

**County of El Dorado
Chief Administrative Office
Procurement and Contracts Division**
solicitation on behalf of the

Treasurer – Tax Collector



**Request for Proposal
#20-966-049**

for

Designing, Printing, and Processing Services

Submittal Deadline:

April 3, 2020, not later than 3:00 PM (PST)

Table of Contents

Section		Page
1.0	INTRODUCTION.....	3
2.0	SCOPE OF WORK.....	3-10
3.0	PROPOSAL FORMAT REQUIREMENTS.....	10-12
4.0	PROPOSER QUESTIONS.....	12-13
5.0	PROPOSAL SUBMITTAL INSTRUCTIONS.....	13-14
6.0	EVALUATION PROCESS.....	14
7.0	SELECTION PROCEDURE.....	14-15
8.0	EL DORADO COUNTY WEBSITE REQUIREMENTS.....	15-16
9.0	REJECTION OF PROPOSALS.....	16
10.0	VALID OFFER.....	16
11.0	COUNTY'S RIGHTS.....	16-17
12.0	PUBLIC RECORDS ACT.....	17
13.0	BUSINESS LICENSE REQUIREMENT.....	18
14.0	PUBLIC AGENCY.....	18

Attachment A – Sample Secured Tax Bill Form

Attachment B – Sample CORTAC Statement

Attachment C – Sample Unsecured Tax Bill Form

Attachment D – Sample Agreement*

*The attached Sample Agreement for Services is for reference only. Other terms and conditions may apply based on the types of services and funding involved.

1.0 INTRODUCTION

The County of El Dorado (County) is soliciting sealed proposals from highly qualified firms (Contractor, Proposer, or firm) to provide designing, printing, and processing services for secured and unsecured property tax bills using County's property tax roll records. Services include the mailing of the finished forms directly to tax payers.

The County of El Dorado is an equal opportunity employer (EOE). All individuals are encouraged to participate. The County will not discriminate against any individual because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, genetic information, military or veteran status, marital status, age, gender, gender identity, gender expression, or sexual orientation.

The County will award a three (3) year contract for secured and unsecured tax bills, during which time the prices shall remain firm. Upon written agreement, the contract may be extended for one (1) additional year, under the same terms and conditions and pricing of the original agreement.

This Request for Proposal (RFP) includes a description of the evaluation and selection process, Scope of Work, proposal requirements, and insurance requirements.

In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any amendment to this RFP is valid only if in writing and issued by the County, Procurement and Contracts Division. Verbal conversations or agreements with any officer, agent, or employee of the County that modify any terms or obligations of this RFP are invalid.

All interpretation or corrections, as well as any additional RFP provisions that the County may decide to include, will be made only as an official addendum that will be posted to the County's website at <http://edcapps.edcgov.us/contracts/invite.asp> and it shall be the Proposer's responsibility to ensure they have received all addendums before submitting a proposal. Any addendum issued by the County shall become part of the RFP and will be incorporated into the proposal.

The County will not be bound by oral responses or inquires or written responses other than written addenda.

2.0 SCOPE OF WORK

2.1 Services

Contractor shall produce and process property tax bills in accordance with the following:

Mailing Schedule*	
2020-2021 Secured Tax Bills	August/Early September 2020
2020-2021 Unsecured Tax Bills	Mid-July 2020
2021-2022 Secured Tax Bills	August/Early September 2021
2021-2022 Unsecured Tax Bills	Mid-July 2021
2022-2023 Secured Tax Bills	August/Early September 2022
2022-2023 Unsecured Tax Bills	Mid-July 2022

*Refer to Exhibit B, marked "Secured and Unsecured Tax Bill Schedule" of the Sample Agreement for specific milestone dates.

1. Tax Bills shall be mailed within United States Postal Service's (USPS) Western Region. This assures prompt delivery and simplifies resolution of lost or mis-mailed pieces.
2. At all times during this process, the Contractor must provide a high level of security for the County tax information and tax bills and provide evidence to the Treasurer – Tax Collector of production and mailing via reports identified herein.
3. Production includes programming services, printing of forms and envelopes, imaging of variable data, supplying of proofs, sample forms, and all requested reports. Overnight mailing of color-key forms proofs is required. Data print proofs may be provided electronically.
 - a. Major tax form proof changes may be provided by County in an electronic file. Minor tax form changes will be provided by County on a mockup of the previous year tax bill.
 - b. Live and test property tax data will be provided by County on compact disk, in a format to be provided.
 - i. Secure File Transfer Protocol (FTP) is an option for transmitting the data file, if available please provide cost for this service and assurance this option is secure.
4. Contractor shall provide a written guarantee that:
 - a. Secured tax bills shall be postmarked during the month of August or early September, within ten (10) working days of receipt of the live property tax data (but in no case shall the mailing be after October 31st).
 - b. Unsecured tax bills shall be postmarked within ten (10) working days of receipt of the property tax data (preferably on or before July 10th and no later than July 31st).
5. Postal processing includes National Change Of Address (NCOA) processing, sorting, household (bundling), folding, inserting, sealing, mailing tax bills and

printing of the postage reports. Postage reports will be required for each class of tax bill.

6. Contractor shall meet all postal specifications for First Class postage of forms with no surcharge for oversize forms.
7. Contractor shall provide color key and blue line proofs for each form, as well as full data print proofs after the programming and reformatting stage.
8. Contractor shall provide proof file of all bills including a 300 D.P.I. OCR A scan line to be tested on County equipment.
9. Contractor shall provide proof envelopes both outgoing mail and return for review by County.
10. Contractor shall provide computer generated audit reports to the Treasurer – Tax Collector for each class of Tax Bill, verifying total dollar amounts and quantities. Reports shall be provided to County within two (2) working days prior to mailing the Tax Bills.
11. Contractor shall provide the following reports in assessment (ASMT) order within three (3) working days after mailing the Tax Bill. The first report must be provided electronically. The second report must be provided in hard copy format:

- a. Include all tax bills mailed in the following format:

ASMT Number	City	Zip+4
--------------------	-------------	--------------

- b. Two (2) copies to include addresses matching the NCOA list in the following format:

ASMT Number	EL DORADO CO TAX ROLL ADDRESS	NCOA	ADDRESS
--------------------	--------------------------------------	-------------	----------------

12. Contractor shall supply a postal expense audit report within three (3) working days after mailing the Tax Bills, in the following format detailing information such as certification of and receipts for mailing and the number of pieces that mailed at each postage rate, i.e., carrier route, Zip+4 bar-code 5-digit and 3-digit, basic bar-code, pre-sort, single rate, and foreign.

POSTAL CLASS	# MAILED	COST	TOTAL COST
---------------------	-----------------	-------------	-------------------

13. Contractor shall provide bar-code on outgoing mail for routing by the Post Office. Bar-code and 4-digit zip code extensions will not be included on the property tax data provided by the County. Contractor must interpret the address information, and convert to a 9-digit zip code and bar-code.

14. Contractor shall provide overnight courier service of all data media, proof, and reports to and from Treasurer-Tax Collector and production plant at no additional cost to County.
15. Contractor shall seal mailing envelopes with a return envelope, inserted tax bills, and a bar-coded address showing through a die-cut window, and pre-sort to United States Postal Service specifications to receive the lowest one-ounce (non-surcharged) postage rate available.
16. Secured bills, CORTAC statements and Unsecured bills shall be sorted to allow two (2) or more bills addressed to the same owner/address (household) to be mailed in the same envelope (or other appropriate packaging), yielding additional postage and envelope savings. County will not pre-sort the items above for this purpose. Contractor shall indicate with their response how they handle mailings that are too bulky to utilize a standard return envelope as described in the specifications below.
17. Any mutilated or damaged bills shall be reproduced and mailed by the Contractor immediately, and County shall be informed immediately of the Fee Parcel Number or Account Number of each affected bill.
18. Cost of actual postage shall be the responsibility of the County. Contractor shall use software packages such as CASS and PAVE certified software for postal sorting down to carrier route to arrive at the lowest possible one-ounce non-surcharge First Class postal rate to determine County cost. Addresses from County tax roll must be used. Only the city and 4-digit zip code extension can be changed to conform to USPS standards. Services such as OneCode ACS may be used to forward a mail piece to a new address if one is on file with the USPS (per the USPS yellow stickers). Mail pieces should be sent to the new address by the USPS but the ADDRESS SHOULD NOT BE CHANGED ON THE TAX BILL. A report/file listing address changes should be submitted to the County for their files.
 - a. County will make a deposit for postage upon receipt of invoice from Contractor. The estimated payment for postage will be provided ten (10) working days prior to actual mailings.
 - b. Contractor shall provide County a postage refund check of any excess postage deposit within twenty (20) working days after tax bills are mailed.
19. Contractor shall image all variable information, including an OCR A scanline, at a minimum resolution of 300 x 300 dots per inch.
 - a. Image must be able to be read by the OPEX Falcon Remittance Processor and the Megabyte Cashiering System in the County Tax Collector's office.

- b. Testing of the OCR A scanline from the imaged form on the County's equipment will be at the Contractor's expense, and will be required prior to mailing of the tax bills.

2.2 Specifications

1. SECURED TAX BILL with two (2) perforated detachable stubs 8-1/2" x 14" (See ATTACHMENT A – Sample Secured Tax Bill Form)

- a. The Secured Tax Bill shall be 8-1/2" x 14" white 28# OCR paper, printed in three (3) PMS colors on the face and one (1) PMS color on the back, imaged with black toner including two (2) OCR-A scanlines on the face, with two (2) full-width micro perfs, folded to a finished size of 8-1/2" x 3-1/2" with two (2) folds directly on the perforation. See Exhibit C, marked "Secured Tax Bill Form" of the Sample Agreement.
- b. County may wish to print full-color credit card logos (Visa, MasterCard, American Express and Discover) on the front or back of the Secured Tax Bill Form. Please provide cost for this option.
- c. County may wish to print Quick Response (QR) codes on the front of the Secured Tax Bill Form. Please provide cost for this option.
- d. Outgoing cello window envelope shall be 9-1/2" x 4-1/8" white 24# wove paper, printed in two (2) PMS colors. A custom window shall be 4-1/4" wide and 1-1/2" high and placed 13/16" from the left edge and 5/8" from the bottom edge. The custom window is required to display the name, address, Fee Parcel Number, and barcode information imaged on the tax bill.
- e. Return envelope shall be 8-13/16" x 3-15/16" white 24# wove paper, printed in one (1) PMS color on both face and back. The secured bill uses two (2) return envelopes. The barcode for the Tax Collector's return address must be printed on the face of the envelope below the window.
- f. The imaged and folded tax bills are inserted with two (2) return envelopes into the outgoing window envelope, sealed, postal sorted, and mail-carrier route sorted by "Zip+4" pre-bar code. "No-mails" and "Invalids" are to be returned to the County by overnight mail.
- g. Test data proofs from test data shall be prepared, submitted to, and approved by the County prior to the date of live data receipt, if necessary, as determined by the County.
- h. Secured Tax Bills shall be mailed to the property owner within ten (10) working days from the receipt of live data. During this period, live data

print proofs must be prepared, submitted to, and approved by the County prior to production and mailing of tax bills.

