

ADDENDUM No. 1

RFP No. 924

Summer and Winter Tax Bill Printing and Mailing

Due: April 10, 2015 by 2:00 P.M.

The following changes, additions, and/or deletions shall be made to the Request for Proposal for RFP# 924, on which proposals will be received on/or before April 10, 2015 by 2:00 P.M.

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes 2 page(s) and 8 samples.**

Offerors are to acknowledge receipt of this Addendum No. 1, including all attachments (if any) in the body of its proposal response. Proposal submitted without acknowledgement of receipt of this addendum may be considered nonconforming.

I. ADDITIONS

Samples for each tax season as outlined within Section II – Background and Scope of Work of the RFP Document are attached hereto.

Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

II. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP.

Question #1:

Regarding the #9 return envelope-is there a window or not?

In Section 2 – 5th bullet point – it says # 9 return windowed envelope

In Section 2 – Under Remittance Group, bullet point #3 – it says include # 9 return envelope.

Answer:

The #9 return envelope does have a window that corresponds with the remittance address on the back of the tax bill. We are including samples of current envelopes we use with this addendum.

Question #2:

Regarding Section 2 – Scope of Work

Should NWC assume 1 color black printing on standard white stock for all components?

Should NWC assume that this is a one page tax bill – 8.5” x 11”?

Answer:

We have attached all of our current bill and envelope templates to this addendum. Please review and let us know if there are further questions.

Question #3:

Regarding Sector 2 – Scope of Work

Should NWC assume that the reverse side of the Remittance is perforated? Possibly this tears off to be inserted into the #9 windowed return envelope and is till part of the same 8.5" x 11" tax bill?

Answer:

There is a dotted line where the remittance stub should be detached but the paper itself is not perforated. The bottom portion of the tax bill does tear off and fit into the #9 windowed return envelope. Hopefully the inclusion of the templates will clarify this.

Question #4:

Can we see some sample images of current tax bills?

Answer:

They were supposed to be attached originally but were accidentally left off. There are attached to this addendum.

Bidders are responsible for any conclusions that they may draw from the information contained in the Addendum.



2014 PROPERTY TAX NOTICE - JULY

FISCAL YEARS

Library July 1 to June 30	City July 1 to June 30	Schools July 1 to June 30	County January 1 to December 31	State October 1 to September 30
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SUMMER TAXES PAYABLE JULY 1 - JULY 31, 2014 WITHOUT INTEREST OR PENALTY

- On August 1, 2014, a 1% charge will be added
- On September 1, 2014, a 5% charge will be added
- On January 1, 2015, a 6% charge will be added
- On February 1, 2015, a 7% charge will be added

On March 1, 2015, real property taxes must be paid to Washtenaw County Treasurer, at 200 N. Main St., PO Box 8645, Ann Arbor, MI 48107-8645.

On March 1, 2015, unpaid business personal property taxes will be collected by the City Treasurer and all property is subject to seizure without notice.

BILL NO.	PRE TAX BASE	PARCEL I.D. NUMBER	SCHOOL DISTRICT
% DECLARED AS PRE/MBT	NON-PRE TAX BASE	TAXABLE VALUE	STATE EQUALIZED VALUE
TAX DESCRIPTION	RATE PER \$1,000		AMOUNT
IMPORTANT INFORMATION - SEE REVERSE SIDE.			
			TOTAL DUE

PARTIAL DESCRIPTION OF PROPERTY

FOR COMPLETE PROPERTY DESCRIPTION, SEE ASSESSMENT ROLL AT ASSESSORS OFFICE

**RETAIN THIS TOP PORTION
FOR YOUR RECORDS.
YOUR CANCELLED CHECK IS YOUR RECEIPT.**

Checks accepted only as a conditional payment. If not honored by a bank, tax is unpaid and subject to unpaid tax penalties.
Make your tax payment online. Visit: www.a2gov.org/Taxpayment

PHONE: (734) 994-2833

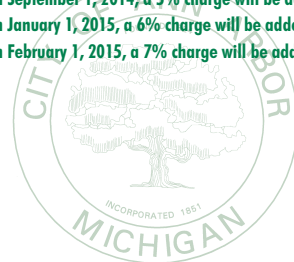
2014 SUMMER PROPERTY TAX - RETURN THIS PORTION WITH YOUR REMITTANCE

Mail Payment to: **Dept. #77602
City of Ann Arbor Treasurer
PO Box 77000
Detroit, MI 48277-0602**

