



## Legislation Text

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**File #:** 2020-0536, **Version:** 1

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**Purchasing Type:** Low Bidders (LB)

**Public Hearing:** YES  NO

**Department:** Purchasing & Contracting

**AGENDA ITEM:**

**Commission District(s):** ALL

LB - Invitation No. 20-101238 Print & Mail Service For Property Tax & Appraisal Statements and Election Documents (Annual Contract with 2 Options to Renew): for use by the Tax Commissioner, Property Appraisal and Voter Registration & Elections (VR&E). Consists of printing and mailing property, tax appraisal and voter application and election documents for the citizens of DeKalb County. Recommend award to the lowest, responsive and responsible bidder: Diversified Companies, Inc. Amount Not To Exceed: \$108,987.50.

**Information Contact:** Cathryn G. Horner, Interim Director

**Phone Number:** (404) 371-6334

**PURPOSE:**

Consists of printing property assessments, tax appraisal statements, property documents, voter registration notification letters and election absentee ballots for mailing to the heads of household in DeKalb County. Four (4) bids were received.

**RECOMMENDATION:**

Recommend award to the lowest, responsive and responsible bidder:

Diversified Companies, LLC, 3721 Powers Court, Chattanooga, TN 37416

Amount Not To Exceed: \$108,987.50

**ADDITIONAL INFORMATION:**

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|---------------------------------------|--|
| 1. Contract Effective Date:           | Date of Award                              |
| 2. Contract Expiration Date:          | June 30, 2021                              |
| 3. Amount Spent on Previous Contract: | \$354,403.79                               |
| 4. Funding:                           | \$108,987.50                               |
|                                       | \$53,625.00 - General (Tax Commissioner)   |
|                                       | \$27,762.50 - General (Property Appraisal) |
|                                       | \$27,600.00 - Enterprise (VR&E)            |

5. Additional Bidders:

Cathedral Corporation  
632 Ellsworth Road  
Rome, NY 13441  
(Non-Responsible)

Level One  
53 General Warren Blvd.  
Malvern, PA 19355-1245  
(Non-Responsive)

Printing & Marketing Services, Inc.-Alphagraphics  
1500 Southland Circle, NW  
Atlanta, GA 30318  
(Non- Responsive)