

Kenai Peninsula Borough Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

THRU: John Hedges, Purchasing & Contracting Director *JH*

FROM: Adeena Wilcox, Assessing Director *AW*

DATE: July 5, 2023

RE: Authorization to Award a Contract for RFP23-019 Assessing Mass Mailings

On May 24, 2023, the Kenai Peninsula Borough Assessing Department formally solicited proposals for RFP23-019 Assessing Mass Mailings. The request for proposals was advertised in the Peninsula Clarion on May 24, 2023.

The project consists producing and completing annual mailings from Assessing Department to include the following:

1. July 15 - August 1 – Personal Property Supplemental Notice of Assessment;
2. February 15 - March 1 – Real Property Notice of Assessment and Informational Brochure;
3. March 15 - April 1 – Personal Property Notice of Assessment.

On the due date of June 13, 2023, three (3) proposals were received and reviewed by a review committee as follows:

<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
Alaska Laser Printing & Mailing	Anchorage, Alaska	242
The Data Center, LLC	Salt Lake, Utah	206
PacWest Direct	Dinuba, California	202

The highest-ranking proposal, which includes a cost factor, was submitted by Alaska Laser Printing & Mailing, with a lump sum cost proposal of \$52,160.00. The proposal review committee recommends award of a contract to Alaska Laser Printing & Mailing, Anchorage, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 100-11510-00000-43011.



 Peter A. Micciche, Borough Mayor

7/12/2023

 Date

NOTES: FY24

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	100-11510-00000-43011
Amount	\$52,160.00
By: <i>CJH BH</i>	Date: 7/6/2023