

**SERVICE AGREEMENT
WITH AUTOMATED ELECTION SERVICES
TO PROVIDE PRINTING AND MAILING OF TAX BILLS**

THIS AGREEMENT is made and entered into on this 15th day of JULY, 2013, by and between **SANTA FE COUNTY** (hereinafter referred to as the “County”), a New Mexico political subdivision, and **AUTOMATED ELECTION SERVICES**, (hereinafter referred to as “the Contractor”), a New Mexico corporation with its principal place of business located at 7000 Zenith Court NE, Albuquerque, N.M. 87144.

WHEREAS, in accordance with NMSA 1978, Section 7-38-36 (B), upon receipt of the property tax schedule, the County Treasurer shall prepare and mail property tax bills to either the Owner of the property or any person other than the owner to whom the tax bill is to be sent. Tax bills shall be sent no later than November 1st of every year;

WHEREAS, in accordance with NMSA 1978 Sections 13-1-112 and 113-1-117, competitive, sealed proposals were solicited via a formal request for proposal RFP# 2013-0204-TR/PL for the printing and mailing of tax bills;

WHEREAS, based upon the evaluation criteria established within the RFP for the purposes of determining the most qualified Offeror, Santa Fe County has determined the Contractor as the most responsive and highest rated Offeror;

WHEREAS, the County requires the services and the Contractor is willing to provide these services and both parties wish to enter into this Agreement.

NOW THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. SCOPE OF THE WORK

A. General Specifications

- 1) The Contractor shall provide full and complete professional technical services for a two-way mailing system to convey tax bills from Santa Fe County to its taxpayers. Contractor shall produce the tax bills as well as the accompanying remittance envelopes to the taxpayer.
- 2) The variable information to be imaged on tax bill will be provided on tape by Santa Fe County.
- 3) The envelope provided to the taxpayer as a means to return payment to the County must incorporate a security device to obscure the view of any check or other payment document enclosed.
- 4) The tax bill must be of a design and printed in such a manner as to be readable

by a document reader.

- 5) The Contractor shall work closely with the Office of the County Treasurer and appropriate office staff to insure on-time mailing of tax bills.
- 6) Proofs shall be required, and must be approved by the County Treasurer. Outgoing mailing pieces with tax bills enclosed, First Class Permit and any other required postal indicia properly affixed must be delivered fully sealed, addressed and pre-sorted.
- 7) This presort must meet all current postal reform act requirements. The tax bill must be delivery point bar coded to meet and maximize postal discounts. All mail is to be delivered to the U.S. Post Office. All postage shall be paid by Santa Fe County.

B. Tax Bills

- 1) The Tax bill size shall be 14" x 8 ½". Tax bill must incorporate two (2) payment coupons as an integral part of the form. Coupons must be removable and of a size compatible with barcode, a coupon filing system. Each payment coupon must contain a five-eighth's inch clear band for OCR character encoding.
- 2) Tax bills shall be printed on 24# OCR white bond or equivalent. Form design will incorporate perforations to aid in folding of form as well as separation of coupons from taxpayer's copy. The form shall also incorporate five (5) Code 3 of 9 barcodes and one that aligns a #10 special double window envelope.
- 3) The Tax and Personal Property Tax Bills shall be printed in a scheme of two (2) over two (2), 8 ½" x 14". The Informational Tax Notice shall be printed in a scheme of two (2) over zero, 8 ½" x 11".
- 4) Tax bill mailing piece will consist of the imaged tax bill, the monthly payment plan application, outgoing #10 special double window envelope, and two return envelopes. Both envelopes must be of a postal service approved size and design to facilitate economical postage and handling costs.
- 5) Images of all Tax Bills printed must be provided for future reference. The images must be provided in PDF format, must be indexed, and must be delivered to the Treasurer's Office in form of CD, or FTP file.

C. Technical Services

- 1) The professional technical services provided by the contractor must include on-site programming personnel to assist Santa Fe County in preparation of data for the tax bill mailing.