- i. A computer-generated audit report shall be prepared and mailed to the County within two (2) working days prior to mailing the Tax Bill. Informational and postage reports are to be prepared and mailed to the County within three (3) working days of tax bill mailing.
 - j. The last mailing was approximately 96,000 tax bills.
2. CORTAC-PROPERTY OWNER TAX NOTICE without detachable stubs 8-1/2" x 11" (See ATTACHMENT B – Sample CORTAC Statement)
- a. CORTAC-Property Owner Tax Notices are produced for all records with a CORTAC number in the CORTAC Number field.
 - b. CORTAC-Property Owner Tax Notices shall be 8-1/2" x 11" white 28# OCR paper, printed in three (3) PMS colors on the face and one (1) PMS color on the back, imaged with black toner on the face, and folded to a finished size of 8-1/2" x 3-7/8". See Exhibit D, marked "CORTAC Statement" of the Sample Agreement.
 - c. Outgoing cello window envelope shall be 9-1/2" x 4-1/8" white 24# wove paper, printed in two (2) PMS colors. A custom window shall be 4-1/4" wide and 1-1/2" high and placed 13/16" from the left edge and 5/8" from the bottom edge. The custom window is required to display the name, address, Fee Parcel Number and barcode information imaged on the tax bill.
 - d. No return envelope is required.
 - e. Imaged and folded tax notices are inserted in the outgoing window envelope, sealed, postal sorted, and mail-carrier route sorted by "Zip+4" pre-bar code. "No-mails" and "Invalids" are to be returned to the County by overnight mail.
 - f. Test data proofs from test data shall be prepared, submitted to and approved by the County prior to the date of live data receipt, if necessary, as determined by the County.
 - g. CORTAC Owner Tax Notices shall be mailed to the property owner within ten (10) working days from the receipt of live data. During this period, live data print proofs must be prepared, submitted to and approved by the County prior to production and mailing of tax notices.
 - h. A computer-generated audit report shall be prepared and mailed to the County within two (2) working days prior to mailing the Tax Bill.

Informational and postage reports shall be prepared and mailed to the County within three (3) working days of tax bill mailing.

i. The last mailing was approximately 31,000 statements.

3. UNSECURED PROPERTY TAX BILL with one (1) detachable stub 8-1/2" x 11" (See ATTACHMENT C – Sample Unsecured Tax Bill Form)

- a. Unsecured Property Tax Bill shall be 8-1/2" x 11" white 28# OCR paper, printed in three (3) PMS colors on the face and one (1) PMS color on the back, imaged with black toner including one (1) OCR-A scanline on the face, with one (1) full width micro perforation, folded to a finished size of 8-1/2" x 3-15/16" (with one [1] fold directly on the perforation). See Exhibit E, marked "Unsecured Tax Bill Form" of the Sample Agreement.
- b. County may wish to print Quick Response (QR) codes on the front of the Unsecured Property Tax Bill Form. Please provide cost for this option.
- c. Outgoing cello window envelope shall be 9-1/2" x 4-1/8" white 24# wove paper, printed in two (2) PMS colors. A custom window shall be 4-1/4" wide and 1-1/2" high and placed 13/16" from the left edge and 5/8" from the bottom edge. The custom window is required to display the name, address, Account Number and barcode information imaged on the tax bill.
- d. Return envelope shall be 8-13/16" x 3-15/16" white 24# wove paper, printed in one (1) PMS color on both face and back. The unsecured bill uses one (1) return envelope. The barcode for the Tax Collector's return address must be printed on the face of the envelope.
- e. The imaged and folded tax bill shall be inserted with one (1) return envelope into the outgoing window envelope, sealed, postal sorted, and mail-carrier route sorted by "Zip+4" pre-bar code. "No-mails" and "Invalids" shall be returned to the County by overnight mail.
- f. Test data proofs from test data shall be prepared, submitted to, and approved by the County prior to the date of live data receipt, if necessary, as determined by the County.
- g. Unsecured Tax Bills shall be mailed within ten (10) working days from the receipt of live data. During this period, live data print proofs shall be prepared, submitted to, and approved by the County prior to production and mailing of tax bills.
- h. A computer-generated audit report shall be prepared and mailed to the County within two (2) working days prior to mailing the Tax Bills.

Informational and postage reports shall be prepared and mailed to the County within three (3) working days of tax bill mailing.

- i. The last mailing was approximately 7,400 tax bills.

2.3 Other Considerations

1. County is considering offering a paperless tax bill option. If Contractor is capable of meeting this objective, please describe the service and provide pricing.
2. County is considering incorporating Quick Response (QR) codes on Secured and Unsecured Tax Bills. If the Contractor is capable of meeting this objective, please describe the service and provide pricing.
3. County shall assist the Contractor's representative in coordinating these projects.

3.0 PROPOSAL FORMAT REQUIREMENTS

Each response to this RFP shall include the information described in this section. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably. The document shall be 8-1/2 inches by 11 inches in size or shall be folded to that size.

All proposals shall contain the following elements, and in the order given:

3.1 Cover Letter with the following information:

- Title of this RFP
- Name and Mailing Address of Firm (include physical location if mailing address is a P.O. Box)
- Year the firm was established
- Type of organization of firm (partnership, corporation, etc.)
- Firm's organization structure, its constituent parts and size variation of staff in the past five (5) years
- Contact person including telephone number, fax number, e-mail address, and physical mailing address

- A statement by submitting firm requesting protection of proprietary information if necessary. All proposals may be considered public information. Subsequent to award of this RFP, all or part of any proposal may be released to any person or firm who may request it. Therefore, proposers may request in their Cover Letter if any portion of their submittal should be treated as proprietary and not released as public information.

3.2 Signatory Requirements: In order to receive consideration, the Cover Letter must be signed by an officer empowered by the Proposer to sign such material and thereby commit the Proposer to the obligations contained in the RFP response. **Further, the signing and submission of a response shall indicate the intention of the Proposer to adhere to the provisions described in this RFP and a commitment to enter into a binding contract.** Submittals shall be signed by one of the following representatives:

- If the Proposer is a **partnership**, submittal shall be signed in the firm name by a partner or the Attorney-In-Fact. If signed by the Attorney-In-Fact, there shall be attached to the proposal a Power-Of-Authority evidencing authority to sign proposals, dated the same date as the proposal and executed by all partners of the firm.
- If the Proposer is a **corporation**, the submittal shall have the correct corporate name thereon and the actual signature of the authorized officer of the corporation written (not typed) below the corporate name. The title of the office held by the person signing for the corporation shall appear below the signature of the officer.
- If the Proposer is an **individual** doing business under a firm name, the submittal shall be signed in the name of the individual doing business under the proper firm name and style.

3.3 Qualifications: A synopsis of each proposed team member's qualifications and experience with public or government projects of similar type and size as described in this RFP, including length of service with the firm and resume. Include an organization chart of the proposed staff to be assigned to this project. For all subcontractors to be used provide firm name, area of expertise, the names of individual staff assigned to this Project, and their role on the team.

3.4 Experience of Firm: A narrative of the firm's qualifying background and experience with public or government projects of similar type and size as described in this RFP.

- 3.5 Proposed Work Plan, Time Schedule, and Workload:** Provide a work plan description addressing all scope of work tasks along with a proposed timeline schedule reflecting each task and its deliverables and identifying appropriate progress checkpoints along with draft or interim deliverables. Also provide a narrative of firm staffing size, current firm workload, and with consideration of the firm's current projects, confirm the firm's ability to perform the scope of work as described herein.
- 3.6 References for Past Performance:** Provide a narrative of past performance and service. Include at least three (3) references of related projects, including contact person with current direct phone number along with a brief description of the project.
- 3.7 Cost Proposal:** Provide a total cost proposal (not to exceed) for all services to be delivered, including a breakdown of costs itemized for each bill type/notice as defined in the Scope of Work. This cost proposal shall encompass data processing, programming, printing, mailing service, and all related miscellaneous expenses.
- 3.8 Required Statements** indicating the following:
- Proposer has the ability to fulfill the indemnification and insurance requirements contained in the Sample Agreement. Please note that actual certificates of insurance are not required as part of your submittal.
 - Proposer warrants and covenants that no official or employee of the County, or any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in the procuring of the resulting agreement, nor that any such person will be employed in the performance of such agreement without immediate divulgence of such fact to the County. Proposer is not currently committed to another project that would constitute a conflicting interest with the project defined in this RFP.

4.0 PROPOSER QUESTIONS

- 4.1** Questions regarding this RFP must be submitted in writing by email or U.S. mail to the Procurement and Contracts Office and must be received no later than 5:00 p.m. on **March 20, 2020**.
- 4.2** All emails must have “**RFP #20-966-049 – QUESTION**” as their subject, and all envelopes or containers must be clearly marked “**RFP #20-966-049 – QUESTION**” for convenience purposes. Emails, envelopes, and/or containers not clearly labeled may be overlooked and not responded to.

- 4.3 Questions will **not** be accepted by telephone, facsimile (fax), or orally.
- 4.4 The County reserves the right to decline a response to any question if, in County's assessment, the information cannot be obtained and shared with all potential organizations in a timely manner.
- 4.5 A summary of the questions submitted, including responses deemed relevant and appropriate by County, will be posted to the County website on or about **March 27, 2020**.
- 4.6 All inquiries shall be submitted by email to: matthew.potter@edcgov.us
- or by U.S. Mail to: County of El Dorado
Procurement and Contracts
2850 Fairlane Court
Placerville, California 95667
RFP#20-966-049 – Question
- 4.7 Proposers are cautioned that they are not to rely upon any oral statements that they may have obtained. Proposers shall direct all inquiries to the contact above and shall not contact the requesting department directly regarding any matter related to this RFP.

5.0 PROPOSAL SUBMITTAL INSTRUCTIONS

- 5.1 Submit one (1) original, three (3) hard copies and one (1) electronic copy via USB drive, of your proposal not later than the time and date indicated on the cover page of this RFP. All submittals shall be submitted in a sealed envelope or container and clearly marked with the RFP number and title on the outside of the parcel.
- 5.2 Proposals shall be submitted ONLY to:
- El Dorado County
Procurement and Contracts Division
2850 Fairlane Court
Placerville, CA 95667
- 5.3 The County shall not be responsible for proposals delivered to a person or location other than specified herein. Proposals submitted to a location other than the above will not be considered duly delivered or timely. The County shall not be responsible for rerouting proposals delivered to a person or location other than that specified above.

- 5.4 Faxed or emailed proposals will not be accepted.
- 5.5 Late submittals may not be accepted or considered.
- 5.6 All submittals, whether selected or rejected, shall become the property of the County and shall not be returned.
- 5.7 The County reserves the right to waive minor defects and/or irregularities in proposals, and shall be the sole judge of the materiality of any such defect or irregularity.
- 5.8 All costs associated with proposal preparation shall be borne by the offeror.
- 5.9 All proposals shall remain firm for one hundred twenty (120) days following the closing date for the receipt of the submittals.

6.0 EVALUATION PROCESS

The following evaluation criteria and rating schedule will be used to determine the firm that provides the best value:

	Evaluation Criteria	Maximum Possible Points
A.	Qualifying background and relevant experience of firm, contractors, and personnel, in similar public and government projects.	25
B.	Proposed work plan, project schedule, and workload capacity to perform as evidenced by the firm size and current workload.	20
C.	Past performance and service (reference checks)	20
D.	Cost	35
	TOTAL POSSIBLE POINTS	100

7.0 SELECTION PROCEDURE

- 7.1 Proposals will be reviewed for responsiveness. A selection committee will then evaluate responsive proposals in accordance with the above criteria. Award shall be recommended to the Proposer whose proposal best meets the needs of the County. The decision of the Purchasing Agent or County Board of Supervisors shall be final in making such determination.
- 7.2 The County reserves the right to make an award without further discussion of the submittal with the Proposer. Therefore, the proposal should be

submitted initially on the most favorable terms that the firm or individual may propose.

