



RFP #783

PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington

RELEASE DATE: WEDNESDAY, SEPTEMBER 2, 2020

DUE DATE: WEDNESDAY, SEPTEMBER 23, 2020 by 1:30 pm

Request for Proposal for:

PROPERTY ACCOUNT STATEMENT PRODUCTION and MAILING SERVICES

SUBMIT:

One (1) Original

Five (5) Complete Copies

of the Proposal to:

Clark County

Office of Purchasing

P.O. Box 5000

1300 Franklin Street, 6th Floor, Suite 650

Vancouver, Washington 98660

564-397-2323

Proposals can be hand delivered between 8am – 3pm, Monday – Friday, except legal Holidays.

*****Proposals must be date and time stamped by Purchasing staff before 1:30 pm on due date.***

*****DO NOT PUT IN ANY DROP BOX LOCATED IN THE BUILDING*****

*****Hand Delivery Requires Entrance to the building using the North Door on the First Floor.***

*****Anyone entering the building must wear a face mask*****

Refer Questions to Project Manager:

Neil Heyer

Tax Services Manager / Treasurer's Office

Neil.heyer@clark.wa.gov

564.397.4470

General Terms and Conditions

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY - Proposer shall comply with all applicable state and federal laws governing the confidentiality of information."

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES - Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of

its life cycle. Product criteria have been established on the Green Purchasing List <http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html>

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore the bidder may, at the bidders' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS - An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposer shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor, in a similar socioeconomic, geographical region.

PROTESTS - Must be submitted to the Purchasing Department.

PUBLIC SAFETY - May require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION OF PROPOSALS - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS - Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE - The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
Clark County ADA Office: V: 564-397-2322
ADA@clark.wa.gov

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Part I Proposal Requirements

Section IA General Information

1. Introduction

The Clark County Washington Treasurer and Assessor Offices are issuing this Request for Proposals (RFP) in order to identify a printing and mailing services provider.

For the purposes of this RFP, the Clark County Treasurer's Office will be referred to as 'Treasurer's Office' and Clark County Assessor's Office will be referred to as 'Assessor's Office'. 'County' refers to Clark County offices and departments. 'Districts' refers to taxing and special purpose districts. The bidding vendor is referred to as 'Proposer'.

Proposers must respond to all sections to be considered responsive to this RFP.

Clark County has made this Request for Proposal subject to Washington State statute RCW 39.34 therefore, the proposer may, at the proposers' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this bid will issue a purchase order (or contract) binding only their agency. Each contract is between the bidder and the individual agency with no liability to Clark County.

2. Background

Clark County is located in the southwest corner of Washington State. The County has an estimated population of over 475,000 residents. Clark County government is a political subdivision of the State of Washington.

The Clark County Treasurer's Office is an independent financial branch of county government. Lead by an elected official, the Treasurer is the custodian of all monies for the county, school districts, fire districts, and many special purpose districts. In total, the office provides services to over 40 taxing districts. Activities of the office include billing, collection, and distribution of property related taxes. The office also manages and administers debt and investments.

In 2019, the Treasurer's Office processed over \$11 billion in banking transactions, held investments in excess of \$1.1 billion, managed a debt portfolio over \$1.6 billion, and collected over \$755 million in property related taxes.

The key objective of this RFP is to fulfill RCW 84.56.020, which directs the County Treasurer to bill for property-related taxes. This includes the development, printing, insertion and mailing of property account statements, inclusive of real and personal property taxes, special assessments and other fees and charges. The proposer should also be able to provide electronic bill presentment images.

Additionally, this RFP seeks proposals for fulfilling the printing and mailing of the notices of values produced by the Assessor's Office, as required by the responsibilities defined in RCW 84.40.040 and RCW 84.40.045.

3. Scope of Project

The Treasurer's Office provides two property tax statements per year; the first mailing occurring each February, with the second occurring each September. These mailings can include informational inserts, as well as return forms and envelopes. The Treasurer's Office also provides two postcard mailings directed at delinquent accounts. The Treasurer's Office also offers an optional electronic notification for enrolled customers.

This RFP also seeks to provide the Assessor's Office with mailing services for their annual Notice of Value (NOV) mailings. The requirements requested by the Assessor's Office are provided in **Attachment N**.

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Services requested to be provided by the Proposer include: development and production of property tax account statement forms and notice of assessment forms, informational only postcards, informational flyer inserts, printing of all envelopes, development and delivery of individual PDF images which allow attachment to the property account for viewing via Clark County's website; printing property tax statements and information postcards from the statement data file; folding, stuffing and mailing; potential future services could include electronic delivery of the property tax statement to customers, allowing the Treasurer's Office to notify customers of new bills, upcoming due dates, delinquent reminders via email or SMS text. Further descriptions of each of the services are contained within this document.

General

Twice a year, the Treasurer's Office notifies all property owners of taxes due for real property, mobile home property, and personal property. These statements display the amount due for real, foreclosure, mobile home, and personal property taxes, including all special assessments. In 2019, a total of 174,000 Real Property account statements, 12,000 Personal Property account statements, and 1,600 Real Property Foreclosure account statements were prepared and mailed.

The first half statement is mailed by February 15 of each year using one statement with one stub as exemplified in **Attachment G.1**. The stub displays the full amount of taxes, fees, and assessments due April 30, but provides for the property tax owner to pay one-half of such amount provided it is greater than \$50.00. In September of each year, a second half statement is sent to all taxpayers displaying the remaining amount due for real, foreclosure, mobile home, and personal property taxes, including all special assessments, as exemplified in **Attachment G.2**.

Informational only postcards are sent to all customers who have a delinquent balance (**Attachment I**). There are approximately 11,000 postcards sent each May and approximately 3000 sent each November. The postcards reflect the account number, name and mailing address, and language regarding delinquent account balances. Currently, the same data file format is used for the delinquent postcard and the tax statements.

The Treasurer's Office, throughout the year, sends as-needed property account statements to customers that experience a value adjustment, ownership transfer or change, removal of exempt status, or a property classification change. Currently the Treasurer's Office utilizes a standardized form (**Attachment G.4**) to create these types of statements. These statements, known as corrected statements, are generated in-house, using stock template paper to be supplied by the Proposer. The Treasurer's Office would like to include an optional service for printing and mailing corrected statements when the jobs exceed 2,000 account or statement records.

Specifications

Statistics contained in this RFP are intended to provide as much information as possible to Proposers regarding the volume of statements and the required data elements. Additionally, this RFP includes current tax statements examples to provide Proposers with the minimum information required to be presented on the statements. Currently, the Treasurer's Office prints all statements on white paper with colored ink. The Optical Character Read (OCR) scanline and barcode must always be printed in black, using non-magnetic ink. A sample data file can be made available to requesting Proposers to determine the feasibility of extracting data.

The Proposer is required to provide the Treasurer's Office with a calendar of jointly agreed upon dates detailing when specific tasks will be accomplished. Specifically, the bid and any ensuing contract must detail the timeline for ensuring the printing and mailing of postcards and statements to the taxpayer by the target dates of February 14 and September 15 for each year of the contract. At the beginning of each contract year, the Treasurer's Office and Proposer must confirm the specific mailing dates and make any adjustments as necessary.

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Although the Treasurer's Office sets an internal deadline to mail tax statements by February 14 each year, the Treasurer's Office is required per RCW 84.56.020 to distribute current year tax statements no later than March 15. In consideration of any delays that would extend the statement mailing beyond our internal February 14 deadline, Proposer must agree to take all actions necessary to ensure statements are mailed no later than March 15.

Section IB (3) sets forth the Treasurer's Office proposed target dates and/or deadlines for printing, layout, design, collating, stuffing and mailing of the statements.

The Proposer will provide the Treasurer's Office with an invoice of itemized services. The invoice must be provided within 15 calendar days after the month of service. The invoice must be itemized by bill type and include per unit costs for printing, mail preparation, postage, and all associated charges or fees.

The Treasurer, County Auditor, and/ or Washington State Auditor and their respective representatives or third parties authorized by the Treasurer, County Auditor, or Washington State Auditor, shall have the right to examine any records that support these monthly statements. These itemized invoices (monthly statements) are to be paid within 30 days of receipt provided the services are performed as outlined in this bid document and associated contract.

With respect to postage, the Proposer shall provide the estimated costs prior to the statements and postcards being presorted. The Treasurer's Office requires estimated postage costs to be submitted a minimum of four weeks prior to the mailing date in order to generate a warrant to be delivered to the Proposer. The Proposer is responsible for producing a report upon printing of the statements reflecting the actual count and dollar amounts for the various mailing breakdowns, e.g. pre-sort and/or invalids. The current process utilizes a non-area identification permit stamp for postage. This allows for statements to be mailed from the Proposer's area or location. Each statement type must be mailed first class. Once the statements and postcards are mailed, the Proposer must refund any postage overage or bill any remaining postage costs.

The Proposer must retain all records related to the performance of this contract for six years, which is the retention period required by Washington State Law. The Treasurer and/or her representatives and third parties authorized by the Treasurer's Office shall have the right to examine these records at all reasonable times during this period.

The Proposer shall submit to the Treasurer's Office, or their contracted lockbox processor, 500 copies of printed property account statements for testing as to the readability of the OCR line, the barcode, positioning of printing on the front and back of all statements, and the efficiency with which the paper travels through the remittance processing equipment. This print sample will consist of 300 real property tax, 50 foreclosure statements, and 150 personal property tax statements. These samples will include statements with both, current year amounts due as well as delinquent amounts due. Most of the samples will be randomly chosen from within the files, but the Treasurer's Office may choose to provide a list of specific property identification numbers or property account numbers it wants included. The test must be successful in order to proceed with the printing and mailing of statements.

Production of sample documents must be completed in a manner that replicates precisely how the documents will be created in production. All test documents must be produced on the equipment to be used to create the documents in production. Test documents will be forwarded to the Treasurer's Office or their contracted lockbox processor, along with a written statement, detailing the equipment utilized for testing and confirming that the same equipment will be used during production.

Property Account Layout, Printing and Mailing

Attachment E details the data extraction configurations, which are necessary for the proper positioning of information contained on the various property account statements. The data will be provided to the Proposer in an electronic format via file transfer protocol (FTP) delivery. In

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addition, formatted property account statement files can be supplied to the Proposer for testing. Test results should be submitted to the Treasurer's Office for review and acceptance or correction. As noted in **Attachment K**, the Treasurer's Office requires the use of *non-magnetic* ink and recycled paper for the printing of flyers and return envelopes. Property account statements cannot be printed on recycled paper. Property account statements must have a thickness of .005", have a smoothness of more than 200 Sheffield Flow Units, and have a stiffness of 60 to 100 mg (Gurley). Paper specifications are as follows; 8 ½ " x 11", "cut stock 11" or 14" on long grain, thermal inks, MICR White 17.5, 24# stock, Laser Perf Position 3 1/2" from bottom. Perf is 40(cut/inch), minimum 12 ½ lbs. /inch.

Attachment G provides an example of property account statements for the following types of statements:

- 1st Half Property Account Statement (**Attachment G.1**)
- 2nd Half Property Account Statement (**Attachment G.2**)
- Generic Form for Statement (**Attachment G.3**)
- Rear Side Blank Statement Template (**Attachment G.4**)

Each statement has preprinted information contained thereon. The Proposer shall incorporate such information on the respective statement and should be capable of duplexing. Printing on the back of the statement shall be positioned as agreed upon during layout detailing with the Treasurer's Office and must accommodate spacing for information to be printed on the back of the Treasurer's Office remittance stub by the remittance processing equipment. Measurements for the clear spaces are as follows:

The bottom clear space is from the bottom of each stub up 3/8".

Additionally, the Treasurer's Office may include informational material on such subjects of interest to the residents of Clark County. These flyers and/or notices are to be printed on quality recyclable paper in the format presented by the Treasurer. These inserts will be between 1/3 of an 8.5x11 sheet up to 8.5x11 (folded in thirds for insertion), printed in black (no color). A sample of this insert is attached as **Attachment J**.

The Treasurer's Office also requires a return envelope to be included with each statement. The envelope must include a bar-code directing the mailing to the appropriate payment remittance center address for the Treasurer's Office (**PO Box 35150, Seattle WA 98124-5150**)

Each statement scanline shall contain space for four (4) years of tax information on each parcel with the 4th year combining any prior years with amounts due. The OCR scanline will contain 72 characters. See scan line configuration in **Attachment F**.

On the backside of the property account statement, there is data that pertains to an analysis of prior year and current year information. This will be included as variable data pertaining to the specific property account, and NOT preprinted information. This presentation may require the Proposer to develop custom programming.

The Treasurer's Office will supply the Proposer with electronic files via an FTP process containing the variable billing data. These files will be provided to the Proposer as follows:

- 1st half taxes: Production files with appropriate variable data will be sent to the Proposer prior to the end of January.
- 2nd half taxes: Production files with appropriate variable data will be sent to the Proposer prior to September 1.

Attachment E provides the layouts for the file format and the output to form information.

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A National Change of Address (NCOA) process will be run in accordance with USPS requirements. The Treasurer's Office is able to provide a file of owner names/addresses and a unique identifier (**Attachment L** contains a file sample) if this process is not run on the production file. The Treasurer's Office will receive a file return with the results (**Attachment M** contains a file sample). The Treasurer's Office may have additional requests dependent on which step in production the USPS requires the NCOA to be completed.

Any statement record that contains an incomplete or unidentifiable address, e.g. missing city or state, needs to be bundled and returned within one (1) week to:

Overnight:	Regular USPS:
Clark County Treasurer ATTN: Data Management 1300 Franklin St, 2 nd Floor Vancouver WA 98660	Clark County Treasurer ATTN: Data Management PO Box 5000 Vancouver WA 98666-5000

The Proposer will provide all statements in PDF format, including statements that were suppressed from printing. The individual PDF files will be sent via FTP, or the Treasurer's Office can provide an electronic USB storage device.

The statement form shall contain, within the format, a mailing address change form to include at a minimum the following: (See **Attachment G.4** for an example)

Name
House number, street name, and unit number
City, state, zip code

Attachment K details the information as to the location, font type, and data for the Optical Character Reader (OCR) line and barcode. This is a **critical component** of this bid and the Proposer **must be able to perform** all functions specified within **Attachment K**. The font type, used by the Proposer for the OCR line, shall be "OCR-A".

As a result of optically scanning these statements, a minimum standard of twenty-four-pound (24 lb.) bond paper is required. The exact specifications for the forms are as follows: (**Attachment K**)

8 ½" x 11" or 8 ½" x 14"
Cut Stock 11" on long grain
Thermal inks,
MOCR White 17.5, 24# Stock
Laser Perf Position 3 1/2" from bottom
Perf is 40 (cut/inch), minimum 12 ½ lbs./inch

The printing of the OCR line shall be in OCR-A font with a minimum of 1/4" white/clear space around the scanline (½" of white/clear space is recommended). A white space or clear space on the backside of the form should also be maintained. The OCR line should be kept away from the edge of the document. The mail extraction equipment can damage the edge.

The printing of the barcode shall be a font of 3 of 9 and be placed under the property account number, see **Attachment K**.

The statement must be able to be processed using an Image Remittance Processing System.

Envelopes

Outgoing envelopes used for mailing to the taxpayer shall be made of recycled paper and measure 9 9/16"x 4 1/8", with the window dimensions of 1 3/8" x 4 1/4" and placement as 3/8" from the left-hand side and 5/8" from the bottom of the envelope. The Treasurer's Office shall reserve the option of ordering, from the Proposer, an additional supply of outgoing envelopes

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each year. Proposer responses must include quotes for optional printing of important messages or communications on the outside of outgoing envelopes, to include characters allowed, colors, graphics or combination thereof.

Return envelopes used by the taxpayer to remit to the Treasurer's Office shall be 8 13/16" x 3 7/8" in size and shall be constructed of recycled paper. Envelopes are to be appropriately bar coded with the Treasurer's return address (**PO Box 35150, Seattle, WA 98124-5150**). The Proposer should be able to offer security lining of web construction with double glued side seams.

Samples of the outgoing and return envelopes are included as **Attachment H**.

Bursting, Stuffing, Sorting, Labeling, and Mailing

The Proposer shall burst and stuff property account statements into the window envelope, insert any flyers, sort by zip code and presort, bundle by zip code and presort, label with US Postal Services approved tags, and deliver such tax statements to the US Postal Service nearest to the such Proposer. The fold must align with the perforation line on each payment stub of the tax statement.

For clarity, the current process provides for a non-area identification permit stamp, which enables the Proposer to mail statements from their nearest mailing location. The postage amounts are provided by the Proposer after the zip code and presort sorting has been completed.

The Proposer will notify the Treasurer's Office of any difference between the actual postage and the estimated prepaid postage within 10 business days of the mail date. The Treasurer's Office will have a warrant drawn payable to the Proposer for any amount owing within 30 days of receipt of the invoice. The Treasurer's Office should receive a refund of any postage overage within 5 business days of the Proposer receiving payment in full for submitted invoices. All property account statements shall be first class mail.

Additionally, the Proposer will be required to provide an edit listing reflecting, by tax type, total statements printed and the dollar amount of taxes due by category. This edit report, or separate edit report by tax type, will be required from the Proposer providing number count and dollar amount of invalid accounts, pre-sort amounts and foreign country accounts.

Carbonless paper will not be acceptable. Laser printing is required with non-magnetic ink toner cartridges.

Generic Statements

The Treasurer's Office will require approximately 50,000 additional statement forms annually. These forms are used to print in-house duplicate and/or corrected statements of parcel data using a laser Jet printer with OCR-A Font capability.

These forms do not contain the variable data information sets; they would be considered as blank forms used to create mailings prior to variable data incorporated thereon. Paper requirements are the same as the standard Proposer-printed tax statements. However, the variable data is not printed and only contains preprinted information (see **Attachment G.4** for an example). Statements need to be shipped to **Clark County Treasurer, Attn: Tax Services, 1300 Franklin Street 2nd Floor, Vancouver, WA 98660**.

Delinquent Taxes - Information Only Postcard

The informational delinquent tax postcard (**Attachment I**) is a statutory requirement of RCW 84.56.020, which will require two mailings throughout the year. There are approximately 11,000 postcards sent each May and approximately 3000 sent each November.

