



*Because People Matter*

## REQUEST FOR PROPOSAL

**RFP # 25-TRS/ASR-01**

### **Printing, Processing, and Mailing of Assessor Valuation and Treasurer Property Tax Notices**

**RFP SUMMARY:** Yavapai County is searching for companies to create, format, print and mail, on an annual basis, the Assessor's Valuation Notices and Treasurer's Property Tax Notices that must be sent periodically throughout the year, as required by Arizona State Statute and in accordance with the Assessor's and Treasurer's Policies.

|                                    |                                                                                                                                                                                                                                   |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RFP ISSUE DATE</b>              | April 5, 2025                                                                                                                                                                                                                     |
| <b>PROPOSAL DUE DATE</b>           | May 8, 2025, at 1:30 PM Arizona Time.                                                                                                                                                                                             |
| <b>DEADLINE FOR QUESTIONS</b>      | The deadline for questions is April 29, 2025, at 5:00 PM Arizona Time Zone. Questions and/or inquiries must be submitted in writing to LaTona Jones at <a href="mailto:latona.jones@yavapaiaz.gov">latona.jones@yavapaiaz.gov</a> |
| <b>RFP WEBSITE</b>                 | <a href="https://yavapaiaz.gov/bids">https://yavapaiaz.gov/bids</a>                                                                                                                                                               |
| <b>SOLICITATION CONTACT PERSON</b> | LaTona Jones<br><a href="mailto:latona.jones@yavapaiaz.gov">latona.jones@yavapaiaz.gov</a>                                                                                                                                        |

## GENERAL SUBMISSION INSTRUCTIONS

**Location for Submission:** Yavapai County Board of Supervisors  
Clerk of the Board  
1015 Fair Street  
**Room 310**  
Prescott, AZ 86305

**Submission Opening Details:** **Proposals are due at 1:30 PM Arizona Time and will be publicly opened at 2:00 PM Arizona Time on Thursday, May 8, 2025, at 1015 Fair Street, Room 112, Prescott, AZ 86305.**

Proposals received by the correct time and date shall be opened and the name of each Offeror will be publicly read. All other information contained in the Proposal shall remain confidential until an award is made, except as may otherwise be required by law or court order.

In accordance with Yavapai County procurement policies and Arizona law, competitive sealed Proposals for the materials and services specified herein will be received by Yavapai County, at the above specified location, until the time and date cited.

Proposals must be sealed and plainly marked with "Solicitation No 25-TRS/ASR-01" and must be received by the final date and time for submission of Offers to this Solicitation, as indicated on the official clock located in the office of the Clerk of the Yavapai County Board of Supervisors. Yavapai County shall not be responsible for the pre-opening of, post-opening of, or failure to open Proposals that are not properly submitted, properly marked, time/date stamped as received by the Yavapai County Board of Supervisors Office by the Offer Deadline or sent to the wrong address. **NOTE: If submitting a Proposal via courier service (FedEx, UPS, DHL, etc.) or U.S. Postal Service, all Proposal documents must be marked as indicated above and entirely contained within the mailing device.**

Proposals shall be in the actual possession at the location indicated, on or prior to the exact time and date indicated above. Time is of the essence as to all submissions.

**OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THIS ENTIRE SOLICITATION.**

Yavapai County makes every effort to ensure a successful solicitation process. However, it is ultimately Offeror's responsibility to obtain, complete, and submit the required paperwork and documentation in accordance with this Solicitation. Failure to do so may result in rejection of the Offer, in Yavapai County's sole and absolute discretion. By submitting an Offer, Offeror acknowledges and agrees that: (1) Offeror has read, understands, and agrees to be bound by the terms of this Solicitation; (2) Offeror is solely responsible for submitting a Proposal in compliance with this Solicitation and all Solicitation Addendums as may be posted at <https://yavapaiaz.gov/bids>; and (3) if Offeror's Proposal does not comply in all respects with this Solicitation, Offeror shall hold Yavapai County harmless for any and all losses that may result from the rejection of Offeror's Proposal or from Yavapai County awarding the Contract to another individual or entity.

Offerors are encouraged to seek clarification on any item within this Solicitation. Responses will be posted as described in this Solicitation. The submission of an Offer indicates that Offeror understands the requirements and specifications and agrees to the terms and conditions set forth herein.

## GENERAL SUBMISSION INSTRUCTIONS

Responses to inquiries, Solicitation Addendums, amendments, revisions, and other changes or clarification to this Solicitation will be posted as they are developed, on the Yavapai County website. It is Offeror's responsibility to check the website for any changes made to this Solicitation prior to the Closing Date.

Questions regarding this Solicitation should be submitted via email to LaTona Jones at [latona.jones@yavapaiaz.gov](mailto:latona.jones@yavapaiaz.gov).

This Request for Proposal (RFP) has been prepared by Yavapai County as the soliciting procurement entity acting on behalf of Yavapai County.

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## UNIFORM INSTRUCTIONS FOR OFFERS

1. **DEFINITION OF TERMS.** As used in these instructions and the Solicitation, the terms listed below are defined as follows:
  - 1.1 **"Award"** means the selection of one or more successful Offerors in connection with this Solicitation.
  - 1.2 **"Business days"** means days when Yavapai County is open for business and does not include weekends or holidays recognized by Yavapai County.
  - 1.3 **"Contract"** means the executed contract entered into pursuant to this Solicitation along with this Solicitation, including any addendum, Exhibits, the Special Requirements of Solicitation, and the Scope of Work; the conforming Offer and any best and final offers; and any amendments to this Solicitation or the Contract; and any terms applied by law.
  - 1.4 **"Contractor"** means any successful Offeror who has entered into a Contract with Yavapai County pursuant to this Solicitation.
  - 1.5 **"County"** or **"Yavapai County"** means Yavapai County, a political subdivision of the State of Arizona.
  - 1.6 **"Days"** means calendar days unless otherwise specified.
  - 1.7 **"Exhibits"** means all items attached as a part of this Solicitation.
  - 1.8 **"Finance Director"** means the County employee appointed as Director of the Finance Department of Yavapai County. If no such employee is appointed, the Yavapai County Manager may perform any functions assigned to the Finance Director.
  - 1.9 **"Interested Party"** means an Offeror.
  - 1.10 **"Offer"** or **"Proposal"** means an offer, bid, or Proposal in response to this Solicitation.
  - 1.11 **"Offer Deadline"** means the final date and time for submission of Offers to this Solicitation.
  - 1.12 **"Offeror"** means a person or corporate entity who responds to this Solicitation by submission of an Offer.
  - 1.13 **"Procurement Supervisor"** means the County employee appointed as supervisor for the Procurement division of the Finance Department of Yavapai County. If no such employee is appointed, the Finance Director may perform any functions assigned to the Procurement Supervisor.
  - 1.14 **"Responsible Offeror"** means an Offeror who has the capability to perform the contract requirements and the integrity and reliability which will assure good faith performance.

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- 1.15 “Responsive Offeror”** means an Offeror who submits an Offer which conforms in all material respects to the Request for Proposals.
- 1.16 “Solicitation, “Request for Proposals” or “RFP”** refers to this document with the solicitation number listed on the cover page and all terms and conditions and exhibits herein, including any Solicitation Addendum subsequently issued.
- 1.17 “Solicitation Addendum”** refers to written addendum validly issued by Yavapai County in accordance with the terms and conditions of this Solicitation.
- 1.18 “Solicitation Contact Person”** means LaTona Jones who may be contacted via email at [latona.jones@yavapaiaz.gov](mailto:latona.jones@yavapaiaz.gov). If the Solicitation Contact Person is unavailable, any supervisor in the Solicitation Contact Person’s department may perform the functions assigned to the Solicitation Contact Person.
- 1.19 “Solicitation Number”** refers to the unique number designated on the cover page to this Solicitation.
- 1.20 “Subcontract”** means any agreement, expressed or implied, between Contractor and another party or between a subcontractor and another party for performance of any work or furnishing of any material or any service required for the performance of the Contract.

## **2. PRE-OFFER INQUIRIES.**

- 2.1 Duty to Examine.** It is the responsibility of Offeror to examine the entire Solicitation, seek clarification in writing, consult with Offeror’s legal, financial, tax, and technical experts and check its Offer for accuracy before submitting an Offer. Lack of care in preparing an Offer shall not be grounds for withdrawing an Offer after the Offer Deadline.
- 2.2 Solicitation Contact Person.** Any inquiry related to this Solicitation, including any requests for or inquiries regarding standards referenced in this Solicitation shall be directed solely to Solicitation Contact Person. Offeror shall not contact or direct inquiries concerning this Solicitation to any other employee or agent of County unless this Solicitation specifically identifies a person other than Solicitation Contact Person as a contact, or they are directed to do so by Solicitation Contact Person.
- 2.3 Submission of Inquiries.** It is preferable to have inquiries submitted via email to Solicitation Contact Person. Any inquiry related to this Solicitation shall refer to the RFP Name and the Solicitation Number and should otherwise clearly indicate that it is an inquiry or request for additional information, rather than a completed Offer. If an inquiry is responded to, the inquiry and response will be posted to <https://yavapaiaz.gov/bids>. Inquiries will not be accepted and will not be responded to if submitted after the deadline for questions (April 29, 2025, at 5:00 PM, Arizona Time).
- 2.4 Requests for Exceptions.** An Offeror may submit to Solicitation Contact Person a written request for an unsubstantial, nonmaterial exception or deviation to a specific term, condition, or other provision in this Solicitation. Requests for an

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exception must identify the specific condition, term, or other provision to be excepted or modified and clearly state any proposed substitutions or modifications.

A requested exception that substantially or materially alters a term, condition, or other provision shall be rejected. Solicitation Contact Person shall determine, in his or her sole discretion, whether an exception is substantial or material and advise Offeror of the decision. **If an Offeror submits a preprinted contract, the preprinted contract shall be rejected.**

A request for exceptions in an Offer will be considered by County when evaluating the Offer. If the request for exceptions is not acceptable, County may reject the Offer in County's sole and absolute discretion. Proposals taking exception to the Special Requirements of Solicitation stated within this Solicitation may cause the Proposal to be considered nonresponsive and rejected. A request for exceptions shall not be accepted, in whole or in part, unless accepted in writing, including email, by Solicitation Contact Person.

**2.5 Timeliness.** Any inquiry shall be submitted as soon as possible and at least by April 29, 2025, at 5:00PM (Arizona Time). Failure to do so will result in the inquiry not being answered.

**2.6 No Reliance on Verbal Responses.** Any inquiry that results in changes to this Solicitation shall be answered solely through a written Solicitation Addendum. An Offeror may not rely on verbal responses from Solicitation Contact Person to inquiries.

### **3. OFFER PREPARATION.**

**3.1 Forms.** It is Offeror's responsibility to download this Solicitation from <https://yavapaiaz.gov/bids>. County will not supply Offeror with hard copies of this Solicitation, except for cause and in the sole and absolute discretion of Yavapai County. It is Offeror's responsibility to check this website for any inquiries, responses to inquiries, Solicitation Addendums, amendments, revisions, and other changes or clarification to this Solicitation. An Offer must comply with this Solicitation and be submitted with all information requested in this Solicitation. If a substitute document is used for any supplied documents or forms such as the questionnaire or any exhibits to this Solicitation, then the substitute documents must be legible and contain the same information requested in any such supplied documents or forms.

**3.2 Errors in Offer Preparation.** Negligence in preparation of a Proposal confers no right of withdrawal. Offeror is solely responsible for seeking clarification of any requirement and presenting accurate information in the Proposal response. The County shall not reimburse any costs for a Proposal, or its submission, presentation or withdrawal, for any reason. Failure to read, examine and understand the solicitation and any of its addenda will not excuse any failure to comply with the requirements of the solicitation or any resulting contract, nor shall such failure be a basis for claiming additional compensation.

**3.3 Typed or Ink; Corrections.** An Offer must be typed or in ink. Erasures, interlineations, or other modifications in an Offer must be initialed in ink by the

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person signing the Offer. Modifications shall not be permitted after Offers have been opened, except as provided by law or court order.

- 3.4 Acknowledgement and Acceptance:** The Acknowledgement and Acceptance of the terms and conditions of this Solicitation must be submitted with an Offer and signed by an authorized representative of Offeror who represents and warrants that representative is authorized to execute the Offer on behalf of Offeror and to bind Offeror.

All exceptions or modifications requested by Offeror, regardless of whether County previously accepted the requested exceptions or modifications requested by Offeror, must be clearly set forth in the Acknowledgement and Acceptance. Any exceptions or modifications set forth in the form that have not been previously accepted by County may be rejected if County determines, in its sole judgment, that a requested exception or modification would substantially or materially alter a term, condition, or other provision of this Solicitation. Unacceptable exceptions or modifications may remove an Offer from consideration for Award.

- 3.5 Offer Sheet, Acknowledgement and Acceptance and Non-Collusion Affidavit.** The Offer Sheet, Acknowledgement and Acceptance and Non-Collusion Affidavit within this Solicitation shall be submitted with an Offer and shall include a signature by a person authorized to sign the Offer. The signature shall signify Offeror's intent to be bound by the Offer and the terms of this Solicitation and that the information provided is true, accurate and complete. Failure to submit these forms may result in rejection of the Offer, in County's sole and absolute discretion.

- 3.6 Subcontractors.** An Offeror shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities in the Offer.

- 3.7 Cost of Offer Preparation.** To the fullest extent permitted by law, County will not reimburse an Offeror for the cost of responding to this Solicitation.

- 3.8 Incurring Costs.** Yavapai County is not liable for any costs, expenses, fees, etc. incurred by Offeror prior to issuance of a Contract.

- 3.9 Solicitation Addendum.** Unless otherwise stated in this Solicitation, each Solicitation Addendum shall be signed with an original signature by the person signing the Offer and shall be submitted no later than the Offer Deadline. Failure to return a signed copy of a Solicitation Addendum or to follow the instructions for acknowledgement of the Solicitation Addendum may result in rejection of an Offer, in the sole and absolute discretion of County.

- 3.10 Tax Identification Numbers.** An Offeror must provide his or her Arizona Transaction Privilege Tax number and/or Federal Employer Identification number, if applicable, in the space provided on the Offer Sheet and provide the tax rate and amounts where applicable in the Offer.

- 3.11 Taxes.** County is exempt from paying federal excise tax and state property taxes. County is not exempt from state and local transaction privilege (sales) taxes. The amount of any applicable transaction privilege or use tax of a political subdivision of the State is not a factor in determining an Award.



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**3.12 Order of Precedence.** This Solicitation includes the following documents listed in their order of precedence:

- 3.12.1** Solicitation Addendums;
- 3.12.2** Special Requirements of Solicitation;
- 3.12.3** Specimen Contract;
- 3.12.4** Scope of Work;
- 3.12.5** Solicitation Attachments and Exhibits; and
- 3.12.6** Uniform Instructions for Offers.

In the event of conflicts or discrepancies among the foregoing Solicitation documents, interpretations will be based on the document having a higher order of precedence.

**3.13 Exceptions to Terms and Conditions.** An Offer that takes exception to a requirement of any part of this Solicitation shall clearly identify the specific paragraph(s) where the exception(s) occur. All exceptions that are contained in an Offer may negatively affect the evaluation of Offeror's Proposal based on the criteria as stated in this Solicitation or result in rejection of the Offer in County's sole and absolute discretion.

**3.14 Form of Contract.** The Contract will be in substantially the form of the included Specimen Contract. Any proposed contracts submitted with Offers or Proposals will be rejected. If an Offeror objects to any term in the Specimen Contract, that Offeror must present that objection as an exception in the Offer for that objection to be considered.

#### **4. SUBMISSION OF OFFERS.**

**4.1 Required Submission.** Offerors shall submit one (1) hard copy Proposals and one (1) electronic copy on a USB drive in the same envelope, mailed or delivered to the Clerk of the Yavapai County Board of Supervisors, 1015 Fair Street, Room 310, Prescott, AZ 86305. **The envelope containing the Offer should be sealed and should reference the Solicitation Number and be directed to the attention of the "Clerk of the Board."** Offers must be received at the location indicated on or prior to the exact time and date of the Offer Deadline. Late Offers will not be considered except as otherwise provided herein. Email submissions will not be considered except as otherwise provided herein.

**4.2 Offer Amendment or Withdrawal.** Offeror may withdraw an Offer any time prior to the Offer Deadline. The Offer may not be withdrawn after the Offer Deadline, except as otherwise provided by law or court order. Each Solicitation Addendum shall be signed by the person signing the Offer and shall be submitted no later than the Offer Deadline. Failure to return a signed copy of a Solicitation Addendum may result in rejection of the Offer, in the sole and absolute discretion of County.

#### **5. ADDITIONAL OFFER INFORMATION.**

**5.1 Late, Unsigned and/or Incomplete Proposal:** A late, unsigned and/or materially incomplete Proposal will be considered nonresponsive and will be rejected.

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- 5.2 Unit Price Prevails.** In the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.
- 5.3 Clarifications and Negotiations with Offerors and Revisions to Proposal:** Clarifications may be made with any submitting firm at any time during the evaluation phase of this procurement. Clarifications are not negotiations and may be utilized by the County to ensure thorough and complete understanding of, and responsiveness to, the solicitation requirements. The purpose of clarifications is to allow the County and the Offeror(s) to revise initial offers through an exchange or series of exchanges. Should the County elect to call for best and final offers, Offerors shall be accorded fair and equal treatment with respect to any opportunity for clarifications and revision of Proposals, and such revisions may be permitted after submissions of original offer and prior to best and final offer and award. Negotiations may be conducted with responsible Offerors who submit Proposals determined to be reasonably susceptible of being selected for award. In conducting clarifications and negotiations there shall be no disclosure of any information derived from Proposals submitted by competing Offerors. The purposes of such clarifications and negotiations shall include but not be limited to:
- 5.3.1** Determine in greater detail such Offeror's qualifications;
  - 5.3.2** Explore with the Offeror the scope and nature of the project, the Offeror's proposed method of performance, and the relative utility of alternate methods of approach;
  - 5.3.3** Determine that the Offeror will make available the necessary personnel and facilities to perform within the required time; and
  - 5.3.4** Agree upon compensation, which is fair and reasonable, taking into account the estimated value of the required services, and the scope, complexity and nature of such services.
- 5.4 Offer Acceptance Period.** Offeror shall hold its Offer open for a minimum of ninety (90) days from the Offer Deadline.
- 5.5 Rights of Waiver, Rejection, and Cancellation.** Notwithstanding any other provision of this Solicitation, County may waive any formal deficiency, reject any and all Offers or portions thereof, or cancel this Solicitation completely in the sole and absolute discretion of County.

## 6. CONFIDENTIAL INFORMATION.

- 6.1 Request for Confidentiality.** If an Offeror believes that its Offer contains confidential trade secrets or other proprietary information that should not be disclosed, such information shall be so identified wherever it appears in the Offer and Offeror shall state its basis under Arizona law for the requested confidentiality and complete the Request for Confidentiality of Proprietary Information. Offeror acknowledges that County is subject to Arizona Public Records Law found in Arizona Revised Statutes (A.R.S.) §§ 39-121 *et seq.* and any exemptions thereto. Upon receipt of a public records request or other request to release certain information identified by Offeror as Confidential, County shall make an internal determination as to whether Offeror's request for confidentiality is supported by Arizona law. If County determines that certain requested information is not confidential under Arizona Public Records Law, County shall advise Offeror of

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receipt of the request for the information and allow Offeror ten (10) business days to file for and obtain a protective order from a court prohibiting disclosure of the information. If Offeror fails to request or obtain a protective order in the time indicated, the information shall be disclosed.

**6.2 Pricing is not confidential.** All pricing and cost information submitted with an Offer is not confidential and any request for confidentiality of pricing or cost information submitted to Solicitation Contact Person shall not be protected from disclosure after Award notification. Requests to protect pricing information or the entire Offer from disclosure will be denied.

**6.3 Public records.** All contents of an Offer submitted in response to this Solicitation, other than those items confidential by law or determined by County to be confidential, are subject to disclosure under Arizona Public Records Law (ARS § 39-121, et. seq.) after Award notification.

**7. CERTIFICATIONS OF OFFEROR.** By signing the Offer Sheet and the Acknowledgement and Acceptance, Offeror certifies the following:

**7.1** Offeror has examined, understands, and agrees to be bound by the terms, conditions, scope of work, and all exhibits of this Solicitation.

