



**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**

<b>VENDOR:</b>	<b>DIVERSIFIED COMPANIES</b>
----------------	----------------------------------

**(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	\$ 18.75
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

<b>SUB-TOTAL (Items 1-19): Bidder add prices in "AMOUNT" column for TAX COMMISSIONER'S OFFICE ONLY.</b>	<b>\$ 51,768.75</b> *
-------------------------------------------------------------------------------------------------------------	-----------------------

**(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
<b>SUB-TOTAL (Items 20-25): Bidder add prices in "AMOUNT" column for PROPERTY APPRAISAL DEPARTMENT ONLY.</b>					<b>\$ 27,762.50</b>

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

Print and Mail Service for Voter Registration &amp; 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)
<b>SUB-TOTAL (Items 26-27): Bidder add prices in "AMOUNT" column for VOTER REGISTRATION AND ELECTIONS ONLY.</b>					<b>\$ 27,600.00</b>

**GRAND TOTAL (Items 1-27) \$ 107,131.25**

## NOTES/DETAIL JUSTIFICATION:

\* Calculation Error

Witness Signature: \_\_\_\_\_

Agent Signature: \_\_\_\_\_