

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



ITEM: 3.9
(ID # 10005)

MEETING DATE:

Tuesday, January 28, 2020

FROM: ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER: Ratify and Approve the Addendum to License Agreement with CoStar for subscription services of commercial sales information without seeking competitive bids for three (3) years, All Districts. [Total Cost: \$221,628; up to \$22,163 in additional compensation - 100% Departmental Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve the Addendum to License Agreement with CoStar Realty Information, Inc. for subscription services of commercial sales information without seeking competitive bids for an amount of \$54,116 for one (1) year, with the option to renew for two (2) additional one-year periods for a total of \$221,628, through December 31, 2022, and authorize the Chairman of the Board to sign the Addendum on behalf of the County.
2. Authorize Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: sign addenda that exercise the options of the original license agreement, including modifications of the statement of work that stay within the intent of the agreement; and sign addenda to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total annual cost of the contract.

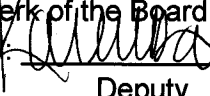
ACTION:Policy


Kan Wang, Assistant Assessor-County-Clerk-Recorder 11/26/2019

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Spiegel 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: January 28, 2020
xc: ACR

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 54,116	\$77,640	\$221,628	\$ 0
NET COUNTY COST	\$ 54,116	\$77,640	\$221,628	\$ 0
SOURCE OF FUNDS: Departmental Budget 100%			Budget Adjustment:	No
			For Fiscal Year:	19/20 – 21/22

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

In 2012 the County of Riverside Assessor-County Clerk-Recorder procure the licenses agreement with CoStar for subscription services of commercial sales information to assist appraisers with reappraisals of commercial properties and to support property validations. Appraisers access the database via web to show continuously updated sales information for Riverside and San Bernardino Counties. The database greatly speeds up the appraisal process, allowing the Assessor-County Clerk-Recorder office to comply with their mandate to value property in a timely manner.

CoStar is the number one provider of commercial real estate information services for commercial real estate professionals in the United States. CoStar has the largest database of commercial transactions in the nations and is the acceptable choice throughout the state when it comes to providing researched and verifiable commercial real estate sales information and comps. Costar is the only company that provides the completed sales information needed for our appraisers. Customizable reporting tools generate reports for commercial sales; including verified comparable sales transactions, property condition, historical data, tenant information, and photographs of every property. Data is verified by staff of nearly 1,000 research associates.

Impact on Residents and Businesses

Procurement of the license agreement with CoStar is expected to allow the Assessor-County Clerk-Recorder to continue to provide timely valuations of commercial real estate as a result of changes in ownership, new construction, proposition 8 reviews and for assessment appeal purposes. The residents and business owners of Riverside County will benefit from the timely completion of this work by receiving these valuations in a timely manner and supported by the most comprehensive data available. The data provided by this service also allows the ACR to prepare a more accurate and equitable assessed tax roll, thus ensuring all taxpayers pay accurate tax bills.

Additional Fiscal Information

Subscription services of comps professional, property professional, tenant, and additional licenses add-ons, and fees should not exceed an aggregated amount of \$221,628 through

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

December 31, 2022. This amount has been budgeted in the Assessor-County Clerk-Recorder's department.

Contract History and Price Reasonableness

The new Period of Performance coverage period is from 1/1/2020 – 12/31/2022 with the option to renew annually for a total cost not to exceed \$221,628. A previous FORM 11 (Agenda Item #3.15) was submitted for Board approval on 2/28/12. The ACR performed internet searches and had discussions with other counties to determine that CoStar is the number one provider of commercial real estate information services for commercial real estate professionals in the US. A survey was conducted by Office of the Assessor County of Orange that reflected that various counties including Riverside were being offered reasonable pricing.

ATTACHMENTS:

ATTACHMENT A. County of Riverside Purchasing Sole Source Form

ATTACHMENT B. CoStar Sole Source Letter

ATTACHMENT C. Riverside County Information Technology H-11 Form

ATTACHMENT D. CoStar Addendum to License Agreement


Misley Wang, Supervising Accountant 12/2/2019


Teresa Summers, Director of Purchasing 1/15/2020


Stephanie Pardo, Principal Management Analyst 1/22/2020


Gregory V. Priamos, Director County Counsel 1/16/2020


Jim Smith, Chief Technology Officer 1/15/2020

[REDACTED]	
the County of Riverside	
6221 Box Springs Blvd. Riverside, CA 92507	
259927	Tom Santos



Addendum to License Agreement

This Addendum to the License Agreement (the "Addendum") is made as of the date hereof by and between CoStar Realty Information, Inc. ("Licensor" or "CoStar") and County of Riverside ("Licensee") and is executed pursuant to and made a part of the License Agreement signed by Licensee on January 28, 2020 for the provision of Licensor's commercial real estate information service(s) (the "Agreement"). Any capitalized term used in this Addendum and not otherwise defined shall have the meaning set forth in the Agreement.

