



PURCHASING DEPARTMENT

COLE COUNTY COMMISSION

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To: All Interested Parties
From: Jessica Bryant, Cole County Purchasing Agent
Date: August 5, 2019
Re: Addendum Two 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. Today, the County sends a text file of all tax bills and assessment sheets that Central Bank uses for the match process that allows us to combine the Collector and Assessor documents in one envelope. Will the Contractor still have this capability or will the County's system handle the match process? Or how will that be handled? It is not specifically explained within the RFP.*

A: Printing of tax bills and assessment forms is currently done from .txt files that are provided by each office. This allows a mail merge process to be used during printing so the assessment forms and tax bills can be combined for mailing purposes. Please use this process for bidding purposes.

- 2. Today the bills have an OCR line printed scanned in Lockbox Processing. Will this be required going forward? If not, how will the contractor be expected to process the lockbox payments and match them to the County's records, assuming the County Collector still wants this process in place?*

A: For bidding purposes, the bidder should assume that an OCR line would be on the tax bills.

- 3. Based on the Collector's current account structure Central Bank is under the assumption that the protested account balance (over the last 12 months has approximately \$4 million average balance) is not truly part of the Collector's normal operating funds and that the funds within the protested account will not necessarily remain going forward. Is this correct?*

A: Protested funds are held in an escrow account until each protest case is settled. Once settled the Collector either distributes those funds to the taxing entities or refunds taxes to the protesting party with interest. How long funds remain in the protest account is unknown as some cases are settled within a year and others can take several years to settle. We currently have one protest that is in its seventh year. Recent changes in state statutes regarding protested taxes made no changes to the Collector's statutory duties.

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

