



# COMMISSIONERS COURT COMMUNICATION

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

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DATE: 11/01/2022

**SUBJECT: RFP NO. 2020-204 - RETURNED MAIL CAPTURE AND  
RECORDING AUTOMATION - TAX OFFICE - RT LAWRENCE  
CORPORATION - EXERCISE SECOND AND FINAL OPTION FOR  
RENEWAL - SAME CONTRACT TERMS**

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

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve renewal of RFP No. 2020-204, Returned Mail Capture and Recording Automation, for the second and final optional twelve (12) month period at the same contract terms.

**BACKGROUND**

On December 14, 2021, the Commissioners Court, through Court Order #137038, approved renewal of RFP No. 2020-204, Returned Mail Capture and Recording Automation, for the Tax Office, to RT Lawrence Corporation.

The award was based upon evaluation criteria set forth in the RFP specifications and contained options to renew for two (2) additional twelve (12) month periods.

The vendor notified Purchasing in writing that they will extend the same contract terms through December 14, 2023. The Tax Office notified Purchasing in writing that they are pleased with the vendor and want to renew.

Therefore, it is the joint recommendation of the Tax Office and Purchasing that the Commissioners Court approve renewal of RFP No. 2020-204, Returned Mail Capture and Recording Automation, for another twelve (12) month period.

**FISCAL IMPACT**

Expenses for last year were approximately \$500.00. Services are provided on an as-needed basis. Funding is available in account 578025/10000-2023/1310300000.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Brad Richards Chris Lax, CPSM, CPCP
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