

**PERSONAL SERVICES CONTRACT**  
County of Nevada, California

This Personal Services Contract is made between the COUNTY OF NEVADA (herein "County"), and

**Contractor's Name : Mailing Systems, Inc**

(herein "Contractor"), wherein County desires to retain a person or entity to provide the following services, materials and products generally described as follows:

(§1) **Description of Services: Printing and Mailing of Property Tax Bills**

**SUMMARY OF MATERIAL TERMS**

(§2) **Maximum Contract Price:** \$25,000  
 (§3) **Contract Beginning Date:** 07/01/2016 **Contract Termination Date:** 6/30/2017  
 (§4) **Liquidated Damages:** NA

**INSURANCE POLICIES**

Designate all required policies:

		Req'd	Not Req'd
(§6) <b>Commercial General Liability</b>	(\$1,000,000)	<u>X</u>	_____
(§7) <b>Automobile Liability</b>	(\$ 300,000) Personal Auto	_____	<u>X</u>
	(\$1,000,000) Business Rated	_____	<u>X</u>
	(\$1,000,000) Commercial Policy	_____	_____
(§8) <b>Worker's Compensation</b>		<u>X</u>	_____
(§9) <b>Errors and Omissions</b>	(\$1,000,000)	_____	<u>X</u>

**LICENSES**

Designate all required licenses:

(§14) \_\_\_\_\_

**NOTICE & IDENTIFICATION**

(§26) <b>Contractor:</b> <b>Mailing Systems Inc</b> <b>2431 Mercantile Dr., Ste. A</b> <b>Rancho Cordova, CA 95742</b>	<b>County of Nevada:</b> <b>Treasurer &amp; Tax Collector</b> PO Box 128 Nevada City, California 95959
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Contact Person: Vicki Bahnsen  
( 916 ) 631-7400  
e-mail: [Vicki@msimail.net](mailto:Vicki@msimail.net)  
Fed Tax ID # 68-0257715

Contact Person: Tina Vernon  
( 530 ) 265-1355/265-1704  
e-mail: [ttc@co.nevada.ca.us](mailto:ttc@co.nevada.ca.us)  
[tina.vernon@co.nevada.ca.us](mailto:tina.vernon@co.nevada.ca.us)  
Org Code: 0101102032311000 521530

**Contractor is a:** (check all that apply)

Corporation:	<u>X</u> Calif.,	_____ Other,	_____ LLC,	_____ Non-profit
Partnership:	_____ Calif.,	_____ Other,	_____ LLP,	_____ Limited
Person:	_____ Indiv.,	_____ Dba,	_____ Ass'n	_____ Other

**EDD:** Independent Contractor Worksheet Required: \_\_\_\_\_ Yes X No  
**HIPAA:** Schedule of Required Provisions (Exhibit D): \_\_\_\_\_ Yes X No

**ATTACHMENTS**

Designate all required attachments:

	Req'd	Not Req'd
<b>Exhibit A: Schedule of Services</b> (Provided by Contractor)	<u>X</u>	_____
<b>Exhibit B: Schedule of Charges and Payments</b> (Paid by County)	<u>X</u>	_____
<b>Exhibit C: Schedule of Changes</b> (Additions, Deletions & Amendments)	_____	<u>X</u>
<b>Exhibit D: Schedule of HIPAA Provisions</b> (Protected Health Information)	_____	<u>X</u>



### Terms

Each term of this Contract below specifically incorporates the information set forth in the Summary at page one (1) above as to each respective section (§) therein, as the case may be.

### Services

#### 1. **Scope of Services:**

Contractor shall provide all of the services, materials and products (herein "Services") generally described in **Exhibit "A"**, according to a performance schedule, if applicable, as set forth in said exhibit (herein "Performance Schedule"). If requested, Contractor agrees to serve as an expert witness for County in any third party action or proceeding arising out of this Contract.

### Payment

#### 2. **Charges and Payments:**

The charges (herein "Charges") for furnishing the aforesaid Services under this Contract are set forth in **Exhibit "B"**, including, if applicable, hourly rates, unit pricing, and expense, mileage and cost limits. Said Charges shall be presented monthly by invoice, and shall be due within thirty (30) days of receipt unless payment is otherwise set forth in said **Exhibit "B"**, and shall remain in effect for the entire term of this Contract, and any extension hereof. In no event will the cost to County for Services to be provided under this Contract, including direct non-salary expenses, exceed the **Maximum Contract Price** set forth at §2, page one (1), above.