NOW THEREFORE, Licensor and Licensee hereby agree that the CoStar Terms and Conditions attached to the Agreement shall be amended as follows:

1. The second sentence of Section 4 shall be deleted and replaced with the following:

"Licensee shall have two (2) options to renew in one-year increments (each successive one year term being a "Renewal Term") by written amendment of the parties at least thirty (30) days prior to the last day of the Initial Term or any Renewal Term. Each Renewal Term shall commence on the last day of the Initial Term or the preceding Renewal Term."

2. In Section 18, all references made to "District of Columbia" shall be deleted and replaced with "State of California."

3. Licensor and Licensee hereby acknowledge and agree that the correct name of the Licensee is "the County of Riverside"; accordingly, any and all references to the "Licensee" in the Agreement shall mean "the County of Riverside."

4. Licensor and Licensee agree that, except as expressly provided above, all of the terms of the Agreement will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum on the day and year set forth below and do each hereby warrant and represent that their respective signatories, whose signatories appear below, have been and are on the date hereof duly authorized by all necessary and appropriate action to execute this Addendum.

CoStar Realty Information, Inc.:
 By: [Signature]

Licensee:
 By: [Signature]

Name: Jon Coleman
Title: General Counsel
Date: 1/3/20

Name: V. MANUEL PEREZ
Title: Chairman
Date: JAN 28 2020

FORM APPROVED COUNTY COUNSEL
BY: [Signature] 1/15/2020
SUSANNA N. OH DATE

ATTEST:
KEONA R. HARPER, Clerk
BY: [Signature]
DEPUTY

CoStar
Information
Subscription Form

FOR INTERNAL USE ONLY (AE/US) 1092163	
AE:	Tom Santos
Location ID:	259927
Business Code:	Government



Licensee: the County of Riverside		Location ID: 259927
Address: 6221 Box Springs Blvd		City/Prov/Postal Code: Riverside, CA 92507-0714
Telephone: (951) 486-7074		
Bill-To Contact: Ofelia Acosta		Email for Bill-to-Contact: Ofelia.Acosta@asrckrec.com

Total No. Listings: 0	<input checked="" type="checkbox"/> Monthly
Total No. Sites: 4	<input type="checkbox"/> Quarterly
Total No. Authorized Users (All Sites): 28	<input type="checkbox"/> Yearly

One Year Initial Term	From (MM/YY): 10/2000 (COMPS Subscribers)
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Single Invoice	Immediate Start
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Site	Market	Product Description	Monthly License Fees (Before Tax)
560858	Inland Empire	CoStar Suite	\$466.52
589976	Inland Empire	CoStar Suite	\$1,244.04
589978	Inland Empire	CoStar Suite	\$2,021.57
3456462	Inland Empire	CoStar Suite	\$777.52
Total Monthly Fees From Additional Schedule of Services			
Discount:			
Total Monthly License Fees:			\$4,509.65
Discounted Monthly License Fees:			

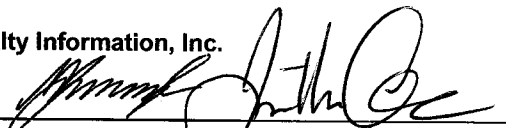
Escalations: Please refer to the attached Escalation Schedule for pricing.

Notes: This Agreement supersedes the agreement between the above-named Customer/Licensee and CoStar/Licensor dated 06/26/2007 relating to the provision of CoStar services, except for those terms that survive termination and any outstanding license fees.

