

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Real and Personal Property Mail Processing for the Tax Commissioner's Office (Annual Contract) - RFP No. 25-0017
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of a contract with Direct Technologies Inc. DBA as DOXIM (Suwanee, GA) to provide printing and mailing services to the Muscogee County Tax Commissioner's Office on an "as needed" basis. The Department budgets annually for these services.

The Muscogee County Tax Commissioner's Office requires printing and mailing services for the following:

- Real Property Tax Bills (approximately 116,000 single page sheets with return envelopes)
- Personal Property Tax Bills (approximately 9,000 single page sheets with return envelopes)
- Mobile Home Tax Bills (approximately 1,100 single page sheets with return envelopes)
- Delinquent Real, Personal Property & Mobile Home notices (approximately 10,000 single page sheets, no return envelopes)

The term of the contract shall be for two (2) 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 October 11, 2022 (Resolution 319-22), to Tailored Business Systems D/B/A Harris Local Government-Print and Mail (Easley, SC). The vendor did not meet the expected standards of the Tax Commissioner's Office and was deemed incapable of providing the service by the Department.

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 April 8, 2025. This RFP has been advertised, opened and evaluated. Seven proposals were received by the due date of May 4, 2025, from the following vendors:

Direct Technologies Inc. DBA as DOXIM (Suwanee, GA)

Divco Data (Chattanooga, TN)

OSG Connect (Mount Airy, NC)

Data Integrators (Fredericksburg, VA)

Runbeck Elections Services (Phoenix, AZ)

ECA Direct Inc. (Austin, TX)

Mailroom Pros (Chattanooga, TN)*

*Vendor's exceptions to the specifications were deemed unacceptable by the Committee. Consequently, the vendor received no further consideration in the RFP process.

The following events took place after receipt of proposals:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Committee Meeting	6/12/25	The Purchasing Manager advised evaluation committee members of the RFP rules and process, and the project manager provided an overview of the contract requirements. Proposal copies were forwarded to the evaluation committee.
1 st Evaluation Committee Meeting	07/09/25	The committee discussed each proposal and determined clarifications were required from vendors.
Clarifications Requested	07/22/25	The Purchasing Division requested clarifications from the vendors.
Clarification Received	08/15/25	Clarification responses were received and forwarded to the evaluation committee for review.
2 nd Evaluation Committee Meeting	08/19/25	The committee discussed each clarifications response and did not require further clarifications. The committee was ready to evaluate.
Evaluation Forms Sent	08/19/25	Evaluation forms were forwarded to voting committee members.
Last Evaluation Received from Committee Member	11/19/25	Evaluation forms were completed and returned to Purchasing for compilation results.
Results Forwarded	12/4/25	The Purchasing Division forwarded the evaluation results to the Evaluation Committee.
Recommendation	12/4/25	The voting Committee Members unanimously voted to recommend award to the highest ranked vendor, Direct Technologies Inc. DBA as DOXIM.

Evaluation Committee:

The proposals were reviewed by the Evaluation Committee, which consisted of three voting members from the Tax Commissioner's Office, one voting member from Clerk of Municipal Court Office and one voting member from Clerk of Superior and State Court Office.

Serving as alternate voters were three representatives from the Tax Commissioner's Office, and one representative from Elections & Registration.

Serving as non-voting advisors were two representatives from the Tax Commissioner's Office.

Award Recommendation

Direct Technologies Inc. DBA as DOXIM, the highest ranked-firm, is recommended for award for the following reasons:

- The vendor's proposal was very well formatted and organized, and it offered clear and detailed explanations of services. All printing and mailing is handled in house at their Suwanee, GA location.

- The vendor included a sample contract of their services and terms which provided a clear view on processes and expectations.
- The vendor is familiar with GA counties' mailing processes and expectations; they did not express any exceptions.
- The vendor's service plan was prepared as a step-by-step overview, which supports a clear understanding of project assistance and expectations of the process and completion.

Vendor's Experience/Qualifications:

- **Direct Technologies Inc. DBA as DOXIM**
 - Vendor has lots of service in house from Streamlined Processing, Strategic Print Facility, Seamless Mail Acceptance, Responsive Service.
 - Vendor is a Full-Service Certified Mail Service Provider (MSP) that offers a variety of postal and mailing solutions.
 - Vendor Security and Compliance: Doxim processes are built for security and compliance, making it easy to keep pace with regulatory changes
 - Below are some recent projects for which the contractor has performed similar services, at the time the contractor submitted a proposal:
 - Dekalb County - 2018 - Present
Data processing, composition and delivery of regulated customer communications.
 - Brunswick Glynn - 2014 - Present
Data processing, composition and delivery of regulated customer communications.
 - Greenville Utilities Commission - 2015 - Present
Data processing, composition and delivery of regulated customer communications.
 - City of Albemarle - 2015 - Present
Data processing, composition and delivery of regulated customer communications.

The City's Procurement Ordinance Article 3-110 (Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services) 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 have been submitted to the Mayor in a separate memo for informational purposes.

Funds are budgeted each fiscal year for this ongoing expense: 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 DIRECT TECHNOLOGIES INC. DBA AS DOXIM (SUWANEE, GA) TO PROVIDE PRINTING AND MAILING SERVICES TO THE TAX COMMISSIONER’S OFFICE. THE DEPARTMENT BUDGETS ANNUALLY FOR THESE SERVICES.

WHEREAS, an RFP was administered (RFP No. 25-0017) and 7 proposals were received; and,

WHEREAS, the proposal submitted by Direct Technologies Inc. D/B/A as Doxim, met all proposal requirements and was deemed most responsive to the RFP.

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

That the Mayor and/or his designee is hereby authorized to execute a contract with Direct Technologies Inc. D/B/A as Doxim, (Suwanee, GA) to provide printing and mailing services to the Muscogee County Tax Commissioner’s Office. The Department budgets annually for these services. Funds are budgeted each fiscal year for this ongoing expense: 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 _____, 2025 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen	voting _____
Councilor Anker	voting _____
Councilor Chambers	voting _____
Councilor Cogle	voting _____
Councilor Crabb	voting _____
Councilor Davis	voting _____
Councilor Garrett	voting _____
Councilor Hickey	voting _____
Councilor Huff	voting _____
Councilor Tucker	voting _____

Lindsey G. McLemore, Clerk of Council

B.H. “Skip” Henderson III, Mayor