

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

717



FROM: Assessor-County Clerk-Recorder

SUBMITTAL DATE:
May 13, 2013

SUBJECT: Approve Amendment No. 1 of the Agreement with Data Trace Information Services, LLC for Printing and Mailing of Notification of Deed Execution.

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Approve and execute Amendment No. 1 of the Agreement with Data Trace Information Services, LLC to increase the current contract from \$416,000 to a new total amount not to exceed \$700,000 annually, which contains an option to renew the agreement for three additional one-year periods.
- 2) Authorize the Purchasing Agent, in accordance with Ordinance 459.4 to exercise the renewal options, and to sign amendments that do not change the substantive terms of the agreement, including amendments to the compensation provision that do not exceed the annual CPI rates.
- 3) Direct the Clerk of the Board to return 3 original signed agreements to Purchasing and Fleet Services.

BACKGROUND: On July 12, 2011, the Assessor-County Clerk-Recorder entered into an agreement with Data Trace Information Services, LLC to provide printing and mailing services for the Courtesy Notice Program. Through this program, the County Recorder notifies a current property owner of the recording of an instrument affecting their real property interest. Due to an increase in document recordings, it is necessary to amend the original \$416,000 annual maximum threshold. Since these costs will be paid from the Real Estate Fraud Prevention fee imposed on the recording of specific real estate instruments, papers, and notices, approved by the Board of Supervisors on March 12, 2013, per agenda item 3.11, there is no impact to NCC.

(Continued on Page 2)

Larry Ward

Attachments

Larry W. Ward
Assessor-County Clerk-Recorder

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	FY 12/13

SOURCE OF FUNDS: Real Estate Fraud Prevention Fee	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *Karen L. Johnson*
Karen L. Johnson

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL
BY: *Neal R. Kipnis* DATE
Departmental Concurrence

Purchasing: *Mark Seiler*
Mark Seiler, Assistant Director

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

JUN 14 10 50 AM '13
 COUNTY BOARD OF SUPERVISORS
 RIVERSIDE CALIFORNIA

Prev. Agn. Ref.: July 12, 2011, #3.9 | **District:** All | **Agenda Number:**

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3-8

BOARD OF SUPERVISORS

FORM 11: Approve Amendment No. 1 of the Agreement with Data Trace Information Services, LLC for Printing and Mailing of Notification of Deed Execution
May 13, 2013

Page 2 of 2

BACKGROUND (Continued):

The Courtesy Notice Program is intended to deter individuals from fraudulently recording forged deeds. A notification is mailed to property owners within 30 days of recording, informing them of the recording.

The Courtesy Notice Program benefits the public by:

- 1) Alerting the owners of real property, in a timely fashion, of possible fraudulent activity.
- 2) Provides the property owners with a contact number should fraud be suspected.
- 3) Allows the District Attorney to more quickly investigate and prosecute fraudulent activity. This will reduce the amount of harm and number of victims.
- 4) Deters perpetrators from recording fraudulent documents.
- 5) Allows crime to be detected quicker.
- 6) Helps prevent real estate scams, fraud, and resulting loss and damage.
- 7) Helps reduce illegal real property activity.
- 8) Serves as a vehicle of Community Outreach by notifying real property owners of activity relating to their property.

PRICE REASONABLENESS

A Request for Quote (RFQ) ASARC-037 was competitively bided for price reasonableness. Four (4) bids were received and Data Trace was deemed as the responsive responsible bidder meeting the requirements of the RFQ. Pricing breaks were negotiated based on volume when ordering to obtain a cost savings on larger orders. The vendor is holding the same pricing structure as allowed in the existing contract and this increase is the result of significant volume increases.

ACR will exceed the annual contract amount of \$416,000.00 per year. Based on the recent increases in the number of Courtesy Notices being processed and mailed, as well as foreseeable increases in the number of recordings in the future, the department has projected the cost to not exceed \$700,000.00 per year.

The pricing, for the benefit of the County appears to be reasonable.

**COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE SERVICE AGREEMENT
WITH
DATA TRACE INFORMATION SERVICES LLC**

CONTRACTOR: Data Trace Information Services LLC
MASTER CONTRACT ID: ASARC-94646-001-06/12
Contract Term: July 1, 2012 through June 30, 2013
Effective Date of Amendment: May 1, 2013
Annual Maximum Contract Amount: \$700,000.00

The contract between Riverside County herein referred to as COUNTY and Data Trace Information Services LLC, herein referred to as CONTRACTOR, is amended as follows:

1. On page 4 of the Agreement, amend Section 2 the "Period of Performance": To amend all reference to the Period of Performance from expiration of June 30, 2012, to a Period of Performance of July 1, 2012 through June 30, 2013, unless terminated as specified in Section 5 TERMINATION. All other terms of the Period of Performance in the Agreement shall apply.
2. On page 4 of the Agreement, amend Section 3.1 "Compensation:" Maximum payments by COUNTY to CONTRACTOR shall not exceed seven hundred thousand dollars (\$700,000.00) annually including all expenses.
3. All other terms and conditions of the Agreement are to remain unchanged.

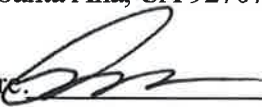
IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

COUNTY:

Assessor-County Clerk-Recorder
P.O Box 751
Riverside, CA 92502

CONTRACTOR:

Data Trace Information Services LLC
Attn: Legal Department
4 First American Way
Santa Ana, CA 92707

Signature: _____ Signature:  _____
Print Name: _____ Print Name: Robert Karraa _____
Title: _____ Title: President _____
Dated: _____ Dated: 5/20/13 _____

FORM APPROVED COUNTY COUNSEL

BY:  _____ DATE: 5/20/13

RFP#ASARC-037
BOS Agenda# & Date: 3.9 July 12, 2011
DT 11-02940