



**DEPARTMENT OF PURCHASING AND CONTRACTING
 BID TABULATION**

ITB No. 20-101238
**ITB Name: Print & Mail Service For Property Tax &
 Appraisal Statements and Election Documents**

Bid Opening: April 23, 2020
Price Schedule Opening: May 5, 2020
Agent: Michele L. Smith

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|----------------|---------------------------------------|
| VENDOR: | DIVERSIFIED COMPANIES, LLC |
|----------------|---------------------------------------|

(TAX COMMISSIONER’S OFFICE ONLY: Item Nos. 1-19)
**Print and Mail Service of Property Tax Statements to be completed in
 accordance with the Minimum Specifications. All items will have one (1) page printed.**

| ITEM NO. | COMMODITIES OR SERVICES | ESTIMATED VOLUME | UNIT | UNIT PRICE | AMOUNT |
|---|--|------------------|-------|------------|---------------------|
| 1 | Real Property Tax Statements | 115,000 | M Set | \$ 125.00 | \$ 14,375.00 |
| 2 | Real Property Mortgage Tax Statements | 140,000 | M Set | \$ 125.00 | \$ 17,500.00 |
| 3 | Personal Property Statements | 15,000 | M Set | \$ 125.00 | \$ 1,875.00 |
| 4 | Personal Property Appeal Statements | 20 | M Set | \$ 125.00 | \$ 2.50 |
| 5 | Appeal Real Property Tax Statements | 5,000 | M Set | \$ 125.00 | \$ 625.00 |
| 6 | Appeal Real Property Mortgage Tax Statements | 8,000 | M Set | \$ 125.00 | \$ 1,000.00 |
| 7 | DeKalb County First Late Notice | 35,000 | M Set | \$ 85.00 | \$ 2,975.00 |
| 8 | DeKalb County Second Late Notices | 35,000 | M Set | \$ 85.00 | \$ 2,975.00 |
| 9 | Atlanta Real Property Tax Statements | 7,000 | M Set | \$ 85.00 | \$ 595.00 |
| 10 | Atlanta Real Property Mortgage Tax Statements | 7,000 | M Set | \$ 85.00 | \$ 595.00 |
| 11 | Atlanta Personal Property Statements | 500 | M Set | \$ 85.00 | \$ 42.50 |
| 12 | Atlanta Appeal Real Property Tax Statements | 500 | M Set | \$ 85.00 | \$ 42.50 |
| 13 | Atlanta Appeal Real Property Mortgage Tax Statements | 500 | M Set | \$ 85.00 | \$ 42.50 |
| 14 | Atlanta Late Notices | 3,000 | M Set | \$ 85.00 | \$ 255.00 |
| 15 | Homestead Exemption Applications | 12,000 | M Set | \$ 150.00 | \$ 1,800.00 |
| 16 | Letters | 20,000 | M Set | \$ 85.00 | \$ 1,700.00 |
| 17 | Intent to LEVY Notices | 50,000 | M Set | \$ 85.00 | \$ 4,250.00 |
| 18 | LEVY Notices | 25,000 | M Set | \$ 85.00 | \$ 2,125.00 |
| 19 | Final Notices | 10,000 | M Set | \$ 85.00 | \$ 850.00 |
| SUB-TOTAL (Items 1-19): Bidder add prices in “AMOUNT” column for TAX COMMISSIONER'S OFFICE ONLY. | | | | | \$ 53,625.00 |

(PROPERTY APPRAISAL DEPARTMENT ONLY: Item Nos. 20-25)

Print and Mail Service of Property Appraisal Statements to be completed in accordance with the Minimum Specifications.

| ITEM NO. | COMMODITIES OR SERVICES | ESTIMATED NUMBER OF UNITS | UNIT | UNIT PRICE | AMOUNT |
|--|---|---------------------------|-------|------------|---------------------|
| 20 | Real Property Annual Assessment Notices | 250,000 | M Set | \$ 85.00 | \$ 21,250.00 |
| 21 | Personal Property Returns - Business Reporting Form | 19,000 | M Set | \$ 305.00 | \$ 5,795.00 |
| 22 | Personal Property Returns - Freeport Application | 450 | M Set | \$ 300.00 | \$ 135.00 |
| 23 | Personal Property Returns -Marine | 200 | M Set | \$ 315.00 | \$ 63.00 |
| 24 | Personal Property Returns -Aircraft | 300 | M Set | \$ 315.00 | \$ 94.50 |
| 25 | Personal Property Annual Assessment Notices | 5000 | M Set | \$ 85.00 | \$ 425.00 |
| SUB-TOTAL (Items 20-25): Bidder add prices in "AMOUNT" column for PROPERTY APPRAISAL DEPARTMENT ONLY. | | | | | \$ 27,762.50 |

(VOTER REGISTRATION & ELECTIONS ONLY: Items 26-27)

Print and Mail Service for Voter Registration & Elections to be completed in accordance with the Minimum Specifications.

| Item # | COMMODITIES OR SERVICES | ESTIMATED | UNIT | UNIT PRICE | AMOUNT |
|---|-----------------------------|-----------|-------|------------|---------------------|
| 26 | Election Cycle Letter | 240,000 | M Set | \$ 115.00 | \$ 27,600.00 |
| 27 | Absentee Ballot Application | 240,000 | M Set | (Included) | (Included) |
| SUB-TOTAL (Items 26-27): Bidder add prices in "AMOUNT" column for VOTER REGISTRATION AND ELECTIONS ONLY. | | | | | \$ 27,600.00 |

GRAND TOTAL (Items 1-27) \$ 108,987.50Number of Bids Received: **4**LSBE Participation Benchmark/GFE: **GFE Approved by CPO**Attendance at the Mandatory LSBE Meeting (Yes/No): **Yes**Separate Sealed Price Schedule (Yes/No): **Yes**

NOTES/DETAIL JUSTIFICATION:

Recommend award to the lowest, responsive and responsible bidder: Diversified Companies LLC, 3721 Powers Court, Chattanooga TN. GFE Approved by ICPO.

Vendors deemed Non-Responsive:

Cathedral Corporation was deemed non-responsive for Failure to meet the County's LSBE participation benchmark or demonstrate "Good Faith Efforts," as required in the solicitation.

Level One was deemed non-responsive for failure to attend a Mandatory DeKalb First LSBE Meeting as required on pages 1, 3, and Addendum No. 1, Item No. 1, of the solicitation.

Printing & Marketing-Alphagraphics was deemed non-responsive and non-responsible for 1) Failure to meet the County's LSBE participation benchmark or demonstrate "Good Faith Efforts," and 2) Failure to complete all required fields on Attachment B, Contractor Reference and Release Form, for references; respectively.