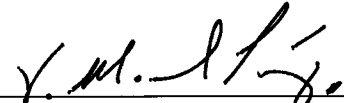
This agreement includes the applicable Terms and Conditions for the services identified above, available at <https://www.apartments.com/advertise/disclaimers/internet-advertising-terms-and-conditions>, <https://www.apartments.com/advertise/ocps-terms-conditions> and/or <https://www.costar.com/CoStarTerms-and-Conditions>, and any addenda attached hereto between CoStar Realty Information, Inc. ("CoStar") and the above-named Customer/Licensee (collectively, the "Agreement"), and establishes the terms and conditions under which CoStar will license the products set forth in this Agreement. The Terms and Conditions are an integral part of the Agreement being formed hereby. In addition, this Agreement incorporates by reference the website Terms of Service/Use (the "Website Terms of Use") available online for each applicable service provided under this Agreement (e.g., www.costar.com, www.apartments.com, www.apartmentfinder.com, etc.). Customer/Licensee agrees to comply with the Website Terms of Use and to regularly review such terms for updates and changes. To the extent a conflict exists, the Subscription Form and the Terms and Conditions shall govern over the Website Terms of Service. Terms used on this Subscription Form and not otherwise defined shall have the meanings set forth in the applicable Terms and Conditions.

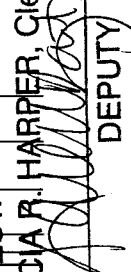
In the event Licensee does not execute this Agreement by the following date 8/31/2019, the terms of this Agreement shall become null and void; however, if both parties execute and commence performance of their duties and obligations under this Agreement after such date, this Agreement shall continue in full force and effect and be binding on the parties. Licensee may not make any changes to this Agreement unless agreed to by CoStar in writing. The person executing this Agreement on behalf of Licensee represents and warrants that he or she has been authorized to do so and that all necessary actions required for the execution have been taken. CoStar hereby provides notice that only an authorized officer of CoStar or its parent company can execute this Agreement on behalf of CoStar. The parties hereby acknowledge that this Agreement may be executed and delivered by facsimile and such facsimile shall constitute a legal and binding agreement on the parties.

CoStar Realty Information, Inc.


By: 
 Name: Max Linnington
 Title: SVP Sales & Customer Service
 Date: Dec 31, 2019
 Address: 1331 L St NW
 Address: Washington, DC 20005-4101

Licensee

Signature: 
 Print Name: V. MANUEL PEREZ
 Title: Chairman
 Date: JAN 28 2020
 Address: 6221 Box Springs Blvd
 Address: Riverside, CA 92507-0714

ATTEST:
 KECIA R. HARRER, Clerk
 By:  DEPUTY

Schedule Of Services

FORM APPROVED COUNTY COUNSEL
 BY:  1/15/2020
 SUSANNA N. OH DATE

Escalation Schedule

1. Notwithstanding anything to the contrary in Section 5 of the License Agreement, the monthly License Fee for Licensee's existing services shall increase at each of the next 2 years, per the schedule outlined below

- 1st Renewal Term beginning 1/1/2021, the monthly License Fee shall be increased to \$5,636.65 (before taxes).
- 2nd Renewal Term beginning 1/1/2022, the monthly License Fee shall be increased to \$6,656.00 (before taxes).

Thereafter, the monthly License Fees for the Licensed Product shall be as set forth in and in accordance with Section 5 of the License Agreement.

2. Licensor and Licensee agree that, except as expressly provided above, all of the terms of the License Agreement will remain in full force and effect.

CoStar
Information
Subscription Form



Licensee: the County of Riverside	Location ID: 589978
Address: 41002 County Center Dr, Suite 230	City/State/Zip: Temecula, CA 92591-6027
Total Number of Authorized Users at Site 14	

USERS AT ABOVE SITE

Contact Name: Vanessa Sanchez	Phone: 951-413-2832
Email: vansanch@asrclrec.com	Role: User

CoStar
Information
Subscription Form



Licensee: the County of Riverside	Location ID: 560858
Address: 41002 County Center Dr, Suite 230	City/State/Zip: Temecula, CA 92591-6027
Total Number of Authorized Users at Site 2	

USERS AT A LIVE LISTEN SITE

Contact Name: Tom Mitchell	Phone: 951-600-6204
Email: tmitchel@asrckrec.com	Role: User

Contact Name: Marissa Dominguez	Phone: 951-600-6204
Email: mdcruz@asrckrec.com	Role: User

CoStar
Information
Subscription Form



Licensee: the County of Riverside	Location ID: 589976
Address: 38686 El Cerrito Rd, Suite 200	City/State/Zip: Palm Desert, CA 92211
Total Number of Authorized Users at Site 8	

USERS AT ABOVE LISTED SITE

Contact Name: Jerry Frease	Phone: 951-955-6200
Email: gfrease@asrckrec.com	Role: User

