



Legislation Text

File #: 2018-188, Version: 1

TITLE

CONTRACT RENEWAL WITH SOUTHDATA INC.

SPONSOR

Ben Chavis, Tax Department; Charlie Collicut, Elections Department; BJ Barnes, Sherriff's Department; and Harley Will, Finance Department (Susan Crotts, Purchasing)

BACKGROUND

South Data Inc. provides billing and services for four County departments. This contract is utilized for printing, inserting and mailing of various forms by the above-mentioned departments. The budgeted amounts for each department is as follows:

Board of Elections:	\$ 58,700
Tax:	\$200,000
Finance:	\$ 15,000
Sherriff:	\$ 3,000
Total:	\$276,700

Forms covered under the original contract include:

- Valuation Notices
- Appeal Forms
- Real Property List Forms
- Patient Statements
- Health Insurance Claims Forms
- Jury Summons
- Account Receivable Statements
- Beverage License Renewal Letter
- Election Labels
- Discovery Notices
- Business Discovery Notices
- Business Listings
- Wildlife
- Elderly exemption applications
- Guilford County Board of Equalization and Review Brochure
- Guilford County Tax Department Property Tax Homestead Exclusion Brochure

- Listing Your Property Brochure

The three-year contract term began on January 15, 2015 and expired on January 14, 2018 and has two one-year renewal options. All of the parties are satisfied and wish to exercise the first renewal option for the fourth year of the contract.

BUDGET IMPACT

NO ADDITIONAL COUNTY FUNDS

REQUESTED ACTION

Approve South Data Inc. contract renewal, in substantial form, in the amount of \$276,700 to be effective January 15, 2018 for a term of 1 year.