**7.2** The Offer is genuine and not made in the interest of, or on behalf of, any persons not herein named. Offeror, including its owners, employees, and agents, have not directly or indirectly induced or solicited:

**7.2.1** An Offeror to put in a sham Offer;

**7.2.2** Any other person, firm, or corporation to refrain from submitting an Offer; or

**7.2.3** In any other manner sought to secure for itself an advantage over any other Offeror or to produce a deceptive show of competition in the matter of the Offer or Award of a Contract under this Solicitation.

**7.3** Offeror has not given, has not offered to give, or does not intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any official or employee of County in connection with this Solicitation.

**7.4** Offeror, including its owners, employees, and agents directly involved in obtaining contracts with the State of Arizona, or any agency or subdivision of the State of Arizona, has not been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery, or conspiracy to bribe under any state or federal laws for acts or omissions after January 1, 1985.

**7.5** If awarded a Contract, Offeror shall provide the equipment, commodities, and/or services in accordance with the terms, conditions, scope of work, specifications, and Exhibits of this Solicitation.

**8. AWARD.**

**8.1 Basis of Award.** An Award will be made to the Offeror whose Offer is determined to be the most advantageous to County based on the requirements of this

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Solicitation and evaluation factors set forth in the Special Requirements of Solicitation. Price is not the sole determining factor in determining which Offers are most advantageous to County.

All Offers will be evaluated in accordance with this Solicitation. The amount of any applicable transaction privilege or use tax of a political subdivision of the State shall not be a factor in determining the most advantageous Offer.

- 8.2 Formation of Contract.** A submitted Offer in response to this Solicitation is an offer to contract with County based upon the terms, conditions, scope of work, and specifications contained in this Solicitation. An Offer does not become a Contract unless and until County makes an Award. A Contract is formed when the Yavapai County Board of Supervisors signs the Award and Contract documents on behalf of County. No work may commence, or products be delivered until a work order has been issued to Contractor.

### 9. PROTESTS.

- 9.1** Any Interested Party may file a protest. In order to be timely, a protest must be submitted, in writing, to the Finance Department no later than 5:00 p.m. on the tenth calendar day after the date that the notice of intent to award was sent and the procurement file was made available for public inspection by the Procurement Supervisor.

An Interested Party may request an extension of the time limit for filing a protest by submitting in writing a request for extension for good cause. The Finance Director shall approve or deny the request in writing. If the extension is approved, a new date for submission should be determined. Protests that are not submitted in a timely manner to the Finance Director shall be rejected.

A protest shall contain all of the following (failure to provide any of the following is grounds for the Finance Director to reject a submitted protest):

- 9.1.1** Name, mailing address and telephone number of the Interested Party;
  - 9.1.2** Identification of the solicitation or contract giving rise to the protest;
  - 9.1.3** A detailed statement of the legal and factual grounds of the protest including copies of relevant documents;
  - 9.1.4** The signature of the Interested Party or the Interested Party's representative; and
  - 9.1.5** The form of relief requested.
- 9.2** The Finance Director shall not consider a protest unless the protest contains facts and evidence that, if true, would establish one or more of the following:
- 9.2.1** A material violation of the issued solicitation;
  - 9.2.2** A material violation of this Section;
  - 9.2.3** A failure to correctly apply the criteria set forth in the solicitation
  - 9.2.4** A failure to correctly apply or calculate the scoring of responsive Proposals that were not rejected by either the evaluation committee or the Procurement Supervisor; and/or
  - 9.2.5** A bias exercised by one or more of the evaluation committee members or the

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Procurement Supervisor in the solicitation process, excluding a bias that arose during the evaluation process due to how well one or more Proposals met the criteria established in the solicitation.

**9.3** The Finance Director shall not consider a protest if:

- 9.3.1** The protest is based on a rejection by the evaluation committee or the Procurement Supervisor for failure to conform in all material respects to the requirements of the issued solicitation or other reasonable grounds set forth by the evaluation committee or the Procurement Supervisor; or
- 9.3.2** The protest is based on a rejection by the Procurement Supervisor for failure to attend a mandatory pre-Proposal conference.

**9.4** If the Finance Director determines that a protest is timely and otherwise complies with this Section and other applicable law, the Finance Director shall:

- 9.4.1** Dismiss the protest without holding a hearing and issue a corresponding written dismissal if the Finance Director determines that the facts and/or evidence in the protest, even if true, are insufficient to uphold the protest;
- 9.4.2** Uphold the protest without holding a hearing and issue a corresponding written decision if the Finance Director determines that the undisputed facts of the protest establish that the protest should be upheld; or
- 9.4.3** Hold a hearing on the protest if there are genuine issues of fact or law that need to be resolved in order to determine whether the protest should be denied or upheld, and, subsequently, issue a written decision in response to the protest.

**9.5** If the Finance Director dismisses or denies a protest pursuant to this section or other applicable law, Yavapai County may enter into a contract with the vendor who was issued the applicable notice of intent to engage in contract negotiations.

If the Finance Director upholds a protest, the Finance Director shall also determine how Yavapai County shall proceed regarding the issued solicitation, including, but not limited to, directing the evaluation committee or the Procurement Supervisor to engage in the evaluation process once again with specific directions to engage in or omit certain actions, re-issue the solicitation, or cancel the solicitation.

The Finance Director shall promptly issue a written decision regarding any protest and disseminate the written decision by mail, email, or otherwise furnish a copy of the written decision to the protestor. A protestor may not file an action, appeal, or otherwise, regarding a written decision issued by the Finance Director in response to a protest with any appeals panel, court, or any other forum.

Notwithstanding anything in this Section to the contrary, Yavapai County and the protestor may settle a protest by mutual agreement.

## SPECIAL REQUIREMENTS OF SOLICITATION

The following special instructions, terms and conditions are in addition to the Uniform Instructions for Offers and General Terms and Conditions of Contract. All defined terms in the Uniform Instructions for Offers shall have the same meanings when used in the Special Requirements of Solicitation.

1. **PRICING.** Submitted pricing must identify and include all costs of the proposed project including but not limited to all equipment, supplies, and labor, site assessment, project management, documentation, travel, and taxes. All taxes, including sales and/or transaction privilege taxes, must be identified separately. All capital and nonrecurring costs must be disclosed up front and identified in the Offer.

Submitted pricing must include all items and services identified in the Scope of Work in the quantities specified; no partial quotes will be accepted unless specified within the Scope of Work.

2. **CONTRACT AWARD.** Contract Award(s) will be made to one or more responsive and responsible Offer(s) based on this Solicitation and the evaluation criteria set forth in this Solicitation which are determined to be the most advantageous to County. Solicitation Contact Person shall recommend an Award or no Award, subject to approval of a majority vote of the County Board of Supervisors. Evaluation criteria is more particularly described in the Award Criteria and Scoring Method. The procurement file shall contain the basis on which the Award is made.
3. **MULTIPLE AWARDS.** County may issue a single Award to one Offeror under this Solicitation or County may Award multiple contracts if it determines, in its sole and absolute discretion, that doing so is the most advantageous and in the best interests of County.
4. **TERM OF CONTRACT.** The initial term of the Contract shall commence effective July 1, 2025 and shall continue for a period of one (1) year and one (1) month, through July 31, 2026, with the option to renew the Contract for up to four (4) one (1) year renewal periods upon mutual written consent of the parties and the execution of a renewal amendment memorializing the parties' agreement to renew for each renewal period, unless sooner terminated, canceled, or further extended as otherwise provided herein.
5. **PRICE ADJUSTMENTS.**  
Adjustment to USPS Pricing is known and can be made when USPS makes their pricing adjustments.

The contract unit price(s) will remain firm until one year from the start of the contract until July 31st the following year. To request a price adjustment after the initial year of contract the contractor or the County must submit a written request to the other party not less than 90 days before the annual renewal date of August 1st. Adjustments to the unit price(s) will not exceed the percentage of change in the US Department of Labor Consumer Price Index, all items, unadjusted, Urban Areas ("CPI-U) (example for paper and paper products, (<https://data.bls.gov/timeseries/pcu424100424100>) for 12 months of statistics available at the time of renewal.

Any Contract unit price(s) that result from this provision will become effective August first and will be binding for 12 months (August 1 – July 31). If the Contractor and the County



## SPECIAL REQUIREMENTS OF SOLICITATION

have not agreed on a requested adjustment by 30 days before the Price Adjustment Date, the pricing will remain the same until an agreement on the pricing adjustment has been made. If an agreement cannot be made, the County may elect not to move forward with the contract.

6. **QUESTIONS.** All questions and inquiries must be submitted to Solicitation Contact Person via email or via courier service (FedEx, UPS, DHL, etc.) or U.S. Postal Service at the address listed on the first page of the General Submission Instructions. All questions and inquiries with responses will be posted to the County website at: <https://yavapaiaz.gov/bids>.
7. **NON-EXCLUSIVE CONTRACT.** Any Contract resulting from this Request for Proposal shall be awarded with the understanding and agreement that it is non-exclusive and entered into for the sole convenience of the County. The County reserves the right to obtain like goods or services from another source.
8. **OFFER FORMAT.**
  - 8.1 Submit one (1) hard copy of the Offer along with the Offer on a USB drive. Offers should be composed of sections in the following order:
    - 8.1.1 Introductory Letter
    - 8.1.2 Signed Solicitation Addendum(s) (if applicable)
    - 8.1.3 Offeror Background, Experience, and Qualifications.
    - 8.1.4 Completed Questionnaire.
    - 8.1.5 References: provide at least 3 references.
    - 8.1.6 Offer Sheet.
    - 8.1.7 Acknowledgement and Acceptance.
    - 8.1.8 Request for Confidentiality of Proprietary Information (if applicable).
    - 8.1.9 Non-Collusion Affidavit.
    - 8.1.10 Pricing Sheet
  - 8.2 Failure to submit any of the above required documents may result in rejection of the Offer, in County's sole and absolute discretion.
9. **ESTIMATED PROCESS TIMELINE.**
  - 9.1 April 5, 2025 - Publish RFP
  - 9.2 April 29, 2025 - Deadline for Questions
  - 9.3 May 1, 2025 – Final Addendum Posted (if needed)
  - 9.4 May 8, 2025 - Proposals Due
  - 9.5 May 15, 2025 - Request Best and Final (if needed)
  - 9.6 May 27, 2025 - Best and Final Offers Due (if needed)
  - 9.7 June 18, 2025 - Proposed Board of Supervisor Award of Contract
  - 9.8 July 1, 2025 – Estimated Contract Start

Please review the enclosed requirements, specifications, and terms of the entire Solicitation carefully. County reserves the right to accept or reject, cancel, postpone any or all offers, waive minor irregularities, and/or accept any Offer deemed to be in the best interest of County according to the evaluation criteria disclosed herein.

All information will be made available for public inspection after Award except pursuant to the confidentiality provisions of the Solicitation. The above timeline is an estimate only.

## AWARD CRITERIA AND SCORING METHOD

### 1. INTRODUCTION TO SCORING AND AWARD PROCESS:

County will award contract(s) to projects that provide the highest public benefits for the public costs incurred and that meet all technical and statutory requirements. To evaluate the Offer(s) for public benefits and costs incurred County will consider a variety of priorities as discussed in this section.

To fulfill this requirement of reviewing Offer(s) in an objective and fair manner, offer(s) will be reviewed and evaluated by a team composed by County. This team will use the following Award Criteria and associated point values to assist in scoring and awarding contract(s). If Offeror submits an Offer for multiple areas, County may score each area separately and award Offeror less than all the proposed areas unless Offeror otherwise indicates Offeror is not willing to accept a partial award.

These criteria reflect information provided in response to this Solicitation. Complete and comprehensive responses must be provided to all information requested in the Solicitation.

#### 1.1. Award Criteria.

|    | Award Criteria                                      | Weight | X | Rating       | =        | Points |
|----|-----------------------------------------------------|--------|---|--------------|----------|--------|
| 1. | Qualifications, Experience, and Capacity            | 25%    | X |              | =        |        |
| 2. | Ability to meet Deadlines                           | 30%    | X |              | =        |        |
| 3. | Demonstrated knowledge of State of Arizona Statutes | 15%    | X |              | =        |        |
| 4. | Dedicated Representative / Sales Rep                | 20%    | X |              | =        |        |
| 5. | Pricing                                             | 10%    | X |              | =        |        |
|    |                                                     |        |   | <b>Total</b> | <b>=</b> |        |



## AWARD CRITERIA AND SCORING METHOD

### 1.2. Scoring Method.

| Rating                        | Definition                                                                                                                                                                          | Score    |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| EXCELLENT                     | Respondent demonstrates exceptional ability, understanding, experience and skills. The Proposal identifies factors that will offer potential added value, with supporting evidence. | 81 - 100 |
| GOOD                          | Respondent demonstrates above average ability, understanding, experience and skills. The Proposal identifies minor additional benefits, with supporting evidence.                   | 61 - 80  |
| ACCEPTABLE                    | Respondent demonstrates the ability to meet the criteria, with supporting evidence.                                                                                                 | 41 -60   |
| RESERVATIONS                  | Satisfies only a minimum of the criteria but not all. Reservations about the Respondent to adequately meet the criteria. Little supporting evidence.                                | 21-40    |
| NOT ADDRESSED OR UNACCEPTABLE | Extremely limited or no supporting evidence to meet the criteria. Minimum effort made to meet the criteria.                                                                         | 0 - 20   |

## SCOPE OF WORK

Yavapai County is searching for companies to create, format, print and mail, on an annual basis, the Assessor's Valuation Notices and Treasurer's Property Tax Notices that must be sent periodically throughout the year, as required by Arizona State Statute and in accordance with the Assessor's and Treasurer's Policies. Create, format, print and mail by either USPS or electronic delivery option

- Address verification and authentication, National Change of Address (NCOA) Standardization and other Data Cleansing.
- Combine and mail redacted valuation notices to authorized County staff.
- Program printing from electronically transferred raw data files.
- Configuration of forms that may be subject to change.
- Electronic mail service (eNotice) with "opt in" feature for registered property owners.
- Variable data printing capability.
- Data analysis to assure most cost-effective mailing/postage for each cycle.
- Reporting to include statistical information about mailing.

Yavapai County reserves the right to make multiple awards and/or to award contracts by groups of line items or aggregate award. Bidders are not required to bid all groups to be considered for award, however this will be considered broadly.

### Timelines

- Ability to adjust timelines as needed
- Mail deadlines requested

### Postage

- First Class Postcard – USPS rates
- First Class Letter – USPS rates
- Postal expertise
- In house bar coding
- CASS (Coding Accuracy Support Systems) certified verification on mail
- Full-service mail service
- Notifications on postage breakdown
- On demand printing

### eNotices – Paperless delivery of Notices and Statements

- Allow customers access to notices and statements online
- Utilizes one code authorization code for all parcels registered with an identical name and address.
- Secure site managed and maintained by vendor.
- A replica image of all notices and statements uploaded the same day they are mailed.
- Real time reports for administrators to view registered accounts and/or parcels with date and time of when taxpayer accessed notice.
- Email generation can be initiated by the county to mass email those who have signed up – i.e. 2<sup>nd</sup> half reminders
- Robust report generation – detailing who accessed, when, how many times, etc. – eliminates excuse – I never received

## SCOPE OF WORK

- Use your current payment portal to your online payment vendor or use our ePay for a seamless solution
- Capability to view a minimum of 3 years history of notices.

eNotice Online mailing information to be sent with statements

- Printed logo advertisement on #10 outgoing envelope
- Printed logo advertisement on #9 return envelope
- Optional 3.5x8.5 eNotice insert to advertise sign up

### **Assessor's Valuation Notices:**

Assessor 520 and 520A Letter size – Annually - January Mailing – Estimated 2,200

- 8.5 x 11 Printed two sides on white bond
- Include creation, printing and proofing
- Universal #10 Envelope
- Compilation and Sorting

NOV – Agriculture (AG) and Vacant, Commercial, & Other FOLDOVER POSTCARDS – Annually -February Mailing – Estimated 60,000 (some may be eNotices)

- 4 x 6 FOLDOVER POSTCARD printing black two sides on white, AG printed on Green or with a green strip
- Include creation, printing, and proofing
- Compilation and Sorting
- PDF upload
- Registered Parcel
- Electronic Notice Set-up

NOV - Residential and Residential Rental Letter- Annually - February Mailing – Estimated 110,000 (some may be eNotices)

- 8.5 x 11 printed 4 color two sides on white bond.
- Include creation, printing, and proofing
- Universal #10 Envelope
- Oversize Envelope - for combining 15 or more into a single oversized envelope
- Compilation and Sorting
- PDF Upload
- Registered Parcel
- Electronic Notice Set-up

BPP & MH NOV FOLDOVER POSTCARDS – Annually - June Mailing – Estimated 12,000 (some may be eNotices)

- 4 x 6-FOLDOVER POSTCARD printing - black two sides on white index
- Include creating printing, and proofing
- Compilation and Sorting
- PDF Upload

## SCOPE OF WORK

- Registered Parcel
- Electronic Notice Set-up

NOC FOLDOVER POSTCARDS – Annually - September Mailing – Estimated 3,500 (some may be eNotices)

- 4 x 6- FOLDOVER POSTCARD printing black two sides on white index
- Include creating printing, and proofing
- Compilation and Sorting
- PDF Upload
- Registered Parcel
- Electronic Notice Set-up

### Additional Services

- Annual Form Revisions /Changes / Set-up
- NCOA (National Change of Address)

### Treasurer Tax Notices Information:

#### Estimated Statement Months:

- September - Tax Notices (Estimated 200,000) / Mortgage Information Cards (Estimated 50,000)
- June - Delinquent Property Tax Notice (Estimated 15,000)
- December - Delinquent Property Tax Notice (Estimated 8,000)
- March – Second half reminder postcards (Estimated 38,000)

#### Preprinted Stock to include:

- #10 Universal window envelopes
- 8.5 x11 tax form printed full color on face and back using #24 white bond with two right angle perforations with data
- #9 reply universal window envelope on #24 white
- Second #9 reply universal window on 24# white
- 9x12 window envelope printed black face on 28# white wove – used only for large packets that will not fit in a #10 envelope
- Change of address insert – 8 ½ x 3 2/3 printed black on the face only on 60# canary offset, no bleeds
- Informational insert – 8 ½ x 3 2/3 printed black on the face and back on #60 – white offset, no bleeds
- 8.5 x11 How to read brochure prints COLOR or black and white two sided – trifold.

#### Statement printing and Mail processing:

- CASS Certify to validate addresses, perform NCOA move update. Return defective and updated addresses for County records. Image statement information to face and back of 8.5 x 11 tax statement. Fold and insert statement into #10 window envelope
- Add two #9 reply envelopes with black printing on the back side
- Add two special 1/3 cut inserts – as needed

## SCOPE OF WORK

- Seal and presort for best automation discount postage
- When there are two or more tax statements mailing to an identical name and address, enclose all statements in common #10 envelopes
- Perform final quality check and deliver by TMT truck to the USPS bulk mail facility
- Include Mailing Services per parcel + automation postage

Postcard mailings: Current approximately 44,000 parcels

- 4x6 postcard prints black two sides on 9 pt white index
- Imaging and mail preparation of postcards
- Automation postage – 5 digits presort

PDF's

- One large PDF at NO COST of every statement printed upon completion of each mailing (regular and delinquent mailings).

Other:

- Mail rate is based on changing rates from USPS.
- Programming changes as needed
- Provided – on complete searchable PDF file of every statement
- Shipping and print and return group and OCR samples

### **Other Information and Pricing Adjustments:**

Confidentiality and Protection of County Data

- The data or any portion thereof, provided to the contractor by the County is for the sole purpose of printing County valuation notices and tax statements and may NOT be used for any other purpose or sold to third parties by the contractor.
- If contractor will be processing and storing the County's data in an offsite location, such as a cloud service site, cloud storage site, hosted application site, or hosted storage site, contractor shall guarantee that such data is encrypted using an encryption algorithm that meets the current US Department of Defense minimum requirements in order to protect County data against any breach of protected data if lost or stolen. All offsite cloud applications and storage systems utilized by contractor shall be located in the United States, which includes any backup and failover facilities. Application and storage solutions in any foreign location is prohibited.
- All desktop and laptop computers, as well other similar type computer systems, used by contractor shall be encrypted using the same encryption algorithm described above. All data in transit shall require the same encryption. Storage of County data on removable portable storage is prohibited. Upon termination of this agreement, contractor shall purge all County data from all contractor systems using a forensic grade deletion that conforms to US Department of Defense DoD 5220.22-M (E) standards.

