

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

103



FROM: Purchasing & Fleet Services

SUBMITTAL DATE:
January 24, 2005

**SUBJECT: FORMS AND MAILING SERVICES FOR THE TREASURER & TAX COLLECTOR TO
OTHER THAN THE LOW BIDDER**

RECOMMENDED MOTION: That the Board of Supervisors:

Receive and file notice of the purchase of forms and mailing services for the Treasurer & Tax Collector to other than the low bidder in accordance with Ordinance No. 459.4 at an additional cost of \$11,843.66.

Departmental Concurrence

BACKGROUND: In October 1995, the Board of Supervisors approved a local vendor preference program. Purchasing issued a formal Request for Proposal for Forms and Mailing Services (RFP # PUARC470) on behalf of the Treasurer & Tax Collector. A statement informing bidders of the local vendor preference policy was included in the bid instructions. Bids were sent to 89 vendors and eight bid responses were received ranging from \$509,879 to \$633,113. These dollar amounts represent annual cost calculated based on usage history provided by the Treasurer & Tax Collector. The lowest bid was submitted by Penn Litho & Fulfillment (LA County) for \$509,879. The low responsive and responsible Riverside County firm, Advance Business Graphics, submitted a bid of \$521,722 for a difference of \$11,843. This differential is within the five percent approved by the Board.

REVIEW/APPROVAL: This procurement was reviewed by the County Purchasing Agent

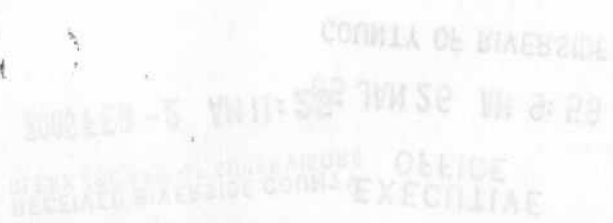
ROBERT J. HOWDYSHELL, Director
Purchasing and Fleet Services

FINANCIAL DATA	Current F.Y. Total Cost:	\$260,861	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$260,861	Budget Adjustment:	No
	Annual Net County Cost:	\$521,722	For Fiscal Year:	FY 04/05

