

MARIPOSA COUNTY

Treasurer-Tax Collector-County Clerk ·



RESOLUTION - ACTION REQUESTED 2016-218

MEETING: May 3, 2016

TO: The Board of Supervisors

FROM: Keith Williams, Treasurer/Tax Collector

RE: Contract for Tax Bill Printing

RECOMMENDATION AND JUSTIFICATION:

Approve a Five-Year Agreement with ABS Direct, Inc., for Tax Bill Printing Services in the Not to Exceed the Amount of \$15,570 Annually and Total Not-To-Exceed Amount of \$77,850; and Authorize the Board of Supervisors Chair to Sign the Agreement.

Since 2005 the Department has been using the services of the Merced County IT Systems for tax bill printing. This was a shared service with the Merced County Tax Collector Office. The Merced County Tax Collector made the decision last year to issue a Request for Proposal (RFP) for tax bill printing services and based on the reviews they have selected ABS Direct Inc., to provide tax bill printing services starting in July 2016. As part of the Merced County RFP process, Mariposa County was included in the RFP in order to obtain favorable pricing. This Agreement will provide Mariposa County with additional services such as inserts, delinquent tax bill printing, and a faster print time.

The current amount paid in this fiscal year for the services provided by Merced County was \$11,977, and the estimated cost for next fiscal year is \$15,750. While the cost is increased, the department will be receiving faster service as well as additional services. The estimated cost will be included in the fiscal year 2016-17 budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has previously supported Agreements for services.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the Agreement. The department will need to issue its own RFP which may result in higher costs without the pricing volume of Merced; or negotiate to continue receiving these services from Merced County Technical Services, which may also be at a higher cost because the services will no longer be shared with Merced County Tax Collector.

FINANCIAL IMPACT:

The estimated cost of \$15,750 for tax billing services will be included in the Fiscal Year 2016-17 Requested Budget. This request is approximately \$3,000

greater, but the department will be receiving additional services that will enable the department to provide better services to the tax payers.

ATTACHMENTS:

ABS contract for services (DOC)

STATEMENT OF WORK - April 15 2016 (DOC)

CAO RECOMMENDATION

Requested Action Recommended


Mary Hodson, CAO 4/28/2016

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Marshall Long, District III Supervisor

SECONDER: Rosemarie Smallcombe, District I Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier

CONTRACT FOR SERVICES

This Contract made this 3rd day of May 2016 between:

COUNTY: Mariposa Treasurer - Tax Collector
PO Box 247
Mariposa, CA 95338

and

CONTRACTOR: ABS Direct, Inc.
4724 Enterprise Way
Modesto, CA 95356

ARTICLE I. TERM OF CONTRACT

1.01 Contract Term: This Contract shall become effective on May 1, 2016, and shall terminate on April 30, 2021.

ARTICLE 2. INDEPENDENT CONTRACTOR STATUS

2.01 Independent Contractor: It is the expressed intention of the parties that Contractor is an independent Contractor and not an employee, agent, joint venture or partner of County. Nothing in this Contract shall be interpreted or construed as creating or establishing the relationship of employer and employee between County and Contractor or any employee or agent of Contractor. Both parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall retain the right to perform services for others during the term of this Contract.

2.02 Contractor Qualifications: Contractor warrants that Contractor has the necessary experience and technical skills to provide services under this Contract.

2.03 Contract Management: Contractor shall report to the Mariposa County Tax Collector who will review the activities and performance of the Contractor and administer this Contract.

ARTICLE 3. SERVICES TO BE PERFORMED BY CONTRACTOR

3.01 Scope of Services: Contractor agrees to furnish the following services:
Contractor shall provide the services described in Exhibit "A" attached hereto.

No additional services shall be performed by Contractor unless approved in advance in writing by the County stating the dollar value of the services, the method of payment, and any adjustment in contract time. All such services are to be coordinated with County and the results of the work shall be monitored by Mariposa County Tax Collector or his/her designee. However, the means by which the work is accomplished shall be the sole responsibility of the Contractor.

3.02 Method of Performing Services: Contractor will determine the method, details, and means of performing the above-described services including measures to protect the safety of the traveling public and Contractor's employees. County shall not have the right to, and shall not, control the manner or determine the method of accomplishing Contractor's services.

3.03 Employment of Assistants: Contractor may, at the Contractor's own expense, employ such assistants as Contractor deems necessary to perform the services required of Contractor by this Contract. County may not control, direct, or supervise Contractor's assistants or employees in the performance of those services.

