



Board Agenda Item 22

DATE: December 17, 2024
TO: Board of Supervisors
SUBMITTED BY: Paul Dictos, C.P.A., Assessor-Recorder
SUBJECT: Agreement with BIT California, LLC dba Document Fulfillment Services

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute an Agreement with BIT California, LLC dba Document Fulfillment Services (DFS), for various print and mail services, effective upon execution, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$625,000.

Approval of the recommended action will authorize DFS to provide various print, mail, and document preparation services to the Assessor-Recorder's Office. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended action, the Assessor-Recorder's Office would have to renegotiate and redraft a new and separate agreement with the second-ranked bidder for print and mail services.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. Sufficient appropriations are included in the FY 2024-25 Adopted Budget for Assessor-Recorder Org 0420. Costs for additional years will be included in subsequent requested budgets.

DISCUSSION:

On April 24, 2024, the Internal Services Department's Purchasing Division issued a Request for Proposal (RFP) through Public Purchase for the provision of various printing, processing, and mailing services for the Assessor-Recorder's Office. Five proposals were received by the RFP's closing date of May 22, 2024. A three-member review committee composed of representatives from the Assessor-Recorder's Office evaluated the five proposals based upon the RFP specifications, response quality, and proposed costs.

The review committee unanimously recommended awarding the agreement to DFS because they offered sufficient turnaround time on document production, extended competitive pricing, possessed high quality control standards, and had various failure recovery plans and extensive security protocols in place.

Approval of the recommended agreement will allow the Assessor-Recorder's Office to obtain print, mail, and document preparation services for the purposes of disseminating and gathering property assessment-related information to and from taxpayers. These services were previously performed through vendor Pro Documents Solutions that was selected through a similar process by your Board on July 9,

2019.

REFERENCE MATERIAL:

BAI #31, July 9, 2019

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement

CAO ANALYST:

Salvador Espino