



County of Monterey

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

Board Report

File #: 12-940, **Version:** 1

- a. Ratify the Agreement with The Data Center for Tax Bill Printing and Distribution Services per Request for Proposal (RFP) # 10307 which was signed by the Contracts/Purchasing Officer on 07/05/11, a total amount not to exceed \$100,000 per fiscal year and a term from 07/05/11 through 06/30/14 with two additional one year options to extend; and,
- b. Authorize the Contracts/Purchasing Officer to sign future Amendments to the Agreement which do not significantly alter the scope of work and do not exceed 10% of the original Agreement annual cost. (Added via Addendum)

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a) Ratify the Agreement with The Data Center for Tax Bill Printing and Distribution Services per Request for Proposal (RFP) # 10307 which was signed by the Contracts/Purchasing Officer on 07/05/11, a total amount not to exceed \$100,000 per fiscal year and a term from 07/05/11 through 06/30/14 with two additional one year options to extend; and,
- b) Authorize the Contracts/Purchasing Officer to sign future Amendments to the Agreement which do not significantly alter the scope of work and do not exceed 10% of the original Agreement annual cost.

SUMMARY/ DISCUSSION:

In 2011 the Treasurer-Tax Collector solicited a RFP for tax bill printing and distribution services for secured and unsecured taxes, and awarded the contract to The Data Center. The term of the Agreement was for three years, thereby creating an aggregate total of up to \$300,000 which requires Board approval. Additionally, the Agreement also provides for two possible one year extensions, bringing the accumulated total to \$500,000 over five years.

The Agreement was originally executed in 2011 as a Standard Agreement that did not exceed \$100,000 and so did not require Board approval. Staff is now taking the position that the multi-year aggregate amount was the proper criterion and is seeking Board approval for the subsequent years. This report is being submitted to correct that defect.

Operations pursuant to the agreement signed in 2011 have been satisfactory. This action is being requested now to allow the reimbursement of costs for mailing of the tax bills.

OTHER AGENCY INVOLVEMENT:

The Monterey County Treasurer-Tax Collector, Monterey County Contracts/Purchasing Officer and County

Counsel concur with this recommendation. The Agreement was originally approved and signed by the County Counsel's Office and the Auditor-Controller's Office.

FINANCING:

The full amount of the RFP Agreement, not to exceed \$500,000.00, is accounted for in the Department's annual budget in segments of \$100,000.00.

There is no additional financial impact to the General Fund.

Prepared by: Liz Kiener, Management Analyst III, X5317

Approved by: Mary A. Zeeb, Treasurer-Tax Collector, X5474

Attachments:

RFP 10307 Agreement for The Data Center