



Purchasing Department
140 Stonewall Avenue West, Ste 204
Fayetteville, GA 30214
Phone: 770-305-5420
www.fayettedcountyga.gov

To: Steve Rapson
Cc: Ted L. Burgess 
From: Ted Crumbley 
Date: May 28, 2021
Subject: Proposal #1945-P: Business Personal Property Compliance Audits

The Tax Assessors Department has submitted in Fiscal Year 2022 budget for a qualified consultant to provide Business Personal Property Audit Services. The service will verify the accuracy of Business Personal Property Tax Reports filed by Fayette County business taxpayers.

Toward this end, the Purchasing Department issued Request for Proposal #1945-P: Business Personal Property Compliance. Notices of the opportunity to propose were emailed to 6 companies that are on the County's bid list and/or responded to other similar solicitations. This Request for Proposal was also advertised on the Fayette County website, Fayette Newspaper, Local Channel 23, Georgia Procurement Registry, and Local Government Access Marketplace website.

There is a limited number of firms that perform business personal property compliance audits. Last time the county solicited for this service, two firms submitted proposals. The two qualified firms that submitted proposals last time also submitted proposals in response to this RFP. One additional company submitted so the total number of companies was three.

Based on the proposal criteria the highest scored company on technical and price, Mendola Consulting, LLC is being recommended for award. Mendola Consulting, LLC is the current vendor. The Evaluation Committee decided based on technical and price scoring, presentations were not needed. Evaluation scoring sheet is attached.

A Contractor Performance Evaluation Form is attached.

Specifics of the proposed contract are as follows:


Contract Name: #1945-P: Business Personal Property Compliance Audits
Vendor: Mendola & Associates, LLC
Not to Exceed: \$50,000.00

Budget:

Organization Code: 10010550 (Tax Assessor)
Object Code: 521316 (Technical Services)
FY 2019 Budget Requested: \$50,000.00

Awarding Authority: County Administrator

* Approval Signature

 Date: 6/3/21

*Note: Approval is conditional upon funds being approved in the Fiscal Year 2022 budget.

PROPOSAL #1945-P: Business Personal Property Compliance Audits
EVALUATION SCORES

Category		MAX POINTS	Platinum Financial Services, Inc.	Tax Management Associates, Inc.	Mendola Consulting, LLC
1	Project Understanding and audit program implementation	30	15.0	22.3	26.0
2	Company's background and experience	20	13.3	16.7	18.3
3	Project Team / Staffing Plan	15	7.7	11.0	11.0
4	Customer service	5	2.0	5.0	4.7
Total Technical		70	38.0	55.0	60.0
Proposed Price			\$52,171.00	\$61,200.00	\$49,100.00

Score:

Technical Score	70%	38.0	55.0	60.0
Price Score	30%	<u>28.1</u>	<u>22.6</u>	<u>30.0</u>
Total Score Technical & Price		66.1	77.6	90.0

Rater #1 - Joel Benton

1	Project Understanding and audit program implementation	30	20	25	20
2	Company's background and experience	20	15	15	15
3	Project Team / Staffing Plan	15	5	10	5
4	Customer service	5	5	5	5
Total Technical Score		70	45	55	45

Rater #2 - Tracey Holder

1	Project Understanding and audit program implementation	30	15	22	28
2	Company's background and experience	20	15	20	20
3	Project Team / Staffing Plan	15	13	13	13
4	Customer service	5	1	5	4
Total Technical Score		70	44	60	65

Rater #3 - Ashley Hearn

1	Project Understanding and audit program implementation	30	10	20	30
2	Company's background and experience	20	10	15	20
3	Project Team / Staffing Plan	15	5	10	15
4	Customer service	5	0	5	5
Total Technical Score		70	25	50	70

FAYETTE COUNTY, GEORGIA CONTRACTOR PERFORMANCE EVALUATION

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1. Use this form to record contractor performance for any contract of \$50,000 or above.
2. The person who serves as project manager or account manager is the designated party to complete the evaluation.
3. This form is to be completed and forwarded to the Purchasing Department not later than 30 days after completion or expiration of a contract. Past performance is considered on future contracts.

VENDOR INFORMATION	COMPLETE ALL APPLICABLE INFORMATION
Company Name: Mendola & Associates, LLC	Contract Number: 1471-P
Mailing Address: 525 Clubhouse Dr., Suite 200	Contract Description or Title: Audit Personal Property Accounts for Compliance
City, St, Zip Code: Peachtree City, Ga. 30269	Contract Term (Dates) From: July 1, 2018 To: June 30, 2021
Phone Number: 770-631-3911	Task Order Number:
Cell Number: 404-512-7174	Other Reference: This evaluation is being used for the new contract #1945-P
E-Mail Address:	

DEFINITIONS

OUTSTANDING – Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.

EXCELLENT (Exc) - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.


SATISFACTORY (Sat) - Vendor met minimum contractual requirements or performance expectations of the products/services.

UNSATISFACTORY (UnSat) - Vendor did not meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements

EVALUATIONS (Place "X" in appropriate box for each criterion.)

Criteria (includes change orders / amendments)	Out-standing	Exc	Sat	Un-Sat	Not Apply
1. Work or other deliverables performed on schedule			X		
2. Condition of delivered products			X		
3. Quality of work		X			
4. Adherence to specifications or scope of work			X		
5. Timely, appropriate, & satisfactory problem or complaint resolution			X		
6. Timeliness and accuracy of invoicing			X		
7. Working relationship / interfacing with county staff and citizens			X		
8. Service Call (On-Call) response time			X		
9. Adherence to contract budget and schedule			X		
10. Other (specify):			X		
11. Overall evaluation of contractor performance			X		

EVALUATED BY

Signature: 	Date of Evaluation: 5/27/2021
Print Name: Joel T. Denton	Department/Division: Tax Assessors
Title: Chief Appraiser	Telephone No: 770-305-5272