

**MEMORANDUM**  
**COUNTY OF PLACER**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: June 18, 2013

SUBJECT: Secured and Unsecured Tax Bill Printing and Mailing Services – Pre-Sort Center

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**ACTION REQUESTED**

1. Approve the renewal of a competitively awarded blanket purchase order with Pre-Sort Center, Stockton, CA for secured and unsecured tax bill printing and mailing services in the maximum amount of \$85,200, funded by the Treasurer-Tax Collector's FY2013-14 budget and no net County cost, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

**BACKGROUND**

On June 19, 2012, your Board approved the award of competitive Bid No. 10190 with Pre-Sort Center for secured and unsecured tax bill printing and mailing services and authorized the Purchasing Manager to sign the resulting blanket purchase order (BPO) effective July 1, 2012 through June 30, 2013. The Treasurer-Tax Collector has a continuing need to purchase the printing and mailing services and has requested to renew their BPO for an additional year.

The vendor has agreed to renew for another year and has submitted pricing for the renewal period. The department indicates services have been good and the provisions of the existing contract still meet their needs. The Purchasing Policy Manual Section 1.3(o) allows for the renewal of this contract based on the vendors' satisfactory contract performance. The resulting BPO will be effective from July 1, 2013 through June 30, 2014.

**FISCAL IMPACT**

Upon your approval, a new BPO will be issued to Pre-Sort Center in the maximum amount of \$85,200. The Treasurer-Tax Collector's Fiscal Impact Statement is attached.

cc: Jenine Windeshausen, Treasurer-Tax Collector

Attachment: Fiscal Impact Statement



**MEMORANDUM**  
**Office of**  
**Jenine Windeshausen**  
**Treasurer-Tax Collector**  
**County of Placer**

**DATE:** June 18, 2013

**TO:** The Honorable Board of Supervisors

**FROM:** Jenine Windeshausen, Treasurer-Tax Collector

**SUBJECT:** Fiscal Impact Statement

Secured and Unsecured Tax Bill Printing and Mailing Services – Pre-Sort Center

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Sufficient funding has been budgeted in the amount of \$85,200 in the FY 2013/2014 Treasurer-Tax Collector's budget for the above referenced printing and mailing services.