



Purchasing Department

140 Stonewall Avenue West, Ste 204

Fayetteville, GA 30214

Phone: 770-305-5420

www.fayettecountyga.gov

To: Steve Rapson
Cc: Ted L. Burgess *TJ*
From: Trina C. Barwicks *Scr*
Date: June 8, 2018
Subject: Proposal #1471-P: Business Personal Property Compliance Audits

The Tax Assessors Department has submitted in Fiscal Year 2019 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 #1471-P: Business Personal Property Compliance. Notices of the opportunity to propose were emailed to 7 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, Local Government Access Marketplace websites, and the Greater Georgia Black Chamber of Commerce.

There is a limited number of firms that perform business personal property compliance audits. Last time the county solicited for this service, four firms submitted proposals. However, two of them did not meet the requirements of a CPA licensed in the State of Georgia. The two qualified firms that submitted proposals that time also submitted proposals in response to this RFP.

An Evaluation Committee was selected by the Board of Assessors Director. 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: #1471-P: Business Personal Property Compliance Audits
Vendor: Mendola & Associates, LLC
Not to Exceed: \$40,000.00

Budget:

Organization Code: 10010550 (Tax Assessor)
Object Code: 521316 (Technical Services)
FY 2019 Budget Requested: \$40,000.00

Awarding Authority: County Administrator

Approval Signature



Date: 6/11/18