Contact Personnel

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The Proposer shall provide and maintain a current list of personnel who will be available and assigned to answer questions or provide information pertaining to all services subject to this bid.

Such list shall provide alternate personnel should the assigned personnel be on vacation, sick or otherwise unavailable.

Treasurer's Office Visitation/Review

Staff of the Treasurer's Office may visit and observe the printing, bursting, insertion, sorting and mailing facilities of the chosen Proposer. Proposer shall accommodate such visitation. All costs associated with such observation shall be borne by the Treasurer's Office.

Other Services

It is the intent of this RFP process to select the same Proposer to provide printing and mailing services for the Assessor's Office. The same costs, conditions, and rates supplied by the Proposer and secured by the Treasurer's Office shall be made available; however, where the services are substantially different than those of the Treasurer's Office, separate rates and unit costs may be proposed as an addendum to the Proposer's response to this RFP.

Please note: the selection of the Proposer will be based solely on the needs and selection criteria of the Treasurer's Office. Should the selected Proposer be unable to provide the additional services needed by the Assessor's Office, the county reserves the right to issue a separate request for proposals.

A general description of the printing and mailing needs of the Assessor's Office is included in **Attachment N**.

4. Project Funding Funding will be appropriated by the Clark County Council in the annual budget for payment of services to be performed.

5. Timeline for Selection The following dates are the **intended** timeline:

Proposals Due	September 23, 2020
Proposal Review/Evaluation Period	September 24 – October 12, 2020
Interviews/Demonstration	October 12 – 16, 2020
Selection Committee Recommendation	October 19, 2020
Contract Negotiation/Execution Period	October 20 - November 20, 2020
Contract Intended to Begin	January 1, 2021

6. Employment Verification Effective November 1, 2010, to be considered **responsive** to any formal Clark County Bid/RFP or Small Works Quote, all proposers shall submit before, include with their response or within **48 hours** after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employee's hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify

How to submit the MOU in advance of the submittal date:

- Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
- E-mail: koni.odell@clark.wa.gov or priscilla.ricci@clark.wa.gov

Note : Sole Proprietors shall submit a letter stating exempt.

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Section IB

Work Requirements

1. Required Services Printing of property tax account statements, inclusive of what is described in *Scope of Project* listed in the above project.

Proposer must be United States Postal Service (USPS) certified as a Full-Service Intelligent Mail Barcode (IMB) mailer, Proposer is required to provide USPS documentation supporting this certification. At least one Proposer staff member involved with this RFP must be a USPS certified Mail Design Professional.

All mail must be Presort Accuracy, Validation and Evaluation certified to mail at the Full-Service IMB lowest rates and in accordance with all USPS requirements for securing automation rate postage. All postage discounts must be passed along to the Treasurer's Office as a straight pass-through with no markup.

2. County Performed Work The Treasurer's Office has an established statement process with data parameters determined by our tax system vendor, Harris Local Government Solutions, Inc. The Proposer selected through this RFP will be required to build their proposals around our existing processes and data limitations, as further described in the attached Attachments. The project will be coordinated by the Treasurer's Office leadership team and may include involvement from individuals in other affected departments. The Treasurer's Office will also establish a Review Committee to evaluate and score submitted proposals.

3. Deliverables & Schedule

Treasurer's Office Proposed Calendar of Responsibility

The **tentative** schedule (also described in **Attachment D**) of events for production control is as follows:

Date	Process	Responsibility
October/November 2020	Award Contract	Treasurer
December 15-31, 2020	Meet with Proposer discuss form layout and review calendar. Colors to Proposer with estimated number of statements, envelopes and flyers	Treasurer Proposer
January 4-8, 2021	Initial flyer art for approval	Proposer
January 4-15, 2021	NCOA-file to of owner/address	Treasurer
January 11-22, 2021	NCOA corrections file	Proposer
January 11-15, 2021	Final approval of envelope art and submit statement art for final approval	Proposer
January 11-15, 2021	Approved envelope art to printer	Treasurer
January 11-15, 2021	Approved statement art to printer	Treasurer
January 18-22, 2021	Test files to Proposer	Treasurer
January 18-22, 2021	Final flyer art for approval	Proposer
January 18-22, 2021	Test proof of data for verification	Treasurer

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Date	Process	Responsibility
January 18-22, 2021	Postage amount to Treasurer's Office (if applicable)	Proposer
February 1-5, 2021	Live data files available	Treasurer
February 1-5, 2021	Live data proofs to Treasurer's Office	Proposer
February 8-12, 2021	Statements printed	Proposer
February 15, 2021	Statements mailed	Proposer
February 22-26, 2021	1 st half PDF file	Proposer
May 8-12, 2021	Provide data for delinquent postcard	Treasurer
May 15-19, 2021	Delinquent postcards mailed	Proposer
August 9-13, 2021	Test files to Proposer -2 nd half statements	Treasurer
August 9-20, 2021	NCOA-file to of owner/address	Treasurer
August 16-20, 2021	Test proof of data for verification	Proposer
August 16-20, 2021	Postage amount to Treasurer's Office (if applicable)	Proposer
August 16-27, 2021	NCOA corrections file	Proposer
August 30-September 3, 2021	Live data files available	Treasurer
August 30-September 3, 2021	Live data proofs to Treasurer's Office	Proposer
September 1-10, 2021	Statements Printed	Proposer
September 1-10, 2021	Statements printed	Proposer
September 15, 2021	Statements mailed	Proposer
September 22-26, 2021	2 nd half PDF file	Proposer
November 8-12, 2021	Provide data for 2 nd half delinquent postcard	Treasurer
November 15-19, 2021	2 nd half delinquent postcards mailed	Proposer

4. Place of Performance
All work within the Proposer's responsibility will be performed at the selected contractor's location.
5. Period of Performance
A contract awarded as a result of this RFP will be for 3 years and is intended to begin on January 1, 2021 and end December 31, 2023.
- The Treasurer's Office reserves the right to extend the contract resulting from this RFP for a period of two (2) additional extensions, in two (2) year increments, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.
6. Prevailing Wage (When Applicable)
Pursuant to State of Washington RCW 39.12, all payment for salaries and wages shall conform to State of Washington Department of Labor and Industries as prevailing wage rates. For this project select the Clark County rates that apply on the bid opening date from either of these sites:

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<http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm>

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates>

Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L & I Number 700-29) approved by the Washington State Department of Labor and Industries.

A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the bid items of this contract.

7. Debarred/Suspended Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.

All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matter" form with their proposal to be eligible to participate.

8. Public Disclosure This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.

If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY". If a request is made for disclosure of such a portion, the County will determine whether it should be made available under the Act. If the county determines that such a record(s) is subject to disclosure, the County will notify the Respondent or Proposer in writing of the request and allow the Respondent or Proposer ten (10) days to obtain a court order enjoining release of the record(s). If the Respondent or Proposer does not take such action within the ten (10) day period, the County will release the portions of the RFP Submittal deemed subject to disclosure. All Respondents and Proposers who provide RFP Submittals for this procurement accept the procedures described above and agree that the County shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.

9. Insurance/Bond
- A. Commercial General Liability Insurance
Prior to the signing of a contract, the Proposer selected must show evidence of a certificate of commercial liability for a minimum of \$1,000,000 combined single limit.

B. Proof of Insurance

Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to the Treasurer's Office. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30-day written notice by mail. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

All policies must have a Best's Rating of A-VII or better.

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10. Plan Holders List

All Proposers are required to be listed on the plan holders list.

- ✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

To view the Plan Holders List, please click on the link below or copy and paste into your browser. Clark County RFP site:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

- If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.
- Proposals received by Clark County by Proposers not included on the Plan Holders List may be considered non-responsive.

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Part II Proposal Preparation and Submittal

Section IIA Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting
There will be no pre-submittal meeting or site visit scheduled for this project.

2. Proposal Clarification
Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting such questions/clarifications is seven calendar days (**September 16, 2020**) prior to the due date for proposals

An addendum will be issued no later than six calendar days (**September 17, 2020**) prior to the proposal due date to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each Proposer is strongly encouraged to review this document prior to submitting their proposal.

Clark County RFP site:
<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

Section IIB Proposal Submission

1. Proposals Due
Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:
 - 1. RFP Number and;**
 - 2. TITLE and;**
 - 3. Name and address of the proposer.**
Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. Proposal
For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

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All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents, such as sales brochures, should be included with each copy unless otherwise specified.

Sample Document Requirements:

Each Proposer must provide 100 sample invoices, as well as sample envelopes, identical to what will be used by our customers in remitting their payments. These items will be utilized and tested as part of our Remittance Processing and Automated Mail Opening Equipment. The invoices and envelopes should follow the specifications listed in this document and produced from the same equipment which will be used during production should this RFP be awarded.

Clark County contracts with a third-party vendor, Retail Lockbox, who utilizes remittance processing equipment as well as automated mail opening equipment to process and post mail in payments. It is critical to our remittance operations that the documents and envelopes are produced in a manner which will not impair the efficiencies created within this operation. By testing the sample invoices and payment envelopes that are to be produced on the equipment which will be used during production, Clark County will be able to determine the compatibility of these documents with our vendor's automated mail opening and remittance processing equipment.

Experience, Work History, and References

Each respondent must provide a minimum of 3 references. The references should be inclusive of municipalities and government agencies of the same size or similar size to Clark County. The references should include clients who have more than a 3-year working relationship with the proposer.

Section IIC

Proposal Content

1. Cover Sheet
This form is to be used as your proposal Cover Sheet
See Cover Sheet - Attachment A
2. Project Team
Proposers should include a summary of their organizational structure and provide staff positions assigned to the project.
3. Management Approach
Describe your typical project management approach when identifying, recommending, and implementing printing services to a new or existing customer. The Treasurer's Office and County desires to have a Relationship Manager assigned to them. This is to recognize the importance that the Treasurer's Office and County places upon having one person who is dedicated and responsible for all facets of the relationship with the Proposer. The Treasurer's Office shall have the right to review and accept the Relationship Manager but will not unreasonably withhold agreement regarding the Proposer's assignment of the Relationship Manager.
4. Proposer's Capabilities
Each Proposer must provide 100 sample invoices, as well as envelopes which will be used by our customers in remitting their payments. These items will be utilized and tested as part of Retail Lockbox's remittance processing and automated mail opening equipment. The invoices and envelopes should follow the specifications listed in this document and produced from the same equipment which will be used during production should this RFP be awarded.

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5. Project Approach and Understanding
- Clark County contracts with a third-party vendor, Retail Lockbox, who utilizes remittance processing equipment as well as automated mail opening equipment to process and post mail in payments. It is critical to our remittance operations that the documents and envelopes are produced in a manner which will not impair the efficiencies created within this operation. By testing the sample invoices and payment envelopes that are to be produced on the equipment which will be used during production, The Treasurer's Office will be able to determine the compatibility of these documents with our vendor's automated mail opening and remittance processing equipment.

Diversity, Equity & Inclusion Initiatives

The Treasurer's Office is committed to the principles of diversity, equity, & inclusion. The Proposer should include the following information in their proposal:

1. Provide the Proposer's Affirmative Action Plan and/or policy statement.
2. What policies or procedures has the Proposer adopted to encourage diverse participation among the workforce, management and supplier contracting.
3. Provide the work force composition statistics of minorities and women in management and non-management positions.
4. Describe what efforts to promote career growth for minorities and women within your organization.
5. Provide the diversity of members of Proposer's Board of Directors or equivalent supervisory body.
6. Provide examples of success stories or outcomes due to the diversity program efforts adopted.

6. Proposed Cost
- Proposed costs should be broken out in detail, defining the process and the cost associated with that process. The details should, at a minimum, represent the costs associated with producing a form, producing an outgoing envelope, as well as an incoming payment envelope, producing a postcard, placing variable data on a form-differentiating between the cost to place data on a billing statement and the cost to place data on a postcard, setup costs, creating pdf images, NCOA process, as well as estimated postage rates (best examples will be provided as a range based on numbers mailed).

7. Employment Verification
- Please refer to section 1A.6. – E-Verify**
IMPORTANT NOTE: Include this portion of the response immediately **AFTER** the cover page, if not already on file with Clark County. Current vendors on file can be viewed at:
<https://www.clark.wa.gov/general-services/purchasing-overview>

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Part III Proposal Evaluation & Contract Award

Section IIIA Proposal Review and Selection

1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated by a Review Committee. Final results and recommendations may be presented to appropriate officials prior to approval by the Treasurer or the Clark County Council.

2. Evaluation Criteria Scoring Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

A one hundred (100) point system will be used, weighted against the following criteria:

Ability to meet proposal requirements and adhere to proposed timelines	25
Experience/work history/references	15
Evaluation and review of sample documents	40
Cost	20
Total Points Available	0-100

Section IIIB Contract Award

1. Consultant Selection The Treasurer's Office will award a contract to the highest scoring Proposer. Should the Treasurer's Office not reach a favorable agreement with the highest scoring Proposer, the Treasurer's Office shall suspend or terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached.

2. Contract Development The proposal and all responses provided by the successful Proposer may become a part of the final contract.

The form of contract shall be the County's Contract for Professional Services.

3. Award Review The public may view proposal documents after contract execution. However, any proprietary information so designated by the Proposer as a 'trade secret' will not be disclosed unless the Clark County Prosecuting Attorney determines that disclosure is required. At this time, Proposers not awarded the contract, may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.

4. Orientation/Kick-off Meeting The Treasurer's Office will contact the Proposer who is ultimately awarded this contract prior to the first week in December 2020 to begin work on the mailings which represent our 2021 - 1st installment billing.

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Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm _____

Street Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

Tax Identification Number _____

ADDENDUM:

Proposer shall acknowledge receipt of Addenda by checking the appropriate box(es).

None 1 2 3 4 5 6

NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Council and required approvals.

Authorized Signature of Proposing Firm

Date

Printed Name and Title

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Attachment B: LETTER OF INTEREST

Legal Name of Applicant Agency _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Program Location (if different than above) _____

Email Address _____

- All proposers are required to be included on the plan holders list.
- If your organization is NOT listed, submit the 'Letter of Interest' to ensure your inclusion.

Email Letter of Interest to: Koni.Odell@clark.wa.gov and Priscilla.Ricci@clark.wa.gov

Clark County web link:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.

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ATTACHMENT C



Clark County, Washington

**Certification Regarding
Debarment, Suspension and Other Responsibility Matters**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.

Attachment D

Treasurer's Office Proposed Calendar of Responsibility

<u>Date</u>	<u>Process</u>	<u>Responsibility</u>
Oct/Nov 2020	Award contract	TREASURER
Dec 15-Dec 31	Meet with Proposer, discuss form layout and review calendar. Colors to Proposer with estimated numbers of statements, envelopes and flyers.	TREAS/Proposer
Jan 4-8	Initial flyer art for approval	Proposer
Jan 11-15	Final approval of envelope art and submit statement art for final approval	Proposer
Jan 11-15	Approved envelope art to printer	TREASURER
Jan 11-22	Approved statement art to printer	TREASURER
Jan 18-22	Test files to Proposer	TREASURER
Jan 18-22	Final flyer art for approval	Proposer
Jan 18-22	Test proof of data for verification	TREASURER
Jan 18-22	Postage amount to Treasurer's Office (if applicable)	Proposer
Jan 4-15	NCOA-file to of owner/address	TREASURER
Jan 11-22	NCOA corrections file	Proposer
Feb 1-5	Live data files available	TREASURER
Feb 1-5	Live data proofs to Treasurer's Office	Proposer
Feb 8-12	Statements printed	Proposer
Feb 15	Statements mailed	Proposer
Feb 22-26	1st half PDF file	Proposer
May 8-12	Provide data for delinquent postcard	TREASURER
May 15-19	Delinquent postcards mailed	Proposer
Aug 9-13	Test files to Proposer -2nd half statement	TREASURER
Aug 16-20	Test proof of data for verification	Proposer
Aug 9-20	NCOA-file to of owner/address	TREASURER
Aug 16-27	NCOA corrections file	Proposer
Aug 16-20	Postage amount to Treasurer's Office (if applicable)	Proposer
Aug 30-Sep 3	Live data files available	TREASURER
Aug 30-Sep 3	Live data proofs to Treasurer's Office	Proposer
Sep 1-10	Statements printed	Proposer
Sep 15	Statements mailed	Proposer
Sept 22-26	2 nd half PDF file	Proposer
Nov 8-12	Provide data for 2 nd half delinquent postcard	TREASURER
Nov 15-19	2 nd half delinquent postcards mailed	Proposer