Contractor assumes full and sole responsibility for the payment of all compensation and expenses of these assistants and for all state and federal income tax, unemployment insurance, Social Security, disability insurance and other applicable withholdings.

ARTICLE 4. COMPENSATION

4.01 Compensation: In consideration for the services to be performed by Contractor, County agrees to pay Contractor in proportion to the services satisfactorily performed in the not to exceed amount of Fifteen-Thousand, Five-Hundred, and Seventy Dollars (\$15,570) annually for a total not-to-exceed contract amount of Seventy-Seven-Thousand, Eight-Hundred, and Fifty Dollars (\$77,850). The total sum to be paid to Contractor includes all labor, materials, travel and other expenses to be incurred by Contractor in the performance of the services described herein. Payment shall be made upon submission of a formal claim approved by the appropriate official of the County as follows:

Total sum to be paid upon completion of services.

or

Incremental payments based on the following schedule:
Upon Presentation of invoice.

- 4.02** Invoices: Contractor shall submit detailed invoices for all services being rendered from the Contractor to the County.
- 4.03** Date for Payment of Compensation: County will endeavor to make payment within 45 days of invoices being submitted from the Contractor to the County, and approval and acceptance of the work by the County.
- 4.04** Expenses: Contractor shall be responsible for all costs and expenses incident to the performance of services for County, including but not limited to, all costs of materials, equipment, all fees, fines, licenses, bonds or taxes required of or imposed against Contractor and all other of Contractor's costs of doing business. County shall not be responsible for any expense incurred by Contractor in performing services for County.

ARTICLE 5. OBLIGATIONS OF CONTRACTOR

- 5.01** Tools and Instrumentalities: Contractor will supply all tools and instrumentalities required to perform the services under this Contract. Contractor is not required to purchase or rent any tools, equipment or services from County. County shall not provide working space, supplies, materials or other such support to Contractor in the performance of the services and tasks as described herein.
- 5.02** Indemnification: Contractor shall indemnify and hold County harmless against any and all liability imposed or claimed, including attorney's fees and other legal expenses, arising directly or indirectly from any act or failure of Contractor or Contractor's assistants, employees or agents, including all claims relating to the injury or death of any person or damage to any property. Contractor agrees to maintain a policy of liability insurance in the minimum amount of One Million Dollars (\$1,000,000) to cover such claims or in an amount determined appropriate by the County Risk Manager. Contractor shall furnish a certificate of insurance evidencing such insurance and naming the County as an additional insured for the above-cited liability coverage prior to commencing work. It is understood that the duty of Contractor to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by County of insurance certificates and endorsements required under this Contract does not relieve Contractor from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Contract, Contractor acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.
- 5.03** General Liability and Automobile Insurance: During the term of this Contract Contractor shall obtain and keep in full force and effect a commercial, general liability and automobile policy or policies of at least \$1,000,000 combined limit for bodily injury and property damage; provided that the County, its officers, employees, volunteers and agents are to be named additional insureds under the policies, and that the

policies shall stipulate that this insurance will operate as primary insurance for work performed by Contractor and its sub-contractors, and that no other insurance effected by County or other named insureds will be called on to cover a loss covered thereunder. The General Liability insurance shall be provided by an ISO Commercial General Liability policy, with edition dates of 1985, 1988, or 1990. The County will be named as an additional insured using ISO form CG 2010 1185 or the same form with an edition date no later than 1990, or in other form satisfactory to County.

- 5.04** Certificate of Insurance: Contractor shall complete and file with the County prior to engaging in any operation or activity set forth in this Contract, certificates of insurance evidencing coverage as set forth in paragraphs 5.02 and 5.03 above and which shall provide that no cancellation or expiration by the insurance company will be made during the term of this Contract, without thirty (30) days written notice to County prior to the effective date of such cancellation.
- 5.05** Workers' Compensation: During the term of this Contract Contractor agrees to provide workers' compensation insurance for Contractor's employees and agents and agrees to hold harmless and indemnify County for any and all claims arising out of any injury, disability, or death of any of Contractor's employees or agents.
- 5.06** Public Employees Retirement System (CalPERS): In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Contract is determined by a court of competent jurisdiction or the Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the County, Contractor shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.
- 5.07** State and Federal Taxes: As Contractor is not County's employee; Contractor is responsible for paying all required state and federal taxes. In particular:
- a. County will not withhold FICA (Social Security) from Contractor's payments;
 - b. County will not make state or federal unemployment insurance contributions on behalf of Contractor;
 - c. County will not withhold state or federal income tax from payment to Contractor;
 - d. County will not make disability insurance contributions on behalf of Contractor;
 - e. County will not obtain workers' compensation insurance on behalf of Contractor.

