

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Real and Personal Property Mail/Processing Services (Annual Contract) - RFP No. 22-0028
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of a contract with Tailored Business Systems d/b/a Harris Local Government – Print and Mail (Easley, SC) for real and personal property mail/processing for the offices of the Tax Assessor and Tax Commissioner. Both Departments budget annually for these services.

The required services include mail processing services for the following:

Tax Assessor’s Office:

- Real Property Tax Matter Notices
(Mailed around May, approximately 70,000 to 74,000 single page)
- Personal Property Tax Matter Notices
(Mailed around May approximately 5,000 – 6,000 single page)
- Personal Property Returns
(Approximately 12,000 to 15,000 returns containing three pages (two-sided print) and a 1/3-page color insert with each return, mailed in January beginning 2023.

Tax Commissioner’s Office:

- Real, Personal and Mobile Home Property Tax Bills
- Real, Personal and Mobile Home Property Tax Delinquent Notices.

The term of this contract shall be for two years, with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

Annual Contract History:

The previous five-year contract was awarded, on April 11, 2017 (Resolution 106-17), to SouthData, Inc. (Mt. Airy, NC). *(The vendor declined to submit a proposal for this RFP due to limited resources.)*

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web pages of the Purchasing Division, the Georgia Procurement Registry and DemandStar on June 30, 2022. This RFP has been advertised, opened, and evaluated. Four (4) proposals were received on July 29, 2022, from the following vendors:

- Tailored Business Solutions d/b/a Harris Local Government – Print & Mail (Easley, SC)**
- Diversified Companies, LLC d/b/a DivCo Data (Chattanooga, TN)
- One2One Communications, LLC d/b/a OneSource (Buffalo Grove, IL)
- The Master’s Touch, LLC (Spokane, WA)

The following events took place after receipt of proposals:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	08/16/22	The Purchasing Manager advised evaluation committee members of the RFP rules and process, and the using departments' representative provided an overview. Proposals were then forwarded to each committee member to review.
1 st Evaluation Meeting	08/30/22	The Evaluation Committee discussed each proposal and determined clarification was required from each firm.
Clarification Requested	09/01/22	Clarification was requested from each firm.
Clarification Received	09/06/22	Clarification responses were received and forwarded to the committee. The voting members confirmed they were ready to complete the evaluation forms.
Evaluation Forms Sent	09/13/22	Evaluation forms were forwarded to the voting committee members.
Evaluation Forms Returned	09/29/22	The last set of evaluation forms were returned to the Purchasing Division and the evaluation results were forwarded to the committee.
Evaluation Results	09/30/22	The voters unanimously recommended award to the highest ranked vendor, Tailored Business Solutions d/b/a Harris Local Government – Print & Mail

Evaluation Committee:

The proposals were reviewed by members of the Evaluation Committee, which consisted of two voting members from the Tax Assessor's Office and one voting member from the Tax Commissioner's Office

An additional representative from the Tax Commissioner's Office served as an alternate voter.

An additional representative from the Tax Assessor's Office served as a non-voting advisor.

Award Recommendation:

Based on the final evaluation ballots results, the Committee unanimously recommends award to the highest-ranked vendor, Tailored Business Solutions d/b/a Harris Local Government – Print & Mail (Easley, SC).

Vendor Qualifications/Experience

- Harris Print and Mail, a division of Harris Computer Systems, has been in operation for over twenty (20) years and employs nearly three-hundred (300) individuals in locations across the Eastern United States.
- Harris Print and Mail provides Tax and Utility print services to Counties, Cities and Municipalities throughout the Country.
- The firm's staff is experienced in United States Postal Service requirements.
- Three most recent entities for which similar work has been performed within the past five years:
 - *Hart County Tax Commissioner* *Hartwell, Georgia*
 - 21,000 Property Tax Bills – Annually
 - 2,200 Mobile Home Bills – Annually
 - 2,100 Delinquent Notices - Annually

- *Paulding County Tax Commissioner* *Dallas, Georgia*
 - 70,000 Property Tax Bills – Annually
 - 800 Mobile Home Bills – Annually
 - 3,000 Delinquent Notices – Ann

- *Douglas County Board of Assessors* *Calhoun, Georgia*
 - 55,000 Tax Matter Notices – Annually
 - 9,000 Personal Property Returns – Annually

The City's Procurement Ordinance, Article 3-110, (Competitive Sealed Proposals (Negotiations) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

Funds are budgeted in the FY23 Budget: Funds are budgeted in the FY23 Budget: General Fund – Boards and Commissions – Tax Assessor – Contractual Services; 0101-290-1000-TAXA-6319 and General Fund – Tax Commissioner – Tax Commissioner – Contractual Services; 0101-560-1000-TAXC-6319.

A RESOLUTION

NO._____

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH TAILORED BUSINESS SYSTEMS D/B/A HARRIS LOCAL GOVERNMENT – PRINT AND MAIL (EASLEY, SC) FOR REAL AND PERSONAL PROPERTY MAIL/PROCESSING SERVICES FOR THE OFFICES OF THE TAX ASSESSOR AND TAX COMMISSIONER. BOTH DEPARTMENTS BUDGET ANNUALLY FOR THESE SERVICE.

WHEREAS, an RFP was administered (RFP No. 22-0028) and four (4) proposals were received; and,

WHEREAS, the proposal submitted by Tailored Business Systems d/b/a Harris Local Government – Print and Mail, was deemed most responsive to the RFP.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute a contract with Tailored Business Systems d/b/a Harris Local Government – Print and Mail (Easley, SC) for real and personal property mail/processing for the offices of the Tax Assessor and Tax Commissioner. Both Departments budget annually for these services. Funds are budgeted in the FY23 Budget: General Fund – Boards and Commissions – Tax Assessor – Contractual Services; 0101-290-1000-TAXA-6319 and General Fund – Tax Commissioner – Tax Commissioner – Contractual Services; 0101-560-1000-TAXC-6319.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2022 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting	_____.
Councilor Barnes voting	_____.
Councilor Crabb voting	_____.
Councilor Davis voting	_____.
Councilor Garrett voting	_____.
Councilor House voting	_____.
Councilor Huff voting	_____.
Councilor Thomas voting	_____.
Councilor Tucker voting	_____.
Councilor Woodson voting	_____.

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson III, Mayor