

SERIAL 16085 S PRINT AND MAIL TAX STATEMENTS AND VALUATION NOTICES

DATE OF LAST REVISION: September 22, 2016

CONTRACT END DATE: July 31, 2017

CONTRACT PERIOD THROUGH JULY 31, 2017

TO: All Departments

FROM: Office of Procurement Services

SUBJECT: Contract for **PRINT AND MAIL TAX STATEMENTS AND VALUATION NOTICES**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **July 20, 2016**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.



Kevin Tyne, Chief Procurement Officer
Office of Procurement Services

BW/at
Attach

Copy to: Office of Procurement Services
 Lesley Kratz, Assessor
 Jon Riggins, Treasurer

(Please remove Serial 09132-S from your contract notebooks)

THE MASTER'S TOUCH, LLC, 1405 NASH ST., SPOKANE, WA 99201

COMPANY NAME: **The Master's Touch, LLC**
 DOING BUSINESS AS (DBA) NAME:
 MAILING ADDRESS: **1405 n Ash St., Spokane, WA 99201**
 REMIT TO ADDRESS: **Same as above**
 TELEPHONE NUMBER: **800-301-1347**
 FACSIMILE NUMBER: **888-828-4659**
 WEB SITE: **www.themastertouch.com**
 REPRESENTATIVE NAME: **Jim Cote'**
 REPRESENTATIVE TELEPHONE NUMBER: **800-301-1347**
 REPRESENTATIVE E-MAIL: **masters@themastertouch.com**

	<u>YES</u>	<u>NO</u>	<u>REBATE</u>
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

FUEL COMPRISES (if section for fuel price adjustment is located in the solicitation document) **0% OF TOTAL BID AMOUNT**

PAYMENT TERMS:

NET 30 DAYS

ITEM DESCRIPTION	11"X17"	8.5"X11"	Printing Paper Supplied	Printing Paper Not Supplied	8.5"X14"	US POSTCARD 9.0 STOCK	PDF ARCHIVE
1.0 ONE COLOR SIMPLEX	We supply paper	We supply paper	Paper provided by County	We supply paper	We supply paper	We supply paper	
1.1 1 TO 100,000	\$35.5000 /per 1,000	\$26.9000 /per 1,000	\$17.9000	\$26.9000	\$30.4500 /per 1,000	\$20.0000 /per 1,000	\$5.00 /per 1,000
1.2 100,001 TO 500,000	\$34.3500 /per 1,000	\$25.7500 /per 1,000	\$16.7500	\$25.7500	\$29.2500 /per 1,000	\$19.0000 /per 1,000	\$5.00 /per 1,000
1.3 500,001 TO 1,000,000	\$34.0000 /per 1,000	\$25.4000 /per 1,000	\$16.4000	\$25.4000	\$28.9000 /per 1,000	\$18.5000 /per 1,000	\$5.00 /per 1,000
1.4 1,000,001 +	\$33.9500 /per 1,000	\$25.3500 /per 1,000	\$16.3500	\$25.3500	\$28.8500 /per 1,000	\$18.5000 /per 1,000	\$5.00 /per 1,000
2.0 ONE COLOR DUPLEX							
2.1 1 TO 100,000	\$47.1000 /per 1,000	\$38.5000 /per 1,000	\$29.5000	\$38.5000	\$42.0000 /per 1,000	\$25.0000 /per 1,000	\$5.00 /per 1,000
2.2 100,001 TO 500,000	\$45.9000 /per 1,000	\$37.3000 /per 1,000	\$28.3000	\$37.3000	\$40.8000 /per 1,000	\$23.5000 /per 1,000	\$5.00 /per 1,000
2.3 500,001 TO 1,000,000	\$45.6000 /per 1,000	\$37.0000 /per 1,000	\$28.0000	\$37.0000	\$40.2500 /per 1,000	\$23.0000 /per 1,000	\$5.00 /per 1,000
2.4 1,000,001 +	\$45.5000 /per 1,000	\$36.9000 /per 1,000	\$27.9000	\$36.9000	\$40.4000 /per 1,000	\$22.7700 /per 1,000	\$5.00 /per 1,000

THE MASTER'S TOUCH, LLC, 1405 NASH ST., SPOKANE, WA 99201

ITEM DESCRIPTION	11"X17"	8.5"X11"	Printing Paper Supplied	Printing Paper Not Supplied	8.5"X14"	US POSTCARD 9.0 STOCK	PDF ARCHIVE
3.0 TWO COLOR SIMPLEX							
3.1 1 TO 100,000	\$52.8000 /per 1,000	\$37.1000 /per 1,000	\$28.1000	\$37.1000	\$41.2500 /per 1,000	\$21.0000 /per 1,000	\$5.00 /per 1,000
3.2 100,001 TO 500,000	\$50.8500 /per 1,000	\$34.9000 /per 1,000	\$26.9000	\$34.9000	\$39.0000 /per 1,000	\$19.7500 /per 1,000	\$5.00 /per 1,000
3.3 500,001 TO 1,000,000	\$50.3000 /per 1,000	\$34.2500 /per 1,000	\$26.2500	\$34.2500	\$38.3500 /per 1,000	\$19.3000 /per 1,000	\$5.00 /per 1,000
3.4 1,000,001 +	\$50.2000 /per 1,000	\$34.1000 /per 1,000	\$26.1000	\$34.1000	\$38.2000 /per 1,000	\$19.1000 /per 1,000	\$5.00 /per 1,000
4.0 TWO COLOR DUPLEX							
4.1 1 TO 100,000	\$78.6000 /per 1,000	\$49.2000 /per 1,000	\$40.2000	\$49.2000	\$54.0000 /per 1,000	\$31.4500 /per 1,000	\$5.00 /per 1,000
4.2 100,001 TO 500,000	\$75.8000 /per 1,000	\$46.6000 /per 1,000	\$37.6000	\$46.6000	\$52.1000 /per 1,000	\$27.9000 /per 1,000	\$5.00 /per 1,000
4.3 500,001 TO 1,000,000	\$75.0000 /per 1,000	\$45.8500 /per 1,000	\$36.8500	\$45.8500	\$51.6000 /per 1,000	\$26.9000 /per 1,000	\$5.00 /per 1,000
4.4 1,000,001 +	\$74.8500 /per 1,000	\$45.7000 /per 1,000	\$36.7000	\$45.7000	\$51.4500 /per 1,000	\$26.7000 /per 1,000	\$5.00 /per 1,000

5.0 FOUR COLOR SIMPLEX							
5.1 1 TO 100,000	\$54.6000 /per 1,000	\$38.5000 /per 1,000	\$29.5000	\$38.5000	\$42.6500 /per 1,000	\$22.4000 /per 1,000	\$5.00 /per 1,000
5.2 100,001 TO 500,000	\$51.4500 /per 1,000	\$35.3500 /per 1,000	\$26.3500	\$35.3500	\$39.4500 /per 1,000	\$20.8000 /per 1,000	\$5.00 /per 1,000
5.3 500,001 TO 1,000,000	\$50.5500 /per 1,000	\$34.4500 /per 1,000	\$25.4500	\$34.4500	\$38.5500 /per 1,000	\$20.4000 /per 1,000	\$5.00 /per 1,000
5.4 1,000,001 +	\$50.3500 /per 1,000	\$34.2500 /per 1,000	\$25.2500	\$34.2500	\$38.3500 /per 1,000	\$20.2500 /per 1,000	\$5.00 /per 1,000
6.0 FOUR COLOR DUPLEX							
6.1 1 TO 100,000	\$80.2500 /per 1,000	\$57.6500 /per 1,000	\$48.6500	\$57.6500	\$61.7500 /per 1,000	\$28.0000 /per 1,000	\$5.00 /per 1,000
6.2 100,001 TO 500,000	\$76.4000 /per 1,000	\$53.7500 /per 1,000	\$44.7500	\$53.7500	\$57.8500 /per 1,000	\$23.6000 /per 1,000	\$5.00 /per 1,000
6.3 500,001 TO 1,000,000	\$75.2500 /per 1,000	\$52.6500 /per 1,000	\$43.6500	\$52.6500	\$56.7500 /per 1,000	\$22.4000 /per 1,000	\$5.00 /per 1,000
6.4 1,000,001 +	\$75.0000 /per 1,000	\$52.4000 /per 1,000	\$43.4000	\$52.4000	\$56.5000 /per 1,000	\$22.1000 /per 1,000	\$5.00 /per 1,000

ITEM DESCRIPTION	11"X17"	8.5"X11"	Printing Paper Supplied	Printing Paper Not Supplied	8.5"X14"	US POSTCARD 9.0 STOCK
7.0 FOLDING-LETTER						
7.1 1 TO 100,000	\$4.0000 /per 1,000	\$3.0000 /per 1,000	\$3.5000	\$3.0000	\$3.5000 /per 1,000	N/A /per 1,000
7.2 100,001 TO 500,000	\$4.0000 /per 1,000	\$3.0000 /per 1,000	\$3.5000	\$3.0000	\$3.5000 /per 1,000	N/A /per 1,000
7.3 500,001 TO 1,000,000	\$4.0000 /per 1,000	\$3.0000 /per 1,000	\$3.5000	\$3.0000	\$3.5000 /per 1,000	N/A /per 1,000
7.4 1,000,001 +	\$4.0000 /per 1,000	\$3.0000 /per 1,000	\$3.5000	\$3.0000	\$3.5000 /per 1,000	N/A /per 1,000
7.0 FOLDING-Z FOLD						
7.1 1 TO 100,000	\$5.5000 /per 1,000	\$3.0000 /per 1,000	\$3.5000	\$3.0000	\$3.5000 /per 1,000	N/A /per 1,000
7.2 100,001 TO 500,000	\$5.5000 /per 1,000	\$3.0000 /per 1,000	\$3.5000	\$3.0000	\$3.5000 /per 1,000	N/A /per 1,000
7.3 500,001 TO 1,000,000	\$5.5000 /per 1,000	\$3.0000 /per 1,000	\$3.5000	\$3.0000	\$3.5000 /per 1,000	N/A /per 1,000
7.4 1,000,001 +	\$5.5000 /per 1,000	\$3.0000 /per 1,000	\$3.5000	\$3.0000	\$3.5000 /per 1,000	N/A /per 1,000

THE MASTER'S TOUCH, LLC, 1405 NASH ST., SPOKANE, WA 99201

ITEM DESCRIPTION	11"X17"	8.5"X11"	Printing Paper Supplied	Printing Paper Not Supplied	8.5"X14"	US POSTCARD 9.0 STOCK
7.0 FOLDING-SELF MAILER (FSM)						
7.1 1 TO 100,000	\$5.5000 /per 1,000	\$3.0000 /per 1,000	\$3.5000	\$3.0000	\$3.5000 /per 1,000	N/A /per 1,000
7.2 100,001 TO 500,000	\$5.5000 /per 1,000	\$3.0000 /per 1,000	\$3.5000	\$3.0000	\$3.5000 /per 1,000	N/A /per 1,000
7.3 500,001 TO 1,000,000	\$5.5000 /per 1,000	\$3.0000 /per 1,000	\$3.5000	\$3.0000	\$3.5000 /per 1,000	N/A /per 1,000
7.4 1,000,001 +	\$5.5000 /per 1,000	\$3.0000 /per 1,000	\$3.5000	\$3.0000	\$3.5000 /per 1,000	N/A /per 1,000