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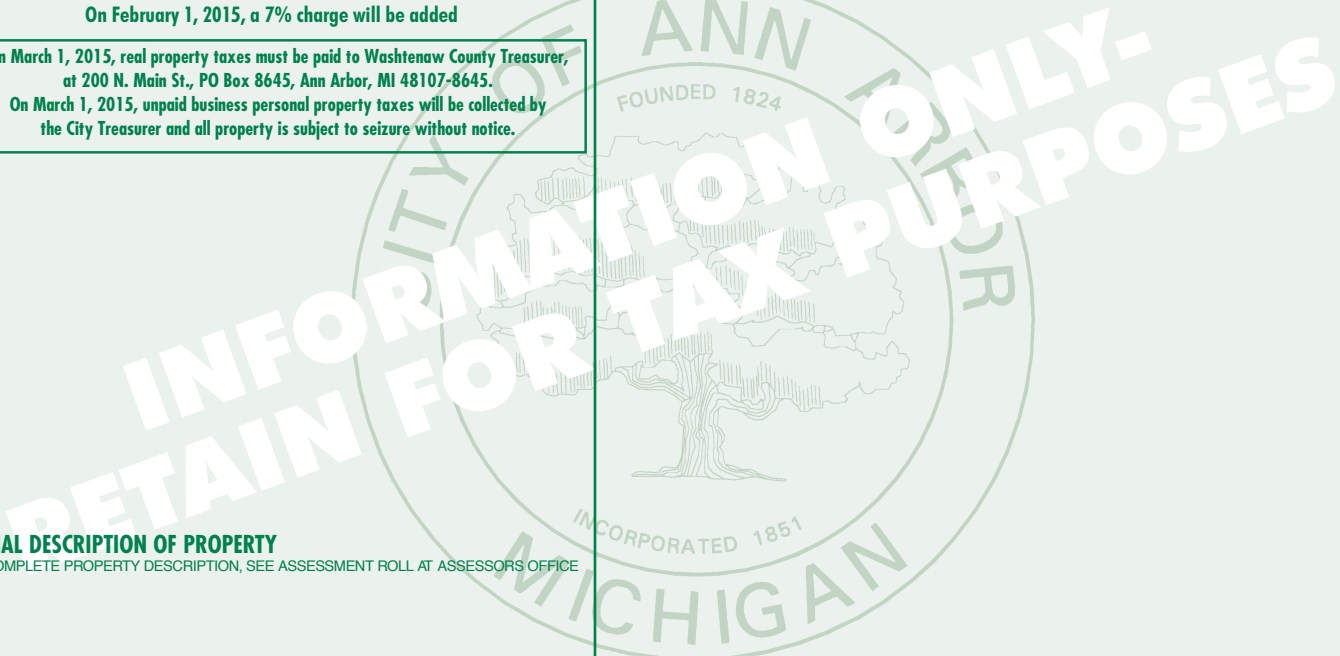
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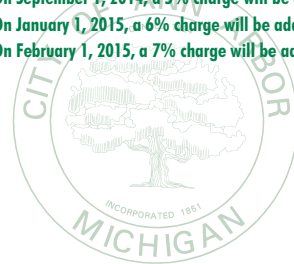
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INFORMATION COPY

IMPORTANT TAX INFORMATION

Online Tax Information Available @ www.a2gov.org

TO PAY AT LOCAL ANN ARBOR BANKS

During July & December (only) the FULL AMOUNT of your tax bill may be paid at the following Ann Arbor banks;

Talmer West Bank	Ann Arbor State Bank	TCF Bank
First Merit Bank	Bank of Ann Arbor	

Payments are accepted in person at:

City of Ann Arbor - Customer Service Center
Ann Arbor Municipal Center - First Floor
301 E. Huron St., Ann Arbor, MI 48104
8:00 am - 5:00 pm - Monday through Friday
Questions, Call: (734) 994-2833
Fax: (734) 994-1765

TO PAY ONLINE

Visit www.a2gov.org/taxpayment

PAYMENTS MADE ONLINE THROUGH YOUR BANK

If you make payment to the City through an online payment service of your bank, the bank does not send payment to the City electronically. The bank mails a check to the City. Receipt of tax is constituted when the City receives the check, not when payment is initiated online. Late payments will accrue penalties. See "POSTMARKS" below.

TO PAY BY MAIL

Checks must be made payable to City of Ann Arbor Treasurer, and mailed to **Dept. # 77602**, City of Ann Arbor Treasurer, PO Box 77000, Detroit, MI 48277-0602.