Attachment E - Data File Layout

definition_name	record_type	field_name	start_pos	length	export_format	friendly_desc	xml_element	xml_element_level
Export Tax Statement		year	1	4		Statement Year	NULL	NULL
Export Tax Statement		statement_id	5	12		Statement ID	NULL	NULL
Export Tax Statement		office_name	17	50		Office Name	NULL	NULL
Export Tax Statement		payment_type	67	10		Payment Type	NULL	NULL
Export Tax Statement		statement_type	77	18		Statement Type	NULL	NULL
Export Tax Statement		property_type_desc	95	50		Property Type Desc	NULL	NULL
Export Tax Statement		property_tax_questions_phone	145	15		Property Tax Questions Phone	NULL	NULL
Export Tax Statement		internet_address	160	50		Internet Address	NULL	NULL
Export Tax Statement		property_value_questions_phone	210	15		Property Value Questions Phone	NULL	NULL
Export Tax Statement		treasurer_name	225	50		Treasurer Name	NULL	NULL
Export Tax Statement		county_name	275	20		County Name	NULL	NULL
Export Tax Statement		addr_line1	295	50		Treasurer Address Line 1	NULL	NULL
Export Tax Statement		addr_line2	345	50		Treasurer Address Line 2	NULL	NULL
Export Tax Statement		addr_line3	395	50		Treasurer Address Line 3	NULL	NULL
Export Tax Statement		addr_city	445	50		Treasurer Address City	NULL	NULL
Export Tax Statement		addr_state	495	2		Treasurer Address State	NULL	NULL
Export Tax Statement		addr_zip	497	10		Treasurer Address Zip	NULL	NULL
Export Tax Statement		office_hours_line1	507	50		Office Hours Line 1	NULL	NULL
Export Tax Statement		office_hours_line2	557	50		Office Hours Line 2	NULL	NULL
Export Tax Statement		office_hours_line3	607	50		Office Hours Line 3	NULL	NULL
Export Tax Statement		prop_id	657	12		Property ID	NULL	NULL
Export Tax Statement		owner_name	669	33		Owner Name	NULL	NULL
Export Tax Statement		care_of_name	702	33		Care of Name	NULL	NULL
Export Tax Statement		owner_addr_line1	735	33		Address 1	NULL	NULL
Export Tax Statement		owner_addr_line2	768	33		Address 2	NULL	NULL
Export Tax Statement		owner_addr_line3	801	33		Address 3	NULL	NULL
Export Tax Statement		mailing_csx	834	33		Mailing CSZ	NULL	NULL
Export Tax Statement		situs_address	867	33		Situs Address	NULL	NULL
Export Tax Statement		situs_csx	900	33		Situs CSZ	NULL	NULL
Export Tax Statement		owner_addr_country	933	50		Country	NULL	NULL
Export Tax Statement		legal_desc	983	100		Legal 1	NULL	NULL
Export Tax Statement		message	1083	240		Tax Message	NULL	NULL
Export Tax Statement		tax_area_code	1323	6		Tax Area Code	NULL	NULL
Export Tax Statement		prior_year_taxes_paid	1329	15		Prior Year Taxes Paid	NULL	NULL
Export Tax Statement		prior_year_pi_paid	1344	15		Prior Year Penalty and Interest Paid	NULL	NULL
Export Tax Statement		prior_year_value	1359	15		Prior Year Assessed Value	NULL	NULL
Export Tax Statement		prior_year_tax_rate	1374	14		Prior Year Levy Rate	NULL	NULL
Export Tax Statement		current_year_value	1388	15		Current Year Assessed Value	NULL	NULL
Export Tax Statement		current_year_tax_rate	1403	14		Current Year Levy Rate	NULL	NULL
Export Tax Statement		voted_levy_01_name	1417	33		Voted Taxing District 1	NULL	NULL
Export Tax Statement		voted_levy_01_rate	1450	14		Voted Taxing District 1 Rate	NULL	NULL
Export Tax Statement		voted_levy_01_tax	1464	15		Voted Taxing District 1 Tax	NULL	NULL
Export Tax Statement		voted_levy_02_name	1479	33		Voted Taxing District 2	NULL	NULL
Export Tax Statement		voted_levy_02_rate	1512	14		Voted Taxing District 2 Rate	NULL	NULL
Export Tax Statement		voted_levy_02_tax	1526	15		Voted Taxing District 2 Tax	NULL	NULL
Export Tax Statement		voted_levy_03_name	1541	33		Voted Taxing District 3	NULL	NULL
Export Tax Statement		voted_levy_03_rate	1574	14		Voted Taxing District 3 Rate	NULL	NULL
Export Tax Statement		voted_levy_03_tax	1588	15		Voted Taxing District 3 Tax	NULL	NULL
Export Tax Statement		voted_levy_04_name	1603	33		Voted Taxing District 4	NULL	NULL
Export Tax Statement		voted_levy_04_rate	1636	14		Voted Taxing District 4 Rate	NULL	NULL
Export Tax Statement		voted_levy_04_tax	1650	15		Voted Taxing District 4 Tax	NULL	NULL
Export Tax Statement		voted_levy_05_name	1665	33		Voted Taxing District 5	NULL	NULL
Export Tax Statement		voted_levy_05_rate	1698	14		Voted Taxing District 5 Rate	NULL	NULL
Export Tax Statement		voted_levy_05_tax	1712	15		Voted Taxing District 5 Tax	NULL	NULL
Export Tax Statement		voted_levy_06_name	1727	33		Voted Taxing District 6	NULL	NULL
Export Tax Statement		voted_levy_06_rate	1760	14		Voted Taxing District 6 Rate	NULL	NULL
Export Tax Statement		voted_levy_06_tax	1774	15		Voted Taxing District 6 Tax	NULL	NULL
Export Tax Statement		voted_levy_07_name	1789	33		Voted Taxing District 7	NULL	NULL
Export Tax Statement		voted_levy_07_rate	1822	14		Voted Taxing District 7 Rate	NULL	NULL
Export Tax Statement		voted_levy_07_tax	1836	15		Voted Taxing District 7 Tax	NULL	NULL
Export Tax Statement		voted_levy_08_name	1851	33		Voted Taxing District 8	NULL	NULL
Export Tax Statement		voted_levy_08_rate	1884	14		Voted Taxing District 8 Rate	NULL	NULL
Export Tax Statement		voted_levy_08_tax	1898	15		Voted Taxing District 8 Tax	NULL	NULL
Export Tax Statement		voted_levy_09_name	1913	33		Voted Taxing District 9	NULL	NULL
Export Tax Statement		voted_levy_09_rate	1946	14		Voted Taxing District 9 Rate	NULL	NULL
Export Tax Statement		voted_levy_09_tax	1960	15		Voted Taxing District 9 Tax	NULL	NULL
Export Tax Statement		voted_levy_10_name	1975	33		Voted Taxing District 10	NULL	NULL
Export Tax Statement		voted_levy_10_rate	2008	14		Voted Taxing District 10 Rate	NULL	NULL
Export Tax Statement		voted_levy_10_tax	2022	15		Voted Taxing District 10 Tax	NULL	NULL
Export Tax Statement		voted_total_levy_rate	2037	14		Total Voted Levy Rate	NULL	NULL
Export Tax Statement		voted_total_tax_amount	2051	15		Total Voted Levy Taxes	NULL	NULL
Export Tax Statement		nonvoted_levy_01_name	2066	33		Non-Voted Taxing District 1	NULL	NULL
Export Tax Statement		nonvoted_levy_01_rate	2099	14		Non-Voted Taxing District 1 Rate	NULL	NULL
Export Tax Statement		nonvoted_levy_01_tax	2113	15		Non-Voted Taxing District 1 Tax	NULL	NULL
Export Tax Statement		nonvoted_levy_02_name	2128	33		Non-Voted Taxing District 2	NULL	NULL
Export Tax Statement		nonvoted_levy_02_rate	2161	14		Non-Voted Taxing District 2 Rate	NULL	NULL
Export Tax Statement		nonvoted_levy_02_tax	2175	15		Non-Voted Taxing District 2 Tax	NULL	NULL
Export Tax Statement		nonvoted_levy_03_name	2190	33		Non-Voted Taxing District 3	NULL	NULL
Export Tax Statement		nonvoted_levy_03_rate	2223	14		Non-Voted Taxing District 3 Rate	NULL	NULL
Export Tax Statement		nonvoted_levy_03_tax	2237	15		Non-Voted Taxing District 3 Tax	NULL	NULL
Export Tax Statement		nonvoted_levy_04_name	2252	33		Non-Voted Taxing District 4	NULL	NULL
Export Tax Statement		nonvoted_levy_04_rate	2285	14		Non-Voted Taxing District 4 Rate	NULL	NULL
Export Tax Statement		nonvoted_levy_04_tax	2299	15		Non-Voted Taxing District 4 Tax	NULL	NULL
Export Tax Statement		nonvoted_levy_05_name	2314	33		Non-Voted Taxing District 5	NULL	NULL
Export Tax Statement		nonvoted_levy_05_rate	2347	14		Non-Voted Taxing District 5 Rate	NULL	NULL
Export Tax Statement		nonvoted_levy_05_tax	2361	15		Non-Voted Taxing District 5 Tax	NULL	NULL
Export Tax Statement		nonvoted_levy_06_name	2376	33		Non-Voted Taxing District 6	NULL	NULL
Export Tax Statement		nonvoted_levy_06_rate	2409	14		Non-Voted Taxing District 6 Rate	NULL	NULL
Export Tax Statement		nonvoted_levy_06_tax	2423	15		Non-Voted Taxing District 6 Tax	NULL	NULL
Export Tax Statement		nonvoted_levy_07_name	2438	33		Non-Voted Taxing District 7	NULL	NULL
Export Tax Statement		nonvoted_levy_07_rate	2471	14		Non-Voted Taxing District 7 Rate	NULL	NULL
Export Tax Statement		nonvoted_levy_07_tax	2485	15		Non-Voted Taxing District 7 Tax	NULL	NULL
Export Tax Statement		nonvoted_levy_08_name	2500	33		Non-Voted Taxing District 8	NULL	NULL
Export Tax Statement		nonvoted_levy_08_rate	2533	14		Non-Voted Taxing District 8 Rate	NULL	NULL
Export Tax Statement		nonvoted_levy_08_tax	2547	15		Non-Voted Taxing District 8 Tax	NULL	NULL

Export Tax Statement	nonvoted_levy_09_name	2562	33	Non-Voted Taxing District 9	NULL	NULL
Export Tax Statement	nonvoted_levy_09_rate	2595	14	Non-Voted Taxing District 9 Rate	NULL	NULL
Export Tax Statement	nonvoted_levy_09_tax	2609	15	Non-Voted Taxing District 9 Tax	NULL	NULL
Export Tax Statement	nonvoted_levy_10_name	2624	33	Non-Voted Taxing District 10	NULL	NULL
Export Tax Statement	nonvoted_levy_10_rate	2657	14	Non-Voted Taxing District 10 Rate	NULL	NULL
Export Tax Statement	nonvoted_levy_10_tax	2671	15	Non-Voted Taxing District 10 Tax	NULL	NULL
Export Tax Statement	nonvoted_total_levy_rate	2686	14	Total Non-Voted Levy Rate	NULL	NULL
Export Tax Statement	nonvoted_total_tax_amount	2700	15	Total Non-Voted Levy Taxes	NULL	NULL
Export Tax Statement	af01_desc	2715	33	Assessment/Fee 1	NULL	NULL
Export Tax Statement	af01_amount	2748	15	Assessment/Fee 1 Amount	NULL	NULL
Export Tax Statement	af02_desc	2763	33	Assessment/Fee 2	NULL	NULL
Export Tax Statement	af02_amount	2796	15	Assessment/Fee 2 Amount	NULL	NULL
Export Tax Statement	af03_desc	2811	33	Assessment/Fee 3	NULL	NULL
Export Tax Statement	af03_amount	2844	15	Assessment/Fee 3 Amount	NULL	NULL
Export Tax Statement	af04_desc	2859	33	Assessment/Fee 4	NULL	NULL
Export Tax Statement	af04_amount	2892	15	Assessment/Fee 4 Amount	NULL	NULL
Export Tax Statement	af05_desc	2907	33	Assessment/Fee 5	NULL	NULL
Export Tax Statement	af05_amount	2940	15	Assessment/Fee 5 Amount	NULL	NULL
Export Tax Statement	af06_desc	2955	33	Assessment/Fee 6	NULL	NULL
Export Tax Statement	af06_amount	2988	15	Assessment/Fee 6 Amount	NULL	NULL
Export Tax Statement	af07_desc	3003	33	Assessment/Fee 7	NULL	NULL
Export Tax Statement	af07_amount	3036	15	Assessment/Fee 7 Amount	NULL	NULL
Export Tax Statement	af08_desc	3051	33	Assessment/Fee 8	NULL	NULL
Export Tax Statement	af08_amount	3084	15	Assessment/Fee 8 Amount	NULL	NULL
Export Tax Statement	af09_desc	3099	33	Assessment/Fee 9	NULL	NULL
Export Tax Statement	af09_amount	3132	15	Assessment/Fee 9 Amount	NULL	NULL
Export Tax Statement	af10_desc	3147	33	Assessment/Fee 10	NULL	NULL
Export Tax Statement	af10_amount	3180	15	Assessment/Fee 10 Amount	NULL	NULL
Export Tax Statement	total_assessment_fee_amount	3195	15	Total Assessments And Fees	NULL	NULL
Export Tax Statement	total_taxes_assessments_fees	3210	15	Total Taxes, Assessments, And Fees	NULL	NULL
Export Tax Statement	mortgage_company	3225	33	Mortgage Company	NULL	NULL
Export Tax Statement	full_tax_due_date	3258	10 {0:MM/dd/yyyy}	Full Tax Due Date	NULL	NULL
Export Tax Statement	full_tax_amount	3268	15	Full Base Amount	NULL	NULL
Export Tax Statement	full_interest_amount	3283	15	Full Interest Amount	NULL	NULL
Export Tax Statement	full_penalty_amount	3298	15	Full Penalty Amount	NULL	NULL
Export Tax Statement	full_total_due	3313	15	Full Total Due	NULL	NULL
Export Tax Statement	half_tax_due_date	3328	10 {0:MM/dd/yyyy}	Half Tax Due Date	NULL	NULL
Export Tax Statement	half_tax_amount	3338	15	Half Tax Amount	NULL	NULL
Export Tax Statement	half_interest_amount	3353	15	Half Interest Amount	NULL	NULL
Export Tax Statement	half_penalty_amount	3368	15	Half Penalty Amount	NULL	NULL
Export Tax Statement	half_total_due	3383	15	Half Total Due	NULL	NULL
Export Tax Statement	delinquent_tax_amount	3398	15	Total Delinquent Base Amount	NULL	NULL
Export Tax Statement	delinquent_interest_amount	3413	15	Total Delinquent Interest Amount	NULL	NULL
Export Tax Statement	delinquent_total_due	3428	15	Total Delinquent Due	NULL	NULL
Export Tax Statement	total_due_if_paid_by	3443	11	Total Due If Paid By	NULL	NULL
Export Tax Statement	barcode	3454	17	Barcode	NULL	NULL
Export Tax Statement	delq1_year	3471	12	Delinquent Year 1	NULL	NULL
Export Tax Statement	delq1_base	3483	15	Delinquent Year 1 Base Amount	NULL	NULL
Export Tax Statement	delq1_interest	3498	15	Delinquent Year 1 Interest Amount	NULL	NULL
Export Tax Statement	delq1_penalty	3513	15	Delinquent Year 1 Penalty Amount	NULL	NULL
Export Tax Statement	delq1_total	3528	15	Delinquent Year 1 Total Due	NULL	NULL
Export Tax Statement	delq2_year	3543	12	Delinquent Year 2	NULL	NULL
Export Tax Statement	delq2_base	3555	15	Delinquent Year 2 Base Amount	NULL	NULL
Export Tax Statement	delq2_interest	3570	15	Delinquent Year 2 Interest Amount	NULL	NULL
Export Tax Statement	delq2_penalty	3585	15	Delinquent Year 2 Penalty Amount	NULL	NULL
Export Tax Statement	delq2_total	3600	15	Delinquent Year 2 Total Due	NULL	NULL
Export Tax Statement	delq3_year	3615	12	Delinquent Year 3	NULL	NULL
Export Tax Statement	delq3_base	3627	15	Delinquent Year 3 Base Amount	NULL	NULL
Export Tax Statement	delq3_interest	3642	15	Delinquent Year 3 Interest Amount	NULL	NULL
Export Tax Statement	delq3_penalty	3657	15	Delinquent Year 3 Penalty Amount	NULL	NULL
Export Tax Statement	delq3_total	3672	15	Delinquent Year 3 Total Due	NULL	NULL
Export Tax Statement	delq4_year	3687	20	Delinquent Year 4	NULL	NULL
Export Tax Statement	delq4_base	3707	15	Delinquent Year 4 Base Amount	NULL	NULL
Export Tax Statement	delq4_interest	3722	15	Delinquent Year 4 Interest Amount	NULL	NULL
Export Tax Statement	delq4_penalty	3737	15	Delinquent Year 4 Penalty Amount	NULL	NULL
Export Tax Statement	delq4_total	3752	15	Delinquent Year 4 Total Due	NULL	NULL
Export Tax Statement	total_due	3767	15	Total Due	NULL	NULL
Export Tax Statement	mailto_name	3782	70	Mail to Name	NULL	NULL
Export Tax Statement	mailto_addr_line1	3852	60	Mail to Address 1	NULL	NULL
Export Tax Statement	mailto_addr_line2	3912	60	Mail to Address 2	NULL	NULL
Export Tax Statement	mailto_addr_line3	3972	60	Mail to Address 3	NULL	NULL
Export Tax Statement	mailto_address_cs2	4032	90	Mail to Address CS2	NULL	NULL
Export Tax Statement	scanline	4122	72	OCR Scanline	NULL	NULL
Export Tax Statement	voted_history_01_name	4194	33	Voted History 1	NULL	NULL
Export Tax Statement	voted_history_01_curr_rate	4227	14	Voted History 1 Current Rate	NULL	NULL
Export Tax Statement	voted_history_01_curr_tax	4241	15	Voted History 1 Current Tax	NULL	NULL
Export Tax Statement	voted_history_01_prev_rate	4256	14	Voted History 1 Prior Rate	NULL	NULL
Export Tax Statement	voted_history_01_prev_tax	4270	15	Voted History 1 Prior Tax	NULL	NULL
Export Tax Statement	voted_history_01_pct_change_rate	4285	15	Voted History 1 Percent Change Rate	NULL	NULL
Export Tax Statement	voted_history_01_pct_change_tax	4300	15	Voted History 1 Percent Change Tax	NULL	NULL
Export Tax Statement	voted_history_02_name	4315	33	Voted History 2	NULL	NULL
Export Tax Statement	voted_history_02_curr_rate	4348	14	Voted History 2 Current Rate	NULL	NULL
Export Tax Statement	voted_history_02_curr_tax	4362	15	Voted History 2 Current Tax	NULL	NULL
Export Tax Statement	voted_history_02_prev_rate	4377	14	Voted History 2 Prior Rate	NULL	NULL
Export Tax Statement	voted_history_02_prev_tax	4391	15	Voted History 2 Prior Tax	NULL	NULL
Export Tax Statement	voted_history_02_pct_change_rate	4406	15	Voted History 2 Percent Change Rate	NULL	NULL
Export Tax Statement	voted_history_02_pct_change_tax	4421	15	Voted History 2 Percent Change Tax	NULL	NULL
Export Tax Statement	voted_history_03_name	4436	33	Voted History 3	NULL	NULL
Export Tax Statement	voted_history_03_curr_rate	4469	14	Voted History 3 Current Rate	NULL	NULL
Export Tax Statement	voted_history_03_curr_tax	4483	15	Voted History 3 Current Tax	NULL	NULL
Export Tax Statement	voted_history_03_prev_rate	4498	14	Voted History 3 Prior Rate	NULL	NULL
Export Tax Statement	voted_history_03_prev_tax	4512	15	Voted History 3 Prior Tax	NULL	NULL
Export Tax Statement	voted_history_03_pct_change_rate	4527	15	Voted History 3 Percent Change Rate	NULL	NULL
Export Tax Statement	voted_history_03_pct_change_tax	4542	15	Voted History 3 Percent Change Tax	NULL	NULL
Export Tax Statement	voted_history_04_name	4557	33	Voted History 4	NULL	NULL
Export Tax Statement	voted_history_04_curr_rate	4590	14	Voted History 4 Current Rate	NULL	NULL