- 2) Contractor shall be required to accomplish all work connected with this project within the State of New Mexico to facilitate easier management of the technical requirements, testing and programming exceptions that develop.
- 3) Contractor shall guarantee that all mailing pieces, (outgoing and incoming envelopes) will meet all postage requirements as to postage permits indicia, bar coding, address location on outgoing and return envelopes as well as all other printing on envelopes.
- 4) Imaged addresses on outgoing mailing pieces must be presorted zip code order. All work is to be done in-house by the contractor.
- 5) All printouts or other matter provided by Santa Fe County or duplicates of items provided by Santa Fe County must be kept accountable and under strict security to prevent release to any unauthorized person or parties.
- 6) Variable information is to be placed by computerized printing laser, inkjet or high-speed impact, directly on face of the tax bill, and must be of legible, easy to read font size.
- 7) A concise print of the bar code is required to insure accurate processing by bank readers.
- 8) Contractor shall maintain a thorough quality assurance and verification program to guarantee 100% deliverability of imaged tax bills. Contractor shall assume responsibility for any and all damaged or destroyed tax bills during the printing process.

D. Additional Instructions

- 1) Santa Fe County will provide magnetic tapes 9 track, 1600 or 6250 bpi, EBCDIC, CDs, FTP Transmittal, or Zip Disk for laser imaging formatting by vendor onto the form as described above.
- 2) Tapes must be returned to Santa Fe County after Contractor has completed project.
- 3) All magnetic tapes provided by County or duplicates made by the vendor and resultant print-outs must be kept accountable and under strict security to prevent their release to any unauthorized person.
- 4) Contractor shall guarantee all tax bills will be mailed per the records provided on magnetic tape.
- 5) Any tape errors must be reported to County within five (5) days of receipt of our tapes by contractor so the corrective action can be taken.

- 6) All necessary testing to be done by Contractor will assure 100% retrieval of all data.
- 7) Before final acceptance of testing, a printed sample shall be submitted for final proofing to the Santa Fe County Treasurer.
- 8) Contractor guarantees under a penalty provision that all tax bills will be mailed by November 1st of the current tax year regardless of any unforeseen circumstances that might arise.

E. Performance Assurance

- 1) A scheduling calendar shall be established between the Office of the Treasurer and the Contractor for the Tax Bills to include a Test Run Schedule, Production Schedule, a list of knowledgeable contact people, etc.
- 2) The calendar shall be adhered to as closely as possible to avoid communication and scheduling problems.
- 3) Contractor shall supply complete proofs to the County Treasurer within two (2) weeks of the date of signatures by the parties to this Agreement.
- 4) Should a printing, mailing or imaging error be identified and associated with any human or mechanical error on the part of the Contractor, the Contractor shall reprint, mail and reimage all potentially affected items at no additional cost to the Treasurer's Office.
- 5) Subsequent mailing will include a single one page, 8 ½" x 11" sheet, designed by the Treasurer's Office, indicating the reason for the subsequent mailing.
- 6) Any unused blank forms will be returned to the Treasurer's Office along with the corresponding number of envelopes.
- 7) *TAX BILLS SHALL BE DELIVERED TO THE POST OFFICE NO LATER THAN NOVEMBER 1st OF THE CURRENT TAX YEAR.*
- 8) Failure to meet the November 1st deadline as per the specifications will result in a penalty of 10% of contract amount per day after November 1st of the current tax year to a maximum of 50% of the total contract amount.

2. COMPENSATION, INVOICING, AND SET-OFF

A. In consideration of its obligations under this Agreement the Contractor shall be compensated as follows:

- 1) County shall pay to the Contractor in full payment for services satisfactorily performed and all costs and expenses shall be in accordance with Exhibit A.
- 2) The total amount payable to the Contractor under this Agreement, exclusive of gross receipts tax shall not exceed sixty thousand dollars (\$60,000) per year. Any New Mexico gross receipts tax levied on the amounts payable under this Agreement shall be paid by the County to the Contractor.
- 3) This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. The County will notify the Contractor when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing.

B. The Contractor shall submit a written request for payment to the County when payment is due under this Agreement. Upon the County's receipt of the written request, the County shall issue a written certification of complete or partial acceptance or rejection of the contractual items or services for which payment is sought. The Contractor acknowledges and agrees that the County may not make any payment hereunder unless and until it has issued a written certification accepting the contractual items or services. Within thirty (30) days of the issuance of a written certification accepting the contractual items or services, the County shall tender payment for the accepted items or services. In the event the County fails to tender payment within thirty (30) days of the written certification accepting the items or services, the County shall pay late payment charges of one and one-half percent (1.5%) per month, until the amount due is paid in full.

C. In the event the Contractor breaches this Agreement, the County may, without penalty, withhold any payments due the Contractor for the purpose of set-off until such time as the County determines the exact amount of damages it suffered as a result of the breach.

D. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payment.

