



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 06/14/2022

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award RFP No. 2022-119, Annual Contract for Printing and Processing of Tax Statements, for the Tax Assessor/Collector, to the following vendors at the per contract terms:

Primary	PrintMailPro, LTD.
Secondary	The Master's Touch, LLC
Alternate	VariVerge, LLC

BACKGROUND

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, and posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. Eighty-two (82) vendors were contacted and requested to participate in this proposal process. All documents pertaining to this RFP were posted on the Tarrant County website and were downloaded by interested parties. A pre-proposal conference held on April 25, 2022 was attended by seven (7) vendors as well as representatives from the Tax Assessor/Collector and Purchasing. Four (4) proposals and one (1) no-bid were received.

Proposals were evaluated by Tax Assessor/Collector and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

OneSource is not willing to accept a secondary or alternate award. The proposals received from the vendors listed above meet all specifications and are acceptable to the Tax Assessor/Collector.

The term of the contract is twelve (12) months, effective June 15, 2022, with three (3) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of the Tax Assessor/Collector and Purchasing that RFP No. 2022-119, Annual Contract for Printing and Processing of Tax Statements, be awarded to the vendors listed above at the per contract terms.

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

Annual expenses are estimated to be approximately \$708,500.00. Orders are placed on an as-needed basis. FY 2022 funding is available in the following accounts:

521115/10000-2022/1310300000

522067/10000-2022/1310300000

The remaining funding has been included in the department's FY 2023 budget request.