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## AGENDA COVER MEMO

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To: Board of County Commissioners

From: Jim Gangle, Director of Assessment and Taxation

Date: June 27, 2002

Re: **IN THE MATTER OF DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO EXECUTE A CONTRACT FOR TAX STATEMENT PRINTING AND MAILING SERVICES IN THE AMOUNT OF \$ 64,535.00.**

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**I. PROPOSED MOTION:**

Move approval of Order XX-XX-XX-XX delegating authority to the County Administrator to execute a contract for tax statement printing and mailing services in the amount of \$ 64,535.00.

**II. ISSUE OR PROBLEM:**

Shall Lane County enter into an intergovernmental agreement with the State of Oregon Department of Administrative Services (DAS) to provide printing and mailing services for Lane County property tax statements in October 2003?

**III. DISCUSSION:**

**A. BACKGROUND:**

By statute, property tax statements must be in the mail on or before October 25, 2003. Lane County has used different vendors for the printing and mailing of the property tax statements throughout the years. For the last several years, the DAS has been used. The process of getting the tax statements in the mail includes computer programming to match data with the prescribed statement layout, printing, folding and stuffing, postage and mailing services.

**B. ANALYSIS:**

Lane County has established a very good working relationship with the State of Oregon DAS Mail Services Division. Together both agencies have spent significant time and effort improving the tax statement process and the format of the document itself. DAS provides the same service for many other Oregon counties. The cost of the services provided by the DAS is in line with the cost of these services provided by other vendors and their quality has been found to be superior.

Lane Manual 21.124 allows Lane County to obtain services through an intergovernmental agreement without competitive bidding. However, since the amount of the contract is in excess of \$50,000, the County Administrator requires the delegation of the Board of Commissioner's authority to sign the contract.

**C. ALTERNATIVES/OPTIONS:**

1. Delegate authority to the County Administrator to execute the contract.
2. Direct the Lane County Purchasing Manager to conduct a competitive bid process, which may jeopardize the ability of the county to meet the October mailing deadline.

**D. RECOMMENDATION:**

Staff recommends Option 1, as it provides for efficiency and timeliness of tax statement processing and mailing.

**E. TIMING:**

The contract needs to be signed and submitted to the State of Oregon DAS as soon as possible to begin the process.

**IV. IMPLEMENTATION/FOLLOW UP:**

None.

**V. ATTACHMENTS:**

Board Order XX-XX-XX-XX

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER XX-XX-XX

) IN THE MATTER OF DELEGATING  
) AUTHORITY TO THE COUNTY  
) ADMINISTRATOR TO EXECUTE A  
) CONTRACT FOR TAX STATEMENT  
) PRINTING AND MAILING SERVICES  
) IN THE AMOUNT OF \$64,535.

WHEREAS, Lane County is required to print and mail property tax statements to property owners on or before October 25, 2003; and

WHEREAS, tax statement printing and mailing services are provided by the State of Oregon Department of Administrative Services; and

WHEREAS, Lane Manual 21.124 allows Lane County to enter into intergovernmental agreements without conducting a competitive bid process; now therefore

IT IS HEREBY ORDERED that the County Administrator is delegated signature authority to execute a contract with the State of Oregon Department of Administrative Services in the amount of \$64,535 to provide printing and mailing services for Lane County property tax statements.

ADOPTED by the Lane County Board of Commissioners this \_\_ day of July, 2003.

\_\_\_\_\_  
Peter Sorenson, Chair,  
Lane County Board of Commissioners

APPROVED AS TO FORM

Date 7-2-03 lane county

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OFFICE OF LEGAL COUNSEL

IN THE MATTER IF DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO EXECUTE A CONTRACT FOR TAX SATEMENT PRINTING AND MAILING SERVICES IN THE AMOUNT OF \$64,535.