3. EFFECTIVE DATE AND TERM

This Agreement shall, upon due execution by all parties, become effective as of the date first written above and shall terminate one (1) year later, unless earlier terminated pursuant to Section 5 (Termination) or Section 6 (Appropriations and Authorizations). The County has the option to extend the contract at the same price, terms and conditions for a period of three (3) additional one (1) year terms not to exceed four (4) years. The County may exercise this option by

submitting a written notice to Contractor. The notice must be submitted to Contractor at least sixty days prior to expiration of the initial Agreement.

4. ADDITIONAL SERVICES

A. The parties agree that all tasks set forth in Paragraph 1, Scope of Work of this Agreement, shall be completed in full, to the satisfaction of the County, for the amount set forth in Section 2, (Compensation, Invoicing, and Set-Off), of this Agreement, and for no other cost, amount, fee, or expense.

B. The County may from time-to-time request changes in the Scope of Work to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor, shall be incorporated in written amendments to this Agreement.

5. TERMINATION

A. Termination of Agreement for Cause. Either party may terminate the Agreement based upon any material breach of this Agreement by the other party. The non-breaching party shall give the breaching party written notice of termination specifying the grounds for the termination. The termination shall be effective thirty (30) days from the breaching party's receipt of the notice of termination, during which time the breaching party shall have the right to cure the breach. If, however, the breach cannot with due diligence be cured within thirty (30) days, the breaching party shall have a reasonable time to cure the breach, provided that, within thirty (30) days of its receipt of the written notice of termination, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

B. Termination for Convenience of the County. The County may, in its discretion, terminate this Agreement at any time for any reason by giving the Contractor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than fifteen (15) days from the Contractor's receipt of the notice. The County shall pay the Contractor for acceptable work, determined in accordance with the specifications and standards set forth in this Agreement, performed before the effective date of termination but shall not be liable for any work performed after the effective date of termination.

6. APPROPRIATIONS AND AUTHORIZATIONS

This Agreement is contingent upon sufficient appropriations and authorizations being made for performance of this Agreement by the Board of County Commissioners of the County and/or, if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and authorizations are not made in this or future fiscal years, this Agreement shall terminate upon written notice by the County to the Contractor. Such termination shall be without penalty to the County, and the County shall have no duty to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision as to whether sufficient

appropriations and authorizations have been made for the fulfillment of this Agreement shall be final and not subject to challenge by the Contractor in any way or forum, including a lawsuit.

7. INDEPENDENT CONTRACTOR

The Contractor and its agents and employees are independent contractors and are not employees or agents of the County. Accordingly, the Contractor and its agents and employees shall not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use County vehicles, or participate in any other benefits afforded to employees of the County. Except as may be expressly authorized elsewhere in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County and agrees not to purport to do so.

8. ASSIGNMENT

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer without the County's advance written approval shall be null and void and without any legal effect.

9. SUBCONTRACTING

The Contractor shall not subcontract or delegate any portion of the services to be performed under this Agreement without the advance written approval of the County. Any attempted subcontracting or delegating without the County's advance written approval shall be null and void and without any legal effect.

10. PERSONNEL

A. All work performed under this Agreement shall be performed by the Contractor or under its supervision.

B. The Contractor represents that it has, or will secure at its own expense, all personnel required to discharge its obligations under this Agreement. Such personnel (i) shall not be employees of or have any contractual relationships with the County and (ii) shall be fully qualified and licensed or otherwise authorized or permitted under federal, state, and local law to perform such work.

11. RELEASE

Upon its receipt of all payments due under this Agreement, the Contractor releases the County, its elected officials, officers, agents and employees from all liabilities, claims, and obligations whatsoever arising from or under or relating to this Agreement.

12. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the County.

13. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT

A. The County has the unrestricted right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under or pursuant to this Agreement.

B. The Contractor acknowledges and agrees that any material produced in whole or in part under or pursuant to this Agreement is a work made for hire. Accordingly, to the extent that any such material is copyrightable in the United States or in any other country, the County shall own any such copyright.

14. CONFLICT OF INTEREST

The Contractor represents that it has no and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of its obligations under this Agreement.

15. NO ORAL MODIFICATIONS; WRITTEN AMENDMENTS REQUIRED

This Agreement may not be modified, altered, changed, or amended orally but, rather, only by an instrument in writing executed by the parties hereto. The Contractor specifically acknowledges and agrees that the County shall not be responsible for any changes to Section 1, Scope of Work, of this Agreement unless such changes are set forth in a duly executed written amendment to this Agreement.

