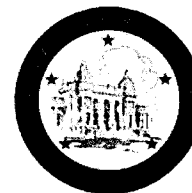


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.53
(ID # 11334)

MEETING DATE:

Tuesday, December 17, 2019


FROM: TREASURER-TAX COLLECTOR:

SUBJECT: TREASURER-TAX COLLECTOR: Approval of Amendment No. 5 to the Professional Services Agreement with ABG Communications for Processing, Printing and Mailing of Property Tax Bills, All Districts. [\$975,000 total cost with up to \$97,500 in additional compensation - 100% Treasurer-Tax Collector Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve Amendment No. 5 to the Professional Services Agreement with ABG Communications for Processing, Printing and Mailing of Property Tax Bills to extend the contract term for one additional year through December 31, 2020 for an annual amount not to exceed \$975,000;
2. Authorize the Chairman of the Board to sign the Amendment on behalf of the County; and
3. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel, to: sign amendments that exercise the options of the agreement including modifications of the statement of work that stay within the intent of the Agreement; and sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total annual cost of the contract.

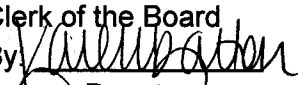
ACTION:Policy


Matthew Jennings, Assistant Treasurer-Tax Collector 11/26/2019

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: December 17, 2019
xc: Treasurer

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 937,500	\$ 487,500	\$ 3,225,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Treasurer-Tax Collector's Budget			Budget Adjustment: No	
			For Fiscal Year: 19/20-20/21	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

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 occurs at various times throughout the year on a monthly basis. The timely mailing of each tax bill is critical to ensure the efficient collection and the timely deposit of revenues. In addition, there are specific mailing deadlines specified in the California Revenue and Taxation Code that are required to be met.

In concurrence with the CREST Project to implement a new property tax system, the Treasurer-Tax Collector is in the process of redesigning all the property tax bills and will be implementing electronic billing. This project has been ongoing, and we have been working hand in hand with our current vendor to redesign the bills and test the changes which are required by the new system. The Treasurer-Tax Collector's Office began using the new property tax system in October 2018 after almost a decade-long endeavor. We are still trying to figure out the full extent of new technology and how it affects our bill printing. We will need to go through a complete annual billing cycle in the new system before we can even begin to determine how the new processes will affect our billing procedures, cycles and volumes. At that point, our intent is to go out for RFP as we can develop a true scope of services and be able to articulate exactly what services we require.

Prev Agn. Ref: 02/08/05 3.14; 04/14/09 3.28; 05/24/11 3.54; 04/22/14 3-73; 03/24/15 3-40; 03/21/17 3.32

Impact on Residents and Businesses

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

Contract History and Price Reasonableness

On February 8, 2005 (3.14) The Board of Supervisors approved the purchase of forms and mailing services with Advance Business Graphics.

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On April 14, 2009 (3.28) The Board of Supervisors approved a one-year extension with a term through June 30, 2011, to process, print and mail the county tax bills.

On May 24, 2011 (3.54) The Board of Supervisors signed Amendment No.1 with a contract term of July 1, 2011 through June 30, 2014 to provide the processing, printing and mailing of tax bills.

On April 22, 2014 (3.73) The Board of Supervisors signed Amendment No.2 with a contract term of July 1, 2014 through June 30, 2017 to provide the processing, printing and mailing of tax bills.

On March 24, 2015 (3.40) The Board of Supervisors signed Amendment No.3 to increase the contract from \$425,000 to \$900,000 for the cost of postage for mailing the tax bills.

On March 21, 2017 (3.32) The Board of Supervisors signed Amendment No.4 with a contract term of July 1, 2017 through December 31, 2019 to provide the processing, printing, postage, and mailing of tax bills.

Amendment #5 will increase the aggregate amount of the agreement from \$2,250,000 to \$3,225,000.


Through optimizing the current configuration through digital printing, the vendor can save additional paper/raw material discounts as related to the printing of forms by 8%. This savings translates into \$5,280 annually for the printing of forms, which the vendor has agreed to pass along to the County.

ATTACHMENTS:

AMENDMENT NO. 5 TO THE AGREEMENT WITH ABG COMMUNICATIONS


Tina Grande, Assistant Purchasing Director 12/5/2019


Stephanie Pez, Principal Management Analyst 12/10/2019


Gregory P. Priamos, Director County Counsel 12/6/2019

COUNTY OF RIVERSIDE
AMENDMENT NO. 5 TO THE AGREEMENT
WITH
ABG COMMUNICATIONS


Original Contract Term:	JULY 1, 2014 through JUNE 30, 2017
Contract Term Extended To:	DECEMBER 31, 2020
Effective Date of Amendment:	JANUARY 1, 2020
Original Annual Maximum Contract Amount:	\$900,000
Amended Annual Maximum Contract Amount:	\$975,000
Current Contract ID:	TTARC-91558-003-12/19
New Contract ID:	TTARC-91558-003-12/20

The Agreement between County of Riverside (COUNTY) and ABG COMMUNICATIONS (CONTRACTOR), is amended as follows:

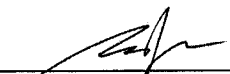
1. The "Period of Performance": Change to an expiration date of December 31, 2020.
2. The "Compensation": Maximum payments by the COUNTY to the CONTRACTOR for services performed shall not exceed the annual amount of nine hundred seventy-five thousand dollars (\$975,000), including all expenses, based on the availability of fiscal funding.
3. All other terms and conditions of the Agreement not modified herein shall remain unchanged.

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

COUNTY OF RIVERSIDE, a political subdivision of the State of California

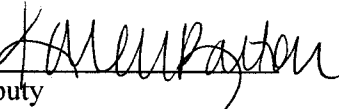
By: 
Kevin Jeffries, Chairman
Board of Supervisors
Dated: DEC 17 2019

ABG COMMUNICATIONS

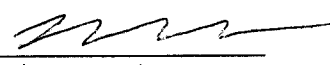
By: 
Name: Thomas Lee
Title: CFO / COO
Dated: 11/13/2019

ATTEST:

Kecia Harper
Clerk of the Board

By: 
Deputy

APPROVED AS TO FORM:
Gregory P. Priamos
County Counsel

By: 
Michael Thomas
Deputy County Counsel

DEC 17 2019 3.53