



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER

PAGE 1 OF

10

DATE: 5/20/2014

SUBJECT: **RFP NO. 2014-083 - ANNUAL CONTRACT FOR PRINTING AND
PROCESSING OF TAX STATEMENTS - TAX ASSESSOR/COLLECTOR -
VARIOUS VENDORS – PER CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award RFP No, 2014-083, Annual Contract for Printing and Processing of Tax Statements, for Tax Assessor/Collector to the following vendors:

Primary	NDSI Direct
Secondary	Business Ink
Alternate	Accurate Forms

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 American Indian 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. One hundred seventy-seven (177) 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 April 14, 2014 was attended by eight (8) firms as well as representatives from the Tax Assessor/Collector Department and Purchasing. Seven (7) proposals were received.

Proposals were evaluated by Tax Assessor/Collector Department and Purchasing representatives. Evaluations were based upon criteria and processes set forth in the RFP specifications. Estimated first year cost was calculated using per unit cost provided in responses. The proposal from Cash Cycle was deemed nonresponsive because Certificate of Eligibility was not included as required.

The proposals received from the above listed vendors meet all specifications and are acceptable to the Tax Assessor/Collector Department.

The term of the contract is twelve (12) months, effective June 15, 2014, with three (3) options for renewal periods of twelve (12) months each.

SUBMITTED BY: Purchasing

PREPARED BY: James Bocks, CPPB

APPROVED BY:



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 5/20/2014 PAGE 2 OF 10

Therefore, it is the joint recommendation of the Tax Assessor-Collection Department and Purchasing that RFP No. 2014-083, Annual Contract for Printing and Processing of Tax Statements, be awarded to above listed vendors at the per contract terms.

FISCAL IMPACT:

Annual expenditures are estimated to be \$137,585.00. Orders are placed on an as-needed basis.