



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

PAGE 1 OF

5

DATE: 06/12/2018

SUBJECT: **RFP NO. 2018-099 - ANNUAL CONTRACT FOR PRINTING AND PROCESSING TAX STATEMENTS - TAX ASSESSOR/COLLECTOR OFFICE - VARIOUS VENDORS - PER CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award RFP No. 2018-099, Annual Contract for Printing and Processing Tax Statements, for the Tax Assessor/Collector Office, to the following vendors at the per contract terms:

Primary	CSG Systems, Inc.
Secondary	The Master's Touch, LLC
Alternate	PrintMPro, Ltd.

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. Two hundred twenty-one (221) 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 May 9, 2018 was attended by three (3) vendors as well as representatives from the Tax Assessor/Collector Office and Purchasing. Five (5) proposals 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. The proposals received from the vendors listed above meet all specifications and are acceptable to the Tax Assessor/Collector Office.

The term of the contract is twelve (12) months, effective June 15, 2018, with three (3) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of the Tax Assessor/Collector Office and Purchasing that RFP No. 2018-099, Annual Contract for Printing and Processing Tax Statements, be awarded to the vendors listed above at the per contract terms.

SUBMITTED BY:	Purchasing	PREPARED BY:	Rita C. Pauley, CPO
		APPROVED BY:	



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 6/12/2018 PAGE 2 OF 5

FISCAL IMPACT:

Annual expenditures are estimated to be approximately \$250,000.00. Orders are placed on an as-needed basis.