### Time for Performance

#### 3. **Contract Term:**

This Contract shall commence on the **Contract Beginning Date** set forth at §3, page one (1), above. All Services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** set forth at §3, page one (1), above.

#### 4. **Liquidated Damages:**

County and Contractor agree that damages to County due to delays in timely providing Services in accordance with the aforesaid Performance Schedule and Contract Termination Date are impractical and difficult to ascertain. Therefore, if §4 at page one (1) hereof shall indicate a daily amount as **Liquidated Damages**, County shall have the right to assess said daily sum, not as a penalty, but as and for damages to County due to delays in providing Services not in accordance with the said Performance Schedule, or later than the Contract Termination Date (herein "Delay"). Liquidated Damages shall be offset against amounts owing to Contractor, including retention sums.

To the extent that any Delay is a result of matters or circumstances wholly beyond the control of Contractor, County may excuse said Liquidated Damages; provided however, that County may condition such excuse upon Contractor having given prompt notice to County of such delay immediately by telephone and thereafter by written explanation within a reasonable time. The time for Contractor's performance shall be extended by the period of delay, or such other period as County may elect.

#### 5. **Time of the Essence:**

Time is of the essence with respect to Contractor's performance under this Contract. Delay in meeting the time commitments contemplated herein will result in the assessment of liquidated damages, if indicated at §4 at page one (1), hereof. If Liquidated Damages are not so indicated, damages shall be as otherwise provided by law.

### Insurance

#### 6. **Commercial General Liability Insurance:** (County Resolution No. 90674)

If §6 at page one (1) hereof shall indicate a **Commercial General Liability** insurance policy is required, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following:

- (i) Broad form coverage for liability for death or bodily injury to a person or persons, and for property damage, combined single limit coverage, in the minimum amount indicated at said §6;



- (ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;
- (iii) A provision that said insurance shall be primary and other insurance maintained by the County of Nevada shall be excess only and not contributing with Contractor's insurance;
- (iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

**7. Automobile Liability Insurance:** (County Resolution No. 90676)

If §7 at page one (1) hereof shall require either a Business Rated or a Commercial Automobile Liability insurance policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following provisions:

- (i) Liability protection for death or bodily injury to a person or persons, property damage, and uninsured and underinsured coverage, combined single limit coverage, in the minimum amount indicated at said §7;
- (ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;
- (iii) A provision that said insurance shall be primary and other insurance maintained by the County of Nevada shall be excess only and not contributing with Contractor's insurance;
- (iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

If §7 at page one (1) hereof shall require a Personal Auto policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance for a minimum of three hundred thousand dollars, (\$300,000), in combined single limits, and naming the County as additionally insured.

**8. Worker's Compensation:** (County Resolution No. 90674)

If §8 at page one (1) hereof shall indicate a **Worker's Compensation** insurance policy is required, Contractor shall maintain said policy as required by law, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County.

Before commencing to utilize employees in providing Services under this Contract, Contractor warrants that it will comply with the provisions of the California Labor Code, requiring Contractor to be insured for worker's compensation liability or to undertake a program of self-insurance therefor.

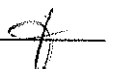
**9. Errors and Omissions:**

If §9 at page one (1) hereof shall indicate **Errors and Omissions** insurance is required, Contractor shall maintain either a professional liability or errors & omissions policy in the minimum amount indicated, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County.

**10. Miscellaneous Insurance Provisions:** (County Resolution No. 90675)

All policies of insurance required by this Contract shall remain in full force and effect throughout the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to "claims made" coverage. If the County does consent to "claims made" coverage and if Contractor changes insurance carriers during the term of this Contract or any extensions hereof, then Contractor shall carry prior acts coverage.

Insurance afforded by the additional insured endorsement shall apply as primary insurance, and other insurance maintained by County, its officers, agents and/or employees, shall be excess only and not contributing with insurance required or provided under this agreement.



At all times, Contractor shall keep and maintain in full force and effect throughout the duration of this Contract, policies of insurance required by this Contract which policies shall be issued by companies with a Best's Rating of B+ or higher (B+, B++, A-, A, A+ or A++), or a Best's Financial Performance Rating (FPR) of 6 or higher (6, 7, 8 or 9) according to the current Best's Key Rating Guide, or shall be issued by companies approved by the County Risk Manager. In the event the Best's Rating or Best's FPR shall fall below the rating required by this paragraph, Contractor shall be required to forthwith secure alternate policies which comply with the rating required by this paragraph, or be in material breach of this Contract.