Contact Name: Jeannette Feist	Phone:
Email: jfeist@co.riverside.ca.us	Role: User

Contact Name: Ferdinand Rose	Phone: 951-955-6200
Email: frose@asrckrec.com	Role: User

Contact Name: Mike Martinez	Phone: 951-639-7590
Email: mkmartin@asrckrec.com	Role: User

Contact Name: Nuvia Huerta	Phone: 951-955-6200
Email: nhuerta@asrckrec.com	Role: User

Contact Name: Matthew Mirau	Phone: 951-955-6200
Email: mmirau@asrckrec.com	Role: User

Contact Name: Beatrice Barajas	Phone: 951-955-6200
Email: bebaraja@asrckrec.com	Role: User

Contact Name: Ryan Christianson	Phone: 951-955-6200
Email: rchristi@asrckrec.com	Role: User

CoStar
Information
Subscription Form



Licensee: the County of Riverside	Location ID: 589978
Address: 6221 Box Springs Blvd	City/State/Zip: Riverside, CA 92507-0714
Total Number of Authorized Users at Site 14	

USERS AT ABOVE LISTED SITE

Contact Name: Dan Berl	Phone: 951-413-2885
Email: dberl@asrckrec.com	Role: User

Contact Name: Don McAllister	Phone: 951-413-2845
Email: dhmcalli@asrckrec.com	Role: User

Contact Name: Sean Downs	Phone: 951-413-2885
Email: sdowns@co.riverside.ca.us	Role: User

Contact Name: Karina Heers	Phone: 951-413-2862
Email: kheers@asrckrec.com	Role: User

Contact Name: David Curtis	Phone: 951-413-2832
Email: dacurtis@asrckrec.com	Role: User

Contact Name: David Howenstein	Phone: 951-413-2832
Email: dhowenst@asrckrec.com	Role: User

Contact Name: Leanna McTeer	Phone: 951-413-2885
Email: lmcteer@asrckrec.com	Role: User

Contact Name: Joe Wesolowski	Phone: 951-413-2885
Email: jwesolow@asrckrec.com	Role: User

Contact Name: Keith Miner	Phone: 951-486-6766
Email: kminer@asrckrec.com	Role: User

Contact Name: Hemmings Harding	Phone: 951-413-2832
Email: hehardin@asrckrec.com	Role: User

Contact Name: Sean Smith	Phone: 951-413-2816
Email: sesmith@asrckrec.com	Role: User

Contact Name: Garrett Takeyama	Phone: 951-413-2832
Email: gtakeyam@asrckrec.com	Role: User

CoStar
Information
Subscription Form



Licensee: the County of Riverside	Location ID: 589978
Address: 6221 Box Springs Blvd	City/State/Zip: Riverside, CA 92507-0714
Total Number of Authorized Users at Site 14	

USERS AT ABOVE LISTED SITE

Contact Name: Guadalupe Godinez	Phone: 951-413-2832
Email: ggodinez@asrckrec.com	Role: User

CoStar
 Information
 Subscription Form



Licensee: the County of Riverside	Location ID: 3456462
Address: 880 N State St, Suite B-6	City/State/Zip: Hemet, CA 92543
Total Number of Authorized Users at Site 3	

USERS AT ABOVE LISTED SITE

Contact Name: Joseph Comaianni	Phone: 951-766-2504
Email: jcomaian@asrckrec.com	Role: User

Contact Name: Jeffery Gonzales	Phone: 951-413-2854
Email: jgonzals@asrckrec.com	Role: User

Contact Name: Trisha Stassin	Phone: 951-766-2504
Email: tstassin@asrckrec.com	Role: User



1331 L Street, NW
Washington, DC 20005

202 346 6500 Direct
202 346 6370 Fax

costargroup.com
NASDAQ: CSGP

6/11/2019

6221 Box Springs Blvd
Riverside, CA 92507-0714

In response to Riverside County Assessor's inquiry regarding sole sourcing, we provide the following statement:

CoStar Realty Information, Inc. ("CoStar") declares that it is the sole and full owner and manufacturer of the commercial real estate services CoStar may provide through its CoStar Suite products. CoStar declares that there are no other authorized agents selling or resellers for this product or services. This product is not available through any other entities.

Thank you very much and please let me know if you have any questions.

