COUNTY AGENDA REQUEST

Department:	Tax Assessors	Presenter(s):	Joel T. Benton
Meeting Date:	Thursday, April 11, 2013	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's request to award Bid #880 to low bidder, The Master's Touch, LLC, in the amount of $21,448, for preparing and mailing Personal Property Return Forms and Assessment Notices, and authorization for the Chairman to sign the contract and related documents contingent upon the County Attorney's review.

Background/History/Details:

In the past, the task of preparing and mailing personal property return forms and assessment notices was done by the Tax Assessor's Office. This involved copying, preparing, folding and inserting, placing postage, sorting, and mailing. It required almost all of the employee's in the Tax Assessor's Office to spend several weeks at a time to complete.

About five years ago, the county started outsourcing this task. Outsourcing enabled staff to continue appraising, auditing and researching property values without having to virtually stop the normal work process in order to generate and mail the Returns and Notices. Outsourcing the work saves Fayette County money when the following factors are considered: the salaries of up to ten full-time employees for no less than 80 hours, the cost of supplies such as ink, paper, and envelopes, the wear and tear on County property such as printers, copiers, the postage machine, the folding / stuffing machine, and other overhead expenses.

Notices for the opportunity to bid were direct mailed to 21 contractors. Invitations were also extended through Fayette Daily News, the county's website, Georgia Local Government Access Marketplace, and Channel 23. Also, 443 vendors were notified through the web-based Georgia Procurement Registry. Ten vendors submitted bids. After review, the Master's Touch was the low-bidder, and therefore is recommended to the Board by staff.

What action are you seeking from the Board of Commissioners?

Approval of staff's request to award Bid #880 to low bidder,The Master's Touch, LLC, in the amount of $21,488 for the purpose of preparing and mailing Personal Property Return Forms and Assessment Notices, and authorization for the Chairman to sign the contract and related documents contingent upon the County Attorney's review.

If this item requires funding, please describe:

Funding has been budgeted and approved for this purpose in the Fiscal Year 2013 (FY2013) budget.

Has this request been considered within the past two years?	Yes	If so, when?	Thursday, April 12, 2012
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

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

Staff Notes:

Apples-to-Apples: AXIS Data Solution's bid would increase from $11,170.24 to $29,218.24 including postage.
Postage is estimated to cost $18,048 (47,000 pieces @$.384)

Fayette County

"Where Quality Is a Lifestyle"

140 Stonewall Avenue West, Ste 101
Fayetteville, Georgia 30214
Phone: 770-305-5420
www.fayettecountyga.gov

To: Steve Rapson

From: Ted L. Burgess

Date: April 3, 2013

Subject: Invitation to Bid 880 – Tax Assessment Printing and Mailing

Each year, the county contracts for printing and mailing of tax assessment notices and forms. For the upcoming 12-month contract, the Purchasing Department issued Invitation to Bid #880. Notices of the opportunity to bid were direct-mailed to 21 contractors. Invitations were extended via the Fayette News, the county website, Georgia Local Government Access Marketplace (www.glga.org), and cable Channel 23. A total of 443 vendors were notified through the web-based Georgia Procurement Registry.

Ten vendors submitted bids (attached). The Purchasing Department had contacted six of the ten through the direct mailing. At least one other vendor received word through the Georgia Procurement Registry.

Axis Data Solutions submitted the apparent low bid. They did not include postage, however, which was a requirement as stated in the invitation to bid. If one assumes the lowest of the postage rates shown in the bids (38.4¢ per piece), at an estimated 47,000 to 50,000 pieces this becomes one of the higher bids.

The apparent second-lowest bid, submitted by The Master's Touch, LLC does include postage. With the total cost considered, this becomes the low bid. The Tax Assessor recommends The Master's Touch for the contract. The Purchasing Department supports their recommendation.

Attachment

Fayette C ounty, Georgia
Bid #880 - Printing & Mailing of Tax Assessment Notices

COMPANY NAME:	Assessment Notices			Property Tax Forms			Freeport Eexmption Form PT-50PF0	Postage	Total Bid	Comments
	Real Property	Conser-vation	Personal Property	Form PT-50P	Form PT-50M	Form PT-50A				
Quantity	*43,000*	*600*	*1,000*	*4,500*	*350*	*300*	*80*			
Last Year's Award	*$19,800.00*	*$274.00*	*$456.00*	*$2,520.00*	*$196.00*	*$168.00*	*$45.00*	*Included*	*$23,459.00*	
AXIS DATA SOLUTIONS	$6,779.68	$136.05	$193.43	$2,840.23	$491.90	$443.73	$285.22	N/A	$11,170.24	Postage not included.
THE MASTER'S TOUCH, LLC	16,120.00	276.00	490.00	3,958.00	308.00	264.00	72.00	Included	21,488.00	
MANATRON, INC. -- A THOMSON REUTERS BUSINESS	19,800.00	274.00	456.00	2,520.00	196.00	168.00	45.00	Included	23,459.00	
REYNOLDS PUBLISHING DBA, REYNOLDS DIRECT, INC.	20,210.00	282.00	470.00	2,655.00	206.50	177.00	47.20	Included	24,047.70	
N. HARRIS COMPUTER CORPORATION	20,640.00	288.00	480.00	2,880.00	224.00	192.00	51.20	Included	24,755.20	
DOVE MAILING INC.	20,984.00	500.40	628.00	2,776.50	215.95	185.00	45.12	Included	25,334.97	
SEBIS DIRECT	21,470.00	349.00	539.00	2,779.00	359.00	271.00	79.00	Included	25,846.00	
SOUTHWEST DIRECT, INC.	5,160.00	186.00	310.00	1,395.00	108.50	93.00	24.80	19,200.00	26,477.30	Postage is an estimate.
CURTIS 1000	22,639.57	315.91	526.50	3,024.82	224.87	197.01	68.75	Included	26,997.43	Postage charges may vary
PBD WORLDWIDE	24,940.00	348.00	860.00	3,870.00	301.00	258.00	54.40	Included	30,631.40	