

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: June 16, 2015  
SUBJECT: Secured & Unsecured Tax Bill Printing and Mailing Services – Pre-Sort Center of Stockton

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**ACTION REQUESTED**

1. Approve the award of competitive Bid No. 10450 to Pre-Sort Center of Stockton for secured and unsecured tax bill printing and mailing services in the amount of \$92,100 for the period of July 1, 2015 through June 30, 2016. Funding is provided by the Treasurer-Tax Collector FY 2015-16 requested budget;
2. Approve the option to renew the resulting blanket purchase order on a year-to-year basis for two additional one-year terms with a renewal amount not to exceed 10 percent in aggregate of the original award amount of \$92,100.

**BACKGROUND**

The Treasurer-Tax Collector's Office requires a qualified vendor to provide secured and unsecured tax bill printing and mailing services to support the County's property tax bill mailing requirements for approximately 175,000 annual tax bills.

To solicit bids for the purchase of these services, the department enlisted the assistance of the Procurement Services Division to developed Invitation for Bids No. 10450. One hundred thirteen firms were notified of the bid, fifty-two bidders accessed the bid documents, and the sole bidder is Pre-Sort Center of Stockton. The bid was evaluated based on two weighted factors, the firm's pricing and qualifications. The responding firm is the department's existing contractor, and the department indicates service has been good.

Due to the low number of responses, the Procurement Services Division contacted firms which had participated in past solicitations. The firms indicated they were not able to assemble the resources needed to respond in a timely manner. Based on the bid received and the previous contract pricing, staff determined that the bid response represents an accurate reflection of the current market for this service. The Treasurer-Tax Collector's Office has reviewed the response and concurs with Procurement's recommendation to award Bid No. 10450 to Pre-Sort Center of Stockton.

Therefore, your Board's approval is required to proceed with the award of a blanket purchase order in the amount of \$92,100 and to authorize the Purchasing Manager to sign the resulting BPO.

**FISCAL IMPACT**

Upon your Board's approval, a BPO will be awarded to Pre-Sort Center of Stockton in the amount of \$92,100 for the period of July 1, 2015 through June 30, 2016. Funding is available in the Treasurer-Tax Collector FY 2015-16 requested budget. Funds are not encumbered until products are rendered against the BPO.

cc: Jenine Windeshausen, Treasurer-Tax Collector  
Cindy Badrue, Senior Administrative Services Officer – Treasurer-Tax Collector

6/16/15

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