



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 23-525

June 27, 2023

Introduced: 6/7/2023

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Authorize and approve the Treasurer-Tax Collector or their designee to execute the Standard AGREEMENT between The Data Center LLC and the County of Monterey for the Treasurer-Tax Collector's Tax Bill Printing and Distribution Services per Request for Proposal (RFP) #10873, with a total amount not to exceed \$375,000 (\$125,000 per fiscal year) and a term from July 1, 2023, through June 30, 2026; and
- b. Authorize the Treasurer-Tax Collector or their designee to sign two (2) future one-year-extension Amendments to the AGREEMENT which do not significantly alter the scope of work and do not exceed \$125,000 per fiscal year, bringing the total maximum cumulative cost increase to \$250,000 and potential overall Agreement aggregate Not to Exceed amount to \$625,000.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize and approve the Treasurer-Tax Collector or their designee to execute the Standard AGREEMENT between The Data Center LLC and the County of Monterey for the Treasurer-Tax Collector's Tax Bill Printing and Distribution Services per Request for Proposal (RFP) #10873, with a total amount not to exceed \$375,000 (\$125,000 per fiscal year) and a term from July 1, 2023, through June 30, 2026; and
- b. Authorize the Treasurer-Tax Collector or their designee to sign two (2) future one-year-extension Amendments to the AGREEMENT which do not significantly alter the scope of work and do not exceed \$125,000 per fiscal year, bringing the total maximum cumulative cost increase to \$250,000 and potential overall Agreement aggregate Not to Exceed amount to \$625,000.

SUMMARY/DISCUSSION:

The County's current Agreement with The Data Center, providing tax bill printing and distribution services for the Treasurer-Tax Collector, expires on June 30, 2023. Based on a new Request for Proposals (RFP) process, The Data Center was awarded the Agreement for these services, for a three-year term from July 1, 2023, through June 30, 2026, with the option to extend the Agreement for two additional one-year extensions. The annual cost of the agreement and the optional two one-year extensions shall not exceed \$125,000, or an accumulated five-year total expense not to exceed \$625,000.

OTHER AGENCY INVOLVEMENT:

The Offices of County Counsel and Contracts/Purchasing have reviewed and approved the agreement as to form. The Auditor-Controller's Office has reviewed and approved the agreement as to fiscal provisions.

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FINANCING:

Approval of the recommended action does not require additional general fund appropriations and the one-year cost of \$125,000 is included in the fiscal year 2023-2024 Recommended Budget.

Expenditures related to future year expenditures through the term of the Agreement will be included in appropriate future year budget requests, at an amount not to exceed \$125,000 per year. This agreement facilitates cost-effective and efficient printing and distribution of the County's secured and unsecured property tax bills.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The agreement with The Data Center will assist in collection of the County's secure and unsecured property taxes by providing tax bill printing and distribution services for the Treasurer-Tax Collector.

Mark a check to the related Board of Supervisors Strategic Initiatives

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

DocuSigned by:

Kristina Parson

6/13/2023 | 3:24 PM PDT

Prepared by: Kristina Parson, Chief Deputy Treasurer-Tax Collector, x5317

DocuSigned by:

Mary A. Zeeb

6/13/2023 | 4:31 PM PDT

Approved by: Mary A. Zeeb, Treasurer-Tax Collector, x5474

Attachments:

- Board Report
- Data Center Agreement
- Attachment A - RFP
- Attachment B - Addendum #1
- Attachment C - Response to RFP
- Attachment D - Certificate of Insurance and Endorsements