SOURCE OF FUNDS: TREASURER & TAX COLLECTOR BUDGET	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:
APPROVE

County Executive Office Signature



- Dep't Recomm.: Consent
- Per Exec. Ofc.: Consent
- Policy
- Policy

Prev. Agn. Ref.: _____ **District:** _____ **Agenda Number:** 3.14

**Recap RFP #: PUARC470
Forms and Mailing Services**

Vendor	AB-Graphics	FSSI	Relizon	CENVEO	All Direct Mail Services	Penn Litho + Fulfillment	Moore Wallace	Data Prose, Inc.
Items: All dollar amounts are based on the departments annual usage.								
I. TAX BILLS								
Total cost for Production	\$37,372.93	\$33,222.98	\$29,225.00	\$58,450.00	\$20,925.10	\$24,513.93	\$54,130.36	\$36,367.00
Extra Forms kept at Vendor	\$3,516.70	\$3,126.20	\$2,750.00	\$5,500.00	\$2,689.50	\$2,326.50	\$7,428.81	\$4,274.35
Forms delivered to County	\$13,267.55	\$12,209.30	\$10,790.00	\$20,750.00	\$8,292.25	\$9,478.78	\$26,605.40	\$13,272.00
Total	\$54,157.18	\$48,558.48	\$42,765.00	\$84,700.00	\$31,906.85	\$36,319.21	\$88,164.57	\$53,913.35
Cost for Imprinting	\$20,808.20	\$31,478.00	\$46,760.00	\$33,059.32	\$15,506.15	\$23,029.30	\$23,301.46	\$35,070.00
Cost for Data Processing	\$8,183.00	\$18,890.00	\$14,605.06	\$23,111.13	\$25,601.10	\$10,252.13	\$25,799.83	\$58,450.00
II. Envelopes								
Used by printer	\$43,373.70	\$43,152.72	\$64,950.25	\$37,620.26			\$57,005.31	\$48,017.46
Used by County	\$9,136.30	\$9,948.63	\$11,025.25	\$7,534.34			\$9,727.54	\$10,042.94
Total	\$52,510.00	\$53,101.35	\$75,975.50	\$45,154.60	\$53,762.45	\$46,993.65	\$66,732.85	\$58,060.40
III. Service								
Graphic Design/hr.	\$75.00	\$100.00	Programming \$138.00 Composition \$77.00	\$150.00	\$85.00	\$180.00	\$110.00	\$95.00
Mailing Services:								
Handling: \$/M	\$38.40	\$30.00	\$50.30	\$56.62	\$35.25	\$18.25	Non responsive	\$45.00
1,169,000 annual mailings	\$44,889.60	\$35,070.00	\$58,800.70	\$66,188.78	\$41,207.25	\$21,334.25		\$52,605.00
Postage: \$/M	\$278.00	\$278.00	\$275.00/\$309.00	\$309.00	\$309.00	\$310.00	Non responsive	\$278.00
1,169,000 annual mailings	\$324,982.00	\$324,982.00	\$321,475.00	\$361,221.00	\$361,221.00	\$362,390.00		\$324,982.00
IV. Additional Items								
Business Cards I (foil print)	\$409.00	\$1,084.60	\$100.00	\$389.29	\$348.00	\$385.00	\$1,478.89	\$586.78
Business Cards II (single color)	\$215.00	\$468.35	\$450.00	\$150.00	\$211.25	\$245.00	\$477.36	\$421.35
Letterhead	\$3,172.50	\$5,270.58	\$9,870.00	\$5,076.00	\$3,912.75	\$3,529.93	\$2,181.27	\$1,491.07
Pamphlets	\$4,615.80	\$3,068.56	\$2,555.17	\$3,415.22	\$2,452.97	\$2,769.95	\$3,089.29	\$2,967.30
Postcards	\$760.00	\$1,812.40	\$1,240.00	\$1,725.20	\$798.00	\$835.00	\$890.40	\$1,039.20
Inserts (glossy)	\$6,800.00	\$7,096.00	\$32,000.00	\$7,808.00	\$5,160.00	\$835.20	\$9,008.00	\$4,920.00
Inserts (regular)	\$220.00	\$933.80	\$1,140.00	\$1,114.40	\$129.00	\$960.00	\$495.40	\$572.40
Total	\$16,192.30	\$19,734.29	\$47,355.17	\$19,678.11	\$13,011.97	\$9,560.08	\$17,620.61	\$11,998.10
Overall Annual Cost to County								
(not incl. Graphic Design):	\$521,722.28	\$531,814.12	\$607,736.43/\$647,482.43	\$633,112.94	\$542,216.77	\$509,878.62	\$221,619.32	\$595,078.85
Local Preference 5%:	\$0.00	\$26,590.71	\$30,386.82/\$32,374.12	\$31,655.65	\$27,110.84	\$25,493.93	\$11,080.97	\$29,753.94
Total:	\$521,722.28	\$558,404.83	638,123.25/\$679,856.55	\$664,768.59	\$569,327.61	\$535,372.55	\$232,700.29	\$624,832.79

Form 11 Attachment Contract/Lease/Purchase Summary Data

- | | | |
|---|---|--|
| <input type="checkbox"/> Contract | <input type="checkbox"/> Lease | <input type="checkbox"/> Purchase |
| <input type="checkbox"/> Approval/Renewal | <input type="checkbox"/> Approval/Renewal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Sole Source | <input type="checkbox"/> Multi-Year Lease | <input checked="" type="checkbox"/> Other Than Low Bid |
| <input type="checkbox"/> Personal Services | <input type="checkbox"/> Equipment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> Independent Contractor | <input type="checkbox"/> Real Property | |
| <input type="checkbox"/> Other than low Bid | <input type="checkbox"/> Change Order | |
| <input type="checkbox"/> Change Order | | |

Selection Committee Member Names (RFP's Only)
Tom Mullen II, Paula Heatley, Gary Cotterill

Local Preferences Applied: X Yes
 Effected Award? X Yes

User Department:	Treasurer & Tax Collector
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Vendor/Lessor Name:	Advance Business Graphics
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Vendor/Lessor Location:	Mira Loma, CA
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Applicable Board Policy # California Code

Comments:

RFQ/RFP Process:

Date Mailed: 6/22/04
 Response Date: 08/11/04
 # of Responses: 8
 # of Qualified Responses: 7

Bidding Process:

Bid Range: \$509,879 to \$633,113
 Local Bid Range: \$521,722
 Responsive and Responsible Bid Range: \$509,879 to 633,113
 Local Preference Award Cost: \$521,722
 (5% maximum preference)
 Local Preference FYTD: Cost: \$30,527

**Contract/Lease Renewals Only
Proposed Differences**

Existing Agreement Items Proposed Agreement Items

1. Rates
 2. Terms
 3. Conditions
 4. Legal Issues
 5. Accountability
 6. Other
- (Continue on blank sheet, if necessary)