CLARK COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM

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<th>Approve Funding Increase</th>
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<td>Petitioner:</td>
<td>George W. Stevens, Chief Financial Officer</td>
<td>Clerk Ref. #</td>
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Recommendation:

That the Board of County Commissioners approve the funding increase under Competitive Bidding Exception Number 1976-03, for printing and mailing services of the individual tax bills to a property owner or mortgage holder, and notifications regarding delinquencies and tax sales for the Treasurer’s Office; and authorize the Chief Financial Officer or his designee to issue purchase orders; or take other action as appropriate.

FISCAL IMPACT:

Treasurer 1010.000.1030220000 (estimate $250,000 annually, or per approved budgeted allocations for this project each year).

BACKGROUND:

On April 11, 2003, the Department of Finance, Purchasing and Contracts Division approved the competitive bidding exception for the special printing and mailing services as required by the Treasurer’s Office for the statutory mailings of the individual real property tax bills (due 3rd Monday of August, and may be paid in four approximately equal installments), and notifications regarding delinquencies and tax sales due throughout the year, in accordance with the Resolution Establishing Authorized Representatives to enable and execute purchasing actions up to $50,000 as provided for under NRS 332, which was approved by the Board of County Commissioners on January 15, 2002. The competitive bidding exception was initially approved in an effort to meet the statutory mandates (ref. NRS 361.480; 361.483; 361.5648; and 361.595) of accuracy and timeliness of delivery of the real property tax bills and distribution notices, which require considerable communication and coordination between the service provider (vendor) and the Treasurer’s Office. Any delays and errors in printing, addressing and mailing of the real property tax bills can cause taxpayers to miss their payment deadlines, and may result in liability to the County.

This request is to authorize staff to exercise renewals as long as the competitive bidding exception applies. Expenditures incurred for this project have raised the competitive bidding exception value over the Resolution limit of $500,000; therefore, approval of this recommendation will allow Clark County to continue issuing purchase orders against this competitive bidding exception for as long as it is in effect, and budget appropriations are allocated. In addition, the Treasurer’s Office may determine a vendor for each annual project, and for subsequent years thereafter. This recommendation is for the issuance of Purchase Order(s) as requirements arise.

Prepared by: Deborah Johnson

Respectfully submitted,

YOLANDA KING
Director of Budget & Financial Planning

C1976-03-TreasurersOffice.Doc

4/7/2009
Agenda Item #