



Dinwiddie County Treasurer

14010 Boydton Plank Road

Dinwiddie, Virginia 23841

Phone: 804-469-4500

MEMORANDUM

TO: Board of Supervisors
FROM: Jennifer Perkins, Treasurer
DATE: February 21, 2023
SUBJECT: Contract Award, Printing of Tax Bills

Background

The Treasurer's office outsources their printing and mailing of real estate tax and personal property tax bills, to include supplements and late notices. Over 120,000 mailings are sent out each year, with an average annual cost of approximately \$22,000.

Actions

The County chose to use cooperative procurement with the City of Lynchburg's contract to procure printing and direct mailing services for all tax bills.

Recommendation

We recommend approval of the following resolution.

BE IT RESOLVED, that the Board of Supervisors of Dinwiddie County, Virginia does hereby authorize and direct the County Administrator to execute the attached agreement with BMS Direct, Inc. for printing and direct mailing services with any changes, substantive or otherwise, as may be approved by the County Administrator.