COUNTY DEPARTMENT AGENDA REQUEST

Department:	Tax Assessors	Presenter(s):	Joel T. Benton
Meeting Date:	Thursday, December 10, 2009	Type of Request:	Consent

Wording for the Agenda:

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.

Background/History/Details:

This year the Assessors' Office was allowed to outsource the printing and mailing of assessment forms and notices. Historically, almost the entire staff of the Tax Assessors' Office spent several weeks annually printing, folding , stuffing, and mailing all Personal Property Return Forms and Assessment Notices. Outsourcing this function has allowed the department to continue to appraise, audit and research property values without stopping to generate and mail the Returns and Notices. The original bid was awarded to Dove Mailing, Inc. who has agreed to extend their original bid price for another year.

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, 2010 at the same rates as charged in 2009.

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 2010 budget.

Has this issue come before the Commissioners in the past?	Yes	If so, when?	Thursday, December 18, 2008
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance		Reviewed by Legal	Yes
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 5, 2009

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, 2010 through December 31, 2010. 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

Dove Mailing Inc.

"From Creation To Destination"

November 4, 2009

Fayette County Georgia

Trina Barwicks

140 Stonewall Ave W. Ste 101

Fayetteville, GA

Dear Ms. Barwicks,

Dove Mailing, Inc. appreciates the extension of our current contract. We agree to leave the pricing the same as in Bid#6, Printing and Mailing Service for the period of January 2010 – December 2010. We also understand that our bid pricing cannot exceed $24,190.05.

Thank you for allowing Dove the opportunity to continue to service your printing and mailing needs.

Sincerely,

Rene'e Newton

Operations Manager

5601 Fulton Industrial Blvd. SW • Atlanta, Georgia 30336
(404) 629 0122 (Office) • (404) 346 2019 (Fax) • 1 (888) 922 3683 (Toll Free) • www.dovemailing.com (Website)

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.**

COMPANY NAME: Dove Mailing, Inc.