Failure to provide and maintain the insurance policies (including Best's ratings), endorsements, or certificates of insurance required by this Contract shall constitute a material breach of this agreement (herein "Material Breach"); and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both. (See §13, ¶2, below, as these provisions additionally apply to subcontractors.)

**11. Indemnity:**

Nothing herein shall be construed as a limitation of Contractor's liability, and Contractor shall indemnify, defend and hold harmless the County and its officers, officials, employees, agents and volunteers from any and all liabilities, claims, demands, damages, losses and expenses (including, without limitation, defense costs and attorney fees of litigation) which result from the negligent act, willful misconduct, or error or omission of Contractor, except such loss or damage which was caused by the sole negligence or willful misconduct of County or its officers, officials, employees, agents and volunteers.

**Personal Services**

**12. Contractor as Independent:**

In providing services herein, Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as agents or employees of County.

**13. Assignment and Subcontracting:**

Except as specifically provided herein, the rights, responsibilities, duties and Services to be performed under this Contract are personal to the Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute nor replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.

Contractor shall cause and require each transferee, subcontractor and assignee to comply with the insurance provisions set forth herein at §§6, 7, 8, 9 and 10, to the extent such insurance provisions are required of Contractor under this Contract. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor and assignee shall constitute a Material Breach of this agreement, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

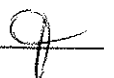
**14. Licensing and Permits:**

Contractor warrants (i) Contractor is qualified and competent to provide all Services under this contract; (ii) Contractor and all employees of Contractor hold all necessary and appropriate licenses therefor, including those licenses set forth at §14, page one (1) hereof; and, (iii) Contractor shall obtain, and remain in compliance with, all permits necessary and appropriate to provide said Services. Contractor shall cause said licenses and permits to be maintained throughout the life of this Contract. Failure to do so shall constitute a Material Breach of this agreement, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

**Public Contracts**

**15. Prevailing Wage and Apprentices:**

To the extent made applicable by law, performance of this contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with Section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code §§ 1720, et seq.; and shall be in conformity with Title 8 of the California Code of Regulations §§ 200 et seq., relating to apprenticeship. Contractor shall comply with the provisions thereof at the



commencement of Services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. A copy of the relevant prevailing wage as defined in Labor Code §1770 et seq. is on file with the Department of Transportation, County of Nevada, 950 Maidu Avenue, Nevada City, California 95959. Copies will be provided upon request.

**16. Accessibility (County Resolution No. 00190):**

It is the policy of the County of Nevada that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall be in compliance with the provisions of the Americans With Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct Services are and shall be accessible to all persons.

**17. Nondiscriminatory Employment:**

In providing Services hereunder, Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, political affiliation, ancestry, marital status or disability. This policy does not require the employment of unqualified persons.

**18. Prior Nevada County Employment (County Resolution No. 03-353):**

Effective July 22, 2003, it is the policy of the County of Nevada that former members of the Board of Supervisors, a former CEO, or a former Purchasing Agent, for a period of twelve (12) months following the last day of employment, shall not enter into any relationship wherein that former employee or former Board member receives direct remuneration from a legal entity that, during the last twelve (12) months of said employment or Board member's service, entered into a contract with, or received a grant from the County of Nevada. Provided however, that this prohibition shall not apply to any employee that did not personally approve a contract with or grant to said legal entity during the last twelve (12) months of said employment, and shall not apply when the Board of Supervisors did not approve a contact with or grant to said legal entity during the last twelve (12) months of said Board member's service.

A violation of this policy shall subject Contractor to all of the remedies enumerated in said resolution and as otherwise provided in law, which remedies shall include but not be limited to injunctive relief, cancellation and voiding of this contract by County, a return of grant money, a cause of action for breach of contract, and entitlement to costs and reasonable attorney fees in any action based upon a breach of contract under this provision.

**19. Cost Disclosure:**

In accordance with Government Code Section 7550, should a written report be prepared under or required by the provisions of this Contract, Contractor agrees to state in a separate section of said report the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of said report

**Default and Termination**

**20. Termination:**

A Material Breach of this Contract pursuant to the terms hereof or otherwise, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this contract, or both, **without notice**.