Breach of Data

- Contractor shall notify the County as soon as possible, and no later than 24 hours from identification of any breach or any attempted breach of the security and privacy of the

## SCOPE OF WORK

data or any portion thereof, provided to the contractor by the County, or unauthorized access to or disclosure of such data.

- Contractor will be responsible, unless otherwise directed in writing by the County, for all costs associated with any breach of the security and privacy of County's protected data, or unauthorized access to or disclosure of any of County's protected data, including, but not limited to, mitigation of any breach, cost to the County of any monetary sanctions resulting from any breach, notification of individuals affected by any breach, and any other action required by Federal, state, or local laws, rules or regulations applicable at the time of any breach. Costs incurred shall be offset from any monies due the contractor. Costs of such work that exceed the amount of monies due the contractor shall be the responsibility of the contractor and shall be billed to the contractor.
- Contractor shall be responsible, unless otherwise directed, in writing, by the County, for any mitigative action necessary in response to any breach or any attempted breach of County's protected data provided to the contractor associated with the security and privacy of County's protected data, or any unauthorized access to or disclosure of County's protected data, including, but not limited to, mitigation of any breach, notification of individuals affected by any breach, and any other action required by Federal, state, or local laws, rules or regulations applicable at the time of any breach.
- Contractor will be responsible for all costs and mitigative actions associated with any breach of the security and privacy of information collected by the contractor in order to provide services herein to the county, including for the purpose of issuing electronic statements. Responsibility of the contractor shall include, but not be limited to, mitigation of any breach, cost to the County of any monetary sanctions resulting from any breach, notification of individuals affected by any breach, and any other action required by Federal, state, or local laws, rules or regulations applicable at the time of the breach. Costs incurred shall be offset from any monies due the contractor. Costs of such work that exceed the amount of monies due the contractor shall be the responsibility of the contractor and shall be billed to the contractor.

### Price Adjustments

- Adjustment to USPS Pricing is known and can be made when USPS makes their pricing adjustments.
- The contract unit price(s) will remain firm until one year from the start of the contract until July 31<sup>st</sup> the following year. To request a price adjustment after the initial year of contract the contractor or the County must submit a written request to the other party not less than 90 days before the annual renewal date of August 1<sup>st</sup>. Adjustments to the unit price(s) will not exceed the percentage of change in the US Department of Labor Consumer Price Index, all items, unadjusted, Urban Areas ("CPI-U) (example for paper and paper products, (<https://data.bls.gov/timeseries/pcu424100424100>) for 12 months of statistics available at the time of renewal.
- Any Contract unit price(s) that result from this provision will become effective August first and will be binding for 12 months (August 1 – July 31). If the Contractor and the County have not agreed on a requested adjustment by 30 days before the Price Adjustment Date, the pricing will remain the same until an agreement on the pricing adjustment has been made. If an agreement cannot be made, the County may elect not to move forward with the contract.

## REQUIRED DOCUMENTS FOR OFFER

**Return this Section with your Response**

### QUESTIONNAIRE

**In all sections that follow, please provide concise and complete responses to all information requested. Accurate and comprehensive responses are required to receive the best possible scoring and must provide all necessary information to fully describe and document the Offer.**

**Please use letterhead or Separate paper to answer.**

1. Provide information on your company's ability to meet all the County deadlines and notices per the scope of work and samples provided.
2. Will you provide the County a dedicated representative / sales representative to work with on these projects?
3. Describe your company's knowledge of all applicable Arizona State Statutes governing property valuation notices and tax notices.
4. List any subcontractors to be used (if none, please state no subcontractors).



## REQUIRED DOCUMENTS FOR OFFER

**Return this Section with your Response**

### REFERENCES

Use this form or include your own reference listing. Offeror may add a project description if desired.

Customer: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Size of Project: \_\_\_\_\_ Year(s) Services Provided: \_\_\_\_\_

Customer: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Size of Project: \_\_\_\_\_ Year(s) Services Provided: \_\_\_\_\_

Customer: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Size of Project: \_\_\_\_\_ Year(s) Services Provided: \_\_\_\_\_

Customer: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Size of Project: \_\_\_\_\_ Year(s) Services Provided: \_\_\_\_\_

Customer: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Size of Project: \_\_\_\_\_ Year(s) Services Provided: \_\_\_\_\_

## REQUIRED DOCUMENTS FOR OFFER

**Return this Section with your Response**

### OFFER

Offeror must complete, sign, and submit this form with the Proposal response. An unsigned "Offer", late Proposal response, and/or a materially incomplete response will be considered nonresponsive and rejected. Offeror is to type or legibly write in ink all information required below. A scanned copy of this page is acceptable.

| COMPANY INFORMATION                                      |  |               |  |
|----------------------------------------------------------|--|---------------|--|
| Full Company Legal Name:                                 |  |               |  |
| Street Address:                                          |  |               |  |
| City, State, Zip:                                        |  |               |  |
| Contact Person for Clarifications Related to this Offer: |  |               |  |
| E-mail Address:                                          |  | Phone Number: |  |
| COMPANY TAX INFORMATION                                  |  |               |  |
| Arizona Transaction Privilege (Sales) Tax License No.:   |  |               |  |
| Federal Employer Identification No.:                     |  |               |  |

### THIS PROPOSAL IS OFFERED BY

#### REQUIRED SIGNATURE OF AUTHORIZED OFFEROR

The Undersigned hereby offers and agrees to furnish the material, service and/or construction in compliance with all terms, conditions, specifications, and amendments in Solicitation No. 25-TRS/ASR-01, including written exceptions, if any. By signing below, Offeror also certifies understanding and compliance with Solicitation No. 25-TRS/ASR-01, including the Special Requirements and Scope of Work. Offeror certifies that prices offered were independently developed without consultation with any other Offeror or potential Offeror. Failure to sign and return this form with Proposal response will be considered nonresponsive and rejected.

\_\_\_\_\_  
Signature of Authorized Offer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name of Authorized Individual

\_\_\_\_\_  
Title of Authorized Individual

## REQUIRED DOCUMENTS FOR OFFER

**Return this Section with your Response**

### ACKNOWLEDGEMENT AND ACCEPTANCE

*Explanatory Note: The purpose of this form is to confirm Offeror's acknowledgement and acceptance of the terms and conditions of the Solicitation, subject to any exceptions or modifications to terms or conditions that are expressly requested and have been approved prior to submission of the Offer.*

#### **Acknowledgement:**

Offeror, by and through the undersigned representative, acknowledges and accepts all terms and conditions of Solicitation No. 25-TRS/ASR-01. As used in this form, "Terms and Conditions of Solicitation" means all terms, conditions, specifications, certifications, and warranties set forth in the documents that comprise the Solicitation, including, but not limited to, the Uniform Instructions for Offers, Special Rules for Offers (if any), General Terms and Conditions of Contract, Special Requirements of Solicitation, Scope of Work, Solicitation Addendums (if any).

**I/We have received and considered Solicitation No. 25-TRS/ASR-01, including any Solicitation Addendums through Addendum # \_\_\_\_\_.**

|                                                           |                     |              |
|-----------------------------------------------------------|---------------------|--------------|
| <i>Signature of Authorized Representative of Offeror:</i> |                     | <i>Date:</i> |
| <i>Printed Name and Title:</i>                            |                     |              |
| <i>Full Company Legal Name:</i>                           |                     |              |
| <i>Street Address:</i>                                    | <i>City, State:</i> | <i>Zip:</i>  |

## REQUIRED DOCUMENTS FOR OFFER

**Return this Section with your Response**

### REQUEST FOR CONFIDENTIALITY OF PROPRIETARY INFORMATION

*Explanatory Note: The purpose of this form is to request that County treat as confidential specific information in the Offer that Offeror believes is a trade secret or other proprietary information. All information that is the subject of the request for confidentiality must be designated on the page or pages of the Offer in which it appears. An explanatory statement for the request must be clearly set forth in this form. Additional pages may be attached to the form.*

If an Offeror believes that its Offer contains confidential trade secrets or other proprietary information that should not be disclosed, such information shall be so identified wherever it appears in the Offer and Offeror shall state its basis under Arizona law for the requested confidentiality. Offeror acknowledges that County is subject to Arizona Public Records Law found in A.R.S. §§ 39-121 et seq. and any exemptions thereto. Upon receipt of a public records request or other request to release certain information identified by Offeror as Confidential, County shall make an internal determination as to whether Offeror's request for confidentiality is supported by Arizona law. If County determines that certain requested information is not confidential under Arizona Public Records Law, County shall advise Offeror of receipt of the request for the information and allow Offeror ten (10) business days to file for and obtain a protective order from a court prohibiting disclosure of the information. If Offeror fails to request or obtain a protective order in the time indicated, the information shall be disclosed.

Requests to protect pricing information or the entire Offer from disclosure will be denied.

Offeror, by and through the undersigned representative, requests that the specific information, described below **and** identified on the page or pages of the Offer in which it appears, be treated as confidential information and protected from disclosure to the public. Specific pages must be listed.

**Note: Mark with "N/A" for each section, if not applicable. Sign and Date this form.**

1. Description of specific information that is the subject of the request.
2. The reason or reasons why the information should be treated as confidential.

Signature of Authorized Representative of Offeror: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Full Company Legal Name

\_\_\_\_\_  
Street Address, City, State, Zip

## REQUIRED DOCUMENTS FOR OFFER

Return this Section with your Response

### NON-COLLUSION AFFIDAVIT

STATE OF \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

I, \_\_\_\_\_, affiant,  
(Print Name of Person Authorized to Sign Offer)

the \_\_\_\_\_ of  
(Title)

\_\_\_\_\_  
(Company Name)

being first duly sworn upon my oath, deposes and says:

1. I am authorized to sign this affidavit and submit the Offer on behalf of the persons, corporation, or company who makes the accompanying Offer.
2. That such Offer is genuine and not sham or collusive, nor made in the interest of, or on behalf of, any persons not herein named.
3. That Offeror has not directly or indirectly induced or solicited any other Offeror to put in a sham Proposal, or any other person, firm, or corporation to refrain from making an offer.
4. That Offeror has not in any manner sought by collusion to secure for itself an advantage over any other Offeror.

\_\_\_\_\_  
(Signature of Person Authorized to Sign Offer)

SUBSCRIBED and SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

# REQUIRED DOCUMENTS FOR OFFER

Return this Section with your Response

## Pricing Sheet

**\*Please use Excel Pricing Sheet on the website and return.\***

| Item #                                                                                                                                                       | Description of Required Materials or Services                                                                                                                    | Est. QTY | Unit | Unit Price | Extended Price |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------|------------|----------------|
| <b>Assessor 520 and 520A Letter size – Annually - January Mailing</b>                                                                                        |                                                                                                                                                                  |          |      |            |                |
| 1                                                                                                                                                            | 8.5 x 11 Printed two sides on white bond, include creation, printing and proofing                                                                                | 2,200    | Each |            | 0.00           |
| 2                                                                                                                                                            | Universal #10 Envelope                                                                                                                                           | 2,200    | Each |            | 0.00           |
| 3                                                                                                                                                            | Compilation and Sorting                                                                                                                                          | 2,200    | Each |            | 0.00           |
| <b>NOV – Agriculture (AG) and Vacant, Commercial, &amp; Other fold over postcards – Annually -February Mailing – Estimated 60,000 (some may be eNotices)</b> |                                                                                                                                                                  |          |      |            |                |
| 4                                                                                                                                                            | 4 x 6 postcard printing black two sides on white, AG on Green, include creation, printing, and proofing                                                          | 60,000   | Each |            | 0.00           |
| 5                                                                                                                                                            | Tax Information Card                                                                                                                                             | 60,000   | Each |            | 0.00           |
| 6                                                                                                                                                            | Compilation and Sorting                                                                                                                                          | 60,000   | Each |            | 0.00           |
| <b>NOV - Residential and Residential Rental Letter- Annually - February Mailing – Estimated 110,000 (some may be eNotices)</b>                               |                                                                                                                                                                  |          |      |            |                |
| 7                                                                                                                                                            | 8.5 x 11 printed 4 color two sides on white bond, include creation, printing, and proofing (estimated 94,800 Residential and 15,000 Residential Rental)          | 110,000  | Each |            | 0.00           |
| 8                                                                                                                                                            | Universal #10 Envelope                                                                                                                                           | 110,000  | Each |            | 0.00           |
| 9                                                                                                                                                            | Overize Envelope - for combining 15 or more into a single oversized envelope                                                                                     | 100      | Each |            | 0.00           |
| 10                                                                                                                                                           | Compilation and Sorting                                                                                                                                          | 110,000  | Each |            | 0.00           |
| <b>BPP &amp; MH NOV Fold Over Postcards – Annually - June Mailing – Estimated 12,00 (some may be eNotices)</b>                                               |                                                                                                                                                                  |          |      |            |                |
| 11                                                                                                                                                           | 4 x 6 Fold-over postcard printing black two sides on white index, include creating printing, and proofing                                                        | 12,000   | Each |            | 0.00           |
| 12                                                                                                                                                           | Tax Information Card                                                                                                                                             | 12,000   | Each |            | 0.00           |
| 13                                                                                                                                                           | Compilation and Sorting                                                                                                                                          | 12,000   | Each |            | 0.00           |
| <b>NOC Fold Over Postcards – Annually - September Mailing – Estimated 3,500 (some may be eNotices)</b>                                                       |                                                                                                                                                                  |          |      |            |                |
| 14                                                                                                                                                           | 4 x 6 Fold-over postcard printing black two sides on white index, include creating printing, and proofing                                                        | 3,500    | Each |            | 0.00           |
| 15                                                                                                                                                           | Tax Information Card                                                                                                                                             | 3,500    | Each |            | 0.00           |
| 16                                                                                                                                                           | Compilation and Sorting                                                                                                                                          | 3,500    | Each |            | 0.00           |
| <b>eNotices</b>                                                                                                                                              |                                                                                                                                                                  |          |      |            |                |
| 17                                                                                                                                                           | One Time Set-up                                                                                                                                                  | 1        | Each |            | 0.00           |
| 18                                                                                                                                                           | PDF Upload *extended price will be based on the number of PDF files sent.                                                                                        | 1        | Each |            | 0.00           |
| 19                                                                                                                                                           | Registered parcels only *extended price will be based on number registered.                                                                                      | 1        | Each |            | 0.00           |
| 20                                                                                                                                                           | Data Processing                                                                                                                                                  | 1        | Each |            | 0.00           |
| <b>Additional Services</b>                                                                                                                                   |                                                                                                                                                                  |          |      |            |                |
| 21                                                                                                                                                           | Annual Form Revisions/ Changes/ Set-up *extended price will be based on hours                                                                                    | 1        | Hour |            | 0.00           |
| 22                                                                                                                                                           | New Form Creation<br>*Printing Price will be commensurate with pricing of a similar sized document quoted in Offeror's Proposal.                                 | 1        | Hour |            | 0.00           |
| 23                                                                                                                                                           | NCOA (National Change of Address) *extended price will be based on how many to be ran                                                                            | 1        | Each |            | 0.00           |
| <b>Property Tax Notices - September</b>                                                                                                                      |                                                                                                                                                                  |          |      |            |                |
| 24                                                                                                                                                           | 8.5 x11 tax form printed full color on face and back using #24 white bond with two right angle perforations with data, include creating, printing, and proofing. | 135,000  | Each |            | 0.00           |
| 25                                                                                                                                                           | Universal #10 Window Envelope                                                                                                                                    | 135,000  | Each |            | 0.00           |
| 26                                                                                                                                                           | Universal #9 reply Window Envelope                                                                                                                               | 135,000  | Each |            | 0.00           |

# REQUIRED DOCUMENTS FOR OFFER

Return this Section with your Response

\*Please use Excel Pricing Sheet on the Website and return\*

| Item #                                            | Description                                                                                                                                                                                         | QTY     | Unit | Unit Price | Extended Price |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------|------------|----------------|
| <b>Property Tax Notices - September Continued</b> |                                                                                                                                                                                                     |         |      |            |                |
| 27                                                | 9x12 window envelope printed black face on 28# white wove - use only for large packets that will not fit in the #10 envelope                                                                        | 150     | Each |            | 0.00           |
| 28                                                | Compilation and Sorting                                                                                                                                                                             | 135,000 | Each |            | 0.00           |
| 28                                                | Change of Address Insert - 8.5 x 3 2/3 printed black on the face only 60# canary offset, no bleeds, include creating, printing, and proofing.                                                       | 135,000 | Each |            | 0.00           |
| 29                                                | Flood Control Insert - 8.5 x 3 2/3 printed black on the face and back on 60# white offset, no bleeds, include creating, printing, and proofing.                                                     | 135,000 | Each |            | 0.00           |
| 30                                                | 8.5 x 11 How to read brochure - Color or black and white two sided - trifold, include creating, printing, and proofing.                                                                             | 135,000 | Each |            | 0.00           |
| <b>Tax Information Postcards - March</b>          |                                                                                                                                                                                                     |         |      |            |                |
| 30                                                | 4x6 postcard prints black two sides on 9 pt white index                                                                                                                                             | 38,000  | Each |            | 0.00           |
| 31                                                | Imaging and mail preparation of postcards                                                                                                                                                           | 38,000  | Each |            | 0.00           |
| 32                                                | Automation postage - 5 digits presort                                                                                                                                                               | 38,000  | Each |            | 0.00           |
| <b>Property Tax Delinquent Notices - December</b> |                                                                                                                                                                                                     |         |      |            |                |
| 33                                                | Delinquent Statement 8.5 x11 tax form printed grey and black on face and back using #60 white bond with one right angle perforations with data, include creating, printing, and proofing.           | 3,000   | Each |            | 0.00           |
| 34                                                | Delinquent Certified Statement 8.5 x11 tax form printed grey and black on face and back using #60 white bond with one right angle perforations with data, include creating, printing, and proofing. | 3,900   | Each |            | 0.00           |
| 35                                                | #10 Universal Window - No eNotices                                                                                                                                                                  | 2,500   | Each |            | 0.00           |
| 36                                                | 9x12 Universal Window - for Multiple address                                                                                                                                                        | 10      | Each |            | 0.00           |
| <b>Property Tax Delinquent Notices - June</b>     |                                                                                                                                                                                                     |         |      |            |                |
| 37                                                | Delinquent Statement 8.5 x11 tax form printed grey and black on face and back using #60 white bond with one right angle perforations with data, include creating, printing, and proofing.           | 10,600  | Each |            | 0.00           |
| 38                                                | Delinquent Certified Statement 8.5 x11 tax form printed grey and black on face and back using #60 white bond with one right angle perforations with data, include creating, printing, and proofing. | 3,050   | Each |            | 0.00           |
| 39                                                | #10 Universal Window - No eNotices                                                                                                                                                                  | 11,200  | Each |            | 0.00           |
| 40                                                | 9x12 Universal Window - for Multiple address                                                                                                                                                        | 12      | Each |            | 0.00           |
| <b>Price Certification</b>                        |                                                                                                                                                                                                     |         |      |            |                |

Signature of Company Official

Date

Title

Company Name

Company Address

Email Address

## OFFEROR CHECKLIST

### Checklist

This checklist is provided as a courtesy for Offeror to be sure Offer includes at least the following contents:

\_\_\_\_\_ **Introductory Letter**

\_\_\_\_\_ **Signed Solicitation Addendum(s)** (if applicable)

\_\_\_\_\_ **Offeror Background, Experience, and Qualifications**

\_\_\_\_\_ **Completed Questionnaire.**

\_\_\_\_\_ **References**

\_\_\_\_\_ **Offer Sheet**

\_\_\_\_\_ **Acknowledgement and Acceptance**

\_\_\_\_\_ **Request for Confidentiality of Proprietary Information** (if applicable)

\_\_\_\_\_ **Non-Collusion Affidavit**

\_\_\_\_\_ **Pricing Sheet**



# SPECIMEN CONTRACT

**Specimen Contract**  
*Not for Execution*

## Printing, Processing, and Mailing of Assessor Valuation and Treasurer Property Tax Notices

### YAVAPAI COUNTY CONTRACT BETWEEN YAVAPAI COUNTY

AND \_\_\_\_\_

Contract # \_\_\_\_\_

This Yavapai County Contract (hereinafter this "Contract") is entered into by and between Yavapai County, a political subdivision of the State of Arizona (hereinafter the "County") and \_\_\_\_\_, a(n) \_\_\_\_\_ corporation/limited liability company (hereinafter the "Contractor"). County and Contractor may each be referred to individually as a "Party" or collectively as the "Parties."

