

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



ITEM: 3.9
(ID # 29000)

MEETING DATE:
Tuesday, October 21, 2025

FROM : ASSESSOR-COUNTY-CLERK-RECORDER

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER: Approval of Amendment No. 1 to the License Agreement for the Subscription Services of Commercial Sales Information with CoStar Realty Information, Inc., to increase the License Agreement by \$132,793 for a new contract total of \$480,310, through May 31, 2026, without seeking competitive bids; All Districts. [Total Cost: \$132,793; and up to \$15,000 for future unforeseen license requirements, 100% Departmental Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approval of Amendment No. 1 to the License Agreement for the Subscription Services of Commercial Sales Information with CoStar Realty Information, Inc., to increase the License Agreement by \$132,793 for a new contract total of \$480,310, through May 31, 2026, without seeking competitive bids, and authorize the Chair of the Board to sign Amendment No. 1 on behalf of the County;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding to purchase additional unforeseen license requirements not to exceed the additional total amount of \$15,000 through May 31, 2026; and
3. Authorize the Purchasing Agent to issue Purchase Orders for goods/services received that do not exceed the BOS approved total amount.


ACTION:Policy


Christopher Gray 10/8/2025

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: October 21, 2025
xc: ACR, Purchasing

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 147,793	\$ 0	\$ 147,793	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Department Budget			Budget Adjustment: No	
			For Fiscal Year: 25/26	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On May 2, 2025, the Board of Supervisors approved, via Agenda Item 3.9, a license agreement and addendum with CoStar Realty Information, Inc. for subscription services providing commercial sales data through March 1, 2026. The Assessor-County Clerk-Recorder (ACR) has since increased the number of user licenses from 33 to 35 to support additional staff. As a result of the added cost, the ACR is amending their request to increase the annual contract amount and to reflect the full term of the agreement.

Impact on Residents and Businesses

The ACR requires CoStar licenses to ensure timely valuations of commercial real estate, reflecting changes in ownership, new construction, and for assessment appeal purposes. This contract will ensure that ACR continues to provide and improve the level of these services.

Additional Fiscal Information

The additional total amount shall not exceed \$147,793 through May 31, 2026.

Description	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total
Ongoing Cost	\$107,764	\$116,384	\$123,368		\$347,517
Amended Services					
CoStar Suite				\$132,793	\$132,793
Not to exceed total amount for future unforeseen license requirements				\$15,000	\$15,000
Total Costs	\$107,764	\$116,384	\$123,368	\$147,793	\$495,310

Contract History and Price Reasonableness

On January 28, 2020, the Board of Supervisors approved the Licensing Agreement with CoStar Realty Information, Inc. for a total of \$221,628, via Agenda Item #3.9.

On May 2, 2023, the Board of Supervisors approved the License Agreement and Addendum with CoStar Realty Information, Inc. for a total of \$347,517, via Agenda Item #3.9.

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The ACR previously conducted research and gathered information to determine that CoStar Realty Information, Inc. is the leading provider of commercial real estate information services for professionals across the United States.

ATTACHMENT:

1. Amended Sole Source #: 23-127a
2. Amendment No. 1 with CoStar
3. CoStar Sole Source Letter

Melissa Curtis

Melissa Curtis, Deputy Director of Purchasing and Fleet 10/10/2025

Aaron Gettis

Aaron Gettis, Chief of Deputy County Counsel 10/10/2025

**AMENDMENT NO. 1 TO THE COSTAR INFORMATION SUBSCRIPTION FORM
(LICENSING AGREEMENT)
BETWEEN
COUNTY OF RIVERSIDE
AND
COSTAR REALTY INFORMATION, INC.
FOR
COSTAR SUITE**

Original Contract Term:	March 1, 2023 – March 1, 2026
Contract Term Amended To:	March 1, 2023 – May 31, 2026
Annual Maximum Contract Amount:	FY 2022/2023 - \$107,764 FY 2023/2024 - \$116,384 FY 2024/2025 - \$123,368 FY 2025/2026 - \$132,793

This First Amendment to the CoStar Information Subscription Form (Licensing Agreement) for CoStar Suite (herein referred to as “Amendment No. 1”) is entered into by and between CoStar Realty Information, Inc., a Delaware corporation, (herein referred to as “CONTRACTOR”), and the COUNTY OF RIVERSIDE, a political subdivision of the State of California, (herein referred to as “COUNTY”), sometimes collectively referred to as the “Parties”.

