



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 144975

PAGE 1 OF 7

DATE: 4/2/2025

SUBJECT: RFP NO. 2022-119 - ANNUAL CONTRACT FOR PRINTING AND PROCESSING OF TAX STATEMENTS - TAX ASSESSOR/COLLECTOR - VARIOUS VENDORS - EXERCISE THIRD AND FINAL OPTION FOR RENEWAL - SAME CONTRACT TERMS

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of RFP No. 2022-119, Annual Contract for Printing and Processing of Tax Statements, for the third and final optional twelve (12) month period at the same contract terms.

BACKGROUND

On July 5, 2022, the Commissioners Court, through Court Order #138523, awarded RFP No. 2022-119, Annual Contract for Printing and Processing of Tax Statements, for the Tax Assessor/Collector to the following vendors:

Primary PrintMailPro, LTD.
Secondary VariVerge, LLC

The awards were based upon evaluation criteria set forth in the RFP specifications and contained options to renew for three (3) additional twelve (12) month periods.

On May 2, 2023, the Commissioners Court, through Court Order #140823, approved the first renewal option.

On June 4, 2024, the Commissioners Court, through Court Order #143256, approved the second renewal option.

This contract is for paper stock and printing services for the Tax Assessor/Collector. Stock orders consist of a cut sheet tax or continuous feed statement forms, several envelope types, and return envelopes for property tax billings. Printing services include statement preparation, printing, folding, inserting, and mailing services.

The vendors notified Purchasing in writing that they will extend the same contract terms through June 14, 2026. The Tax Assessor/Collector notified Purchasing in writing that they are pleased with the vendors and want to renew.

Therefore, it is the joint recommendation of the Tax Assessor/Collector and Purchasing that the Commissioners Court approve renewal of RFP No. 2022-119, Annual Contract for Printing and Processing of Tax Statements, for another twelve (12) month period.

SUBMITTED BY	Purchasing	PREPARED BY:	Dallas Arter
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



COMMISSIONERS COURT COMMUNICATION

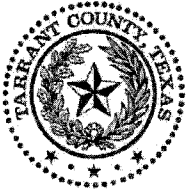
REFERENCE NUMBER: 144975 DATE: 4/2/2025 PAGE 2 OF 7

FISCAL IMPACT

Expenses for last year were approximately \$296,500.00 Orders are placed on an as-needed basis. Funding for FY 2025 is available in the following accounts:

10000-2025 General Fund/1310300000 Ad Valorem/521115 Postage
10000-2025 General Fund/1310300000 Ad Valorem/522067 Printing-Publication

The remaining funding will be requested in the department's FY 2026 budget request.



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.
Purchasing Agent

Chris Lax, CPSM, CPSD, CPCP
Assistant Purchasing Agent

March 17, 2025

Shelley Hyde
Managing Partner
PrintMailPro, LTD.
2621 Lone Star Drive
Dallas, TX 75212

Re: RFP No. 2022-119 – Annual Contract for Printing and Processing of Tax Statements

Dear Ms. Hyde,

Referenced RFP was for twelve (12) months with three (3) options to renew for additional twelve (12) months each. The original contract was for the period of June 15, 2022, through June 14, 2023. The current renewal option will expire June 14, 2025. The third and final renewal option will run from June 15, 2025, through June 14, 2026.

Tarrant County Purchasing Department hereby extends an invitation to PrintMailPro, LTD. to accept the third and final option for an additional one (1) year period as the primary vendor for this contract as awarded on June 15, 2022. Please mark the appropriate response below and provide your signature above your printed name. All prices must remain firm for the optional renewal period through June 14, 2026.

Yes, PrintMailPro, LTD. will accept the offer to extend the same contract terms through June 14, 2026.
Please include a current 1295 Form with your response.

No, PrintMailPro, LTD. will NOT accept the offer to extend the same contract terms through June 14, 2026.

Please return your signed response via email to Dallas Arter, Senior Buyer, Tarrant County Purchasing.