8.0 INSERT STATEMENTS						
8.1 1 TO 100,000	\$11.0000 /per 1,000	\$11.0000 /per 1,000	\$11.0000	\$11.0000	\$11.0000 /per 1,000	N/A /per 1,000
8.2 100,001 TO 500,000	\$11.0000 /per 1,000	\$11.0000 /per 1,000	\$11.0000	\$11.0000	\$11.0000 /per 1,000	N/A /per 1,000
8.3 500,001 TO 1,000,000	\$11.0000 /per 1,000	\$11.0000 /per 1,000	\$11.0000	\$11.0000	\$11.0000 /per 1,000	N/A /per 1,000
8.4 1,000,001 +	\$11.0000 /per 1,000	\$11.0000 /per 1,000	\$11.0000	\$11.0000	\$11.0000 /per 1,000	N/A /per 1,000

9.0 ADDITIONAL MAILING STUFFER PRINTING (printing black ink)						
	paper supplied by County	paper supplied by County	paper supplied by County		paper supplied by County	
9.1 1 TO 100,000	\$12.6000 /per 1,000	\$7.6000 /per 1,000	\$7.6000	\$7.6000	\$7.6000 /per 1,000	N/A /per 1,000
9.2 100,001 TO 500,000	\$12.2000 /per 1,000	\$7.2000 /per 1,000	\$7.2000	\$7.2000	\$7.2000 /per 1,000	N/A /per 1,000
9.3 500,001 TO 1,000,000	\$12.1000 /per 1,000	\$7.1000 /per 1,000	\$7.1000	\$7.1000	\$7.1000 /per 1,000	N/A /per 1,000
9.4 1,000,001 +	\$12.0500 /per 1,000	\$7.0500 /per 1,000	\$7.0500	\$7.0500	\$7.0500 /per 1,000	N/A /per 1,000

10.0 INSERT STUFFER						
10.1 1 TO 100,000	\$1.2000 /per 1,000	\$1.2000 /per 1,000	\$1.2000	\$1.2000	\$1.2000 /per 1,000	N/A /per 1,000
10.2 100,001 TO 500,000	\$1.2000 /per 1,000	\$1.2000 /per 1,000	\$1.2000	\$1.2000	\$1.2000 /per 1,000	N/A /per 1,000
10.3 500,001 TO 1,000,000	\$1.2000 /per 1,000	\$1.2000 /per 1,000	\$1.2000	\$1.2000	\$1.2000 /per 1,000	N/A /per 1,000
10.4 1,000,001 +	\$1.2000 /per 1,000	\$1.2000 /per 1,000	\$1.2000	\$1.2000	\$1.2000 /per 1,000	N/A /per 1,000

					US POSTCARD 9.0 STOCK	
11.0 ANNUAL FORM REVISIONS/ SET-UPS (Includes re-programming)						
				\$70.0000 /per HOUR		
12.0 MAILING (Includes all costs to complete mailing project)				\$11,000 / per 1,000		\$11.0000 / per 1,000
12.1 STANDARD ENVELOPES				\$23.0000 /per 1,000		
12.2 DOUBLE WINDOW #10				\$27.0000 /per 1,000		
13.0 SPECIAL REPORTS				\$70.0000 /per HOUR		
14.0 PICK-UP/DELIVERY OF MATERIALS				\$25.00 –per roundup		
15.0 NCOA PROCESSING INCLUDING FILE BACK TO COUNTY				\$1.7500 / per 1,000		

THE MASTER'S TOUCH, LLC, 1405 NASH ST., SPOKANE, WA 99201

PRICING SHEET: NIGP CODE 96672

Terms: NET 30

Vendor Number: ~~2011007358-0~~ **VC0000010131**

Certificates of Insurance Required

Contract Period: To cover the period ending **July 31, 2017.**

PRINT AND MAIL TAX STATEMENTS AND VALUATION NOTICES

1.0 INTENT:

This Invitation for Bids is to award a contract for printing and mailing services to include; form design, printing, presorting, data cleaning, warehousing, and mailing from electronic file transfers of the Maricopa County Treasurer’s tax statements and the Maricopa County Assessor’s Valuation Notices. **The Contractor shall be required to prepare templates and transition services upon contract award and prior to the current contract expiration date of June 30, 2016.**

Other governmental entities under agreement with the County may have access to services provided hereunder (see also Sections 3.10 and 3.11, below).

The County reserves the right to add additional contractors, at the County’s sole discretion, in cases where the currently listed contractors are of an insufficient number or skill-set to satisfy the County’s needs or to ensure adequate competition on any project or task order work.

2.0 SCOPE OF SERVICES:

2.1 QUANTITY OF MATERIAL AND DELIVERY POINTS:

One and one-half million to two million notices and statements related to personal and property taxes printed, electronically transferred, presorted and mailed for the Maricopa County Treasurer’s Office, located at 301 West Jefferson, Room 100, Phoenix, Arizona 85003-2199, as well as, one and one-half million to two million Assessor Valuation related notices printed and mailed for the Maricopa County Assessor’s Office, as covered by this Contract and subsequent purchase orders.

2.2 LOCAL FACILITIES:

The Contractor shall have ownership of printing, **mailing** and warehousing, ~~and data center operations~~ located within Maricopa County and shall use and/or maintain them to fulfill the terms of this Contract. **Data center operations including NCOA processing may be located outside of Maricopa County but not the United States.**

2.3 DELIVERY/COMPLETION:

2.3.1 Contractor shall furnish electronic transportation of “raw data” to and from printing location to Treasurer’s/Assessor’s Office. Delivery required by the dates listed in Section 2.5 and in adherence to contractor’s schedule submitted with the bid. Penalty for delay in acceptable delivery time is \$500.00 per day or fraction thereof.

2.3.2 Contractor shall be able to program printing from electronically transferred raw data files.

2.3.3 Confidentiality of Data: The data or any portion thereof, provided to the Contractor is for the sole purpose of printing the valuation notices or tax statements and may **NOT** be used for any other purpose or sold to third-parties by the Contractor.

2.4 SITE INSPECTION:

County reserves the right to visit printing site before making a final determination on bid.

2.5 DOCUMENT DESCRIPTIONS:

Configuration of forms is subject to change from year to year. Documents will be created by Contractor from rough design provided by County and/or third-party design consultants. Contractor must be capable of merging County’s raw data files with the final form(s).

2.5.1 Real Property and Personal Property: Tax Statements

- Mailing Date: 1st week of September.
- Approximately 731,000 of these records will be electronically transmitted in a raw data file named “Zips”.
- Approximately 85,000 of these records will be electronically transmitted in a raw data file named “Multi’s”. These will require special handling (see section 2.9.1).
- Approximately 19,500 of these records will be electronically transmitted in a raw data file named “Mortgage”. These will require special handling (see section 2.9.1).
- Approximately 7,600 of these records will be electronically transmitted in a raw data file named “Lease”. These will require special handling (see section 2.9.1).

2.5.2 Real Property and Personal Property: Tax Information Statements

- Mailing Date: Immediately following completion of tax statement mailing in September.
- A percentage will be preprinted with red ink designating back taxes owing.

2.5.3 Real Property: June Delinquent Tax Statements

- Mailing Date: 1st Business Day In June.

2.5.4 Personal Property: Delinquent Tax Statements

- Mailing Date: Last week of May.

2.5.5 Real Property: December Delinquent Tax Statements

- Mailing Date: 1st Business Day In December.

2.5.6 Notice of Value Statements

- Mailing Date for Real Property: Mailed annually in February; must be before March 1st.

NOTE: All valuation notices must be mailed on the same day and must have the same postmark. County will provide specific mail date to Contractor and will provide data based on lead time identified in solicitation.

Valuation notices are of the same general format but may contain different verbiage. *These five notices each contain three (3) electronic data files relating to the type of mailing: D - domestic (individual letters), T - multiple property owners (numerous notices grouped into a single mailing) and F- foreign. For postage savings, the multiple notices should be group and mailed in the most economical process*

- AMENDED NOTICE OF VALUATION (also known as Notice of Change) – These are for new construction and revalues during the year and will have a mailing in September. By statute, the notices need to be mailed no later than September 30th of each year.
- MOBILE HOME NOTICE OF VALUATION - These have a single format for both the front and back with a mailing date in June annually (approximately 50,000 – 90,000).
- PERSONAL PROPERTY NOTICE OF VALUATION - These have a single format for both the front and back with a mailing date in August annually and must be mailed by August 31st (approximately 40,000 – 60,000).

2.5.7 BUSINESS PROPERTY STATEMENTS (FORM 520) AGRICULTURAL, LEASING and COMMERCIAL)

Note: The above statements are processed as received, do not require letter shop services, and are returned to Assessor.

- Commercial:
 - Sort by company name sequence
 - Extract multi's from table furnished and laser print
 - Extract continuations and laser print
- Mailing Date : Early January
- Additional mailing may occur in May, June, and July for new or non- returned accounts. Printing will be approximately 5,000 per month.

2.5.8 TAX EXEMPTION/SENIOR RENEWAL FORMS ORGANIZATION (TES9); FRONT OF EXEMPTION FORMS; SENIOR RENEWAL FORMS (LETTER) and SENIOR RENEWAL FORM)

- Mailing Date : December

2.5.9 FIRST AND FINAL INTENT TO RECLASSIFY PROPERTY

Mailed twice a year based on agreement between County and Contractor, usually in spring and fall with about 15,000 – 40,000 notices mailed each time.

2.6 TYPE OF PRINTING:

The Maricopa County Treasurer's/Assessor's Office requires that all of the above documents be laser printed (OCR Scanable). The Treasurer's Office requires that mailings adhere to lockbox and branch payment requirements provided by the contracted servicing bank.

Existing information must be placed on single page documents in a manner that will allow the use of the current window envelopes, if required (Valuation notices do not require envelopes). All payment stubs must meet specifications for high speed check processing equipment, including using 50-60 pound offset paper or paper as otherwise specified by Assessor/Treasurer. All payment stubs must have straight bottom edges to meet specifications (i.e., not perforated). County requires vendor to produce PDF of mailed valuation notices, tax statements, delinquent mailings, and resolutions. However, County has the right to waive this requirement for each mailing at its discretion. Notices which are self-mailers require using 70 pound offset paper or based on current USPS standards.

2.7 ANNUAL REVISIONS:

Due to legislative changes, Department of Revenue (DOR) requirements and newly elected officers, statement formats may change. Please submit an annual cost for statement revisions that may occur over the life of the contract.

2.8 ADDITIONAL MAILING MATERIALS:

Supplement materials are sometimes included when sending statements. The printing agent will be notified of additional "stuffers". This may involve varying sizes (8 ½ x 11 Inch, 8 ½ x 5 ½ Inch, etc.) with simplex or duplex printing. Include the cost for this service in the bid.

2.9 MAILING SERVICES

This bid will require the printing agent to provide mailing service. If a subcontractor is used for the collating, stuffing, and mailing of printed statements, then include the cost of these services or any related services in the bid along with the specific services provided by the subcontractor. The

subcontractor shall have facilities located within Maricopa County and shall use and/or maintain them to fulfill the subcontract.