If Contractor fails to timely provide in any manner the services materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract by giving **five (5) days written notice** to Contractor.

Either party may terminate this Contract for any reason, or without cause, by giving **thirty (30) calendar days written notice** to the other, which notice shall be sent by registered mail in conformity with the notice provisions, below. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.

County, upon giving **sixty (60) calendar days written notice** to Contractor, shall have the right to terminate its obligations under this Contract at the end of any fiscal year if the County or the State of

California, as the case may be, does not appropriate funds sufficient to discharge County's obligations coming due under this contract.

**Miscellaneous**

**21. Books of Record and Audit Provision:**

Contractor shall maintain complete records relating to this Contract for a period of five (5) years from the completion of Services hereunder. Said records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks, receipts, invoices, payroll records including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits

Contractor shall permit County to audit said records as well as such related records of any business entity controlled by Contractor. Said audit may be conducted on Contractor's premises or at a location designated by County, upon fifteen (15) days notice. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charged of five percent (5%) or more of the Maximum Contract Price.

**22. Intellectual Property:**

All original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto (herein "Intellectual Property"), which concern or relate to this Contract and which have been prepared by, for or submitted to Contractor, shall be the property of County, and upon fifteen (15) days demand therefor, shall be promptly delivered to County without exception. Provided however, for personal purposes only and not for commercial, economic or any other purpose, Contractor may retain a copy of Contractor's work product hereunder.

**23. Entire Agreement:**

This Contract represents the entire agreement of the parties, and no representations have been made or relied upon except as set forth herein. This Contract may be amended or modified only by written, fully executed agreement of the parties.

**24. Jurisdiction and Venue:**

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Nevada County, California.

**25. Compliance with Applicable Laws:**

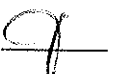
The Contractor shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the Services to be provided by this Contract.

**26. Notices:**

This Contract shall be managed and administered on County's behalf by the department and the person set forth at §26, page one (1) of this Contract, and all invoices shall be submitted to and approved by this Department. In addition to personal service, all notices may be given to County and to Contractor by first class mail addressed as set forth at said §26 Said notices shall be deemed received the fifth (5th) day following the date of mailing or the earlier date of personal service, as the case may be.


**27. Authority:**

All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.



IN WITNESS WHEREOF, the parties have executed this Contract effective on the Beginning Date, above.

**CONTRACTOR:**

  
Name: Michael Lebeck  
Title: President

Dated: 6/24/16

**COUNTY OF NEVADA:**

  
Mary Hall Ross  
Purchasing Agent

Dated: 7/29/16



## EXHIBIT "A"

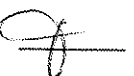
### SCHEDULE OF SERVICES

Contractor will provide pricing, folding, inserting, and mailing services as set forth below. Specific instructions, samples, and quantities required will be provided by the county Tax Collector as services are ordered. This work is not subject to the prevailing wage requirements of the California Labor code.

These services include:

#### I. General Specifications

- A. For all pre-printed materials, the County requires two levels of quality assurance:
  - 1. One (1) sample of each form and each envelope is to be provided to the Tax Collector for inspection and acceptance of layout and artwork prior to printing in larger quantities.
  - 2. Twenty five (25) sample copies of each form are to be provided to the Tax Collector to ensure that the forms are designed to be compatible with the Tax Collector's in-house printer.
- B. All quality assurance samples will be provided at no cost to the County. Further printing will not be authorized except in writing by the Tax Collector or her designee. If sample forms do not meet the stated requirements, Contractor will reprint with corrections and provide additional samples.
- C. Prior to providing data for merging and creation of final tax bills, the County will provide the Contractor test data for a test merge.
- D. For all data merged materials, the County requires two levels of quality assurance:
  - 1. County will provide test data to Contractor, prior to the final data merge, for testing to ensure that data is properly merged and displayed. Contractor will provide samples of up to 25 hard copy forms from data records to be specified by the County.
  - 2. When County delivers final data to Contractor for data merge, Contractor will provide samples of up to 25 forms for data records to be specified by the County. These samples, which may be transmitted electronically to the County, and will allow the County to verify that the correct final data is being merged.
- E. Data for tax bills will be supplied by Nevada County Information Systems in an ASCII text file via CD ROM or DVD. Records are fixed length, 96 characters.
- F. National Change of Address (NCOA) may be used. If bills are mailed to addresses other than address supplied by the original data, a report of all address changes must be supplied to the County.
- G. All forms and envelopes shall begin printing on or after July 1. Contractor will retain in storage sufficient numbers of tax bills to perform the subsequent data merges and mailings as specified below. The remainder of the forms and envelopes are to be shipped to the Tax Collector for in-house printing and mailing as needed.
- H. The cost of postage shall be the responsibility of the County and is in addition to the amount of this contract. The Tax Collector will establish a postage account with Contractor under a separate blanket purchase order and will remit to Contractor by electronic funds transfer prior to each scheduled mailing sufficient postage to cover the cost of each mailing. Contractor will provide the Tax Collector with a reconciliation of





