



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** SHERIFF

**File #:** 20-292

Board Meeting Date: 5/5/2020

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Carlos G. Bolanos, Sheriff

**Subject:** Amendment to the Agreement with Turbo Data Systems, Inc.

### **RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Turbo Data Systems, Inc., extending the term of the agreement for one year to June 30, 2021 and increasing the amount by \$140,000 to an amount not to exceed \$490,000.

### **BACKGROUND:**

For the past five years, the County has contracted with Turbo Data Systems, Inc. for the provision of essential citation processing services that include citation processing and collection by mail, telephone or website; multiple reminder notices; placing of DMV holds; appeals and administrative adjudication services; and optional advanced collection efforts. Approximately 15,000 citations are issued annually. In addition, Turbo Data Systems, Inc. provides the option to lease the Turbo Data mobile ticket writers for parking and moving citations.

### **DISCUSSION:**

In October 2014, a Countywide committee of representatives from various local agencies issued a Request for Proposals (RFP) for parking citation processing and adjudication services. Of the six proposals received, Turbo Data Systems, Inc. was selected as the best qualified firm to provide parking citation processing and adjudication services for the County. On May 19, 2015, the County and Turbo Data Systems, Inc. entered into an agreement for the provision of agreed upon parking citation services for the term of July 1, 2015 through June 30, 2020 in an amount not to exceed \$250,000.

In May 2019, the Board authorized Amendment One to the agreement with Turbo Data systems, Inc., increasing the amount by \$100,000 to an amount not to exceed \$350,000, for the term of July 1, 2015 through June 30, 2020 (Resolution No. 076631). This increase was necessary to ensure continuation of citation processing services and to offset the cost of services provided for the remainder of the contract term.

In preparation of the Turbo Data agreement reaching its expiration date, a Countywide committee consisting of local agencies was developed in January 2020. The committee issued an RFP for citation processing and adjudication services in March 2020. Due to the disruptions associated with the COVID-19 crisis, as well as the demands an RFP would place on potential citation service providers, the committee decided it would be in the County's best interest to withdraw the RFP and reissue it at a later date.

A one-year extension of the existing contract with Turbo Data, for a new not to exceed amount of \$490,000, will ensure continuation of citation processing services and allow sufficient time for the County to conduct an RFP. Turbo Data has agreed to extend the existing contract to June 30, 2021, under the current terms.

County Counsel has reviewed and approved the resolution and amendment as to form.

**FISCAL IMPACT:**

There is no Net County Cost associated with the amendment to the agreement with Turbo Data Systems, Inc. Fees paid to Turbo Data Systems, Inc. are offset by the revenue received from the citations issued.