Mailing is to be First Class United States Postal Service or Standard Mail United State Postal Service via the most cost efficient means-pursuant to current Postal Regulations in effect at the time of mailing. Contractor must be able to qualify mail to automation Carrier Route when possible. Contractor must be able to mail to foreign countries. Contractor must have the ability to produce Intelligent Barcodes with a unique parcel identifier number to allow for electronic mail tracking, NIXIE, and NCOA information. **The Contractor may be USPS Certified but they shall be able to create IMB automated full service mailings with tracing using Maricopa County mailer ID's. The Contractor shall have USPS PAVE certified software and have the ability to create both First Class and Standard A full service mailings.**

2.9.1 MAILING OF MULTIPLE STATEMENTS:

When ten (10) or more tax statements go to a single name and address, the Contractor may re-sort the file, in number of documents (weight) order to maximize postage savings. The Contractor will either hand address envelopes or pre-print pressure sensitive labels when necessary.

*These statements are provided in distinctly separate data files for special handling which may include UPS, Federal Express or locally available delivery means whichever is most expedient and cost effective.

2.9.2 MAILING OF FOREIGN ADDRESSED STATEMENTS:

In the foreign mailing of documents, the vendor will need an application that locates the "Last Line" (city, state, and zip code) to determine if the documents have a U.S. zip code or not.

2.9.3 POSTAGE FOR MAILING STATEMENTS:

Postage funds will be provided by the Maricopa County Treasurer's/Assessor's Office based on estimates by the successful bidder. A report of usage and unused balance is required after each mailing. Vendor may use own postage meter for mailing of multiples and County will reimburse. **The Contractor shall not add a markup to the postal charges for County reimbursement.**

2.9.4 PRESORTED RATES

The successful bidder is required to have the necessary postal software to efficiently sort mail to obtain the most effective and lowest cost mailing rates.

2.9.5 WAREHOUSING OF MAILING SUPPLIES AND MATERIAL:

The successful bidder is responsible for providing 4,000 – 5,000 sq. ft. of warehouse space for all Treasurer mailing supplies and materials throughout the fiscal year at a no cost or a nominal fee.

2.9.6 NATIONAL CHANGE OF ADDRESS (NCOA) STANDARDIZATION AND OTHER DATA CLEANSING:

The winning bidder must have the capability to provide NCOA standardization and other raw data cleansing processes for a nominal or no cost.

2.10 SUBSEQUENT PRINTING:

Subsequent printings may require added verbiage or slight format changes from their original format Subsequent printing of these statements may be returned to the County Treasurer's Office

located at 301 West Jefferson, Phoenix, Arizona for mailing to taxpayers. The successful bidder is responsible for compliance to delivery schedules.

The vendor is to submit a reasonable turnaround time from receipt of an electronic file transfer, to delivery of printed products for subsequent printing with this bid. The vendor is also to state a minimum printing and delivery cost. (Please include an option for folding, inserting and mailing of these statements. In addition to price, please include a delivery schedule.)

2.10.1 REAL PROPERTY AND PERSONAL PROPERTY:

2.10.1.1 Resolution Reprints:

- Electronic Transfer of Raw Data
- Run Time: Weekly From September through July
- Approximately 27 Runs

2.11 FORM DESIGN:

The Treasurer’s and Assessor’s Offices require proof copies for each item to be printed prior to the job being printed.

Tax Bill/Valuation Notices Quantities
September to September

REAL/PERSONAL PROPERTY	2012	2013	2014	2015	Lead Time
Tax Statements	837,650	845,276	841,579	851,959	3 weeks
Tax Information Cards	725,636	675,536	698,053	710,861	3 weeks
June Delinquent Notices	146,420	121,493	111,177	111,744	2 weeks
December Delinquent Notices	32,190	26,167	22,658	21,919	2 weeks
1099 Mailing		1,625	1,481	1,036	2 weeks
Notices of Value – February	1,476,263	1,475,284	1,474,548	1,478,122	4 weeks
Notices of Value – June	84,866	84,006	83,112	79,592	2 weeks
Notices of Value - August	41,922	47,022	47,477	46,235	1 week
Notices of Value - September	11,743	15,355	22,011	34,462	1 week

PERSONAL PROPERTY				
Commercial / Leasing	59,705	63,736	65,810	66,014
Tax-Exempt – Organization	3,751	3,825	3,819	3,673
Legal Class Verification	250,924	151,335	108,272	113,148

3.0 PURCHASING REQUIREMENTS:

3.1 ACCEPTANCE:

Upon delivery and successful installation, the material(s) shall be deemed accepted and the warranty period shall begin. All documentation shall be completed prior to final acceptance.

3.2 USAGE REPORT:

The Contractor shall furnish the County a usage report upon request delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit.

3.3 BACKGROUND CHECK:

Bidders/proposers need to aware that there may be multiple background checks (Sheriff’s Office, County Attorney’s Office, Courts as well as Maricopa County general government) to determine if the respondent is acceptable to do business with the County. This applies to (but is not limited to)

the company, sub-contractors and employees and the failure to pass these checks shall deem the respondent non-responsible.

3.4 INVOICES AND PAYMENTS:

3.4.1 The Contractor shall submit one (1) legible copy of their detailed invoice before payment(s) can be made. Incomplete invoices will not be processed. At a minimum, the invoice must provide the following information:

- Company name, address and contact
- County bill-to name and contact information
- Contract Serial Number or
- County purchase order number
- Invoice number and date
- Payment terms
- Date of service or delivery
- Quantity (number of days or weeks)
- Contract Item number(s)
- Description of Purchase (product or services)
- Pricing per unit of purchase
- Freight (if applicable)
- Extended price
- Mileage w/rate (if applicable)
- Arrival and completion time (if applicable)
- Total Amount Due

3.4.2 Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.

3.4.3 Payment shall be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Contract Award the Contractor shall complete the Vendor Registration Form located on the County Department of Finance Vendor Registration Web Site (<http://www.maricopa.gov/Finance/Vendors.aspx>).

3.4.4 Discounts offered in the contract shall be calculated based on the date a properly completed invoice is received by the County (ROI).

3.4.5 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

3.5 APPLICABLE TAXES:

3.5.1 **Payment of Taxes:** The Contractor shall pay all applicable taxes. With respect to any installation labor on items that are not attached to real property performed by Contractor under the terms of this Contract, the installation labor cost and the gross receipts for materials provided shall be listed separately on the Contractor's invoices.

3.5.2 **State and Local Transaction Privilege Taxes:** Maricopa County is subject to all applicable state and local transaction privilege taxes. To the extent any state and local transaction privilege taxes apply to sales made under the terms of this contract_it is the responsibility of the seller to collect and remit all applicable taxes to the proper taxing jurisdiction of authority.

3.5.3 **Tax Indemnification:** Contractor and all subcontractors shall pay all Federal, state, and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all subcontractors to hold Maricopa County harmless from

any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.

3.6 TAX (SERVICES):

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

3.7 TAX (COMMODITIES):

Tax shall not be levied against labor. Sales/use tax will be determined by County. Tax will not be used in determining low price.

3.8 DELIVERY:

It shall be the Contractor's responsibility to meet the proposed delivery requirements. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

3.9 POST AWARD MEETING:

The Contractor may be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

3.10 STRATEGIC ALLIANCE for VOLUME EXPENDITURES (\$AVE):

The County is a member of the \$AVE cooperative purchasing group. \$AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the \$AVE Cooperative Purchasing Agreement, and with the concurrence of the successful Respondent under this solicitation, a member of \$AVE may access a contract resulting from a solicitation issued by the County. If you **do not** want to grant such access to a member of \$AVE, **please so state** in your proposal. In the absence of a statement to the contrary, the County will assume that you do wish to grant access to any contract that may result from this Request for Proposal.

3.11 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPA's):

County currently holds ICPA's with numerous governmental entities throughout the State of Arizona. These agreements allow those entities, with the approval of the Contractor, to purchase their requirements under the terms and conditions of the County Contract. Please indicate on Attachment A, your acceptance or rejection regarding such participation of other governmental entities. Your response will not be considered as an evaluation factor in awarding a contract.

4.0 **CONTRACTUAL TERMS & CONDITIONS:**

4.1 CONTRACT TERM:

This Invitation for Bid is for awarding a firm, fixed-price purchasing contract to cover a term of one (1) year.

4.2 OPTION TO RENEW:

The County may, at its option and with the concurrence of the Contractor, renew the term of this Contract up to a maximum of four (4) additional years, (or at the County's sole discretion, extend the contract on a month to month basis for a maximum of six (6) months after expiration). The Contractor shall be notified in writing by the Office of Procurement Services of the County's

intention to renew the contract term at least thirty (60) calendar days prior to the expiration of the original contract term.

4.3 PRICE ADJUSTMENTS:

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Consumer Price Index or by performing a market survey.

4.4 INDEMNIFICATION:

To the fullest extent permitted by law, and to the extent that claims, damages, losses or expenses are not covered and paid by insurance purchased by the Contractor, the Contractor shall defend indemnify and hold harmless the County (as Owner), its agents, representatives, agents, officers, directors, officials, and employees from and against all claims, damages, losses, and expenses (including, but not limited to attorneys' fees, court costs, expert witness fees, and the costs and attorneys' fees for appellate proceedings) arising out of, or alleged to have resulted from the negligent acts, errors, omissions, or mistakes relating to the performance of this Contract.

Contractor's duty to defend, indemnify, and hold harmless the County, its agents, representatives, agents, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss, or expense that is attributable to bodily injury, sickness, disease, death or injury to, impairment of, or destruction of tangible property, including loss of use resulting there from, caused by negligent acts, errors, omissions, or mistakes in the performance of this Contract, but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, any one directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the sole negligence of County.

4.5 INSURANCE:

4.5.1 Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

4.5.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

4.5.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

4.5.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

4.5.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

4.5.6 The insurance policies required by this Contract, except Workers' Compensation and Errors and Omissions, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

4.5.7 The policies required hereunder, except Workers' Compensation and Errors and Omissions, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

4.5.8 **Commercial General Liability.**

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$2,000,000 for each occurrence, \$4,000,000 Products/Completed Operations Aggregate, and \$4,000,000 General Aggregate Limit. The policy shall include coverage for premises liability, bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provisions which would serve to limit third party action over claims. There shall be no endorsement or modifications of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

4.5.9 **Automobile Liability.**

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services or use or maintenance of the Premises under this Contract.

4.5.10 **Workers' Compensation.**

Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

Contractor, its contractors and its subcontractors waive all rights against Contract and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor, its contractors and its subcontractors pursuant to this Contract.

4.5.11 Certificates of Insurance.

4.5.11.1 Prior to Contract **AWARD**, Contractor shall furnish the County with valid and complete certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

4.5.11.2 In the event any insurance policy (ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

4.5.11.3 If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

4.5.12 Cancellation and Expiration Notice.

Applicable to all insurance policies required within the Insurance Requirements of this Contract, Contractor's insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice to Maricopa County. Contractor must provide to Maricopa County, within 2 business days of receipt, if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to Maricopa County Office of Procurement Services and shall be mailed, emailed, hand delivered or sent by facsimile transmission to (320 West Lincoln Street, Phoenix, AZ 85003, Phone Number 602/506-3967 /Fax Number 602/258-1573).

4.6 ORDERING AUTHORITY:

4.6.1 Any request for purchase of product(s) shall be accompanied by a valid purchase order, issued by Office of Procurement Services, a Purchase Order issued by the using Department or direction by a Certified Agency Procurement Aid (CAPA) with a Purchase Card for payment.

4.7 REQUIREMENTS CONTRACT:

4.7.1 Contractors signify their understanding and agreement by signing a bid submittal, that the Contract resulting from the bid is a requirements contract. However, the Contract does not guarantee any minimum or maximum number of purchases will be made. It only indicates that if purchases are made for the materials contained in the Contract, they will be purchased from the Contractor awarded that item. Orders will only be placed when the County identifies a need and proper authorization and documentation have been approved.

