

Amendment #4 to Agreement with The Data Center for Tax Bill Printing & Distribution

**AMENDMENT #4 TO AGREEMENT BY AND BETWEEN
COUNTY OF MONTEREY & THE DATA CENTER**

THIS AMENDMENT is made to the PROFESSIONAL SERVICES AGREEMENT for the provision of tax bill printing & distribution by and between **THE DATA CENTER**, hereinafter “CONTRACTOR”, and the County of Monterey, a political subdivision of the State of California hereinafter referred to as “County”.

WHEREAS, on June 28, 2016, the Board of Supervisors passed and adopted the “Agreement Between the Data Center and the County for the Treasurer-Tax Collector’s Tax Bill Printing and Distribution Services” (No. A-13216) (AGREEMENT) with a total amount not to exceed \$100,000 per fiscal year and a term from July 1, 2016 through June 30, 2019, with the option to extend the AGREEMENT for three one year periods, and authorizing the Contracts/Purchasing Officer or Supervisor to sign future Amendments to the AGREEMENT, which do not significantly alter the scope of work and do not exceed \$100,000 per fiscal year; and

WHEREAS, this Amendment is necessary for the continuation of tax bill printing and distribution services for the Treasurer-Tax Collector department; and

WHEREAS, the County and THE DATA CENTER wish to amend the AGREEMENT to extend the term for one (1) additional year from July 1, 2022 to June 30, 2023 and adding an additional \$100,000 for a revised total payment not to exceed \$100,000 for the period of July 1, 2022 to June 30, 2023; and

WHEREAS, the AGREEMENT is hereby amended to extend its term to include the period of July 1, 2022 through June 30, 2023, unless sooner terminated pursuant to the terms of the AGREEMENT or extended in writing. The total amount payable by COUNTY to CONTRACTOR for all services performed by CONTRACTOR for and during the period of July 1, 2022 through June 30, 2023, shall not exceed the sum of \$100,000 in accordance with the schedule of costs set forth in the enclosed Attachment A-4.

NOW THEREFORE, the County and CONTRACTOR hereby agree to amend the AGREEMENT in the following manner:

1. This AGREEMENT is hereby amended to extend its term to include the period of July 1, 2022 through June 30, 2023, unless sooner terminated pursuant to the terms of the AGREEMENT or extended in writing.
2. The total amount payable by COUNTY to CONTRACTOR for all services performed by CONTRACTOR for and during the period of July 1, 2022 through June 30, 2023, shall not exceed the sum of \$100,000 in accordance with the schedule of costs set forth in the enclosed Attachment A-4.
3. Except as provided herein, all remaining terms, conditions and provisions of the AGREEMENT are unchanged and unaffected by this AMENDMENT and shall continue in full force and effect as set forth in the AGREEMENT.
4. A copy of this AMENDMENT shall be attached to the original AGREEMENT dated July 12, 2016.

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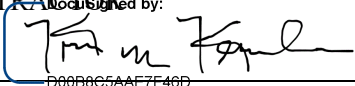
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IN WITNESS WHEREOF, the parties have executed the AMENDMENT on the day and year written below.

MONTEREY COUNTY

CONTRACTOR

Contracts/Purchasing Officer

DocuSigned by:
By: 

Signature of Chair, President, or Vice-President

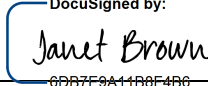
Dated: _____

Kim Kendall, President
Printed Name and Title

Department Head (if applicable)

Dated: 4/4/2022 | 9:47 AM PDT

Dated: _____

DocuSigned by:
By: 

(Signature of Secretary, Asst. Secretary, CFO,
Treasurer or Asst. Treasurer) *

Approved as to Fiscal Provisions:

Janet Brown, Secretary
Printed Name and Title

Deputy Auditor/Controller

Dated: 4/4/2022 | 9:47 AM PDT

Dated: _____

Approved as to Liability Provisions
Office of the County Counsel-Risk Manager
Leslie J. Girard, County Counsel-Risk Manager

Risk Management

Dated: _____

Approved as to Form
Office of the County Counsel
Leslie J. Girard, County Counsel

Deputy County Counsel

Dated: _____

*INSTRUCTIONS: If CONTRACTOR is a corporation, non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two (2) specified officers per California Corporations Code Section 313. If CONTRACTOR is a Limited Liability Corporation (LLC), the full legal name of the LLC shall be set forth above together with the signatures of two (2) managers. If CONTRACTOR is a partnership, the full legal name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement or Amendment to the Agreement.

2022 UNIT COSTS

Unsecured Tax Bills – Bills with one detachable stub 8 ½ x 14

Approximately 20,000

Free design, data set-up implementation

Print 1 page 8 ½ x 14 statements double sided (with 1 accent color, if desired, in blue, red or green) and black ink

Print 1 page on White or Pastel Colored Paper

1 Perforated payment stub

1 – Outgoing #10 windowed envelope

1 – Business Reply #9 Envelope

Processing data, OCR formatting, C.A.S.S. certify, first class presort, folding on perforations, inserting, metering, sorting, traying and delivering to Salinas Post Office

\$0.189 per piece + postage

Regular Tax Bills – Bills with two detachable stubs 8 ½ x 14

Approximately 100,000

Free design, data setup and implementation

Print 1 page 8 ½ x 14 statements double sided (with 1 accent color, if desired, in blue, red or green) and black ink

Printed on White or Pastel Colored Paper

2 Perforated payment stubs

1 – Outgoing #10 windowed envelope

2 – Business Reply #9 envelopes

Processing data, OCR formatting, C.A.S.S. certify, first class presort, folding on perforations, inserting, metering, sorting, traying and delivering to Salinas Post Office

\$0.219 per piece + postage

Cortac Bills – Bills with no detachable stubs 8 ½ x 14

Approximately 35,000

Free design, data setup-and implementation

Print 1 page 8 ½ x 14 statements double sided (with 1 accent color, if desired, in blue red or green) an black ink

Printed on White or Pastel Colored Paper

1 – Outgoing #10.5 windowed envelope

Processing data, OCR formatting, C.A.S.S. certify, first class presort, folding, inserting, metering sorting, trayng and delivering to Salinas Post Office

\$0.169 per piece + postage

Mailings too Bulky for #10.5 Envelope

The Data Center will provide 9 x 12 Flat Envelopes for larger bills. The additional charges are listed here:

9 x 12 envelope printed - .145 added to original cost

Hand inserting - .08 add to original cost

Postage – Presorted Flat Rate

Multiple Page Items

For those items that we “household” the charges are as stated above for the first page and no charge for each additional page.

Postage

The Data Center uses several software packages including PAVE and CASS certified software that assists our operators in sorting our mail pieces down to lowest postage before they are printed. The Data Center achieves the lowest possible postal discount by processing the data provided using this software. All unit prices above to not included postage. Postage is paid by client.

Pricing above do not include postage. Postage can range from \$0.426 to \$0494 for a one-ounce piece. Actual postage costs will vary based on density of mail. The Data Center does not margin postage costs. Postage to be paid upfront by customer.

Financial Considerations

- Reduction in supply costs due to national contracts by The Data Center.
- On-site technical expertise and the ability to work with any file type.
- Redundancy provides safety for the project and disaster recovery.
- Eliminates waste and costs associated with incorrect addresses and returned mail.
- Eliminates cost of storage and warehousing of pre-printed envelopes and forms.
- Reduces costs in postage rate due to automation.