



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 *TLB*
From: Ted Crumbley *TC*
Date: November 3, 2023
Subject: #2317-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 18 contractors. Another 6,131 contractors were contacted through the Georgia Procurement Registry.

The Purchasing Department received five quotes. The Tax Assessors office recommends award to the low bidder, DivcoData. The tally sheet is attached. A contractor's evaluation is not attached since we have not previously done business with DivcoData. References have been checked and were found to be satisfactory.

Specifics of the proposed contract are as follows:

Contract Name:	#2317-A: Annual Contract for Printing and Mailing of Tax Assessors Notices
Vendor:	DivcoData
Contract Amount:	\$ 34,070.00 ✓
Organization Code:	10010550 (Tax Assessor)
Object Code:	523400 (Printing and Binding Services)
Available Budget:	\$ 45,000.00 as of 11/3/23

Awarding Authority: County Administrator

Approval Signature

Date: 11/6/23

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

QUOTE NUMBER & NAME: #2317-A ANNUAL CONTRACT FOR PRINTING AND MAILING OF TAX ASSESSORS NOTICES

RESPONDENTS NAME	EST. QTY.	UOM	Postal Center International		Applied Business Systems, Inc.		Dove Mailing Inc dba Dove Direct		The Master's Touch, LLC		DivcoData	
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
ASSESSMENT NOTICE (REAL PROPERTY)	46,500	EACH	\$0.5000	\$23,250.00	\$0.1550	\$7,207.50	\$0.158	\$7,347.00	\$0.109	\$5,068.50	\$0.100	\$4,650.00
ASSESSMENT NOTICE (CONSERVATION)	700	EACH	\$0.4800	\$336.00	\$0.1550	\$108.50	\$0.158	\$110.60	\$0.109	\$76.30	\$0.100	\$70.00
ASSESSMENT NOTICE (PERSONAL PROPERTY)	1,500	EACH	\$0.2400	\$360.00	\$0.1550	\$232.50	\$0.158	\$237.00	\$0.109	\$163.50	\$0.100	\$150.00
PROPERTY TAX (FORM PT-50P)	5,200	EACH	\$0.1100	\$572.00	\$0.820	\$4,264.00	\$0.593	\$3,083.00	\$0.350	\$1,820.00	\$0.300	\$1,560.00
PROPERTY TAX (FORM PT-50M)	600	EACH	\$0.54000	\$324.00	\$0.730	\$438.00	\$0.828	\$496.80	\$0.360	\$216.00	\$0.300	\$180.00
PROPERTY TAX (FORM PT-50A)	300	EACH	\$1.0600	\$318.00	\$0.730	\$219.00	\$0.828	\$248.40	\$0.360	\$108.00	\$0.300	\$90.00
FREPORT EXEMPTION (FORM PT-50PF)	100	EACH	\$3.0000	\$300.00	\$0.610	\$61.00	\$0.828	\$82.80	\$0.360	\$36.00	\$0.300	\$30.00
NCOA PROCESSING	1	EACH	\$2.9700	\$2.97	Included	Included	\$0.00	\$0.00	No charge	No charge	No charge	No charge
TOTAL (NOT INCLUDING POSTAGE)				\$25,462.97		\$12,530.50		\$11,606.20		\$7,488.30		\$6,730.00
ESTIMATED POSTAGE CHARGE	1	LOT		\$27,340.00		\$27,340.00		\$27,340.00		\$27,340.00		\$27,340.00
TOTAL PRICE (INCLUDING POSTAGE)				\$ 52,802.97		\$ 39,870.50		\$ 38,946.20		\$ 34,828.30		\$ 34,070.00
<p>Red Print indicates a mathematical error</p>												