- 7.3** The County reserves the right to award a contract to the firm or individual who, in the sole judgment of the County, presents the most favorable response to this RFP pursuant to the evaluation criteria indicated above.
- 7.4** The County reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm.
- 7.5** In the case of differences between written words and figures in a proposal, the amount stated in written words shall govern. In the case of a difference in unit price versus the extended figure, the unit price shall govern. The County reserves the right to reject any and all proposals, or to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful firm. The County shall be the sole judge of the materiality of any such defect or irregularity.
- 7.6** The Procurement and Contracts Division does not mail out hard copy letters advising participating Proposers of RFP results. For RFP results, please visit our website at:
- <http://edcapps.edcgov.us/contracts/bidresults.asp>
- 7.7** RFP results will be posted within approximately fourteen (14) business days after the RFP opening deadline date. The timeline for posting RFP results may vary depending on the nature and complexity of the RFP.
- 7.8** The selected Proposer will receive written notification of the award. Response and selection of a proposal will not necessarily result in a contract with the County of El Dorado. Proposal opening does not constitute awarding of a contract. Contract award is by action of the Purchasing Agent or County Board of Supervisors and is not in force until fully executed.

8.0 EL DORADO COUNTY WEBSITE REQUIREMENTS

It is the Proposer's responsibility to monitor the County's website for possible addenda to this RFP to inform him/herself of the most current specifications, terms, and conditions, and to submit his/her proposal in accordance with original RFP requirements and all required addenda. All available RFPs and related addenda can be found at:

<http://edcapps.edcgov.us/contracts/invite.asp>

Failure of Proposer to obtain this information shall not relieve him/her of the requirements contained therein. Those Proposers not acknowledging and returning Addenda as required will not be considered and will be rejected as “non-responsive.”

9.0 REJECTION OF PROPOSALS

Proposers interested in being considered must submit a proposal in compliance with this notice. Failure to meet the minimum requirements of the RFP shall be cause for rejection of the proposal. The County reserves the right to reject any or all proposals.

The County may reject a proposal if it is conditional, incomplete, contains irregularities, or reflects inordinately high cost rates. County may waive immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the Proposer from full compliance with the contract requirements if the Proposer is awarded the contract.

10.0 VALID OFFER

Proposals shall remain valid for one hundred twenty (120) days from the due date. The County reserves the right to negotiate with the successful Proposer any additional terms or conditions not contained in their proposal which are in the best interest of the County or to otherwise revise the scope of this RFP.

This RFP does not constitute a contract or an offer of employment. The cost of preparation of proposals shall be the obligation of the Proposer. All proposals, whether accepted or rejected, shall become the property of the County and will not be returned. Unnecessarily elaborate responses, enclosures, and specialized binding are not desired, and may be construed as an indication of Proposer’s lack of cost consciousness.

11.0 COUNTY’S RIGHTS

The County reserves the right to:

1. Request clarification of any submitted information.
2. Waive any irregularity or immaterial deviation in any proposal.
3. Not enter into any agreement.
4. Not select any Proposer.
5. Cancel this process at any time.
6. Amend this process at any time.

7. To award more than one (1) contract if it is in the best interest of the County.
8. Interview Proposers prior to award.
9. To request additional information during an interview.

Waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the Proposer from full compliance with the contract requirements if the Proposer is awarded the contract.

12.0 PUBLIC RECORDS ACT

All proposals and materials submitted shall become property of the County and will not be returned. All responses, including the accepted proposal and any subsequent contract, become public records in accordance with the requirements of the California Government Code, Sections 6250 - 6270, "California Public Records Act". Proprietary material must be clearly marked as such. Pricing and service elements of the successful proposal are not considered proprietary information. Proposers which indiscriminately identify all or most of their proposal as confidential or proprietary without justification may be deemed unresponsive.

The County will treat all information submitted in a proposal as available for public inspection once the County has selected a successful Proposer. If you believe that you have a legally justifiable basis under the California Public Records Act (Government Section 6250 et. seq.) for protecting the confidentiality of any information contained within your proposal, you must identify any such information, together with the legal basis of your claim in your proposal, and present such information **separately** as part of your response package.

Upon receipt of a request for disclosure pursuant to the California Public Records Act for information that is set apart and marked as proprietary, County will notify you of the request for disclosure. You shall have sole responsibility for the defense of the proprietary designation of such information. Failure to respond to the notice and enter into an agreement with County providing for the defense of and complete indemnification and reimbursement for all costs incurred by the County in any legal action to compel the disclosure of such information, shall constitute a complete waiver of any rights regarding the information designated proprietary and such information will be disclosed by County pursuant to applicable procedures under the California Public Records Act.

13.0 BUSINESS LICENSE REQUIREMENT

It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070. Contact the Tax Collector's Office at 360 Fair Lane, Placerville, CA 95667, or phone (530) 621-5800, for further information.

It is not a requirement to possess a County business license at the time of proposal submittal. Selected Proposers may be required to possess a County business license to award contract.

14.0 PUBLIC AGENCY

It is intended that other public agencies (i.e., city, special district, public authority, public agency, and other political subdivisions of the State of California) shall have the option to participate in any agreement created as a result of this RFP with the same terms and conditions specified therein, including pricing. The County shall incur no financial responsibility in connection with any agreement from another public agency. The public agency shall accept sole responsibility for contracting for services and making payment to the vendor.

FRONT

K. E. COLEMAN, M.B.A.
Treasurer & Tax Collector



360 Fair Lane
Placerville CA 95667-4107
(530) 621-5800

EL DORADO COUNTY 2019-2020 SECURED PROPERTY TAX STATEMENT
For Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020

ASSESSMENT #	FEE PARCEL #	TAX RATE AREA	CORTAC #
526-549-046-000	526-549-046-000	002-007	

RETAIN THIS PORTION
FOR YOUR RECORDS

PROPERTY DESCRIPTION / SITUS
TWO GLD 0.62656% TIMBER LODGE T/S 6549-G-46

Assessee(s) January 1, 2019

GRUBE JOHN W

CURRENT ASSESSEE(S) *****ALL FOR AADC 936

526-549-046-000
GRUBE JOHN W & LINDA A
PO BOX 612
AUBERRY CA 93602-0612

1-0000001
000001
000001

IMPORTANT MESSAGE

ASSESSED VALUES, 1% GENERAL TAXES AND EXEMPTIONS:

	ASSESSED VALUE	TAX RATE %	GENERAL TAXES
LAND	900		
STRUCTURAL IMPROVEMENTS	3,600		
NET TAXABLE VALUE	4,500	1.000000	\$ 45.00

FOR QUESTIONS CALL:
ADDRESS CHANGES 530-621-5719
VALUE PLACERVILLE 530-621-5719
VALUE LAKE TAHOE 530-573-3422
EXEMPTIONS 530-621-5719
TAX RATES 530-621-5470
PAYMENTS 530-621-5800

VOTER APPROVED DEBT AND DIRECT CHARGES:

	ASSESSED VALUE	TAX RATE %	GENERAL TAXES
35701 Voter Debt: Lake Tahoe Unified Schl Elctn1999	4,500	0.022156	1.00
35702 Voter Debt: Lake Tahoe Unified Schl Elctn2008	4,500	0.041728	1.88
35800 Voter Debt: Lake Tahoe College Election 2014	4,500	0.022423	1.00
53252 Spdl Tax: CSA#10 Library Zone F Electn 6/3/14			
56003 Mello-Roos Spdl Tax: SLT Recreation #2000-1		DIRECT CHARGE	0.42
57001 Mello-Roos Spdl Tax: South Tahoe RDA #2001-1		DIRECT CHARGE	0.00
71801 Timeshare Separate Asmt Fee: El Dorado County		DIRECT CHARGE	32.22
73201 Service Chrg: CSA#3 Ambulance SouthShore 1997		DIRECT CHARGE	11.94
		DIRECT CHARGE	0.48

CONTACT PHONE NUMBERS:
530-621-5470
530-621-5470
530-621-5470
530-621-5154
800-676-7516
866-807-6864
530-621-5470
530-621-6505

SUBTOTAL 49.94
TOTAL TAX DUE \$ 94.94

Pay online or remit payment with appropriate check

DETACH STUB
return with remittance

EL DORADO COUNTY 2019-2020 SECURED PROPERTY TAX
For Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020

ASSESSMENT #	FEE PARCEL #	CORTAC #	DUE DATE	DELINQUENT DATE AFTER 5 P.M.
526-549-046-000	526-549-046-000		FEBRUARY 1, 2020	APRIL 10, 2020

Make checks payable to:
K. E. COLEMAN, M.B.A.
TREASURER & TAX COLLECTOR
P.O. Box 678002
Placerville, CA 95667-8002

IMPORTANT MESSAGE

AFTER APRIL 10, 2020
PAY THIS AMOUNT

DELINQUENT SECOND
\$ 62.21

PAY THIS AMOUNT
on or before
APRIL 10, 2020
SECOND INSTALLMENT
\$ 47.47

2nd

GRUBE JOHN W & LINDA A
PO BOX 612
AUBERRY CA 93602-0612

For your convenience ... you may pay this bill online at www.edcgov.us/taxcollector

Write your Assessment # on your check or pay online by credit card or eCheck.

526549046000720198000000047472200000006221620198 04102020

DETACH STUB
return with remittance

EL DORADO COUNTY 2019-2020 SECURED PROPERTY TAX
For Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020

ASSESSMENT #	FEE PARCEL #	CORTAC #	DUE DATE	DELINQUENT DATE AFTER 5 P.M.
526-549-046-000	526-549-046-000		NOVEMBER 1, 2019	DECEMBER 10, 2019

Make checks payable to:
K. E. COLEMAN, M.B.A.
TREASURER & TAX COLLECTOR
P.O. Box 678002
Placerville, CA 95667-8002

IMPORTANT MESSAGE

AFTER DECEMBER 10, 2019
PAY THIS AMOUNT

DELINQUENT FIRST
\$ 52.21

PAY THIS AMOUNT
on or before
DECEMBER 10, 2019
FIRST INSTALLMENT
\$ 47.47

1st

GRUBE JOHN W & LINDA A
PO BOX 612
AUBERRY CA 93602-0612

For your convenience ... you may pay this bill online at www.edcgov.us/taxcollector

Write your Assessment # on your check or pay online by credit card or eCheck.

526549046000720198000000047472100000005221720198 12102019

BACK

PAYMENT OPTIONS

PAY ONLINE:



Pay online using eCheck or by Credit-Debit Card at:
www.edcgov.us/taxcollector

The company that processes the electronic payments on our behalf will charge the following service Fees:

- E-checks - \$0.75 per payment transaction
- Credit/Debit Card Transactions - 1.95% of the payment amount, with a minimum Service Fee of \$1.95 per payment transaction.

PAY BY MAIL:

Make Check Payable to:
 K. E. Coleman, M.B.A.
 Treasurer & Tax Collector
 P. O. Box 678002
 Placerville, CA 95667-8002

Please include your Assessment Number on your check.

PAY IN PERSON:

Monday - Friday
 8 a.m. to 5 p.m. (except holidays)
 360 Fair Lane, Building B
 Placerville, CA

PARTIAL PAYMENTS AND POST DATED CHECKS CANNOT BE ACCEPTED - RETURNED CHECKS WILL BE SUBJECT TO A RETURN CHECK FEE.

IMPORTANT INFORMATION ABOUT YOUR TAX BILL

TAX INFORMATION

RECEIPT OF TAX BILL

It is the property owner's responsibility to see that tax liens are satisfied. Failure to receive a tax bill is not a basis for canceling delinquent penalties and in no way relieves the property owner of the responsibility of paying the property taxes. Taxes are levied on real and personal property as the property exists at 12:01 a.m., on the lien date January 1.

First installment is delinquent if not paid on or before December 10, 2019. Second installment is delinquent if not paid on or before April 10, 2020. If payment of the 1st installment is made after the delinquent date, a 10% penalty is added. If payment of the 2nd installment is made after the delinquent date, a 10% penalty plus a \$10 cost is added. Taxes remaining unpaid after June 30th will require payment of: a) delinquent penalties, b) costs, c) redemption penalties of 1.5% per month, and d) redemption fees.

