



Purchasing Department

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Fayetteville, GA 30214
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www.fayettecountyga.gov

To: Steve Rapson
Through: Ted L. Burgess *TB*
From: Ted Crumbley *TC*
Date: October 27, 2021
Subject: #1977-A: Annual Contract for Printing and Mailing of Tax Assessors Notices

The Purchasing Department issued a request for quote for the above reference project. Notices of the opportunity to quote were emailed to 15 contractors. Another 808 contractors were contacted through the Georgia Procurement Registry.

The Purchasing Department received six quotes. The Tax Assessors office recommends award to the low bidder, The Master's Touch, LLC. The tally sheet and the performance evaluation is attached.

Specifics of the proposed contract are as follows:

Contract Name:	#1977-A: Annual Contract for Printing and Mailing of Tax Assessors Notices
Vendor:	The Master's Touch, LLC
Contract Amount:	\$ 26,872.70
Organization Code:	10010550 (Tax Assessor)
Object Code:	523400 (Printing and Mailing Services)
Available Budget:	\$ 35,198.92 as of 10/27/21

Awarding Authority: County Administrator

Approval Signature

[Signature]

Date: 10/27/21

Place on County Administrator's Report? Yes ☒ No ☐ On Agenda Dated: _____

QUOTE NUMBER & NAME: #1977-A ANNUAL CONTRACT FOR PRINTING AND MAILING OF TAX ASSESSORS NOTICES

RESPONDENT'S NAME	EST. QTY.	UOM	HARRIS LOCAL GOVERNMENT		DOVE MAILING INC. DBA DOVE DIRECT		VARIVERGE, LLC		DATA INTEGRATORS		CATHEDRAL CORPORATION		THE MASTERS TOUCH, LLC	
	QTY.		UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
ASSESSMENT NOTICE (REAL PROPERTY)	45,000	EACH	\$0.2200	\$9,900.00	\$0.1460	\$5,470.00	\$0.126	\$5,670.00	\$0.11	\$4,950.00	\$0.0914	\$4,113.00	\$0.089	\$4,005.00
ASSESSMENT NOTICE (CONSERVATION)	700	EACH	\$0.2200	\$154.00	\$0.1380	\$96.60	\$0.126	\$88.20	\$0.15	\$105.00	\$0.0914	\$63.98	\$0.377	\$263.90
ASSESSMENT NOTICE (PERSONAL PROPERTY)	2,000	EACH	\$0.2200	\$440.00	\$0.1380	\$276.00	\$0.126	\$252.00	\$0.20	\$400.00	\$0.0914	\$182.80	\$0.17	\$340.00
PROPERTY TAX (FORM PT-50P)	4,800	EACH	\$0.2200	\$1,056.00	\$0.338	\$1,622.40	\$0.343	\$1,646.40	\$0.15	\$720.00	\$0.28	\$1,344.00	\$0.377	\$1,809.60
PROPERTY TAX (FORM PT-50M)	400	EACH	\$0.22000	\$88.00	\$0.338	\$135.20	\$0.324	\$129.60	\$1.00	\$400.00	\$0.28	\$112.00	\$0.377	\$150.80
PROPERTY TAX (FORM PT-50A)	300	EACH	\$0.2200	\$66.00	\$0.338	\$101.40	\$0.324	\$97.20	\$0.75	\$225.00	\$0.28	\$84.00	\$0.377	\$113.10
FREEPORT EXEMPTION (FORM PT-50PF)	100	EACH	\$0.2200	\$22.00	\$0.328	\$32.80	\$0.346	\$34.60	\$1.00	\$100.00	\$0.28	\$28.00	\$0.377	\$37.70
NCOA PROCESSING TOTAL (NOT INCLUDING POSTAGE)	53,300	EACH					\$0.01	\$533.00						
ESTIMATED POSTAGE CHARGE	1	LOT		\$23,671.75		\$22,982.96		\$22,705.80		\$22,705.80		\$22,705.80		\$20,152.60
TOTAL PRICE				\$ 35,397.75		\$ 31,817.36		\$ 31,156.80		\$ 29,605.80		\$ 28,633.58		\$ 26,872.70

FAYETTE COUNTY, GEORGIA CONTRACTOR PERFORMANCE EVALUATION

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1. Use this form to record contractor performance for any contract of \$50,000 or above.
2. The person who serves as project manager or account manager is the designated party to complete the evaluation.
3. This form is to be completed and forwarded to the Purchasing Department not later than 30 days after completion or expiration of a contract. Past performance is considered on future contracts.

VENDOR INFORMATION	COMPLETE ALL APPLICABLE INFORMATION
Company Name: The Masters Touch, LLC	Contract Number: 1378-A
Mailing Address: 1405 North Ash Street	Contract Description or Title: Printing and Mailing of Tax Assessment Notices
City, St, Zip Code: Spokane, WA 99201	Contract Term (Dates) From: November 13, 2017 To: June 30, 2020
Jn Phone Number:	Task Order Number:
Cell Number:	Other Reference: This is for a new contract #1977-A
E-Mail Address:	

DEFINITIONS

OUTSTANDING – Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.

EXCELLENT (Exc) - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.

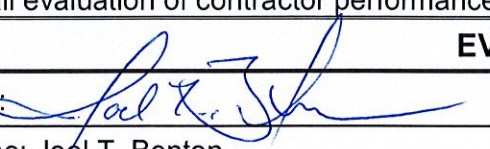
SATISFACTORY (Sat) - Vendor met minimum contractual requirements or performance expectations of the products/services.

UNSATISFACTORY (UnSat) - Vendor did not meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements

EVALUATIONS (Place "X" in appropriate box for each criterion.)

Criteria (includes change orders / amendments)	Out-standing	Exc	Sat	Un-Sat	Not Apply
1. Work or other deliverables performed on schedule		X			
2. Condition of delivered products		X			
3. Quality of work		X			
4. Adherence to specifications or scope of work		X			
5. Timely, appropriate, & satisfactory problem or complaint resolution			X		
6. Timeliness and accuracy of invoicing		X			
7. Working relationship / interfacing with county staff and citizens		X			
8. Service Call (On-Call) response time			X		
9. Adherence to contract budget and schedule		X			
10. Other (specify):					X
11. Overall evaluation of contractor performance		X			

EVALUATED BY

Signature: 	Date of Evaluation: October 27, 2021
Print Name: Joel T. Benton	Department/Division: Tax Assessor
Title: Chief Appraiser	Telephone No: 770-305-5272