



## Legislation Text

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File #: 2018-188, Version: 1

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### **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.