4.7.2 County reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the Contractor for actual and documentable costs incurred by the Contractor in response to the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.

4.7.3 Contractors agree to accept verbal notification of cancellation of Purchase Orders from the County Procurement Officer with written notification to follow. By submitting a bid in response to this Invitation for Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.

4.8 SUSPENSION OF WORK:

The Procurement Officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time that the Procurement Officer determines appropriate for the convenience of the County. No adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor. No request for adjustment under this clause shall be granted unless the claim, in an

amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the contract.

4.9 STOP WORK ORDER:

The Procurement Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the 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. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Procurement Officer shall either—

- 4.9.1 Cancel the stop-work order; or
- 4.9.2 Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the County, clause of this contract.
- 4.9.3 The Procurement Officer may make an equitable adjustment in the delivery schedule and/or contract price, or otherwise, and the contract shall be modified, in writing, accordingly, if the Contractor demonstrates that the stop work order resulted in an increase in costs to the Contractor.

4.10 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

4.11 TERMINATION FOR DEFAULT:

The County may, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to:

- 4.11.1 Deliver the supplies or to perform the services within the time specified in this contract or any extension;
- 4.11.2 Make progress, so as to endanger performance of this contract; or
- 4.11.3 Perform any of the other provisions of this contract.
- 4.11.4 The County's right to terminate this contract under these subparagraphs may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the County) after receipt of the notice from the Procurement Officer specifying the failure.

4.12 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel any Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

4.13 OFFSET FOR DAMAGES:

In addition to all other remedies at Law or Equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance of the contract.

4.14 SUBCONTRACTING:

4.14.1 The Contractor may not assign to another Contractor or Subcontract to another party for performance of the terms and conditions hereof without the written consent of the County. All correspondence authorizing subcontracting must reference the Bid Serial Number and identify the job project.

4.14.2 The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

4.15 AMENDMENTS:

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Office of Procurement Services shall be responsible for approving all amendments for Maricopa County.

4.16 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete materials to a Contract. If a service requirement is deleted, payment to the Contractor will be reduced proportionately, to the amount of service reduced in accordance with the bid price. If additional materials are required from a Contract, prices for such additions will be negotiated between the Contractor and the County.

4.17 ACCESS TO AND RETENTION OF RECORDS FOR THE PURPOSE OF AUDIT AND/OR OTHER REVIEW:

4.17.1 In accordance with section MCI 371 of the Maricopa County Procurement Code the Contractor agrees to retain all books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract for six (6) years after final payment or until after the resolution of any audit questions which could be more than six (6) years, whichever is latest. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.

4.17.2 If the Contractor's books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

4.17.3 If at any time it is determined by the County that a cost for which payment has been made is a disallowed cost, the County shall notify the Contractor in writing of the disallowance. The course of action to address the disallowance shall be at sole discretion of the County, and may include either an adjustment to future invoices, request for credit, request for a check or deduction from current billings. Submitted by the Contractor by the amount of the disallowance, or to require reimbursement forthwith of the disallowed amount by the Contractor by issuing a check payable to Maricopa County.

4.18 VALIDITY:

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of the Contract.

4.19 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from a Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to a Contract and to the performance thereunder.

4.20 RELATIONSHIPS:

4.20.1 In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, co-employee, partnership, principal and agent, or joint venture between the County and the Contractor.

4.20.2 The County reserves the right of final approval on proposed staff for all Task Orders. Also, upon request by the County, the Contractor will be required to remove any employees working on County projects and substitute personnel based on the discretion of the County within two business days, unless previously approved by the County.

4.21 NON-DISCRIMINATION:

CONTRACTOR agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 including flow down of all provisions and requirements to any subcontractors. Executive Order 2009-09 supersedes Executive order 99-4 and amends Executive order 75-5 and may be viewed and downloaded at the Governor of the State of Arizona's website <http://azmemory.azlibrary.gov/cdm/singleitem/collection/execorders/id/680/rec/1> which is hereby incorporated into this contract as if set forth in full herein. During the performance of this contract, CONTRACTOR shall not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

4.22 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION:

4.22.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor

4.22.1.1 is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

4.22.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

4.22.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

4.22.1.4 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.

4.22.2 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

4.23 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:

4.23.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees and A.R.S. §23-214(A). The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer. I-9 forms are available for download at USCIS.GOV.

4.23.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 4.23.1 of this Section. Contractor and subcontractor shall be given reasonable notice of the County's intent to inspect and shall make the documents available at the time and date specified. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County will consider this a material breach of the contract and may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

4.24 CONTRACTOR LICENSE REQUIREMENT:

4.24.1 The Respondent shall procure all permits, insurance, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his/her business, and as necessary complete any required certification requirements, required by any and all governmental or non-governmental entities as mandated to maintain compliance with and in good standing for all permits and/or licenses. The Respondent shall keep fully informed of existing and future trade or industry requirements, Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and shall comply with the same. Contractor shall immediately notify both Office of Procurement Services and the using agency of any and all changes concerning permits, insurance or licenses.

4.24.2 Respondents furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Respondent is not relieved of its obligation to possess the required licenses by subcontracting of the labor portion of the Contract. Respondents are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1525 to ascertain licensing requirements for a particular contract. Respondents shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

4.25 INFLUENCE:

As prescribed in MC1-1202 of the Maricopa County Procurement Code, any effort to influence an employee or agent to breach the Maricopa County Ethical Code of Conduct or any ethical conduct, may be grounds for Disbarment or Suspension under MC1-902. An attempt to influence includes, but is not limited to:

- 4.25.1 A Person offering or providing a gratuity, gift, tip, present, donation, money, entertainment or educational passes or tickets, or any type valuable contribution or subsidy,
- 4.25.2 That is offered or given with the intent to influence a decision, obtain a contract, garner favorable treatment, or gain favorable consideration of any kind.

If a Person attempts to influence any employee or agent of Maricopa County, the Chief Procurement Officer, or his designee, reserves the right to seek any remedy provided by the Maricopa County Procurement Code, any remedy in equity or in the law, or any remedy provided by this contract.

4.26 PUBLIC RECORDS:

All Offers submitted and opened are public records and must be retained by the Records Manager at the Office of Procurement Services. Offers shall be open to public inspection after Contract award and execution, except for such Offers deemed to be confidential by the Office of Procurement Services. If an Offeror believes that information in its Offer should remain confidential, it shall indicate as confidential, the specific information in its offer and submit a statement with its offer detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise. The Records Manager of the Office of Procurement Services shall determine whether the identified information is confidential pursuant to the Maricopa County Procurement Code and the Arizona Public Records Law.

**EXHIBIT A
ADDITIONAL SCOPE OF WORK**

Description of eNoticesOnline Services:

- Online Presentment of PDF statement - a replica of what is mailed
- E-mail notification to owner that statement is ready for viewing
- One Code Authentication for multiple parcels when name and address are identical between two or more parcels.
- Secure access – only those with authorization code can go paperless!
- Immediate access to eNotice(s) upon registration – no waiting!
- Seamless Ownership Changes ensures new owners receive their statements.
- One Data Upload takes care of both your print mailing and your eNotices
- Robust Report Generation – detailing who accessed, when, how many times, etc.
- Email generation can be initiated by the County to email blast those who have signed up – i.e. 2nd half reminders, appeal deadlines!
- PDF's of exact statements mailed will be uploaded to eNotices within five workdays after final approval of production PDFs.
- Parcel look up for viewing and payment

Description of eNoticesOnline Pricing Structure:

- \$0.12 per statement registered on eNoticesOnline.com
- \$.0025 per PDF upload - Covers PDF generation, processing, upload and storage for all PDF's in a single upload file.
- Cancel service at any time without penalty.
- Printed logo advertisement on #10 outgoing envelope – **no charge!**
- Printed logo advertisement on #9 Reply envelope – **no charge!**
- 3.5 x 8.5 eNotices insert to advertise sign up - **\$.01 each** (includes print and insert)

One Time Setup:

One time set up fee is \$1,500.00

ePay will be processed through Maricopa current provider or Forte Online

Payment Systems.

Rates – Same as current.

EXHIBIT 3

Maricopa County Assessor's Office
UPPS 520 Data File Layout

Updated: 12/02/2010

Owner Record (Record Type = O)

One owner record will be present of each account number. Print on upper half of 520 form.

	<u>Field Size</u>	<u>Field Position in each record</u>
1) Record Type	1	1
2) Account Type Code	1	2
3) Account Number	7	3-9
4) Filler	136	10-145
5) Tax Area Code Title	10	146-155
6) Tax Area Code	6	156-161
7) Account Type (Leasing -, Multiple -, Secured, Commercial, Agricultural)	13	162-174
8) Company Number (Leasing Number or Multiple Number)	5	175-179
9) Company Address Line1	42	180-221
10) Company Address Line2	42	222-263
11) Company Address Line3	42	264-305
12) Company Address Line4	42	306-347
13) Company Address Line5	42	348-389
14) Presumptive Year	4	390-393
15) Parcel Number	9	394-402
16) General Status	1	403
17) Audit Status	1	404
18) Company Location Address	45	405-449
19) Company Location City	28	450-477
20) Company Location Zip code	5	478-482
21) Appraiser Number	4	483-486
22) Filler	7	487-493
23) Carriage Return	1	494

Detail Record (Record Type = D)

One to many detail records may be present for each owner record. Print on bottom half of 520 form.

	<u>Field Size</u>	<u>Field Position in each record</u>
24) Record Type	1	1
25) Account Type	1	2
26) Account Number	7	3-9
27) Schedule	1	10
28) Acquisition Year	4	11-14
29) Original Cost	12	15-26
30) Assessment Class	2	27-28
31) Trending Table	2	29-30
32) Accelerated Tax Year	4	31-34
33) Filler	462	35-493
34) Carriage Return	1	494

Subtotal Record (Record Type = S)

One subtotal record will be present for each schedule of the detail record.

	<u>Field Size</u>	<u>Field Position in each record</u>
35) Record Type	1	1
36) Subtotal Title	9	2-10
37) Subtotal Amount	12	11-22
38) Filler	471	23-493
39) Carriage Return	1	494

Grand Total Record (Record Type = T)

One grand total record will be present for each owner record.