16. ENTIRE AGREEMENT; INTEGRATION

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this written Agreement. No prior or contemporaneous agreement, covenant or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

17. NOTICE OF PENALTIES

The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

18. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

A. The Contractor agrees to abide by all federal, state, and local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. Without in any way limiting the foregoing general obligation, the Contractor specifically agrees not to discriminate against any person with regard to employment with the Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.

B. The Contractor acknowledges and agrees that failure to comply with this Section shall constitute a material breach of this Agreement.

19. COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW

A. In performing its obligations hereunder, the Contractor shall comply with all applicable laws, ordinances, and regulations.

B. This Agreement shall be construed in accordance with the substantive laws of the State of New Mexico, without regard to its choice of law rules. Contractor and the County agree that the exclusive forum for any litigation between them arising out of or related to this Agreement shall be state district courts of New Mexico, located in Santa Fe County.

20. RECORDS AND INSPECTIONS

A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the Contractor agrees to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles (GAAP).

B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

21. INDEMNIFICATION

A. The Contractor shall defend, indemnify, and hold harmless the County and its elected officials, agents, and employees from any losses, liabilities, damages, demands, suits,

causes of action, judgments, costs or expenses (including but not limited to court costs and attorneys' fees) resulting from or directly or indirectly arising out of the Contractor's performance or non-performance of its obligations under this Agreement, including but not limited to the Contractor's breach of any representation or warranty made herein.

B. The Contractor agrees that the County shall have the right to control and participate in the defense of any such demand, suit, or cause of action concerning matters that relate to the County and that such suit will not be settled without the County's consent, such consent not to be unreasonably withheld. If a conflict exists between the interests of the County and the Contractor in such demand, suit, or cause of action, the County may retain its own counsel to represent the County's interest.

C. The Contractor's obligations under this section shall not be limited by the provisions of any insurance policy the Contractor is required to maintain under this Agreement.

22. SEVERABILITY

If any term or condition of this Agreement shall be held invalid or non-enforceable by any court of competent jurisdiction, the remainder of this Agreement shall not be affected and shall be valid and enforceable to the fullest extent of the law.

23. NOTICES

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the County: Santa Fe County
 Office of the County Attorney
 102 Grant Avenue
 Santa Fe, New Mexico 87501

To the Contractor: Automated Election Services
 7000 Zenith Court NE
 Rio Rancho, New Mexico 87144

24. CONTRACTOR'S REPRESENTATIONS AND WARRANTIES

The Contractor hereby represents and warrants that:

A. This Agreement has been duly authorized by the Contractor, the person executing this Agreement has authority to do so, and, once executed by the Contractor, this Agreement shall constitute a binding obligation of the Contractor.

B. This Agreement and Contractor's obligations hereunder do not conflict with Contractor's corporate agreement or any statement filed with the Public Regulation Commission on Contractor's behalf.

C. Contractor is legally registered and licensed to operate as a business in New Mexico and is properly licensed to do the work anticipated by this Agreement and shall maintain such registration and licensure in good standing throughout the duration of the Agreement.

25. FACSIMILE SIGNATURES

The parties hereto agree that a facsimile signature has the same force and effect as an original for all purposes.

26. NO THIRD-PARTY BENEFICIARIES

This Agreement was not intended to and does not create any rights in any persons not a party hereto.

27. INSURANCE

A. General Conditions. The Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.

B. General Liability Insurance, Including Automobile. The Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000.00 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for the County by the Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. The County of Santa Fe shall be a named additional insured on the policy.

C. Workers' Compensation Insurance. The Contractor shall comply with the provisions of the Workers' Compensation Act.

D. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended), the Contractor shall increase the maximum limits of any insurance required herein.

28. PERMITS, FEES, AND LICENSES

Contractor shall procure all permits and licenses, pay all charges, fees, and royalties, and give all notices necessary and incidental to the due and lawful performance of its obligations hereunder.

29. NEW MEXICO TORT CLAIMS ACT

No provision of this Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by County or its "public employees" at common law or under the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et seq.

30. CAMPAIGN CONTRIBUTION DISCLOSURE FORM

The Contractor agrees to compute and submit simultaneous with execution of this Agreement a Campaign Contribution Disclosure Form approved by the County.

