ADDENDUM No. 2

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 two (2) pages and one (1) export file for reference.**

Offerors are to acknowledge receipt of this Addendum No. 2, 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. 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:
Is the City of Ann Arbor providing the #10 and #9 preprinted envelopes?

Answer:
No. The selected vendor will be responsible for providing envelopes as detailed in the RFP, Section II Scope of Work. The selected vendor is responsible for providing proofs to the City of Ann Arbor. Upon approval, the vendor will purchase the approved envelopes to have on hand for printing and mailing.

Question #2:
Is a copy of the BSA Tax Software required to open the data files for aligning and printing the tax bills?

Answer:
No. The export file from the BSA Tax Software is a flat text file with data elements delimited by spaces. The data layout of the export file is attached for reference. The selected vendor would have to work with the City to determine the location and alignment of the various data elements on the tax bill templates.

(This space intentionally left blank.)

Question #3:
Could I trouble you to tell me what the annual costs was with the previous vendor including materials and postage?

Answer:
For the 2014 Tax season:
- Summer:
  - Postage: $12,351.15
  - Printing: $6,138.80
- Winter:
  - Postage: $13,062.45
  - Printing: $4,108.64

Printing amounts fluctuate between Summer and Winter based on our need for additional envelopes, bill stock, etc. here in our office.

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

Export Layout for Tax Bills Sent to Printing Services

Last updated: 10/25/2013

taxbill.txt File

Contains various pieces of data that correspond to each parcel included in the export. Each record is delimited by a carriage return (x'0D') and line feed (x'0A').

Field Name	Size (decimals)	Comment
Season	1	S or W or V
Year	4	i.e., 2013
Property Number	25	L J *
AcctType	4	REAL or PERS
Bill #	6	changed in 2004
Class	6	L J
Taxable Value	12	12.0
SEV	12	12.0
Assessed Value	12	12.0
PRE/MBT Taxable	12	12.0
Non PRE/MBT Taxable	12	12.0
PRE/MBT %	8	8.4
PRE/MBT % Integer Version	3	3.0
Property Address	35	L J
School District Code	5	L J
School District Description	30	L J
Property Desc 1	80	L J
Property Desc 2	80	L J
Property Desc 3	80	L J
Property Desc 4	80	L J
Property Desc 5	80	L J
Property Desc 6	80	L J
Property Desc 7	80	L J
Property Desc 8	80	L J
Property Desc 9	80	L J
Property Desc 10	80	L J
Property Desc 11	80	L J
Property Desc 12	80	L J
Property Desc 13	80	L J
Property Desc 14	80	L J
Property Desc 15	80	L J
Over 15 lines	1	Y or N
Owner's Name	35	L J
Owner's Name 2	35	L J
Owner's Address	35	L J
Owner's City	25	L J
Owner's State	2	L J
Owner's Zip	10	L J
Mailing Name	35	L J
Mailing Name 2	35	L J
Mailing Address	35	L J **

Mailing City	25	L J
Mailing State	2	L J
Mailing Zip	10	L J (zip+" "+4)

----OR---- (see *****)

Out of Country Location	37	L J

The following occurs 30 times:

Taxing Authority Desc	*16*	*L J ****
Taxing Authority Amount Billed	*12*	*12.2*
Taxing Authority Millage Rate	*8*	*8.5*
Special Assessment Flag	*1*	*1 if spec assessment; 0 if not*

Subtotal	12	12.2
Administration Fee	12	12.2
Total Tax	12	12.2
Total Mills	8	8.5
Bank Code	5	R J, 0-filled
Bank Name	30	L J
Barcoded Parcel Number	25	****

The following is only applicable when printing WINTER bills:

Summer Tax Balance w/o Interest	*12*	*12.2*
Summer Interest Balance	*12*	*12.2*
Summer Total Balance	*12*	*12.2*
Summer Tax Deferment Flag	*1*	*Y or N*

End of "only applicable when printing WINTER bills"