	<u>Field Size</u>	<u>Field Position in each record</u>
40) Record Type	1	1
41) Grand Total Title	9	2-10
42) Grand Total Amount	12	11-22
43) Filler	474	23-493
44) Carriage Return	1	494

EXHIBIT 4**Maricopa County Assessor's Office**
UPPS NOV Data File Layout

Document: X\ISD\Layouts\UB30050_NOV.DOC
Date: 06/27/2011

Record layout for **UB30050**.dat (UPPS Notice of Valuation files)

	FIELD NAME -----	LENGTH -----	START/END POSITIONS -----	
1)	roll no	7	1	- 7
2)	tax year	4	8	- 11
3)	penalty percent	4	12	- 15
4)	legal class	1	16	- 16
5)	legal decimal pt	1	17	- 17
6)	legal sub-class	2	18	- 19
7)	FCV assessment ratio	5	20	- 24
8)	LPV assessment ratio	5	25	- 29
9)	tax area code	6	30	- 35
10)	mail address line1	40	36	- 75
11)	mail address line2	40	76	- 115
12)	mail address line3	40	116	- 155
13)	mail address line4	40	156	- 195
14)	mail address line5	40	196	- 235
15)	location address line1	53	236	- 288
16)	location address line2	53	289	- 341
17)	property code 1	3	342	- 344
18)	fcv 1	12	345	- 356
19)	fcv assessed 1	12	357	- 368
20)	fcv exempt 1	12	369	- 380
21)	fcv remainder 1	12	381	- 392
22)	lpv 1	12	393	- 404
23)	lpv assessed 1	12	405	- 416
24)	lpv exempt 1	12	417	- 428
25)	lpv remainder 1	12	429	- 440
26)	property code 2	3	441	- 443
27)	fcv 2	12	444	- 455
28)	fcv assessed 2	12	456	- 467
29)	fcv exempt 2	12	468	- 479
30)	fcv remainder 2	12	480	- 491
31)	lpv 2	12	492	- 503
32)	lpv assessed 2	12	504	- 515
33)	lpv exempt 2	12	516	- 527
34)	lpv remainder 2	12	528	- 539
35)	property code 3	3	540	- 542
36)	fcv 3	12	543	- 554
37)	fcv assessed 3	12	555	- 566
38)	fcv exempt 3	12	567	- 578
39)	fcv remainder 3	12	579	- 590
40)	lpv 3	12	591	- 602
41)	lpv assessed 3	12	603	- 614
42)	lpv exempt 3	12	615	- 626
43)	lpv remainder 3	12	627	- 638
44)	property code 4	3	639	- 641

45)	fcv 4	12	642	-	653
46)	fcv assessed 4	12	654	-	665
47)	fcv exempt 4	12	666	-	677
48)	fcv remainder 4	12	678	-	689
49)	lpv 4	12	690	-	701
50)	lpv assessed 4	12	702	-	713
51)	lpv exempt 4	12	714	-	725
52)	lpv remainder 4	12	726	-	737
53)	property code 5	3	738	-	739
54)	fcv 5	12	740	-	752
55)	fcv assessed 5	12	753	-	764
56)	fcv exempt 5	12	765	-	776
57)	fcv remainder 5	12	777	-	788
58)	lpv 5	12	789	-	800
59)	lpv assessed 5	12	801	-	812
60)	lpv exempt 5	12	813	-	824
61)	lpv remainder 5	12	825	-	836
62)	property code 6	3	837	-	839
63)	fcv 6	12	840	-	851
64)	fcv assessed 6	12	852	-	863
65)	fcv exempt 6	12	864	-	875
66)	fcv remainder 6	12	876	-	887
67)	lpv 6	12	888	-	899
68)	lpv assessed 6	12	900	-	911
69)	lpv exempt 6	12	912	-	923
70)	lpv remainder 6	12	924	-	935
71)	total fcv	13	936	-	948
72)	total fcv assessed	12	949	-	960
73)	total fcv exempt	12	961	-	972
74)	total fcv remainder	12	973	-	984
75)	total lpv	13	985	-	997
76)	total lpv assessed	12	998	-	1009
77)	total lpv exempt	12	1010	-	1021
78)	total lpv remainder	12	1022	-	1033
79)	account type	1	1034	-	1034
80)	lessor number	5	1035	-	1039
81)	multiple number	5	1040	-	1044
82)	mobile home make	10	1045	-	1054
83)	mobile home year	4	1055	-	1058
84)	mobile home width	2	1059	-	1060
85)	mobile home length	2	1061	-	1062
86)	mobile home id 1	30	1063	-	1092
87)	mobile home id 2	30	1093	-	1122
88)	mobile home id 3	30	1123	-	1152
89)	mobile home id 4	30	1153	-	1182
90)	prior yr legal class	1	1183	-	1183
91)	prior yr legal decimal pt	1	1184	-	1184
92)	prior yr legal sub-class	2	1185	-	1186
93)	prior yr asmt ratio	5	1187	-	1191
94)	prior yr fcv asmt ratio	5	1192	-	1196
95)	prior yr lpv asmt ratio	5	1197	-	1201
96)	prior yr fcv	12	1202	-	1213
97)	prior yr fcv assessed	12	1214	-	1225
98)	prior yr fcv exempt	12	1226	-	1237
99)	prior yr fcv remainder	12	1238	-	1249
100)	prior yr lpv	12	1250	-	1261
101)	prior yr lpv assessed	12	1262	-	1273
102)	prior yr lpv exempt	12	1274	-	1285
103)	prior yr lpv remainder	12	1286	-	1297

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104)	prior yr mkt legal class	1	1298	-	1298
105)	prior yr mkt lgl decimal pt	1	1299	-	1299
106)	prior yr mkt lgl sub-class	2	1300	-	1301
107)	prior yr mkt asmt ratio	5	1302	-	1306
108)	prior yr mkt fcv	12	1307	-	1318
109)	prior yr mkt fcv asd	12	1319	-	1330
110)	prior yr mkt lpv	12	1331	-	1342
111)	prior yr mkt lpv asd	12	1343	-	1354
112)	prior yr senior legal class	1	1355	-	1355
113)	prior yr senior lgl decimal	1	1356	-	1356
114)	prior yr senior lgl sub-cls	2	1357	-	1358
115)	prior yr senior asmt ratio	5	1359	-	1363
116)	prior yr senior fcv	12	1364	-	1375
117)	prior yr senior fcv asd	12	1376	-	1387
118)	prior yr senior lpv	12	1388	-	1399
119)	prior yr senior lpv asd	12	1400	-	1411
120)	curr yr mkt legal class	1	1412	-	1412
121)	curr yr mkt legal decimal	1	1413	-	1413
122)	curr yr mkt legal sub-cls	2	1414	-	1415
123)	curr yr mkt asmt ratio	5	1416	-	1420
124)	curr yr mkt fcv	12	1421	-	1432
125)	curr yr mkt fcv asd	12	1433	-	1444
126)	curr yr mkt lpv	12	1445	-	1456
127)	curr yr mkt lpv asd	12	1457	-	1468
128)	curr yr senior legal class	1	1469	-	1469
129)	curr yr senior lgl decimal	1	1470	-	1470
130)	curr yr senior lgl sub-cls	2	1471	-	1472
131)	curr yr senior asmt ratio	5	1473	-	1477
132)	curr yr senior fcv	12	1478	-	1489
133)	curr yr senior fcv asd	12	1490	-	1501
134)	curr yr senior lpv	12	1502	-	1513
135)	curr yr senior lpv asd	12	1514	-	1525

EXHIBIT 5

Maricopa County Assessor's Office
UPPS NOV Data File Layout

						12/21/2007
				Position		
No	Data Description	Size	Type	Starting	Ending	Variable Name
1	County Number	2	Char	1	2	07'
2	Parcel Number	11	Char	3	13	book-map-item
3	Conto Owner's Name	40	Char	14	53	&sar_conto_name
4	Fee Owner's Name	40	Char	54	93	&sar_ownr_name
5	In-Care-Of Name	40	Char	94	133	\$in_care_of
6	Street Address	40	Char	134	173	\$addr1
7	Street Address - 2	40	Char	174	213	\$addr2
8	City, State, Zip	40	Char	214	253	\$csz
9	Country	40	Char	254	293	\$cntry
10	Section or Lot	6	Char	294	299	\$sect_lot
11	Township or Block	4	Char	300	303	\$twns_block
12	Range or Tract	3	Char	304	306	\$rng_tract
13	Legal Description - 1	52	Char	307	358	\$lgl_desc1
14	Legal Description - 2	52	Char	359	410	\$lgl_desc2
15	Previous (B) Land Legal Class	2	Char	411	412	\$prev_b_land_lc
16	Previous (B) Land FCV	12	Number	413	424	\$prev_b_land_fcv
17	Previous (B) Land Percent	4	Number	425	428	\$prev_b_land_pct
18	Previous (B) Land Assessed	12	Number	429	440	\$prev_b_land_assd
19	Previous (B) Impr Legal Class	2	Char	441	442	\$prev_b_impr_lc
20	Previous (B) Impr FCV	12	Number	443	454	\$prev_b_impr_fcv
21	Previous (B) Impr Percent	4	Number	455	458	\$prev_b_impr_pct
22	Previous (B) Impr Assessed	12	Number	459	470	\$prev_b_impr_assd
23	Previous (B) Total FCV Legal Class	2	Char	471	472	\$prev_b_fcv_lc
24	Previous (B) Total FCV	12	Number	473	484	\$prev_b_fcv
25	Previous (B) Total FCV Percent	4	Number	485	488	\$prev_b_fcv_pct
26	Previous (B) Total FCV Assessed	12	Number	489	500	\$prev_b_fcv_assd
27	Previous (B) Total LPV	12	Number	501	512	\$prev_b_lpv
28	Previous (B) Total LPV Percent	4	Number	513	516	\$prev_b_lpv_pct
29	Previous (B) Total LPV Assessed	12	Number	517	528	\$prev_b_lpv_assd
30	Previous (A) Land Legal Class	2	Char	529	530	\$prev_a_land_lc
31	Previous (A) Land FCV	12	Number	531	542	\$prev_a_land_fcv
32	Previous (A) Land Percent	4	Number	543	546	\$prev_a_land_pct
33	Previous (A) Land Assessed	12	Number	547	558	\$prev_a_land_assd
34	Previous (A) Impr Legal Class	2	Char	559	560	\$prev_a_impr_lc
35	Previous (A) Impr FCV	12	Number	561	572	\$prev_a_impr_fcv
36	Previous (A) Impr Percent	4	Number	573	576	\$prev_a_impr_pct
37	Previous (A) Impr Assessed	12	Number	577	588	\$prev_a_impr_assd
38	Previous (A) Total FCV Legal Class	2	Char	589	590	\$prev_a_fcv_lc
39	Previous (A) Total FCV	12	Number	591	602	\$prev_a_fcv
40	Previous (A) Total FCV Percent	4	Number	603	606	\$prev_a_fcv_pct

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41	Previous (A) Total FCV Assessed	12	Number	607	618	\$prev_a_fcv_assd
42	Previous (A) Total LPV	12	Number	619	630	\$prev_a_lpv
43	Previous (A) Total LPV Percent	4	Number	631	634	\$prev_a_lpv_pct
44	Previous (A) Total LPV Assessed	12	Number	635	646	\$prev_a_lpv_assd
45	Current (B) Land Legal Class	2	Char	647	648	\$curr_b_land_lc
46	Current (B) Land FCV	12	Number	649	660	\$curr_b_land_fcv
47	Current (B) Land Percent	4	Number	661	664	\$curr_b_land_pct
48	Current (B) Land Assessed	12	Number	665	676	\$curr_b_land_assd
49	Current (B) Impr Legal Class	2	Char	677	678	\$curr_b_impr_lc
50	Current (B) Impr FCV	12	Number	679	690	\$curr_b_impr_fcv
51	Current (B) Impr Percent	4	Number	691	694	\$curr_b_impr_pct
52	Current (B) Impr Assessed	12	Number	695	706	\$curr_b_impr_assd
53	Current (B) Total FCV Legal Class	2	Char	707	708	\$curr_b_fcv_lc
54	Current (B) Total FCV	12	Number	709	720	\$curr_b_fcv
55	Current (B) Total FCV Percent	4	Number	721	724	\$curr_b_fcv_pct
56	Current (B) Total FCV Assessed	12	Number	725	736	\$curr_b_fcv_assd
57	Current (B) Total LPV	12	Number	737	748	\$curr_b_lpv
58	Current (B) Total LPV Percent	4	Number	749	752	\$curr_b_lpv_pct
59	Current (B) Total LPV Assessed	12	Number	753	764	\$curr_b_lpv_assd
60	Current (A) Land Legal Class	2	Char	765	766	\$curr_a_land_lc
61	Current (A) Land FCV	12	Number	767	778	\$curr_a_land_fcv
62	Current (A) Land Percent	4	Number	779	782	\$curr_a_land_pct
63	Current (A) Land Assessed	12	Number	783	794	\$curr_a_land_assd
64	Current (A) Impr Legal Class	2	Char	795	796	\$curr_a_impr_lc
65	Current (A) Impr FCV	12	Number	797	808	\$curr_a_impr_fcv
66	Current (A) Impr Percent	4	Number	809	812	\$curr_a_impr_pct
67	Current (A) Impr Assessed	12	Number	813	824	\$curr_a_impr_assd
68	Current (A) Total FCV Legal Class	2	Char	825	826	\$curr_a_fcv_lc
69	Current (A) Total FCV	12	Number	827	838	\$curr_a_fcv
70	Current (A) Total FCV Percent	4	Number	839	842	\$curr_a_fcv_pct
71	Current (A) Total FCV Assessed	12	Number	843	854	\$curr_a_fcv_assd
72	Current (A) Total LPV	12	Number	855	866	\$curr_a_lpv
73	Current (A) Total LPV Percent	4	Number	867	870	\$curr_a_lpv_pct
74	Current (A) Total LPV Assessed	12	Number	871	882	\$curr_a_lpv_assd
75	Current Building Sqft	12	Number	883	894	\$curr_sqft

EXHIBIT 6**MARICOPA COUNTY ASSESSOR'S OFFICE LCV LETTERS FILE LAYOUT**

This layout is good for all three letter types the LCV unit uses.

