



# County of Monterey

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

## Board Report

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**File #: 23-525, Version: 1**

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- 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.

### 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

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

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