Export Tax Statement	nonvoted_history_08_name	6251	33	Non-Voted History 8	NULL	NULL
Export Tax Statement	nonvoted_history_08_curr_rate	6284	14	Non-Voted History 8 Current Rate	NULL	NULL
Export Tax Statement	nonvoted_history_08_curr_tax	6298	15	Non-Voted History 8 Current Tax	NULL	NULL
Export Tax Statement	nonvoted_history_08_prev_rate	6313	14	Non-Voted History 8 Prior Rate	NULL	NULL
Export Tax Statement	nonvoted_history_08_prev_tax	6327	15	Non-Voted History 8 Prior Tax	NULL	NULL
Export Tax Statement	nonvoted_history_08_pct_change_rate	6342	15	Non-Voted History 8 Percent Change Rate	NULL	NULL
Export Tax Statement	nonvoted_history_08_pct_change_tax	6357	15	Non-Voted History 8 Percent Change Tax	NULL	NULL
Export Tax Statement	nonvoted_history_09_name	6372	33	Non-Voted History 9	NULL	NULL
Export Tax Statement	nonvoted_history_09_curr_rate	6405	14	Non-Voted History 9 Current Rate	NULL	NULL
Export Tax Statement	nonvoted_history_09_curr_tax	6419	15	Non-Voted History 9 Current Tax	NULL	NULL
Export Tax Statement	nonvoted_history_09_prev_rate	6434	14	Non-Voted History 9 Prior Rate	NULL	NULL
Export Tax Statement	nonvoted_history_09_prev_tax	6448	15	Non-Voted History 9 Prior Tax	NULL	NULL
Export Tax Statement	nonvoted_history_09_pct_change_rate	6463	15	Non-Voted History 9 Percent Change Rate	NULL	NULL
Export Tax Statement	nonvoted_history_09_pct_change_tax	6478	15	Non-Voted History 9 Percent Change Tax	NULL	NULL
Export Tax Statement	nonvoted_history_10_name	6493	33	Non-Voted History 10	NULL	NULL
Export Tax Statement	nonvoted_history_10_curr_rate	6526	14	Non-Voted History 10 Current Rate	NULL	NULL
Export Tax Statement	nonvoted_history_10_curr_tax	6540	15	Non-Voted History 10 Current Tax	NULL	NULL
Export Tax Statement	nonvoted_history_10_prev_rate	6555	14	Non-Voted History 10 Previous Rate	NULL	NULL
Export Tax Statement	nonvoted_history_10_prev_tax	6569	15	Non-Voted History 10 Previous Tax	NULL	NULL
Export Tax Statement	nonvoted_history_10_pct_change_rate	6584	15	Non-Voted History 10 Percent Change Rate	NULL	NULL
Export Tax Statement	nonvoted_history_10_pct_change_tax	6599	15	Non-Voted History 10 Percent Change Tax	NULL	NULL
Export Tax Statement	comparison_voted_sum_prev_levy_rate	6614	14	Voted Total Prior Rate	NULL	NULL
Export Tax Statement	comparison_voted_sum_prev_taxes	6628	15	Voted Total Prior Taxes	NULL	NULL
Export Tax Statement	comparison_voted_sum_curr_levy_rate	6643	14	Voted Total Current Rate	NULL	NULL
Export Tax Statement	comparison_voted_sum_curr_taxes	6657	15	Voted Total Current Taxes	NULL	NULL
Export Tax Statement	comparison_voted_overall_pct_change_levy_rate	6672	15	Voted Overall Percent Change Rate	NULL	NULL
Export Tax Statement	comparison_voted_overall_pct_change_taxes	6687	15	Voted Overall Percent Change Taxes	NULL	NULL
Export Tax Statement	comparison_nonvoted_sum_prev_levy_rate	6702	14	Non-Voted Total Prior Rate	NULL	NULL
Export Tax Statement	comparison_nonvoted_sum_prev_taxes	6716	15	Non-Voted Total Prior Taxes	NULL	NULL
Export Tax Statement	comparison_nonvoted_sum_curr_levy_rate	6731	14	Non-Voted Total Current Rate	NULL	NULL
Export Tax Statement	comparison_nonvoted_sum_curr_taxes	6745	15	Non-Voted Total Current Taxes	NULL	NULL
Export Tax Statement	comparison_nonvoted_overall_pct_change_levy_rate	6760	15	Non-Voted Overall Percent Change Rate	NULL	NULL
Export Tax Statement	comparison_nonvoted_overall_pct_change_taxes	6775	15	Non-Voted Overall Percent Change Taxes	NULL	NULL
Export Tax Statement	show_half_pay_line	6790	12	Show Half Pay Line Indicator	NULL	NULL
Export Tax Statement	geo_id	6802	50	GEO ID	NULL	NULL
Export Tax Statement	owner_id	6852	12	Owner ID	NULL	NULL
Export Tax Statement	delinquent_penalty_amount	6864	15	Total Delinquent Penalty Amount	NULL	NULL
Export Tax Statement	current_year_land_taxable	6879	14	Current Year Land taxable value	NULL	NULL
Export Tax Statement	current_year_imprv_taxable	6893	14	Current Year Imprv taxable value	NULL	NULL
Export Tax Statement	current_year_exmpt_amt	6907	14	Current Year Exemption amount	NULL	NULL
Export Tax Statement	current_year_exmpt_type_cd	6921	10	Current Year Exemption Code	NULL	NULL
Export Tax Statement	prior_year_land_taxable	6931	14	Prior Year Land taxable value	NULL	NULL
Export Tax Statement	prior_year_imprv_taxable	6945	14	Prior Year Imprv taxable value	NULL	NULL
Export Tax Statement	prior_year_exmpt_amt	6959	14	Prior Year Exemption amount	NULL	NULL
Export Tax Statement	prior_year_0_tax_amount	6973	14	Prior Year Land taxable value	NULL	NULL
Export Tax Statement	prior_year_0_interest	6987	14	Prior Year Imprv taxable value	NULL	NULL
Export Tax Statement	prior_year_0_penalty	7001	14	Prior Year Exemption amount	NULL	NULL
Export Tax Statement	prior_year_0_full_total_due	7015	14	Prior Year Value	NULL	NULL
Export Tax Statement	prior_year_1_tax_amount	7029	14	Prior Year Land taxable value	NULL	NULL
Export Tax Statement	prior_year_1_interest	7043	14	Prior Year Imprv taxable value	NULL	NULL
Export Tax Statement	prior_year_1_penalty	7057	14	Prior Year Exemption amount	NULL	NULL
Export Tax Statement	prior_year_1_full_total_due	7071	14	Prior Year Value	NULL	NULL
Export Tax Statement	prior_year_delq_tax_amount	7085	14	Prior Year Land taxable value	NULL	NULL
Export Tax Statement	prior_year_delq_interest	7099	14	Prior Year Imprv taxable value	NULL	NULL
Export Tax Statement	prior_year_delq_penalty	7113	14	Prior Year Exemption amount	NULL	NULL
Export Tax Statement	prior_year_delq_full_total_due	7127	14	Prior Year Value	NULL	NULL
Export Tax Statement	levy_0_description	7141	32	Levy Detail 1 Description	NULL	NULL
Export Tax Statement	levy_0_rate	7173	14	Levy Detail 1 Rate	NULL	NULL
Export Tax Statement	tax_0_amount	7187	14	Levy Detail 1 Tax Amount	NULL	NULL
Export Tax Statement	levy_1_description	7201	32	Levy Detail 2 Description	NULL	NULL
Export Tax Statement	levy_1_rate	7233	14	Levy Detail 2 Rate	NULL	NULL
Export Tax Statement	tax_1_amount	7247	14	Levy Detail 2 Tax Amount	NULL	NULL
Export Tax Statement	levy_2_description	7261	32	Levy Detail 3 Description	NULL	NULL
Export Tax Statement	levy_2_rate	7293	14	Levy Detail 3 Rate	NULL	NULL
Export Tax Statement	tax_2_amount	7307	14	Levy Detail 3 Tax Amount	NULL	NULL
Export Tax Statement	levy_3_description	7321	32	Levy Detail 4 Description	NULL	NULL
Export Tax Statement	levy_3_rate	7353	14	Levy Detail 4 Rate	NULL	NULL
Export Tax Statement	tax_3_amount	7367	14	Levy Detail 4 Tax Amount	NULL	NULL
Export Tax Statement	levy_4_description	7381	32	Levy Detail 5 Description	NULL	NULL
Export Tax Statement	levy_4_rate	7413	14	Levy Detail 5 Rate	NULL	NULL
Export Tax Statement	tax_4_amount	7427	14	Levy Detail 5 Tax Amount	NULL	NULL
Export Tax Statement	levy_5_description	7441	32	Levy Detail 6 Description	NULL	NULL
Export Tax Statement	levy_5_rate	7473	14	Levy Detail 6 Rate	NULL	NULL
Export Tax Statement	tax_5_amount	7487	14	Levy Detail 6 Tax Amount	NULL	NULL
Export Tax Statement	levy_6_description	7501	32	Levy Detail 7 Description	NULL	NULL
Export Tax Statement	levy_6_rate	7533	14	Levy Detail 7 Rate	NULL	NULL
Export Tax Statement	tax_6_amount	7547	14	Levy Detail 7 Tax Amount	NULL	NULL
Export Tax Statement	levy_7_description	7561	32	Levy Detail 8 Description	NULL	NULL
Export Tax Statement	levy_7_rate	7593	14	Levy Detail 8 Rate	NULL	NULL
Export Tax Statement	tax_7_amount	7607	14	Levy Detail 8 Tax Amount	NULL	NULL
Export Tax Statement	levy_8_description	7621	32	Levy Detail 9 Description	NULL	NULL
Export Tax Statement	levy_8_rate	7653	14	Levy Detail 9 Rate	NULL	NULL
Export Tax Statement	tax_8_amount	7667	14	Levy Detail 9 Tax Amount	NULL	NULL
Export Tax Statement	levy_9_description	7681	32	Levy Detail 10 Description	NULL	NULL
Export Tax Statement	levy_9_rate	7713	14	Levy Detail 10 Rate	NULL	NULL
Export Tax Statement	tax_9_amount	7727	14	Levy Detail 10 Tax Amount	NULL	NULL
Export Tax Statement	levy_10_description	7741	32	Levy Detail 11 Description	NULL	NULL
Export Tax Statement	levy_10_rate	7773	14	Levy Detail 11 Rate	NULL	NULL
Export Tax Statement	tax_10_amount	7787	14	Levy Detail 11 Tax Amount	NULL	NULL
Export Tax Statement	levy_11_description	7801	32	Levy Detail 12 Description	NULL	NULL
Export Tax Statement	levy_11_rate	7833	14	Levy Detail 12 Rate	NULL	NULL
Export Tax Statement	tax_11_amount	7847	14	Levy Detail 12 Tax Amount	NULL	NULL
Export Tax Statement	levy_12_description	7861	32	Levy Detail 13 Description	NULL	NULL
Export Tax Statement	levy_12_rate	7893	14	Levy Detail 13 Rate	NULL	NULL
Export Tax Statement	tax_12_amount	7907	14	Levy Detail 13 Tax Amount	NULL	NULL
Export Tax Statement	levy_13_description	7921	32	Levy Detail 14 Description	NULL	NULL

Export Tax Statement	levy_13_rate	7953	14	Levy Detail 14 Rate	NULL	NULL
Export Tax Statement	tax_13_amount	7967	14	Levy Detail 14 Tax Amount	NULL	NULL
Export Tax Statement	levy_14_description	7981	32	Levy Detail 15 Description	NULL	NULL
Export Tax Statement	levy_14_rate	8013	14	Levy Detail 15 Rate	NULL	NULL
Export Tax Statement	tax_14_amount	8027	14	Levy Detail 15 Tax Amount	NULL	NULL
Export Tax Statement	levy_15_description	8041	32	Levy Detail 16 Description	NULL	NULL
Export Tax Statement	levy_15_rate	8073	14	Levy Detail 16 Rate	NULL	NULL
Export Tax Statement	tax_15_amount	8087	14	Levy Detail 16 Tax Amount	NULL	NULL
Export Tax Statement	levy_16_description	8101	32	Levy Detail 17 Description	NULL	NULL
Export Tax Statement	levy_16_rate	8133	14	Levy Detail 17 Rate	NULL	NULL
Export Tax Statement	tax_16_amount	8147	14	Levy Detail 17 Tax Amount	NULL	NULL
Export Tax Statement	levy_17_description	8161	32	Levy Detail 18 Description	NULL	NULL
Export Tax Statement	levy_17_rate	8193	14	Levy Detail 18 Rate	NULL	NULL
Export Tax Statement	tax_17_amount	8207	14	Levy Detail 18 Tax Amount	NULL	NULL
Export Tax Statement	levy_18_description	8221	32	Levy Detail 19 Description	NULL	NULL
Export Tax Statement	levy_18_rate	8253	14	Levy Detail 19 Rate	NULL	NULL
Export Tax Statement	tax_18_amount	8267	14	Levy Detail 19 Tax Amount	NULL	NULL
Export Tax Statement	levy_19_description	8281	32	Levy Detail 20 Description	NULL	NULL
Export Tax Statement	levy_19_rate	8313	14	Levy Detail 20 Rate	NULL	NULL
Export Tax Statement	tax_19_amount	8327	14	Levy Detail 20 Tax Amount	NULL	NULL
Export Tax Statement	levy_20_description	8341	32	Levy Detail 21 Description	NULL	NULL
Export Tax Statement	levy_20_rate	8373	14	Levy Detail 21 Rate	NULL	NULL
Export Tax Statement	tax_20_amount	8387	14	Levy Detail 21 Tax Amount	NULL	NULL
Export Tax Statement	levy_21_description	8401	32	Levy Detail 22 Description	NULL	NULL
Export Tax Statement	levy_21_rate	8433	14	Levy Detail 22 Rate	NULL	NULL
Export Tax Statement	tax_21_amount	8447	14	Levy Detail 22 Tax Amount	NULL	NULL
Export Tax Statement	levy_22_description	8461	32	Levy Detail 23 Description	NULL	NULL
Export Tax Statement	levy_22_rate	8493	14	Levy Detail 23 Rate	NULL	NULL
Export Tax Statement	tax_22_amount	8507	14	Levy Detail 23 Tax Amount	NULL	NULL
Export Tax Statement	levy_23_description	8521	32	Levy Detail 24 Description	NULL	NULL
Export Tax Statement	levy_23_rate	8553	14	Levy Detail 24 Rate	NULL	NULL
Export Tax Statement	tax_23_amount	8567	14	Levy Detail 24 Tax Amount	NULL	NULL
Export Tax Statement	levy_24_description	8581	32	Levy Detail 25 Description	NULL	NULL
Export Tax Statement	levy_24_rate	8613	14	Levy Detail 25 Rate	NULL	NULL
Export Tax Statement	tax_24_amount	8627	14	Levy Detail 25 Tax Amount	NULL	NULL
Export Tax Statement	levy_25_description	8641	32	Levy Detail 26 Description	NULL	NULL
Export Tax Statement	levy_25_rate	8673	14	Levy Detail 26 Rate	NULL	NULL
Export Tax Statement	tax_25_amount	8687	14	Levy Detail 26 Tax Amount	NULL	NULL
Export Tax Statement	levy_26_description	8701	32	Levy Detail 27 Description	NULL	NULL
Export Tax Statement	levy_26_rate	8733	14	Levy Detail 27 Rate	NULL	NULL
Export Tax Statement	tax_26_amount	8747	14	Levy Detail 27 Tax Amount	NULL	NULL
Export Tax Statement	levy_27_description	8761	32	Levy Detail 28 Description	NULL	NULL
Export Tax Statement	levy_27_rate	8793	14	Levy Detail 28 Rate	NULL	NULL
Export Tax Statement	tax_27_amount	8807	14	Levy Detail 28 Tax Amount	NULL	NULL
Export Tax Statement	levy_28_description	8821	32	Levy Detail 29 Description	NULL	NULL
Export Tax Statement	levy_28_rate	8853	14	Levy Detail 29 Rate	NULL	NULL
Export Tax Statement	tax_28_amount	8867	14	Levy Detail 29 Tax Amount	NULL	NULL
Export Tax Statement	levy_29_description	8881	32	Levy Detail 30 Description	NULL	NULL
Export Tax Statement	levy_29_rate	8913	14	Levy Detail 30 Rate	NULL	NULL
Export Tax Statement	tax_29_amount	8927	14	Levy Detail 30 Tax Amount	NULL	NULL
Export Tax Statement	gross_tax_amount	8941	15	Total Gross [Levy] Tax Amount	NULL	NULL
Export Tax Statement	exempt_tax_amount	8956	15	Total Exempt [Levy] Tax Amount	NULL	NULL
Export Tax Statement	net_tax_amount	8971	15	Total Net [Levy] Tax Amount	NULL	NULL
Export Tax Statement	scanline2	8986	72	OCR Scanline 2	NULL	NULL
Export Tax Statement	autopay_enrolled_status	9058	1	autopay_enrolled_status	NULL	NULL
Export Tax Statement	exempt_tax_amount	9059	15	Exempt Tax Amount	NULL	NULL
Export Tax Statement	mailto_addr_country	9074	50	Mail To Address Country	NULL	NULL
Export Tax Statement	is_additional_statement	9124	1	Additional Statement Flag	NULL	NULL

Attachment F

OCR Scanline Configuration

Long scanline (current & delinquent accounts - presently used by Treasurer's Office)

Starting	Ending	Description
1	10	Property ID
11	20	Statement ID
21	30	Full Year Amount Due
31	40	Half Year Amount Due
41	50	Full Amount Due, 1st Delinquent Year
51	60	Full Amount Due, 2nd Delinquent Year
61	70	Full Amount Due, 3rd Delinquent Year plus a roll up of prior years
71	71	Check digit - modulus 11 method
72	72	hard coded "9" to identify in PACS Treasurer Program

Alternate short scanline (current accounts only - not used by the Treasurer's Office)

Starting	Ending	Description
1	10	Property ID
11	20	Statement ID
21	30	Full Year Amount Due
31	40	Half Year Amount Due
41	41	Check digit - modulus 11 method
42	42	hard coded "9" to identify in PACS Treasurer Program

COMPARISON OF TAX HISTORY

VOTED LEVY	2019 LEVY RATE	2019 TAXES	2020 LEVY RATE	2020 TAXES	% DIFFERENCE LEVY RATE	% DIFFERENCE TAXES
FIRE DISTRICT 06	.3893617367	190.95	.3785561309	186.54	-2.78	-2.31
SD037 VANCOUVER SCHOOL	3.1937453307	1,566.23	3.3350253283	1,643.37	4.42	4.93
TOTAL VOTED LEVY AND TAXES	3.5831070674	\$ 1,757.18	3.7135814592	\$ 1,829.91	3.64%	4.14%
NON VOTED LEVY	2019 LEVY RATE	2019 TAXES	2020 LEVY RATE	2020 TAXES	% DIFFERENCE LEVY RATE	% DIFFERENCE TAXES
CLARK COUNTY	1.0137757885	497.17	.9959121360	490.74	-1.76	-1.29
CLARK COUNTY ROAD	1.3780905430	675.82	1.3529863351	666.70	-1.82	-1.35
CONSERVATION FUTURES	.0390985748	19.17	.0376859900	18.57	-3.61	-3.13
FIRE DISTRICT 06	1.1980834200	587.55	1.1650017613	574.06	-2.76	-2.30
FVR LIBRARY	.3635801481	178.30	.3527081393	173.80	-2.99	-2.52
GREATER CLARK PARKS DIST	.1805433984	88.54	.1755701760	86.51	-2.75	-2.29
PORT VANCOUVER	.2442553723	119.79	.2743009540	135.16	12.30	12.83
STATE SCHOOLS	1.8260405825	895.50	1.8524189310	912.80	1.44	1.93
STATE SCHOOLS - PART 2	.6799951409	333.47	.9971019681	491.33	46.63	47.34
TOTAL NON VOTED LEVY AND TAXES	6.9234629685	\$ 3,395.31	7.2036863908	\$ 3,549.67	4.05%	4.55%

SENIOR CITIZENS AND DISABLED PERSONS: You may be entitled to a property tax exemption pursuant to RCW 84.36.379 through RCW 84.36.389, or a deferral pursuant to chapter 84.38 RCW. For further information, contact the Clark County Assessor's Office at 564.397.2391.

