



# COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

## SUMMARY REPORT

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**Agenda Date:** 5/21/2024

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**To:** Board of Supervisors

**Department or Agency Name(s):** Auditor-Controller-Treasurer-Tax Collector

**Staff Name and Phone Number:** Cheri Hawkins 565-3232

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Printing and Mailing Services for Property Tax Bills

**Recommended Action:**

Authorize the Auditor-Controller-Treasurer-Tax Collector to execute an agreement with The Data Center/Mailing.com, LLC for printing and mailing services for property tax bills for the period of July 1, 2024 to June 30, 2027 for a total not to exceed amount of \$566,223; and authorize the Auditor-Controller-Treasurer-Tax Collector to execute amendments for related as-needed services up to 10% of total contract amount (\$56,622) within the term of the original agreement.

**Executive Summary:**

In accordance with California Revenue and Taxation Code sections 2610.5 and 2910.1, the Auditor-Controller-Treasurer-Tax Collector's office (ACTTC) is required to annually issue tax bills on or before November 1st for each property on the secured (real property) tax roll and may transmit tax bills for assessments on the unsecured (business, vessels, airplanes, other unsecured property) tax roll each year on or before July 31.

Since the closure of County Reprographics print shop in 2016, the ACTTC has contracted for printing and mailing of these tax bills. The current agreement for these services terminates on June 30, 2024. The ACTTC is requesting the Board delegate authority to the ACTTC to execute a new three-year agreement for tax bill printing and mailing services with The Data Center/Mailing.com, LLC in an amount not to exceed \$566,223. Additionally, the ACTTC is requesting delegated authority to execute amendments up to 10% of the total contract within the term of agreement.

**Discussion:**

On February 16, 2024, a Request for Proposal (RFP) for Professional Services for Property Tax Related Printing and Mailing Services was posted on the County's Supplier Portal. The RFP included a detailed scope of work which outlined the qualifications the ACTTC is looking for and included a request for estimates of annual workloads and print jobs.

Proposals were due by 2:00 p.m. on March 12, 2024. The ACTTC received sealed bids from four proposers: Pre-Sort Center of Stockton, Inc., InfoSend, Inc., ESP Computer Services and The Data Center/Mailing.com, LLC.

A selection committee comprised of four subject matter experts, three representatives from ACTTC and one

from the Information Systems Department, evaluated and rated the proposals.

The following criteria were used to score the proposals:

- Experience, Qualifications and Expertise
- Process, Approach and Meeting Time Requirements
- Scalability, Disaster Resiliency and Project Tracking
- Costs Relative to Scope of Services
- Willingness to Accept the County's Contract Terms
- Other factors the evaluation committee deems relevant\*
- Local Preference

\*During the evaluation process the committee deemed aspects of information security a relevant factor and evaluated each proposal appropriately.

Following finalist interviews and sample testing, The Data Center/Mailing.com, LLC was determined to best serve the needs of the Tax Collection process.

Staff recommends an agreement with The Data Center/Mailing.com, LLC for a period of three years, from July 1, 2024 to June 30, 2027, for a total not to exceed of \$566,223 (Agreement). Unforeseen circumstances may arise during the term of this Agreement, such as increases in cost of materials or services provided or need for additional print jobs to be performed with similar scope. As such, the ACTTC requests authorization to execute the Agreement, in addition to Agreement amendments up to \$56,622, or 10% of total contract amount to account for such circumstances.

**Strategic Plan:**

N/A

**Racial Equity:**

**Was this item identified as an opportunity to apply the Racial Equity Toolkit?**

No

**Prior Board Actions:**

02/21/2017: Board approved a 5-year agreement with The Data Center, LLC to produce, print and mail the Sonoma County Annual Tax Statements with the option to renew annually for up to two additional one-year periods.

06/14/2016: Board approved an agreement with The Data Center, LLC to produce, print and mail the 2016-2017 Sonoma County Annual Tax Statements.

03/29/2016: Board approved recommendation to fully transition all County print services to external print vendors and close the County's Reprographics print shop.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY23-24 Adopted</b>	<b>FY24-25 Projected</b>	<b>FY25-26 Projected</b>

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Budgeted Expenses		\$176,620	\$188,716
Additional Appropriation Requested			
<b>Total Expenditures</b>		<b>\$176,620</b>	<b>\$188,716</b>
<b>Funding Sources</b>			
General Fund/WA GF		176,620	188,716
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
<b>Total Sources</b>		<b>\$176,620</b>	<b>\$188,716</b>

**Narrative Explanation of Fiscal Impacts:**

The proposed agreement includes adjustments for anticipated increases in postage rates and material costs. The ACTTC has requested appropriations within the Recommended FY 2024-25 budget which is financed as part of the annual General Fund support allocated to the department to deliver services.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Agreement with The Data Center/Mailing.com, LLC

**Related Items "On File" with the Clerk of the Board:**

None.