



*County of Nevada ~  
Office of the Treasurer & Tax Collector*

**Tina M. Vernon**  
Treasurer & Tax Collector  
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**NEVADA COUNTY BOARD OF SUPERVISORS**  
**Board Agenda Memo**

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**MEETING DATE:** February 28, 2017  
**TO:** Honorable Board of Supervisors  
**FROM:** **Tina M. Vernon, Treasurer & Tax Collector**  
**SUBJECT:** Resolution Authorizing the County's Purchasing Agent to execute Amendment #1 to the contract with Mailing Systems, Inc. for the printing and mailing of county tax bills (PESK3165).

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**RECOMMENDATION:** Adopt the Contract Amendment.

**FUNDING:** No additional funding is needed as it is being absorbed by the Adopted 16-17 budget.

**BACKGROUND:**

On July 29, 2016, a Purchasing contract was executed with Mailing Systems, Inc. for the printing and mailing of county tax bills. This contract was effective for the period of July 1, 2016 to June 30 2017 for a maximum contract amount of \$25,000. During the fiscal year there was an unexpected increase in the number of supplemental and new owner bills processed which resulted in increased costs for additional printing and mailing of these types of bills. The additional costs can be absorbed by the adopted 2016-2017 Treasurer & Tax Collector budget but we will need to increase the maximum amount of the contract by \$8,000, to a Maximum Contract Amount of \$33,000.

**Item Initiated and Approved by: Tina M. Vernon**

Submittal Date: February 6, 2017