LIMITED INCOME: You may be entitled to a property tax deferral pursuant to RCW 84.37.030. For additional information, contact the Clark County Assessor's Office at 564.397.2391.

INTEREST AND PENALTIES: Overdue accounts are assessed 1% interest per month on the full balance due. Additional penalties are assessed June 1 at 3% and December 1 at 8% on current calendar year overdue balances.

FORECLOSURE: Real property is subject to foreclosure when a property bill is three (3) years delinquent (RCW 84.64.050). Washington Homeownership Resource Center is available for referral to housing counseling and/or legal assistance at 877.894.4663.

PERSONAL PROPERTY DISTRAINT: When personal property taxes become delinquent, they are subject to immediate distraint and sale. Pursuant to RCW 84.56.090, when personal property is sold or a change of ownership occurs, the following year's tax must be paid in advance at the time of sale by the seller. To assure a clean bill of sale, check with the county treasurer's office where the personal property is located before changing ownership of personal property. Personal property is due in full if no half payment is submitted by April 30 (RCW 84.56.020).

1-28-20_v3

PAYMENT DATES: Property taxes are due and payable on or before April 30. If the total tax amount is \$50.00 or more, the half payment indicated may be paid by April 30 with second half due on or before October 31. If property taxes are paid after the due date, the payment must include all accrued interest and penalty due at the time payment is made. A half payment including accrued interest and penalty may be made through October 31, except on PERSONAL PROPERTY – NO INSTALLMENT PAYMENT CAN BE ACCEPTED ON CURRENT YEAR PERSONAL PROPERTY TAX AFTER APRIL 30 (RCW 84.56.020).

ADDRESS CHANGE FORM



Credit / Visa Debit / Electronic Check
(Convenience fee will be charged by the vendor for debit and credit payments)

Online - www.clark.wa.gov/treasurer
Phone - 1.833.440.8685

Name _____
Street _____
City _____ State _____ Zip _____
<input type="checkbox"/> Business has relocated <input type="checkbox"/> Change of mailing address only Phone _____

Note: Owner name changes require appropriate legal documentation, do not use this form.

2019 CLARK COUNTY 2ND HALF PROPERTY TAX STATEMENT

Property Account #: 98283462



Alishia Topper
 CLARK COUNTY TREASURER
 PO Box 5000
 Vancouver, WA 98666
 564.397.2252
 www.clark.wa.gov/treasurer

PROPERTY INFORMATION

PROPERTY OWNER: LASHER DOUGLAS & LASHER RODIE

ESCROW COMPANY: NONE

PROPERTY TYPE: REAL PROPERTY

PROPERTY ADDRESS: 1601 NW 87TH CIR
 VANCOUVER WA 98665

ABBREVIATED LEGAL: LAKEVIEW ESTATES-4 LOT 43 SUB 93

TAX AREA: 037076 TAX PAID IN 2018: \$5,465.85

VALUE INFORMATION

TAX YEAR	VALUE	% CHANGE VALUE	LEVY RATE
2018	\$427,968		12.5576588581
2019	\$490,407	14.59%	10.5065700359

Property Value Question? 564.397.2391

MESSAGE

You may notice we have a new statement layout! To learn more about your property taxes we have detailed information online. Please visit: www.clark.wa.gov/treasurer.

TAX AND ASSESSMENT DISTRIBUTION

DISTRICT	TAX AMOUNT
FIRE DISTRICT 06	\$190.95
SD037 VANCOUVER SCHOOL	\$1,566.23
STATE SCHOOLS - PART 2	\$333.47
STATE SCHOOLS	\$895.50
CLARK COUNTY	\$497.17
CLARK COUNTY ROAD	\$675.82
CONSERVATION FUTURES	\$19.17
FIRE DISTRICT 06	\$587.55
FVR LIBRARY	\$178.30
GREATER CLARK PARKS DIST	\$88.54
PORT VANCOUVER	\$119.79
CLEAN WATER PROGRAM	\$47.00
LIGHTING ASSESSMENT	\$22.00
MOSQUITO CONTROL	\$3.85

Voter approved tax amount \$1,757.18 or 33.63%

CURRENT YEAR **\$5,225.34**

PAST DUE TAX INFORMATION

Year	Taxes	Interest/Penalty	Total
2018	\$0.00	\$0.00	\$0.00
2017	\$0.00	\$0.00	\$0.00
2016 & Prior	\$0.00	\$0.00	\$0.00

PAST DUE AMOUNT **\$0.00**

BILL SUMMARY

PAST DUE AMOUNT:	\$0.00
REMAINDER 2019 DUE:	\$2,612.60
TOTAL:	\$2,612.60

PLEASE INCLUDE THIS COUPON WITH PAYMENT

Property Account #: 98283462



Payment MUST be received or post marked by: **OCTOBER 31, 2019**

PAYMENT DUE

2019 + (OTHER PAST DUE, IF ANY):
 \$2,612.60 + \$0.00 = \$2,612.60

Make checks payable to: Clark County Treasurer

CLARK COUNTY TREASURER'S OFFICE
 PO BOX 35150
 SEATTLE WA 98124-5150

2728*14**G50**0.675**1/1*****AUTOALL FOR AADC 970
 LASHER DOUGLAS & LASHER RODIE
 PO BOX 864
 VANCOUVER WA 98666-0864



0098283462000003840600002612600000000000039



COMPARISON OF TAX HISTORY

VOTED LEVY	2018 LEVY RATE	2018 TAXES	2019 LEVY RATE	2019 TAXES	% DIFFERENCE LEVY RATE	% DIFFERENCE TAXES
FIRE DISTRICT 06	.4268919961	182.70	.3893617367	190.95	-8.79	4.52
SD037 VANCOUVER SCHOOL	4.3906710617	1,879.06	3.1937453307	1,566.23	-27.26	-16.65
TOTAL VOTED LEVY AND TAXES	4.8175630578	\$ 2,061.76	3.5831070674	\$ 1,757.18	-25.62%	-14.77%
NON VOTED LEVY	2018 LEVY RATE	2018 TAXES	2019 LEVY RATE	2019 TAXES	% DIFFERENCE LEVY RATE	% DIFFERENCE TAXES
CLARK COUNTY	1.1089871511	474.60	1.0137757885	497.17	-8.59	4.76
CLARK COUNTY ROAD	1.5096739188	646.08	1.3780905430	675.82	-8.72	4.60
CONSERVATION FUTURES	.0431821898	18.48	.0390985748	19.17	-9.46	3.73
FIRE DISTRICT 06	1.3125449802	561.73	1.1980834200	587.55	-8.72	4.60
FVR LIBRARY	.3945477327	168.85	.3635801481	178.30	-7.85	5.60
GREATER CLARK PARKS DIST	.1996523056	85.45	.1805433984	88.54	-9.57	3.62
PORT VANCOUVER	.2771960250	118.63	.2442553723	119.79	-11.88	0.98
STATE SCHOOLS	1.8755478058	802.67	1.8260405825	895.50	-2.64	11.57
STATE SCHOOLS - PART 2	1.0187636913	436.00	.6799951409	333.47	-33.25	-23.52
TOTAL NON VOTED LEVY AND TAXES	7.7400958003	\$ 3,312.49	6.9234629685	\$ 3,395.31	-10.55%	2.50%

SENIOR CITIZENS AND DISABLED PERSONS: Pursuant to RCW 84.36.379, you may be entitled to a property tax exemption. For further information, contact the Clark County Assessor's Office at 564.397.2391.

INTEREST AND PENALTIES: Overdue accounts are assessed 1% interest per month on the full year due, plus a 3% penalty on June 1. If taxes are not paid by December 1, another 8% penalty is added to the current tax year (RCW 84.56.020).

FORECLOSURE: Real property is subject to foreclosure when a property bill is three (3) years delinquent (RCW 84.64.050).

PERSONAL PROPERTY DISTRAINT: When personal property taxes become delinquent, they are subject to immediate distraint and sale. Pursuant to RCW 84.56.090, when personal property is sold or a change of ownership occurs, the following year's tax must be paid in advance at the time of sale by the seller. To assure a clean bill of sale, check with the county treasurer's office where the personal property is located before changing ownership of personal property. Personal property is due in full if no half payment is submitted by April 30 (RCW 84.56.020).

8-7-19_v3

PAYMENT DATES: Property taxes are due and payable on or before April 30. If the total tax amount is \$50.00 or more, the half payment indicated may be paid by April 30 with second half due on or before October 31. If property taxes are paid after the due date, the payment must include all accrued interest and penalty due at the time payment is made. A half payment including accrued interest and penalty may be made through October 31, except on PERSONAL PROPERTY – NO INSTALLMENT PAYMENT CAN BE ACCEPTED ON CURRENT YEAR PERSONAL PROPERTY TAX AFTER APRIL 30 (RCW 84.56.020).

ADDRESS CHANGE FORM



Credit / Visa Debit / Electronic Check
(A convenience fee will be charged by the vendor)

Online - www.clark.wa.gov/treasurer

Phone - 1.877.778.4606

Name _____	
Street _____	
City _____	State _____ Zip _____
<input type="checkbox"/> Business has relocated <input type="checkbox"/> Change of mailing address only Phone _____	

Note: Owner name changes require appropriate legal documentation, do not use this form.

COMPARISON OF TAX HISTORY

VOTED LEVY	2019 LEVY RATE	2019 TAXES	2020 LEVY RATE	2020 TAXES	% DIFFERENCE LEVY RATE	% DIFFERENCE TAXES
SD037 VANCOUVER SCHOOL	3.1937453307	1,192.63	3.3350253283	1,385.90	4.42%	16.21%
CITY VANCOUVER	0.2536033709	94.70	0.2380508601	98.92	-6.13%	4.46%
FVRL CAPITAL FACILITIES	0.1473401742	55.02	0.1093992865	45.46	-25.75%	-17.38%
TOTAL VOTED LEVY AND TAXES	3.5946888758	\$1,342.35	3.6824754749	\$1,530.28	2.44%	14.00%
NON VOTED LEVY	2019 LEVY RATE	2019 TAXES	2020 LEVY RATE	2020 TAXES	% DIFFERENCE LEVY RATE	% DIFFERENCE TAXES
STATE SCHOOLS	1.8260405825	681.89	1.8524189310	769.79	1.44%	12.89%
STATE SCHOOLS	0.6799951409	253.93	0.9971019681	414.36	46.63%	63.18%
CITY VANCOUVER	2.1142817469	789.54	2.0376035355	846.75	-3.63%	7.25%
CLARK COUNTY	1.0137757885	378.56	0.9959121360	413.85	-1.76%	9.32%
CONSERVATION FUTURES	0.0390985748	14.60	0.0376859900	15.66	-3.61%	7.26%
FVR LIBRARY	0.3635801481	135.77	0.3527081393	146.57	-2.99%	7.95%
PORT VANCOUVER	0.2442553723	91.21	0.2743009540	113.99	12.30%	24.98%
TOTAL NON VOTED LEVY AND TAXES	6.2810273540	\$2,345.50	6.5477316539	\$2,720.97	4.25%	16.01%

Attachment G.4

SENIOR CITIZENS AND DISABLED PERSONS: You may be entitled to a property tax exemption pursuant to RCW 84.36.379 through RCW 84.36.389, or a deferral pursuant to chapter 84.38 RCW. For further information, contact the Clark County Assessor's Office at 564.397.2391.

LIMITED INCOME: You may be entitled to a property tax deferral pursuant to RCW 84.37.030. For additional information, contact the Clark County Assessor's Office at 564.397.2391.

INTEREST AND PENALTIES: Overdue accounts are assessed 1% interest per month on the full balance due. Additional penalties are assessed June 1 at 3% and December 1 at 8% on current calendar year overdue balances.

FORECLOSURE: Real property is subject to foreclosure when a property bill is three (3) years delinquent (RCW 84.64.050). Washington Homeownership Resource Center is available for referral to housing counseling and/or legal assistance at 877.894.4663.

PERSONAL PROPERTY DISTRAINT: When personal property taxes become delinquent, they are subject to immediate distraint and sale. Pursuant to RCW 84.56.090, when personal property is sold or a change of ownership occurs, the following year's tax must be paid in advance at the time of sale by the seller. To assure a clean bill of sale, check with the county treasurer's office where the personal property is located before changing ownership of personal property. Personal property is due in full if no half payment is submitted by April 30 (RCW 84.56.020).

1-28-20_v3

PAYMENT DATES: Property taxes are due and payable on or before April 30. If the total tax amount is \$50.00 or more, the half payment indicated may be paid by April 30 with second half due on or before October 31. If property taxes are paid after the due date, the payment must include all accrued interest and penalty due at the time payment is made. A half payment including accrued interest and penalty may be made through October 31, except on PERSONAL PROPERTY – NO INSTALLMENT PAYMENT CAN BE ACCEPTED ON CURRENT YEAR PERSONAL PROPERTY TAX AFTER APRIL 30 (RCW 84.56.020).

ADDRESS CHANGE FORM



Credit / Visa Debit / Electronic Check
(Convenience fee will be charged by the vendor for debit and credit payments)

Online - www.clark.wa.gov/treasurer

Phone - 1.833.440.8685

Name _____
Street _____
City _____ State _____ Zip _____
<input type="checkbox"/> Business has relocated
<input type="checkbox"/> Change of mailing address only Phone _____

Note: Owner name changes require appropriate legal documentation, do not use this form.

Attachment H



ALISHIA TOPPER TREASURER

P.O. Box 5000 • Vancouver, WA 98666-5000

PROPERTY TAX STATEMENT

"Statement Window w/Tint"

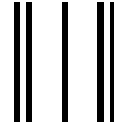
1 3/8" x 4 1/4"

3/8" from left side

5/8" from bottom



For other formats, contact the Clark County ADA Office
Voice (360) 397-2322, **Relay** 711 or (800) 833-6388,
Fax (360) 397-6165, **E-mail** ADA@clark.wa.gov.



PLACE
STAMP
HERE

USE ENVELOPE FOR TREASURER'S PAYMENT ONLY

**CLARK COUNTY TREASURER
P.O. BOX 35150
SEATTLE, WA 98124-5150**



**MANAGE YOUR ACCOUNT ONLINE, REGISTER FOR ELECTRONIC BILLING,
AND PAY ONLINE AT WWW.CLARK.WA.GOV/TREASURER**

WRITE YOUR ACCOUNT NUMBER ON YOUR CHECK
DO NOT SEND CASH THROUGH THE MAIL
BE SURE TO SIGN AND ENCLOSE YOUR CHECK AND PAYMENT COUPON
PLEASE DO NOT FASTEN PAYMENT COUPON AND CHECK TOGETHER

INDICATE ADDRESS CHANGE ON BACK OF PAYMENT COUPON



Printed on recycled paper

Attachment I



ALISHIA TOPPER TREASURER

PO Box 5000 • Vancouver, WA 98666-5000

Past Due Notice:

Property ID: 235652005

8017***G46*****SNGLP

**Our records indicate you have
past due property taxes as of June 17, 2020**

To make a payment:
www.clark.wa.gov/treasurer

To contact our office:
treasoff@clark.wa.gov · 564.397.2252

Washington Homeownership Resource Center Hotline
for homeownership and foreclosure resources and assistance
877.894.4663

Attachment J



Treasurer's Office Tax Payment Options

Pay online: clark.wa.gov/treasurer
E-Check fee: free
Debit fee: \$3.95 per payment
Credit fee: 2.39% of payment

Pay by phone: 833.440.8685

Mail to: P.O. Box 35150
Seattle, WA 98124-5150

In person: 1300 Franklin Street, 2nd Floor
Vancouver, WA 98660

Hours: 9 am - 4:30 pm Mon-Fri

**For questions
please call:** 564.397.2252

Tax Information

Property taxes are due each year on April 30

Taxes may be paid in full by April 30, or by making two installment payments by April 30 and October 31.