No	Data Description	Size	Type	Position		Variable Name
				Starting	Ending	
1	County Code	2	Char	1	2	Hardcoded to '07'
2	Tax Year	4	Char	3	6	\$tax_yr
3	Parcel Number	11	Char	7	17	&parcel_number
4	Owner Name	45	Char	18	62	&on_ownr_name
5	In Care Of...	45	Char	63	107	&on_in_care_of_name
6	Mail Address 1	40	Char	108	147	&on_mail_addr1
7	Mail Address 2	40	Char	148	187	&on_mail_addr2
8	City, State, Zip	55	Char	188	242	\$mail_csz
9	Country	40	Char	243	282	&on_mail_cntry
10	Site Address 1	65	Char	283	347	\$site_addr1
11	Site Address 2	10	Char	348	357	\$site_addr2
12	City, State, Zip	55	Char	358	412	\$site_csz
13	Account Number	7	Char	413	419	\$account_no
14	Vin Number	30	Char	420	449	\$vin_no

EXHIBIT 7

Treasurer Print File Documentation & Examples

Property Tax Bills

Property Tax Bill Support Files

There are three support files used in the printing of all Tax Bills: Area Code Tax Data, District Name and Lease Company information. Typically these files will be compressed into a ZIP file and made available via FTP or even emailed as attachments.

Area Code Tax Data

This file stores information used on all the Tax Bills. Here is the record layout:

```
* *****
* A record is written for each area code.
* A entry in the table exists for each County Wide district and each area code specific district.
* A final "TOTAL" entry in the table with rate sums.
* *****
```

```
01 AREA_CODE_REC.
  02 AREA_CODE PIC X(6).
  02 ADIST_DATA OCCURS 12 TIMES.
    04 ENTRY_TYPE PIC X.
      88 DIST_ENTRY VALUE "D".
      88 AREA_CODE_TOTAL_ENTRY VALUE "A".
    04 DIST PIC X(5).
    04 DIST_NAME PIC X(30).
    04 DIST_PHONE PIC X(13).
    04 DIST_PRIMARY_RATE PIC ZZZZ.Z(4).
    04 DIST_SECONDARY_RATE PIC ZZZZ.Z(4).
    04 DIST_ABOND_RATE PIC ZZZZ.Z(4).
    04 DIST_BBOND_RAT PIC ZZZZ.Z(4).
    04 DIST_OVERRIDE_RATE PIC ZZZZ.Z(4).
```

District Name File

This file contains information specific to each taxing jurisdiction reflected on tax bills and utilized in the tax bill or information statement layout.

```
01 DIST_REC.
  05 DIST PIC X(5).
  05 DIST_TYPE PIC X.
    88 EDUC_TAX VALUE "1".
    88 CITY_TAX VALUE "2".
    88 COUNTY_TAX VALUE "3".
    88 SPEC_DIST_TAX VALUE "4".
  05 DIST_NAME PIC X(30).
  05 DIST_PHONE PIC X(13).
  05 DIST_URL PIC X(132).
  05 DIST_LEVY PIC 9(12).
```

Lease Company File

This file contains information on personal property lease companies that are referenced by personal property account bill data in the lease company tax bill category.

```
01 LEASE_FILE_REC.
  05 LEASE_COMPANY_ID PIC 9(5).
  05 LEASE_COMPANY_NAME PIC X(40).
```

05 CONTACT_NAME	PIC X(40).
05 STREET_NUM	PIC X(5).
05 STREET_DIR	PIC X.
05 STREET_NAME	PIC X(20).
05 STREET_TYPE	PIC X(2).
05 SUITE_NUM	PIC X(4).
05 ADDRESS_2	PIC X(34).
05 CITY	PIC X(28).
05 STATE	PIC X(2).
05 ZIP_CODE	PIC X(9).
05 FOREIGN_ADDR_FLG	PIC X.

Property Tax Bills Data Files

The standard annual property tax billing is categorized into 5 different billing types:

- Zip-Coded Bills – These are mostly individual tax bills ordered by zip code.
- Multi-Coded Bills – Tax bills in this category have multiple bills grouped to be mailed to the same recipient.
- Mortgage Company Bills – These are tax bills printed for mailing to a mortgage lender or bulk payer.
- Lease Company Bills – These are tax bills for personal property being paid for by a leasing company.
- Resolution Bills – These are corrected tax bills that are produced as part of the Treasurer’s resolution processing throughout the property tax year.

For each of these categories, a pair of data files in fixed-length format are created by the Treasurer’s system. In addition to the printed tax bill statements, PDF images of each statement are also created and provided to the Treasurer’s Office.

There are also some other miscellaneous bill printing runs created throughout the year. Some of these additional runs include:

- Arizona Department of Revenue (DOR) tax bills
- No-print tax bills
- Special-purpose tax bills

The record layout for each of the tax bill files follows:

Tax Bill Record 1

This describes the record format of file 1 of the two-file set for tax bills.

01 PRINTER_BILL1_REC.	
02 CONTROL_FLAGS.	
03 SINGLE_STUB_FLG	PIC X.
88 SINGLE_STUB	VALUE "Y".
03 NCOA_IGNORE_FLG	PIC X.
88 NCOA_IGNORED	VALUE "Y".
03 STATE_AID_FLG	PIC X.
88 PRINT_STATE_AID_MSG	VALUE "Y".
03 DELINQ_TAXES_FLG	PIC X.
88 DELINQUENT_TAXES	VALUE "Y".
03 EXEMPT_FLG	PIC X.
88 FULL_EXEMPT	VALUES ARE "E" "S".
88 PART_EXEMPT	VALUE IS "P".

03 RES_FLG	PIC X.
88 PRINT_RESOLUTION_MSG	VALUE "Y".
03 COUNTY_ED_FLG	PIC X.
88 PRINT_COUNTY_ED_MSG	VALUE "Y".
03 PREV_PARCEL_FLG	PIC X.
88 NO_PREV_PARCEL	VALUE "N".
88 PREV_NOT_AVAIL	VALUE "X".
03 SECOND_NAME_LINE_FLG	PIC X.
88 SECOND_NAME_ON_STUB	VALUE "Y".
03 PREPAYMENT_FLG	PIC X.
88 PREPMT	VALUE "Y".
03 EVIT_FLG	PIC X.
88 EVIT_SPEC_DIST	VALUE "Y".
03 WESTMEC_FLG	PIC X.
88 WESTMEC_SPEC_DIST	VALUE "Y".
02 PARCEL_NUM.	
04 PARCEL_BOOK	PIC X(3).
04 PARCEL_MAP	PIC X(2).
04 PARCEL_ITEM	PIC X(3).
04 PARCEL_SPLIT	PIC X.
02 TCD	PIC X.
02 BILL_SEQUENCE_NUMBER	PIC Z(6).
02 PRINT_KEY	PIC X(5).
02 AREA_CODE	PIC X(6).
02 LEGAL_DESCRIPTION.	
04 LEGAL_LOT	PIC X(4).
04 LEGAL_BLOCK	PIC X(4).
04 LEGAL_TRACT	PIC X(4).
04 LEGAL_DESC1	PIC X(49).
04 LEGAL_DESC2	PIC X(49).
04 FILLER	PIC X(59) VALUE SPACES.
02 PERS_PROP_DATA REDEFINES LEGAL_DESCRIPTION.	
04 MH_FLG	PIC X.
04 MH_MODEL_YEAR	PIC X(4).
04 MH_MAKE	PIC X(10).
04 MH_WIDTH	PIC X(2).
04 MH_LENGTH	PIC X(2).
04 MH_VIN1	PIC X(30).
04 MH_VIN2	PIC X(30).
04 MH_VIN3	PIC X(30).
04 MH_VIN4	PIC X(30).
04 MH_VIN5	PIC X(30).
02 SITUS_ADDR.	
04 SITUS_LINE_1	PIC X(49).
02 NAME_ADDRESS.	
03 NA1.	
04 NA1_TYPE	PIC X.
04 NAME_LINE1	PIC X(40).
03 NA2.	
04 NA2_TYPE	PIC X.
04 NAME_LINE2	PIC X(40).
03 NA3.	
04 NA3_TYPE	PIC X.
04 NAME_LINE3	PIC X(40).
03 NA4.	
04 NA4_TYPE	PIC X.
04 NAME_LINE4	PIC X(40).
03 NA5.	
04 NA5_TYPE	PIC X.