WHEREAS, on April 5, 2025, the County issued a Request for Proposal, Solicitation No. 25-TRS/ASR-01 ("RFP" or "Solicitation"); and,

WHEREAS, upon evaluation of the offers as submitted, the County, upon a determination that Contractor is a responsible offeror whose offer conforms to the requirements as set forth in the RFP and is the most advantageous to the County concerning price and conformity to the specifications; and,

WHEREAS, County has authorized an award to Contractor and approved the execution of this Contract; and,

WHEREAS, County and Contractor desire to enter into this Contract.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual promises and conditions set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, County and Contractor, intending to become legally bound, hereto agree as follows:

1. **Term.** The initial term of the Contract shall commence effective July 1, 2025 and shall continue for a period of one (1) year and one (1) month, through July 31, 2026, with the option to renew the Contract for up to four (4) one (1) year renewal periods upon mutual written consent of the parties and the execution of a renewal amendment memorializing the parties' agreement to renew for each renewal period, unless sooner terminated, canceled, or further extended as otherwise provided herein.

- a. **Cancellation for Conflict of Interest.** County may cancel this Contract pursuant

## SPECIMEN CONTRACT

to A.R.S. § 38-511 for conflict of interest.

- b. Cancellation for Convenience.** County reserves the right to immediately cancel this Contract without penalty or recourse, in whole or in part, when County determines cancellation to be in the best interests of County. Contractor shall be entitled to receive just and equitable compensation in accordance with applicable Contract pricing for authorized work in progress, authorized work completed, and materials accepted before the effective date of the cancellation.
- c. Cancellation for Non-performance or Contractor Deficiency.** County reserves the right to cancel the whole or any part of this Contract due to failure by the Contractor to carry out any obligation, term, or condition of this Contract. County may issue a written deficiency notice to Contractor for any material violation of this Contract, including, but not limited to, the following:
  - i. Failing to comply with the accepted terms and conditions of this Contract.
  - ii. Providing material that does not meet the specifications of this Contract.
  - iii. Providing work and/or material that was not awarded under this Contract.
  - iv. Failing to adequately perform the services set forth in the scope of work.
  - v. Failing to complete required work or furnish required materials within a reasonable amount of time.
  - vi. Failing to make progress in performance of this Contract and/or giving County reason to believe that Contractor will not or cannot perform the requirements of this Contract.
  - vii. Performing work or providing services under this Contract prior to receiving a County approved purchase order for such work.

Upon receipt of a written deficiency notice, Contractor shall have ten (10) days to provide a satisfactory response to County to adequately address all issues of concern. Failure to adequately address all issues of concern may result in Contract cancellation. Upon cancellation, all goods, materials, and work paid for by County, along with documents, data, and reports prepared by Contractor under this Contract shall become the property of County.

- d. Continuation of Performance.** Contractor shall continue to perform in accordance with the requirements of this Contract, up to the date of cancellation and as directed in the cancellation notice.
- e. Cancellation for Improper Conduct.** County may cancel this Contract if it is found that gratuities in the form of entertainment, gifts, or otherwise were offered or given by Contractor, or any agent or representative of Contractor, to any employee or official of County with a view toward securing a contract or with respect to the performance of this Contract. Paying the expenses of normal business meals shall be in accordance with Federal rules and County's policy regarding gratuities. Samples of software, equipment, or hardware provided to County for demonstration or evaluation are not considered gratuities.
- f. Cancellation for Lack of Appropriation.** Every payment obligation under this Contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not appropriated or allocated and

## SPECIMEN CONTRACT

available for the continuance of this Contract, this Contract may be terminated at the end of the period for which funds are available. No liability shall accrue to either party in the event this provision is exercised, and no party shall be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

2. **Contract Award and Contract Documents.** This Contract awards a contract under Solicitation No. 25-TRS/ASR-01. Any contracts or Contracts and other non-conforming and non-compliant documents submitted with Contractor's offer are not accepted and do not apply to this Contract or the Contract Order of Precedence. Only the following contract documents as attached hereto are incorporated herein and made a part of this Contract:
  - a. This Contract, and any amendments or modifications to this Contract.
  - b. Solicitation No. 25-TRS/ASR-01, and
  - c. Contractor's Offer.
3. **Subcontracts and Amendments.**
  - a. **Amendments.** This Contract may be modified only through a written amendment. Changes to this Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by any unauthorized County employees or agents or made unilaterally by Contractor are violations of this Contract. Such changes, including unauthorized written Contract Amendments, shall be void and without effect. This Contract may be amended by County at any time to bring this Contract into compliance with applicable local, state, and federal laws and regulations.
  - b. **Subcontracts.** Contractor shall not enter into any Subcontract under this Contract without the advance written approval of Solicitation Contact Person, Assessor's and Treasurer's Offices. The Subcontract shall require the subcontractor to comply with the terms and conditions of this Contract.
  - c. **Assignment and Delegation.** Contractor shall not assign any right nor delegate any duty under this Contract without the prior written approval of Solicitation Contact Person, Assessor's Office and Treasurer's Office.
4. **Contract Order of Precedence.** Solicitation No. 25-TRS/ASR-01, Contractor's Offer, and amendments to this Contract, if any, are incorporated into this Contract by reference and made a part of this Contract to the same extent as if set forth herein in full. In the event of conflicts or discrepancies among this Contract and any amendments, interpretations will be based on the following priorities in the following order:
  - a. Amendments and/or modifications to this Contract;
  - b. This Contract;
  - c. Solicitation No. 25-TRS/ASR-01, and

# SPECIMEN CONTRACT

- d. Contractor's Offer.

## 5. Price Adjustments

- a. Adjustment to USPS Pricing is known and can be made when USPS makes their pricing adjustments.
- b. The contract unit price(s) will remain firm until one year from the start of the contract until July 31st the following year and once a year there after (August first until July 31st). To request a price adjustment, the contractor or the County must submit a written request to the other party not less than 90 days before the price adjustment date. Adjustments to the unit price(s) will not exceed the percentage of change in the US Department of Labor Consumer Price Index, all items, unadjusted, Urban Areas ("CPI-U) (example for paper and paper products, (<https://data.bls.gov/timeseries/pcu424100424100>) for 12 months of statistics available at the time of renewal.
- c. Any Contract unit price(s) that result from this provision will become effective August first and will be binding for 12 months (August 1 – July 31). If the Contractor and the County have not agreed on a requested adjustment by 30 days before the Price Adjustment Date, the pricing will remain the same until an agreement on the pricing adjustment has been made. If an agreement cannot be made, the County may elect not to move forward with the contract.

## 6. Basic obligations of the Parties.

- a. County agrees to pay Contractor in accordance with Contractor's Offer and its representations and warranties in Solicitation No. 25-TRS/ASR-01 and this Contract in an amount not to exceed \_\_\_\_\_/100 Dollars (\$\_\_\_\_\_) ("Contract Price") annually per current contract prices. All on going costs and expenses are the sole responsibility of Contractor.
- b. County agrees to pay Contractor in installments after delivery of goods and/or services in accordance with approved invoices that list the specific items being billed, purchase order number, and Solicitation Number and/or Contract number. Taxes shall be listed separately from the item cost.
- c. Contractor shall timely provide the services identified in Contractor's Offer and identified in the Scope of Work or assigned by the Assessor's or Treasurer's Office.

- 7. **Notices.** All notices required or permitted to be given under the terms of this Contract shall be in writing, and shall be effective upon hand delivery, deposit with a reputable overnight courier such as FedEx for overnight delivery or three (3) business days after deposit with the U.S. Mail via certified or registered mail, postage prepaid, return receipt requested as follows:

## SPECIMEN CONTRACT

If to County to:  
Yavapai County Board of Supervisors  
Attn: Clerk of the Board  
1015 Fair Street  
Prescott, AZ 86305  
[purchasing@yavapaiaz.gov](mailto:purchasing@yavapaiaz.gov)

If to Contractor to:  
(Company Name) \_\_\_\_\_  
Attn: \_\_\_\_\_  
(Mailing Address) \_\_\_\_\_  
(City, State, Zip) \_\_\_\_\_  
(Email address) \_\_\_\_\_

The Parties shall have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other Parties.

### 8. **Dispute Resolution, Governing Law and Venue.**

- a. **Governing Law.** This Contract is governed by and construed in accordance with the laws of the State of Arizona.
- b. **Venue.** The parties agree that any dispute related to this Solicitation or Contract shall be brought in Yavapai County Superior Court, and the parties agree that the Arizona Superior Court in Yavapai County shall have jurisdiction over the matter.
- c. **Alternative Dispute Resolution.** In the event of any dispute, County and Contractor will immediately attempt to resolve the dispute prior to taking formal action. Pursuant to A.R.S. § 12-1518, disputes under this Contract shall be resolved through the use of arbitration when the case or lawsuit is subject to mandatory arbitration pursuant to rules adopted under A.R.S. § 12-133.

### 9. **Contractual Remedies.** The contractual remedies specified below are not meant to be inclusive of all remedies afforded to the parties according to law or as may be supplemented by this Contract.

- a. **Right to Assurance.** If County in good faith has reason to believe that Contractor does not intend to or is unable to perform or continue performing this Contract, County may demand in writing that Contractor give a written assurance of intent and/or ability to perform. Failure by Contractor to provide written assurance within the number of days specified in the demand will be treated as an anticipatory breach of this Contract. Upon anticipatory breach, County may pursue all remedies, including termination of this Contract. Contractor may also be required to pay to County all or part of the funds that were paid by County to Contractor through payment from a claim against the performance bond or by another payment method within thirty (30) calendar days and Contractor shall be responsible for all collection and litigation costs of County, including attorney fees.

#### b. **Stop Work Order.**

## SPECIMEN CONTRACT

- i. County may, at any time, by written order to Contractor, require Contractor to stop all or any part, of the work called for by this Contract for a period of up to ninety (90) days after the order is delivered to Contractor, and for any further period to which the parties may agree. Upon receipt of the order, Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage.
  - ii. If a stop work order issued under this clause is canceled or the period of the order or any extension expires, Contractor shall resume work. Solicitation Contact Person, Assessor's Office or Treasurer's Office shall make an equitable adjustment in the delivery schedule or Contract price, or both, and this Contract shall be amended in writing accordingly, via an contract amendment.
- c. **Nonconforming Tender.** Products and materials supplied under this Contract shall fully comply with this Contract. The delivery of products and materials or a portion thereof in an installment that do not fully comply with this Contract constitutes a material breach of contract. On delivery of nonconforming materials, County may terminate this Contract or pursue any other right or remedy available to it.
- d. **Right to Offset.** County shall be entitled to offset against any sums due Contractor, for any expenses, costs, or damages incurred by County as a result of Contractor's nonconforming performance or failure to perform this Contract.
- e. **Non-exclusive Remedies.** The rights and the remedies of the parties under this Contract are not exclusive.
- f. **Force Majeure.** Except for payment of sums due for contracted goods or services actually provided, a party shall not be liable to the other or deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of Force Majeure. As used in this Contract, the term "Force Majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault, negligence, or reasonable diligence. Force Majeure includes acts of God; earthquakes; fires; floods; wars; civil or military disturbances; acts of terrorism; sabotage; strikes; pandemics; epidemics; viral or communicable disease outbreaks; quarantines; riots; power failures; computer failure and any such circumstances beyond a Party's reasonable control as may cause interruption, loss or malfunction of utility, transportation, computer (hardware or software), or telephone communication service; accidents; labor disputes; acts of civil or military authority; governmental emergency action; changes to applicable laws and regulations; or inability to obtain labor, material, equipment or transportation. Force Majeure shall not include the following occurrences:
  - i. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market.
  - ii. Late performance by a subcontractor unless the delay arises out of a Force Majeure as defined in this Contract.
  - iii. Inability of either Contractor or any subcontractor to acquire or maintain



## SPECIMEN CONTRACT

any required insurance, licenses, or permits.

If delayed in the progress of work by Force Majeure, the delayed party claiming the benefit of this provision shall, as soon as reasonably practicable after the occurrence of any such event, (a) provide written notice to the other Party of the nature and extent of any such Force Majeure condition and estimate the time for performance; and, if practicable, (b) use commercially reasonable efforts to remove any such causes and resume performance under this Contract.

- 10. Relationship of Parties.** Nothing contained in this Contract shall be deemed or construed as creating a joint venture, partnership, agency, employment, or fiduciary relationship between the Parties. The Parties' employees shall not be considered employees of the other Party, and neither Party's personnel will, by virtue of this Contract, be entitled nor eligible, by reason of this Contract, to participate in any benefits or privileges given or extended by the other Party to its employees. Neither Party shall be liable for any debts, accounts, obligations nor be responsible for other liabilities whatsoever of the other, including (without limitation) the other Party's obligation to withhold Social Security and income taxes for itself or any of its employees. County shall have no contractual relationship with any subcontractor.

**11. Payment.**

- a. Contractor Invoice.** Contractor shall invoice County after delivery of goods and/or services. All invoices shall list the specific items being billed, purchase order number, and Solicitation Number and/or Contract number. Taxes shall be listed separately from the item cost. Contractor shall send invoices as directed to the requesting person at the Assessor's or Treasurer's Office.
- b. Contractor Payment.** Upon approval, County shall issue payment to Contractor after receipt and approval of an invoice. Payment terms are net forty-five (45) days from receipt of Contractor's invoice.
- c. IRS W-9.** Contractor shall have a current I.R.S. W-9 Form on file with County to receive payment under this Contract.
- d. Correct Billing.** Contract products/services may not be invoiced greater than the purchase order. If incorrect invoices are discovered, Contractor must correct invoices resulting in excess charges, no matter the cause of the error or the delay in noticing error. Any excess payment must be returned to County within the time allowed by law, in the form of a check or credit memo, as determined by County.

**12. Product Changes.**

- a. Current Products.** Contracts shall be for materials and equipment in current production at the time the Offer is submitted.
- b. Discontinued Products.** If a product or model is discontinued by the manufacturer, Contractor may request to replace the discontinued product with an acceptable alternate. County may require satisfactory evidence that the product has been discontinued, that the proposed alternate meets or exceeds the Contract

## SPECIMEN CONTRACT

specifications, and that the price of the proposed alternate is equal to or less than that of the discontinued product. County, in its sole and absolute discretion, may approve the request by issuing notice to Contractor or a Contract amendment. Upon approval by County, Contractor shall make available electronic price lists/catalog updates at no additional cost to County.

### 13. Risk and Liability

- a. **Risk of Loss.** Contractor shall bear all loss of conforming material covered under this Contract. Mere provision of goods or services does not constitute acceptance. The risk of loss for nonconforming materials shall remain with Contractor regardless of delivery.
- b. **Indemnification.** To the fullest extent permitted by law, Contractor (as "Indemnitor") hereby agrees to defend, indemnify, and hold harmless Yavapai County and its departments, agencies, officers, officials, agents, employees, and volunteers (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including, but not limited to, court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused as a direct or indirect result of any acts or omissions of Contractor or any of its owners, officers, directors, agents, employees, or subcontractors, regardless of whether or not such Claims are caused in part by a Party indemnified hereunder. This indemnity includes, but is not limited to, any claim or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of such Contractor to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree. It is agreed that Contractor will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. Contractor shall not be obligated to defend Indemnatee against any Claims or indemnify Indemnatee resulting solely from the negligence or willful misconduct of Indemnatee and not in any way resulting from any act or omission of Contractor or anyone directly or indirectly employed by Contractor or anyone for whose acts Contractor may be liable. Contractor agrees to waive all rights of subrogation against Yavapai County, its departments, agencies, officers, officials, agents, employees, and volunteers for losses arising from the work performed by Contractor for Yavapai County. If this Contract is subject to the limitations of A.R.S. § 41-2586, the agreement to indemnify, defend and hold harmless shall not be construed to require more indemnification than is allowed by that statute.

This indemnification shall survive the termination of this Contract.

Any insurance, its limits, amount and type required herein to be maintained by Contractor shall in no way be construed as limiting the scope of this Indemnity.

### 14. Shipping and Delivery.

- a. **Shipping Terms.** Prices shall be F.O.B. Destination to the delivery location(s) designated by The County. Contractor shall retain title and control of all goods until they are delivered, and the Contract of coverage has been completed. All risk of



## SPECIMEN CONTRACT

transportation and all related charges shall be the responsibility of the Contractor. The County will notify the Contractor promptly of any damaged materials and shall assist the Contractor in arranging for inspections. Shipments under reservation are prohibited. No tender of a bill of lading shall operate as a tender of the materials.

- b. **Shipping Charges.** County shall have no responsibility for cost of shipping unless specified in the Special Requirements of Solicitation, if any.
- c. **Shipping Errors/Risk of Transportation.** Shipping errors will be at Contractor's expense. All risk of transportation and all related charges shall be Contractor's responsibility.

### 15. Taxes.

- a. **Payment of Taxes.** County is responsible for payment of all taxes listed on the invoice except as otherwise outlined herein. Contractor is responsible for collecting such taxes and forwarding all taxes to the proper revenue office.
- b. **Pre-tax Prices.** Prices shall not include applicable state and local taxes. All applicable taxes must be listed as a separate item on all invoices and will be paid by County.
- c. **Federal Excise Tax.** County is exempt from paying federal excise tax.
- d. **Property Taxes.** County is exempt from property taxes.
- e. **State and Local Transaction Privilege (Sales) Taxes.** County is subject to applicable state and local transaction privilege taxes. Failure to collect taxes from County does not relieve Contractor from its obligation to remit taxes to the proper revenue office.
- f. **Tax and Withholding Indemnification.** Contractor and all subcontractors shall pay all federal, state, and local taxes applicable to its operation and any persons employed by Contractor or subcontractors. Contractor shall hold County harmless and shall require its subcontractors to hold County harmless from any responsibility for taxes and contributions required under federal and/or state and local laws and regulations, including transaction privilege taxes, unemployment compensation insurance, Social Security, and Workers' Compensation.

16. **Time of the Essence.** Time is and shall be of the essence in this Contract. If the delivery date(s) specified herein cannot be met, Contractor shall notify the County using an acknowledgment of receipt of order and intent to perform without delay for instruction. The County reserves the right to terminate this contract and to hold Contractor liable for any cost of cover, excess cost(s) or damages(s) incurred as a result of delay.

### 17. Warranty and Quality Guarantees.

- a. **Fitness.** Contractor warrants that all equipment, material, and services supplied to County shall fully conform to all requirements of this Contract and all

## SPECIMEN CONTRACT

representations of Contractor and shall be fit for all purposes and uses required by this Contract.

- b. Inspection.** Contractor's warranties and certifications set forth in this Solicitation shall not be affected by inspection, testing, or payment for the equipment, materials, or services by County.
- c. Quality.** Unless otherwise specified in the Special Requirements of Solicitation, Contractor warrants that for life of this Contract, including the initial term and subsequent extensions, the equipment, materials, and services provided shall be:
  - i. Of a quality to pass without objection in the industry or trade normally associated with them;
  - ii. Fit for the intended purposes for which they are used;
  - iii. Of even kind, quantity, and quality within each unit and among all units, within the variations permitted by this Contract;
  - iv. Adequately contained, packaged, and marked as this Contract may require; and
  - v. In conformance with the written promises or affirmations of fact made by Contractor.
- d. Compliance with Applicable Laws.** The equipment, materials, and services supplied under this Contract shall comply with all applicable federal, state, and local laws, and Contractor shall maintain all applicable licenses and permits.
- e. Warranty Requirements.** Contractor warrants that all equipment, materials, and services delivered under this Contract shall conform to the specifications of this Solicitation.
- f. No Liens.** Contractor warrants that the materials supplied under this Contract are free of liens.
- g. Survival of Rights and Obligations.**
  - i. Contractor's Representations and Warranties. All representations and warranties made by Contractor under this Contract shall survive the expiration or termination of this Contract.
  - ii. Contractor shall, in accordance with all terms and conditions of this Contract, fully perform and comply with all purchase orders received by Contractor prior to the expiration or termination of this Contract, unless otherwise directed in writing by Solicitation Contact Person, Assessor's and/or Treasurer's Office.
  - iii. The Contractor agrees to make good by replacement and/or repair, at its sole expense and at no cost to the County, any defects in materials or workmanship which may appear during the period ending on a date twelve (12) months after acceptance by the County, unless otherwise specified herein. Should Contractor fail to perform said replacement and/or repair to

## SPECIMEN CONTRACT

County's satisfaction within a reasonable period of time, County may correct or replace said defective or nonconforming materials and recover the costs thereof from Contractor. This warranty shall not operate to reduce the statute of limitations period for breach of contract actions or otherwise or reduce or eliminate any legal or equitable remedies.

