



Purchasing Department

140 Stonewall Avenue West, Ste 204

Fayetteville, GA 30214

Phone: 770-305-5420

www.fayettecountyga.gov

To: Steve Rapson

Through: Ted L. Burgess

From: Ted Crumbley

Date: November 17, 2022

Subject: #2169-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 20 contractors. Another 826 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. This is a one year contract.

Specifics of the proposed contract are as follows:

Contract Name:	#2169-A: Annual Contract for Printing and Mailing of Tax Assessors Notices
Vendor:	The Master's Touch, LLC
Contract Amount:	\$ 29,285.54
Organization Code:	10010550 (Tax Assessor)
Object Code:	523400 (Printing and Mailing Services)
Available Budget:	\$ 30,265.09 as of 11/15/22

Awarding Authority: County Administrator

Approval Signature

Date: 11/18/22

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

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: 1977-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: July 1, 2021 To: June 30, 2022
In Phone Number:	Task Order Number:
Cell Number:	Other Reference: This is for contract #2169-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.

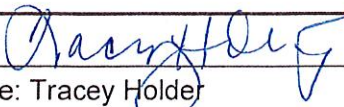
SATISFACTORY (Sat) - Vendor met minimum contractual requirements or performance expectations of the products/services.

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: 11/17/2022
Print Name: Tracey Holder	Department/Division: Assessors
Title: Lead Personal Property Appraiser	Telephone No: 770-305-5274

QUOTE NUMBER & NAME: #2169-A ANNUAL CONTRACT FOR PRINTING AND MAILING OF TAX ASSESSORS NOTICES

RESPONDENTS NAME	EST. QTY.	UOM	Fincay, LLC		BMS Direct, Inc.		Harris Local Government		Divco Data		TrendTech Logistics		The Master's 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)	46,000	EACH	\$0.1000	\$4,600.00	\$0.1425	\$6,555.00	\$0.100	\$4,600.00	\$0.10	\$4,600.00	\$0.0950	\$4,370.00	\$0.104	\$4,784.00
ASSESSMENT NOTICE (CONSERVATION)	700	EACH	\$0.1300	\$91.00	\$1.2100	\$850.00	\$0.100	\$70.00	\$0.10	\$70.00	\$1.5000	\$1,050.00	\$0.104	\$72.80
ASSESSMENT NOTICE (PERSONAL PROPERTY)	2,000	EACH	\$0.1700	\$340.00	\$0.4250	\$850.00	\$0.100	\$200.00	\$0.10	\$200.00	\$1.5000	\$3,000.00	\$0.104	\$208.00
PROPERTY TAX (FORM PT-50P)	5,100	EACH	\$0.1500	\$765.00	\$0.433	\$2,208.30	\$0.250	\$1,275.00	\$0.30	\$1,530.00	\$1.50	\$7,650.00	\$0.340	\$1,734.00
PROPERTY TAX (FORM PT-50M)	500	EACH	\$0.22000	\$110.00	\$1.700	\$850.00	\$0.250	\$125.00	\$0.30	\$150.00	\$1.50	\$750.00	\$0.350	\$175.00
PROPERTY TAX (FORM PT-50A)	300	EACH	\$0.2200	\$66.00	\$2.833	\$850.00	\$0.250	\$75.00	\$0.30	\$90.00	\$1.50	\$450.00	\$0.350	\$105.00
FREEPORT EXEMPTION (FORM PT-50PF)	100	EACH	\$0.2200	\$22.00	\$8.500	\$850.00	\$0.250	\$25.00	\$0.30	\$30.00	\$1.50	\$150.00	\$0.350	\$35.00
NCOA PROCESSING	1	EACH	\$0.1000	\$0.10	\$0.00	\$0.00	\$150.00	\$150.00	\$0.00	\$0.00	\$10.00	\$10.00	\$0.00	\$0.00
TOTAL (NOT INCLUDING POSTAGE)				\$5,994.10		\$13,013.30		\$6,520.00		\$6,670.00		\$17,430.00		\$7,113.80
ESTIMATED POSTAGE CHARGE	1	LOT		\$32,820.60		\$24,888.50		\$24,943.20		\$23,302.20		\$12,200.00		\$22,171.74
TOTAL PRICE (INCLUDING POSTAGE)				\$ 38,814.70		\$ 37,901.80		\$ 31,500.00		\$ 29,972.20		\$ 29,630.00		\$ 29,285.54