04 NAME_LINES	PIC X(40).
03 NA6.	
04 NA6_TYPE	PIC X.
04 NAME_LINE6	PIC X(40).
02 PREV_VALUE_DATA.	
03 PRI_LAND_VALUE	PIC Z(12).
03 PRI_PERS_VALUE	PIC Z(12).
03 PRI_TOT_VALUE	PIC Z(12).
03 PRI_RATIO	PIC Z.999.
03 PRI_LAND_ASSD_VALUE	PIC Z(12).
03 PRI_PERS_ASSD_VALUE	PIC Z(12).
03 PRI_TOT_ASSD_VALUE	PIC Z(12).
03 PRI_EXEMPTION	PIC Z(12).
03 PRI_NET_ASSD_VALUE	PIC Z(12).
03 SEC_LAND_VALUE	PIC Z(12).
03 SEC_PERS_VALUE	PIC Z(12).
03 SEC_TOT_VALUE	PIC Z(12).
03 SEC_RATIO	PIC Z.999.
03 SEC_LAND_ASSD_VALUE	PIC Z(12).
03 SEC_PERS_ASSD_VALUE	PIC Z(12).
03 SEC_TOT_ASSD_VALUE	PIC Z(12).
03 SEC_EXEMPTION	PIC Z(12).
03 SEC_NET_ASSD_VALUE	PIC Z(12).
02 CURR_VALUE_DATA.	
03 PRI_LAND_VALUE	PIC Z(12).
03 PRI_PERS_VALUE	PIC Z(12).
03 PRI_TOT_VALUE	PIC Z(12).
03 PRI_RATIO	PIC Z.999.
03 PRI_LAND_ASSD_VALUE	PIC Z(12).
03 PRI_PERS_ASSD_VALUE	PIC Z(12).
03 PRI_TOT_ASSD_VALUE	PIC Z(12).
03 PRI_EXEMPTION	PIC Z(12).
03 PRI_NET_ASSD_VALUE	PIC Z(12).
03 SEC_LAND_VALUE	PIC Z(12).
03 SEC_PERS_VALUE	PIC Z(12).
03 SEC_TOT_VALUE	PIC Z(12).
03 SEC_RATIO	PIC Z.999.
03 SEC_LAND_ASSD_VALUE	PIC Z(12).
03 SEC_PERS_ASSD_VALUE	PIC Z(12).
03 SEC_TOT_ASSD_VALUE	PIC Z(12).
03 SEC_EXEMPTION	PIC Z(12).
03 SEC_NET_ASSD_VALUE	PIC Z(12).
02 SPEC_DIST_VALUE_DATA OCCURS 7 TIMES.	
04 DIST	PIC X(5).
04 SD_VALUE	PIC X(12).
04 DIST_TYPE	PIC X.
88 VALUE_DIST	VALUE " ".
88 ACREAGE_DIST	VALUE "A".
88 SQ_FOOTAGE_DIST	VALUE "S".
88 DOLLAR_DIST	VALUE "D".
02 RESOLUTION_DATA.	
04 PHASE_NUM	PIC 9(4) VALUE ZERO.
04 RES_NUM	PIC 9(5) VALUE ZERO.
02 DELINQ_DATA.	
04 GRAND_TOTAL_DUE	PIC 9(16)V99.
04 PRIOR_YEARS_DUE	PIC 9(16)V99.
04 PRIOR_YEARS_CNT	PIC 9(2) VALUE ZERO.
04 PRIOR_YEARS_TABLE.	

06 PRIOR_YEAR

PIC X(4)
OCCURS 10 TIMES.

Tax Bill Record 2

This describes the record format of file 2 of the two-file set for tax bills.

01 PRINTER_BILL2_REC.	
02 PARCEL_NUM.	
04 PARCEL_BOOK	PIC X(3).
04 PARCEL_MAP	PIC X(2).
04 PARCEL_ITEM	PIC X(3).
04 PARCEL_SPLIT	PIC X.
02 CAT1_PREV_TAX	PIC ZZZ,ZZZ,ZZ9.99.
02 CAT1_CURR_TAX	PIC ZZZ,ZZZ,ZZ9.99.
02 CAT1_TAX_PCT	PIC ZZZ9.9-.
02 CAT1_CNT	PIC 99.
02 CAT1_TABLE.	
03 CAT1_TABLE_ITEM OCCURS 11 TIMES.	
04 DIST	PIC X(5).
04 PRI_SEC_FLG	PIC X.
04 TAX_TYPE_FLG	PIC X.
88 PRI_TAX	VALUE "P".
88 BOND_TAX	VALUE "B".
88 OVERRIDE_TAX	VALUE "O".
88 SPEC_DIST_TAX	VALUE "S".
88 EDUC_EQUAL_TAX	VALUE "E".
04 CURR_RATE	PIC ZZZZ.9999.
04 PREV_TAX	PIC ZZZ,ZZZ,ZZ9.99.
04 CURR_TAX	PIC ZZZ,ZZZ,ZZ9.99.
04 CHANGE_PCT	PIC ZZZ9.9-.
02 CAT2_PREV_TAX	PIC ZZZ,ZZZ,ZZ9.99.
02 CAT2_CURR_TAX	PIC ZZZ,ZZZ,ZZ9.99.
02 CAT2_TAX_PCT	PIC ZZZ9.9-.
02 CAT2_CNT	PIC 99.
02 CAT2_TABLE.	
03 CAT2_TABLE_ITEM OCCURS 3 TIMES.	
04 DIST	PIC X(5).
04 PRI_SEC_FLG	PIC X.
04 TAX_TYPE_FLG	PIC X.
88 PRI_TAX	VALUE "P".
88 BOND_TAX	VALUE "B".
88 OVERRIDE_TAX	VALUE "O".
04 CURR_RATE	PIC ZZZZ.9999.
04 PREV_TAX	PIC ZZZ,ZZZ,ZZ9.99.
04 CURR_TAX	PIC ZZZ,ZZZ,ZZ9.99.
04 CHANGE_PCT	PIC ZZZ9.9-.
02 CAT3_PREV_TAX	PIC ZZZ,ZZZ,ZZ9.99.
02 CAT3_CURR_TAX	PIC ZZZ,ZZZ,ZZ9.99.
02 CAT3_TAX_PCT	PIC ZZZ9.9-.
02 CAT3_CNT	PIC 99.
02 CAT3_TABLE.	
03 CAT3_TABLE_ITEM OCCURS 3 TIMES.	
04 DIST	PIC X(5).
04 PRI_SEC_FLG	PIC X.
04 TAX_TYPE_FLG	PIC X.
88 PRI_TAX	VALUE "P".
88 BOND_TAX	VALUE "B".
88 OVERRIDE_TAX	VALUE "O".
04 CURR_RATE	PIC ZZZZ.9999.

04 PREV_TAX	PIC ZZZ,ZZZ,ZZ9.99.
04 CURR_TAX	PIC ZZZ,ZZZ,ZZ9.99.
04 CHANGE_PCT	PIC ZZZ9.9-.
02 CAT4_PREV_TAX	PIC ZZZ,ZZZ,ZZ9.99.
02 CAT4_CURR_TAX	PIC ZZZ,ZZZ,ZZ9.99.
02 CAT4_TAX_PCT	PIC ZZZ9.9-.
02 CAT4_CNT	PIC 99.
02 CAT4_TABLE.	
03 CAT4_TABLE_ITEM OCCURS 12 TIMES.	
04 DIST	PIC X(5).
04 PRI_SEC_FLG	PIC X.
04 CURR_RATE	PIC ZZZZ.9999.
04 PREV_TAX	PIC ZZZ,ZZZ,ZZ9.99.
04 CURR_TAX	PIC ZZZ,ZZZ,ZZ9.99.
04 CHANGE_PCT	PIC ZZZ9.9-.
02 STATE_AID_DATA.	
04 CURR_STATE_AID	PIC ZZZ,ZZZ,ZZZ.ZZ-.
04 PREV_STATE_AID	PIC ZZZ,ZZZ,ZZZ.ZZ-.
04 CHANGE_PCT	PIC ZZZZ.Z-.
02 EAF_DATA.	
04 CURR_EAF	PIC ZZZ,ZZZ,ZZZ.ZZ-.
04 PREV_EAF	PIC ZZZ,ZZZ,ZZZ.ZZ-.
04 CHANGE_PCT	PIC ZZZZ.Z-.
02 OTHER_TAX_DATA.	
03 TOT_CURR_TAX	PIC Z(9).99.
03 TOT_PREV_TAX	PIC Z(9).99.
03 TOTAL_TAX_CHANGE_PCT	PIC ZZZ9.9-.
03 TOT_PRI_RATE	PIC ZZZV999999.
03 TOT_CURR_PRI_TAX	PIC Z(9).99.
03 TOT_PREV_PRI_TAX	PIC Z(9).99.
03 TOT_SEC_RATE	PIC ZZZV999999.
03 TOT_CURR_SEC_TAX	PIC Z(9).99.
03 TOT_PREV_SEC_TAX	PIC Z(9).99.
03 TAX_1ST_HALF	PIC 9(9)V99.
03 TAX_2ND_HALF	PIC 9(9)V99.
02 PREPMT_AMT	PIC \$\$\$\$,\$\$\$,\$\$\$,\$\$.
02 STUB1_SCAN_LINE.	
04 STUB1_TAX_YEAR	PIC 99.
04 STUB1_ZEROS	PIC 9(7).
04 STUB1_BT_X_FLG	PIC 9.
04 STUB1_HALF_CODE	PIC 9.
04 STUB1_SCAN_WHOLE_TAX	PIC 9(8)V99.
04 STUB1_SCAN_HALF_TAX	PIC 9(8)V99.
04 STUB1_PARCEL1	PIC X(8).
04 STUB1_ALPHA1	PIC 99.
04 STUB1_TCD1	PIC X.
04 STUB1_SCAN_CD	PIC X.
02 STUB2_SCAN_LINE.	
04 STUB2_TAX_YEAR	PIC 99.
04 STUB2_ZEROS	PIC 9(7).
04 STUB2_BT_X_FLG	PIC 9.
04 STUB2_HALF_CODE	PIC 9.
04 STUB2_SCAN_WHOLE_TAX	PIC 9(8)V99.
04 STUB2_SCAN_HALF_TAX	PIC 9(8)V99.
04 STUB2_PARCEL1	PIC X(8).
04 STUB2_ALPHA1	PIC 99.
04 STUB2_TCD1	PIC X.
04 STUB2_SCAN_CD	PIC X.

Information Statements

Information Statements are sent to homeowners each year whose property taxes are paid by a 3rd party such as a mortgage lender. These statements have different content and, therefore, have a different data file format.

Here is the record layout for the Information Statement file.

Info Statement Record

```

01 PRINTER_INFO1_REC.
  02 CONTROL_FLAGS.
    03 SINGLE_STUB_FLG          PIC X.
      88 SINGLE_STUB          VALUE "Y".
    03 NCOA_IGNORE_FLG        PIC X.
      88 NCOA_IGNORED        VALUE "Y".
    03 STATE_AID_FLG          PIC X.
      88 PRINT_STATE_AID_MSG  VALUE "Y".
    03 DELINQ_TAXES_FLG      PIC X.
      88 DELINQUENT_TAXES    VALUE "Y".
    03 EXEMPT_FLG            PIC X.
      88 FULL_EXEMPT          VALUES ARE "E" "S".
      88 PART_EXEMPT          VALUE IS "P".
    03 RES_FLG                PIC X.
      88 PRINT_RESOLUTION_MSG  VALUE "Y".
    03 COUNTY_ED_FLG         PIC X.
      88 PRINT_COUNTY_ED_MSG  VALUE "Y".
    03 PREV_PARCEL_FLG       PIC X.
      88 NO_PREV_PARCEL       VALUE "N".
      88 PREV_NOT_AVAIL       VALUE "X".
    03 SECOND_NAME_LINE_FLG   PIC X.
      88 SECOND_NAME_ON_STUB  VALUE "Y".
    03 PREPAYMENT_FLG        PIC X.
      88 PREPMT               VALUE "Y".
    03 EVIT_FLG              PIC X.
      88 EVIT_SPEC_DIST       VALUE "Y".
    03 WESTMEC_FLG           PIC X.
      88 WESTMEC_SPEC_DIST    VALUE "Y".
  02 PARCEL_NUM.
    04 PARCEL_BMI             PIC X(8).
    04 PARCEL_SPLIT          PIC X.
  02 TCD                      PIC X.
  02 BILL_SEQUENCE_NUMBER    PIC Z(6).
  02 AREA_CODE               PIC X(6).
  02 LEGAL_DESCRIPTION.
    04 LEGAL_LOT              PIC X(4).
    04 LEGAL_BLOCK            PIC X(4).
    04 LEGAL_TRACT            PIC X(4).
    04 LEGAL_DESC1            PIC X(49).
    04 LEGAL_DESC2            PIC X(49).
    04 FILLER                 PIC X(59) VALUE SPACES.
  02 PERS_PROP_DATA REDEFINES LEGAL_DESCRIPTION.
    04 MH_FLG                 PIC X.
    04 MH_MODEL_YEAR          PIC X(4).
    04 MH_MAKE                 PIC X(10).
    04 MH_WIDTH                PIC X(2).
    04 MH_LENGTH              PIC X(2).
    04 MH_VIN1                PIC X(30).
    04 MH_VIN2                PIC X(30).
    04 MH_VIN3                PIC X(30).
    04 MH_VIN4                PIC X(30).
    04 MH_VIN5                PIC X(30).