18. **Third Parties.** Nothing in this Contract shall be deemed to create any right in any person not a Party hereto. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against County or Contractor. This Contract is not intended to benefit any third party.
19. **Implied Contract Terms.** Each provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated herein.
20. **Assignment.** No Party to this Contract may assign any of its rights or responsibilities under this Contract, either voluntarily or involuntarily, whether by merger, consolidation, dissolution, operation of law, or any other manner, except with the prior written consent of the other Party. No Party may delegate any performance under this Contract, except with the prior written consent of the other Party. Any purported assignment of rights or delegation of performance in violation of this section is void.
21. **Waiver.** A Party's failure or neglect to enforce any term, covenant, condition, right, or duty in this Contract is neither a waiver of any term, covenant condition, right, or duty, nor is it deemed to be a waiver of that Party's rights or remedies under this Contract. A waiver or extension is only effective if it is in writing and signed by the Party granting it. No single or partial exercise of any right or remedy will preclude any other or further exercise of any right or remedy. One or more waivers by a Party of any term, covenant, condition, right, or duty in this Contract shall not be construed as a waiver of a subsequent default or breach of the same covenant, term, condition, right, or duty.
22. **Headings and Construction of Contract.** In construing this Contract, all headings and titles are for the convenience of the Parties and for organizational purposes only and shall not be considered in interpreting the meaning of any provision in this Contract or considered a part of this Contract. Whenever required by the context, each number shall include the plural, each gender shall include all genders, and unless the context otherwise requires, the word "person" shall include corporation, firm, or association.
23. **Fair Meaning.** This Contract is intended to express the mutual intent of the Parties and shall not be construed as if prepared by one of the Parties, but rather according to its fair meaning as a whole, as if both Parties had prepared it.
24. **Compliance with Law.** The Parties shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities in performing this Contract, including environmental laws.
25. **Material Change in Law or Regulation.** In the event of adoption of legislation, regulations, or instructions or the initiation of an enforcement action by a governmental agency, any of which materially affects the legality of this Contract or the relationship among the Parties hereto, either Party may propose amendments to this Contract to bring this Contract into conformity with such laws. If County and Contractor are unable to reach

## SPECIMEN CONTRACT

Contract on the renegotiation of this Contract within thirty (30) days of the initiation of negotiations, then either Party may terminate this Contract upon written notice to the other Party.

- 26. Severability/Unenforceable Provisions.** In the event that any of the provisions of this Contract are held to be unenforceable or invalid, the validity and enforceability of the remaining provisions shall not be affected, and effect shall be given to the intent manifested by the provisions held enforceable and valid. If any of the provisions of this Contract are inapplicable to a person or circumstance, the same provisions shall remain applicable to all other persons and circumstances.
- 27. State and Federal Terms.**
- a. Immigration Law Compliance.** Contractor hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to its employment of its employees, and with the requirements of A.R.S. §§ 23-214 and 41-4401 (together the “State and Federal Immigration Laws”). A breach of the foregoing warranty shall be deemed a material breach of this Contract, and County shall have the right to terminate this Contract for such a breach, in addition to any other applicable remedies. County retains the legal right to inspect the papers of each contractor or subcontractor employee who performs work pursuant to this Contract to verify performance of the foregoing warranty of compliance with the State and Federal Immigration Laws.
  - b. Prohibition of Boycott of Israel.** If Contractor engages in for-profit activity and has ten or more employees, and if this Contract has a value of \$100,000 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel as defined by A.R.S. § 35-393 et seq. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.
  - c. Certification Pursuant to A.R.S. § 35-394.** Contractor certifies that it does not currently, and agrees for the duration of this Contract that it will not, use: 1) the forced labor of ethnic Uyghurs in the People’s Republic of China; 2) any goods or services produced by the forced labor of ethnic Uyghurs in the People’s Republic of China; and 3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People’s Republic of China. If Contractor becomes aware during the term of this Contract that Contractor is not in compliance with the written certification, Contractor shall notify County within five business days after becoming aware of the noncompliance. If Contractor does not provide County with a written certification that Contractor has remedied the noncompliance within 180 days after notifying County of the noncompliance, this Contract terminates, except that if this Contract termination date occurs before the end of the remedy period this Contract terminations on this Contract termination date.
  - d. Americans With Disabilities Act.** Contractor will comply with all applicable

## SPECIMEN CONTRACT

provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. §§ 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.

28. **Waiver of Jury Trial.** The Parties hereby waive their respective rights to trial by jury in any action or proceeding arising out of this Contract.
29. **Parol Evidence.** This Contract is intended by the Parties as a final and complete expression of their Contract. No course of prior dealings between the Parties and no usage of the trade shall supplement or explain any terms used in this Contract.
30. **Entire Contract.** This Contract and Exhibits A and B contain the entire, integrated Contract of the Parties and there are no oral Contracts, understandings, or representations relied upon by the Parties. This Contract supersedes and merges all prior negotiations, representations, or Contracts, whether written or oral. Any modifications or amendments to this Contract must be in writing and signed by all Parties.
31. **Counterparts and Electronic Signatures.** This Contract may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of the signature(s) thereon, provided such signature page is attached to any other counterpart identical thereto. The Parties understand and agree that they have the right to execute this Contract through paper or through electronic signature technology, and to the extent they sign electronically, their electronic signature is the legally binding equivalent to their handwritten signature. Signatures sent by electronic means (facsimile, scanned and sent via e-mail, or signed by electronic signature service where legally permitted) shall be deemed original signatures. The Parties expressly waive any objection to the admissibility of this Contract on the grounds that it is an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature. Each Party may sign any number of copies of this Contract, and each signed copy shall be deemed to be an original, but all of them together shall represent one and the same Contract.
32. **Legal Contract.** This Contract is an important, binding legal document, and each Party warrants it has had an opportunity to consult with an attorney about the terms set forth herein. Each Party acknowledges that it understands the meaning of all terms contained herein and agrees to their application and enforceability. Each Party acknowledges and represents that it is duly organized, validly existing, and in good standing, and has the right, power, and authority to enter into this Contract and bind itself hereto through the person set forth as signatory for the Party below. The person signing this Contract represents and warrants that he or she is duly authorized and has the legal capacity to execute this Contract.
33. **Insurance.** Contractor shall procure and maintain, until all its obligations under this Contract have been fully discharged, comprehensive insurance against claims for injury to persons or damage to property which may arise from or in connection with the work performed and material delivered by Contractor or subcontractors. Contractor must have worker's compensation insurance unless excepted by Arizona law. The insurance requirements are minimum requirements and in no way limit the indemnity covenants

## SPECIMEN CONTRACT

contained in this Solicitation or this Contract.

- a. Insurance Coverage.** Unless other coverages or amounts are specified in the Special Requirements of Solicitation, Contractor shall provide coverages with limits of liability not less than the following:

**i. Commercial General Liability – Occurrence Form.**

Policy shall include bodily injury, property damage, ongoing and completed operations, and broad form contractual liability.

|                                         |             |
|-----------------------------------------|-------------|
| General Aggregate                       | \$2,000,000 |
| Products –Complete Operations Aggregate | \$2,000,000 |
| Personal and Advertising Injury         | \$2,000,000 |
| Each Occurrence                         | \$1,000,000 |

The policy shall be endorsed to include the following additional insured language: "The County of Yavapai shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of, Contractor."

Commercial General Liability Additional Insured Endorsement shall include Contractor's ongoing and completed operations.

Policy shall contain a waiver of subrogation endorsement in favor of the County of Yavapai and its departments, agencies, officers, officials, agents, employees, and volunteers for losses arising from work performed by or on behalf of Contractor.

Contractor's subcontractors shall be subject to the same minimum requirements identified above. Contractor shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectible insurance as evidenced by the certificate of insurance and endorsements for each subcontractor.

**ii. Business Automobile Liability.**

Bodily injury and property damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

|                             |             |
|-----------------------------|-------------|
| Combined Single Limit (CSL) | \$1,000,000 |
|-----------------------------|-------------|

The policy shall contain, or be endorsed to contain, the County of Yavapai as an additional insured with respect to liability arising out of the activities performed by, or on behalf of, Contractor, including automobiles owned, leased, hired, or borrowed by Contractor.

Contractor's sub-contractors shall be subject to the same minimum requirements identified in this section. Contractor shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectible insurance as evidenced by the certificates of insurance and endorsements for each subcontractor.



## SPECIMEN CONTRACT

### iii. Cyber-Liability Coverage

Cyber liability insurance is a type of insurance for cyber threats or breaches involving computer systems and data. That can include sensitive customer information, such as credit card numbers, Social Security numbers, account numbers, health records and driver's license numbers.

Cyber liability insurance is also known as cybersecurity insurance or cyber risk insurance.

|                 |             |
|-----------------|-------------|
| Coverage Amount | \$5,000,000 |
|-----------------|-------------|

### iv. Worker's Compensation and Employers' Liability.

Workers' Compensation Statutory

Employers' Liability

|               |             |
|---------------|-------------|
| Each Accident | \$1,000,000 |
|---------------|-------------|

|                         |             |
|-------------------------|-------------|
| Disease – Each Employee | \$1,000,000 |
|-------------------------|-------------|

|                        |             |
|------------------------|-------------|
| Disease – Policy Limit | \$1,000,000 |
|------------------------|-------------|

Policy shall contain a waiver of subrogation endorsement in favor of the County of Yavapai and its departments, agencies, officers, officials, agents, employees, and volunteers for losses arising from work performed by or on behalf of Contractor.

This requirement shall not apply to each Contractor or subcontractor that is exempt under A.R.S. § 23-901, and when such Contractor or subcontractor executes the appropriate waiver form (Sole Proprietor or Independent Contractor).

Contractor's subcontractors shall be subject to the same minimum requirements identified in this section. Contractor shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectible insurance as evidenced by the certificates of insurance and endorsements for each subcontractor.

The policy shall cover professional misconduct or negligent acts for those positions defined in the Scope of Work.

Contractor's sub-contractors shall be subject to the same minimum requirements identified in this section. Contractor shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectible insurance as evidenced by the certificates of insurance and endorsements for each subcontractor.

**b. Additional Insurance Requirements.** The policies shall include, or be endorsed to include the following provisions:

- i. Contractor's insurance coverage shall be primary insurance and include Contractor's ongoing and completed operations.
- ii. Any insurance carried by the County of Yavapai shall be excess and non-contributory with respect to all other available sources.

**c. Notice of Cancellation.** For each insurance policy required by these insurance



## SPECIMEN CONTRACT

provisions, Contractor shall provide to County, within two (2) business days of receipt, a notice if a policy is suspended, voided, canceled, reduced in coverage, or endorsed to lower limits. Such notice shall be mailed, emailed, hand-delivered to the Solicitation Contact Person, Assessor's and Treasurer's Office.

- d. Acceptability of Insurers.** Insurance is to be placed with insurers duly licensed or approved unlicensed companies in the State of Arizona and with an "A.M. Best" rating of not less than A-VII. County in no way warrants that the above-required minimum insurer rating is sufficient to protect Contractor from potential insurer insolvency.
- e. Verification of Coverage.** Contractor shall furnish County with certificates of insurance (ACORD) form or equivalent. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

  - i. All certificates and endorsements are to be received and approved by County before work commences. Each insurance policy required must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.
  - ii. All certificates required by this Contract shall have "Yavapai County and its departments, agencies, officers, officials, agents, employees, and volunteers" and 1015 Fair Street, Prescott, AZ 86305 as "Certificate Holder" and be sent directly to Solicitation Contact Person and the Assessor's and Treasurer's Office. The Yavapai County project/contract number and project description shall be noted on the certificate of insurance. County reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time.
- f. Subcontractors.** Contractor's certificate(s) shall include all subcontractors as insureds under its policies or Contractor shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectible insurance as evidenced by the certificates of insurance and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum Insurance Requirements identified above. County reserves the right to require, at any time throughout the life of this Contract, proof from Contractor that its subcontractors have the required coverage.
- g. Approval and Modifications.** Solicitation Contact Person and the Assessor's and Treasurer's Office, in consultation with Yavapai County Risk Management, reserves the right to review or make modifications to the insurance limits, required coverages, or endorsements throughout the life of this Contract, as deemed necessary. Any such modification or variation from the insurance requirements in this Contract will not require a formal contract amendment but may be made by administrative action.

## SPECIMEN CONTRACT

34. **Safety.** Contractor, at its own expense and at all times, shall take all reasonable precautions to protect persons and County property or other loss, damage, or injury resulting from the activities of Contractor, including its employees and subcontractors. Contractor shall comply with all applicable federal, state, and local government laws, regulations, and job safety requirements, including the Occupational Safety and Health Act.
35. **Licenses.** Contractor shall maintain in current status all federal, state, and local licenses, and permits required for the operation of the business conducted by Contractor. Contractor shall remain fully informed of and in compliance with all laws, ordinances, and regulations pertaining to the lawful provision of services under this Contract. County reserves the right to stop work and/or cancel this Contract of any Contractor who fails to obtain any required permits or regulatory approvals or whose license(s) expire, lapse, are suspended, or are terminated.
36. **Cooperative Use of this Contract.** Yavapai County has entered into various cooperative purchasing agreements with other Arizona government entities, including the Strategic Alliance for Volume Expenditures ("SAVE") cooperative. This Contract may be extended for use by other municipalities, counties, school districts, and government agencies in the State of Arizona ("entities"). Any such usage by other entities must be in accordance with the statutes, codes, ordinances, charter and/or procurement rules and regulations of the respective entities. Orders placed or services received by the other entities and payment thereof will be the sole responsibility of that entity. Yavapai County shall not be responsible for the contract or any disputes arising out of the transactions made by another entity.
37. **Non-Discrimination.** The Contractor shall comply with Arizona State Executive Order 2009-09, and 2023-01, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules and regulations, including the Americans with Disabilities Act. The Contractor shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing the contract or subcontract.

## SPECIMEN CONTRACT

### APPROVALS

**IN WITNESS WHEREOF**, the Parties hereto have caused this Contract to be executed by their duly authorized officials and have affixed their signatures to this Contract on the date written below.

County: Yavapai County, a political subdivision of the State of Arizona

\_\_\_\_\_  
Mary Mallory, Chair  
Yavapai County Board of Supervisors

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Jayme Rush, Clerk of the Board  
Yavapai County Board of Supervisors

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_, \_\_\_\_\_ corporation/limited liability  
company

\_\_\_\_\_  
Signature of Authorized Agent

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

## SAMPLES

### **Solicitation No. 25-TRS/ASR-01**

Attached are the samples for this solicitation. These are samples only and could be changed.

See reverse side for definitions and instructions

PETITION DEADLINE: PROTESTDT

|                      |                      |             |                 |                 |              |             |
|----------------------|----------------------|-------------|-----------------|-----------------|--------------|-------------|
| Property located in: |                      | Tax Year    | Taxpayer Number |                 | Parcel       | Notice Date |
| YAVAPAI COUNTY       |                      | TAXY        | ACCOUNTNO       |                 | PARCELNO     | NOTICEDT    |
| CLASS                | PROPERTY DESCRIPTION | Legal Class | %               | LIMITED VALUE   | LPV ASSESSED |             |
| ITEM                 |                      |             |                 | FULL CASH VALUE | FCV ASSESSED |             |
|                      |                      |             |                 |                 |              |             |
|                      |                      |             |                 |                 |              |             |
|                      |                      |             |                 |                 |              |             |
|                      |                      |             |                 |                 |              |             |
|                      |                      |             |                 |                 |              |             |

Property Location:

1\*1\*\*G50\*\*\*\*\*AUTO\*\*5-DIGIT 85324

Name

Street Address

City State Zip

|||||

**GENERAL INFORMATION:** This **Notice of Value** is being sent to advise you of the Limited Property Value (LPV) and Full Cash Value (FCV) placed on your mobile home. The LPV assessed value for your mobile home is used to compute all property taxes for the operation of schools, cities, counties and any other entity that depends on property taxes. The assessed value for owner-occupied, legal class 3 residential other, legal class 0401 and rental residential properties, legal class 0402 is 10% of the FCV and LPV as shown on the front of this notice. **Pursuant to Arizona Revised Statutes (ARS) 42-15103, if the front of this notice contains a legal class 3 or 0401 and you rent this mobile home, you must report the rental use as legal class 0402 to the County Assessor. Failure to do so may result in a civil penalty imposed by the county.**

**Petition Instructions:**

If you feel that the value is overstated or incorrect, you may file a petition with the County Assessor using a "Petition for Review of Valuation", (form 82530). The form and filing instructions can be obtained by calling the County Assessor's office number on the front of this notice. Please notify the County Assessor's Office of an address change.

**SEPARATE ADDENDUM REGARDING RENTAL USE OF PROPERTY:**

Pursuant to ARS 33-1902, a city or town that collects a Transaction Privilege (sales) Tax on rental property may assess a separate civil penalty on homeowners who fail to register the legal class 0402, rental use with the County Assessor. The penalty for failure to register the rental use amounts to \$150 per day for each violation. The city or town may also impose enhanced inspection and enforcement measures on the property. The Model City Tax Code, Section 445 website at <https://modelcitytaxcode.az.gov>, provides a list of cities and towns that impose the TPT tax for your review to determine if you need to comply with this reporting requirement. **DO NOT** contact the County Assessor's office for assistance with this program as it is administered by the cities and towns. Residential rental property owners are required to comply with the Arizona Landlord-Tenant Act which is published in ARS Title 33, Chapters 10 and 11.

JUDD W. SIMMONS  
YAVAPAI COUNTY ASSESSOR  
1015 FAIR STREET  
PRESCOTT, AZ 86305

# 2024 ARIZONA AGRICULTURAL BUSINESS PROPERTY STATEMENT

COMPLETE IN FULL AND RETURN TO ASSESSOR

BY:

MAILING DATE

**IMPORTANT - READ FIRST!** Before completing this form, please read the instructions for information on reporting requirements. Statutes have changed from prior years. The exemption amount this year is \$248,691.

# ASSESSOR'S USE ONLY

1. FARM OR RANCH NAME \_\_\_\_\_ C/O \_\_\_\_\_

2. ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

3. PROPERTY LOCATION ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE **AZ** ZIP \_\_\_\_\_

4. TYPE OF AGRICULTURAL PRODUCTION \_\_\_\_\_ FEIN \_\_\_\_\_

5. DATE STARTED IN THIS COUNTY \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

**SECTION 2: DO NOT MAKE CORRECTIONS IN THIS SECTION. MAKE ALL CHANGES, ADDITIONS OR DELETIONS TO PROPERTY COST LISTED BELOW IN SECTION 3. THE ACQUISITION COST OF PROPERTY REPORTED LAST YEAR IS LISTED BELOW BY SCHEDULE AND YEAR ACQUIRED.**

| SCHED. | YEAR | ACQUISITION COST | CLASS | CODE |
|--------|------|------------------|-------|------|
|        |      |                  |       |      |

| SCHED. | YEAR | ACQUISITION COST | CLASS | CODE |
|--------|------|------------------|-------|------|
|        |      |                  |       |      |

12-7-23 v1

TAX YEAR: 2024



**2024 ARIZONA AGRICULTURAL BUSINESS PROPERTY STATEMENT**  
**SHADED AREAS FOR ASSESSOR'S USE ONLY**

FARM OR RANCH NAME \_\_\_\_\_ TAXPAYER/ACCOUNT NUMBER \_\_\_\_\_

Taxpayer is not required to report the value of qualifying personal property that does not exceed the amount of the current year maximum exemption. However, submitting a complete and full report of all assets is advised as it will help to ensure the correct application of the exemption and accuracy of the assessor's valuation. In addition, all personal property statements filed with the assessor may be subject to audit, may be used as evidence in any prosecution brought under A.R.S. § 42-15055, and may be subject to penalty if property is found to have been under-reported or to have escaped taxation. Accounts not subject to filing requirements may be audited. A.R.S. § 42-15052 through § 42-15055 and § 42-11002.

