

COUNTY of KANE
PURCHASING DEPARTMENT
KANE COUNTY GOVERNMENT CENTER

Theresa Dobersztyn, C.P.M., CPPB
Director of Purchasing

719 S. Batavia Ave., Bldg. A, 2nd Floor
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Telephone: (630)232-5929
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January 16, 2019

ADDENDUM #2

RFP No. & Title: 05-019 TAX BILLS

The attention of bidders is called to the following changes, clarifications and/or additions/deletions to the original bid document and they shall be taken into account in preparing the proposal and shall be part of the contract.

CORRECTIONS

Please reference to Addendum #1, questions #11 which issued/dated January 11, 2019 and make the following correction as the answer provided to this question was wrong and should be as follow:

- Q11. Since the County has indicated that they will use compensating balances and/or a net against interest earned to cover lockbox fees incurred, will collateral be required?
- A. *Collateral is not required.***
- *See Statement of Work, Section A. 7. General Requirement for Collections Process, as the RFP specifically states that balances are not required to be collateralized.*

QUESTIONS & CLARIFICATIONS

1. Do you have a current vendor or are you outsourcing operations after printing and mailing in-house? If yes, who is it?
A. *Yes, and the current vendor is LRD Systems & Form of Woodstock, IL.*
2. How much did you pay for postage in your latest mailing? How many envelopes did that include?
A. *Postage was \$67,327.15 for about 178,598 pieces mailed.*
3. Is there a local vendor preference? If so, why is that the case?
A. *There is no local vendor preference. It is the intent of the County to award a contract to the lowest most responsive and qualified vendor meeting specification.*
4. If you have a current vendor, please provide current pricing or the pricing that won the previous contract.
A. *Pricing for 2018 was \$31,280.94 for 180,603 pieces prepared and printed.*

5. Is there service currently not being provided, that you would like the new vendor to perform? If so, what is it?
A. No.
6. Do you make distributions during each tax cycle or do all the funds accumulate in the account and you do one distribution at the end? If that's how it's done we can just add up the daily payment amounts to calculate the balance. If you make multiple distributions, supplying us with the average monthly or daily balance information on the account would enable us to calculate the correct earnings credit for the offset.
A. Lockbox would be collecting between 5/6 thru 6/7/19 and 8/12 thru 9/6/19; a total of 43 days. However, we will be distributing once every 4 weeks. We would need to be advised of the required amount as compensating balance for that period, (see Section C. 1.B., General Requirement for Cost Analysis). Please reference attached list of daily collections as provided via Addendum #1 and included as an attachment within RFP document.
7. Please provide specifics for the required FTP File Format.
A. See Attached.
8. Who currently provides the Courier Service for Lockbox Pick-ups? (In the RFP they want the bank to provide but still want to see who they use as options)
A. The vendor is Condor Express. Ph. (630) 460-0770.
9. How many deposits will be in each pick up?
A. None.
10. Do the deposits need to be collateralized?
A. No, the deposits are not collateralized.
11. Do you receive any cash or credit card payments through your lockbox?
A. No.
12. The RFP in Section A item 2 states that "vendor shall process all mail received within 24 hours of receipt"– "please confirm when the daily mail will be ready for pick up at the County" and "please confirm that your statement that "vendor shall process all mail received within 24 hours of receipt" indicates that the FTP file for payments received is delivered the following business day by 3pm"
A. Mail would be ready for pick at the County by 11:00 a.m. File should be ready by 3 p.m., the following day.
13. Are any payments received without a coupon/stub? If so, what percentage on average?
A. Less than 1%.
14. Are any payments received with multiple coupons and one check / multiple checks and one coupon? If so, what is the estimated percentage?
A. It's possible, but we presort the mail to limit the amount. Less than 1%
15. Are funds moved to the main operating bank via ACH or wire?
A. Correct.
16. How often are funds moved to the main operating bank?
A. Once a month.

17. You describe the tax bill as a pre-printed two-color form printed on both sides. Is the color ink limited to the front of the bill or is there color printing on both sides?
A. *Two colors are limited to one side (front side of the tax bill).*
18. The insert is also described as being two-sided with two ink colors. Again—is there color printing on both sides and just the front?
A. *The insert is print with two colors (blue and black) on both sides.*
19. Bid tabulation for RFP 02-015 Tax Bill, for printing. Could you please forward that document?
A. *Reference attached 2015 – Synopsis for RFP 02-015.*

Bid due date is *January 23, 2019 at 3:30 p.m.*, please confirm receipt of Addendum #2 and respond accordingly.