- 5.08 Records:** It is understood and agreed that all plans, studies, specifications, data magnetically or otherwise recorded on computer or computer diskettes, records, files, reports, etc., in possession of the Contractor relating to the matters covered by this Contract shall be the property of the County, and Contractor hereby agrees to deliver the same to the County upon request. It is understood and agreed that the documents and other materials including but not limited to those set forth hereinabove, prepared pursuant to this Contract are prepared specifically for the County and are not necessarily suitable for any future or other use.
- 5.09 Contractor's Books and Records:** Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the County for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Contractor. Any records or documents required to be maintained shall be made available for inspection, audit and/or copying at any time during regular business hours, upon oral or written request of the County.
- 5.10 Assignability of Contract:** It is understood and agreed that this Contract contemplates personal performance by the Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or obligations of the Contractor under this Contract will be permitted only with the express written consent of the County.

ARTICLE 6. OBLIGATIONS OF COUNTY

- 6.01 Cooperation of County:** County agrees to comply with all reasonable requests of Contractor and to provide access to all documents as permitted by law necessary to the performance of Contractor's duties under this Contract.
- 6.02 Assignment:** Neither this Contract nor any duties or obligations under this Contract may be assigned by County without the prior written consent of Contractor.

ARTICLE 7. TERMINATION OF CONTRACT

- 7.01 Termination on Occurrence of Stated Events:** This Contract shall terminate automatically on the occurrence of any of the following events:
1. Bankruptcy or insolvency of Contractor;
 2. Death of Contractor.
- 7.02 Termination by County for Default of Contractor:** Should Contractor default in the performance of this Contract or materially breach any of its provisions, County, at

County's option, may terminate this Contract by giving written notification to Contractor.

7.03 Termination for Convenience of County: County may terminate this Contract at any time by providing a notice in writing to Contractor that the Contract is terminated. Said Contract shall then be deemed terminated and no further work shall be performed by Contractor. If the Contract is so terminated, the Contractor shall be paid for that percentage of the phase of work actually completed, based on a pro rata portion of the compensation for said phase satisfactorily completed at the time the notice of termination is received.

7.04 Termination of Funding: The parties acknowledge that the nature of government finance is unpredictable and that the rights and obligations set forth in this Contract are necessarily contingent upon the receipt and/or appropriation of the necessary funds. In the event that funding is terminated, in whole or in part, for any reason, at any time, this Contract and all obligations of County arising from this Contract shall be immediately discharged. County agrees to inform Contractor no later than thirty (30) calendar days after County determines, in its sole judgment, that funding will be terminated and the final date for which funding will be available.

ARTICLE 8. GENERAL PROVISIONS

8.01 Notices: Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid and return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Contract, but each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing.

8.02 Entire Agreement of the Parties: This Contract supersedes any and all contracts, either oral or written, between the Parties hereto with respect to the rendering of services by Contractor for County and contains all the covenants and contracts between the Parties with respect to the rendering of such services in any manner whatsoever. Each Party to this Contract acknowledges that no representatives, inducements, promises, or contracts, orally or otherwise, have been made by any Party, or anyone acting on behalf of any Party, which are not embodied herein, and that no other contract, statement, or promise not contained in this Contract shall be valid or binding. Any modification of this Contract will be effective only if it is in writing signed by the Party to be charged and approved by the County as provided herein or as otherwise required by law.

- 8.03 Partial Invalidity:** If any provision in this Contract is held by a court or competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
- 8.04 Attorney's Fees:** If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Contract, the prevailing Party will be entitled to reasonable attorney's fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that Party may be entitled.
- 8.05 Conformance to Applicable Laws:** Contractor shall comply with the standard of care regarding all applicable federal, state and county laws, rules and ordinances. No discrimination shall be made by Contractor in the employment of persons who work under this contract because of race, color, national origin, ancestry, disability, sex or religion of such person.
- 8.06 Waiver:** In the event that either County or Contractor shall at any time or times waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Contract, whether of the same or any other covenant, condition or obligation.
- 8.07 Governing Law:** This Contract and all matters relating to it shall be governed by the laws of the State of California and County of Mariposa and any action brought relating to this Contract shall be held exclusively in a state court in the County of Mariposa.

Executed in Mariposa, California, on the date and year first above written.

CONTRACTOR:

COUNTY:

ABS Direct Inc.

