# COUNTY DEPARTMENT AGENDA REQUEST

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| Department: | Tax Assessors | Presenter(s): | Joel T. Benton |
| Meeting Date: | Thursday, November 18, 2010 | Type of Request: | Consent |

Wording for the Agenda:

Request to extend Bid #694, Printing and Mailing Service for twelve additional months. The successful bidder Dove Mailing, Inc. has agreed to hold the prices firm from January 1, 2011 through December 31, 2011. The current agreement expires December 31, 2010.

Background/History/Details:

Historically, nearly all of the employees in the Tax Assessors' Office spend several weeks at a time (on an annual basis) printing, folding , stuffing, placing postage on and mailing all Personal Property Return forms and Assessment Notices. By outsourcing this function, it will allow our department to continue to appraise, audit and research property values without having to virtually stop the normal work-process to generate and mail the Returns and Notices. This will ultimately save the county money when the following are considered: Salaries of up to 10 full-time employees for no less than 80 hours, cost of ink, paper, envelopes; wear and tear on printers, copiers, postage machine, folding/stuffing machine and electricity.

What action are you seeking from the Board of Commissioners?

The approval to extend the current printing and binding contract with Dove Mailing until December 31, 2011 at the same rates that were applied for 2010.

If this item requires funding, please describe:

Depending on the volume of Returns and Notices to be printed and mailed, the cost is not anticipated to exceed $27,000 - which has been approved for FY 2011 budget.

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| Has this issue come before the Commissioners in the past? | Yes | If so, when? | Thursday, December 10, 2009 |
| Do you need audio-visual for the presentation? | No | Back-up Material Submitted? | Yes |

## STAFF USE ONLY

| | | | |
|---|---|---|---|
| Approved by Finance | Yes | Reviewed by Legal | |
| Approved by Purchasing | Yes | Approved by County Clerk | Yes |
| Administrator's Approval | Yes | | |

Staff Notes:

Fayette County
GEORGIA

*Where Quality Is A Lifestyle*

To: Jack Krakeel

From: Tim Jones TJ

Date: November 2, 2010

Subject: Bid #694 Printing and Mailing Service

In Joel Benton's attached email, the request was made to extend the printing and mailing service agreement for one year with Dove Mailing, Inc., the company that was awarded the subject bid for printing and mailing services. Dove Mailing, Inc. has agreed to extend the contract for twelve (12) additional months at the same prices agreed upon in Bid #694, Printing and Mailing Services. The total bid price of $24,190.05 will not change from January 1, 2011 through December 31, 2011. A pricing sheet is attached for your review.

I concur with Joel's recommendation to extend the agreement for another year. If this recommendation to extend the agreement meets your approval, please place this item on the next available consent agenda. If any additional information is needed, please let me know.

TJ/tcb

Attachment

cc: Joel Benton

## Trina Barwicks

**From:** Theron Hobbs [thobbs@dovedirect.com]
**Sent:** Monday, November 01, 2010 2:42 PM
**To:** Trina Barwicks
**Subject:** BID #694

Good Afternoon Mrs. Barwicks,

Dove Mailing, Inc would love to continue this partnership for the year 2011. Thanks for giving Dove the opportunity to serve you.

Kind Regards,

Theron Hobbs
Senior Account Executive
Dove Direct
5601 Fulton Industrial Blvd SW
Atlanta, GA 30336
404.664.7146 Cell: 404.346.2019 Fax
thobbs@dovedirect.com

**Trina Barwicks**

**From:** Joel Benton
**Sent:** Wednesday, October 27, 2010 10:06 AM
**To:** Trina Barwicks
**Subject:** RE: Two Month Mark - Reminder

Trina,

We were pleased with Dove Mailing's service and would like to offer them the opportunity to extend their contract for another year.

Sincerely,

**Joel T. Benton**
Fayette County Board of Assessors
Chief Appraiser / Director
Phone: 770.305.5272
Fax: 770.305.5405
jbenton@fayettecountyga.gov

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**From:** Trina Barwicks
**Sent:** Thursday, October 21, 2010 2:13 PM
**To:** Joel Benton
**Cc:** Tim Jones; Michelle Werho
**Subject:** Two Month Mark - Reminder

Good Afternoon Joel,

This is a little reminder that bid #694, Printing and Mailing Service will expire on December 31, 2010.

If you are pleased with the service you've been receiving from the successful company and would like to offer them the opportunity of extending the agreement for additional twelve month at the same prices, please let me know and I will do just that. If you choose to bid this item out again, please send me updated specifications.

If you need additional information please let me know.

*Trina C. Barwicks,*
*Contract Administrator*
*Fayette County Purchasing Dept.*
*140 Stonewall Ave. W., Suite 101*
*Fayetteville, GA 30214*
*Office: (770) 305-5314*
*Fax: (770) 719-5515*
*tbarwicks@fayettecountyga.gov*

BID #694

PRICING SHEET

| QUANTITY | DESCRIPTION | TOTAL BID PRICE (ALL BLACK INK) | TOTAL BID PRICE (INCLUDES RED INK) |
|---|---|---|---|
| 40,000 EACH | ASSESSMENT NOTICE (RESIDENTIAL) | $ 19,500.00 | |
| 850 EACH | ASSESSMENT NOTICE (CONSERVATION) | $ 708.48 | $421.35 |
| 5,000 EACH | PROPERTY TAX FORM PT-50P | $3,138.00 | $3,330.00 |
| 625 EACH | PROPERTY TAX FORM PT-50M | $385.16 | $408.19 |
| 300 EACH | PROPERTY TAX FORM PT-50A | $ 184.87 | $ 195.93 |
| 80 EACH | FREEPORT EXEMPTION FORM PT-50 PF | $ 45.08 | $ 47.45 |
| | TOTAL BID PRICE | $ 23,961.54 | $4,402.92 |

NOTE: Each line item shall be priced separately. The decision as to award shall be made in the best interest of Fayette County on an individual or lump sum basis.