31. APPOINTMENT OF AGENT FOR SERVICE OF PROCESS, if applicable

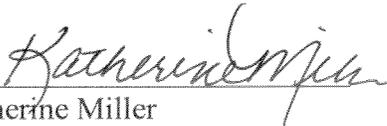
The Contractor hereby irrevocably appoints, Donald Anderson, a New Mexico resident, located at 7000 Zenith Court, NE, Rio Rancho, New Mexico 87144, as its agent upon whom process and writs in any action or proceeding arising out of or related to this Agreement may be served. The Contractor acknowledges and agrees that service upon its designated agent shall have the same effect as though the Contractor were actually and personally served within the state of New Mexico.

32. SURVIVAL

The provisions of following paragraphs shall survive termination of this Contract; INDEMNIFICATION; RECORDS AND INSPECTION; RELEASE, CONFIDENTIALITY, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT; COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW; NO THIRD-PARTY BENEFICIARIES; SURVIVAL.

IN WITNESS WHEREOF, the parties have duly executed this Amendment to the Agreement as of the date first written above.

SANTA FE COUNTY:


Katherine Miller
Santa Fe County Manager

7.15.13
Date

Approved as to Form


Stephen C. Ross
Santa Fe County Attorney

July 2, 2013
Date

Finance Department Approval

Teresa Martinez
Teresa Martinez
Santa Fe County Finance Director

7/9/13
Date

CONTRACTOR:

Tiffany O'Neal
(Signature)

July 11, 2013
Date

TIFFANI O'NEAL
(Print Name)

Vice President
(Print Title)

FEDERAL IDENTIFICATION NUMBER: 85-0228013

EXHIBIT A

PRICE SHEET

Offer your best print for the imaging, printing, custom envelopes, stuffing and distribution of the following Santa Fe County Treasurer's Office mailings.

1. TAX BILL- Approximately 48,000 units to include:

- Imaged Tax Bill, one page, 8 ½" x 14" laser statement, printed on two (2) colors (green & red) on front and back, incorporates two payment coupons, using 24# OCR white bond or equivalent.

\$ 0.39 per unit

- Imaged Monthly Payment Plan Insert, 8 ½" x 11" laser statement, printed on one (1) color (blue) on front and back, using 20# white paper stock

\$ 0.07 per unit

- Outgoing Custom Two-Window Envelope, #10

\$ 0.05 per unit

- Two (2) Return Envelopes, #9, envelopes

\$ 0.06 per unit

2. INFORMATIONAL ONLY NOT A TAX BILL -Approximately 25,000 units to include:

- Imaged Tax Bill Informational Notice, 8 ½" x 11" laser statement, printed on one color (orange), on front only, using 20# white paper stock

\$ 0.39 per unit

- Outgoing Custom Two-Window Envelope #10

\$ 0.05 per unit

3. MOBILE HOME PROPERTY TAX BILLS- Approximately 6,500 units to include:

- Imaged Tax Bill, one page, 8 ½" x 14" laser statement, printed on two (2) colors (green & red) on front and back, incorporates two payment coupons, using 24# OCR white bond or equivalent.

\$ 0.39 per unit

- Outgoing Custom Two-Window Envelope, #10

\$ 0.05 per unit

- Two (2) Return Envelopes, #9, envelopes

\$ 0.06 per unit

4. CORPORATE PROPERTY TAX BILL- Approximately 500 units to include:

- Imaged Tax Bill, one page, 8 ½” x 14” laser statement, printed on two (2) colors (green & red) on front and back, incorporates two payment coupons, using 24# OCR white bond or equivalent.

\$ 0.39 per unit

- Outgoing Custom Two-Window Envelope, #10

\$ 0.05 per unit

- Two (2) Return Envelopes, #9, envelopes

- \$ 0.06 per unit

5. PERSONAL PROPERTY TAX BILL- Approximately 2,300 units to include:

- Imaged Tax Bill, one page, 8 ½” x 14” laser statement, printed on two (2) colors (green & red) on front and back, incorporates two payment coupons, using 24# OCR white bond or equivalent.

\$ 0.39 per unit

- Outgoing Custom Two-Window Envelope, #10

\$ 0.05 per unit

- Two (2) Return Envelopes, #9, envelopes

\$ 0.06 per unit

6. PROGRAMMING INTERNAL PRODUCTION OF TAX BILLS

- \$ 2,490.00 lump sum amount

Note: Item #6, we will provide a PDF for the Tax Bills and the Informational Bill. Each PDF will be grouped by RP, MH, LS, Protest and Tax Bill Informational Bill. Lock up by Name or Parcel ID#, (see item #5, page 2).

