



# COMMISSIONERS COURT COMMUNICATION

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

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DATE: 11/01/2022

**SUBJECT: RFP NO. 2021-002 - AUTOMATED MAIL SCANNING AND CHECK PROCESSING - TAX OFFICE - RT LAWRENCE CORPORATION - 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. 2021-002, Automated Mail Scanning and Check Processing, for the second twelve (12) month period at the same contract terms.

**BACKGROUND**

On November 16, 2021, the Commissioners Court, through Court Order #136869, approved renewal of RFP No. 2021-002, Automated Mail Scanning and Check Processing, for the Tax Office, with RT Lawrence Corporation.

The award was based upon evaluation criteria set forth in the RFP specifications and contained options to renew for three (3) 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. 2021-002, Automated Mail Scanning and Check Processing, for another twelve (12) month period.

**FISCAL IMPACT**

Annual expenditures are estimated to be approximately \$42,302.00. 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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