PRE/MBT % Exemption Savings	12	12.2	
Out of Country Address	1	Y or N	
Map Number	25	new for 2004	
OCR String	80	new for 2004	
Billing Code	5	new for 2004	
Real Estate Serviced By Code	5	new for 2004	
Tax Service by Organization Name	35	new for 2004	
ACH Identification Code	2	new for 2004	
PRE/MBT Type	1	new for 2008	1: Qualified Ag
			2: Qualified Forest
			3: MBT Comm Pers
			4: MBT Ind Pers

Oakland County ePayment Number	5	

The following is only applicable when printing WINTER bills

Summer Tax Billed	*12*	*12.2*

End of "only applicable when printing WINTER bills"

If City of Detroit, use 2 fields below

Detroit First Half	*12*	*12.2*
Detroit Second Half	*12*	*12.2*

If City of Hamtramck, use 2 fields below

Hamtramck First Half	*12*	*12.2*
Hamtramck Second Half	*12*	*12.2*

All others use 2 fields below

Interest/Penalty Billed	*12*	*12.2*
Interest/Penalty Balance	*12*	*12.2*

Property Class Description	30	

The following is only applicable when printing WINTER bills (new for 2005)
Winter Tax Billed+Summer Balance   12   12.2
End of "only applicable when printing WINTER bills"

The following subtotal includes all taxing authorities except special assessment and admin fee:

Subtotal No Specials, No AdFee	12	12.2
Subtotal City/Township Taxes Combined	12	

Number of Acres	10	10.2
Rescission Foreclosure	1	Y or N (new for 2012)

Prior Year Delinquent Flag	1	Y or N (new for 2013)
Prior Year Delinquent Message	200	(new for 2013)

(**If prior year delinquent Flag is Y, message has data. If flag is N, message is empty**)

open for growth	50
carriage return	1
line feed	1

* The Property Number includes formatting (dashes or spaces)

** The mailing address is where the tax bill is being mailed to. Usually, this is the address to use. However, some municipalities want a copy of the tax bill to go to all owners as well. Because of this, we include both addresses.

*** The array contains 30 repetitions of the taxing authority descriptions (i.e., County, Jail, etc.), the taxing authority billed amount, the taxing authority millage rate, and the special assessment code. If the taxing authority heading is blank, do not print it, as all the corresponding amounts will be zero.

**** The parcel number barcoded field has the parcel number w/o formatting, along with a season indicator. The delimiter between the parcel number and the season code is the % sign. For example: 021401100002%S

***** Room is provided for 37 characters. This will be EITHER the three "Mailing" fields (City [25]; State [2]; Zip [10]), OR the "Out of Country Location" field.

otherinfo.txt File

Contains various pieces of data that are important to a tax bill, but do not correspond to an individual parcel. There is only one record in this file.

Field Name	Size (decimals)	Comment
Tax Bill Msg 1 Line 1	80	L J
Tax Bill Msg 1 Line 2	80	L J
Tax Bill Msg 1 Line 3	80	L J
Tax Bill Msg 1 Line 4	80	L J
Tax Bill Msg 1 Line 5	80	L J
Tax Bill Msg 1 Line 6	80	L J
Tax Bill Msg 1 Line 7	80	L J
Tax Bill Msg 1 Line 8	80	L J
Tax Bill Msg 2 Line 1	80	L J
Tax Bill Msg 2 Line 2	80	L J
Tax Bill Msg 2 Line 3	80	L J
Tax Bill Msg 2 Line 4	80	L J
Tax Bill Msg 2 Line 5	80	L J
Tax Bill Msg 2 Line 6	80	L J
Tax Bill Msg 2 Line 7	80	L J
Tax Bill Msg 2 Line 8	80	L J
Tax Bill Due Date (free form)	20	L J
Fiscal Years		
Beg County Fiscal Year	12	L J
End County Fiscal Year	12	L J
Beg City/Twp Fiscal Year	12	L J
End City/Twp Fiscal Year	12	L J
Beg Schools Fiscal Year	12	L J
End Schools Fiscal Year	12	L J
Return Address of Township		
Return Address Line 1	40	L J
Return Address Line 2	40	L J
Return Address Line 3	40	L J
Return Address Line 4	40	L J
Return Address Line 5	40	L J
carriage return	1	
line feed	1	