Regards,
CoStar Revenue Services
revenueservices@costar.com



RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM

H11 Number:	PR2019-08790		
Requested Purchase:	Subscription Service Renewal with CoStar Realty Information Inc. for Licensor's Real Estate Informat		
Department/Agency:	Assessor-County Clerk-Recorder		
Primary Contact/Phone:	OFELIA ACOSTA	Alternate Contact/Phone:	ACR Contract Manage ACR/
Purchase Request Type:			
Describe Requested Purchase:	<p>This request is to renew the License Agreement for subscription services to commercial sales information via Licensor's database used at the Assessor-County Clerk Recorder (ACR) main office and three of our satellite offices. The ACR can access various databases via the web to show continuously updated sales information for Riverside and San Bernardino Counties.</p> <p>The Period of Performance coverage period is from 7/1/2019 – 6/30/2024 with the option to renew annually for a total cost not to exceed \$329,000.</p> <p>Financial: The subscription services is a vital resource to the department and greatly speeds up the valuation process, thus saving valuable time in researching and verifying commercial real estate information and comps.</p> <p>Operational: This tool assists appraisers with reappraisals of commercial properties and to support property valuations as mandated.</p> <p>Customer: The subscription services greatly speeds up the appraisal process, allowing the ACR to efficiently utilize limited resources and increase productivity, thus complying with their mandate to value all property in a timely manner.</p>		

Terms:	<p>Is this a Multi Year Contract?: True</p> <p>Length of Contract: 5</p> <p>Start Date: 7/1/2019</p> <p>End Date: 6/30/2024 12:00:00 AM</p> <p>Special Terms and Conditions:</p>
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Business Needs Addressed:	<p>This service is used to aid appraisers in the re-appraisal process of commercial properties at the ACR main office in Riverside and three of our satellites offices located in Palm Desert, Temecula, and Hemet. The programs greatly speed up the appraisal process, allowing the Assessor's Office to comply with their mandate to value all property in a timely manner.</p> <p>CoStar is the only company that provides the completed sales information needed for our appraisers. Customizable reporting tools generate reports for commercial sales; including verified comparable sales transactions, property condition, historical data, tenant information, and photographs of every property. CoStar additionally offers marketing and analytic services.</p>
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Are there other county systems that provide the same functionality?	No
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Business Criticality:	Run the Business
Business Impact:	Support Current Operations, Improve Operational Efficiencies

Current Cost Itemization (Include all the year 1 cost)

Item Description	Purchase Type	Vendor	Quantity	Unit Cost	Sub Total	Item Tax	Total Cost
Subscription Service Renewal with CoStar Realty Information Inc. for Licensor's Real Estate Informat	Software	CoStar Realty Information, Inc	1	\$329,000.00	\$329,000.00		\$329,000.00

Annual Costs				
Item Description	Payment Type	Terms (In Years)	Payment amount	Total Annual Payments

Accounting String
To be completed for pass-thru purchases that will be processed by RCIT Only

%Billed	Accounts (6 digits)	Dept ID (6 -10 digits)	Program (5 digits)	Class (5 digits)	Grant (9 digits)	Customer Project Code (10 digits)



RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM

Department Head or Authorized Designee Signature: Darin Del Pizzo		Date: 6/6/2019 12:49 PM
RCIT Review (Standard purchases and renewals < \$25000) - Administrative Review Status		
Recommended: Yes	By:	Date: 6/17/2019 1:57 PM
Denial Explanation:		
ACIO Review - ACIO Review Status		
Recommended: Yes	By:	Date: 6/17/2019 1:56 PM
Denial Explanation:		
CIO Review (Purchases and renewals >\$100K) CIO Review Status		
Recommended:	By:	Date:
Denial Explanation:		
TSOC Review (Purchases and renewals >\$100K) TSOC Review Status		
Recommended: Yes	By: Dave Rogers	Date: 6/17/2019 1:57 PM
Denial Explanation:		



RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM

H11 Number:	PR2019-09338		
Requested Purchase:	Subscription Service Renewal with CoStar Realty Information Inc. for Licensor's Real Estate Informat		
Department/Agency:	Assessor-County Clerk-Recorder		
Primary Contact/Phone:	OFELIA ACOSTA	Alternate Contact/Phone:	ACR Contract Manage ACR/
Purchase Request Type:			
Describe Requested Purchase:	<p>This request is to renew the License Agreement for subscription services to commercial sales information via Licensor's database used at the Assessor-County Clerk Recorder (ACR) main office and three of our satellite offices. The ACR can access various databases via the web to show continuously updated sales information for Riverside and San Bernardino Counties.</p> <p>The ACR previously requested approval (PR2019-08790) for the Period of Performance coverage period is from 7/1/2019 – 6/30/2024 with the option to renew annually for a total cost not to exceed \$329,000.</p> <p>Due to a new Agreement required and price increases the total cost and period of performance has been revised to the following: 7/1/2019 – 11/30/2024 with the option to renew annually for a total cost not to exceed \$418,000.</p> <p>The ACR is currently requesting the approval of this H-11 in the amount of \$89,000 to cover the difference and to cover the period of performance from 7/1/2019 – 11/30/2024.</p>		
Terms:	<p>Is this a Multi Year Contract?: False</p> <p>Length of Contract:</p> <p>Start Date:</p> <p>End Date:</p> <p>Special Terms and Conditions:</p>		
Business Needs Addressed:	<p>This service is used to aid appraisers in the re-appraisal process of commercial properties at the ACR main office in Riverside and three of our satellites offices located in Palm Desert, Temecula, and Hemet. The programs greatly speed up the appraisal process, allowing the Assessor's Office to comply with their mandate to value all property in a timely manner.</p> <p>CoStar is the only company that provides the completed sales information needed for our appraisers. Customizable reporting tools generate reports for commercial sales; including verified comparable sales transactions, property condition, historical data, tenant information, and photographs of every property. CoStar additionally offers marketing and analytic services.</p>		
Are there other county systems that provide the same functionality?	No		
Business Criticality:	Run the Business		
Business Impact:	Support Current Operations, Improve Operational Efficiencies		

Current Cost Itemization (Include all the year 1 cost)							
Item Description	Purchase Type	Vendor	Quantity	Unit Cost	Sub Total	Item Tax	Total Cost
Subscription Service Renewal for Licensor's Real Estate Information Services	Software - Renewal	CoStar Realty Information, Inc	1	\$89,000.00	\$89,000.00		\$89,000.00
Total:							\$89,000.00

Annual Costs				
Item Description	Payment Type	Terms (in Years)	Payment amount	Total Annual Payments
Total:				



RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM

Grand Total: \$89,000.00

Accounting String

To be completed for pass-thru purchases that will be processed by RCIT Only

%Billed	Accounts (6 digits)	Dept.ID (6 -10 digits)	Program (5 digits)	Class (5 digits)	Grant (9 digits)	Customer Project Code (10 digits)
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Department Head or Authorized Designee Signature: Darin Del Pizzo	Date: 10/2/2019 4:14 PM
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RCIT Review (Standard purchases and renewals < \$25000) - Administrative Review Status

Recommended:	By:	Date:
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Denial Explanation:

ACIO Review - ACIO Review Status

Recommended: Yes	BY: Kelly Hartmann	Date: 10/8/2019 9:32 AM
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Denial Explanation:

CIO Review (Purchases and renewals >\$100K) CIO Review Status

Recommended:	By:	Date:
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Denial Explanation:

TSOC Review (Purchases and renewals >\$100K) TSOC Review Status

Recommended:	By:	Date:
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Denial Explanation:



RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM

H11 Number:	PR2019-09551		
Requested Purchase:	Subscription Service Renewal with CoStar Realty Information Inc. for Licensor's Real Estate Informat		
Department/Agency:	Assessor-County Clerk-Recorder		
Primary Contact/Phone:	OFELIA ACOSTA	Alternate Contact/Phone:	ACR Contract Manage ACR/
Purchase Request Type:			
Describe Requested Purchase:	<p>This request is to renew the License Agreement for subscription services to commercial sales information via Licensor's database used at the Assessor-County Clerk Recorder (ACR) main office and three of our satellite offices. The ACR can access various databases via the web to show continuously updated sales information for Riverside and San Bernardino Counties.</p> <p>The ACR has requested and received the following approvals for this request: PR2019-08790 - for a total cost not to exceed \$329,000 - Period of Performance: 7/1/2019-6/30/2024 PR2019-09338 - in the amount of \$89,000 for a total contract amount of \$418,000 for the new period of performance of 7/1/2019 - 11/30/2024.</p> <p>The ACR is currently requesting the approval of this H-11 in the amount of \$20,000 to cover the difference and to cover the new period of performance from 7/1/2019 - 12/30/2024 due to final revisions of the agreement, fees and period of performance.</p> <p>This request for \$20,000 would bring the total contract amount to \$438,000 for the period of performance 7/1/2019 - 11/30/2024 with the option to renewal annually.</p>		
Terms:	<p>Is this a Multi Year Contract?: False</p> <p>Length of Contract:</p> <p>Start Date:</p> <p>End Date:</p> <p>Special Terms and Conditions:</p>		
Business Needs Addressed:	<p>This service is used to aid appraisers in the re-appraisal process of commercial properties at the ACR main office in Riverside and three of our satellites offices located in Palm Desert, Temecula, and Hemet. The programs greatly speed up the appraisal process, allowing the Assessor's Office to comply with their mandate to value all property in a timely manner.</p> <p>CoStar is the only company that provides the completed sales information needed for our appraisers. Customizable reporting tools generate reports for commercial sales; including verified comparable sales transactions, property condition, historical data, tenant information, and photographs of every property. CoStar additionally offers marketing and analytic services.</p>		
Are there other county systems that provide the same functionality?	No		
Business Criticality:	Run the Business		
Business Impact:	Support Current Operations, Improve Operational Efficiencies		

