



Addendum 2

**Printing, Processing, and
Mailing of Assessor Valuation
and Treasurer Property Tax
Notices
25-TRS/ASR-01**

Date of Addendum: May 1, 2025

Proposal Due Date: May 8, 2025

1. QUESTIONS AND ANSWERS:

- a) Can we assume that the "Universal #10 Envelope" in the price sheet is the same as the eNotices Online envelope sample provided? We would like to confirm whether to price a blank universal envelope or one with the County's custom printed image.
 - i. The envelope would be blank if the company does not provide or have their own eNotices logo. eNotices website is provided by current vendor.
- b) The eNotices Online envelope sample is in black and white. Is this true for the final output or does the envelope contain color? If so, how many colors?
 - i. Assessor Items -Typically, Black & White; If vendor chooses to print in color, it would be at vendor's own expense.
 - ii. Treasurer Items - Black and white only.
- c) Can we assume that the "Universal #10 Envelope - No eNotices" is just a blank envelope without custom printing?
 - i. Yes, a blank envelope
- d) The "Universal reply #9" sample has custom eNotice printing in black and white. Is the final output also in black or does the envelope contain color? If so, how many colors?
 - i. Black and white
- e) Does the 9x12 Universal Window contain any custom printing?
 - i. No
- f) Please clarify what the "Tax Information Card", items 6, 14, and 18 of the pricing sheets represents. We could not match this card to a sample or written specification.
 - i. The "Tax Information Card" is the postcard, there are line items for this on the pricing sheet.
- g) Page 18 of the SOW, eNotices, states that the portal "Utilizes one code authorization code for all parcels registered with an identical name and Address". Is the one code authorization fed from Yavapai to the vendor, or is the County requiring the vendor to generate a code and match all identical names and addresses for electronic presentment?
 - i. Since the eNotice system will be run by the vendor, this would be something that the vendor's program would need to produce.



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- h) Page 19 of the SOW, eNotices states "
Use your current payment portal to your online payment vendor or use our ePay for a seamless solution" - Can the County please clarify whether payments are currently processed by the current vendor, or whether the vendor is initiating payments and passing off to ePay.
- i. The eNotice Payment button should link to the County's website for payment processing.
- i) The County's pricing tables currently does not include payment processing line items. Should these be added?
- i. Payment processing will not be done by the vendor, per the answer to the question above.

This addendum cover sheet should be signed and included in the bid package as acknowledgment of receipt of ADDENDUM 2.

Bidder's Signature

Bidder's Name and Title

Company Name

Date