



# COMMISSIONERS COURT COMMUNICATION

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

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DATE: 10/17/2023

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

**BACKGROUND**

On December 15, 2020, the Commissioners Court, through Court Order #134454, awarded RFP No. 2021-002, Automated Mail Scanning and Check Processing, 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 three (3) additional twelve (12) month periods.

On November 16, 2021, the Commissioners Court, through Court Order #136869, approved the first renewal option.

On March 1, 2022, the Commissioners Court, through Court Order #137600, approved a change order to delegate OPEX Corporation OEM equipment hardware maintenance to OPEX Corporation.

On November 1, 2022, the Commissioners Court, through Court Order #139594, approved the second renewal option.

This contract covers maintenance for equipment that is used to process returned mail. Returned mail is scanned using updated mail processing equipment and is recorded in the associated account's correspondence record with the reason for return. New statements are generated and recorded for all mail returned with a forwarding address. Returned mail data is forwarded to the Tarrant Appraisal District (TAD).

The vendor notified Purchasing in writing that they will extend the same contract terms through December 14, 2024. The Tax Office notified Purchasing in writing that they are pleased with the vendor and want to renew.

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|---------------|------------|------------------------------|--|
| SUBMITTED BY: | Purchasing | PREPARED BY:<br>APPROVED BY: | Brad Richards<br>Chris Lax, CPSM, CPSD, CPCP |
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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**

Expenses for last year were approximately \$37,597.70. Funding in the amount of \$39,433.50 is available in account 578025/10000-2024/1310300000.