

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

312



**FROM: TREASURER AND TAX COLLECTOR**

**SUBMITTAL DATE:**  
February 20, 2015

**SUBJECT: APPROVE THE AMENDMENT TO THE AGREEMENT BETWEEN COUNTY OF RIVERSIDE AND ADVANCED BUSINESS GRAPHICS FOR TREASURER & TAX COLLECTOR FOR TWO YEARS. ALL DISTRICTS (\$2,700,000)**

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

1. Approve and execute the amendment between Advanced Business Graphics and the County of Riverside/Treasurer-Tax Collector for processing, printing and mailing of property tax bills to \$900,000 annually, for two years and;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding, 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.

**BACKGROUND:**

Summary

(Continued on Page 2)

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 900,000	\$ 900,000	\$ 2,700,000	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	

<b>SOURCE OF FUNDS</b> Treasurer-Tax Collector Budget	<b>Budget Adjustment:</b> No
	<b>For Fiscal Year:</b> FY 14/15-16/17

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

BY:   
\_\_\_\_\_  
Samuel Wong  
**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

**FORM APPROVED COUNTY COUNSEL**  
**DATE** 3/5/15  
**BY:** GREGORY P. PRIAMOS  
Departmental Concurrence  
 PURCHASING & FLEET SERVICES: Lisa Brandl, Director

- A-30
- 4/5 Vote
- Positions Added
- Change Order

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: APPROVE THE AMENDMENT TO THE AGREEMENT BETWEEN COUNTY OF RIVERSIDE  
AND ADVANCED BUSINESS GRAPHICS FOR TREASURER & TAX COLLECTOR FOR TWO YEARS.**

**ALL DISTRICTS (\$2,700,000)**

**DATE: February 20, 2015**

**PAGE: 2 of 2**

**BACKGROUND:**

**Summary (continued)**

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 approximately \$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.

In concurrence with the new property tax system, the Treasurer-Tax Collector will be redesigning all of the property tax bills, possibly to one form, and implementing electronic billing, with an estimated go-live date of July 2015.

**Price Reasonableness**

Per the Board of Supervisors approved exemption list, postage is not required for a competitive bid process. Because of the cost of postage for the mailing of the tax bills in the current agreement, the Treasurer-Tax Collector is requesting an increase in the contract from \$425,000 to \$900,000. In addition, Advanced Business Graphics has agreed to a cost reduction in services by 10.2% per year with an estimated cost savings of \$25,000 per year.

**Impact on Citizens and Businesses**

Services are provided to all citizens throughout the County for the mailing of tax bills.

**COUNTY OF RIVERSIDE  
AMENDMENT NO.3 TO THE AGREEMENT  
WITH  
Advanced Business Graphics (ABG)**

<b>CONTRACTOR:</b>	Advanced Business Graphics (ABG)
Contract Term:	July 1, 2014 to June 30, 2017
Effective Date of Amendment:	March 1, 2015
Annual Contract Amount:	\$900,000.00

The Agreement between Riverside County, herein referred to as COUNTY and Advanced Business Graphics (ABG), herein referred to as CONTRACTOR, is amended as follows:


1. "Compensation": Maximum payments by the COUNTY to the CONTRACTOR for services performed shall not exceed the annual amount of nine hundred thousand dollars (\$900,000.00), including all expenses, based on the availability of fiscal funding.

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

**County**  
County of Riverside  
Board of Supervisors  
4080 Lemon Street, 4<sup>th</sup> Floor  
Riverside, CA 92501

**Contractor**  
Advanced Business Graphics (ABG)  
3810 Wabash Drive  
Mira Loma, CA 91752

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: CHAIRMAN OF THE BOARD  
Date: \_\_\_\_\_

By:   
Name: Maria G. Villela  
Title: VP Controller  
Date: 3/3/15

FORM APPROVED COUNTY COUNSEL  
BY:   
NEAL R. KIPNIS DATE