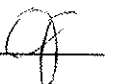
that account after each mailing. Contractor will refund to the County any amount held in the postage account within thirty (30) days following a written request from the Tax Collector, and within thirty (30) days following the conclusion of the contract period.

## II. Secured Property Tax Bills

- A. Pre-printed Secured Property Tax Bill Form
  - 1. Size: 8.5" x 14"
  - 2. Delivery Date: July 29, 2016
  - 3. Paper: 24 pound bond laser paper
  - 4. Ink Properties: All colors must be Laser durable ink for the front and the backside of the tax bills.
  - 5. Ink Color: 2016-2017 bills – Pantone 326u
  - 6. Color Distribution: See bill for example: Using the respective ink color for the specific fiscal year's bill: 100% on banner areas. In the large text boxes, alternate 5% shading and 0% shading per line throughout the large text areas. 0% shading in the perforation areas of the bill below the amount due with penalty. Black ink for data printing on front side. 80% screened black ink printing on the back side of the tax bill page. Laser durable inks on front and reverse.
  - 7. Black ink for data printing on front side. 80% screened black ink printing on the back side of the tax bill page. Laser durable inks on front and reverse. Red ink for "important messages" text and red circle around amounts due. (See example)
  - 8. Perforation: Two horizontal perforations above the two stubs at the bottom of the bill. (See example.)
- B. Data Merged Secured Property Tax Bills
  - 1. Vertical spacing: 8 lines per inch; 105 print lines per page
  - 2. Horizontal spacing: 12 characters per inch
  - 3. Insert OCR formats needed
  - 4. Data file is in print image format, but some re-formatting and positioning will be necessary.
  - 5. Printing: Laser printed in black ink.

## III. Roll Corrected Secured Tax Bills

- A. Pre-printed Roll Corrected Secured Tax Bill Form
  - 1. Size: 8.5" x 14"
  - 2. Delivery Date: July 29, 2016
  - 3. Paper: 24 pound bond laser paper
  - 4. Ink Properties: All colors must be Laser durable ink for the front and the backside of the tax bills.
  - 5. Ink Color: 2016-2017 bills – Pantone 326u
  - 6. Color Distribution: See bill for example: Using the respective ink color for the specific fiscal year's bill: 100% on banner areas. In the large text boxes, alternate 5% shading and 0% shading per line throughout the large text areas. 0% shading in the perforation areas of the bill below the amount due with penalty. Black ink for data printing on front side. 80% screened black ink printing on the back side of the tax bill page. Laser durable inks on front and reverse.
  - 9. Black ink for data printing on front side. 80% screened black ink printing on the back side of the tax bill page. Laser durable inks on front and reverse. Red ink for "important messages" text and red circle around amounts due. (See example)



7. Perforation: Two horizontal perforations above the two stubs at the bottom of the bill. (See example.)
- B. Contractor will not be performing a data merge or mailing of Roll Corrected Secured Tax Bills. All pre-printed forms will be shipped to the Tax Collector after printing.

