

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

254



**FROM:** Treasurer and Tax Collector

**SUBMITTAL DATE:**  
March 30, 2009

**SUBJECT: RATIFY AND APPROVE SERVICES WITH ADVANCE BUSINESS GRAPHICS TO PROVIDE PROCESSING, PRINTING, AND MAILING OF PROPERTY TAX BILLS FOR THE TREASURER AND TAX COLLECTOR**

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve a one-year extension with Advance Business Graphics for \$450,000 annually, with the option to renew for one additional year to the existing purchase order, and;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise the renewal option, based on the availability of fiscal funding through June 30, 2011.

**BACKGROUND:** The County of Riverside Treasurer-Tax Collector is responsible for the processing, printing, and mailing of over 1 million tax bills to the owners of record for each property in Riverside County, producing in excess of \$3 billion in revenue annually. Processing of tax bills occur at various times throughout the year on a monthly basis. The process and mailing of each tax bill before the assigned deadline is critical to ensure the efficient collection and the timely deposit of revenues.

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Purchasing: *Mark Seller*  
Mark Seller, Assistant Director

*Don Kent*  
\_\_\_\_\_  
Don Kent  
Treasurer-Tax Collector

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 450,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 450,000	Budget Adjustment:	No
	Annual Net County Cost:	\$ 450,000	For Fiscal Year:	FY 08/09

<b>SOURCE OF FUNDS:</b> General Fund	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

**APPROVE**

BY: *Christopher M. Hans*  
\_\_\_\_\_  
Christopher M. Hans

**County Executive Office Signature**

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

**BOARD OF SUPERVISORS**

**FORM 11: RATIFY AND APPROVE SERVICES WITH ADVANCE BUSINESS GRAPHICS  
TO PROVIDE PROCESSING, PRINTING, AND MAILING OF PROPERTY TAX  
BILLS FOR THE TREASURER AND TAX COLLECTOR**

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**BACKGROUND**

The Treasurer-Tax Collector is considering the redesign of all property tax bills, possibly to one form, in concurrence with the new property tax system, currently in the specification development phase. Phase two of the new property tax system, scheduled to commence within the next two years, is the technical design and development for the new system. By allowing a two-year extension to the current contract with Advanced Business Graphics, it would enable the Treasurer to explore the feasibility of a redesign of the tax bills, and a more accurate scope of work for an RFP after the new property tax system has been successfully implemented. Additionally, during this time of unprecedented economic uncertainty, the County of Riverside cannot sustain a disruption in the printing and mailing of property tax bills, which would have a substantial negative impact on the single largest source of revenue to the County of Riverside.

**PRICE REASONABLENESS**

Purchasing issued a formal Request for Proposal in 2004 for Forms and Mailing Services (RFP #PUARC470) on behalf of the Treasurer and Tax Collector. Bids were sent to 89 vendors and eight bid responses were received. The bid was awarded to Advance Business Graphics as the most responsive/responsible bidder able to mail out the Treasurers tax forms without delay. Advance Business Graphics has agreed to maintain the previous bid prices and extend the services to June 30, 2011.

**REVIEW/APPROVAL**

County Purchasing concurs with this request.