



Board Agenda Item 23

DATE: April 27, 2021

TO: Board of Supervisors

SUBMITTED BY: Oscar J. Garcia, CPA, Auditor-Controller/Treasurer-Tax Collector

SUBJECT: Agreement with InfoSend, Inc. to Provide Print and Mail Services

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute an agreement with InfoSend, Inc. to provide print and mail services, effective April 27, 2021, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$1,800,000.

Approval of the recommended action would authorize the Auditor-Controller/Treasurer-Tax Collector Department (ACTTC) to receive print and mail services from InfoSend, Inc. This item is countywide.

ALTERNATIVE ACTION(S):

Not approving the recommended action will result in the responsibility of printing and mailing the statutorily required tax bills and statements reverting to the ACTTC staff. This will significantly increase the cost of print and mail functions.

FISCAL IMPACT:

There is no additional Net County Cost associated with the recommended action. The maximum amount shall not exceed \$1,800,000 during the term of the agreement. Sufficient appropriations and estimated revenues to cover the cost related to these services are included in the FY 2020-21 General Fund Org 04100500 Adopted Budget. Ongoing annual costs will be included in future budget requests.

DISCUSSION:

Mail and print services are currently needed to fulfill the statutory requirements to mail tax bills. The ACTTC also needs to mail related notices and correspondence. Revenue and Taxation Code section 2610.5 requires the County to mail a County tax bill for every property on the secured roll. The County currently is contracted with Document Fulfillment Services to provide mail and print services. The existing contract with Document Fulfillment Services will expire on June 30, 2021.

The tax bill printing and mailing will consist of the annual and monthly printing of the secured and assessee copies, along with monthly printing of the unsecured and supplemental tax bills. The ACTTC also has several other miscellaneous notices that are to be printed during the year. With Purchasing's approval, there will be an overlap between the existing contract with Document Fulfillment Services and the proposed agreement with InfoSend, Inc. The overlap between the agreements is necessary to allow InfoSend, Inc. to begin work on designing and formatting the tax bills and notices prior to the initial mail date in July 2021.

The proposed agreement with InfoSend, Inc. will be effective April 27, 2021 through April 26, 2024, with an option to extend for two additional one-year periods at a maximum cost of \$400,000 for the first year and \$350,000 for each subsequent year. The Tax Collector will monitor the performance of the vendor to ensure the vendor is performing satisfactorily prior to implementing the extension options.

On November 19, 2020, the County of Fresno on behalf of the ACTTC issued Request for Proposal (RFP) No. 21-018 for print and mail services to forty-two (42) vendors registered in Public Purchase. The response period closed on December 15, 2020 and 6 vendors responded: BIT California LLC dba Document Fulfillment Services; BMS Direct, Inc.; Info Send, Inc.; Original Impressions LLC; Pre-Sort Center of Stockton, Inc. and ProVoteSolutions.

An evaluation panel composed of representatives from the ACTTC and the Department of Internal Services evaluated each proposal solely based on the requirements of the RFP. Each evaluator individually reviewed each proposal on its own merit based on bidder-provided data, capability, and qualifications. The evaluation panel narrowed their recommendation to InfoSend, Inc.

The evaluation panel recommended the proposal submitted by InfoSend, Inc. as the number one selection to provide print and mail services under the terms of the RFP. The recommendation for award is based on: production facilities, location, prior experience in providing this service with like size counties, and total costs. In addition, InfoSend, Inc. submitted a reasonable and adequate cost proposal. The evaluators concluded that InfoSend, Inc. had the expertise, experience, and knowledge that would best benefit the County in meeting the RFP requirements.

Overall, the evaluators concluded that the proposal from InfoSend, Inc. better met the RFP requirements than the proposals received from BIT California LLC dba Document Fulfillment Services; BMS Direct Inc.; Original Impressions LLC; Pre-Sort Center of Stockton, Inc. and ProVoteSolutions.

REFERENCE MATERIAL:

BAI# 24, February 26, 2019

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement with InfoSend, Inc.

CAO ANALYST:

Yussel Zalapa