



# Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

## Memorandum

**To:** Honorable Mark H. Luttrell, Jr.  
Shelby County Mayor

**From:** Clifton Davis, Administrator  
Purchasing Department 

**Date:** April 15, 2016

**Re:** RFP #16-003-53 – Tax Notice Mailing Services

In addition to being posted on the Shelby County Government's website, thirteen (13) vendors were directly solicited. Two (2) companies submitted proposals indicating their interest in providing Tax Notice Mailing Services for the Shelby County Trustee.

	Local Business <u>Y/N</u>	Evaluation <u>Score</u>	Projected <u>Annual Cost</u>
1. Diversified Companies, LLC	N	83.40	\$619,605.16
2. Three Point Graphics (3pt)	Y	42.80	\$643,211.61

An evaluation committee consisted of four (4) staff members from the Shelby County Trustee Department and (1) staff member from Purchasing who evaluated the proposals and determined that **Diversified Companies, LLC** submitted the most responsive proposal, thoroughly demonstrating its ability to meet the requirements of the scope of work described in the RFP. It is the recommendation of the evaluation committee, with the concurrence of the Purchasing Department, that **Diversified Companies, LLC** be awarded the contract for Tax Notice Mailing Services.

The evaluation committee concluded that the proposal submitted by Diversified Companies, LLC be recommended for award based on the overall highest score, lowest cost, and their comprehensive response for services requested in the RFP.

The proposal received from Three Point Graphics (3pt) was not recommended for award because they did not address most of the required services as outlined in the RFP, resulting in low scores. In addition, the Three Points Graphics (3pt) projected annual cost was also higher.

A copy of the department's recommendation letter is attached.

This RFP requires Board of Commission Approval.

*EOC qualification numbers:*

*Diversified Companies, LLC - EOC-V-0616-24354*

*Three Point Graphics - LOSB-VS-0616-24392*

Please indicate your approval or disapproval of this selection in the space provided below:

**APPROVED:** \_\_\_\_\_ ✓

**APPROVED WITH CHANGES:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**DATE:** 4-19-16



Mark H. Luttrell, Jr., Mayor

cc: Bobby Stephenson, Shelby County Trustee

Issued by: Robert S. Brenner, Buyer