

Treasurer/Tax Collector

County of Lassen



Nancy Cardenas, Treasurer/Tax Collector
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DATE: August 14, 2018

TO: Board of Supervisors

FROM: Nancy Cardenas, Lassen County Treasurer/Tax Collector

RE: Extension of the contract with Pre-Sort for the creation of all envelopes, tax forms and bills required by the Tax Collector's Office, as well as the partial printing and mailing of the Lassen County secured property tax bills.

Recommendation: That the Board of Supervisors extend the contract for the creation of all envelopes, tax forms and bills required by Tax Collector's Office, partial printing and mailing of Lassen County's secured property tax bills, and direct the CAO to sign the three-year amendment.

Fiscal Impact: The fiscal impact to the County is approximately \$15,000.00 per year and is budgeted out of 100-0073, and 140-6787.

Discussion: Lassen County has been contracting with Pre-Sort for several years and has been very happy with their services. In order to insure that the County is receiving competitive services and pricing I have reviewed the amendment with Pre-Sort, and feel that we are still getting competitive pricing for their services a Request for Proposal (RFP) will be issued, when this three year amendment expires.

**FIRST AMENDMENT TO AGREEMENT BY AND BETWEEN
LASSEN COUNTY AND PRE-SORT.**

THIS FIRST AMENDMENT TO AGREEMENT ("Amendment") is made by and between the COUNTY OF LASSEN and Pre-Sort (hereinafter "CONTRACTOR"), who agree as follows:

1. Recitals: This First Agreement is made with reference to the following facts and objectives:

COUNTY and CONTRACTOR have entered into a written Agreement dated September 10, 2018 in which CONTRACTOR agreed to provide services to print the data onto bill stock, fold and insert bills with up to two return envelopes, metering, sealing, barcode sorting, trayng and delivering the mail to the U.S.P.S. Business Mail Entry Unit in Stockton, California

2. Amendments: The parties agree to amend the Agreement as follows:

COUNTY shall pay CONTRACTOR for services rendered pursuant to this Agreement at the time and in the amount set forth in Attachment "A". The payment specified in Attachment "A" shall be the only payment made to CONTRACTOR for services rendered pursuant to this Agreement. CONTRACTOR shall submit all billing for said services to COUNTY in the manner specified in Attachment "A".

The term of the agreement shall be for the period of July 1, 2018 through June 30, 2021. If the contract is to be extended, an amendment will be needed

3. Effectiveness of Agreement: Except as set forth in this First Amendment, all provisions of the Agreement dated October 1, 2015, shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates shown opposite their respective signatures.

CONTRACTOR

Dated: _____

By: _____
Michael Gutterres
Federal Tax I.D.#68-0279380
Telephone No. 209-941-2467

COUNTY

Dated: _____

By: _____
Richard Egan
County Administrative Officer

Dated: _____

By: _____
Nancy Cardenas
Lassen County Treasurer/Tax Collector

Approved as to form:

Lassen County Counsel

By:  8-8-18
Robert Burns
Lassen County Counsel

EXHIBIT "A"

SERVICES TO BE PROVIDED BY CONTRACTOR And COMPENSATION OR FEES TO BE PAID TO CONTRACTOR

Computer programming	\$125.00 per hour
Set up fee	\$100.00 annual fee
MOVEComply Setup or National Change of Address (NCOA) processing for Move Update compliance	\$97.50 flat fee
15,000 #10 Sgl wdw envl (ww w/black printing on one side)	to be quoted each year
15,000 #9 Regular Return envl (green w/black printing on two sides)	to be quoted each year
Print tax bills onto supplied forms	\$0.03 per image
Folding (one to four pages) bill(s), Inserting the bill(s) and up to two return envelopes into supplied envelope, metering, sealing, barcode sorting, traying, and delivering the mail to the U.S.P.S.	\$0.07 per bill
Folding five or more page bills, Inserting the bill(s) and up to two return envelopes into supplied envelope, metering, sealing, barcode sorting, traying, and delivering the mail to the U.S.P.S.	\$0.04 per page
Additional Machineable Inserts	\$0.005 per item
Postage for a one-ounce letter size piece of mail (domestic)	\$0.424 per piece*
Postage for a one-ounce letter size piece of mail (international)	billed at actual postage rate
Window or Manila (flat) envelopes	\$0.35 per envelope
Pack and return leftover forms and envelopes	\$100.00 fixed fee

Any additional pick up or delivery will be negotiated on a case-by-case basis.

*One ounce mail pieces that do not qualify for the automation rate will incur an additional fee of \$0.046 per piece, making the effective postage rate \$0.47 per piece. If the U.S.P.S. changes the postage rates during the term of the contract, the new rates will be reflected at that time.