



BOARD OF ASSESSORS

**PROPERTY APPRAISAL OFFICE
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**SCOTT ROUNTREE
CHIEF APPRAISER**

Finance Committee Meeting Date: January 30, 2024

BOARD OF ASSESSORS TERMS OF SERVICE AGREEMENT AMENDMENT WITH SOUTH DATA, INC.

Department: Tax Assessors Office

Presenter: Scott Rountree, Richmond County Chief Appraiser

Background: The mailing services agreement between the Tax Assessors Office and South Data was implemented in May of 2014. Mailing services have increased due to inflation, and as such, the terms of the agreement have been amended to include three additional years and a fifteen percent increase in unit pricing overall.

Analysis: The agreement, as outlined, increased in unit price. The new pricing will result in a waiver of recovery charges that were changed in prior years to account for increases in materials costs. Overall mailing services expenses with the amended agreement will be comparable to those in 2023.

Financial Impact: Funding for mailing services is included in the approved Tax Assessors' 2024 operations budget. 101-01-5710/52-32117

Alternatives: N/A

Recommendation: Motion to approve the amended terms of service in the Richmond County Board of Assessors agreement with South Data, Inc. (mailing service vendor).