

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

749



**FROM:** Treasurer & Tax Collector

**SUBMITTAL DATE:**  
April 18, 2011

**SUBJECT:** Three-year extension to the existing contract with Advanced Business Graphics for the processing, printing and mailing of property tax bills.

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

1. Approve a three-year extension to the existing contract with Advanced Business Graphics for the processing, printing, and mailing of property tax bills, and;
2. Authorize the Purchasing Agent to sign amendments, exercise the renewal options and the vendor has agreed to hold pricing to June 30, 2014.

**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 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.

Departmental Concurrence

Purchasing:   
Mark Seiler, Assistant Director


  
\_\_\_\_\_  
**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:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	FY 11/12

<b>SOURCE OF FUNDS:</b> Treasurer-Tax Collector Budget	<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:   
\_\_\_\_\_  
**Karen L. Johnson**

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Buster, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley  
Nays: None  
Absent: None  
Date: May 24, 2011  
xc: Treasurer, Purchasing

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

**Prev. Agn. Ref.:** 2/08/05 3.14 | **District:** All | **Agenda Number:**  
04/14/09 3.28

Policy  Policy   
 Consent  Consent   
 Dept Recomm.:   
 Per Exec. Ofc.:

**BOARD OF SUPERVISORS**

Form 11: Three-year extension to the existing contract with Advanced Business Graphics for processing, printing and mailing of property tax bills

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**BACKGROUND continued:**

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. Scheduled to commence in the summer of 2011, is the technical design and development of the new system, with an estimated go-live date of October 2013. To allow for a more accurate scope of work for an RFP proposal, a three-year extension to the current contract would provide the time necessary to incorporate the redesign of the bills, the development of electronic billing, and any other necessary requirements needed for the new system. 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. Advanced Business Graphics is located in Riverside County, which would keep local jobs here in the County.

**PRICE REASONABLENESS**

Purchasing issued a formal Request for Proposal in 2004 for Forms and Mailing Services (RFP #PUARC470) on behalf of the Treasurer-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, 2014.

**REVIEW AND APPROVAL**

County Purchasing concurs with this request.

**COUNTY OF RIVERSIDE  
AMENDMENT NO. 1 TO THE AGREEMENT  
WITH  
Advanced Business Graphics (ABG)**

**CONTRACTOR:** Advanced Business Graphics (ABG)  
Contract Term: July 1, 2011 to June 30, 2014  
Effective Date of Amendment: July 1, 2011  
Annual Contract Amount: \$450,000.00

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. The "Period of Performance": To amend all reference to the Period of Performance from expiration of June 30, 2011 to a Period of Performance of July 1, 2011 through June 30, 2012.
2. "Compensation": Maximum payments by the COUNTY to the CONTRACTOR for services performed shall not exceed the annual amount of four hundred fifty thousand dollars (\$450,000.00), 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  
Purchasing and Fleet Services  
2980 Washington Street  
Riverside, CA 92504

By: Bob Buster

Name: BOB BUSTER

Title: CHAIRMAN BOARD OF SUPERVISORS

Date: MAY 24 2011

**Contractor**

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

By: Steve Luce

Name: Steve Luce

Title: Sr. Account Executive

Date: 4/21/11

ATTES:

KECIA [unclear] Clerk

By: [Signature]  
[unclear]