



County of El Dorado

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Legislation Text

File #: 07-803, **Version:** 1

Treasurer-Tax Collector recommending Chairman be authorized to sign Amendment 1 to Agreement for Services 781-S0611 with Moore Wallace North America, Inc. increasing compensation amount by \$55,000 to \$110,000 and extending the term one year through May 31, 2008 to provide printing, programming and artwork to produce and mail annual secured and unsecured property tax bills for said Department; and make findings for same.

RECOMMENDED ACTION: Approve.

FUNDING: General Fund.

BUDGET SUMMARY:		
Total Estimated Cost		\$55,000.00
Funding		
Budgeted	\$55,000.00	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$55,000.00	
Change To Net County Cost		\$0.00

Fiscal Impact/Change to Net County Cost: None

Background: The Treasurer/Tax Collector has contracted with Moore Wallace North America, Inc. to provide production and mailing of secured and unsecured property tax bills. The department desires to continue with the services available from Moore Wallace North America and the Procurement and Contracts Division has processed an amendment to the contract extending the term for one additional year and increasing the compensation by \$55,000.00 for a total not to exceed amount of \$110,000.00.

The Purchasing Agent has coordinated the review of the consultant's qualifications to perform the needed services utilizing staff within the Procurement and Contracts Division. Staff within the Procurement and Contracts Division has expertise in forms production and mailing services. Moore Wallace North America is a qualified vendor that has provided excellent services to the Treasurer/Tax Collector's Office as well as several other County departments. They program the artwork for annual property tax forms and mail them out each year without incident.

Previously, the Procurement and Contracts Division solicited competitive proposals for this work and an award was made to a vendor other than Moore Wallace. That vendor was unable to perform, providing poor service, unacceptable quality of forms and design services. Continuing to contract

with Moore Wallace would benefit the Treasurer/Tax Collector's Office by ensuring that the annual tax bills are accurately distributed to County residents.

The Purchasing Agent concurs that Moore Wallace has demonstrated its qualifications and ability to perform the work based on prior experience with this firm on County projects of similar scope and size, qualifications of the firm's personnel assigned, and the availability of the firm to perform the services.

Reason for Recommendation: The County Purchasing Agent has reviewed the Department's request to amend its existing contract with Moore Wallace North America, Inc. and concurs that the continued use of this firm is appropriate and that the Department's request is in compliance with Board of Supervisors Policy C-17, Sections 7.4.2, 7.5, and 7.10.

Action to be taken following Board approval: Chairman will sign the contract, and Treasurer-Tax Collector will direct vendor to print and mail secured and unsecured tax bills.

Contact: C. L. Raffety, x5803 or Sylvia Earl, x5819

Concurrences: Bonnie Rich, Manager of Procurements and Contracts