



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 06/04/2024

SUBJECT: **RFP NO. 2022-119 - ANNUAL CONTRACT FOR PRINTING AND  
PROCESSING OF TAX STATEMENTS - TAX  
ASSESSOR/COLLECTOR - VARIOUS VENDORS - EXERCISE  
SECOND OPTION FOR RENEWAL - SAME CONTRACT TERMS**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve renewal of RFP No. 2022-119, Annual Contract for Printing and Processing of Tax Statements, for the second optional twelve (12) month period at the same contract terms.

**BACKGROUND**

On July 5, 2022, the Commissioners Court, through Court Order #138523, awarded RFP No. 2022-119, Annual Contract for Printing and Processing of Tax Statements, for the Tax Assessor/Collector, to the following vendors:

Primary	PrintMailPro, LTD.
Secondary	VariVerge, LLC

The awards were based upon evaluation criteria set forth in the RFP specifications and contained options to renew for three (3) additional twelve (12) month periods.

On May 2, 2023, the Commissioners Court, through Court Order #140823, approved the first renewal option.

This contract is for paper stock and printing services for the Tax Assessor/Collector. Stock orders consist of a cut sheet tax or continuous feed statement forms, several envelope types, and return envelopes for property tax billings. Printing services include statement preparation, and printing, folding, inserting, and mailing services.

Therefore, it is the joint recommendation of the Tax Assessor/Collector and Purchasing that the Commissioners Court approve renewal of RFP No. 2022-119, Annual Contract for Printing and Processing of Tax Statements, for another twelve (12) month period.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Caleb Rojo Chris Lax, CPSM, CPSD, CPCP
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### **FISCAL IMPACT**

Expenses for last year were approximately \$288,000.00. Orders are placed on an as-needed basis. Funding for FY 2024 is available in the following accounts:

10000-2024 General Fund/1310300000 Ad Valorem/521115 Postage

10000-2024 General Fund/1310300000 Ad Valorem/522067 Printing-Publication

The remaining funding will be requested in the department's FY 2025 budget request.