Sincerely,

Dallas Arter
Dallas Arter, Senior Buyer
Tarrant County
817-884-1057

Shelley Hyde
Shelley Hyde
PrintMailPro, LTD.
Managing Partner

3-17-25
Date



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.
Purchasing Agent

Chris Lax, CPSM, CPSD, CPCP
Assistant Purchasing Agent

January 17, 2025

McKenzie Parker
Sales & Marketing
VariVerge LLC
8949 Diplomacy Row
Dallas, TX 75247

Re: RFP No. 2022-119 – Annual Contract for Printing and Processing of Tax Statements

Dear Ms. Parker,

Referenced RFP was for twelve (12) months with three (3) options to renew for additional twelve (12) months each. The original contract was for the period of June 15, 2022, through June 14, 2023. The current renewal option will expire June 14, 2025. The third and final renewal option will run from June 15, 2025, through June 14, 2026.

Tarrant County Purchasing Department hereby extends an invitation to VariVerge LLC to accept the third and final option for an additional one (1) year period as the secondary vendor for this contract as awarded on June 15, 2022. Please mark the appropriate response below and provide your signature above your printed name. All prices must remain firm for the optional renewal period through June 14, 2026.

Yes, VariVerge LLC will accept the offer to extend the same contract terms through June 14, 2026.
Please include a current 1295 Form with your response.

No, VariVerge LLC will NOT accept the offer to extend the same contract terms through June 14, 2026.

Are any other governmental entities currently utilizing this contract? Yes No
If yes, please return a listing of the participating entities with this letter.

Please return your signed response via email to Dallas Arter, Senior Buyer, Tarrant County Purchasing.

Sincerely,

Dallas Arter, Senior Buyer
Tarrant County
817-884-1057

McKenzie Parker
VariVerge LLC
Sales & Marketing

1/22/25
Date

Memorandum

To: Tyler Reainthong
Dept: Tax Asses - Collector
From: Dallas Arter, Sr. Buyer, Purchasing
Department Date: 01/17/2025

Re: Renewal of RFP No. 2022-119 Printing and Processing of
Tax Statements

The above referenced contract will expire on June 14, 2025. This contract included three (3) options to renew with the vendors for additional twelve (12) month terms. The second renewal term will expire June 14, 2025. The third and final term would commence June 15, 2025 and would expire June 14, 2026.

If you wish to exercise this option to renew and continue this contract with the vendors listed below for twelve more months, please check the appropriate item and email this form back to me by January 27, 2025:

PrintMailPro
VariVerge LLC

Yes, I wish to continue the current contract with the above mentioned vendors for the third and final renewal term of the contract.

Funds to support this contract will be provided by the following accounts:

522057/10000 - 2025/1310300000 (PRINTING)

521115/10000 - 2025/1310300000 (POSTAGE)

No, I do not wish to continue the current contract with the above-mentioned vendors for the following reason(s).

SIGNATURE: Tyler Reainthong

DATE: 1/17/25

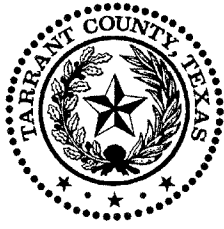
RFP 2022-119 Printing & Processing of Tax Statements

Evaluation Criteria	Max Points	Primary		Secondary	
		PrintMailPro, LTD. Dallas, TX HUB - Yes	VariVerge, LLC Dallas, TX HUB - No	*OneSource Buffalo Grove, IL HUB - No	
Vendor Qualifications and Experience	20	19.50	18.00	13.50	
Project Approach and Management	30	26.63	19.88	15.75	
References	10	7.33	7.33	4.50	
Sample of Work	10	9.00	8.50	6.50	
Price Proposal	30	14.29	14.66	30.00	
Total Score	100	76.75	68.37	70.25	

*OneSource is not willing to accept a Secondary or Alternate award.

Print World submitted a no-bid.

The Master's Touch, LLC declined award because they could not retain the cost as Secondary vendor.



TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: RFP No. 2022-119 - Annual Contract for Printing and Processing of Tax Statements - Tax Assessor/Collector - Various Vendors - Exercise Third and Final Option for Renewal - Same Contract Terms

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.

II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

Yes _____ No √

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

Yes _____ No √

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.