1st half due: April 30 2nd half due: October 31

Payments postmarked on or before the due date will be considered timely. Please include your payment coupon with your payment.

**For property tax information or to obtain a
duplicate statement please go to:**

gis.clark.wa.gov/gishome/property

Find your property and click on the "Taxes" tab.



ClarkWaTreasury



@ClarkWaTreasury

PROGRAM CONTACT INFORMATION

Tax Exemption, Deferral, and Current Use Programs

Clark County Assessor's Office

564.397.2391

clark.wa.gov/assessor

Clean Water Program

Clark County Public Works

564.397.4345

clark.wa.gov/public-works/clean-water-fee

Lighting Assessment

Clark Public Utilities

To report an outage:

360.992.3000

clarkpublicutilities.com/outages-safety

Mosquito Control

Clark County Public Health

564.397.8430

clark.wa.gov/public-health/mosquito-control-district

Fire Patrol Assessment

Department of Natural Resources

360.902.1300

dnr.wa.gov

Septic Operating Permit

Clark County Public Health

564.397.8428

clark.wa.gov/public-health/property-owners

Noxious Weeds and Vegetation Management

Clark County Public Works

360.397.6140

clark.wa.gov/public-works/vegetation-management

Washington law (RCW 17.10) states property owners are responsible for controlling and preventing the spread of noxious weeds from their property. The law provides for enforcement and the collection of all necessary costs incurred by the state or county. For property under Open Space, failure to control weeds may lead to loss of tax reduction status as well as payment of penalties and back taxes.

Attachment K

Bill Form Specifications

8 1/2" x 11"
Cut Stock 11" on long grain
Thermal Inks, (no OCR)
MOCR White 17.5, 24# Stock
Laser Perf Position 3 1/2" from bottom
Perf is 40 (cut/inch), minimum 12 1/2 lbs./inch
Weight from 20lb to 24lb
Thickness of .005"
Smoothness of more than 200 Sheffield Flow Units
Stiffness of 60 to 100mg (Gurley)

DROP OUT Ink for ICR Boxes (NON READ INK)
With a percentage of screening (30-40%)
J31858

Envelope Specifications

Size 9, 24 lb. recycled white wove paper
Web construction with double glued side seams

Fonts-OCR A
Minimum of 1/4" white space (clear space) around scanline (1/2" recommended).
Maintain white space or clear space on backside of form
The OCR Scanline should be kept away from the edge of the document. The edge is often damaged by mail extraction equipment.

RECOMMENDED COUPON & ENVELOPE SPECIFICATIONS

Retail Lockbox Inc. can handle all types of coupons and remittance documents. Clients can access all of the benefits of our technical capabilities and our lowest cost pricing options by utilizing the following core specifications for their documents and their remittance envelopes. As a service to our clients the following information summarizes those specifications.

We recognize that improvements to be gained by incorporating these suggestions may be delayed by client investments in existing paper stocks, current programming, or other constraints. We are flexible and will work with client on their timeline to make improvements that they desire and on their schedules. We will provide recommendations and additional assistance for clients before, during or after initial implementation to our services.

Recommended Coupon Specifications Summary

- Windowed return envelope
- Perforation on the top of the return coupon
- Laser printed scanline
- 3-7-1 (Sum Products) scanline check digit routine
- We recommend a check digit routine on the account #, and the whole scanline
- Paper weight should be a minimum of 20lb. (varies with type)
- Spaces between the fields in the scanline
- Scanline should be located a minimum of 1/2" from the left and the right side of the stub and the background for the scanline area should be white
- There should be at least 1/4" clear space above and below the scanline
- OCR-A font for the scanline, Font size 12, CPI (Character Per Inch) 10, Character Spacing (inch) 0.010
- Allow blank space on the back of the stub for endorsement. The clear area should be in the bottom left hand corner of the back of the stub 1 3/4" from the bottom and 4 1/4" from the left side of the back of the stub.

Detailed Specifications

The following section contains detailed recommendations and specifications for both the envelopes and the remittance documents. These represent common industry standards.

SAMPLE COUPON

RETURN THIS PORTION WITH YOUR PAYMENT

ABC Company Logo

Account Number: 2461357

Due Date: 3/25/2016

Amount Due: 324.95

Amount Enclosed \$ _____

John Doe
1800 Federal Avenue East
Seattle, WA 98101-1234

ABC Company
PO Box 12345
Seattle, WA 98124-1949

2461357 0032495 1

Sample Full Scan Line 371 Check Digit Calculation

Full Scan Line Check Digit 371 Example:

Assume scanline of	2461357 0032495 1
Account Number, (digits 1 – 7):	2461357
Account Number Check Digit, (digits 8)	Not shown in sample
Amount: digits 9 – 14:	0032495
Scan line Check Digit: digit 15	1

Column	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Sum Total
Digits	2	4	6	1	3	5	7	0	0	3	2	4	9	5	
Weights	3	7	1	3	7	1	3	7	1	3	7	1	3	7	
Sum	6	28	6	3	21	5	21	0	0	9	14	4	27	35	

Sum Total is: 179

179 divided by 10 = 17 Remainder 9

10 – 9 (the “Remainder” of) = 1

Check Digit is 1 (see note below)

2461357 0032495 1

Note: When the Sum of the Digits is evenly divisible by 10, the check digit will be 0.

ENVELOPE & RETURN COUPON PREFERRED SPECIFICATIONS FOR AUTOMATED EXTRACTION & IMAGE PROCESSING
--

ENVELOPE

Envelope Size:

Length: 6.00” to 9.50”

Height: 3.50” to 4.40”

Paper Properties

I. Stiffness

High stiffness is always desirable. Basic weight may vary slightly from the values below if stiffness is maintained.

II. Paper Basis Weight

Uncoated White Wove: 20# minimum
Coated White Wove: 70# minimum, matte finish preferred
Recycled: 24# minimum (request testing for lighter weights)

III. Thickness

All envelopes to be run together as a single job should be of the same design and overall thickness. Envelope thickness variations exceeding .001" will degrade the quality of the extractor thickness outsourcing. Single paper supply sourcing is highly recommended for each envelope size or style used.

IV. Finish

Extremes of smoothness and coarseness should be avoided. Very smooth (highly calendered) envelopes may be slippery or retain ink poorly. Very coarse (toothy) envelopes are difficult to feed and stack.

Envelope Construction

General Construction

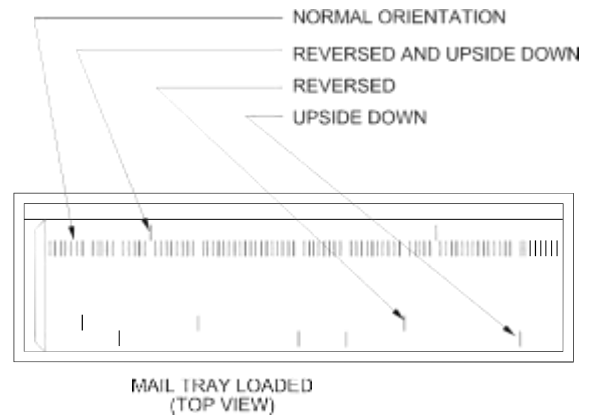
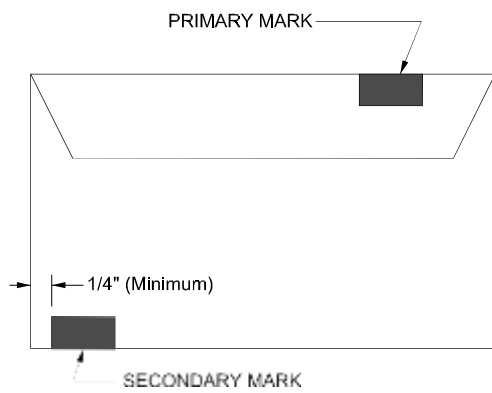
Envelope designs that result in damage from Post Office handling (torn windows or flaps, crumpled, previously opened etc.) will create problems for the automated extraction equipment. The contact area of the envelope with the extraction mechanism should be structurally sound after cutting. The envelope sides should be connected securely to the contact area.

Flap Length

Long seal-flaps should fall at least 1/2" from the bottom edge of the envelope.

Orientation Marks

Orientation marks on the edges of envelopes are highly recommended to assist in confirming orientation during mail preparation. A very effective dual orientation mark system is shown below that highlights all mis-orientations while the mail is still in the tray or on the feed conveyor.



Windows and Window Location

Optimum mail extraction accuracy and efficiency is achieved by proper window placement and construction.

1. The area (and closely adjacent areas) where the opening mechanism operates should be structurally intact and free of damage. A common problem of this type occurs when an uncovered window is located too near to the edge of the envelope and is torn by Post Office sorting equipment.

Uncovered Windows

The key elements for using an uncovered window are size and location.

Window size should be minimized. Large uncovered windows create structural weaknesses and Postal damage due to "snagging" in the stackers.

See diagram below for Uncovered Windows.

Tip: If the return address can be printed on the envelope and only the Company name shows through the window, a small uncovered window can be used resulting in a cost effective high performance design.

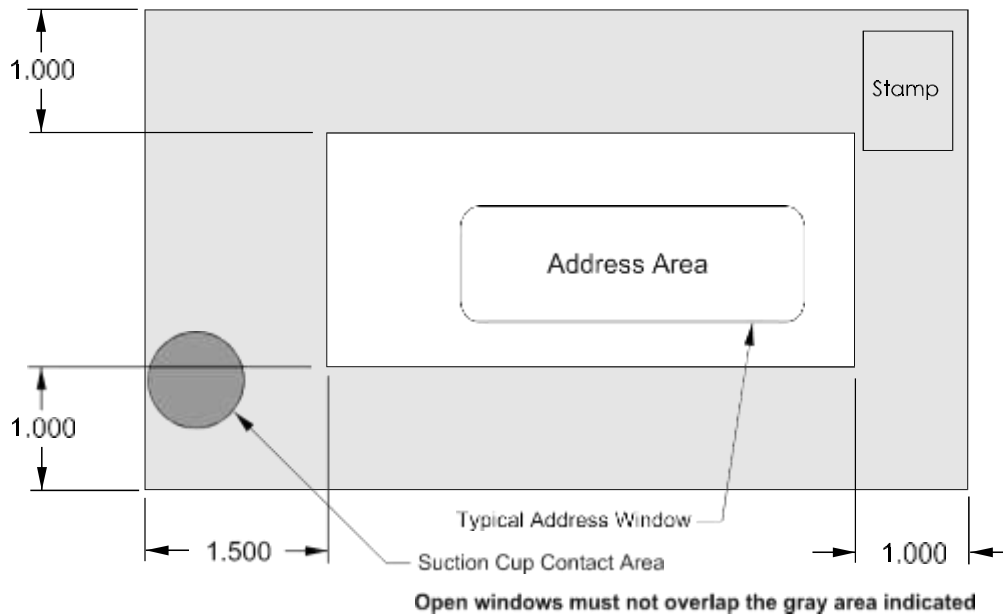
Covered Windows

These are preferred when the window should be large. Window patch material should be located more than 1/8" of any edge of the envelope to prevent slivers from being created during the opening process.

Diagrams:

Both covered and uncovered window envelopes can be processed at peak performance if the envelope windows are located according to the following specifications.

Envelope Window Placement Diagram



RETURN DOCUMENT

Size

The return document should be sized for a comfortable fit within the return envelope. Recommended clearance is 1/8 inch all around. A fit, which is too tight, can cause folding and damage. A fit, which is too loose, requires a larger window.

Paper Basis Weight

18 to 24 lb. preferred (varies with type) Not recycled.

Paper Thickness Variation

All documents to be run together as a single "job" should be of the same size and thickness. Document thickness variations exceeding .0004" will degrade the quality of thickness outsourcing.

Miscellaneous

Holes in the document are not allowable.

Perforated edges should be minimized. When they are needed, a fine perforation is required to prevent sloppy torn edges. If an edge is perforated, the top edge is preferred.

Any check boxes (Address Changes, Donations, Credit Card Payment) should be printed with drop-out ink.

All credit card payment requests should be printed on the front of the document not the back.

Orientation Feature on the document:

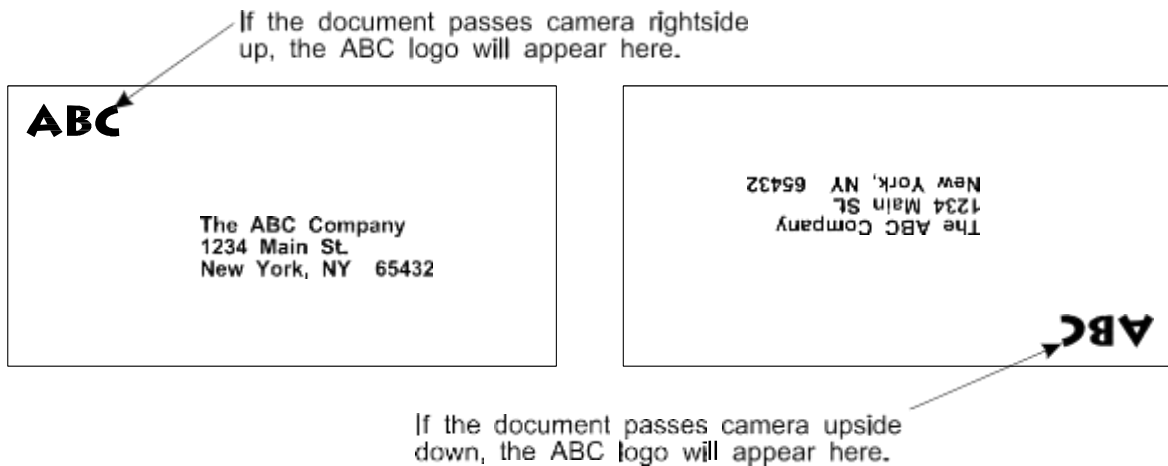
A cut upper corner on the document can be helpful because mis-oriented items stand out in a finished stack of work.

Document Orientation: Mark Sense

We use a mark on the document to insure correct document orientation. Our system acquires images of both sides of the document and determines document orientation based on the location of characteristic marks.

The orientation mark should be:

1. The mark should be recognizable to the scan system. A mark will be recognized by the scan system if there is a significant difference in contrast between the mark and the background area surrounding the mark.
2. The orientation mark should be located near the edges of the document. A mark near the center of the document will provide no useful orientation information. The example illustrates how the mark will appear to change position if the document is viewed right side up and upside down.



Attachment L - NCOA Export File Format

owner_id,owner_appr_yr,file_as_name,first,middle,last,addr_type_cd,addr_line1,addr_line2,addr_line3,addr_city,addr_state,zip,cass,route

Attachment M

Proposer-Generated NCOA results layout:

<u>field_name</u>	<u>start_pos</u>
ACCOUNT	1
Name1	2
Name2	3
Name3	4
Name4	5
Name5	6
Name6	7
ADDRESSLINE1	8
ADDRESSLINE2	9
ADDRESSLINE3	10
City	11
STATE	12
ZIPCODE	13
Country	14
G2 Delivery Address	15
G2 Alternate 1 Address	16
G2 Alternate 2 Address	17
G2 City	18
G2 State	19
G2 ZIP+4	20
G2 Country	21
RC	22
MOVEDATE	23
MOVETYPE	24
MATCHFLAG	25
NCOALINK	26
DPV	27
DPVFN	28
RT	29
FN	30
DPVVACANT	31
DPVNOSTAT	32
LACS	33
LACSLINK	34
SUITELINK	35
SUPPRESS	36
PRCSSDT	37
CNGRSSNLDS	38
PSTLFNNCNM	39
FPSCNTYCD	40
CNTYNM	41

Attachment N

Scope of Services

The Clark County Assessor's Office requires services to prepare, print and mail a Notice of Value (NOV) annually to owners of real and personal property, and rendition notices for personal property in Clark County.

NOTICE OF VALUE

Per RCW 84.40.040, the Assessor's Office must complete the duties of listing and placing valuations on all property by May 31st of each year, except that the listing and valuation of construction and mobile homes under RCW 36.21.080 and 36.21.090 shall be completed by August 31st of each year. Per 84.40.045, the Assessor's Office is required to provide an NOV following value changes.

Because of the timing of these requirements, NOV's are typically mailed in two batches. The first batch consisting of approximately 90% of the real property notifications occurs in the first week of June. The second batch consisting of approximately the remaining 10% of the notifications includes real property and 100% of the personal property NOV's and occurs generally in the first weeks of September. These time frames are subject to change based on workload, staffing and printing lead time.

Each notice is printed by the Proposer as a static form, and then data files are merged by the Proposer and printed over those static forms.

The Assessor's Office mailed approximately 175,500 Notices of Value in 2019 and anticipate the volume to be similar in 2021.

INSERTS

In the Notice of Value mailing, the Assessor's Office may include more than one insert containing information specific to that year's property valuation. Each static insert will have unique distribution instructions; i.e., Assessor Report insert will go in all NOV's and Condo insert will only go in a select grouping of files.

RENDITION NOTICES

The Assessor's Office Personal Property department sends rendition notices in January of each year. The vendor will receive populated .PDF files, which require address information updates. These files have varying page numbering depending on the account.

The Assessor's Office mailed 7,861 renditions in January 2020 and anticipate mailing approximately 8,000 in 2021.

SPECIFICATIONS

The format and content of the Notice of Value for Real Property is different from the format and content of the Notice of Value for Business Personal Property. The vendor will assist with the preparation, printing and mailing of both notifications.

- Each Notice of Value contains static text and data specific to the property such as ownership, mailing address, location, property description, and value information (see *attached Appendix A for samples*).

- Annually the Assessor's Office will provide the information for the static text in a MS Word or .PDF document. The digital file containing property specific data is produced by the same software used by the Treasurer's Office. See *attached Appendix A for samples*.

The selected Proposer will work with the Assessor's Office appraisal software vendor, and the County personnel to establish data transfer protocols. The Proposer is responsible for all modifications of their own software to accommodate the Assessor's Office data.

Beginning in 2021, the Proposer shall make available to the Assessor's Office the same preparation, printing and mailing services as the Clark County Treasurer's Office under the general categories outlined below.

