



AGENDA STAFF REPORT

Control: 26001305

MEETING DATE: 06/09/2026

LEGAL ENTITY TAKING ACTION: Board of Supervisors

BOARD OF SUPERVISORS DISTRICT(S): All Districts

SUBMITTING AGENCY/DEPARTMENT: Treasurer-Tax Collector

DEPARTMENT CONTACT PERSON(S): Shari Freidenrich, 714-615-1421
Celia Diaz-Garcia, 714-834-6143

SUBJECT: Amendment to Renew and Amend Printing and Service Contract with FSSI, Inc.

CEO CONCUR	COUNTY COUNSEL REVIEW	CLERK OF THE BOARD
Concur	Approve agreement to form	DISCUSSION 3 Votes Board Majority

Budgeted: N/A	Current Year Cost: N/A	Annual Cost: \$900,860
Staffing Impact: No		Sole Source: No
Current Fiscal Year Revenue: N/A	Funding Source: See Financial Impact Section	County Audit in Last 3 years: No
Levine Act Review Completed? Yes		
Prior Board Action: 6/25/2024 #44; 6/6/2023 #30; 6/22/2021 #40		

RECOMMENDED ACTION(S):

Authorize the County Procurement Officer or Deputized designee to execute Amendment No. Eight to Contract with Financial Statement Services, Inc. for Printing and Mailing Services to renew and amend the Contract in an amount not to exceed \$900,860, effective July 1, 2026, to June 30, 2027, for a revised cumulative total amount not to exceed \$13,583,831.

SUMMARY:

Approval of extension will ensure that the Treasurer-Tax Collector continues to meet the core services of billing and mailing of over \$9.4 billion of property tax bills, invoices and delinquent notices on behalf of the County, County Departments and other local agencies.

BACKGROUND INFORMATION:

Request for approval of this extension coming to the Board of Supervisors (Board) pursuant to County Contract Policy Manual (CPM) Section 3.3-105(3) which states, "In no case shall a service contract exceed five (5) years in duration unless the contract is specifically approved by the Board." The contract is being presented for Board approval for an extension to add required services for an additional year and to add

purchase of envelopes due to the sudden, unexpected closure of County's (and TTC's) prior envelope vendor.

Financial Statement Services, Inc. (FSSI) provides services that include the printing, folding and inserting of bills, invoices, notices and statements into envelopes and delivers them to the U.S. Post Office (USPS) for mailing. A large portion of the contract costs are paid by the FSSI to the USPS to pay for the metered and permit postage needed to mail these items. The Treasurer-Tax Collector (Treasurer) currently sends out more than two million bills, invoices, notices and statements with total estimated billings of over \$8 billion annually on behalf of the County, County departments and other local agencies including the OC Community Resources/Orange County Animal Care (OCCR/OCAC), OC Public Works (OCPW) and the City of Westminster (Westminster). The Treasurer is also adding additional envelope options for printing and mailing using secured mailers and/or postcards to potentially reduce costs for printing and mailing for some of the over 72 percent of property taxpayers that currently pay for property taxes using some form of electronic payment.

FSSI was originally selected via a competitive bid evaluation process resulting in a three-year contract with two one-year renewals in 2015 and has been extended by the Board for four years since the contract and renewals expired in 2020 including an extension allowed by Board policy when the vendor offered a discount in pricing in exchange for a contract extension. As stated in the prior ASRs, the TTC completed the analysis to determine if these services could be provided in-house and determined that this option was not feasible due to the critical timing of mailing property tax bills, which bring in over 93 percent of the County's discretionary General Fund. Therefore, the Treasurer is requesting another one-year extension for this contract that adds the purchase of envelopes and to allow procurement to issue an RFP to procure services in a competitive bid process to select a new vendor.

As noted, FSSI included an additional cost to the proposed one-year extension for Envelope Stock services in the amount of \$81,083, due to County and TTC's alternate contracted vendor closing business suddenly. Consistent with the existing contract, the extension also includes a 3 percent contingency amount for estimated volume/postage changes and \$18,125 for programming that will only be used if needed. A summary of the estimated costs, including the contingency and programming costs, by Department are as follows:

Department/Agency	Annual Estimated FSSI Cost	Annual Estimated Postage		Total Annual Estimated Cost
		Metered	Permit	
Treasurer-Tax Collector Secured and Unsecured Property Tax Bills/Notices	\$336,111	\$120,840	x	\$456,951
OCCR/OCAC Services Invoices	\$48,118	\$206,500	x	\$254,618
OCPW - Weights and Measures Invoices/Postcards	\$2,017	\$5,900	x	\$7,917
Westminster Water Bills	\$20,642	\$79,650	x	\$100,292
Envelope Stock Price:				\$81,083
Total	\$406,887	\$412,890		\$900,860

Prior Contract	\$376,787	\$404,150	\$780,937
Contract Increase	\$30,100	\$8,740	\$119,923

The Contractor’s performance has been confirmed as satisfactory. The Treasurer-Tax Collector has verified there are no concerns that must be addressed with respect to Contractor’s ownership/name, litigation status or conflicts with County interests.

This contract does not currently include subcontractors or pass through to other providers. See Attachment B for Contract Summary Form.

The Orange County Preference Policy is not applicable to this contract amendment.

Prior Board of Supervisors (Board) Actions

Board Date	Board Action
6/25/2024 #44	Approved one-year extension term to Contract. No. MA-074-15012094
6/6/2023 #30	Approved one-year extension term to Contract No. MA-074-15012094
6/22/2021 #40	Approved two-year extension term to Contract No. MA-074-15012094
6/23/2020 #9	Approved one-year extension term to Contract No. MA-074-15012094
5/21/2019 #21	Approved one-year renewal term to Contract No. MA-074-15012094
6/26/2018 #55	Approved one-year renewal term to Contract No. MA-074-15012094
6/23/2015 #49	Approved three-year contract term to Contract No. MA-074-15012094

FINANCIAL IMPACT:

Appropriations for billing and mailing services as well as postage costs will be included in Treasurer-Tax Collector’s, Budget Control 074, FY 2026-27 Budget. The Treasurer is fully reimbursed for invoices related to OCCR, OCPW and Westminster by billing monthly to these County Departments and the City.

The County has the right to terminate the contract without penalty immediately with cause or upon 30-days written notice by either party.

STAFFING IMPACT:

N/A

REVIEWING AGENCIES/DEPARTMENTS:

N/A

ATTACHMENTS:

Attachment A - Amendment No. 8 MA-074-15012094

Attachment B - Contract Summary Form FSSI