Tax statements are mailed to all property owners according to the information provided on recorded documents or any mailing instructions furnished by the property owner to the Assessor at (530) 621-5719.

HOMEOWNERS' EXEMPTION

If you filed a claim for the Homeowners' Property Tax Exemption, you declared under penalty of perjury that you are the owner of this property and that it is your principal place of residence. You are required by law to terminate this claim if either or both of the following events occur prior to 12:01 a.m., January 1, 2019: (1) Ownership of the property transfers to another party. (2) Your principal place of residence changes to another location.

If you are not eligible for the exemption as of 12:01 a.m., January 1, 2019, you must notify the Assessor in writing on or before December 10, 2019 or you will be subject to a 25% penalty in the amount of taxes the exemption represents. If you have questions regarding the homeowners' exemption, the valuation of your property, or address changes, please contact the County Assessor's Office at (530) 621-5719 or write to El Dorado County Assessor's Office, 360 Fair Lane, Placerville, CA 95667.

IMPORTANT REMINDERS

Property Tax Postponement for Senior Citizens, Blind, or Disabled Persons
 The State Controller's Office (SCO) administers the Property Tax Postponement (PTP) program, which allows eligible homeowners to postpone payment of current-year property taxes on their primary residence. PTP applications are accepted from October 1 to February 10 each year. Go to the SCO website at http://www.sco.ca.gov/ardtax_prop_tax_postponement.html for more information. If you have any questions, call (800) 952-5661 or email postponement@scocalifornia.gov.

MAIL EARLY

Payment sent through the mail is considered received on the U.S. Postal Service postmarked date. Private postmeter dating is not a legal postmark for determination of delinquency.

The law allows taxpayers to send their tax payments utilizing an approved independent delivery service, if deposit for shipment is made on or before the delinquent date. It is properly addressed with the required fee prepaid and the delivery is no later than 5:00 p.m. on the next business day after the delinquent date. If all of these conditions are met, the payment will be accepted as shipped timely. Approved independent delivery services are DHL Express, Federal Express and United Parcel Service.

DELINQUENT DATES

1st Installment is Delinquent if not paid on or before December 10, 2019.
 2nd Installment is Delinquent if not paid on or before April 10, 2020.
 The law does not allow the 2nd installment to be paid before the 1st installment.

VERIFY PAYMENT

The Tax Collector is not responsible for payments made on the wrong assessment. Carefully examine your property descriptions.

Prior year(s) unpaid taxes are not included on this bill. Contact the Tax Collector's Office for the amount due if a default (DEF) number appears in the red "Important Message" box on the front of the bill. Prior year's secured taxes which remain unpaid for five or more years from the date of Declaration of Default subject the tax-defaulted property to sale at public auction.

ASSESSMENT INFORMATION

VALUATIONS

This bill informs you of your property's assessed value as of the lien date, January 1, 2019. If you disagree with the assessed value, you have the right to an informal review. Contact the Assessor at (530) 621-5719. The Assessor agrees that a reduction in value is proper, an adjustment may be made to the value under Revenue and Taxation Code Section 4831. If you and the Assessor are unable to agree on an assessed value, you have the right to file an application for reduction in assessment. The application must be filed with the County Assessment Appeals

Board, 330 Fair Lane, Placerville, CA 95667, during the period from July 2, 2019 through November 30, 2019. Assessment value changes cannot be made by the Tax Collector. Questions regarding the computation of the tax and/or tax rates should be directed to the Auditor-Controller (530) 621-5470 or to the special district/local agency levying the direct charge. The phone number of the special district/local agency is on the front of this form, adjacent to the specific levy. The Tax Collector does not have the authority to change the amount due.

ONLINE BANKING IMPORTANT NOTICE

The Tax Collector's Office recommends scheduling online bank payments (bill pay) at least 10 days prior to delinquent dates to ensure timely payment. Ensure accurate credit to the proper assessment number by including your 12 digit assessment number as your account number. If paying more than one tax bill, please set up a separate account number for each assessment number.

For questions about:
Tax amounts due 530-621-5800
Assessed Value & Changes of Address 530-621-5719
Tax Rates 530-621-5470
Direct Charges See front of bill

You can access tax information on the Tax Collector's website. You can also pay your tax bill and print your tax bill at www.edcgov.us/taxcollector.

For information about Property Tax Rates and Distribution please visit the El Dorado County Auditor's Website at: <https://edcgov.us/Government/Auditor-Controller> and go to the site menu, click on the Property Tax Division section and click on the appropriate link:

Property Tax Division
[Who To Contact](#)
[Property Tax Bills - Calculation, Billing, Collection, Refunding & FAQs](#)
[Ad Valorem Tax Rates](#)
[Distribution of Proposition 13's 1% General Property Tax Assessed Valuation by Agency/District](#)
[Tax Rate Area Information & Reports](#)
[Direct Charges \(Non-Value Based Items\)](#)

Never miss a tax deadline again! Sign up for email reminders to receive important tax related information from the Treasurer-Tax Collector's office at www.edcgov.us/taxcollector.

FRONT

K. E. COLEMAN, M.B.A.
Treasurer & Tax Collector



360 Fair Lane
Placerville CA 95667-4107
(530) 621-5800

EL DORADO COUNTY 2019-2020 SECURED PROPERTY TAX STATEMENT
For Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020

ASSESSMENT #	FEE PARCEL #	TAX RATE AREA	CORTAC #
513-180-001-000	513-180-001-000	002-007	5211

PROPERTY DESCRIPTION / SITUS
3W GRAND RESIDENCE CLUB 3180/1
Assessee(s) January 1, 2019
DAVIES JASON MICHAEL

CURRENT ASSESSEE(S) *****SINGLE-PIECE 93706
513-180-001-000
DAVIES JASON MICHAEL & SHERYL MARIE
47 CASTLE CREEK TRL
BUFFALO NY 14221-6900

1-0000001
000001

IMPORTANT MESSAGE

ASSESSED VALUES, 1% GENERAL TAXES AND EXEMPTIONS:

	ASSESSED VALUE	TAX RATE %	GENERAL TAXES
LAND	11,800		
STRUCTURAL IMPROVEMENTS	47,200		
NET TAXABLE VALUE	59,000	1.0000	\$ 590.00

FOR QUESTIONS CALL:

ADDRESS CHANGES 530-621-5719
VALUE PLACERVILLE 530-621-5719
VALUE LAKE TAHOE 530-573-3422
EXEMPTIONS 530-621-5719
TAX RATES 530-621-5470
PAYMENTS 530-621-5800

VOTER APPROVED DEBT AND DIRECT CHARGES:

	ASSESSED VALUE	TAX RATE %	GENERAL TAXES
35701 Voter Debt: Lake Tahoe Unified Schl Elctn1999	59,000	0.022156	1.30
35702 Voter Debt: Lake Tahoe Unified Schl Elctn2008	59,000	0.041728	2.46
35800 Voter Debt: Lake Tahoe College Election 2014	59,000	0.022423	13.22
53252 Spcl Tax: CSA#10 Library Zone F Electn 6/3/14		DIRECT CHARGE	5.58
56003 Mello-Roos Spcl Tax: SLT Recreation #2000-1		DIRECT CHARGE	13.00
57001 Mello-Roos Spcl Tax: South Tahoe RDA #2001-1		DIRECT CHARGE	281.98
71801 Timeshare Separate Asmt Fee: El Dorado County		DIRECT CHARGE	11.94
73201 Service Chrg: CSA#3 Ambulance SouthShore 1997		DIRECT CHARGE	0.48

CONTACT PHONE NUMBERS:

530-621-5470
530-621-5470
530-621-5470
530-621-5154
800-676-7516
866-807-6864
530-621-5470
530-621-6505

SUBTOTAL 363.90

Payments may be verified online at www.edcgov.us/taxcollector **TOTAL TAX DUE \$ 953.90**

THIS TAX BILL STATEMENT IS FOR YOUR INFORMATION ONLY
PAYMENT MAY BE MADE BY YOUR LENDER

If for any reason your lender will not be paying your 2019-2020 Secured Property Taxes:

This bill may be paid online at www.edcgov.us/taxcollector

or

Make check payable to

K. E. Coleman, Treasurer & Tax Collector

P.O. Box 678002

Placerville, CA 95667-8002

The installments must be paid on or before the following dates to avoid penalty

1st INSTALLMENT DUE NOVEMBER 1, 2019
AND DELINQUENT DECEMBER 10, 2019 5:00 P.M.

2nd INSTALLMENT DUE FEBRUARY 1, 2020
AND DELINQUENT APRIL 10, 2020 5:00 P.M.

Write your Assessment Number on your check.

BACK

IMPORTANT INFORMATION ABOUT YOUR TAX BILL

TAX INFORMATION

RECEIPT OF TAX BILL

It is the property owner's responsibility to see that tax liens are satisfied. Failure to receive a tax bill is not a basis for canceling delinquent penalties and in no way relieves the property owner of the responsibility of paying the property taxes.

Taxes are levied on real and personal property as the property exists at 12:01 a.m., on the lien date January 1.

First installment is delinquent if not paid on or before December 10, 2019. Second installment is delinquent if not paid on or before April 10, 2020. If payment of the 1st installment is made after the delinquent date, a 10% penalty is added. If payment of the 2nd installment is made after the delinquent date, a 10% penalty plus a \$10 cost is added. Taxes remaining unpaid after June 30th will require payment of: a) delinquent penalties, b) costs, c) redemption penalties of 1.5% per month, and d) redemption fees.

Tax statements are mailed to all property owners according to the information provided on recorded documents or any mailing instructions furnished by the property owner to the Assessor at (530) 621-5719.

HOMEOWNERS' EXEMPTION

If you filed a claim for the Homeowners' Property Tax Exemption, you declared under penalty of perjury that you are the owner of this property and that it is your principal place of residence. You are required by law to terminate this claim if either or both of the following events occur prior to 12:01 a.m., January 1, 2019: (1) Ownership of the property transfers to another party. (2) Your principal place of residence changes to another location.

If you are not eligible for the exemption as of 12:01 a.m., January 1, 2019, you must notify the Assessor in writing on or before December 10, 2019 or you will be subject to a 25% penalty in the amount of taxes the exemption represents. If you have questions regarding the homeowners' exemption, the valuation of your property, or address changes, please contact the County Assessor's Office at (530) 621-5719 or write to: El Dorado County Assessor's Office, 360 Fair Lane, Placerville, CA 95667.

MAIL EARLY

Payment sent through the mail is considered received on the U.S. Postal Service postmarked date. Private postage meter dating is not a legal postmark for determination of delinquency.

The law allows taxpayers to send their tax payments utilizing an approved independent delivery service. If deposit for shipment is made on or before the delinquent date, if it is properly addressed with the required fee prepaid and the delivery is no later than 5:00 p.m. on the next business day after the delinquent date. If all of these conditions are met, the payment will be accepted as shipped timely. Approved independent delivery services are DHL Express, Federal Express, and United Parcel Service.

VERIFY PAYMENT

The Tax Collector is not responsible for payments made on the wrong assessment. Carefully examine your property descriptions.

IMPORTANT REMINDERS

Property Tax Postponement for Senior Citizens, Blind, or Disabled Persons
The State Controller's Office (SCO) administers the Property Tax Postponement (PTP) program, which allows eligible homeowners to postpone payment of current-year property taxes on their primary residence. PTP applications are accepted from October 1 to February 10 each year.

Goto the SCO website at http://www.sco.ca.gov/ardtax_prop_tax_postponement.html for more information.
If you have any questions, call (800) 952-5661 or email postponement@sco.ca.gov.