**SECTION 3: ADDITIONS AND DELETIONS: ENTER YOUR TOTAL ACQUISITION COST AND YEAR ACQUIRED OR DELETED.**

**ADDITIONS**

| Year<br>Acquired | New or<br>Used | Furniture<br><i>office, store or hotel</i> | Fixtures<br><i>store, hotel or other</i> | Machinery &<br>Equipment | Computers | Electronic<br>Equipment<br><i>phones, faxes, TV's</i> | Other<br><i>Please describe</i> |
|------------------|----------------|--------------------------------------------|------------------------------------------|--------------------------|-----------|-------------------------------------------------------|---------------------------------|
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |

**DELETIONS**

| Year<br>Acquired | New or<br>Used | Furniture<br><i>office, store or hotel</i> | Fixtures<br><i>store, hotel or other</i> | Machinery &<br>Equipment | Computers | Electronic<br>Equipment<br><i>phones, faxes, TV's</i> | Other<br><i>Please describe</i> |
|------------------|----------------|--------------------------------------------|------------------------------------------|--------------------------|-----------|-------------------------------------------------------|---------------------------------|
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |

**LEASEHOLD IMPROVEMENTS**

| Year<br>Acquired | New or<br>Used | Property Description |
|------------------|----------------|----------------------|
|                  |                |                      |
|                  |                |                      |
|                  |                |                      |
|                  |                |                      |
|                  |                |                      |
|                  |                |                      |

**SECTION 4: ADDITIONAL INFORMATION REQUIRED.**

**LEASED OR RENTED PROPERTY:** Attach a list of all leased or rented property in your possession.

**UNOWNED PROPERTY:** Attach a list of property located at your place of business which you do not own, rent or lease.

**GOVERNMENT OWNED LAND:** If located on government property, attach a list providing the government owner's name and address.

☐ By checking here, I am submitting a complete listing and requesting the assessor calculate any applicable exemption amount. I request the exemption be applied in \_\_\_\_\_ County. If claiming the exemption in multiple counties, submit list with Supplemental Information

By signing below, I hereby affirm that this is a full, true, and complete statement of property that is claimed by, or that is in the possession or control of the undersigned, and it is verifiable from records and files of the above named business.

\_\_\_\_\_  
Print Name of Property Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature of Property Owner or Authorized Agent

\_\_\_\_\_  
Phone

If claiming exemption in multiple counties, include list  
in Supplemental Information.

**SUPPLEMENTAL INFORMATION ATTACHED? YES ☐ NO ☐**

**TAXPAYER: RETURN ORIGINAL FORM AND COPY BOTH SIDES FOR YOUR FILES**

JUDD W. SIMMONS  
YAVAPAI COUNTY ASSESSOR  
1015 FAIR STREET  
PRESCOTT, AZ 86305

THIS STATEMENT IS CONFIDENTIAL AND IS SUBJECT TO AUDIT BY THE ASSESSOR. FAILURE TO COMPLETE AND RETURN BY THE REQUIRED DATE WILL RESULT IN A PENALTY OF TEN PERCENT OF THE AMOUNT OF TAXES DUE, PURSUANT TO A.R.S. § 42-15053(G)(2).

MAILING DATE

**IMPORTANT - READ FIRST!** Before completing this form, please read the instructions for information on reporting requirements. Statutes have changed from prior years. The exemption amount this year is \$248,691.

# ASSESSOR'S USE ONLY

1. BUSINESS NAME \_\_\_\_\_ C/O \_\_\_\_\_

2. ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

3. PROPERTY LOCATION ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE AZ ZIP \_\_\_\_\_

4. BUSINESS TYPE (Manufacturing, Office, Restaurant, etc.) \_\_\_\_\_ FEIN \_\_\_\_\_

5. DATE STARTED IN THIS COUNTY \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

**SECTION 2: DO NOT MAKE CORRECTIONS IN THIS SECTION. MAKE ALL CHANGES, ADDITIONS OR DELETIONS TO PROPERTY COST LISTED BELOW IN SECTION 3. THE ACQUISITION COST OF PROPERTY REPORTED LAST YEAR IS LISTED BELOW BY SCHEDULE AND YEAR ACQUIRED.**

| SCHED. | YEAR | ACQUISITION COST | CLASS | CODE |
|--------|------|------------------|-------|------|
|        |      |                  |       |      |

| SCHED. | YEAR | ACQUISITION COST | CLASS | CODE |
|--------|------|------------------|-------|------|
|        |      |                  |       |      |

**TAX YEAR: 2024**

**2024 ARIZONA BUSINESS PROPERTY STATEMENT**  
**SHADED AREAS FOR ASSESSOR'S USE ONLY**

BUSINESS NAME \_\_\_\_\_ TAXPAYER/ACCOUNT NUMBER \_\_\_\_\_

Taxpayer is not required to report the value of qualifying personal property that does not exceed the amount of the current year maximum exemption. However, submitting a complete and full report of all assets is advised as it will help to ensure the correct application of the exemption and accuracy of the assessor's valuation. In addition, all personal property statements filed with the assessor may be subject to audit, may be used as evidence in any prosecution brought under A.R.S. § 42-15055, and may be subject to penalty if property is found to have been under-reported or to have escaped taxation. Accounts not subject to filing requirements may be audited. A.R.S. § 42-15052 through § 42-15055 and § 42-11002.

**SECTION 3: ADDITIONS AND DELETIONS: ENTER YOUR TOTAL ACQUISITION COST AND YEAR ACQUIRED OR DELETED.**

**ADDITIONS**

| Year<br>Acquired | New or<br>Used | Furniture<br><i>office, store or hotel</i> | Fixtures<br><i>store, hotel or other</i> | Machinery &<br>Equipment | Computers | Electronic<br>Equipment<br><i>phones, faxes, TV's</i> | Other<br><i>Please describe</i> |
|------------------|----------------|--------------------------------------------|------------------------------------------|--------------------------|-----------|-------------------------------------------------------|---------------------------------|
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |

**DELETIONS**

| Year<br>Acquired | New or<br>Used | Furniture<br><i>office, store or hotel</i> | Fixtures<br><i>store, hotel or other</i> | Machinery &<br>Equipment | Computers | Electronic<br>Equipment<br><i>phones, faxes, TV's</i> | Other<br><i>Please describe</i> |
|------------------|----------------|--------------------------------------------|------------------------------------------|--------------------------|-----------|-------------------------------------------------------|---------------------------------|
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |
|                  |                |                                            |                                          |                          |           |                                                       |                                 |

**LEASEHOLD IMPROVEMENTS**

| Year<br>Acquired | New or<br>Used | Property Description |
|------------------|----------------|----------------------|
|                  |                |                      |
|                  |                |                      |
|                  |                |                      |
|                  |                |                      |
|                  |                |                      |
|                  |                |                      |

**SECTION 4: ADDITIONAL INFORMATION REQUIRED.**

**LEASED OR RENTED PROPERTY:** Attach a list of all leased or rented property in your possession.

**UNOWNED PROPERTY:** Attach a list of property located at your place of business which you do not own, rent or lease.

**GOVERNMENT OWNED LAND:** If located on government property, attach a list providing the government owner's name and address.

☐ By checking here, I am submitting a complete listing and requesting the assessor calculate any applicable exemption amount. I request the exemption be applied in \_\_\_\_\_ County. If claiming the exemption in multiple counties, submit list with Supplemental Information

By signing below, I hereby affirm that this is a full, true, and complete statement of property that is claimed by, or that is in the possession or control of the undersigned, and it is verifiable from records and files of the above named business.

\_\_\_\_\_  
Print Name of Property Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature of Property Owner or Authorized Agent

\_\_\_\_\_  
Phone

If claiming exemption in multiple counties, include list  
in Supplemental Information.

**SUPPLEMENTAL INFORMATION ATTACHED? YES ☐ NO ☐**

**TAXPAYER: RETURN ORIGINAL FORM AND COPY BOTH SIDES FOR YOUR FILES**

**ARIZONA AGRICULTURAL BUSINESS PROPERTY STATEMENT  
TAX YEAR 2024 INSTRUCTIONS**

**GENERAL INFORMATION**

All owners of personal property must file an Agricultural Business Property Statement if a form, notice, or demand has been sent by the Assessor. It must be filed annually by April 1. If April 1 falls on a Saturday, Sunday or legal holiday, the filing is due on the next business day. The term "Business Property" identifies property used for commercial, industrial, and agricultural purposes. It includes personal property improvements on possessory rights (I.P.R.'s), and certain leasehold improvements. Under Arizona law, all such property is subject to property taxes, except for certain goods and materials considered to be inventory and ultimately held for resale, and certain specified animals. Business property is valued at its full cash value as of the current year. Any difference in acquisition cost as found on the books and records from that reported will be considered escaped property. Escaped property may include under-reported or unreported property. Escaped property is subject to taxation, interest, and applicable penalties for a period of three years from the date the notice of escaped property was mailed by the Assessor.

If duplicate forms are received, contact the County Assessor. A separate return must be filed for each location. If the form is not addressed to the current business owner, return it to the Assessor's Office and request a corrected form.

- **EXEMPTION AMOUNT:** Pursuant to Arizona Revised Statute § 42-11127, for Tax Year 2024 the exemption for Commercial and Agricultural Business Personal Property is \$248,691 of full cash value.
- **APPEAL PROCEDURES:** Any person who believes the valuation or property classification of agricultural business property to be erroneous or excessive may file an appeal with the Assessor. The Personal Property Petition for Review of Valuation Form (DOR 82530) is available at each County Assessor's Office.
- **PERSONAL PROPERTY MANUAL:** The Personal Property Manual and form DOR 82530 are both available on the Department of Revenue website at <https://www.azdor.gov>.

**RCNLD:** Acronym for Replacement Cost New Less Depreciation. RCNLD is calculated for each item or group of personal property. Once totaled, they become the Full Cash Value for the account.

**CALCULATING RCNLD:** Using the Valuation Table Index, found in chapter 6 of the Personal Property Manual, determine the appropriate Valuation Table and Life Year for each type, class or item of personal property. The valuation tables list percent good valuation factors by year acquired. Multiply acquisition cost by the percent good to apply depreciation. The result is the RCNLD. The detailed instructions are located in the Personal Property Manual and can be found at <https://www.azdor.gov>.

**ACQUISITION COST x PERCENT GOOD = RCNLD**

**TOTAL ACQUISITION COST:** Includes equipment cost plus costs such as freight and transaction privilege tax (sales/use tax). It also includes installation costs for such additional items as wiring, plumbing, air conditioning, or structural support required to accommodate the equipment. The report should include expensed and fully depreciated equipment remaining in your possession.

**LIFE YEAR:** Number of years that personal property in each category is typically retained for use with normal maintenance.

**PERCENT GOOD:** The value of an item, expressed as a percentage of its replacement cost after depreciation of all kinds is deducted.

**DEPRECIATION:** For property tax appraisal purposes, depreciation is defined as a loss in value caused by normal use. It is not related to accounting depreciation which represents cost recovery.

**ADDITIONAL DEPRECIATION:** To determine the property's eligibility, it is necessary that it be identified as:

**Qualified:** **Agricultural Business property initially assessed in Arizona in 1994 OR LATER** qualifies for additional depreciation. This does not include property that escaped taxation which should have been initially assessed prior to 1995.

**Non-Qualified:** Examples include equipment transferred from another location in Arizona, and used equipment purchased in Arizona. Property acquired through the purchase of an existing business may qualify if original cost basis is used.

**FCV:** Acronym for Full Cash Value. FCV represents market value for property in most cases. This amount is the basis for tax bills. Pursuant to Arizona Revised Statute § 42-13304.1., the full cash value of personal property, other than mobile homes, shall be used for all purposes in lieu of limited property value.

**NET FCV:** Account value for taxation after any applicable exemption is applied.

**VALUATION TABLES:** Found in the Personal Property Manual, these tables list the recommended “percent good” for various property types.

## **FORM INSTRUCTIONS**

**SECTION 1:** **Do not make changes in the mailing address area.** Use section 1 for changes to the owner’s name or address or if this is a NEW BUSINESS REPORTING FOR THE FIRST TIME. If you are reporting a new business or new location, it is necessary to report your business property as of the date your business began operations. It is also necessary to report your business property as of December 31, 2023 which becomes the basis for the next year’s valuation.

**SECTION 2:** **DO NOT MAKE CORRECTIONS IN THIS SECTION.** Make corrections in Section 3 **ONLY**.

**NOTE:** Enter your farm/ranch name and taxpayer/account number at the top of the reverse side of the DOR 82520A.

## **SECTION 3: ADDITIONS AND DELETIONS**

A complete asset list may be submitted in lieu of completing this section. The asset list should include items listed on the Fixed Asset listing, Federal Depreciation Schedules and Income/Expense Statements. Section 179 and fully depreciated assets still retained should be included. This list must clearly identify any items on the list as property acquired in earlier years but not reported on prior statements. By reporting such omissions, no penalty will be imposed.

**FOR ADDITIONS:** Enter the year acquired, whether the equipment was acquired new or used and enter the total acquisition cost in the appropriate category column acquisition cost for each item or class of personal property acquired during the prior year which was owned, possessed or controlled as of December 31, 2023.

For equipment acquired as part of a business purchase: You may continue to use the prior owner’s cost basis if you have access to the books and records of the prior owner. **THE ASSESSOR CANNOT PROVIDE THIS INFORMATION.** If the records are not available, report the equipment as a non-qualified bulk purchase using your acquisition cost.

**FOR DELETIONS:** Enter a description of the disposed property, the year it was originally acquired and an acquisition cost.

## **SECTION 4: ADDITIONAL INFORMATION REQUIRED**

**LEASED OR RENTED PROPERTY.** List ALL leased or rented business property. Include the name and address of the owner or lessor whether the property is an “Addition” or “Deletion,” property description, lease number, date of lease, total cost, date acquired, and annual rent. Also indicate whether or not the property has been previously assessed in Arizona. A “**LEASE**” is a contract, usually in the form of a written agreement, giving the right to use the property for a certain length of time, usually by paying rent. The owner of the personal property is responsible for payment of the tax.

**UNOWNED PROPERTY.** Provide the name and address of the owner and a brief description of the property.

**GOVERNMENT-OWNED LAND.** If your business is located on government property, attach a list providing the name and address of the government agency.

## **SECTION 5: AFFIRMATION OF PROPERTY STATEMENT AND SELECTION OF EXEMPTION APPLICATION**

The owner or agent must sign and date the DOR 82520A. Indicate whether this submission is a FULL listing or ONLY property in excess of the exemption amount. This document must be filed with the County Assessor by April 1. If April 1 falls on a Saturday, Sunday or legal holiday, the filing is due on the next business day. If it is not signed, it may be returned to you for completion.

**NOTE: ATTACH ANY ADDITIONAL INFORMATION YOU FEEL THE ASSESSOR SHOULD CONSIDER IN THE VALUATION OF YOUR BUSINESS PROPERTY.**

**ARIZONA BUSINESS PROPERTY STATEMENT  
TAX YEAR 2024 INSTRUCTIONS**

**GENERAL INFORMATION**

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- **APPEAL PROCEDURES:** Any person who believes the valuation or property classification of business property to be erroneous or excessive may file an appeal with the Assessor. The Personal Property Petition for Review of Valuation Form (DOR 82530) is available at each County Assessor's Office.
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**ACQUISITION COST x PERCENT GOOD = RCNLD**

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**VALUATION TABLES:** Found in the Personal Property Manual, these tables list the recommended “percent good” for various property types.

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**SECTION 2: DO NOT MAKE CORRECTIONS IN THIS SECTION.** Make corrections in Section 3 **ONLY**.

**NOTE:** Enter your business name and taxpayer/account number at the top of the reverse side of the DOR 82520.

## **SECTION 3: ADDITIONS AND DELETIONS**

A complete asset list may be submitted in lieu of completing this section. The asset list should include items listed on the Fixed Asset listing, Federal Depreciation Schedules and Income/Expense Statements. Section 179 and fully depreciated assets still retained should be included. This list must clearly identify any items on the list as property acquired in earlier years but not reported on prior statements. By reporting such omissions, no penalty will be imposed.

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**UNOWNED PROPERTY.** Provide the name and address of the owner and a brief description of the property.

**GOVERNMENT-OWNED LAND.** If your business is located on government property, attach a list providing the name and address of the government agency.

## **SECTION 5: AFFIRMATION OF PROPERTY STATEMENT AND SELECTION OF EXEMPTION APPLICATION**

The owner or agent must sign and date the DOR 82520. Indicate whether this submission is a FULL listing or ONLY property in excess of the exemption amount. This document must be filed with the County Assessor by April 1. If April 1 falls on a Saturday, Sunday or legal holiday, the filing is due on the next business day. If it is not signed, it may be returned to you for completion.

**NOTE: ATTACH ANY ADDITIONAL INFORMATION YOU FEEL THE ASSESSOR SHOULD CONSIDER IN THE VALUATION OF YOUR BUSINESS PROPERTY.**

**JUDD W. SIMMONS**  
**YAVAPAI COUNTY ASSESSOR**  
1015 FAIR STREET  
PRESCOTT, AZ 86305  
(928) 771-3220

RETURN SERVICE REQUESTED

Parcel Number:

2-7-25\_v1

Your property is classified as being used for agricultural purposes and has been valued accordingly. If all or part of the property ceases to qualify as agricultural property, the person who owns the property at the time of change shall notify the county assessor within sixty days after the change. If the ownership of the property changes, an agricultural use application form must be filed by the new owner within sixty days after the change in ownership to maintain the agricultural use status.

All property must be valued at Full Cash Value (FCV). Your property also has a Limited Property Value (LPV). Beginning with the 2015 tax year, the LPV will be the basis for computing all taxes. The LPV is determined by a statutory formula which limits the amount by which it can increase each year. The LPV cannot exceed the FCV. The assessed value divided by 100 times the tax rate (set in August of each year) determines property taxes billed in October. The assessment ratio for agricultural property is 15%.

If two or more legal class definitions apply to a single property, a combined \*(and possibly rounded) assessment ratio will be printed on the front of this notice, and an "M" (mixed use) will appear in the class column. The legal description on the face of this notice may be incomplete due to space limitations. Please notify your assessor of any address changes.

#### **PETITION INSTRUCTIONS**

If you feel that this property has been improperly valued or erroneously listed, you may petition the assessor for review within 60 days of the NOTICE DATE on the front of this card. A "Petition For Review of Valuation" (form DOR 82130) can be obtained from the assessor's office.

Completed petitions for review must be filed with the assessor's office by the PETITION DEADLINE DATE printed on the front of this notice.

**\*\*NOTE: IF ANY PART OF THIS PROPERTY IS USED FOR RESIDENTIAL RENTAL PURPOSES, THE OWNER MUST NOTIFY THE ASSESSOR. FAILURE TO DO SO MAY RESULT IN A CIVIL PENALTY.**

DOR08B



# AGRICULTURAL NOTICE OF VALUE

THIS IS NOT A TAX BILL

JUDD W. SIMMONS  
YAVAPAI COUNTY ASSESSOR  
1015 FAIR STREET  
PRESCOTT, AZ 86305  
(928) 771-3220

RETURN SERVICE REQUESTED

See reverse side for definitions and instructions.