Current Cost itemization (Include all the year 1 cost)							
Item Description	Purchase Type	Vendor	Quantity	Unit Cost	Sub_Total	Item Tax	Total Cost
Subscription Service Renewal with CoStar Realty Information Inc. for Licensor's Real Estate Informat	Services/Consulting - Renewal	CoStar Realty Information, Inc	1	\$20,000.00	\$20,000.00		\$20,000.00
Total:							\$20,000.00

Annual Costs				
Item Description	Payment Type	Terms (in Years)	Payment amount	Total Annual Payments
Total:				



RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM

Grand Total: \$20,000.00

Accounting String

To be completed for pass-thru purchases that will be processed by RCIT Only

%Billed	Accounts (6 digits)	Dept.ID (6 - 10 digits)	Program (5 digits)	Class (5 digits)	Grant (9 digits)	Customer Project Code (10 digits)
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Department Head or Authorized Designee Signature: Darin Del Pizzo	Date: 11/25/2019 2:16 PM
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RCIT Review (Standard purchases and renewals < \$25000) - Administrative Review Status

Recommended:	By:	Date:
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Denial Explanation:

ACIO Review - ACIO Review Status

Recommended: Yes	BY: Gilbert Mejia	Date: 11/25/2019 2:28 PM
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Denial Explanation:

CIO Review (Purchases and renewals >\$100K) CIO Review Status

Recommended:	By:	Date:
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Denial Explanation:

TSOC Review (Purchases and renewals >\$100K) TSOC Review Status

Recommended:	By:	Date:
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Denial Explanation:



PETER ALDANA
Assessor-County Clerk-Recorder

COUNTY OF RIVERSIDE
ASSESSOR-COUNTY CLERK-RECORDER
P.O. BOX 751
RIVERSIDE CA 92502-0751

DAVID MONTGOMERY
ASSISTANT
Valuation Division
MICHELE MARTINEZ-BARRERA
ASSISTANT
County Clerk-Recorder Division

KAN WANG
ASSISTANT
Administration

Date: January 9, 2020
From: Peter Aldana, Assessor-County Clerk-Recorder
To: Board of Supervisors/Purchasing Agent
Via: Ofelia Acosta, (951) 486-7116
Subject: Sole or Single Source Procurement; Request to ratify the Addendum to License Agreement with CoStar Realty Information, Inc for subscription services of commercial sales information.

The below information is provided in support of my Department requesting approval for a sole or single source. *(Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole or single source.)*

1. **Supplier being requested:**

2. **Vendor ID:** 0000044338

3. **Single Source** **Sole Source**
(Single Source - is a purchase of a commodity or service without obtaining competitive bids although more than one source is available)

(Sole Source - is a purchase of a commodity or service that is proprietary or no other vendor is qualified or willing to meet the county specified requirements)

4. **Have you previously requested and received approval for a sole or single source request for this vendor for your department?** *(If yes, please provide the approved sole or single source number).*

Yes **No**
SSJ# 19-008 and 20-013

4a. **Was the request approved for a different project?**

Yes **No**

5. **Supply/Service being requested:**

(If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless



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Administration

the service is exempted by Ordinance 459, Board delegated authority or by State law. All insurance requirements must be met prior to work commencement. See the Risk Management website for vendor insurance requirements.)

This request is for license subscription services to commercial sales information via database which is used at four ACR locations. Assessor-County Clerk Recorder (ACR) staff access the database via the web to show continuously updated sales information for Riverside and San Bernardino Counties. This service is used to aid appraisers at the ACR main office in Riverside and three of our satellite offices located in Palm Desert, Temecula, and Hemet in the reappraisal process of commercial properties.