DATE

1st Installment is Delinquent if not paid on or before December 10, 2019.
2nd Installment is Delinquent if not paid on or before April 10, 2020.
The law does not allow the 2nd installment to be paid before the 1st installment.

Prior year(s) unpaid taxes are not included on this bill. Contact the Tax Collector's Office for the amount due if a default (DEF) number appears in the red "Important Message" box on the front of the bill. Prior year's secured taxes which remain unpaid for five or more years from the date of Declaration of Default subject the tax defaulted property to sale at public auction.

ASSESSMENT INFORMATION

VALUATIONS

This bill informs you of your property's assessed value as of the lien date, January 1, 2019.

If you disagree with the assessed value, you have the right to an informal review. Contact the Assessor at (530) 621-5719. If the Assessor agrees that a reduction in value is proper, an adjustment may be made to the valuation. Revenue and Taxation Code Section 4831. If you and the Assessor are unable to agree on an assessed value, you have the right to file an application for reduction in assessment. The application must be filed with the County Assessment Appeals

Board, 330 Fair Lane, Placerville, CA 95667, during the period from July 2, 2019 through November 30, 2019.

Assessment value changes cannot be made by the Tax Collector. Questions regarding the computation of the tax and/or tax rates should be directed to the Auditor-Controller (530) 621-5470 or to the special district/local agency levying the direct charge. The phone number of the special district/local agency is on the front of this form, adjacent to the specific levy. The Tax Collector does not have the authority to change the amount due.

PAYMENT OPTIONS IF FOR ANY REASON YOUR LENDER WILL NOT BE PAYING YOUR 2019-2020 SECURED PROPERTY TAXES

PAY ONLINE:



Pay online using eCheck or by Credit-Debit Card at:

www.edcgov.us/taxcollector

The company that processes the electronic payments on our behalf will charge the following service Fees:

- E-checks - \$0.75 per payment transaction
- Credit/Debit Card Transactions - 1.95% of the payment amount, with a minimum Service Fee of \$1.95 per payment transaction.

PAY BY MAIL:

Make Check Payable to:

K. E. Coleman, M.B.A.
Treasurer & Tax Collector
P. O. Box 678002
Placerville, CA 95667-8002

Please include your Assessment Number on your check.

PAY IN PERSON:

Monday - Friday
8 a.m. to 5 p.m. (except holidays)
360 Fair Lane, Building B
Placerville, CA

PARTIAL PAYMENTS AND POST DATED CHECKS CANNOT BE ACCEPTED - RETURNED CHECKS WILL BE SUBJECT TO A RETURN CHECK FEE.

For questions about:

Tax amounts due or Business License 530-621-5800
Assessed Value & Changes of Address 530-621-5719
Tax Rates 530-621-5470
Direct Charges See front of bill

You can access tax information on the Tax Collector's website. You can also pay your tax bill and print your tax bill at www.edcgov.us/taxcollector.

Never miss a tax deadline again! Sign up for email reminders to receive important tax related information from the Treasurer-Tax Collector's office at www.edcgov.us/taxcollector.

FRONT

K. E. COLEMAN, M.B.A.
Treasurer & Tax Collector

360 Fair Lane
Placerville CA 95667-4107
(530) 621-5800

HAGEN JENNIFER
DBA FIERCELY FIT WITH JEN HAGEN
2001 ANGEL COURT
PLACERVILLE CA 95667

EL DORADO COUNTY 2019-2020 UNSECURED PROPERTY TAX STATEMENT
For Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020
Unsecured taxes are the obligation of the assessee of record on January 1, 2019

For Questions Call:		
VALUE PLACERVILLE 530-621-5719		
VALUE LAKE TAHOE 530-573-3422		
VALUE BUS PROP 530-621-5716		
EXEMPTIONS 530-621-5719		
ADDRESS CHANGES 530-621-5719		
TAX RATES 530-621-5470		
PAYMENTS 530-621-5800		
ASSESSMENT #	FEE PARCEL #	TAX RATE AREA
800-002-775-000	555001002000	001-002

IMPORTANT MESSAGES

UNSECURED TAXES ARE THE OBLIGATION OF THE ASSESSEE OF RECORD ON JAN. 1, 2019
VALUE INCLUDES 10% PENALTY FOR FAILURE TO FILE
50 MAIN ST

ASSESSED VALUES, EXEMPTIONS AND GENERAL TAXES				
DESCRIPTION	ASSESSED VALUE	TAX RATE%	GENERAL TAXES	
FIXED IMPROVEMENTS	13,750			
PERSONAL PROPERTY	13,750			
NET TAXABLE VALUE		27,500	0.000000	\$ 275.00
VOTER APPROVED DEBT AND DIRECT CHARGES				
PHONE #	DESCRIPTION	ASSESSED VALUE	TAX RATE%	SUBTOTAL
530-621-5470	VOTER DEBT: PLACERVILLE ELEMENTARY ELECTN2002	27,500	0.019212	5.28
530-621-5470	VOTER DEBT: PLACERVILLE ELEMENTARY ELECTN2015		0.011216	3.08
530-621-5470	VOTER DEBT: EL DORADO HIGH SCHOOL ELECTN 198		0.002852	0.78
530-621-5470	VOTER DEBT: EL DORADO HIGH SCHOOL ELECTN 20		0.011836	3.25
916-874-7431	VOTER DEBT: LOS RIOS COLLEGE ELECTION OF 200		0.005800	1.60
916-874-7431	VOTER DEBT: LOS RIOS COLLEGE ELECTION OF 2008		0.007300	2.01
SUBTOTAL				\$ 16.00
DELINQUENT IF NOT PAID ON OR BEFORE 9/30/19				TOTAL TAX DUE \$ 291.00

Taxes may be paid online at: www.edcgov.us/taxcollector

Unsecured taxes are the obligation of the assessee of record on January 1, 2019
Payment is delinquent after 5 p.m. September 30, 2019

NOTICE TO BOAT OWNERS:

The registered boat owner as of January 1, 2019, owes this property tax bill
The sale, transfer or disposal of this boat after January 1, 2019, does not transfer tax liability

DETACH STUB
return with remittance

EL DORADO COUNTY 2019-2020 UNSECURED PROPERTY TAX
For Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020

ASSESSMENT #	FEE PARCEL #
800-002-775-000	555001002000

DELINQUENT DATE
AFTER 5:00 P.M.
SEPTEMBER 30, 2019

AFTER
SEPTEMBER 30, 2019
BUT ON OR BEFORE
NOVEMBER 30, 2019
PAY THIS AMOUNT

DELINQUENT PAYMENT
\$ 335.10

Make checks payable to:
K. E. COLEMAN, M.B.A.
TREASURER & TAX COLLECTOR
P.O. Box 678002
Placerville, CA 95667-8002

HAGEN JENNIFER
DBA FIERCELY FIT WITH JEN HAGEN
2001 ANGEL COURT
PLACERVILLE CA 95667


PAY THIS AMOUNT
on or before
SEPTEMBER 30, 2019

NORMAL PAYMENT
\$ 291.00

800002775000120198000000291008100000032010120198 20190930

BACK

PAYMENT OPTIONS

<p>PAY ONLINE:</p>  <p>You can make payments for Property Taxes online using eCheck or by Credit-Debit Card. www.edcgov.us/taxcollector</p> <p>The company that processes the electronic payments on our behalf will charge the following service Fees:</p> <ul style="list-style-type: none"> • E-checks - \$0.75 per payment transaction • Credit/Debit Card Transactions - 1.95% of the payment amount, with a minimum Service Fee of \$1.95 per payment transaction. 	<p>PAY BY MAIL:</p> <p>Make Check Payable to:</p> <p>K. E. Coleman, M.B.A. Treasurer & Tax Collector P. O. Box 678002 Placerville, CA 95667-8002</p> <p>Please include your Assessment Number on your check</p> <hr/> <p>PAY IN PERSON:</p> <p>Monday - Friday 8 a.m. to 5 p.m. (except holidays) 360 Fair Lane, Building B Placerville, CA</p>
--	---

PARTIAL PAYMENTS AND POST DATED CHECKS CANNOT BE ACCEPTED

IMPORTANT INFORMATION ABOUT YOUR UNSECURED TAX BILL

ASSESSMENT INFORMATION

VALUATIONS

Assessment value changes cannot be made by the Tax Collector.

This bill informs you of your property's assessed value as of the lien date, January 1, 2019. If you disagree with the assessed value, you have the right to an informal review. To obtain such a review, contact the Assessor's Office, 360 Fair Lane, Placerville, CA 95667, phone (530) 621-5716.

RIGHT TO APPEAL

If you and the Assessor are unable to agree on an assessed value, you have the right to file an application for reduction in assessment. The application must be filed with the County Assessment Appeals Board, 330 Fair Lane, Placerville, CA 95667, during the period from July 2, 2019 through November 30, 2019.

Tax bills are mailed to the address provided on the tax roll by the Assessor (530) 621-5716.

TAX INFORMATION

<p style="text-align: center;">RECEIPT OF TAX BILL</p> <p>THE AMOUNT DUE ON THE FACE OF THIS BILL WILL BECOME DELINQUENT AFTER 5:00 P.M. OR CLOSING OF BUSINESS SEPTEMBER 30, 2019. Failure to pay by that time will result in the addition of a ten percent penalty and a \$15.00 notice fee. If the tax amount, penalty and notice fee are unpaid as of 5:00 p.m. on November 30, 2019, an additional 1.5 percent per month penalty is added until paid as provided by law. Additional collection costs will also accrue and incurred. It is the property owner's responsibility to ensure that tax bills are satisfied. Failure to receive a tax bill is not a defense for cancelling delinquent penalties and in no way relieves the property owner of the responsibility of paying the property taxes when they become due and payable.</p> <p style="text-align: center;">MAIL DELIVERY</p> <p>Payment sent through mail is considered received on the U.S. Postal Service postmarked date. Private postage meter dating is not a legal postmark for determination of delinquency.</p>	<p style="text-align: center;">ASSESSEE RESPONSIBILITY</p> <p>Taxes are levied on real and personal property as the property exists at 12:01 a.m., on the lien date. OWNERSHIP ON THE LIEN DATE (JANUARY 1, 2019) DETERMINES THE OBLIGATION TO PAY THE TAX. THE DISPOSAL OF PROPERTY AFTER THE LIEN DATE DOES NOT RELIEVE THE ASSESSEE OF THIS RESPONSIBILITY.</p> <p>ENFORCEMENT OF PAYMENT Unsecured taxes may be collected by seizure and sale of any of the following property belonging or assessed to the assessee: (a) personal property, (b) improvements, (c) possessory interests. The County will record a lien in the County Recorder's Office against the assessee if unsecured taxes remain unpaid after 5:00 p.m. on November 30, 2019.</p> <p style="text-align: center;">EXTENSION OF TIME</p> <p>If September 30 or November 30 falls on Saturday, Sunday or a legal holiday, the penalty applies after 5:00 p.m. on the next business day.</p>
--	--

ADDITIONAL INFORMATION

IMPORTANT DATES

Due Upon Receipt
Delinquent after September 30, 2019
Additional penalties and fees apply after November 30, 2019
Unsecured Taxes are the obligation of the assessee of record January 1, 2019

ONLINE BANKING IMPORTANT NOTICE

The Tax Collector's Office recommends scheduling online bank payments (bill pay) at least 10 days prior to September 30, 2019 to ensure timely payment and to avoid penalties.

Ensure accurate credit to the proper assessment number by including your 12 digit assessment number as your account number.

If paying more than one tax bill, please set up a separate account number for each assessment number.

