



County of San Mateo

Inter-Departmental Correspondence

Department: TREASURER

File #: 21-565

Board Meeting Date: 6/29/2021

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Sandie Arnott, Treasurer-Tax Collector
Subject: Agreement with InfoSend, Inc.

RECOMMENDATION:

Adopt a resolution authorizing an agreement with InfoSend, Inc. to provide printing and mailing of property tax bills for the Tax Collector, for the term of July 1, 2021 through April 26, 2024, in an amount not to exceed \$1,200,000 and waiving the competitive solicitation requirements for printing and mailing services.

BACKGROUND:

The Tax Collector is responsible for printing and mailing over 300,000 bills annually. The Tax Collector requires a vendor for printing and mailing solutions that will maximize efficiencies, offer competitive pricing, reduce costs, and allow for annual changes to bills and invoices that improve written communications of amounts due. It is important that the vendor keep up with current technology, streamline processes, and suggest changes to make current processes more cost-effective and lower overall postage costs.

DISCUSSION:

The Tax Collector is Piggybacking on the County of Fresno's Contract to select InfoSend, Inc. as their printing and mailing services vendor. The County of Fresno released RFP #21-018 for printing and mailing services on November 19, 2020, and the RFP included language that permits Piggybacking, a form of intergovernmental cooperative purchasing in which an entity will be extended the same pricing and terms of a contract entered by another entity. The County of Fresno RFP closed on December 14, 2020, and after evaluation of the top four bidders, their selection committee chose InfoSend, Inc. on January 14, 2021. The Tax Collector met with Procurement to review and discuss the County of Fresno RFP, and together they determined that Piggybacking was the best option because the scope of work aligned with the needs of the Tax Collector department and because the County of Fresno's RFP was competitive. The Tax Collector recommends the Board waive the competitive solicitation requirements for printing and mailing services pursuant to Section 2.83.050(e) of the San Mateo County Ordinance.

The Tax Collector handles three primary types of property tax bills: annual secured property tax statements, annual unsecured property tax statements, and monthly supplemental property tax statements. The Tax Collector also generates various additional bills as needed, such as escape assessment bills, daily name/address change bills, twice-yearly delinquent bills, and other bills, as necessary. Additionally, the Tax Collector is responsible for generating annual redemption notices and various certified mailings related to prior year taxes. Because of the different types of bills sent, the Tax Collector may need printing and mailing services as often as daily. The Tax Collector is also looking to streamline and consolidate mailing to reduce postage and processing costs.

InfoSend, Inc. was selected to provide printing and mailing services based on their experience servicing counties of similar size, the variety of services they offer, and total costs. This agreement with InfoSend, Inc. will provide accurate and prompt printing and mailing services for the Tax Collector's property tax bills and notices. Each bill or notice must be processed correctly with the accurate date and mailed by the assigned deadlines to ensure the efficient collection and deposit of revenues.

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

The Board is being asked to authorize the Treasurer-Tax Collector or Treasurer-Tax Collector designee to execute subsequent amendments which do not exceed an aggregate of \$25,000.

PERFORMANCE MEASURE:

Measure	FY 2021-22 Actual	FY 2022-23 Target
Cost Per Tax Bill	\$6.00	\$6.00
Average Number of Bills Printed	300,000	300,000

FISCAL IMPACT:

The term of the agreement with InfoSend, Inc. is from July 1, 2021 to April 26, 2024, with a financial obligation not to exceed \$1,200,000.00. Funding for this agreement has been included in the Treasurer-Tax Collector's FY 2021-22 Recommended and FY 2022-23 Preliminary Recommended Budget. Similar arrangements will be made for future budget years.