



# Monterey County

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## Board Report

Legistar File Number: 16-768

June 28, 2016

**Introduced:** 6/13/2016

**Version:** 1

**Current Status:** Agenda Ready

**Matter Type:** General Agenda Item

- a) Authorize the Agreement between The Data Center and the County for the Treasurer-Tax Collector's Tax Bill Printing and Distribution Services per Request for Proposal (RFP) #10566, 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 additional one year periods; and
- b) Authorize the Contracts/Purchasing Officer or Contracts/Purchasing 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.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a) Authorize the Agreement between The Data Center and the County for the Treasurer-Tax Collector's Tax Bill Printing and Distribution Services per Request for Proposal (RFP) #10566, 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 additional one year periods; and
- b) Authorize the Contracts/Purchasing Officer or Contracts/Purchasing 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.

### 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, 2016. 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, 2016 through June 30, 2019, with the option to extend the Agreement for three additional one year extensions. The annual cost of the agreement and the optional three one-year extensions shall not exceed \$100,000, or an accumulated six-year total expense not to exceed \$600,000.

### OTHER AGENCY INVOLVEMENT:

The offices of the County Counsel and Contracts/Purchasing have reviewed the Agreement.

FINANCING:

The FY 2016-17 Recommended Budget includes the fiscal year not to exceed total of \$100,000. 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 \$100,000 per year.

There is no additional financial impact to the General Fund.

Prepared by: Kathleen C. Mauzey, Finance Manager I, x5142

Approved by: Mary A. Zeeb, Treasurer - Tax Collector, x5015

All attachments are on file with the Clerk of the Board:  
Data Center Agreement FY 16-17.pdf