PETITION DEADLINE:

|                      |          |                         |             |
|----------------------|----------|-------------------------|-------------|
| Property located in: | Tax Year | Parcel ID: BK MP Parcel | Notice Date |
|----------------------|----------|-------------------------|-------------|

|               | LEGAL CLASS | VALUE | ASST. RATIO | ASSESSED VALUE | LEGAL CLASS | VALUE | ASST. RATIO | ASSESSED VALUE |
|---------------|-------------|-------|-------------|----------------|-------------|-------|-------------|----------------|
| LAND FCV      |             |       |             |                |             |       |             |                |
| IMPR FCV      |             |       |             |                |             |       |             |                |
| TOTAL FCV     |             |       |             |                |             |       |             |                |
| LIMITED VALUE |             |       |             |                |             |       |             |                |

SECTION:

TOWNSHIP:

RANGE:

ACRES:

LEGAL DESCRIPTION

\* Assessment ratio may be rounded

2-7-25\_v1

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



☐ CHECK HERE IF NEW ADDRESS

Parcel Number:

PLACE  
STAMP  
HERE



JUDD W. SIMMONS  
YAVAPAI COUNTY ASSESSOR  
1015 FAIR STREET  
PRESCOTT AZ 86305-1807

\* Please ONLY return this card if your address has changed - Note new address above \*

# AGRICULTURAL NOTICE OF VALUE

JUDD W. SIMMONS  
YAVAPAI COUNTY ASSESSOR  
1015 FAIR STREET  
PRESCOTT, AZ 86305  
(928) 771-3220

THIS IS NOT A TAX BILL

RETURN SERVICE REQUESTED

See reverse side for definitions and instructions.

PETITION DEADLINE:

|                      |          |                         |             |
|----------------------|----------|-------------------------|-------------|
| Property located in: | Tax Year | Parcel ID: BK MP Parcel | Notice Date |
|----------------------|----------|-------------------------|-------------|

1-16-24\_v1

|               | LEGAL<br>CLASS | VALUE | ASST. RATIO | ASSESSED VALUE | LEGAL<br>CLASS | VALUE | ASST. RATIO | ASSESSED VALUE |
|---------------|----------------|-------|-------------|----------------|----------------|-------|-------------|----------------|
| LAND FCV      |                |       |             |                |                |       |             |                |
| IMPR FCV      |                |       |             |                |                |       |             |                |
| TOTAL FCV     |                |       |             |                |                |       |             |                |
| LIMITED VALUE |                |       |             |                |                |       |             |                |

SECTION:

TOWNSHIP:

RANGE:

ACRES:

LEGAL  
DESCRIPTION

\* Assessment ratio may be rounded

Your property is classified as being used for agricultural purposes and has been valued accordingly. If all or part of the property ceases to qualify as agricultural property, the person who owns the property at the time of change shall notify the county assessor within sixty days after the change. If the ownership of the property changes, an agricultural use application form must be filed by the new owner within sixty days after the change in ownership to maintain the agricultural use status.

All property must be valued at Full Cash Value (FCV). Your property also has a Limited Property Value (LPV). Beginning with the 2015 tax year, the LPV will be the basis for computing all taxes. The LPV is determined by a statutory formula which limits the amount by which it can increase each year. The LPV cannot exceed the FCV. The assessed value divided by 100 times the tax rate (set in August of each year) determines property taxes billed in October. The assessment ratio for agricultural property is 15%.

If two or more legal class definitions apply to a single property, a combined \*(and possibly rounded) assessment ratio will be printed on the front of this notice, and an "M" (mixed use) will appear in the class column. The legal description on the face of this notice may be incomplete due to space limitations. Please notify your assessor of any address changes.

### **PETITION INSTRUCTIONS**

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**\*\*NOTE: IF ANY PART OF THIS PROPERTY IS USED FOR RESIDENTIAL RENTAL PURPOSES, THE OWNER MUST NOTIFY THE ASSESSOR. FAILURE TO DO SO MAY RESULT IN A CIVIL PENALTY.**

**JUDD W. SIMMONS**  
**YAVAPAI COUNTY ASSESSOR**  
1015 FAIR STREET  
PRESCOTT, AZ 86305  
(928) 771-3220

RETURN SERVICE REQUESTED

Parcel Number:

2-7-25\_v1

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Legal classes are as follows:

| Legal Class | Assessment Ratio | Use of Property                                                                                                                          |
|-------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 1           | 15.5%            | Commercial/Industrial use. Class 1 Consists of 14 sub-classes.                                                                           |
| 2           | 15%              | Vacant land and all property not included in other legal classes.                                                                        |
| 3           | 10%              | Owner's or a qualified family member's primary residence.                                                                                |
| 4           | 10%              | Principally non-primary residences and residential-rental property leased to non-family individuals. Class 4 consists of 12 sub-classes. |

If two or more legal class definitions apply to a single property, a combined \*(and possibly rounded) assessment ratio will be printed on the front of this notice, and an "M" (mixed use) will appear in the legal class column. The legal description on the face of this notice may be incomplete due to space limitations. Please notify your assessor of any address changes.

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DOR08B

NOTICE OF VALUE

THIS IS NOT A TAX BILL

JUDD W. SIMMONS  
YAVAPAI COUNTY ASSESSOR  
1015 FAIR STREET  
PRESCOTT, AZ 86305  
(928) 771-3220

RETURN SERVICE REQUESTED

See reverse side for definitions and instructions.

PETITION DEADLINE:

|                      |          |                         |             |
|----------------------|----------|-------------------------|-------------|
| Property located in: | Tax Year | Parcel ID: BK MP Parcel | Notice Date |
|----------------------|----------|-------------------------|-------------|

|               | LEGAL CLASS | VALUE | ASST. RATIO | ASSESSED VALUE | LEGAL CLASS | VALUE | ASST. RATIO | ASSESSED VALUE |
|---------------|-------------|-------|-------------|----------------|-------------|-------|-------------|----------------|
| LAND FCV      |             |       |             |                |             |       |             |                |
| IMPR FCV      |             |       |             |                |             |       |             |                |
| TOTAL FCV     |             |       |             |                |             |       |             |                |
| LIMITED VALUE |             |       |             |                |             |       |             |                |

SECTION: TOWNSHIP: RANGE: ACRES:

LEGAL DESCRIPTION

\* Assessment ratio may be rounded

2-7-25\_v1

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



☐ CHECK HERE IF NEW ADDRESS

Parcel Number:

PLACE  
STAMP  
HERE



JUDD W. SIMMONS  
YAVAPAI COUNTY ASSESSOR  
1015 FAIR STREET  
PRESCOTT AZ 86305-1807

\* Please ONLY return this card if your address has changed - Note new address above \*

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PETITION DEADLINE:

|                      |          |                         |             |
|----------------------|----------|-------------------------|-------------|
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|----------------------|----------|-------------------------|-------------|

1-16-24\_v1

|               | LEGAL<br>CLASS | VALUE | ASST. RATIO | ASSESSED VALUE | LEGAL<br>CLASS | VALUE | ASST. RATIO | ASSESSED VALUE |
|---------------|----------------|-------|-------------|----------------|----------------|-------|-------------|----------------|
| LAND FCV      |                |       |             |                |                |       |             |                |
| IMPR FCV      |                |       |             |                |                |       |             |                |
| TOTAL FCV     |                |       |             |                |                |       |             |                |
| LIMITED VALUE |                |       |             |                |                |       |             |                |

SECTION:

TOWNSHIP:

RANGE:

ACRES:

LEGAL  
DESCRIPTION

\* Assessment ratio may be rounded

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|-------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------|
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| 2           | 15%              | Vacant land and all property not included in other legal classes.                                                                        |
| 3           | 10%              | Owner's or a qualified family member's primary residence.                                                                                |
| 4           | 10%              | Principally non-primary residences and residential-rental property leased to non-family individuals. Class 4 consists of 12 sub-classes. |

If two or more legal class definitions apply to a single property, a combined \*(and possibly rounded) assessment ratio will be printed on the front of this notice, and an "M" (mixed use) will appear in the legal class column. The legal description on the face of this notice may be incomplete due to space limitations. Please notify your assessor of any address changes.

### **PETITION INSTRUCTIONS**

If you feel that this property has been improperly valued or erroneously listed, you may petition the assessor for review within 60 days of the NOTICE DATE on the front of this card. A "Petition For Review of Valuation" (form DOR 82130) can be obtained from the assessor's office.

Completed petitions for review must be filed with the assessor's office by the PETITION DEADLINE DATE printed on the front of this notice.

**\*\*NOTE: IF ANY PART OF THIS PROPERTY IS USED FOR RESIDENTIAL RENTAL PURPOSES, THE OWNER MUST NOTIFY THE ASSESSOR. FAILURE TO DO SO MAY RESULT IN A CIVIL PENALTY.**

DOR08B



**Judd W. Simmons**  
**Yavapai County Assessor**

1015 Fair Street  
Prescott, AZ 86305

RETURN SERVICE REQUESTED



**2025 NOTICE OF VALUE**

This is NOT a Tax Bill

**YOUR RESIDENTIAL PETITION FOR REVIEW OF VALUATION INSTRUCTIONS**

If you think this property has been improperly valued, classified, or listed incorrectly, you may petition the Assessor's Office for review within 60 days after the **NOTICE DATE**. A "Residential Petition for Review of Valuation" with filing instructions may be obtained from the Assessor's Office by phone (928-771-3220), internet, mail, or in person. The completed form to protest the 2025 FCV must be filed with the Assessor's Office by the **PETITION FOR REVIEW DEADLINE** listed on this notice.

**IMPORTANT INFORMATION FOR SENIORS**

The Senior Valuation Protection will freeze the Taxable Value (LPV) for qualifying seniors. To qualify, the applicant must meet the following:

- Resident of Arizona, age 65 or older (at least one person on title)
- Primary Residence for past two years
- Income cannot exceed: \$45,264 individual owner OR \$56,580 two or more property owners
- See our website for further information

**RESIDENTIAL CLASSIFICATION CHANGE**

In accordance with House Bill 2486 enacted in the 2012 legislative session, the purpose of this section is to inform property owners of the following: If the property listed on this notice is currently classified as class 3 (primary residence) and does not meet the requirements of a primary residence, the owner must notify the County Assessor of the usage. Failure to do so may result in a civil penalty. Pursuant to A.R.S. 42-12003, class 3 property is used as the owner's primary residence or that is occupied by a qualifying family member of the owner and used as a primary residence.

**RESIDENTIAL RENTAL REGISTRATION REQUIREMENTS**

The purpose of this section is to inform property owners of the following: If the property listed on this Notice of Value is used for rental residential purposes as defined in A.R.S. 42-12004 and is currently classified as legal class 3 (primary residence), you must register the property as rental residence (legal class 4) with the County Assessor pursuant to A.R.S. 33-1902 of the Rental Residential Property law. Failure to do so may subject you to a penalty. If the property is leased to a qualifying family member, the property must be registered with the County Assessor pursuant to A.R.S. 33-1902 but it will still qualify as a class 3 property. In order to register your property, you may visit our website at: [www.yavapaiaz.gov/Mapping-and-Properties/Assessors-Office/Forms](http://www.yavapaiaz.gov/Mapping-and-Properties/Assessors-Office/Forms)

If you fail to register the rental property with the County Assessor after receipt of this Notice of Value, the city or town in which the property is located may impose a civil penalty in the amount of one hundred and fifty dollars (\$150) per day payable to the city or town for each day of violation, and the city or town may impose enhanced inspection and enforcement measures on the property.

**Note:** Several Arizona cities and towns impose a transactional privilege (sales) tax on persons engaged in the business of leasing or renting residential property. You may access a copy of the model city tax code by visiting the website at <https://modelcitytaxcode.az.gov>.

Residential Rental Properties are required to comply with the Landlord Tenant Act pursuant to Title 33, Chapters 10 & 11.



NOTICE DATE:

## RESIDENTIAL NOTICE OF VALUE

PETITION FOR REVIEW DEADLINE:

Parcel ID:

### 2025 VALUATIONS

|      | Legal Class | LPV (Taxable Value) | Assessment Ratio | Assessed Value |
|------|-------------|---------------------|------------------|----------------|
| LPV* |             |                     |                  |                |

|       | Legal Class | FCV (Market Value) |
|-------|-------------|--------------------|
| FCV** |             |                    |

### 2024 VALUATIONS

|      | Legal Class | LPV (Taxable Value) | Assessment Ratio | Assessed Value |
|------|-------------|---------------------|------------------|----------------|
| LPV* |             |                     |                  |                |

|       | Legal Class | FCV (Market Value) |
|-------|-------------|--------------------|
| FCV** |             |                    |

Legal Description: SECTION: TOWNSHIP: RANGE: ACRES:

### DEFINITIONS

\*Limited Property Value (LPV) is used to compute both secondary and primary taxes beginning in tax year 2015. The LPV may not be disputed.

\*\*Full Cash Value (FCV) reflects market, unless other statutory calculations are mandated. The FCV may be disputed via the Residential Petition For Review of Valuation; see below for further details.

Legal Classes: Class Three– Primary Residence; Class Four– Residential Rental, Non-primary Residence, Common Areas.

Primary Assessment Ratios: Residential: 10% Vacant Land: 15% Commercial: 16%

Dear Property Owner:

1-24-24\_v3

The Yavapai County Assessor's Office is dedicated to providing the public with the information necessary to understand our role in county government. Our primary responsibility is to identify all property within the county and determine the Full Cash Value. The Limited Property Value is the taxable portion of your property, which is a calculated value based on Arizona law and cannot exceed the Full Cash Value. Tax rates are determined by the various governing jurisdictions that have the authority to levy property tax.



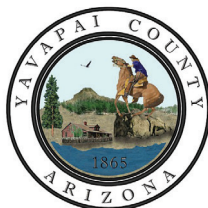
Our team is fully committed to ensuring that your property receives a fair and equitable valuation. In the event that you disagree with our assessment of the Full Cash Value or Legal Class of your property, you have the option to file a petition within 60 days of the notice date. To obtain the Residential Petition for Review of Valuation and the necessary filing instructions, you can either visit our office or access them on our website at [www.yavapaiaz.gov/Mapping-and-Properties/Assessors-Office/Forms](http://www.yavapaiaz.gov/Mapping-and-Properties/Assessors-Office/Forms). If you require further clarification or assistance, please do not hesitate to contact us at (928) 771-3220.

Thank you for the opportunity to serve as your County Assessor,  
Judd W. Simmons

**Judd W. Simmons**  
**Yavapai County Assessor**

1015 Fair Street  
Prescott, AZ 86305

RETURN SERVICE REQUESTED



**2026 NOTICE OF VALUE**

This is NOT a Tax Bill

**YOUR PETITION FOR REVIEW INSTRUCTIONS**

If you think this property has been improperly valued or classified, you may petition the Assessor's Office for review within 60 days after the **NOTICE DATE**. A "Petition for Review of Valuation" with filing instructions may be obtained from the Assessor's Office by phone (928-771-3220), internet, mail, or in person. The completed "**PETITION FOR REVIEW**" form must be filed with the Assessor's Office by the **PETITION FOR REVIEW DEADLINE** listed on this notice.

**IMPORTANT INFORMATION: ASSISTANCE PROGRAMS**

The **Senior Valuation Protection** will freeze the Taxable Value (LPV) for qualifying senior(s).

To qualify, the applicant must meet the following:

- Resident of Arizona, age 65 or older (at least one person on title).
- Primary Residence for the past two years.
- Income cannot exceed: **\$46,416** for individual owner or **\$58,020** for two or more property owners (all taxable and non-taxable income considered)

The **Personal Exemption Program** is available for property owners with a qualifying disability, veteran's disability, or widow/widowers.

**RESIDENTIAL CLASSIFICATION CHANGE**

In accordance with House Bill 2486 enacted in the 2012 legislative session, the purpose of this section is to inform property owners of the following: If the property listed on this notice is currently classified as Class 3 (primary residence) and does not meet the requirements of a primary residence, the owner must notify the County Assessor of the usage. Failure to do so may result in a civil penalty. Pursuant to A.R.S. 42-12003, Class 3 property is used as the owner's primary residence or that is occupied by a qualifying family member of the owner and used as a primary residence.

**RESIDENTIAL RENTAL REGISTRATION REQUIREMENTS**

The purpose of this section is to inform property owners of the following: If the property listed on this Notice of Value is used for rental residential purposes as defined in A.R.S. 42-12004 and is currently classified as Legal Class 3 (primary residence), you must register the property as a residential rental (Legal Class 4) with the County Assessor pursuant to A.R.S. 33-1902 of the Residential Rental Property law. Failure to do so may subject you to a penalty. If the property is leased to a qualifying family member, the property must be registered with the County Assessor pursuant to A.R.S. 33-1902; however, it will still qualify as a Class 3 property. In order to register your property, you may visit our website at: <http://www.yavapaiaz.gov/Mapping-and-Properties/Assessors-Office/Forms>

If you fail to register the rental property with the County Assessor after receipt of this Notice of Value, the city or town in which the property is located may impose a civil penalty in the amount of one hundred and fifty dollars (\$150) per day payable to the city or town for each day of violation, and the city or town may impose enhanced inspection and enforcement measures on the property.

**Note:** Residential Rental Properties are required to comply with the Landlord Tenant Act pursuant to Title 33, Chapters 10 & 11.



NOTICE DATE:

## PROPERTY NOTICE OF VALUE

PETITION FOR REVIEW DEADLINE:

Parcel ID:

### 2026 VALUATIONS

|      | Legal Class | LPV (Taxable Value) | Assessment Ratio | Assessed Value |
|------|-------------|---------------------|------------------|----------------|
| LPV* |             |                     |                  |                |

|       | Legal Class | FCV (Market Value) |
|-------|-------------|--------------------|
| FCV** |             |                    |

### 2025 VALUATIONS

|      | Legal Class | LPV (Taxable Value) | Assessment Ratio | Assessed Value |
|------|-------------|---------------------|------------------|----------------|
| LPV* |             |                     |                  |                |

|       | Legal Class | FCV (Market Value) |
|-------|-------------|--------------------|
| FCV** |             |                    |

Legal Description: SECTION: TOWNSHIP: RANGE: ACRES:

### DEFINITIONS

**\*Limited Property Value (LPV)** is used to compute both secondary and primary taxes. The LPV is determined by a statutory formula and cannot exceed the FCV. The LPV may not be petitioned.

**\*\*Full Cash Value (FCV)** is reflective of market value, unless other statutory calculations are mandated. The FCV may be petitioned using the "Residential Petition For Review of Valuation" form. See below for further details.

**Property Classifications (Legal Class)** are assigned based on the properties use per **A.R.S. 42 Chapter 12 Article 1**. Property classifications determine the assessment ratio.

**These property legal classes include:** **Class 03:** Primary Residence/Qualified Family Member **Class 04:** Residential Rental/Non-Primary Residence.

**Assessment Ratios** are applied to the limited property value (LPV) and are used to calculate the Assessed Value.  
Residential Properties: **10%**, Vacant Land **15%**, Commercial Properties **15.5%**

1-28-25\_v3

Dear Property Owner:

The Yavapai County Assessor's Office is dedicated to providing essential information about property valuation to ensure transparency and clarity in our processes. Each year, our primary responsibility is to identify all property within the county and determine the Full Cash Value (FCV), reflective of market value, unless other statutory calculations are mandated. The Limited Property Value (LPV), the taxable portion of your property, is a calculation based upon Arizona law and cannot exceed the Full Cash Value (FCV). Assessed values are then used by local governments and jurisdictions to set their tax rates.



If you believe your property's Full Cash Value (FCV) or Legal Class is incorrect, you can file a petition within sixty days of the Notice of Value date. To obtain the Residential Petition for Review of Valuation and for instructions on filing, we invite you to visit our office or check our website at [www.yavapaiaz.gov/Mapping-and-Properties/Assessors-Office/Forms](http://www.yavapaiaz.gov/Mapping-and-Properties/Assessors-Office/Forms). If you have any questions or require assistance, please don't hesitate to contact us at (928) 771-3220.