WHEREAS, COUNTY and CONTRACTOR entered into that certain CoStar Information Subscription Form on May 2, 2023, with an effective date of March 1, 2023 (herein referred to as “Agreement”); and

WHEREAS, the Parties now desire to amend the Agreement to extend the term of the Agreement, increase the Agreement amount by \$132,793 through May 31, 2026, and to add Terminals to the Agreement.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

1. The above recitals are true and correct and are incorporated herein by reference.
2. Term. The Parties have agreed that the term of the Agreement shall run through May 31, 2026.
3. Agreement Amount. The Parties have agreed to increase the Agreement amount by \$132,793, for a new Agreement total amount of \$480,310.
4. Miscellaneous. Except as otherwise expressly modified herein, all other terms and conditions of the Agreement shall remain unmodified and in full force and effect.
5. Effective Date. This Amendment No. 1 to the Agreement shall be effective upon signature.
6. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose

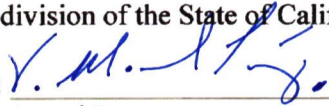
**AMENDMENT NO. 1 TO THE COSTAR INFORMATION SUBSCRIPTION FORM
(LICENSING AGREEMENT)
BETWEEN
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FOR
COSTAR SUITE**

name is contained therein. Any party providing an electronic signature agrees to promptly execute and deliver to the other parties an original signed Agreement upon request.

7. Entire Understanding. Amendment No. 1 and the Agreement contain the entire understanding and agreement of the Parties. There are no oral or written representations, understanding, or ancillary covenants, undertaking or agreements that are not contained or expressly referred to within this Amendment No. 1 and Agreement.

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

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

By: 
V. Manuel Perez
Chair, Board of Supervisors

Dated: OCT 21 2025

CoStar Realty Information, Inc., a Delaware Corporation

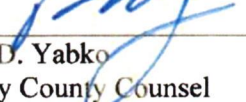
By: 
Chris Lown
CFO

Dated: 9-26-25

ATTEST:
Kimbery A. Rector
Clerk of the Board

By: 
Deputy

APPROVED AS TO FORM:
Minh C. Tran
County Counsel

By: 
Ryan D. Yabko
Deputy County Counsel



**PETER ALDANA
COUNTY OF RIVERSIDE
ASSESSOR-COUNTY CLERK-RECORDER**

Assessor
P.O. Box 751
Riverside, CA 92502-0751
(951) 955-6200

Website: www.riversideacr.com
Portal: www.riversidetaxinfo.com

SSJ No.: 23-127

Amendment No.: 1

Date: Tuesday, September 16, 2025

From: Peter Aldana, Assessor- County-Clerk Recorder

To: Purchasing Agent

Via: Crystal Trevino, Buyer I 951-955-6200

Subject: Sole source request for the provision of the Licensor's Commercial Real Estate Information Service known as CoStar Realty Information, Inc.

Supporting Documents: indicate which are included in the request from the list below.

- Supplier Quote
 Supplier Sole Source Letter
 Final draft agreement
 Final draft Form 11
 H-11 approved by RCIT/TSOC
 Grant Agreement
 Other: _____

1. **Supplier Name:** CoStar Realty Information, Inc. **Supplier ID:** 0000044338

2. **Reason or Justification for the Amendment:** On May 2, 2025, the Board of Supervisors approved, via Agenda Item 3.9, a license agreement and addendum with CoStar Realty Information, Inc. for subscription services providing commercial sales data through March 1, 2026. The Assessor-County Clerk-Recorder (ACR) has since increased the number of user licenses from 33 to 35 to support additional staff. As a result of the added cost, the ACR is amending their request to increase the annual contract amount and to reflect the full term of the agreement. The ACR is also requesting additional funding to cover any future, unforeseen license needs.

3. Please include the initial costs from the prior reviewed assigned SSJ in the table below:

Description:	FY 11/12-16/17	FY 17/18-21/22	FY 22/23	FY 23/24	FY 24/25	Total
Ongoing Costs:			\$107,764	\$116,384	\$123,368	\$347,517
Previous SSJ Approved Amounts:	\$20,485.44	\$49,544				
	SSJ # 12-381	SSJ # 19-008				
Total Costs			\$107,764	\$116,384	\$123,368	\$347,517

Note: Once signed by the Department Head and PCS (signature lines above), the PCS will e-mail completed SSJ form with supporting documents to psolesource@rivco.org, and cc: Supervising PCS. Please reach out to your assigned PCS with any questions.



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

Purchasing Department Review and Comments: _____

_____	9/26/2025	23-127a
Purchasing Agent Signature	Date	Tracking Number (Reference on Purchasing Documents)



1331 L Street, NW
Washington, DC 20005

202 346 6500 Direct
202 346 6370 Fax

costargroup.com
NASDAQ: CSGP

01/13/23

6221 Box Springs Blvd
Riverside, CA 92507

In response to The County of Riverside'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 product. 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,

Cameron Smith
Sales Executive
CoStar Group