***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **August 6, 2024** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Jennifer Taylor** | **Phone:** | **(530) 842-8340** |
| **Address:** | **311 4th Street, Room 104, Yreka CA 96097** |
| **Person Appearing/Title:** | **Jennifer Taylor/Treasurer – Tax Collector** |
| **Subject/Summary of Issue:** |
| Approval of the Addendum to the Contract between Siskiyou County Tax Collector’s Office and Print N Mail, Inc., for the printing and mailing of the Secured Property Tax Bills for Fiscal Years 2024-2025, 2025-2026, and 2026-2027, increasing the contract amount by $75,000 ($25,000/year), for a total amount not to exceed of $141,000.The Siskiyou County Tax Collector mails in excess of 44,000 secured property taxes each year. Print N Mail, Inc. has successfully printed and mailed our tax bills for the last several years Due to their expertise in bulk mailing, they are able to print the tax bills (on bill stock created by a local or regional vendor), provide the outgoing and return envelopes, and mail the tax bills for an amount that is less than our internal mailing costs. They have also proven to be highly accurate and responsive to any changes that we request from them. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $141,000 |  |  |  |  |
| Fund:  | 1001 |  | Description: | General Fund | Org.: | 102030 | Description: | Treasurer – Tax Collector |
| Account: | 72300 |  | Description: | Prof & Spec Serv |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:* This is the only vendor who will print and mail the bills on stock created by a |
| local/regional vendor. All other vendors require that they print & mail the statements, AND also create the tax bill stock forms. |
| Additional Information: | Print N Mail, Inc., has been printing the tax bills for the last several years. The $75,000 |
| Is for a 3-year extension of the existing contract, for $25,000 per year. |
| **Recommended Motion:** |
| Approve the Addendum to the Contract for services with Print N Mail, Inc., to print and mail the Siskiyou County Secured Property Tax Bills for Fiscal Years 2024-2025, 2025-2026, and 2026-2027, increasing the contract amount by $75,000 ($25,000/year), for a total amount not to exceed of $141,000. |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| CAO |       |  |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021