#### IV. Unsecured Property Tax Bills

- A. Pre-printed Unsecured Property Tax Bill Forms
1. Size: 8.5" x 11
  2. Completion Date: July 8, 2016
  3. Paper: 24 pound bond laser paper
  4. Ink Properties: All colors must be Laser durable ink for the front and the backside of the tax bills.
  5. Ink Color: 2016-2017 bills – Pantone 278c
  6. Color Distribution: See bill for example: Using the respective ink color for the specific fiscal year's bill: 100% on banner areas. In the large text boxes, alternate 5% shading and 0% shading per line throughout the large text areas. 0% shading in the perforation areas of the bill below the printed address. Black ink for data printing on front side. 80% screened black ink printing on the back side of the tax bill page. Laser durable inks on front and reverse. Red ink for "important messages" text and red circle around amounts due. (See example)
  7. Perforation: One horizontal perforation above the stub at the bottom of the bill extends full width of page. (See example).
- B. Data merged Unsecured Property Tax Bills
1. Vertical spacing: 8 lines per inch; 66 print lines per page
  2. Horizontal spacing: 10 characters per inch
  3. Insert OCR formats needed
  4. Data file is in print image format, but some re-formatting and positioning will be necessary.
  5. Printing: Laser printed in black.

#### V. Supplemental Property Tax Bills

- A. Pre-printed Supplemental Property Tax Bills
1. Size: 8.5" x 11"
  2. Delivery Date: July 29, 2016
  3. Paper: 24 pound bond laser paper
  4. Ink Properties: All colors must be Laser durable ink for the front and the backside of the tax bills.
  5. Ink Color: 2016-2017 bills – Pantone 265U
  6. Color Distribution: See bill for example: Using the respective ink color for the specific fiscal year's bill: 100% on banner areas. In the large text boxes, use 5% shading in the entire box. 0% shading in the perforation areas of the bill below the amount due with penalty. 80% screened black ink printing on the back side of the tax bill page. Laser durable inks on front and reverse. Red ink for "important messages" text and red circle around amounts due. (See example)
  7. Perforation: One horizontal perforation above the two stubs at the bottom of the bill, and one partial vertical perforation between the two stubs, which must intersect with the horizontal perforation above the

stubs. See example.

- B. Contractor will not be performing a data merge or mailing of Supplemental Tax Bills. All pre-printed forms will be shipped to the Tax Collector after printing.

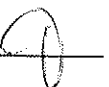
#### VI. Unsecured Supplemental Property Tax Bills

- A. Pre-printed Unsecured Supplemental Property Tax Bills
  1. Size: 8.5" x 11"
  2. Delivery Date: July 29, 2016
  3. Paper: 24 pound bond laser paper
  4. Ink Properties: All colors must be Laser durable ink for the front and the backside of the tax bills.
  5. Ink Color: 2016-2017 bills – Pantone 225U
  6. Color Distribution: See bill for example: Using the respective ink color for the specific fiscal year's bill: 100% on banner areas. In the large text boxes, use 5% shading in the entire box. 0% shading in the perforation areas of the bill below the amount due with penalty. 80% screened black ink printing on the back side of the tax bill page. Laser durable inks on front and reverse. Red ink for "important messages" text and red circle around amounts due. (See example)
  7. Perforation: One horizontal perforation above stub at the bottom of the bill. See example.
- B. Contractor will not be performing a data merge or mailing of Supplemental Tax Bills. All pre-printed forms will be shipped to the Tax Collector after printing.

#### VII. Envelopes

- A. Mailing Envelopes
  1. Size: Number 10
  2. Printing: on one side, logo in upper left, per sample
  3. Ink: Black
  4. Completed Date: July 8, 2016
- B. Return Envelopes- Secured and Unsecured Taxes/ Reminder letter
  1. Size: Number 9 pre-printed return address envelopes.
  2. Ink: Black
  3. Printing: One side, per sample
  4. Completed Date: July 8, 2016
- C. Return Envelopes – Supplemental Taxes
  1. Size: 6 ¼
  2. Ink: Black
  3. Printing: Both sides, per sample
  4. Completed Date: July 8, 2016
- D. Return Envelopes – Reminder letters
  1. Size: Number 9
  2. Ink: Black
  3. Printing: One side, per sample
  4. Completed Date: July 8, 2016

#### VIII. Folding, Inserting and Mailing of Tax Bills



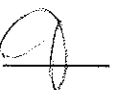
- A. Secured Tax Bills
  - 1. Two-fold tax bills with address and parcel number to appear in #10 window envelope.
  - 2. Enclose two (2) #9 return envelopes
  - 3. Mail first class pre-sort automated.
  - 4. Mailing Date: A date in October to be specified by the Tax Collector.
  - 5. NOTE: The data file will be delivered to Contractor 10 working days before the bills are to be mailed. The bills MUST be mailed no later than 10 days after Contractor receive the data file.
  - 6. Contractor to provide Tax Collector with "Proof of Mailing" from the U.S. Post Office.
  