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19,500 • +
708 • 48 +
3,330 • +
408 • 19 +
195 • 93 +
47 • 45 +
006
24,190 • 05 #

COMPANY NAME: Dove Mailing, Inc.

**CHAIRMAN SMITH REMARKED THAT THE BOARD HAD RECEIVED A REQUEST FROM THE PETITIONER'S ATTORNEY REQUESTING TO TABLE THIS ITEM UNTIL THE BOARD'S PUBLIC HEARING MEETING IN JANUARY, 2010.**

**COMMISSIONER FRADY MADE A MOTION TO TABLE PETITION NO. 1218-09 AND PETITION NO. 1219-009 AS REQUESTED UNTIL THE BOARD OF COMMISSIONERS' MEETING ON THURSDAY, JANUARY 28TH. COMMISSIONER HORGAN SECONDED THE MOTION. THE MOTION CARRIED 5-0.**

**PUBLIC COMMENT:**

**BOB ROSS:** Bob Ross said he would like to thank Fayette County employees for their service during this year. He said it had been a tough year financially with a lot going on. He said every time he had dealt with a member of staff and County employees he had received outstanding support from them. He said he wanted to publically thank the employees for what they do every day and to express his appreciation for what they do for Fayette County.

**CONSENT AGENDA: COMMISSIONER HORGAN MADE A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED. COMMISSIONER HEARN SECONDED THE MOTION. THE MOTION CARRIED 5-0.**

1. Approval of staff's recommendation to extend Bid #694 for Printing and Mailing Services for twelve additional months with the current vendor, Dove Mailing, Inc., for the printing and mailing of assessment forms and notices by the Assessors' Office.

2. Approval of the reappointment of Theresa Ocheltree to the Board of Assessors for a six-year term commencing January 1, 2010 and ending December 31, 2015.

3. Approval of the reappointment of Al Gilbert to the Post 1 seat on the Planning Commission for a three-year term commencing January 1, 2010 and ending December 31, 2012.

4. Approval of the reappointment of Jim Graw to the Post 2 seat on the Planning Commission for a three-year term commencing January 1, 2010 and ending December 31, 2012.

5. Approval of reappointment of Bill Beckwith to the Zoning Board of Appeals for a three year term commencing January 1, 2010 and ending December 31, 2012.

6. Approval of the reappointment of Lyn Redwood to the Board of Health for a four-year term commencing January 1, 2010 and ending December 31, 2013.

7. Approval of the reappointment of Lynette Peterson to the Board of Health for a four-year term commencing January 1, 2010 and ending December 31, 2013.

8. Approval of the Vehicle Replacement Committee's recommendation to replace a New Holland tractor, Model TC33D with a tractor with comparable capabilities, and approval for the Purchasing Department to dispose of the old tractor which is no longer serviceable..

9. Approval of the Finance Department's request to amend the FY 2010 budget by accepting a $4,665.52 grant from the Council of Juvenile Court Judges of Georgia.

JAMES WINGO: James Wingo said he was Co-Chair of FACOG. He commented on the issue of open government and encouraged the Board to provide 24/7 access to the decision making process and use technology to accomplish this goal. He encouraged the Board to put a decision on the defined benefits package on hold until the information was made available to the public.

ANDREA LYLE: Andrea Lyle said she believed when the current Board members were elected they wanted to serve the citizens of Fayette County. She expressed concern with the proposed defined benefits plan and felt it was not the time to implement such a plan because of the state of the economy. She said the public needed to have the opportunity to know what kind of plan was going to be adopted.

ANGELA HINTON FONDA: Angela Hinton Fond remarked that she had addressed the Board 378 days ago on the issue regarding the establishment of a defined benefits plan for County employees. She said at that time she opposed the plan but supported salary increases. She pointed out that just one year later foreclosures were increasing, stocks declining, revenue to Fayette County declining, unemployment rising and taxes will be increasing to pay for all of the bailouts. She expressed concern with how much the County would have to pay out in lifetime benefits.

CONSENT AGENDA: **COMMISSIONER HORGAN MADE A MOTION TO APPROVE CONSENT AGENDA ITEMS #1-9. COMMISSIONER MAXWELL SECONDED THE MOTION. COMMISSIONER FRADY REQUESTED TO REMOVE THE MINUTES FOR THE OCTOBER 23, 2008 BOARD MEETING. COMMISSIONER HORGAN AMENDED THE MOTION TO APPROVE CONSENT AGENDA ITEM #1-9 WITH THE EXCLUSION OF THE OCTOBER 23RD MINUTES. COMMISSIONER MAXWELL SECONDED THE AMENDED MOTION. THE MOTION CARRIED 5-0.**

1. Approval of staff's recommendation to award Bid #694 for printing and mailing of Personal Property Return Forms and Assessment Notices for 2009 to low bidder Dove Mailing, Inc. in the amount of $24,190.05.

2. Approval of staff's recommendation to authorize procurement of surety bonds for deputy sheriffs, in compliance with State law.

3. Approval of appointment of Allen McCullough to the Fayette County Communications Committee.

4. Approval of reappointment of Jeannette Ballard to the Fayette County Library Board for an additional 4-year term beginning January 1, 2009 and ending December 31, 2012.

5. Approval of reappointment of Dortha Stinson to the Fayette County Library Board for an additional 4-year term beginning January 1, 2009 and ending December 31, 2012.

6. Approval of reappointment of Jean White to the Fayette County Library Board for an additional 4-year term beginning January 1, 2009 and ending December 31, 2012.