Thank you for the opportunity to serve as your County Assessor,  
Judd W. Simmons



Yavapai County Treasurer  
1015 Fair Street  
Prescott, AZ 86305  
(928) 771-3233

## **2023 PROPERTY TAX SECOND HALF REMINDER**

**PARCEL # / TAXPAYER ID:**  
**XXX-XX-XXXXX**

**42319\*\*\*G14\*\*\*\*\*SNGLP**  
Name  
Address  
City, State, Zip

**Our records indicate that the 2023 second half property taxes  
are due and payable for the parcel number / taxpayer ID above.**

**If your mortgage pays your taxes, please disregard this reminder.**  
**Records accurate as of 3/15/2024.**

PARCEL # / TAXPAYER ID: XXX-XX-XXXXX

SITUS ADDRESS

Street Address

City, State, Zip

PROPERTY DESCRIPTION

Description

**2023 SECOND HALF AMOUNT: \$xxx.xx\***  
**DELINQUENT AFTER 5PM ON MAY 1, 2024**

Delinquent interest accrues at a 16% annual rate. (A.R.S. § 42-18053)

**\*Delinquent taxes are due for 2022 first half and/or prior tax year(s).**

**Please visit [taxinquiry.yavapaiaz.gov](https://taxinquiry.yavapaiaz.gov) for current balance due and payment options.**

**PAY ONLINE:** Visit [taxinquiry.yavapaiaz.gov](https://taxinquiry.yavapaiaz.gov) or scan QR code.

Convenience fees apply: **e-Check - \$0.40, Debit - \$3.50, Credit - 2.19%**

**PAY BY PHONE:** Call 1-866-493-0416. Above convenience fees apply.

**PAY BY MAIL:** Payments must be postmarked on or before the due date. Write your parcel number / taxpayer ID on your check. Make checks payable to **Yavapai County Treasurer**.

**PAY IN PERSON:** Visit our website for Prescott and Cottonwood locations.





CHIP DAVIS  
YAVAPAI COUNTY TREASURER  
1015 FAIR ST  
PRESCOTT, AZ 86305-1807

**DELINQUENT PROPERTY TAX NOTICE**

**PROPERTY INFORMATION**

|         |  |
|---------|--|
| PARCEL  |  |
| ADDRESS |  |
| LEGAL   |  |

**DELINQUENT TAX INFORMATION**

|                    |   |              |  |
|--------------------|---|--------------|--|
| DELINQUENT YEAR(S) | - |              |  |
| TAX/CERT           |   | INT/FEE      |  |
|                    |   | <b>TOTAL</b> |  |

The property above has delinquent taxes for the year(s) and amount listed above. Amount is accurate as of 11/18/2024.

[taxinquiry.yavapaiaz.gov](http://taxinquiry.yavapaiaz.gov)  
(928) 771-3233

**NEED TO UPDATE YOUR MAILING ADDRESS?**

Visit [yavapaiaz.gov/assessor/Change-of-Address](http://yavapaiaz.gov/assessor/Change-of-Address)  
to update online.

Property taxes are due even if a bill is not received.

**\* SEE REVERSE SIDE FOR  
PAYMENT OPTIONS \***

**IMPORTANT NOTES REGARDING  
THIS DELINQUENCY:**

Please fold on perforation BEFORE tearing

**DETACH AND MAIL THIS STUB WITH YOUR PAYMENT**  
DO NOT STAPLE, TAPE, OR CLIP PAYMENT STUB OR CHECK

|              |   |
|--------------|---|
| PARCEL       |   |
| YEAR         | - |
| <b>TOTAL</b> |   |
| DUE BY       |   |

PAYMENTS MADE  
PAYABLE AND MAILED TO:

**PAYMENT MUST BE IN THE FORM OF A CASHIER'S CHECK OR MONEY ORDER**

YAVAPAI COUNTY TREASURER  
1015 FAIR ST  
PRESCOTT AZ 86305

For more information, please visit the  
Yavapai County Treasurer's website at:

[yavapaiaz.gov/treasurer](http://yavapaiaz.gov/treasurer)

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## CONVENIENT WAYS TO PAY:

**ONLINE:** Visit [taxinquiry.yavapaiaz.gov](http://taxinquiry.yavapaiaz.gov) or scan QR code.

Convenience fees apply: Electronic Check - \$0.40

Debit Card - \$3.50

Credit Card - 2.19%



**PHONE:** Call 1-866-493-0416. Please have your parcel number and amount ready.  
Above convenience fees apply.

**MAIL:** Mailed payments must be postmarked on or before the due date. A fee will be assessed for returned checks. Write your parcel number on your check and include payment coupon. U.S. funds only. Make checks payable to **Yavapai County Treasurer**.

**IN PERSON:** Visit our website for Prescott and Cottonwood locations.

**BILL PAY:** Contact your financial institution for bill pay options.

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CHIP DAVIS  
YAVAPAI COUNTY TREASURER  
1015 FAIR ST  
PRESCOTT, AZ 86305-1807

**DELINQUENT PROPERTY TAX NOTICE**

**PROPERTY INFORMATION**

|         |  |
|---------|--|
| PARCEL  |  |
| ADDRESS |  |
| LEGAL   |  |

**DELINQUENT TAX INFORMATION**

|                    |   |              |  |
|--------------------|---|--------------|--|
| DELINQUENT YEAR(S) | - |              |  |
| TAX/CERT           |   | INT/FEE      |  |
|                    |   | <b>TOTAL</b> |  |

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## CONVENIENT WAYS TO PAY:

**THIS DELINQUENCY REQUIRES CERTIFIED FUNDS**

**CASHIER'S CHECK, MONEY ORDER, OR CASH ONLY**

**MAIL:** Mailed payments must be postmarked on or before the due date. A fee will be assessed for returned checks. Write your parcel number on your check and include payment coupon. U.S. funds only. Make checks payable to **Yavapai County Treasurer**.

**IN PERSON:** Visit our website for Prescott and Cottonwood locations.

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CHIP DAVIS  
YAVAPAI COUNTY TREASURER  
1015 FAIR ST  
PRESCOTT, AZ 86305-1807

**DELINQUENT PROPERTY TAX NOTICE**

**PROPERTY INFORMATION**

|         |  |
|---------|--|
| PARCEL  |  |
| ADDRESS |  |
| LEGAL   |  |

**DELINQUENT TAX INFORMATION**

|                    |   |              |  |
|--------------------|---|--------------|--|
| DELINQUENT YEAR(S) | - |              |  |
| TAX/CERT           |   | INT/FEE      |  |
|                    |   | <b>TOTAL</b> |  |

The property above has delinquent taxes for the year(s) and amount listed above.

[taxinquiry.yavapaiaz.gov](http://taxinquiry.yavapaiaz.gov)  
(928) 771-3233

**NEED TO UPDATE YOUR MAILING ADDRESS?**

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|              |   |
|--------------|---|
| PARCEL       |   |
| YEAR         | - |
| <b>TOTAL</b> |   |
| DUE BY       |   |

PAYMENTS MADE  
PAYABLE AND MAILED TO:

YAVAPAI COUNTY TREASURER  
1015 FAIR ST  
PRESCOTT AZ 86305

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Yavapai County Treasurer's website at:

[yavapaiaz.gov/treasurer](http://yavapaiaz.gov/treasurer)

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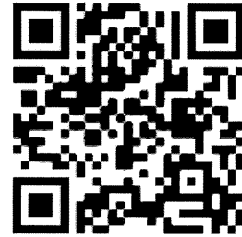
## CONVENIENT WAYS TO PAY:

**ONLINE:** Visit [taxinquiry.yavapaiaz.gov](http://taxinquiry.yavapaiaz.gov) or scan QR code.

Convenience fees apply: Electronic Check - \$0.40

Debit Card - \$3.50

Credit Card - 2.19%



**PHONE:** Call 1-866-493-0416. Please have your parcel number and amount ready.  
Above convenience fees apply.

**MAIL:** Mailed payments must be postmarked on or before the due date. A fee will be assessed for returned checks. Write your parcel number on your check and include payment coupon. U.S. funds only. Make checks payable to **Yavapai County Treasurer**.

**IN PERSON:** Visit our website for Prescott and Cottonwood locations.

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CHIP DAVIS  
YAVAPAI COUNTY TREASURER  
1015 FAIR ST  
PRESCOTT, AZ 86305-1807

**DELINQUENT PROPERTY TAX NOTICE**

**PROPERTY INFORMATION**

|         |  |
|---------|--|
| PARCEL  |  |
| ADDRESS |  |
| LEGAL   |  |

**DELINQUENT TAX INFORMATION**

|                    |   |              |  |
|--------------------|---|--------------|--|
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|                    |   | <b>TOTAL</b> |  |

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|              |   |
|--------------|---|
| PARCEL       |   |
| YEAR         | - |
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## CONVENIENT WAYS TO PAY:

**THIS DELINQUENCY REQUIRES CERTIFIED FUNDS**

**CASHIER'S CHECK, MONEY ORDER, OR CASH ONLY**

**MAIL:** Mailed payments must be postmarked on or before the due date. A fee will be assessed for returned checks. Write your parcel number on your check and include payment coupon. U.S. funds only. Make checks payable to **Yavapai County Treasurer**.

**IN PERSON:** Visit our website for Prescott and Cottonwood locations.

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Please fold on perforation BEFORE tearing



**PLEASE NOTE:**

Due to a recent Court decision, adjustments were made to how taxes are calculated on certain property in Yavapai County. This change caused the taxes owing on particular parcels to be reduced. The parcel you currently own is one of these affected parcels.

As a result, you have received a credit in the amount of \$200 on your 2024 tax bill. The “Total Amount Due” indicated on your tax bill is the balance due after application of the \$200 credit.

Sample: 2024 brochure – mails to homeowners with tax notice. Does not mail to mortgage co.  
(color/trifold)

### Frequently Asked Questions: Tax Bills

- ◆ **When are taxes due?**
  - \* First half taxes are delinquent after November 1st at 5:00 pm. Second half taxes are delinquent after the following May 1st at 5:00 pm.
  - \* Alternatively, if you prefer to make one full-year payment, it is due on or before December 31st.
- Payments must be paid or postmarked by the above due dates. If the due date is a Saturday, Sunday, or other legal holiday, the time of delinquency is 5:00 pm on the next business day.
- ◆ **What if I do not receive my bill?**  
**Are bill copies or receipts available online?**  
Yes! Property tax information is public information and available on our website at [taxinquiry.yavapaiaz.gov](http://taxinquiry.yavapaiaz.gov). Property taxes are due even if a bill is not received.
- ◆ **Why has my tax bill increased?**  
Tax increases are typically a combination of higher tax levies from taxing jurisdictions and/or increases in the Net Assessed Value. This may be determined by reviewing your annual Notice of Value from the Assessor along with the comparative taxes shown on the front of your annual property tax statement.
- ◆ **My tax rates seem high! Who can I speak to?**  
If you see a significant increase in a taxing authority, you may contact them directly. A list of taxing authority phone numbers is available in our online FAQ at [taxinquiry.yavapaiaz.gov](http://taxinquiry.yavapaiaz.gov).
- ◆ **Am I qualified for a tax exemption?**  
A.R.S. §42-11111 provides, in part, an exemption for *"The property of widows and widowers, of persons with total and permanent disabilities and of veterans with service or nonservice connected disabilities..."* Contact the Yavapai County Assessor's Office to find out how to apply.
- ◆ **How can I contact the Assessor's Office?**  
The Yavapai County Assessor's Office can assist with inquiries regarding mailing address changes, property valuations, classifications, exemptions, cartography, title transfer, and more.
  - \* Phone: 928-771-3220
  - \* Email: [web.assessor@yavapaiaz.gov](mailto:web.assessor@yavapaiaz.gov)

Revised 07/31/2023

### Frequently Asked Questions: Paying My Bill

- ◆ **Can I make my payment online or over the phone?**  
Absolutely! Electronic payments for current year taxes can be made by visiting our website at [taxinquiry.yavapaiaz.gov](http://taxinquiry.yavapaiaz.gov) or by calling 866-493-0416. A convenience fee does apply:
  - \* .40¢ - Electronic Check
  - \* \$3.50 - Debit Card
  - \* 2.19% - Credit Card with a \$1.25 minimum
- ◆ **Can I still mail in a check?**  
Yes! Make checks payable to Yavapai County Treasurer, include your parcel number, and mail to 1015 Fair Street, Prescott, AZ 86305.
- ◆ **What happens if I don't pay my real property taxes?**  
Per A.R.S. §42-18053, delinquent interest is assessed at 16% per annum, prorated to 1.333% monthly. If the taxes are not paid in full within two years, a tax lien on the delinquent taxes is offered for sale at public auction. If a purchased tax lien is not redeemed within three years of the auction date, the lien purchaser may begin judicial foreclosure proceedings.
- ◆ **What if there is a tax lien on my property?**  
Property owners may pay delinquent taxes and redeem a tax lien as long as a foreclosure judgment has not yet been issued by the court. To redeem a tax lien, certified funds are required and additional documentation may be necessary. Contact our Back Tax department for more information.
- ◆ **What happens if I don't pay my personal property taxes?**  
Per A.R.S. §42-18053, delinquent interest is assessed at 16% per annum, prorated monthly. State statute also allows for the seizure and sale of personal property necessary to pay the delinquent taxes, interest, and costs associated with this process. Taxes are considered delinquent and property considered eligible for collection after the second installment is past due in May.



Follow us on Facebook at  
[facebook.com/YavapaiCountyTreasurer](https://facebook.com/YavapaiCountyTreasurer)  
for alerts and helpful property  
tax information.



## YAVAPAI COUNTY TREASURER

### HOW TO READ YOUR PROPERTY TAX NOTICE & FREQUENTLY ASKED QUESTIONS

1015 Fair Street, Prescott, AZ 86305  
10 South 6th Street, Cottonwood, AZ 86326  
Phone: 928-771-3233  
Email: [web.treasurer@yavapaiaz.gov](mailto:web.treasurer@yavapaiaz.gov)  
Website: [yavapaiaz.gov/treasurer](http://yavapaiaz.gov/treasurer)





| PARCEL #      | NET ASSESSED VALUE |  | TAX RATE            | EXEMPTION              |
|---------------|--------------------|--|---------------------|------------------------|
|               |                    |  |                     |                        |
| TAX AREA CODE | GROSS PROPERTY TAX |  | STATE AID REDUCTION | TOTAL PROPERTY TAX DUE |
|               |                    |  |                     |                        |
|               | JURISDICTION       |  | 2023 TAXES          | 2024 TAXES             |
|               |                    |  |                     |                        |

Please fold on perforation BEFORE tearing

DETACH AND RETURN WITH PAYMENT

DO NOT STAPLE, TAPE, OR CLIP PAYMENT STUB OR CHECK

2024

Payment in U.S. FUNDS ONLY

Second half is delinquent after 5pm on 5/1/2025

SECOND HALF \$

2

Please fold on perforation BEFORE tearing

DETACH AND RETURN WITH PAYMENT

DO NOT STAPLE, TAPE, OR CLIP PAYMENT STUB OR CHECK

2024

Payment in U.S. FUNDS ONLY

PLEASE CHECK WHICH PAYMENT APPLIES

First half is delinquent after 5pm on 11/1/2024

☐ FIRST HALF \$

If paying full year, single installment payment is due by 12/31/2024 with no interest penalty

☐ FULL YEAR \$

1



Chip Davis  
YAVAPAI COUNTY TREASURER  
1015 Fair Street  
Prescott, AZ 86305-1807

[taxinquiry.yavapaiaz.gov](https://taxinquiry.yavapaiaz.gov)  
(928) 771-3233

## 2024 PROPERTY TAX NOTICE

A change to your mailing address must be updated at  
[yavapaiaz.gov/assessor/Change-of-Address](https://yavapaiaz.gov/assessor/Change-of-Address).

Property taxes are due even if a bill is not received.

### Prefer a paperless bill? Follow these steps:

- 1) Go to [eNoticesOnline.com](https://eNoticesOnline.com) and click "Create New Account"
- 2) Complete your registration using this Authorization Code:
- 3) Click the link in the follow-up email to activate your account

## Total 2024 Property Taxes

\*

\*Prior year taxes are delinquent on this account. Visit our website for current total due.

PLEASE SEE MAILING COUPON STUBS ON BACK

Please fold on perforation BEFORE tearing

### PAYMENT OPTIONS

**Online:** Visit [taxinquiry.yavapaiaz.gov](https://taxinquiry.yavapaiaz.gov) or scan QR Code.

**Phone:** Call 1-866-493-0416. Have your parcel/taxpayer number and amount ready.

*Online/Phone third-party fees:*

*Electronic Check - \$0.40, Debit Card - \$3.50,*

*Credit Card - 2.19% with a \$1.25 minimum.*

**Mail:** Mailed payments must be postmarked on or before the delinquent date. Write your parcel/taxpayer number on your check and include payment coupon. U.S. funds only.

**In Person:** Visit our website at [yavapaiaz.gov/treasurer](https://yavapaiaz.gov/treasurer) for Prescott and Cottonwood locations.

Make checks payable to: Yavapai County Treasurer.

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Second half tax is delinquent after 5pm on May 1, 2025.

Full year tax may be paid in one installment by December 31, 2024 with no interest penalty.

Interest for delinquent taxes accrues at a 16% annual rate equivalent to 1.333% per month. (A.R.S. §42-18053).

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Follow us on Facebook at:

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- If your tax bill is **BLUE**, the bill is for real property – vacant land or residential/commercial real estate with an affixed manufactured home or site-built structure.
- If your tax bill is **GREEN**, the bill is for personal property – an unaffixed manufactured home or business personal property including commercial equipment.

| TAXPAYER ID # | NET ASSESSED VALUE | TAX RATE            | EXEMPTION              |
|---------------|--------------------|---------------------|------------------------|
|               |                    |                     |                        |
| TAX AREA CODE | GROSS PROPERTY TAX | STATE AID REDUCTION | TOTAL PROPERTY TAX DUE |
|               |                    |                     |                        |
|               | JURISDICTION       |                     | 2023 TAXES             |
|               |                    |                     | 2024 TAXES             |

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Yavapai County Treasurer  
1015 Fair Street  
Prescott, AZ 86305

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

**2024**  
**Tax Information**  
**Statement**

1\*1\*\*G48\*\*\*\*\*MIXED AADC 990  
Person  
mailing address  
city state zip



**THIS IS NOT A BILL**

**THE ORIGINAL TAX BILL HAS BEEN DIRECTED TO A MORTGAGE  
COMPANY OR TAX SERVICE**

**IF YOU DO NOT HAVE A MORTGAGE OR RECENTLY PAID OFF YOUR  
MORTGAGE, PLEASE CONTACT OUR OFFICE AT (928) 771-3233**

**PARCEL #** 304-xx-xxxxx

**SITUS ADDRESS**

address

city state zipcode

**PROPERTY DESCRIPTION**

Legal description here

here

| TAXING JURISDICTION NAME  |                              | LEVY TYPE | COMPARATIVE 2023 AMOUNT | 2024 TAX AMOUNT DUE |
|---------------------------|------------------------------|-----------|-------------------------|---------------------|
| 2000                      | YAVAPAI COUNTY               | PRM       | 46.00                   | 46.20               |
| 7051                      | CHINO VALLEY SD #51          | PRM       | 95.74                   | 98.16               |
| 8150                      | YAVAPAI COMMUNITY COLLEGE    | PRM       | 38.54                   | 40.64               |
| 11204                     | CHINO VALLEY FIRE DIST.      | SEC       | 91.60                   | 96.48               |
| 11900                     | FIRE DISTRICT ASSISTANCE TAX | SEC       | 2.20                    | 2.22                |
| 14900                     | YAVAPAI COUNTY LIBRARY DIST. | SEC       | 3.78                    | 3.78                |
| 15001                     | YAVAPAI FLOOD CONTROL DIST.  | SEC       | 4.70                    | 4.72                |
| 30001                     | MOUNTAIN INSTITUTE CTED      | SEC       | 1.28                    | 1.36                |
| State Aid Reduction: 0.00 |                              |           | 283.84                  | 293.56              |

**If your mortgage company will not be paying your property taxes:**

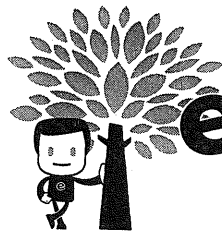
First Half Taxes are delinquent after 5:00 p.m. November 1, 2024

Second Half Taxes are delinquent after 5:00 p.m. May 1, 2025

Or make one Full Year payment by December 31, 2024 and no interest will be charged for the current year.

**For additional information, please refer to the Treasurer website at [www.yavapaiaz.gov/treasurer](http://www.yavapaiaz.gov/treasurer).**

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*More Details Inside*

*More Details Inside*

**U.S. DEPARTMENT OF JUSTICE**

Place  
Stamp  
Here

# IMPORTANT

PLEASE BE SURE THE REMITTANCE  
ADDRESS ON YOUR STATEMENT  
APPEARS IN THIS WINDOW



**Go Green! Save a Stamp!**  
Receive your statements electronically  
and pay online. Register at:

**eNoticesOnline.com**