



Snohomish County Council

Committee: Finance
ECAF: 2023-0092
Proposal: Mot. 23-089

Analyst: Jim Martin
Date: February 23, 2023

Consideration:

Authorizing the County Executive to sign a contract for professional services for tax payment processing with Retail Lockbox, Inc.

Background

Snohomish County issued RFP 22-045BC, for lockbox payment processing services. Retail Lockbox, Inc. was selected, and a contract was negotiated with Retail Lockbox, Inc. to provide lock box payment processing services for the County Treasurer's property tax and special assessment bills. Term of the contract shall be through February 15, 2024, with the potential for up to two additional 2-year terms, at the sole discretion of the County. The contract amount is not to exceed \$45,000 for the initial term.

Current Proposal

This motion approves the agreement for Professional Services and authorizes the County Executive, or designee to sign Professional Services Agreement with Retail Lockbox, inc. for the amount not to exceed \$45,000, and further authorizes the Executive or designee to approve amendments, provided that sufficient appropriation authority exists.

Duration: Through February 15, 2024

Fiscal Implications: Not to exceed \$45,000

2023 Budget: Yes

Future Budget Impacts: None.

Handling: Normal

Approved-as-to-form: Yes.

Risk Management: Yes.

Executive Recommendation: APPROVE.

Attachments: See ECAF packet.

Amendments: NONE.

Request: Move to GLS on March 8th for consideration.