COUNTY AGENDA REQUEST

Department:	Tax Assessors	Presenter(s):	Joel Benton
Meeting Date:	Thursday, April 12, 2012	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's request to award Bid #827 to low bidder, Manatron Inc. & Diversified Printing, in the amount of $23,459, 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:

Historically, each year, almost all of the employee's in the Tax Assessor's Office spend several weeks at a time printing, folding, stuffing, placing postage on, and mailing all Personal Property Return Forms and Assessment Notices.

By outsourcing this work, staff will be able to continue appraising, and to continue 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 will also save 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.

Invitations to bid were extended to 19 vendors, and were further extended through the local newspaper, the county's website, , Georgia Local Government Access Marketplace, and television Channel 23. Six vendors responded to the invitation. Two of the vendors met the County's requirements. Manatron was the low bidder.

What action are you seeking from the Board of Commissioners?

Approval of staff's request to award Bid #827 to low bidder, Manatron Inc. & Diversified Printing, in the amount of $23,459, 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 2012 (FY2012) budget.

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

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

Staff Notes:

Fayette County GEORGIA

Where Quality Is A Lifestyle

To: Jack Krakeel

From: Ted L. Burgess

Date: April 5, 2012

Subject: Bid #827 – Tax Bill Printing and Mailing

The Purchasing Department issued Invitation to Bid #827 to acquire printing and mailing services for tax bills. Invitations were direct-mailed to 19 vendors. In addition, invitations were extended via a local newspaper, the county website, Georgia Local Government Access Marketplace (www.glga.org), and television Channel 23 in the usual manner.

The invitation to bid specified that bids should include printing and mailing costs, and bidders should supply samples. Six vendors responded to the invitation to bid (please see attached tally sheet). Of the six bidders, three did not include postage, which is a very significant part of the price. The three were Axis, Inc; PBD Worldwide; and The Master's Touch, LLC.

The fourth bidder – Design, Print & Display Group Services – did not provide samples. In addition, this bidder requested payment for postage prior to mailing the forms, which would be counter to established practices.

Of the remaining two bidders, Manatron, Inc. submitted the lowest bid. The Tax Assessor's Office recommends awarding the contract to Manatron. The Purchasing Department supports their recommendation.

Attachment

Bid #827 - Tax Bill Printing & Mailing Service
Opening Date Tuesday, April 3, 2010 at 3:00 pm

Product	Axis, Inc.	Manatron, Inc. & Diversifed Printing	N. Harris Computer Corp	PBD Worldwide	The Design, Print & Display Group Services	The Design, Print & Display Group Postage	The Master's Touch, LLC
Assessment Notice (Real Property)	$ 6,779.68	$ 19,800.00	$ 20,640.00	$ 6,106.00	$ 3,117.50	$ 15,480.00	$ 4,994.00
Assessment Notice Conservation)	136.05	274.00	288.00	85.00	43.50	216.00	54.00
Assessment Notice (Personal Property)	193.43	456.00	480.00	142.00	72.50	36.00	87.00
Property Tax (Form PT-50P)	2,840.23	2,520.00	2,880.00	5,778.00	1,342.80	1,620.00	1,487.00
Properety Tax (Form PT-50M)	491.90	196.00	224.00	451.00	104.44	126.00	432.00
Property Tax (Form PT-50A)	443.73	168.00	192.00	377.00	89.52	108.00	432.00
Freeport Exemption (Form PT-50PFO	285.22	45.00	51.20	61.00	17.98	28.80	67.00
Total Bid	**$ 11,170.24**	**$ 23,459.00**	**$ 24,755.20**	**$ 13,000.00**	**$ 4,788.24**	**$ 17,614.80**	**$ 7,553.00**

Exceptions:	Postage not included.		Exceptions noted.	Postage not included. Est. 1st class postage is $19,932.	Request a check for postage, payable to "U.S. Postmaster" prior to mail being delivered to the post office.		Postage not included.