POSTMARKS

The US Post Office cancellation mark (Postmark) is used to determine if a penalty is to be applied. The City accepts no responsibility for late or delayed postmarking of mail or for delivery failure. Pursuant to MCL 211.44(b), payment shall not be considered received prior to 7 calendar days before the date of actual receipt.

CHECKS

Notification will be mailed to the issuer of a dishonored check. A copy of the check along with a balance due statement, will be mailed to the issuer. Taxes will be considered unpaid with all applicable interest and penalties. A dishonored check fee will be added to the total due.

Checks will no longer be accepted if a check is dishonored. Payment of the entire amount of the check plus the NSF fee is the only amount accepted to redeem a check. Checks not redeemed after 30 days will be referred to the City Attorney's Office for collection.

Reminder: Checks are processed 24 hours a day. Funds should be available when you mail your check. Do not mail a post dated check. It will be dishonored by the bank.

VERIFICATION OF PAYMENT

Detailed assessment and tax information regarding your parcel including receipts for payments, can be found on the City website www.a2gov.org. Select Treasury from the Departments list and continue to Online Assessment & Property Tax Data.

CORRESPONDENCE

Do not send correspondence with the tax payment. Send all address changes or requests for information directly to the Assessor's Office at 301 E. Huron, PO Box 8647, Ann Arbor, MI 48107. Include your parcel identification number.

NOTE: Please retain the upper portion of your tax statement. A \$3.00 charge will be required for duplicate bills. Send check payable to City Treasurer along with self addressed stamped envelope.

SUMMER TAX SEASON HOLIDAY CLOSINGS

Friday, July 4, 2014	Independence Day Observed
Monday, September 1, 2014	Labor Day Observed

TAX DEFERMENTS

Senior citizens, paraplegic, quadriplegic, totally and permanently disabled, blind, eligible servicepersons, veterans or their qualified surviving spouse, may be able to delay the date their taxes are due. A \$40,000 annual household income limitation is required to qualify for a summer deferment. Deferment applications are available at the Customer Service office located at 301 E. Huron, or on-line at www.ewashtenaw.org/government/treasurer/TFP and must be filed with the Treasurer on or before September 15th.

INFORMATION ABOUT BUSINESS TAXES

TAX DAY INFORMATION

A personal property tax is levied on equipment, machinery, furniture and fixtures used to operate a business in Ann Arbor, Michigan. The Business Personal Property Tax is NOT A PRORATABLE TAX. The tax is based upon the status of your business on December 31, 2013, the "tax day" in Michigan. Taxes are assessed on property where it is located on this date. You are responsible for payment of both summer and winter taxes, even if you moved or closed your business at any time during the 2014 tax year.

BUSINESS TAX STATUS CHANGES

Report all status changes, in writing, to the City Assessor's Office at 301 E. Huron St., PO Box 8647, Ann Arbor, Michigan 48107. To be deleted from the 2015 tax roll, you must cease to operate by December 31, 2014.

PERSONAL PROPERTY STATEMENTS

State Law mandates that a Personal Property Tax Statement be completed annually. Statements are mailed to the last known business address on file in early January. The completed statement must be returned to the City Assessor by February 20th to prevent an estimated assessment. If you have not received a statement by mid January, call the City Assessor at (734) 794-6530, to request a duplicate.

BUSINESS OWNERS

Please direct business personal property tax inquiries only to the City Treasurer's office located at 301 E. Huron St., PO Box 8647, Ann Arbor, MI 48107; by telephone at (734) 994-2833; or by fax at (734) 997-1271.



DEPT # 77602
CITY OF ANN ARBOR TREASURER
PO BOX 77000
DETROIT MI 48277-0602



2014 PROPERTY TAX NOTICE - DECEMBER

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**WINTER TAXES PAYABLE DECEMBER 1 - 31, 2014
WITHOUT INTEREST OR PENALTY**

On January 1, 2015 add 1% to Winter and 6% to Summer
On February 1, 2015 add 2% to Winter and 7% to Summer