- Review and test data transfer procedures and protocols to verify accuracy and completeness of data transfer
- Prepare and submit for approval multiple proofs of all printed materials
- Print Clark County variable Notice of Value and Rendition forms
- Sort Notice of Value forms to maximize mailing efficiencies and minimize postage
- Check addresses for validity and conformance to postal standards
 - Run NCOA before the mailing as well as the USPS standard at the mailing creation
 - Deliver the NCOA file in .CSV format, (*see attached Appendix A for samples*)
- Must mail Notice of Value forms on the date printed on the Notice of Value
- Letter fold and insert print materials into #10 special window envelopes
- Group multiple statements in a single envelope where customer name and address are identical
- Seal and meter, package and tray, and take to post office with all necessary paperwork to mail at barcoded automated rates

Other Services

It is the intent of this RFP process to select the same Proposer to provide printing and mailing services for the Assessor's Office. The same costs, conditions, and rates supplied by the Proposer and secured by the Treasurer's Office shall be made available; however, where the services are substantially different than those of the Treasurer's Office, separate rates and unit costs may be proposed as an addendum to the Proposer's response to this RFP.

Please Note:

The selection of the Proposer will be based solely on the needs and selection criteria of the Treasurer's Office. Should the selected Proposer be unable to provide the additional services needed by the Assessor's Office, the county reserves the right to issue a separate request for proposals.

Sample documents requiring printing and mailing for the Assessor's Office are included in Appendix A.

Appendix A – Mailing Samples:

- Real Property Notice of Value
- Business Personal Property Notice of Value
- Assessor's Report insert
- Real Property insert
- Assessor's Office envelope samples
- NCOA Export sample
- Business Personal Property rendition forms

NOTICE OF VALUE

(Please notify us if your property or mailing address is incorrect.)	

PLEASE READ REVERSE SIDE FOR INFORMATION REGARDING YOUR PROPERTY ADDRESS AND IMPORTANT TAX RELIEF PROGRAMS.



PETER VAN NORTWICK
 Clark County Assessor
 PO Box 5000
 Vancouver, WA 98666-5000
WWW.CLARK.WA.GOV/ASSESSOR

THE PROPERTY IDENTIFICATION NUMBER LISTED ABOVE CORRESPONDS WITH YOUR TAX STATEMENT(S).

5-5-20_v5

Description	Previous Value	New Value
1. MARKET VALUATION OF REAL PROPERTY. Real property is land and/or any improvements valued as "Structures", such as buildings, manufactured homes, houseboats, boat houses, and site improvements.		
2. VALUATION OF REAL PROPERTY IN THE CURRENT USE OR DESIGNATED FOREST LAND PROGRAM. As an owner of approved Current Use (farm and agriculture, open space, or timber land) or Designated Forest Land, you have signed an agreement with the county whereby a portion of your property taxes are deferred in exchange for having the use of the property remain as agreed.		
3. VALUATION OF REAL PROPERTY IN THE SENIOR CITIZENS AND DISABLED PERSON'S EXEMPTION PROGRAM. The value of your residence and up to one acre of land (and up to five acres if zoning requires it) has been frozen as of January 1 of the application year. We will continue to establish the market value of your property.		
4. SENIOR OR DISABLED PERSON'S QUALIFYING INCOME INDICATING REDUCTION OF FROZEN * 35% or \$50,000, whichever is greater not to exceed \$70,000; **60% or \$60,000, whichever is greater Reduction of Frozen Frozen Taxable		
TOTAL BASE FOR REAL PROPERTY TAXES		

The Assessor is required to appraise all real property at 100% of their true and fair market value, according to the highest and best use of the property. Fair market value is the amount that a willing and unobligated buyer is willing to pay a willing and unobligated seller. The new value represents market value as of January 1, 2020, (Or July 31st for new construction) based on market evidence from sales typically occurring in 2019.

If you believe the new value is incorrect compared to your estimate of market value as of January 1, 2020, call the Assessor's Office between 9:00 AM and 4:30 PM M-F at (564) 397-2391

Appeal Process: To preserve your appeal rights or to appeal your value, a petition form MUST be filed with the Board of Equalization (BOE) within 60 days of the date this notice was mailed. Call the BOE at (564) 397-2337 for further information or to request a form by mail. Forms are also available at www.clark.wa.gov/general-services/board-of-equalization.

Please visit our web site at <https://www.clark.wa.gov/assessor>. You will find information about tax relief programs, forms, real and personal property, appraisals, a link to sales used to estimate residential values, news and links to other sites that may be of assistance to you.

Tax Relief Information

5-5-20_v5

Senior Citizen OR Disabled Person Exemption Program: Under this program, the value of your residence is frozen for property tax purposes, and you become exempt from some levies which may result in a reduction in your property taxes. The exemption is available for your primary residence and one acre of land. Up to five acres of land may be eligible, if local zoning and land use regulations require more than one acre of land per residence in the area where you live.

To be eligible, you must:

- Have an annual household disposable income of not more than \$50,348.
- Be at least 61 years old on December 31 of the application year, or unable to work because of a disability, or a veteran with an 80 percent service-connected disability.
- Own the home for which the exemption is claimed in total (fee owner), as a life estate (including a lease for life), or by contract purchase.
- Live in the home as your primary residence for a minimum of 9 months per year. (A vacation home does not qualify.)

Once qualified, you must renew your application every six years. Any change in qualifying circumstances must be reported at the time they occur.

For further details including electronic versions of program forms, please see our website at:

<https://www.clark.wa.gov/assessor/property-tax-exemption-senior-citizensdisabled-persons>.

If you have questions, contact the Assessor's Office at TaxReduction@clark.wa.gov or at (564) 397-2391.

30% Homeowner's Remodel Exemption: All owners of detached, single family dwellings (including manufactured homes) may be eligible for relief from tax increases caused by major additions or remodels. Claims for the exemption must be filed with the Assessor's Office before construction is completed. Application forms for the exemption may be found at <https://www.clark.wa.gov/assessor/tax-relief>.

Destroyed Property: Owners of real or personal property destroyed in whole or in part prior to December 31 may be eligible for a prorated reduction in taxes. To receive the prorated reduction in taxes, a Destroyed Property claim must be filed with the Assessor's Office. A destroyed property form can be found at www.clark.wa.gov/assessor/destroyed-property.

Current Use Assessment Information: The Open Space Taxation Act allows property owners to apply to have their open space, farm and agricultural, and timber lands valued at their "current use" rather than their "highest and best use." When the application is approved, an agreement with the county is signed whereby a portion of the property taxes is deferred (not reduced or exempted) in exchange for having the use of the property remain as agreed.

The intent of the Act is to ensure the use and enjoyment of natural resources and scenic beauty for the economic and social well-being of the state and its citizens. Applications for agricultural or certain forest land classifications must be submitted to the Assessor's Office. For more information, e-mail us at Current.Use@clark.wa.gov.

Deferral of Taxes: The Senior Citizen and Disabled Person Property Tax **Deferral** program postpones payment of your property taxes and special assessments. You must be age 60 or older by December 31 or unable to be gainfully employed due to a disability, your disposable income must be \$58,094 or less, and you must live in your home as primary residence for a minimum of 9 months per year.

Limited Income Deferral Program: If your disposable income is \$57,000 or less, and you have owned your home for 5 years or more, this program postpones payment of a portion of your property taxes and special assessments. You must pay first-half taxes to receive the deferral of all or a portion of the second-half taxes.

Under both programs, the state pays the deferred amount on your behalf. That amount, plus interest, becomes a lien on your property until the total amount is repaid. For more information, please call us at (564) 397-2391 or visit our web site at www.clark.wa.gov/assessor/tax-relief.

A word about your property address: In the top portion of the front page of this notice, the property address is shown in the box below the legal description. This is the physical address, as listed in our records, for the corresponding property identification number shown at the top portion of the notice. Please note that the property identification number is the primary identifier of your property and takes precedence over the physical property address. If more than one property address has been assigned to your property, as in the case of a duplex, only one address will be shown.

Senior Citizen OR Disabled Person Exemption Code Table (from box 4, front of notice)

Income Qualifications

Code

- 0%** **\$42,603 to \$50,348:** Exempt from all voter approved excess levies.
- 35%** **\$34,857 to \$42,602:** Exempt from all voter approved excess levies, AND exempt from regular levies for \$50,000 or 35% of the assessed value, whichever is greater, not to exceed \$70,000 of assessed value.
- 60%** **\$34,856 or less:** Exempt from all voter approved excess levies, AND exempt from regular levies on the first \$60,000 or 60% of assessed value, whichever is greater.

If blank, there is no Senior Citizen or Disabled Person exemption.

BUSINESS PERSONAL PROPERTY SAMPLE PAGE 1 OF 2

NOTICE OF VALUE

<small>(Please notify us if our record of your property or mailing address is incorrect.)</small>	



CLARK COUNTY ASSESSOR
PO Box 5000
Vancouver, WA 98666-5000
WWW.CLARK.WA.GOV/ASSESSOR

THE PROPERTY IDENTIFICATION NUMBER LISTED ABOVE CORRESPONDS WITH YOUR TAX STATEMENT(S).

Description	Values
Total Value	
Value Exempt from Taxation	
Total Assessed Value	
The portion of the value that is State Farm Exempt Assets is:	
Penalty %:	

The Assessor is required to appraise all properties (both real and personal - per RCW 84.40.030) at 100% of their true and fair market value, according to the highest and best use of the property. Fair market value is the amount of compensation that a willing but unobligated buyer is willing to pay a willing but unobligated seller. The new value represents the market value as of January 1 of each assessment year.

If you have any questions about this notice, please contact the Clark County Assessor's Business Personal Property section, at (360) 397-2092 x4655, or by email at Personal.Property@clark.wa.gov. Please refer to this statement by the assigned property ID number located in the upper left hand corner.

For more information about Business Personal Property, please visit the Clark County Assessor's Business Personal Property website at www.clark.wa.gov/assessor/business-personal-property.

Appeal Process: To preserve your appeal rights or to appeal the valuation, a petition form MUST be filed with the Board of Equalization on or before the 1st day of July of the current assessment year or within 60 days of the date this notice was mailed, whichever is later. Call the BOE at (360) 397-2337 for further information or to request a form by mail. Appeal forms are also available at: www.clark.wa.gov/board-of-equalization.

Frequently Asked Questions

Why are you sending this form to me? What is it?

- The form you received is a Notice of Value. The value or values displayed are the result of our department's summarized assessment of market value of personal property assets you or your company owned as of January 1, 2016 in Clark County.
- The summarized assessment is based on the Personal Property Rendition you returned to our Department listing the personal property assets you or your company owned as of January 1, 2015 in Clark County.
- Per RCW 84.40.030, the Assessor is required to value those assets each year at 100% market value.

How can I get a copy of the asset detail?

- You may request a copy of the asset detail listing by emailing our department's personal property mailbox at: Personal.Property@clark.wa.gov or faxing your written request to: (360) 759-6556. Please include the property ID number in all correspondence.

What is the tax (levy) rate on my personal property?

- The tax rate for personal property is the same rate levied on real property. The tax rate is based on where the personal property was located on January 1 of the assessment year.

When do I pay my Personal Property taxes?

- Tax bills are mailed by the Clark County Treasurer's office every February. Property tax payments are due by April 30 and October 31. The taxes are based on the prior year's assessment, and the taxes based on the value shown on this notice will be billed in February 2017. Please contact the Treasurer's Office at (360) 397-2252 for more information on tax bills and payments.

What do I need to do when I close, sell or move my business out of Clark County?

- Please contact our department at (360) 397- 2092 x4655 or Personal.Property@clark.wa.gov to inform us of the changes and request a final, advance tax bill.
- The 2016 assessment of your personal property results in a tax obligation (lien) for the 2017 tax year. RCW 84.56.120 states that all taxes must be paid prior to closing or selling your business, or moving the personal property out of Clark County.

Where can I find more information?

- You will find information about Washington State tax relief programs for real and personal property, appraisals, news and links to other sites that may be of assistance to you on our website at www.clark.wa.gov/assessor.



2020 Assessor's Report

COVID-19 AND YOUR ASSESSMENT

COVID-19 impacts are not reflected on your 2020 Notices of Value. Here's why:

- 1 2020 assessed values reflect your property value as of January 1, 2020.
- 2 The sales which determine your 2020 assessment are the sales that occurred in 2019.

Any potential impact from the COVID 19 virus would be reflected in market sales during 2020. The 2020 market sales are being analyzed and any impact will be reflected in your 2021 assessments.

It is important to remember that assessments don't determine level of taxation, but rather an equal distribution of taxes approved by your taxing district boards. We encourage individuals to reach out to their elected representatives should they have questions or concerns about local and state property taxes.

ASSESSOR'S OFFICE RESPONSIBILITIES

If you'd like to learn more about my responsibilities as Assessor, please see my 2019 report <https://www.clark.wa.gov/assessor/assessors-report>



Peter Van Nortwick
Assessor

In 2019, we saw the fruition of many years of hard work as the state legislature passed legislation tying the income required to qualify for the Senior Exemption Program to the income level of each county. The result of this legislation increased the income level to qualify in Clark County from \$40,000 to \$50,348.

Another key component of the legislation was lowering the level of veteran disability from 100 percent to 80 percent, so more of our wounded veterans could qualify for the program.

The impact of this change will double the number of households with our most vulnerable tax payers that can qualify for property tax relief.



COVID-19 SERVICE CHANGES

Most of the Joint Lobby visits for the Assessor's Office is taxpayers inquiring and applying for the Senior Exemption Program. With the increase of the income level to \$50,348 more seniors now qualify. To make sure we keep our senior population safe and continue to serve our taxpayers, the Assessor's office has moved to appointment only to meet with Assessor's senior exemption specialists. Appointments will be set in half hour increments between 9 am and 4 pm Monday through Friday. To further protect the public and staff the joint lobby has been reconfigured with proper distance between public seating and screen guards at each station.



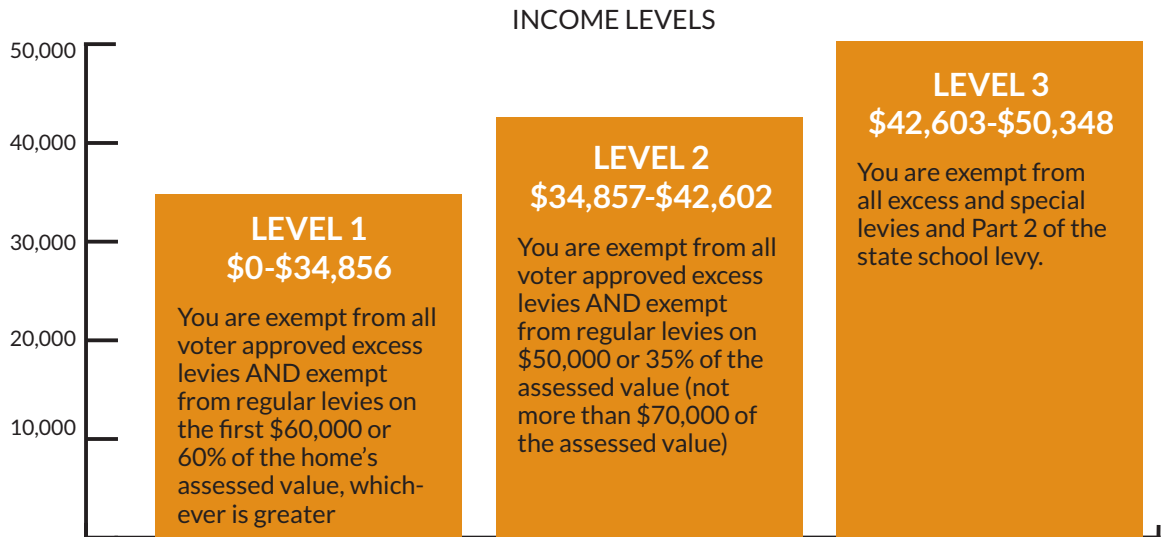
Earlier this year, The Assessor's Office introduced our online portal for the senior exemption program. With the portal, the entire process can be accomplished on-line and due to a change of law only the applicant's signature is required.

IMPACT RELIEF FOR BUSINESSES

We've already started planning for how we can assist businesses with their 2021 assessed valuations based upon what is happening this year due to the COVID-19 virus. My team has developed Commercial Business Impact forms which will be mailed directly to all commercial businesses later this year. The form is intended for owners to share the financial impacts of closures and lost revenues to their business. We will use this information to determine if adjustments to 2021 assessed values for taxes payable in 2022 is warranted.

PROPERTY TAX EXEMPTIONS FOR SENIOR CITIZENS AND PEOPLE WITH DISABILITIES

Under this program, the assessed value of your property is frozen and you will be exempt from all excess levies resulting in a reduction of your property taxes under RCW 84.55.050.



Learn more and apply online at www.clark.wa.gov/assessor

CONTACT INFORMATION

Assessor's Office

1300 Franklin Street, second floor
Joint Lobby 564.397.2391
Monday - Friday 9 am to 4:30 pm

www.clark.wa.gov/assessor

Senior citizens or people with disabilities:

taxreduction@clark.wa.gov

Current use: current.use@clark.wa.gov

Assessor: peter.vannortwick@clark.wa.gov

For other formats, contact the Clark County ADA Office

Voice: 360.397.2322 / Relay: 711 or 800.833.6388 / Email: ADA@clark.wa.gov

REAL PROPERTY INSERT PAGE 1 OF 1



Dear Property Owner,

Enclosed with this letter you will find your 2016 Notice of Value showing the 2016 market value of your condominium unit. I'm writing to let you know that the display of values reported on the Notice of Value will look different this year from previous years. Specifically, your land value will be reported as \$0. **This change is not an error and does not affect your Total value.** As your assessor, I am constantly looking for ways to improve our business processes and serve all property owners by establishing fair and equitable assessed values. I believe this change better reflects how buyers and sellers of condominium units view the market value of a condominium unit.