6. **Unique features of the supply/service being requested from this supplier.** *(If this sole source request is due to proprietary software or machinery, or hardware, provide a supporting letter from the manufacturer. If this is a single source request provide an explanation of how this provides the best value for the County by selecting this vendor.)*

CoStar is the only company that provides the completed sales information needed for our appraisers. Customizable reporting tools generate reports for commercial sales; including verified comparable sales transactions, property condition, historical data, tenant information, and photographs of every property. CoStar additionally offers marketing and analytic services.

7. **Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:**

The subscription services greatly speed up the appraisal process, allowing the ACR's Office to comply with their mandate to value all property in a timely manner. Services include:

Property Web Professional

Features include:

- Access to the industry's largest database of For Lease Listings
- Nationwide Access to the industry's largest database of For Sale Listings
- Presentation-quality reports
- Maps, aeriels, birds-eye views, and digital parcel maps
- High resolution photos for every property
- CoStar's unmatched market analysis tools and quarterly reports
- Owner contact information for commercial properties
- Lease transaction information

COMPS Professional

Features include:

- Access to the largest database of verified and confirmed sale comparables
- Direct contact information for Buyers and Sellers
- Financing details including down payment, loan amount, and lender
- Industry-leading analysis on price trends, cap rates, sales volume, and much more
- Ability to export information to spreadsheet or download presentation-quality reports
- Automated alerts to new transactions

CoStar Tenant:

Form # 116-333 rev 5/31/18



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- Contact information for commercial tenants
- Lease details including square-footage occupied, move in date, and lease expiration
- Ability to print prospect reports and mailing labels
- Information on industry type, company size, and decision makers

CoStar Multi-Family:

- Access to full inventory of multifamily properties
- Inventory includes for-sale as well as "off-market" inventory
- Access to information on unit mix, vacancy, asking and effective rents
- Access to comprehensive sales comparable, demographics, and market analysis for due diligence

CoStar Lease Comps:

- Access to Lease Comps 5 years back
- Effective, Starting, and asking rents
- Access to comprehensive lease comparable, and market analysis for due diligence.

8. **Period of Performance:** From: 1/1/2020 to 12/31/2022
(total number of years)

Is this an annually renewable contract? No Yes
Is this a fixed-term agreement: No Yes

(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval. No exemptions shall apply.)

9. **Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)**



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Description:	FY 19/20	FY 20/21	FY 21/22	Total
One-time Costs:				
CoStar Suite which includes: Comp's Professional, Property Professional, & Tenant	\$54,116	\$67,640	\$79,872	\$201,628
Allow for additional licenses additions, fees, including CPI increases		\$10,000	\$10,000	\$20,000
Previous SSI Approved Amounts:				
CoStar Suite				
Total Costs	\$54,116	\$77,640	\$89,872	\$221,628

- 10. Price Reasonableness:** *(Explain why this price is reasonable or cost effective – were you provided government discounted pricing? Is this rate/fee comparable to industry standards?)*
 Costar offered discounted pricing to government-run institutions. Discount pricing to government-run institutions was based on the products and markets subscribed, along with the number of users. Previously Costar was offering the County of Riverside Assessor-County Clerk-Recorder a lower fee than the current rate for other Government entities. CoStar unfortunately is no longer able to provide any type of adjustments since the County of Riverside was "underpriced". Based on a survey conducted by Office of the Assessor County of Orange various counties including Riverside are being offered similar pricing.
- 11. Projected Board of Supervisor Date (if applicable):** 1/28/2020
(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)



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 Assessor-County Clerk-
 Recorder

[Signature]
 Department Head Signature
 (or designee)

Kan Wang Assistant Assessor-County Clerk-Recorder 1/14/2020
 Print Name Date

The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Condition/s:

*This approved request replaces SST 20-013
 for fiscal years 19/20, 20/21 and 21/22.*

Not to exceed:

One-time \$ _____

Annual Amount \$ _____ / per fiscal year through _____ (date)

(If Annual Amount Varies each FY)

FY 19/20: \$ 54,116
 FY 20/21: \$ 77,640
 FY 21/22: \$ 89,872
 FY _____: \$ _____
 FY _____: \$ _____

[Signature] 1/15/20 20-090
 Purchasing Agent Date Approval Number
 (Reference on Purchasing Documents)