

Treasurer-Tax Collector
625 Court Street
Finance Building, Room 100
P. O. Box 631
Martinez, California 94553-0063
Telephone: (925) 608-9500
Fax: (925) 608-9598
Taxinfo@tax.cccounty.us

Contra Costa County



Dan M. Mierzwa
County Treasurer-Tax Collector

Lulis Lopez
Assistant County Tax Collector

Danielle Goodbar
Tax Operations Supervisor

Date: May 3, 2024

To: Laura Strobel, Senior Deputy County Administrator - County Administrator Office

From: Dan Mierzwa, Treasurer – Tax Collector

By: Lulis Lopez, Assistant Tax Collector

Subject: Outstanding Invoices requiring a Contract

We currently have various outstanding invoices due to contracts not being set in place that were previously paid with a purchase order. Since the implementation of the required contracts, we had various challenges in our office such as staff shortages due to unexpected leave of absence, COVID outbreak that impacted 90% of staff members and priority task that needed to be handle that has delayed processing the submittal of contracts. We are seeking approval to proceed with the Contract approval process and pay the outstanding invoices. Grant Street and Unity Courier Services, Inc already have approval as to form by County Counsel.

Below are the invoices pending from each vendor that contracts will need to go to the BOS for approval:

Vendor	Date	Invoice number	Amount
First Corporate Solutions	12/31/2023	INV-336023-H6V7X8	\$12,400.00
First Corporate Solutions	03/31/2024	INV-350067-K2R8Z2	\$ 400.00
LexisNexis / Accurint	08/31/2023	1177040-20230831	\$ 1,026.45
LexisNexis / Accurint	09/30/2023	1177040-20230930	\$ 646.75
LexisNexis / Accurint	10/31/2023	1177040-20231031	\$ 1,886.89
LexisNexis / Accurint	11/30/2023	1177040-20231130	\$ 306.30
LexisNexis / Accurint	12/31/2023	1177040-20231231	\$ 296.10
LexisNexis / Accurint	01/31/2024	1177040-20240131	\$ 934.10
LexisNexis / Accurint	02/29/2024	1177040--20240229	\$ 807.10
LexisNexis / Accurint	03/31/2024	1177040-20240331	\$ 992.45

Below is the invoice for Grant Street the contract requires modified language and renewal, subject to BOS approval.

Grant Street Group	10/11/2023	SIN012870	\$10,973.70
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Below are the invoices that do not required BOS approval:

Unity Courier Service, Inc.	10/01/2023	492215	\$ 560.60
Unity Courier Service, Inc.	11/01/2023	1178	\$ 560.60
Unity Courier Service, Inc.	12/01/2023	1900	\$ 560.60
Unity Courier Service, Inc.	01/31/2024	3431	\$ 559.19
Unity Courier Service, Inc.	03/31/2024	4815	\$ 571.51