Old Display

Description	Previous Value		New Value	
1. MARKET VALUATION OF REAL PROPERTY. Real property is land and/or any improvements valued as "Structures", such as buildings, manufactured homes, houseboats, boat houses, and site improvements.	Land:	\$28,952	Land:	\$60,000
	Structures:	\$109,700	Structures:	\$99,782
	Total:	\$138,652	Total:	\$159,782
	Acres:	0.0000	Acres:	0.0000

New Display

Description	Previous Value		New Value	
1. MARKET VALUATION OF REAL PROPERTY. Real property is land and/or any improvements valued as "Structures", such as buildings, manufactured homes, houseboats, boat houses, and site improvements.	Land:	\$28,952	Land:	\$0
	Structures:	\$109,700	Structures:	\$159,782
	Total:	\$138,652	Total:	\$159,782
	Acres:	0.0000	Acres:	0.0000

In the example above, please note that the "New Value" Total is the same figure, \$159,782. As always, should you have any questions, please call my office at (360) 397-2391 and ask to speak to an appraiser.

Sincerely,

Peter Van Nortwick
Clark County Assessor



CLARK COUNTY WASHINGTON

PETER VAN NORTWICK
Clark County Assessor

PO Box 5000 • Vancouver, WA 98666-5000

Presorted First Class
U.S. Postage
PAID
The Master's Touch, LLC

“Statement Window w/Tint”

1 3/8” x 4 1/4”

3/8” from left side

5/8” from bottom



For other formats contact the Clark County ADA Program:

Voice (564) 397-2322; **Relay** 711 or (800) 833-6388

Fax (564) 397-6165; **Email** ADA@clark.wa.gov



CLARK COUNTY WASHINGTON

ASSESSOR'S OFFICE

PO Box 5000 • Vancouver, WA 98666-9810

↑
FLAP

"9x12 Top Window"

1 7/8" x 4 1/2"

3/4" from left side

2" from top

.CSV SAMPLE FIELDS FOR NCOA

Keycode	Code	ID1	ID2	ID3	ID4	Name1	Name2	Name3	Name4	Prefix	First Name	Middle Na	Last Name	Suffix	FULLNAME	COMPAN	Company	Company2	DELADDR	ALTADDR	Alternate 2 Address	CITY	STATE	ZIPCODE
---------	------	-----	-----	-----	-----	-------	-------	-------	-------	--------	------------	-----------	-----------	--------	----------	--------	---------	----------	---------	---------	---------------------	------	-------	---------

**Application for Exemption of Farm Machinery and Equipment to be
Filed with CLARK County Personal Property Listing Form**



CLARK COUNTY ASSESSOR
PO BOX 5000
Vancouver, WA 98666-5000

**PERSONAL PROPERTY
RENDITION - FARM EXAMPLE**

Under RCW 84.36.630, all qualifying farm machinery and equipment is exempt from the state property tax. Qualifying equipment is still subject to local property taxes and must continue to be reported on the county personal property listing form. **Qualifying** machinery and equipment must be; (1) **owned** by an active farmer, (i.e. someone who is in the business of farming), and (2) the equipment must have been used in the business of farming during each year the claim for exemption is made. Additionally, equipment claimed for exemption must also have been used **exclusively** in growing, raising, or producing agricultural products. Equipment **not qualifying** includes; (1) equipment used in growing, raising, or producing agricultural products for a person's own consumption, (2) equipment used in the selling of animals from stockyards, slaughter houses, and packing houses, and (3) equipment used in cultivating or raising timber.

The claim for exemption must be submitted by April 30th each year with the personal property listing form to the County Assessor where the personal property is located. For a listing of qualifying farming activities refer to RCW 82.04.213 and RCW 15.85.020.

Date of Application: _____ Assessment / Claim Year: _____

Personal Property Claimed (Must have been used exclusively in farming in year claimed and owned by a "Farmer")

Personal Property Parcel / Account No:

Property Location Where Farming is Performed:

Listing and Description of Personal Property Claimed for Exemption (If more space is needed, attach a separate listing)

Equipment Description	Year of Acquisition	Purchase Price (less sales tax)
_____	_____	_____
_____	_____	_____

Qualification Questionnaire

Type of Farming: (e.g. dairy, wheat, livestock, etc.)

A "Farmer" **owns** the personal property claimed for exemption? Yes No

Are you currently engaged in the business of growing, raising, or producing agricultural products? Yes No

Do you farm upon lands you own or that you have a present right of possession? Yes No

Do you grow or produce agricultural products that are for sale? Yes No

Do you consider yourself to be a "farmer" as defined in RCW 82.04.213(2), below? Yes No

"Farmer" means any person engaged in the business of growing, raising, or producing upon the person's own lands or upon the lands in which the person has a present right of possession, any agricultural product to be sold. 'Farmer' does not include a person growing, raising, or producing such products for the person's own consumption; a person selling any animal or substance obtained therefrom in connection with the person's business of operating a stockyard or a slaughter or packinghouse; a person in respect to the business of taking, cultivating, or raising timber."

Is a personal property listing form filed or attached for the claim year, listing all farm equipment? Yes No

Certification

I certify under penalty of perjury under the laws of the state of Washington that a **"farmer"** owns the above described farm machinery and it is used exclusively in growing, raising, or producing agricultural products during the calendar year for which the clam for exemption is made. I further certify that the statements made in this application are true and correct.

Date _____ Signature _____

PLEASE NOTE: Marijuana and related products are not considered "farming" or "agriculture" in the State of Washington under RCW 82.04.213.

TANGIBLE PERSONAL PROPERTY LISTING

In Possession or Control on January 1, 2016

DUE BY: April 30th



CLARK COUNTY ASSESSOR
PO BOX 5000
Vancouver, WA 98666-5000

IT IS UNLAWFUL TO SELL PERSONAL PROPERTY LISTED WITHOUT
PAYING TAX IN ADVANCE

Please read Reverse for Instructions

*Required Information

*Account (if known):
Tax Area Number:
*Phone:
Fax:
E-mail:
Doing business as:

Month/Year business or farm began
operating in this county:
UBI Number:
SIC or NAICS Code:

In Bankruptcy? Yes No

PERSONAL PROPERTY
RENDITION - TANGIBLE PROPERTY

Legal Description:

Person to Contact Concerning this Report:
(If different than shown above.)

*Name:
Title:
Address:
City:
State Zip:
*Phone: Fax:
*E-Mail:

*Name of Person Submitting Report:

Check the boxes to verify if:

- 1) Person Submitting the Report is authorized to do so
2) Person submitting this report verifies information is true and correct

Location/Address of property:

Describe type of business:

Real Property Parcel # (if known): Sub Type(Assr. Use Only):

If the business is farming, describe type above and complete an "Application for Exemption of Farm Machinery & Equipment" form. Please contact our office to request this form if you did not receive one.

Head of Family Exemption Qualification

Check the applicable boxes below.

- Is the owner/user of the property a Sole Proprietor or the only beneficiary of a Trust?
If "YES" please answer the questions below.
Does the owner/user of the property reside with other family members?
Does the owner/user of the property receive an old age pension under the laws of WA state?
Is the owner/user of the property a surviving spouse or surviving domestic partner, who has neither remarried nor entered into a subsequent domestic partnership?
Owner/user may receive only one Head of Family Exemption (HOF) on Personal Property parcel/account in Washington State. If you qualify for the HOF exemption do you want this to be the account where the exemption is applied?
Is the owner/user of the property a US Citizen, over the age 65, who has lived in the state for at least 10 years?

INSTRUCTIONS REGARDING THE LISTING OF PERSONAL PROPERTY

Washington Administrative Code (WAC) 458-12-060 states, "Every person is required to list all taxable (i.e., nonexempt) personal property in the person's ownership, possession, or control... Every person required to list personal property must deliver to the county assessor a form listing all of the person's taxable personal property that was located in the county as of 12:00 p.m. on January 1st of the assessment year." A separate listing is required for each business location in Clark County.

Beginning in February 2016: We are offering a new solution for submitting Business Personal Property listing forms electronically on our website. We encourage all accounts to use this new solution, and we require it from accounts who wish to submit more than 20 changes to their asset list.

To participate in electronic filing, we only need a valid email address on file. If an email address does not appear on the front page of this form (or if it is incorrect), please forward your Property ID and email address to us at Confirm.BPP@clark.wa.gov to get started. All valid email addresses will automatically receive an email when the system is ready to use.

Instructions for this form: If you filed a listing last year, a list of your assets is shown beginning on page 3. Cross off any assets that have been sold, traded-in, or are no longer in Clark County. Add to the list assets not already reported including 2015 additions. If you are filing for the first time, please list all of your business personal property on page 3. Please also attach your Federal Depreciation Schedule if available.

Taxpayer Information: The name, mailing address, business location, and other information appearing on this listing appear on your current Clark County records for this account. Please make any necessary changes and complete any missing information on the listing form.

If you moved, sold, or closed your business after January 1, 2015 you are liable for the full 2016 tax. If you move, sell or close your business after January 1, 2016, you are also liable for the 2016 assessment and the 2017 tax. You must contact the Clark County Assessor at Personal.Property@clark.wa.gov or (360) 397-2092 X4655 for an Advanced Tax Bill. All taxes must be paid prior to moving, selling, or closing your business.

SUPPLIES: List the cost of supplies on hand January 1. Supplies are items used by a business which do not become an ingredient or component of an article being manufactured or provided for sale. Examples include but are not limited to: office, shop, maintenance, medical and dental supplies, spare parts, fuel reserves, retail packaging, and merchandising materials. Do not include inventory held for resale.

COMMERCIAL: Taxable Commercial Personal Property includes all tangible machinery, equipment, furniture, fixtures, supplies, leased and rented assets, leasehold improvements, etc. This includes fully depreciated, expensed, and stored property but excludes licensed motor vehicles primarily designed for use on public streets.

FARM EQUIPMENT: Taxable Farm equipment is reported identically to Commercial Personal Property shown above. However, farms may also be eligible for an additional exemption from the state portion of their taxes. Farm accounts will all receive the exemption form with complete instructions and qualifications.

LEASED EQUIPMENT: Use the section immediately following the asset list to provide information on assets currently leased under any of the following types of leases: lease-purchase/conditional sale contract, capital lease, financing agreement, option to buy lease, or any lease that transfers ownership of assets to you at the end of the lease term. These leases are usually capitalized by the lessee and require you to be responsible for the personal property tax during the lease period.

LEASEHOLD IMPROVEMENTS: Articles placed in or attached to rented buildings by a tenant to help carry out the business of the tenant, and improvements reported and depreciated by the business which are required to be removed at the end of the lease are generally regarded as personal property and are therefore assessable. Improvements made to the structure, that have no direct application to the process or function of the business and improvements that become property of the lessor at the time of installation or revert to the lessor at the termination of the lease, are generally considered real property.

PENALTY: State law sets the listing's due date at April 30, and it sets the late penalty at 5% per month that the listing is late, up to a maximum of 25% of the resulting tax bill. We will accept a government postmark or an electronic submission's automatic date-stamp as proof of a filing date. Postage meter stamps are not proof of timely filing, and extensions are not available.

ACQUISITION COST: List every asset at 100% of its original cost including freight, installation, and trade-in allowance but excluding sales tax, as described in WAC 458.12.060.

Please complete and return to:

CLARK COUNTY ASSESSOR
PO BOX 5000
Vancouver, WA 98666-5000

Account Number:

Leased Equipment								
Description of Asset(s) Include Name and Address of Lessor	Year Manu. / Built	Year Rented / Leased	Monthly Rent	Remaining Months of Lease on Jan. 1	Price Paid/ Contract Amount	Trade In Allowance	Sales Tax Paid	Total Original Cost Basis

Leasehold Improvements						
Description of Leasehold Improvement Note if lease requires removal at termination of lease	Year Installed or Built	Original Cost	Tenant Allowance	Sales Tax Paid	Total Original Cost Basis	

Canned Software		
Year Acquired / Purchased	Description	Aquisition Cost

Software older than 3 years is exempt and does not need to be reported.
 Canned Software is pre-packed software distributed by retail sources (e.g. Microsoft Word or Intuit QuickBooks)
 Custom Software is software developed or adapted for the specific needs of your company. It is normally specific to the user and not available through retail outlets

Account Number:

Custom Software		
Year Acquired / Purchased	Description	Aquisition Cost

Software older than 3 years is exempt and does not need to be reported.
Custom Software is software developed or adapted for the specific needs of your company. It is normally specific to the user and not available through retail outlets

Embedded Software is 100% taxable. Embedded Software is software that typically comes loaded on the computer or can be loaded from other media. It becomes part of the machine or product and is typically stored on an internal memory device. Often, it is invisible to the user. (e.g. software on hand held electronic calculators or video games and the BIOS software on all microprocessors)

If you have purchased additional fixtures or equipment, make additions on this sheet, using additional sheets if necessary. Please review/edit all assets to be sure they are listed correctly and mark through items you no longer have.

Attachment O

Clark County, Washington

Contract Name

(For example, Contract for Analysis of Rural Land Bank Potential with Jones Consulting)

Solicitation No. _____

(the Purchase Order in Workday, or the name and number of your bid/quote/RFP (i.e. Rural Land Bank RFP 674))

THIS AGREEMENT, entered this _____ day of _____ 2021, by and between CLARK COUNTY, after this called "County," a political subdivision of the State of Washington, and (**Insert Vendor Name), after this called "Contractor."

WITNESSETH

WHEREAS, the Contractor has been chosen through a competitive process by the County (RFP # XXX/or appropriate procurement method)) and has the expertise to provide services for Clark County and to perform those services more particularly set out in the proposal attached hereto and incorporated herein by this reference as Exhibit A.

WHEREAS, Clark County does not have available staff to provide such services for the benefit of the services of Clark County, NOW, THEREFORE,

THE COUNTY AND THE CONTRACTOR MUTUALLY AGREE AS FOLLOWS:

1. Services. The Contractor shall perform services as set forth in Exhibit A.
2. Time. The agreement shall be effective beginning (insert beginning date) and ending (insert ending date).
3. Compensation. County shall pay the Contractor for performing said services upon receipt of a written invoice according to the schedule set forth in Exhibit B, which is attached hereto and incorporated herein by this reference. The parties mutually agree that in no event may the amount billing exceed (the dollar amount in Exhibit "B") without prior approval of the County Treasurer.

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Banking Services

4. Termination. The County may terminate this Agreement immediately upon any breach by Contractor in the duties of Contractor as set forth in Agreement. The waiver by the County of one or more breaches shall not be construed as a waiver of any subsequent breach or breaches. Either party may terminate this Contract without cause upon ninety (90) days prior written notice. Further, County may terminate this Agreement upon immediate notice to Contractor in the event that the funding for the project ceases or is reduced in amount. The Contractor will be reimbursed for services expended up to the date of termination. Within fourteen (14) days of any termination the Contractor will provide all work products and working documents developed within the effective term of the contract.

5. Independent Contractor. The Contractor shall always be an independent Contractor and not an employee of the County, and shall not be entitled to compensation or benefits of any kind except as specifically provided herein.

6. Indemnification / Hold Harmless. The Consultant shall defend, indemnify and hold the County, its officers, elected officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the negligent acts, errors or omissions of the Consultant in performance of this Contract, except for injuries and damages caused by the sole negligence of the County. Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the County, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been

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mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Contract.

7. Wage and hour compliance. Contractor shall comply with all applicable provisions of the Fair Labor Standards Act and any other legislation affecting its employees and the rules and regulations issued thereunder insofar as applicable to its employees and shall always save County free, clear and harmless from all actions, claims, demands and expenses arising out of said act and the rules and regulations that are or may be promulgated in connection therewith.

8. Social Security and Other Taxes. The Contractor assumes full responsibility for the payment of all payroll taxes, use, sales, income or other form of taxes, fees, licenses, excises, or payments required by any city, federal or state legislation that is now or may during the term of this agreement be enacted as to all persons employed by the Contractor in performance of the work pursuant to this Agreement and shall assume exclusive liability therefore, and meet all requirements thereunder pursuant to any rules and regulations that are now and may be promulgated in connection therewith.

9. Agreement Documents: Contract documents consist of this Agreement, Exhibit A, a scope of work which consists of a proposal based on (bid, quote, RFP & #, (i.e. RFP #675), and Exhibit B, budget documents. (add in additional Exhibits if needed). If there is a conflict between the provisions of these documents, the provisions of this Agreement shall control.

10. Equal Employment Opportunity: The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, gender, gender identity, sexual orientation, age, disability, marital status or national origin.

11. Changes: County may, from time to time, require changes in the scope of the services 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 County and the

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Banking Services

Contractor, shall be in writing, signed by both parties and incorporated in the written amendments to the Agreement.

12. Public records act: Notwithstanding the provisions of this agreement to the contrary, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, RCW Chapter 42.56, as may hereafter be amended, Contractor agrees to maintain all records constituting public records and to produce or assist Clark County in producing such records, within the time frames and parameters set forth in state law. Contractor further agrees that upon receipt of any written public record request, Contractor shall, within two business days, notify Clark County by providing a copy of the request to the Clark County Public Records Officer/Treasurer's Office.

13. Governing Law. This agreement shall be governed by the laws of the State of Washington. Venue for any litigation shall be in Superior Court for the State of Washington in Clark County, Washington.

14. Confidentiality. With respect to all information relating to County that is confidential and clearly so designated, the Contractor agrees to keep such information confidential.

15. Conflict of Interest. The Contractor covenants that it has had no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services hereunder. The Contractor further covenants that no person having such interest shall be employed by it, or shall perform services as an independent contractor with it, in the performance of this agreement.

16. Liability Insurance. The contractor specifically confirms and warrants that it has errors and omissions liability insurance with minimum limits of \$500,000 per occurrence and in the aggregate for each one year period. Failure to provide proof of insurance within three (3) business days upon demand by the County is agreed by both parties to be a material breach of his Contract and may result in termination of this Contract pursuant to Paragraph four (4) above.

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17. Consent and Understanding. This agreement contains a complete and integrated understanding of the Agreement between the parties and supersedes any understandings, contract, or negotiations, whether oral or written, not set forth herein or in written amendments hereto duly executed by both parties.

18. Severability. If any provision of this agreement is held invalid, the remainder would then continue to conform to the terms and requirements of applicable law.

IN WITNESS THEREOF, County and the Contractor have executed this Agreement on the date first above written.

Signatory blocks, use the signatories that apply based on the size of the contract and funding sources.

Treasurer signature block

CLARK COUNTY TREASURER

Alishia Topper, Clark County Treasurer

By

Printed Name

Approved As To Form Only:
ANTHONY F. GOLIK
Prosecuting Attorney

Title

By _____
Deputy Civil Prosecutor