



## ASSESSMENT DEPARTMENT

(816) 881-3239  
Fax: (816) 881-1388

### JACKSON COUNTY

JACKSON COUNTY COURTHOUSE  
415 EAST 12<sup>TH</sup> STREET, FIRST FLOOR MEZZANINE  
KANSAS CITY, MISSOURI 64106  
WWW.JACKSONGOV.ORG

### MEMORANDUM

**FROM:** Jeph BurroughsScanlon, Deputy Director of Assessment  
**TO:** Bob Crutsinger, Director of Finance  
**CC:** Barbara Casamento, Purchasing Administrator  
Mark Lang, Budget Administrator  
**DATE:** October 10, 2024  
**RE:** OneSource - printing and mailing services

The Assessment Department has an ongoing annual need to obtain printing and mailing services for a variety of needs throughout the entire department. Items that regularly need to be printed and mailed in bulk (tens of thousands, or even hundreds of thousands at a time) include; IPP Declarations, BPP Declarations, Reassessment Notices and Real Property Value Change Notices.

The results of the publicly posted open bid process returned to us with three vendor submissions. We have seriously and meticulously considered each of these vendors.

The vendor selected as the lowest and best submission is **OneSource** (onlyonesource.com/) of Buffalo Grove, Illinois 60089. It is apparent that **OneSource** has the experience, resources and customer service acumen to serve the current needs of the Assessment Department and to handle our scope of work regarding the printing and mailing services needed.

Using **OneSource** as our vendor, we expect to have an estimated annual expenditure of \$100,000 for these printing and mailing services for the Assessment Department. It will be most convenient if we are able to set up the contract with the maximum number of annual extensions as possible.

We are requesting a 24-month contract with **OneSource**, an Illinois corporation, having an office and place of business at 900 Asbury Drive, Buffalo Grove, Illinois 60089 with the option of two 12-month extensions.

This will be funded from the Assessment Department account 045-1902-56230, line-item Printing.