ATTACHMENT D – SAMPLE AGREEMENT

Contractor's Name

Designing, Printing, and Processing Services

AGREEMENT FOR SERVICES #XXXX

THIS AGREEMENT, made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County"), and _____, a _____ duly qualified to conduct business in the State of California, whose principal place of business is _____ (hereinafter referred to as "Contractor");

RECITALS

WHEREAS, County has determined that it is necessary to obtain a Contractor to assist its Treasurer – Tax Collector, in designing, printing, and processing secured and unsecured property tax bills;

WHEREAS, Contractor has represented to County that it is specially trained, experienced, expert, and competent to perform the special services required hereunder, and County has determined to rely upon such representations;

WHEREAS, it is the intent of the parties hereto that such services be in conformity with all applicable state and local laws;

WHEREAS, County has determined that the provision of such services provided by Contractor are in the public's best interest and the work can be performed by an independent contractor because specialty skills and qualifications not expressly identified in County classifications are involved in the performance of the work in accordance with El Dorado County Ordinance Code, Chapter 3.13.030(B), El Dorado County Charter, Section 210(b)(6), and/or Government Code Section 31000;

WHEREAS, on _____, 2020, Consultant was formally awarded Request for Proposal (RFP) 20-966-049 for the provision of Designing, Printing, and Processing Services;

NOW, THEREFORE, County and Contractor mutually agree as follows:

ARTICLE I

Scope of Services: Contractor agrees to furnish personnel, equipment, and services necessary to provide printing, programming, and artwork to produce and mail annual tax bills for the Treasurer-Tax Collector. Services shall include, but not be limited to, those tasks as identified in Exhibit A, marked "Scope of Services," incorporated herein and made by reference a part hereof.

If a submittal or deliverable is required to be an electronic file, Contractor shall produce the file using Microsoft (MS) Office 2010 applications (specifically, MS Word and MS

Excel). Signed reports shall be submitted in Adobe portable document format (PDF). Newer versions of software may be used and other types of software used for analytical purposes may be authorized if approved in advance of the submittal by County's Contract Administrator. Contractor shall submit all deliverables to County's Contract Administrator in accordance with completion time schedules agreed upon by both parties during the kick-off meeting. Failure to submit the required deliverables in the format required shall be grounds for termination of the Agreement, as provided in ARTICLE XII, Default, Termination, and Cancellation, herein.

Unless as otherwise specified, Contractor's receipt of the fully-executed Agreement serves as Consultant's Notice to Proceed. Contractor shall not commence any work under this Agreement until receiving the fully-executed Agreement. No payment will be made for any services performed prior to the effective date of the Agreement.

ARTICLE II

Term: This Agreement shall become effective upon final execution by both parties hereto and shall expire three (3) years thereafter.

ARTICLE III

Compensation for Services: For services provided herein, including any deliverables that may be identified herein, County agrees to pay Contractor upon the satisfactory completion and County's acceptance of work, in arrears. Payment shall be made within forty-five (45) days following County's receipt and approval of itemized invoices identifying the services rendered.

For the purposes hereof, the billing rates shall be as follows:

	<u>Cost per Unit</u>
Secured Tax Bill	
Data Processing, Printing and Mailing Services	\$ _____
Duplex Form; One (1) Window Envelope; Two (2) Return Envelopes	
CORTAC Property Owner Tax Notice	
Printing and Mailing Services	\$ _____
Duplex Form; No Return Envelope	
Unsecured Property Tax Bill	
Printing and Mailing Services	\$ _____
Duplex Form; One (1) Window Envelope; One (1) Return Envelope	
Other Services	
Programming	\$ _____

The total amount of this Agreement shall not exceed \$ _____, inclusive of all costs, taxes, and expenses.

Itemized invoices shall follow the format specified by County and shall reference this Agreement number on their faces. Copies of documentation attached to invoices shall reflect Contractor's charges for the specific services billed on those invoices. Invoices shall be mailed to County at the following address:

County of El Dorado
Treasurer – Tax Collector
360 Fair Lane
Placerville, California 95667

or to such other location as County directs.

In the event that Contractor fails to deliver, in the format specified, the required by this Agreement, County at its sole option may delay the payment for the period of time of the delay, cease all payments until such time as the required deliverables are received, or proceed as set forth below in ARTICLE XII, Default, Termination, and Cancellation, herein.

ARTICLE IV

Taxes: Contractor certifies that as of today's date, it is not in default on any unsecured property taxes or other taxes or fees owed by Contractor to County. Contractor agrees that it shall not default on any obligations to County during the term of this Agreement.

ARTICLE V

Changes to Agreement: This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE VI

Contractor to County: It is understood that the services provided under this Agreement shall be prepared in and with cooperation from County and its staff. It is further agreed that in all matters pertaining to this Agreement, Contractor shall act as Contractor only to County and shall not act as Contractor to any other individual or entity affected by this Agreement nor provide information in any manner to any party outside of this Agreement that would conflict with Contractor's responsibilities to County during the term hereof.

ARTICLE VII

Confidentiality: Contractor shall maintain the confidentiality and privileged nature of all records, including billing records, together with any knowledge therein acquired, in accordance with all applicable state and federal laws and regulations, as they may now exist or may hereafter be amended or changed. Contractor, and all Contractor's staff, employees, and representatives, shall not use or disclose, directly or indirectly at any time, any said confidential information, other than to County's Treasurer – Tax Collector for the purpose of, and in the performance of, this Agreement. This confidentiality provision shall survive after the expiration or earlier termination of this Agreement.

ARTICLE VIII

Assignment and Delegation: Contractor is engaged by County for its unique qualifications and skills as well as those of its personnel. Contractor shall not subcontract, delegate, or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of County.

ARTICLE IX

Independent Contractor/Liability: Contractor is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by the terms of this Agreement. Contractor exclusively assumes responsibility for acts of its employees, associates, and subcontractors, if any are authorized herein, as they relate to services to be provided under this Agreement during the course and scope of their employment.

Contractor shall be responsible for performing the work under this Agreement in a safe, professional, skillful, and workmanlike manner and shall be liable for its own negligence and negligent acts of its employees. County shall have no right of control over the manner in which work is to be done and shall, therefore, not be charged with responsibility of preventing risk to Contractor or its employees.

ARTICLE X

Fiscal Considerations: The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, County is subject to the provisions of Article XVI, Section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment, or services not budgeted in a given fiscal year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products, or equipment subject herein. Such notice shall become effective upon the adoption of a final budget, which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the Board of Supervisors during the course of a given year for financial reasons reduce or order a reduction in the budget for any County department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of County, this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

ARTICLE XI

Audit by California State Auditor: Contractor acknowledges that if total compensation under this Agreement is greater than \$10,000.00, this Agreement is subject to examination and audit by the California State Auditor for a period of three (3)

years, or for any longer period required by law, after final payment under this Agreement, pursuant to California Government Code § 8546.7. In order to facilitate these potential examinations and audits, Contractor shall maintain, for a period of at least three (3) years, or for any longer period required by law, after final payment under the Agreement, all books, records, and documentation necessary to demonstrate performance under the Agreement.

ARTICLE XII

Default, Termination, and Cancellation:

- A. **Default:** Upon the occurrence of any default of the provisions of this Agreement, a party shall give written notice of said default to the party in default (notice). If the party in default does not cure the default within ten (10) days of the date of notice (Time to Cure), then such party shall be in default. The Time to Cure may be extended at the discretion of the party giving notice. Any extension of Time to Cure must be in writing, prepared by the party in default for signature by the party giving notice, and must specify the reason(s) for the extension and the date in which the extension of Time to Cure expires.

Notice given under this section shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable period of time. No such notice shall be deemed a termination of this Agreement unless the party giving notice so elects in this notice, or the party giving notice so elects in a subsequent written notice after the Time to Cure has expired. In the event of termination, County reserves the right to take over and complete the work by contract or by any other means.

- B. **Bankruptcy:** This Agreement, at the option of County, shall be terminable in the case of bankruptcy, voluntary or involuntary, or insolvency of Contractor.
- C. **Ceasing Performance:** County may terminate this Agreement immediately in the event Contractor ceases to operate as a business or otherwise becomes unable to substantially perform any term or condition of this Agreement.
- D. **Termination or Cancellation without Cause:** County may terminate this Agreement in whole or in part upon seven (7) calendar days' written notice by County without cause. If such prior termination is effected, County will pay for satisfactory services rendered prior to the effective dates, as set forth in the Notice of Termination provided to Contractor, and for such other services which County may agree to in writing as necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the Agreement. Upon receipt of a Notice of Termination, Contractor shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the Notice directs otherwise.

ARTICLE XIII

Notice to Parties: All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be in duplicate and addressed as follows:

To County:

County of El Dorado
Treasurer – Tax Collector
360 Fair Lane
Placerville, California 95667

With a copy to:

County of El Dorado
Chief Administrative Office
2850 Fairlane Court
Placerville, California 95667

Attn.: Name
Title

Attn.: Michele Weimer
Procurement and Contracts Manager

or to such other location as County directs.

Notices to Contractor shall be addressed as follows:

Contractor’s Name
Address
City, State, Zip Code

Attn.: Name, Title

or to such other location as Contractor directs.

ARTICLE XIV

Change of Address: In the event of a change in address for Contractor's principal place of business, Contractor's Agent for Service of Process, or Notices to Contractor, Contractor shall notify County in writing as provided in ARTICLE XIII, Notice to Parties. Said notice shall become part of this Agreement upon acknowledgment in writing by County’s Contract Administrator, and no further amendment of the Agreement shall be necessary provided that such change of address does not conflict with any other provisions of this Agreement.

ARTICLE XV

Indemnity: To the fullest extent permitted by law, Contractor shall defend at its own expense, indemnify, and hold the County harmless, its officers, employees, agents, and volunteers, against and from any and all liability, claims, suits, losses, damages, or expenses of every name, kind and description, including attorney’s fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the acts or omissions of Contractor or its officers, agents, or employees in rendering the services, operations, or performance hereunder, except for liability, claims, suits, losses, damages or expenses arising from the sole negligence or willful acts of the County, its officers and employees, or as expressly prescribed by

statute. This duty of Contractor to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

ARTICLE XVI

Insurance: Contractor shall provide proof of a policy of insurance satisfactory to County's Risk Management Division and documentation evidencing that Contractor maintains insurance that meets the following requirements:

- A. Full Workers' Compensation and Employers' Liability Insurance covering all employees of Contractor as required by law in the State of California.
- B. Commercial General Liability Insurance of not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000 aggregate limit.
- C. Automobile Liability Insurance of not less than \$1,000,000 is required in the event motor vehicles are used by Contractor in performance of the Agreement.
- D. In the event Contractor is a licensed professional or professional Contractor and is performing professional services under this Agreement, Professional Liability Insurance is required with a limit of liability of not less than \$1,000,000.
- E. Contractor shall furnish a certificate of insurance satisfactory to County's Risk Management Division as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to County's Risk Management Division or be provided through partial or total self-insurance likewise acceptable to the Risk Management Division.
- G. Contractor agrees that the insurance required herein shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of Risk Management and Contractor agrees that no work or services shall be performed prior to the giving of such approval. In the event Contractor fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event. Contractor
- H. The certificate of insurance must include the following provisions stating that:
 - 1. The insurer will not cancel the insured's coverage without thirty (30) days prior written notice to County; and

2. The County of El Dorado, its officers, officials, employees, and volunteers are included as additional insured, on an additional insured endorsement, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.
- I. Contractor's insurance coverage shall be primary insurance in respect to County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by County, its officers, officials, employees, or volunteers shall be in excess of Contractor's insurance and shall not contribute with it.
- J. Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either: The insurer shall reduce or eliminate such deductibles or self-insured retentions in respect to County, its officers, officials, employees, and volunteers; or Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.
- K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to County, its officers, officials, employees, or volunteers.
- L. The insurance companies shall have no recourse against the County of El Dorado, its officers, and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- M. Contractor's obligations shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.
- N. In the event Contractor cannot provide an occurrence policy, Contractor shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
- O. The certificate of insurance shall meet such additional standards as may be determined by the contracting County department, either independently or in consultation with County's Risk Management Division as essential for protection of County.

