

FORSYTH COUNTY

BOARD OF COMMISSIONERS

BRIEFING
DRAFT

MEETING DATE: JULY 2, 2020 AGENDA ITEM NUMBER: 9

**SUBJECT: RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT TO PROVIDE
PRINTING, PROCESSING, AND MAILING SERVICES
(FORSYTH COUNTY TAX DEPARTMENT AND BOARD OF ELECTIONS)**

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:

SUMMARY OF INFORMATION:

ATTACHMENTS: YES NO

SIGNATURE: _____ DATE: _____
COUNTY MANAGER

**RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT TO
PROVIDE SERVICES FOR PRINTING, PROCESSING, AND MAILING SERVICES
(FORSYTH COUNTY TAX DEPARTMENT AND BOARD OF ELECTIONS)**

WHEREAS on April 23, 2020, Requests for Proposals to provide Forsyth County Tax Administration and Board of Elections with printing, processing, and mailing services of bills, letters, forms, statements, invoices, reports, past due notifications, voter information cards, confirmation of voter registration cards and change of address cards were issued directly to a total of 43 businesses, advertised on the City/County and State Purchasing websites, and in the Winston-Salem Journal;

WHEREAS six bids were received and publicly opened by the City County Purchasing Department at 12:00 p.m., on Thursday, May 14, 2020, to identify printing, processing and mailing services;

WHEREAS terms of the bid specifications requested bidders to submit their qualifications, experience, results and pricing for services providing printing, processing and mailing services, allowing the County the opportunity to select from the submitted bids that are in the best interests of the County, and based on the overall highest composite score ranked in the following descending order:

<u>Company</u>	<u>Composite Score</u>
SouthData, Inc.	888
Arista	651
Level One	509
BMS	506
Salem One, Inc.	467.5
Ricoh USA, Inc.	44

WHEREAS following review and evaluation of the bids received, it is the recommendation of the County Manager, Tax Assessor/Collector, and Director of Elections that a contract be awarded to SouthData, Inc., and that the County Manager be authorized to execute contracts, on behalf of Forsyth County;

NOW THEREFORE, BE IT RESOLVED, by the Forsyth County Board of Commissioners that a contract for printing, processing and mailing services is hereby awarded to SouthData, Inc., in an amount not to exceed \$350,000 and all other bids are rejected, and the County Manager and Clerk to the Board are hereby authorized to execute, on behalf of Forsyth County, an agreement with SouthData, Inc., to provide printing, processing and mailing services for the Tax Administration Department and Board of Elections, subject to a pre-audit certificate thereon by the County Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney.

Adopted this 2nd day of July 2020.

MEMO

To: Forsyth County Commissioners

From: John Burgiss and Tim Tsujii

Date: June 16, 2020

Re: Print Processing and Mailing Services Agenda Item for July 2, 2020 Meeting

Document printing and mailing services are required and critical components of duties for both Tax Administration and the Board of Elections. Bids for printing and mailing services are routinely sought to ensure continued service, competitive pricing and technology incorporation.

Tax Administration and Board of Elections jointly issued an RFP to meet the needs of both departments and to realize any potential production, postage, departmental employee cost savings and production technology capabilities. The Board of Elections will realize cost savings in SouthData's ability to print the card stock on demand and as a cooperative with other county elections offices. The SouthData proposal represents costs that come in under budgeted levels.

This agenda item is extremely time sensitive. Currently, Tax is without a contracted printing and mailing services provider. Tax Administration expects to mail annual property tax bills at the end of July, 2020 through this new contract. The Board of Elections expects to mail biannual National Change of Address (NCOA) confirmation cards at the beginning of July, 2020.

One proposal clearly demonstrates their experience and superior ability to meet the printing and mailing production requirements of Tax Administration and the Board of Elections, while offering opportunities to increase capabilities, increase efficiencies and enhance state-wide consistencies while remaining cost conscious.

Tax Administration and the Board of Elections recommend to you SouthData Inc. for our department's printing and mail service needs.