Sincerely,
Tim Keovongsak, CPPB
Buyer III
Kane County Purchasing Department

File Format for Tax Paying Agents

The following file format will be used to exchange information between the County and its Tax Paying Agents (TPAs):

Field	Max. Length	Description
parcel_number	CHAR 20	Parcel ID Number. Number is not masked (for example, 0101100001)
bill_number	CHAR 10	Tax Bill Number
loan_number	CHAR 30	Loan number (provided by the TPA) for the parcel
tpa_code	CHAR 10	Code identifying the TPA (assigned by the county)
owner_name	CHAR 255	Owner name as it appears on the parcel's tax bill
install_1_due	DECIMAL 15,2	Installment 1 tax due. Appears as an unformatted decimal (for example, 1234.56)
install_1_paid	DECIMAL 15,2	Installment 1 tax paid. Appears as an unformatted decimal.
penalty_1_paid	DECIMAL 15,2	Installment 1 penalty paid. Appears as an unformatted decimal.
install_2_due	DECIMAL 15,2	Installment 2 tax due. Appears as an unformatted decimal.
install_2_paid	DECIMAL 15,2	Installment 2 tax paid. Appears as an unformatted decimal.
penalty_2_paid	DECIMAL 15,2	Installment 2 penalty paid. Appears as an unformatted decimal.
paid_by	CHAR 50	Name of person paying the taxes.

The field lengths specified above are maximums: data may be less than the specified field length, but must not exceed the given length. Files with data that exceeds the specified field length will be truncated.

Files sent to TPAs will contain all of the above fields. TPAs may request the file in a variety of formats, including tab-delimited text files and DBF files. Files may **not** contain field headers.

Files received from TPAs **must** contain all of the above fields and be in tab-delimited format.

Not all fields are used by all TPAs. If you are not using a CHAR field, please insert a space in place of data. If you are not using a DECIMAL field, please place a 0 (zero) in place of data.

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January 24, 2015

PROCUREMENT SYNOPSIS

Requesting Department:	Treasurer Office	Procurement Name:	02-015 Tax Bills
Recommended Vendor:	J.P. Morgan Chase & LRDS System and Forms		

NOTIFICATION AND RESPONSE

Public Notices: • County of Kane's Web site • Elgin Courier News

Advertising Date:	December 23, 2014	Notices sent/Plan Holders:	32/15
Proposal Due Date:	January 13, 2015	Proposal Received:	5

PURPOSE

To establish a contract for lock box services (collection) and the complete distribution (printing and mailing) of the Kane County property tax bills. This is a two (2) year contract with mutual option to automatically extend for one (1) additional two (2) year renewal period.

The Treasurer Office evaluated all proposals per specification and scored them based on the criteria important to the lock box collection and distribution of Kane County property tax bill, and determined that J.P Morgan Chase and LRDS System was the most responsive responsible vendors.

Selection Criteria: • Experience/Capacity with desired services/support = 30% • Cost = 30%
• Qualifications/Approach = 30% • RFP Compliance/References = 10%

BID TABULATION

VENDOR	SECTION A Distribution Cost	SECTION B Lox Box Collection	SECTIONS A&B TOTAL COST	TOTAL EVALUATED SCORES
J.P. Morgan Chase Bank, Chicago, IL	(1)	(1)	(1)	94%
St. Charles Bank&Trust, St. Charles, IL	(1)	(1)	(1)	86%
MB Financial, St. Charles, IL	(1)	(1)	(1)	85%
LRDS Systems, Woodstock, IL	\$26,204.04			99%
Integrated Graphics, Inc., Batavia, IL	\$30,431.17			87%

(1) Cost of all services will be offset by Compensating Balance.

Base on vendor's qualification, experience, offer per scope of services, service fee, and proposal compliance staff recommends awarding the contract to J.P Morgan Chase of Chicago, IL for Tax Bills lock box collection and LRDS Systems and Forms of Woodstock, IL for printing and distribution, pending Treasurer Office's approval.

Submitted By:

Tim Keovongsak, Buyer II
Kane County Purchasing Department