ARTICLE XVII

Interest of Public Official: No official or employee of County who exercises any functions or responsibilities in review or approval of services to be provided by Contractor under this Agreement shall participate in or attempt to influence any decision relating to this Agreement which affects personal interest or interest of any corporation, partnership, or association in which he/she is directly or indirectly interested; nor shall any such official or employee of County have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE XVIII

Interest of Contractor: Contractor covenants that Contractor presently has no personal interest or financial interest, and shall not acquire same in any manner or degree, in either: 1) any other contract connected with or directly affected by the services to be performed by this Agreement; or, 2) any other entities connected with or directly affected by the services to be performed by this Agreement. Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed by Contractor.

ARTICLE XIX

Conflict of Interest: The parties to this Agreement have read and are aware of the provisions of Government Code Section 1090 et seq. and Section 87100 relating to conflict of interest of public officers and employees. Contractor attests that it has no current business or financial relationship with any County employee(s) that would constitute a conflict of interest with provision of services under this Agreement and will not enter into any such business or financial relationship with any such employee(s) during the term of this Agreement. County represents that it is unaware of any financial or economic interest of any public officer or employee of Contractor relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement either party may immediately terminate this Agreement by giving written notice as detailed in ARTICLE XII, Default, Termination, and Cancellation, herein.

ARTICLE XX

Nondiscrimination:

- A. County may require Contractor's services on projects involving funding from various state and/or federal agencies, and as a consequence, Contractor shall comply with all applicable nondiscrimination statutes and regulations during the performance of this Agreement including but not limited to the following: Contractor and its employees and representatives shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, genetic information, military or veteran status, marital status, age, gender, gender identity, gender expression, sexual orientation, or sex; Contractor shall, unless exempt, comply with the applicable provisions of the Fair Employment and Housing Act (Government Code, Sections 12900 et seq.) and applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Sections 7285.0 et seq.); the applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations incorporated into this Agreement by reference and made a part hereof as if set forth in full; and Title VI of the Civil Rights Act of 1964, as amended. Contractor and its employees and representatives shall give written notice of their obligations under this clause as required by law.

- B. Where applicable, Contractor shall include these nondiscrimination and compliance provisions in any of its agreements that affect or are related to the services performed herein.
- C. Contractor's signature executing this Agreement shall provide any certifications necessary under the federal laws, the laws of the State of California, including but not limited to Government Code Sections 12990 and 8355 and Title 2, California Code of Regulations, Section 8103.

ARTICLE XXI

California Residency (Form 590): Contractor If Contractor is a California resident, Contractor must file a State of California Form 590, certifying its California residency or, in the case of a limited liability company or corporation, certifying that it has a permanent place of business in California. Contractor will be required to submit a Form 590 prior to execution of this Agreement, or County shall withhold seven (7) percent of each payment made to Contractor during the term of this Agreement. This requirement applies to any agreement/contract exceeding \$1,500.

ARTICLE XXII

County Payee Data Record Form: All independent contractors or corporations providing services to County who do not have a Department of the Treasury Internal Revenue Service Form W-9 (Form W-9) on file with County must file a County Payee Data Record Form with County.

ARTICLE XXIII

Business License: County's Business License Ordinance provides that it is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Ordinance Code Section 5.08.070. Contractor warrants and represents that it shall comply with all of the requirements of County's Business License Ordinance, where applicable, prior to beginning work under this Agreement and at all times during the term of this Agreement.

ARTICLE XXIV

Licenses: Contractor hereby represents and warrants that Contractor and any of its subcontractors employed under this Agreement has all the applicable licenses, permits, and certifications that are legally required for Contractor and its subcontractors to practice its profession or provide the services or work contemplated under this Agreement in the State of California. Contractor and its subcontractors shall obtain or maintain said applicable licenses, permits, or certificates in good standing throughout the term of this Agreement.

ARTICLE XXV

California Forum and Law: Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

ARTICLE XXVI

Contract Administrator: The County Officer or employee with responsibility for administering this Agreement is Contract Administrator's Name, Contract Administrator's Title, Treasurer – Tax Collector, or successor.

ARTICLE XXVII

Authorized Signatures: The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties the obligations set forth herein.

ARTICLE XXVIII

Partial Invalidity: If any provision, sentence, or phrase of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions, sentences, and phrases will continue in full force and effect without being impaired or invalidated in any way.

ARTICLE XXIX

No Third Party Beneficiaries: Nothing in this Agreement is intended, nor will be deemed, to confer rights or remedies upon any person or legal entity not a party to this Agreement.

ARTICLE XXX

Counterparts: This Agreement may be executed in one or more counterparts, each of which shall be an original and all of which together shall constitute one and the same instrument.

ARTICLE XXXI

Entire Agreement: This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties, and they incorporate or supersede all prior written or oral agreements or understandings.

Requesting Contract Administrator Concurrence:

By: _____ Dated: _____
Name
Title
Treasurer – Tax Collector

Requesting Department Concurrence:

By: _____ Dated: _____
Name
Title

SAMPLE

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

-- COUNTY OF EL DORADO --

By: _____

Dated: _____

Board of Supervisors
"County"

Attest:
Kim Dawson
Clerk of the Board of Supervisors

By: _____

Dated: _____

Deputy Clerk

-- CONTRACTOR NAME --

By: _____

Dated: _____

Name
Title
"Contractor"

By: _____

Dated: _____

Name
Corporate Secretary

Contractor's Name

Exhibit A

Scope of Services

DESCRIPTION

Contractor will be responsible for designing, printing, and processing secured and unsecured property tax bills utilizing County's property tax roll records, and mailing the finished forms directly to taxpayers. Specifically, Contractor will produce the fiscal year 2020-2021 Secured Tax Bills scheduled for mailing in August or early-September 2020, the fiscal year 2020-2021 Unsecured Tax Bills scheduled for mailing in mid-July 2020, the fiscal year 2021-2022 Secured Tax Bills scheduled for mailing in August or early-September 2021, the fiscal year 2021-2022 Unsecured Tax Bills scheduled for mailing in mid-July 2021, the fiscal year 2022-2023 Secured Tax Bills scheduled for mailing in August or early-September 2022, the fiscal year 2022-2023 Unsecured Tax Bills scheduled for mailing in mid-July 2022.

SCHEDULE

Unless otherwise noted indicated below, timetables and required deliverables shall be in accordance with Exhibit B, marked "Secured and Unsecured Tax Bill Schedule."

DELIVERABLES

Unless otherwise indicated below, and notwithstanding any other provisions of this Agreement to the contrary, Contractor shall submit all deliverables in accordance with ARTICLE I, Scope of Services, and as described in the items of work described herein.

If a submittal or deliverable is required to be an electronic file, Consultant shall produce the file using Microsoft (MS) Office 2010 applications (specifically, MS Word and MS Excel). Signed reports shall be submitted in Adobe portable document format (PDF). Newer versions of software may be used and other types of software used for analytical purposes may be authorized if approved in advance of the submittal by County's Contract Administrator. Consultant shall submit all deliverables to County's Contract Administrator in accordance with completion time schedules agreed upon by both parties during the kick-off meeting. Failure to submit the required deliverables in the format required shall be grounds for termination of the Agreement, as provided in ARTICLE XII, Default, Termination, and Cancellation, herein.

SCOPE OF WORK

A. Services

Services shall be provided in accordance with the following:

Tax Bills shall be mailed within the United States Postal Service's (USPS) Western Region. This assures prompt delivery and simplifies resolution of lost or mis-mailed pieces.

At all times during this process, the vendor must provide a high level of security for County tax information and tax bills and provide evidence of production and mailing.

1. Production includes programming services, printing of forms and envelopes, imaging of variable data, supplying of proofs, sample forms, and all requested reports. Overnight mailing of color-key forms proofs is required. Data print proofs may be provided electronically.
 - a. Major tax form proof changes may be provided by County in an electronic file. Minor tax form changes will be provided by County on a mockup of the previous year tax bill.
 - b. Live and test property tax data will be provided by County on compact disk, in a format to be provided.
 - i. Secure File Transfer Protocol (FTP) is an option for transmitting the data file, if available please provide cost for this service and assurance this option is secure.
2. Contractor shall provide a written guarantee that:
 - a. Secured tax bills shall be postmarked during the month of August or early September, within ten (10) working days of receipt of the live property tax data (but in no case shall the mailing be after October 31st).
 - b. Unsecured tax bills shall be postmarked within ten (10) working days of receipt of the property tax data (preferably on or before July 10th and no later than July 31st).
3. Postal processing includes National Change Of Address (NCOA) processing, sorting, household (bundling), folding, inserting, sealing, mailing tax bills and printing of the postage reports. Postage reports will be required for each class of tax bill.
4. Contractor shall meet all postal specifications for First Class postage of forms with no surcharge for oversize forms.

5. Contractor shall provide color key and blue line proofs for each form, as well as full data print proofs after the programming and reformatting stage.
6. Contractor shall provide proof file of all bills including a 300 D.P.I. OCR A scan line to be tested on County equipment.
7. Contractor shall provide proof envelopes both outgoing mail and return for review by County.
8. Contractor shall provide computer generated audit reports for each class of Tax Bill, verifying total dollar amounts and quantities. Reports shall be provided to County within two (2) working days prior to mailing the Tax Bills.
9. Contractor shall provide the following reports in assessment (ASMT) order within three (3) working days after mailing the Tax Bills. The first report must be provided electronically. The second report must be provided in hard copy format:

- a. Include all tax bills mailed in the following format:

ASMT Number	City	Zip+4
--------------------	-------------	--------------

- b. Two (2) copies to include addresses matching the NCOA list in the following format:

ASMT Number	EL DORADO CO TAX ROLL ADDRESS	NCOA ADDRESS
--------------------	--------------------------------------	---------------------

10. Contractor shall supply a postal expense audit report to Treasurer – Tax Collector within three (3) working days after mailing the Tax Bills, in the following format detailing information such as certification of and receipts for mailing and the number of pieces that mailed at each postage rate, i.e., carrier route, Zip+4 bar-code 5-digit and 3-digit, basic bar-code, pre-sort, single rate, and foreign.

POSTAL CLASS	# MAILED	COST	TOTAL COST
---------------------	-----------------	-------------	-------------------

11. Outgoing mail shall include bar code for routing by the Post Office. Bar-code and 4-digit zip code extensions will not be included on the property tax data provided by the County. Contractor must interpret the address information, and convert to a 9-digit zip code and bar-code.
12. Contractor shall provide overnight courier service of all data media, proof and reports to and from Treasurer-Tax Collector and production plant at no additional cost to County.
13. Contractor shall seal mailing envelopes with a return envelope, inserted tax bills and a bar-coded address showing through a die-cut window, and

pre-sort to United States Postal Service specifications to receive the lowest one-ounce (non-surcharged) postage rate available.

14. Secured bills, CORTAC statements and Unsecured bills shall be sorted to allow two (2) or more bills addressed to the same owner/address (household) to be mailed in the same envelope (or other appropriate packaging), yielding additional postage and envelope savings. County will not pre-sort the items above for this purpose. Contractor shall indicate with their response how they handle mailings that are too bulky to utilize a standard return envelope as described in the specifications below.
15. Any mutilated or damaged bills shall be reproduced and mailed by the Contractor immediately, and County shall be informed immediately of the Fee Parcel Number or Account Number of each affected bill.