County of Mariposa

By:  05-03-2016
 (signature) (date)

By:  5-6-16
 John Carrier, Chairman (date)
 Mariposa County Board of Supervisors

Pamela Bizzini, Operations Manager
 (printed name)

APPROVED AS TO FORM:

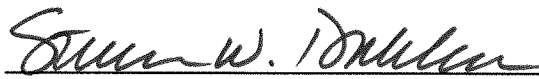

 Steven W. Dahlem
 County Counsel

Exhibit A

Statement of Work Outline Statement Processing

Client: Mariposa County

Supplier: ABS Direct, Inc.

Introduction:

This Statement of Work is issued for Mariposa County

The purpose of this Statement of Work is to detail the project fulfillment tasks and responsibilities of ABS Direct, Inc., in relation to the Project with Mariposa County for Data Processing, Printing, and Mailing of Tax Statements.

Scope of Work:

Mariposa County requires ABS Direct to provide all labor, materials, machinery, postal knowledge and transportation to complete the job as described below.

Mariposa County will provide ABS with the data required to facilitate the printing of the statements.

ABS will print 8.5 x 14 Full Color Secured and Unsecured statements whose content has been approved by Mariposa County. The single Unsecured and Secured statements will be printed in color 4/1 on 24# white stock paper and perforated according to needs. The Delinquent Tax Notices will be printed in one color (black) and printed on 8.5x14 24# paper. Statements and possible 1/3 page buck slip(s) will be printed one color (black) on colored paper and inserted into a #10 Double Window white envelope. In addition, a #9 white single window envelope(s) with the Reply Address of Mariposa County will be inserted with the statement. The #10 Envelope will be metered at the first class postage rate, sealed and delivered to the United States Post Office for delivery.

Data files will be transferred to ABS from Mariposa County via the ABS Secure .ftp on an as needed basis. ABS will have the time allotted on the attached time line (excluding weekends and holidays) to complete processing after the file has been received. Mariposa County data will be accessed by the ABS Data Services Department for the sole purpose of producing Mariposa County Statements. The data will be run through the USPS National Change of Address System (NCOA) and the CASS Address Hygiene process. Any updates to addresses will be provided via secure .ftp upload to the Mariposa/ABS folder for Mariposa County access and download. Once a file has been processed, it will be moved to the "processed" file in the Mariposa Folder. Data in this folder will be purged on a quarterly cycle unless otherwise directed by Mariposa County.

During the processing of Mariposa County documents, any misprints or damaged materials will be placed in a locked "Shred Designated" container. ABS will maintain a secure custody chain through-out the fulfillment process. Mariposa County will receive a mail confirmation email from the ABS Customer Service Department after each project is complete.

Period of Performance:

All work is to be performed at the ABS Direct processing facilities located at 4724 Enterprise Way in Modesto, CA. At no time will any portion of this project be sub-contracted or leave the direct control of ABS without the expressed prior written authorization and direction of Mariposa County. All data received from Mariposa County is the property of Mariposa County and remains so. Upon completion or end of this contract any printed materials or data in process are to be returned/destroyed/purged as directed by Mariposa County.

The period of performance for direct mail printing and mailing campaigns is for one year from the date of acceptance by Mariposa County. The agreed upon projects will occur ongoing with an estimated volume of 15,500 pieces during the one year. Pricing is based on the estimated volume outlined in the RFP. Should the average volume drop significantly below this amount or increase significantly, the price may be renegotiated by either party.

Terms of Payment

ABS must pay for postage when mail is presented to the USPS, for this reason all postage must be received in advance of mailing. A postage amount equivalent to approximately one month of mailings must be received in advance. This estimated amount to cover Postage is to be determined. This postage will only be used for Mariposa County mailings and a postage accounting will be submitted to Mariposa County following each project. Postage will be monitored and adjusted as necessary based on project volume.

ABS will submit a project invoice for services to Mariposa County which will be payable net 30 business days. Undisputed balances over 30 days will incur a late charge of 5% per month, not to exceed the maximum per law.

Changes to Scope of Work

Any change to the Scope of Work should be made in writing, explaining specifically what is required. ABS will issue a change order upon review of the requested changes. Either party may terminate this agreement by providing the other party a 30 day written notice of intent to terminate.

Rate Increases

Rates will be reviewed at the end of each year. ABS Direct Inc. does not anticipate any rate increases. However, in the event of an increase in postage, paper or services. Mariposa County will be notified 30 days prior to the increase taking effect.