

**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	\$	\$	\$	\$	

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

C.E.O. RECOMMENDATION: APPROVE
BY:
County Executive Office Signature Samuel Wong

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley
Nays: None
Absent: None
Date: March 24, 2015
xc: Treasurer, Purchasing

Kecia Harper-Ihem
Clerk of the Board
By:
Deputy

Prev. Agn. Ref.: 5/24/11 3.54;
4/22/14 3.73 | District: ALL | Agenda Number: **3-40**

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

- 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)**

CONTRACTOR: 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, 4th Floor
Riverside, CA 92501

Contractor

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

By: *Marion Ashley*
Name: MARION ASHLEY

CHAIRMAN, BOARD OF SUPERVISORS

Date: MAR 24 2015

By: *[Signature]*
Name: Maria G. Villela

Title: VP Controller

Date: 3/3/15

FORM APPROVED COUNTY COUNSEL

BY: *Neal R. Kipnis* DATE: 3/5/15

ATTEST:

KECIA HARPER-IHEM, Clerk

By: *[Signature]*
DEPUTY

MAR 24 2015 340