



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 05/02/2023

SUBJECT: RFP NO. 2022-119 - ANNUAL CONTRACT FOR PRINTING AND PROCESSING OF TAX STATEMENTS - TAX ASSESSOR/COLLECTOR - VARIOUS VENDORS - EXERCISE FIRST 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 first optional twelve (12) month period at the same contract terms.

BACKGROUND

On June 14, 2022, the Commissioners Court, through Court Order #138361, 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 The Master’s Touch, LLC
Alternate VariVerge, LLC

On July 5, 2022, the Commissioners Court, through Court Order #138523, rescinded Court Order No. 138361, and approved award to the following vendors: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.

The vendors notified Purchasing in writing that they will extend the same contract terms through July 4, 2024. The Tax Assessor/Collector notified Purchasing in writing that they are pleased with the vendors and want to renew.

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 \$539,000.00. Orders are placed on an as-needed basis.

FY2023 funding is available in the following accounts:

521115/10000-2023/1310300000

522067/10000-2023/1310300000

The remaining funding has been included in the department's FY2024 budget request.