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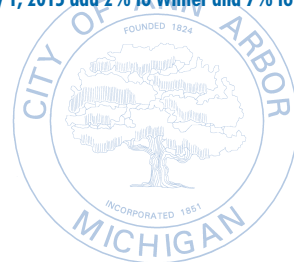
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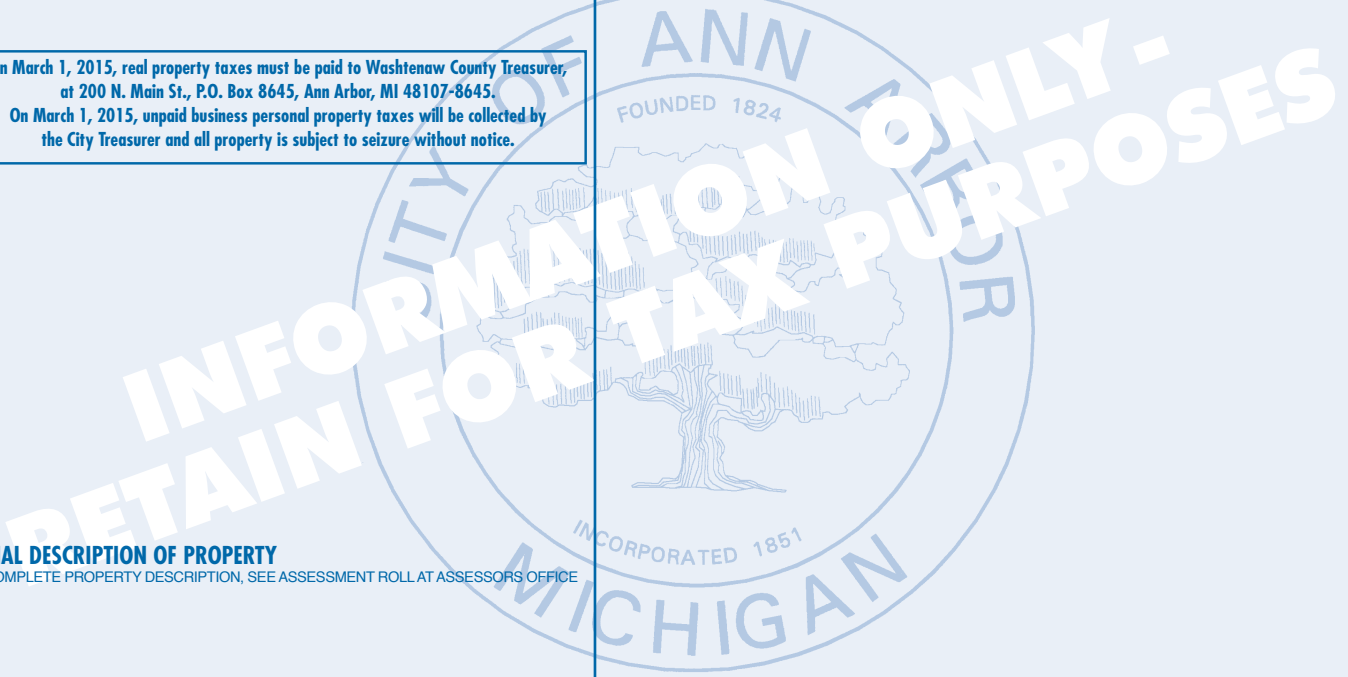
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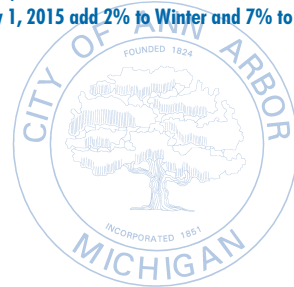
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WINTER TAX SEASON HOLIDAY CLOSINGS:

Wednesday, Dec. 24, 2014 - Christmas Eve Observed (12 to 5 p.m.)
Thursday, Dec. 25, 2014 - Christmas Day Observed
Wednesday, Dec. 31, 2014 - New Year's Eve Observed (12 to 5 p.m.)
Thursday, Jan. 1, 2015 - New Year's Day Observed

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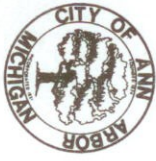
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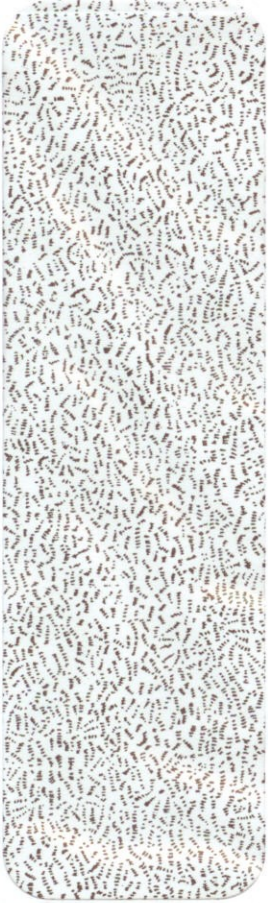
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Tax Bill Enclosed



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