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COUNTY DEPARTMENT AGENDA REQUEST

Department/Division: Tax Assessors' Office

Department Head: Joel Benton

Presenter, if needed: Joel T. Benton

Preferred Meeting Date: Thursday, December 11, 2008

Wording for the Agenda:

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

Background/History/Details:

Every year, the employees of the Tax Assessors' Office spend several weeks printing, folding, stuffing, placing postage on, and mailing all Personal Property Return Forms and Assessment Notices. By outsourcing this function, it will allow the Assessors' Office to focus on the appraisal, auditing and researching of property values without the interruption of having to stop these other processes to generate and mail Returns and Notices. Approval of this work will ultimately save the county the cost of up to ten full-time employees working no less than 80 hours, in addition to the cost of ink, paper, envelopes, and wear and tear on printers, copiers, the postage machine and the folding/stuffing machine.

This project was approved in the FY 09 budget in an amount of $27,000.00.

What action are you seeking from the Board of Commissioners?

Approval to award this work to Dove Mailing, Inc., in the amount of $24,190.05.

If this item requires funding, please describe:

This project was budgeted in the FY 2009 budget. The bid submitted by Dove Mailing, Inc. is less than the $27,000. that was budgeted.

Has this issue come before the Commissioners in the past? Yes

If so, when? Dec. 13, 2007

Do you need audio-visual for the presentation? No

Back-up Material Submitted? Yes

STAFF USE ONLY

Approved by Finance? Yes

Reviewed by Legal? Yes

Approved by Purchasing? Yes

Approved by Administrative Staff? Yes

Staff Notes

Administrator's Approval Yes

Confirmed Meeting Date Thursday, December 11, 2008

- ○ Recognition/ Presentation
- ○ Public Hearing
- ○ Old Business
- ○ New Business
- ◉ Consent
- ○ Report
- ○ Other

Fayette County
GEORGIA

Where Quality Is A Lifestyle

To: Jack Krakeel

From: Tim Jones TJ

Date: November 25, 2008

Subject: Printing and Mailing Service

Sealed bids were requested for the subject item. A bid talley sheet is attached for your review.

In Joel Benton's attached recommendation, the overall low bidder, Dove Mailing Inc., was recommended at $24,190.05. I concur with Joel's recommendation.

If this recommendation 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

Attachments

cc: Joel Benton