplement

BID TAB

Contract RFQ-P #43-017 Magazine Printing



**HALL COUNTY BOARD OF COMMISSIONERS  
FINANCIAL SUPPLEMENT REPORT**

**AGENDA ITEM 676/2022**

**Funds Requested:** \$ 50,000.00

**Request Budgeted:** No

**Proposed Source of Funding:**

**Budget Transfer Requested:**

General Fund

Yes

**Funding Source Items:**

Fiscal Year	Fund	Division	Account	Amount
2023	001 - GENERAL	101 - ADMINISTRATION	4440 - ADVERTISING	\$50,000.00

**Budget Transfer Items:**

Fiscal Year	Fund	Division	Account	Amount
2023	001 - GENERAL	184 - GENERAL SERVICES	4711A - CONTINGENCY- GENERAL	\$-50,000.00
2023	001 - GENERAL	101 - ADMINISTRATION	4440 - ADVERTISING	\$50,000.00

**Additional Information/Comments:**

This budget adjustment will move the necessary funding from general fund contingency into administration's advertising budget.

**Contact for Questions:** KC

**Phone:**

770-257-5504 / 678-478-7605