



PURCHASING DEPARTMENT

COLE COUNTY COMMISSION

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To: All Interested Parties
From: Jessica Bryant, Cole County Purchasing Agent
Date: July 24, 2019
Re: Addendum One to Cole County Bid No. 2019-28, Banking Services, Cole County Collector's Office

The following information hereby becomes part of the above-referenced Request for Bid and shall be fully considered in the preparation of your response.

1. **1.0 Overview, 1.3. All inquiries shall be directed to jbryant@colecouny.org, instead of the info@colecounypurchasing.org.**

2. *Group One, 2.e. Does the contractor need to verify the payment amount matches the payment due from the Cole County Collector? Or is the contractor only responsible for verifying the check amount matches the lockbox stub amount?*

A: We currently use a two-part verification process. Contractor first verifies that the check matches the payment coupon. The contractor then checks the payment amount against the Collector's payment due file provided by the Cole County Collector.

3. *Group Three, 6.a. What format will this file be in? Text or PDF?*

A: Format of the files has not been determined yet and may be based on the ability to print merge and mail merge tax bills with assessment forms. Open to discussions as how to achieve this.

4. *Group Three. Does the Collector and Assessor wish to keep the same requirements for paper stock and perforations as being used today? We did not see where those specifications were included within the RFP. These have an impact on costs for each bidder to make the most competitive bid.*

A: Collector will still need to use three part perforated paper. Assessment forms have been printed on yellow paper in the past, but that could change at the Assessor's discretion.

5. *Group One 4.1.1.p & q. Is the mailing and printing for only lockbox payments or all payments? Who would be responsible for IVR and Online payment receipts? If the County wishes to continue to do this would the contractor for Group Two be responsible for sending a data file to the County to receive the information as they do today?*

A: The contractor would only be responsible for the processing, printing and mailing of tax receipts for lock box payments. The contractor would also be responsible for sending a data file daily to the Collector in the required format so it can be imported into the Collector's software system. That file would include IVR and Online payments so we can print the receipts.

The bid receipt date and time HAVE NOT been changed; submissions will be received until August 14 at 2:00 p.m.

I/We have received Addendum Number One to Bid No. 2019-28 and have fully considered the information provided in preparing a response.

Name of Company

Agent and Title

Authorized Signature