- B. Unsecured Tax Bills
  - 1. Two-fold tax bills with address and parcel number to appear in #10 window envelopes.
  - 2. Enclose one (1) #9 return envelopes
  - 3. Mail first class pre-sort automated.
  - 4. Mailing Date: A date in July to be specified by the Tax Collector
  - 5. NOTE: The data file will be delivered to Contractor 10 working days before the bills are to be mailed. The bills MUST be mailed no later than 10 days after Contractor receives the data file.
  - 6. Contractor to provide Tax Collector with "Proof of Mailing" from the U.S. Post Office.

IX. Printing and Mailing of Reminder Letters and Delinquent Notices

- A. In January and May of each year, Contractor will merge, print and mail approximately 4,000 one-page reminder letters.
- B. In July of each year, Contractor will merge, print and mail approximately 2,700 delinquent notices.
- C. Data file will be sent to Contractor seven working days prior to printing and mailing of letters.

X. PDF files of Tax Bill Forms and Final Tax Bills

- A. Contractor will provide, in PDF format, images of each of the four tax bill forms (Secured, Roll Corrected Secured, Unsecured, and Supplemental), front and back, January and May Reminder letters and July Delinquency letters to be delivered on CD-ROM or DVD.
- B. Contractor will provide, in PDF format, images of each final merged tax bill, delivered on CD-ROM or DVD.



**EXHIBIT "B"**

**SCHEDULE OF CHARGES AND PAYMENTS**

(Paid by County)

Contractor will invoice the County and County will pay the Contractor for the actual quantity of work performed, based on the unit costs stated below, not to exceed the maximum contract amount stated on page 1 of this contract. The maximum contract amount includes a contingency of approximately 10% to accommodate increases in the quantities of tax bills required.

2016-17 Tax Year			
July 1-June 30, 2017			
Item	Quantity ordered 2016-17	Unit Cost	Estimated Item Cost
<b>Pre-printed Tax Bill Forms</b>			
Secured Tax Bill Forms	62,000	\$ 0.06810	\$ 4,222.20
Roll Corrected Secured Tax Bill Forms	2,500	\$ 0.06810	\$ 170.25
Unsecured Tax Bill Forms	5,000	\$ 0.17910	\$ 895.50
Supplemental Tax Bill Forms	5,000	\$ 0.22000	\$ 1,100.00
Unsecured Supplemental Bill Forms	2,500	\$ 0.21300	\$ 532.50
<b>Pre-Printed Envelopes</b>			
#10 Window Envelopes	70,000	\$ 0.02900	\$ 2,030.00
#10 Non-window Envelopes	6,000	\$ 0.05500	\$ 330.00
#9 Return & Reminder Letter Envelopes with Delivery Address pre-printed	133,000	\$ 0.03200	\$ 4,256.00
#6 3/4 Supplemental Envelopes	2,000	\$ 0.14875	\$ 297.50
<b>Data Merged Print Tax Bills</b>			
Secured Tax Bills	62,000	\$ 0.03300	\$ 2,046.00
Unsecured Tax Bills	5,000	\$ 0.03300	\$ 165.00
<b>Folding, Inserting and Mailing</b>			
Secured Tax Bills, folded and inserted with 2 return envelopes into #10 window envelope	62,000	\$ 0.04700	\$ 2,914.00
Unsecured Tax Bills, folded and inserted with 1 return envelopes into #10 window envelope	5,000	\$ 0.04700	\$ 235.00
Programming Services	Flat fee	85.00 per hr.	
Storage of Tax Bill forms between June printing and October merge/mail	260,000	\$ 0.00200	\$ 520.00
Delivery of forms and envelopes to Tax Collector	UPS or FedEx ground	3	
PDF of each tax bill, sorted to Tax Collector's specification	4 forms	\$ 0.05	
Printing/ Inserting 1/3 page into separate Truckee File	7,000	\$ 0.0216	\$ 151.20
Merge/mail of January Reminder letters	4,000	\$ 0.31250	\$ 1,250.00
Merge/mail of May Reminder letters	4,000	\$ 0.31250	\$ 1,250.00
Merge/mail of Delinquent notices	2,700	\$ 0.10470	\$ 282.69
Total Estimated Costs for 2016-17 Tax Year			\$ 22,647.84