

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *Bmw*
DATE: May 20, 2014
SUBJECT: Secured and Unsecured Tax Bill Printing and Mailing Services – Pre-Sort Center

ACTION REQUESTED

1. Approve the renewal of a competitively awarded blanket purchase order with Pre-Sort Center of Stockton, CA for secured and unsecured tax bill printing and mailing services in the maximum amount of \$90,825, funded by the Treasurer-Tax Collector's FY2014-15 budget with no additional net County cost, for the period of July 1, 2014 through June 30, 2015, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

On June 18, 2013, your Board approved the renewal 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, 2013 through June 30, 2014. 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 BPO still meet their needs. The Bid's General Terms and Conditions, Section 15, allows for the renewal of this BPO based on the vendors' satisfactory performance.

Your Board's approval is required to proceed with the award of a BPO in the maximum amount of \$90,825 and to authorize the Purchasing Manager to sign the resulting BPO.

FISCAL IMPACT

Upon your approval, a new BPO will be issued to Pre-Sort Center in the maximum amount of \$90,825 for the period of July 1, 2014 through June 30, 2015. The Treasurer-Tax Collector's Office has budgeted appropriately for these services in the department's FY2014-15 budget.

cc: Jenine Windeshausen, Treasurer-Tax Collector