NOTE: Tax Bills shall be mailed within USPS's Western Region. This assures prompt delivery and simplifies resolution of lost or mis-mailed pieces.

16. Cost of actual postage shall be the responsibility of the County. Contractor shall use software packages such as CASS and PAVE certified software for postal sorting down to carrier route to arrive at the lowest possible one-ounce non-surcharge First Class postal rate to determine County cost. Addresses from County tax roll must be used. Only the city and 4-digit zip code extension can be changed to conform to USPS standards. Services such as OneCode ACS may be used to forward a mail piece to a new address if one is on file with the USPS (per the USPS yellow stickers). Mail pieces should be sent to the new address by the USPS but the ADDRESS SHOULD NOT BE CHANGED ON THE TAX BILL. A report/file listing address changes should be submitted to the County for their files.
 - a. County will make a deposit for postage upon receipt of invoice from proposer. The estimated payment for postage will be provided ten (10) working days prior to actual mailings.
 - b. Contractor shall provide a postage refund check of any excess postage deposit within twenty (20) working days after tax bills are mailed.
17. Contractor shall image all variable information, including an OCR A scanline, at a minimum resolution of 300 x 300 dots per inch.
 - a. Image must be able to be read by the OPEX Falcon Remittance Processor and the Megabyte Cashiering System in the County Tax Collector's office.
 - b. Testing of the OCR A scanline from the imaged form on County's equipment will be at Contractor's expense, and will be required prior to mailing of the tax bills.

B. Specifications

1. SECURED TAX BILL with two (2) perforated detachable stubs 8-1/2" x 14"

- a. The Secured Tax Bill shall be 8-1/2" x 14" white 28# OCR paper, printed in three (3) PMS colors on the face and one (1) PMS color on the back, imaged with black toner including two (2) OCR-A scanlines on the face, with two (2) full-width micro perfs, folded to a finished size of 8-1/2" x 3-1/2" with two (2) folds directly on the perf.
- b. Outgoing cello window envelope shall be 9-1/2" x 4-1/8" white 24# wove paper, printed in two (2) PMS colors. A custom window shall be 4-1/4" wide and 1-1/2" high and placed 13/16" from the left edge and 5/8" from the bottom edge. The custom window is required to display the name, address, Fee Parcel Number and barcode information imaged on the tax bill.
- c. Return envelope shall be 8-13/16" x 3-15/16" white 24# wove paper, printed in one (1) PMS color on both face and back. The secured bill uses two (2) return envelopes. The barcode for the Tax Collector's return address must be printed on the face of the envelope below the window.
- d. The imaged and folded tax bills are inserted with two (2) return envelopes into the outgoing window envelope, sealed, postal sorted, and mail-carrier route sorted by "Zip+4" pre-bar code. "No-mails" and "Invalids" are to be returned to the County by overnight mail.
- e. Test data proofs from test data shall be prepared, submitted to, and approved by the County prior to the date of live data receipt, if necessary, as determined by the County.
- f. Secured Tax Bills shall be mailed to the property owner within ten (10) working days from the receipt of live data. During this period, live data print proofs must be prepared, submitted to, and approved by the County prior to production and mailing of tax bills.
- g. A computer-generated audit report shall be prepared and mailed to the County within two (2) working days prior to mailing the Tax Bill. Informational and postage reports are to be prepared and mailed to the County within three (3) working days of tax bill mailing.

2. CORTAC-PROPERTY OWNER TAX NOTICE without detachable stubs 8-1/2" x 11"

- a. CORTAC-Property Owner Tax Notices are produced for all records with a CORTAC number in the CORTAC Number field.
- b. CORTAC-Property Owner Tax Notices shall be 8-1/2" x 11" white 28#

- OCR paper, printed in three (3) PMS colors on the face and one (1) PMS color on the back, imaged with black toner on the face, and folded to a finished size of 8-1/2" x 3-7/8".
- c. Outgoing cello window envelope shall be 9-1/2" x 4-1/8" white 24# wove paper, printed in two (2) PMS colors. A custom window shall be 4-1/4" wide and 1-1/2" high and placed 13/16" from the left edge and 5/8" from the bottom edge. The custom window is required to display the name, address, Fee Parcel Number and barcode information imaged on the tax bill.
 - d. No return envelope is required.
 - e. Imaged and folded tax notices are inserted in the outgoing window envelope, sealed, postal sorted, and mail-carrier route sorted by "Zip+4" pre-bar code. "No-mails" and "Invalids" are to be returned to the County by overnight mail.
 - f. Test data proofs from test data shall be prepared, submitted to and approved by the County prior to the date of live data receipt, if necessary, as determined by the County.
 - g. CORTAC Owner Tax Notices shall be mailed to the property owner within ten (10) working days from the receipt of live data. During this period, live data print proofs must be prepared, submitted to and approved by the County prior to production and mailing of tax notices.
 - h. A computer-generated audit report shall be prepared and mailed to the County within two (2) working days prior to mailing the Tax Bill. Informational and postage reports shall be prepared and mailed to the County within three (3) working days of tax bill mailing.

3. UNSECURED PROPERTY TAX BILL with one (1) detachable stub 8-1/2" x 11"

- a. Unsecured Property Tax Bill shall be 8-1/2" x 11" white 28# OCR paper, printed in three (3) PMS colors on the face and one (1) PMS color on the back, imaged with black toner including one (1) OCR-A scanline on the face, with one (1) full width micro perf, folded to a finished size of 8-1/2" x 3-15/16" (with one [1] fold directly on the perf).
- b. Outgoing cello window envelope shall be 9-1/2" x 4-1/8" white 24# wove paper, printed in two (2) PMS colors. A custom window shall be 4-1/4" wide and 1-1/2" high and placed 13/16" from the left edge and 5/8" from the bottom edge. The custom window is required to display the name, address, Account Number and barcode information imaged on the tax bill.
- c. Return envelope shall be 8-13/16" x 3-15/16" white 24# wove paper, printed in one (1) PMS color on both face and back. The unsecured bill uses one (1) return envelope. The barcode for the Tax Collector's return address must be printed on the face of the envelope.
- d. The imaged and folded tax bill shall be inserted with one (1) return envelope into the outgoing window envelope, sealed, postal sorted, and mail-carrier route sorted by "Zip+4" pre-bar code. "No-mails" and "Invalids" shall be returned to the County by overnight mail.

- e. Test data proofs from test data shall be prepared, submitted to, and approved by the County prior to the date of live data receipt, if necessary, as determined by the County.
- f. Unsecured Tax Bills shall be mailed within ten (10) working days from the receipt of live data. During this period, live data print proofs shall be prepared, submitted to, and approved by the County prior to production and mailing of tax bills.
- g. A computer-generated audit report shall be prepared and mailed to the County within two (2) working days prior to mailing the Tax Bills. Informational and postage reports shall be prepared and mailed to the County within three (3) working days of tax bill mailing.

DELIVERABLES:

One (1) written guarantee (Due upon final execution of this Agreement)

One (1) color key and blue line proof for each of the following:

- Secured Tax Bill Form (due July 16, 2020)
- Unsecured Tax Bill Form (due April 30, 2020)
- CORTAC Statement Form (due April 30, 2020)

One (1) full data print proof for each of the following:

- Secured Tax Bill Form (due August 26, 2020)
- Unsecured Tax Bill Form (due July 11, 2020)
- CORTAC Statement Form (due July 11, 2020)

Twenty (20) test samples of 300 D.P.I. OCR A scan line (due July 17, 2020)

One (1) audit report for each of the following:

- Secured Tax Bill (due two [2] days prior to the mailing of the tax bill)
- Unsecured Tax Bill (due two [2] days prior to the mailing of the tax bill)
- CORTAC Statement (due two [2] days prior to the mailing of the tax bill)

One (1) proof of outgoing and return envelopes for each of the following:

- Secured Tax Bill Form (due July 16, 2020)
- Unsecured Tax Bill Form (due April 30, 2020)
- CORTAC Statement Form (no return envelope required) (due April 30, 2020)

One (1) audit report verifying dollar amounts and quantities for each of the following:

- Secured Tax Bill (due two [2] working days prior to the mailing of the tax bill)

- Unsecured Tax Bill (due two [2] working days prior to the mailing of the tax bill)
- CORTAC Statement (due two [2] working days prior to the mailing of the tax bill)

One (1) report, including all tax bills mailed, in assessment (ASMT) order, in the following format (electronic copy only, due within three [3] working days after mailing of the tax bill):

ASMT Number	City	Zip+4
--------------------	-------------	--------------

Two (2) copies of report, including all tax bills mailed, in assessment (ASMT) order, in the following format (due within three [3] working days after mailing of the tax bill):

ASMT Number	EL DORADO CO TAX ROLL ADDRESS	NCOA ADDRESS
--------------------	--------------------------------------	---------------------

One (1) postal expense audit report, in the following format (due within three [3] working days after mailing of the tax bill):

POSTAL CLASS	# MAILED	COST	TOTAL COST
---------------------	-----------------	-------------	-------------------

County of El Dorado: Secured Property Tax Statement

	DESCRIPTION	DUE	DATE COMPLETE	OWNER	COMMENTS
County of El Dorado Secured & Cortac Property Tax Statement					
1	Copy of PO/Contract to Printer	30-Jun		El Dorado Sales	
2	Copy changes (Statement & Envelopes) to Printer with PMS colors	30-Jun		El Dorado	
3	SOW / Timeline / Confirmed Quantities sent to El Dorado	12-Jul		Printer	
4	Litho / Envelope Proofs sent to El Dorado County	16-Jul		Printer	
5	Confirmed Quantites returned to Printer with signatures	16-Jul		El Dorado	
6	Litho / Envelope proofs approved	18-Jul		El Dorado	
7	Postage Request sent to El Dorado	18-Jul		Printer	
8	Litho and envelopes ordered	22-Jul		Printer	
9	SOW / Timeline returned to Printer with signature	23-Jul		El Dorado	
10	Live data file to Printer	19-Aug		El Dorado	
11	Live data print proofs to El Dorado	26-Aug		Printer	
12	Live data print proofs approved	27-Aug		El Dorado	
13	Press Date	28-Aug		Printer	
14	Production Test Run LIVE SAMPLES	27-Aug		Printer	
15	Postage funds to Printer	28-Aug		El Dorado	
16	Production begins	29-Aug		Printer	
17	Mail complete	5-Sep		Printer	

* Please note that many of these scheduled dates are critical in order to ensure we meet the scheduled mail date. Missing any of these dates could effect our ability to ensure mailing by the scheduled mail date.

County of El Dorado: Unsecured Property Tax Statement

	DESCRIPTION	DUE	DATE COMPLETE	OWNER	COMMENTS
1	Copy changes (Statement & Envelopes) to Vendor	30-Apr		El Dorado	
2	Confirm Project Details w/ Vendor	30-Apr		El Dorado	
3	Test Data to Vendor	22-May		El Dorado	
4	Proofs to El Dorado	26-May		Vendor	
5	Postage Estimate on pdf	7-Jul		Vendor	
6	Live data file to Vendor	7-Jul		Vendor	
7	Postage funds to Vendor	15-Jul		El Dorado	
8	Live data file- data proofs to El Dorado	15-Jul		Vendor	
9	Live data- data proofs approved ***	17-Jul		El Dorado	
10	Production begins			Vendor	
11	Mail Complete	27-Jul		Vendor	

***** PLEASE NOTE THAT BILLS MUST BE MAILED WITHIN 10 DAYS OF DATA PROOF APPROVAL IN ORDER TO COMPLY WITH CALIFORNIA LAW.**

* Please note that many of these scheduled dates are critical in order to insure we meet the scheduled mail date.

Missing some of these dates could effect our ability to mail by the scheduled mail date.