



# Fayette COUNTY

"WHERE QUALITY  
IS A LIFESTYLE"

**PURCHASING DEPARTMENT**  
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[www.fayettecountyga.gov](http://www.fayettecountyga.gov)

To: Steve Rapson  
From: Ted L. Burgess  
Date: January 28, 2015  
Subject: RFP #916 – Personal Property Tax Auditor

The Tax Assessor's office contracts with outside firms to conduct audits of business personal property accounts as part of the ad valorem taxation process.

The Purchasing Department issued Request for Proposals (RFP) #916 to contract for audit services through June 30, 2016 with two additional 12-month renewals possible. Notices of the opportunity were e-mailed to 16 vendors. All relevant vendors who were registered with the web-based Georgia Procurement Registry received notice. In addition, invitations were extended via the Fayette News, the county website, Georgia Local Government Access Marketplace ([www.glga.org](http://www.glga.org)), and Channel 23.

Four firms submitted proposals. However, two did not meet the requirement of a CPA licensed in the State of Georgia.

When evaluated, the two qualified vendors both scored fairly well on Technical Merit and on Price (please see attached). Both were invited to give oral presentations.

In the final analysis, the Evaluation Team chose Mendola and Associates, LLC as the recommended firm. Mendola and Associates was also the firm that had the combined highest score (Technical Merit and Price) before the oral presentations.

I support the Evaluation Team's recommendation of Mendola and Associates, LLC. If you award this contract, the Purchasing Department will prepare it for execution.

The Board of Commissioners approved addition of \$50,000 to the Tax Assessor's budget for this purpose at the August 14, 2014 meeting. Funds are budgeted in Account 10010550 – 521316. The Not To Exceed amount will be the \$50,000.

Attachment

--- PLEASE RETURN TO TED BURGESS ---

**PROPOSAL #P916 AUDITING PERSONAL PROPERTY ACCOUNTS  
EVALUATION**

**EVALUATOR: Summary**

<b>SELECTION PROCESS:</b>	<b>MAX POINTS</b>	<b>MENDOLA &amp; ASSOC</b>	<b>TAX MGT ASSOC</b>	<b>TRAYLOR BUSINESS SERVICES</b>	<b>TURNER BUSINESS APPRAISERS</b>
<b>B. TECHNICAL MERIT</b>					
a. Experience/Performance	30	23.75	NA	25.75	NA
b. Staffing	25	20.75	NA	20.75	NA
c. Approach	20	19.5	NA	12.5	NA
d. Availability	15	13.75	NA	10	NA
e. Financial Stability	10	9.5	NA	9	NA
	<b>100</b>	<b>87.25</b>	NA	78	NA

Avg Price per Audit

\$2,241.67

\$2,082.08

**Technical Score**

100

**87.3**

NA

**78.0**

NA

**Price Score**

30

**27.9**

NA

**30.0**

NA

**Total Score**

**115.1**

**108.0**