```

02 NAME_ADDRESS.	
03 NA1.	
04 NA1_TYPE	PIC X.
04 NAME_LINE1	PIC X(40).
03 NA2.	
04 NA2_TYPE	PIC X.
04 NAME_LINE2	PIC X(40).
03 NA3.	
04 NA3_TYPE	PIC X.
04 NAME_LINE3	PIC X(40).
03 NA4.	
04 NA4_TYPE	PIC X.
04 NAME_LINE4	PIC X(40).
03 NA5.	
04 NA5_TYPE	PIC X.
04 NAME_LINE5	PIC X(40).
03 NA6.	
04 NA6_TYPE	PIC X.
04 NAME_LINE6	PIC X(40).
02 SITUS_ADDR.	
04 SITUS_LINE_1	PIC X(49).
02 VALUE_DATA.	
03 PRI_VALUE	PIC Z(11)9.
03 PRI_RATIO	PIC Z.999.
03 PRI_ASSD_VALUE	PIC Z(11)9.
03 PRI_TOT_TAX	PIC ZZZ,ZZZ,ZZ9.99.
03 SEC_VALUE	PIC Z(11)9.
03 SEC_RATIO	PIC Z.999.
03 SEC_ASSD_VALUE	PIC Z(11)9.
03 SEC_TOT_TAX	PIC ZZZ,ZZZ,ZZ9.99.
03 TOT_TAX	PIC ZZZ,ZZZ,ZZ9.99.
03 TOT_PREV_TAX	PIC ZZZ,ZZZ,ZZ9.99.
03 TOT_TAX_DIFF	PIC ZZZ,ZZZ,ZZ9.99.
03 NA3.	
04 NA3_TYPE	PIC X.
04 NAME_LINE3	PIC X(40).
03 NA4.	
04 NA4_TYPE	PIC X.
04 NAME_LINE4	PIC X(40).
03 NA5.	
04 NA5_TYPE	PIC X.
04 NAME_LINE5	PIC X(40).
03 NA6.	
04 NA6_TYPE	PIC X.
04 NAME_LINE6	PIC X(40).
02 SITUS_ADDR.	
04 SITUS_LINE_1	PIC X(49).
02 VALUE_DATA.	
03 PRI_VALUE	PIC Z(11)9.
03 PRI_RATIO	PIC Z.999.
03 PRI_ASSD_VALUE	PIC Z(11)9.
03 PRI_TOT_TAX	PIC ZZZ,ZZZ,ZZ9.99.
03 SEC_VALUE	PIC Z(11)9.
03 SEC_RATIO	PIC Z.999.
03 SEC_ASSD_VALUE	PIC Z(11)9.
03 SEC_TOT_TAX	PIC ZZZ,ZZZ,ZZ9.99.
03 TOT_TAX	PIC ZZZ,ZZZ,ZZ9.99.
03 TOT_PREV_TAX	PIC ZZZ,ZZZ,ZZ9.99.
03 TOT_TAX_DIFF	PIC ZZZ,ZZZ,ZZ9.99.

03 TOT_TAX_DIFF_SIGN	PIC X.
88 TOT_TAX_INCREASE	VALUE "+".
88 TOT_TAX_DECREASE	VALUE "-".
88 TOT_TAX_SAME	VALUE " ".
02 TAX_TABLE.	
03 TAX_TABLE_ITEM	OCCURS 30 TIMES.
04 DIST	PIC X(5).
04 PREV_YEAR_TAX	PIC ZZZ,ZZZ,ZZ9.99.
04 CURR_YEAR_TAX	PIC ZZZ,ZZZ,ZZ9.99.
02 STATE_AID.	
04 PREV_STATE_AID	PIC ZZZ,ZZZ,ZZ9.99-.
04 CURR_STATE_AID	PIC ZZZ,ZZZ,ZZ9.99-.
02 EAF.	
04 PREV_EAF	PIC ZZZ,ZZZ,ZZ9.99-.
04 CURR_EAF	PIC ZZZ,ZZZ,ZZ9.99-.
02 PRIOR_YEARS_DUE	PIC ZZZ,ZZZ,ZZ9.99.
02 GRAND_TOTAL_DUE	PIC ZZZ,ZZZ,ZZ9.99.
02 TOTAL_LEVY_AMT	PIC ZZZ,ZZZ,ZZZ,ZZ9.

Delinquent Notices

Delinquent notices are created at two different times each year. Delinquent notices for real property and personal property are mailed in May/June. Then, a second delinquent notice for real property is produced in November/December.

The data set for real property delinquent notices consists of three files. Two separate data sets are created – one containing property with no other previous delinquent taxes and another containing property that has previous delinquent taxes. The delinquent notice templates used for these two groups are slightly different.

- Tax Data File
- Name/Address File
- Legal Description File

The data set for personal property delinquent notices consists of four files. Two separate data sets are also created for these distinguishing between property with and without prior delinquencies. The delinquent notice templates used for these two groups are slightly different.

- Tax Data File
- Name/Address File
- Situs Address File (same record format as Legal Description File)
- Mobile Home File

Delinquent Notice Tax Record

This record format is used in the Tax Data File for both real and personal property.

01 TAX_DATA_RECORD.	
02 MAILER_TAX_DATA_REC.	
03 PARCEL_NUMBER.	
04 PARCEL_BOOK_MAP_ITEM	PIC 9(8).
04 PARCEL_SPLIT	PIC X.
03 TAX_YEAR	PIC 9(4).
03 TCD	PIC 9.

03 TAX_SALE_DATE	PIC 9(6).
03 HALF_YEAR_CODE	PIC X.
88 FULL_DUE	VALUE IS "F".
88 HALF_DUE	VALUE IS "2".
88 PARTIAL_DUE	VALUE IS "P".
03 INTEREST_RATE	PIC V9(4).
03 PRIMARY_VALUE	PIC 9(12).
03 SECONDARY_VALUE	PIC 9(12).
03 PRIOR_YEARS_FLG	PIC X.
88 PRIOR_YEARS_DUE	VALUE IS "Y".
88 PRIOR_YEARS_NOT_DUE	VALUE IS "N".
03 TAX_AMT	PIC 9(9)V9(2).
03 INTEREST_TABLE	OCCURS 7 TIMES.
04 INTEREST_AMT	PIC 9(6)V9(2).
03 ADVERTISING_FEE	PIC 9(6)V9(2).
03 IMPOUND_AMT	PIC 9(6)V9(2).
03 RES_NUM	PIC 9(9).
03 RES_PHASE_NUM	PIC 9(5).
03 SCAN_LINE.	
04 SCAN_TAX_YEAR	PIC 9(2).
04 SCAN_UPPS_DATE	PIC 9(8).
04 SCAN_HALF_CODE	PIC 9.
04 SCAN_TAX_AMT	PIC 9(8)V9(2).
04 SCAN_HALF_TAX_AMT	PIC 9(8)V9(2).
04 SCAN_PARCEL1	PIC X(8).
04 SCAN_SPLIT1	PIC 9(2).
04 SCAN_TCD1	PIC X.
04 SCAN_CD	PIC X.
03 PRIOR_YEARS_AMT	PIC 9(9)V9(2).
03 PRIOR_YEARS_CNT	PIC 9(2).
03 PRIOR_YEARS_TABLE	OCCURS 50 TIMES.
04 PRIOR_YEAR	PIC 9(4).

Delinquent Notice Name/Address Record

This record format is used in the Name/Address Data File for both real and personal property.

01 NAME_ADDR_RECORD.	
02 MAILER_NAME_ADDR_REC.	
03 PARCEL_NUMBER.	
04 PARCEL_BOOK_MAP_ITEM	PIC 9(8).
04 PARCEL_SPLIT	PIC X.
03 NAME_ADDR	PIC X(40).

Delinquent Notice Legal Description / Situs Address Record

This record format is used for the Legal Description data file for real property delinquent notices. The same record format is also used for the Situs Address data file in personal property delinquent notices. For the personal property Situs Address file, the situs address information is placed in the LEGAL_DESC field within the record description below.

01 LEGAL_DESC_RECORD.	
02 MAILER_LEGAL_DESC_REC.	
03 PARCEL_NUMBER.	
04 PARCEL_BOOK_MAP_ITEM	PIC 9(8).
04 PARCEL_SPLIT	PIC X.
03 LEGAL_LOT	PIC X(4).
03 LEGAL_BLOCK	PIC X(4).
03 LEGAL_TRACT	PIC X(3).
03 LEGAL_DESC	PIC X(49).

Delinquent Notices Mobile Home Record

This record format is used for the Mobile Home data file that is part of the file set for personal property delinquent notices.

01	MOBILE_HOME_RECORD.	
02	MAILER_MH_DATA_REC.	
03	PARCEL_NUMBER.	
04	PARCEL_BOOK_MAP_ITEM	PIC 9(8).
04	PARCEL_SPLIT	PIC X.
03	TAX_YEAR	PIC 9(4).
03	MODEL_YEAR	PIC X(4).
03	MH_MAKE	PIC X(10).
03	VIN_TABLE	OCCURS 6 TIMES.
04	VIN	PIC X(30).
03	VIN_CNT	PIC 9(2).

EXHIBIT 8

MARICOPA COUNTY TREASURER'S OFFICE NCOA DATA FILE LAYOUT

NCOA Record Layout – Input

This record format is used for the NCOA file containing the original name/address data that is the input to the NCOA processing.

```

01 NCOA_REC.
  05 PARCEL_NUM.
    10 PARCEL_BMI PIC X(8).
    10 PARCEL_SPLIT PIC X.
  05 NAME_1 PIC X(40).
  05 NAME_2 PIC X(40).
  05 ADDRESS_1 PIC X(40).
  05 ADDRESS_2 PIC X(40).
  05 CITY PIC X(20).
  05 STATE PIC X(2).
  05 ZIP_CODE PIC X(5).
  05 NA_SEQ_NUM PIC 9(5).
  05 NA_TIMESTAMP PIC X(22).
  05 NA_SOURCE PIC X.
    
```

NCOA Record Layout – Output

This record format is used for the NCOA file returned to the Treasurer after the NCOA processing and containing the address standardization details. Note that the original input record is represented in the first portion of the record. The returned data is appended to the end of each record by the NCOA vendor.

```

01 NCOA_REC.
*
* The first 223 bytes (down to and including the ORIG_NA_TIMESTAMP field)
* is from the original data record created by the CREATE_NCOA_FILE program.
*
  05 PARCEL_NUM.
    10 PARCEL_BMI PIC X(8).
    10 PARCEL_SPLIT PIC X.
  05 ORIG_NAME_1 PIC X(40).
  05 ORIG_NAME_2 PIC X(40).
  05 ORIG_ADDR_1 PIC X(40).
  05 ORIG_ADDR_2 PIC X(40).
  05 ORIG_CITY PIC X(20).
  05 ORIG_STATE PIC X(2).
  05 ORIG_ZIP_CODE PIC X(5).
  05 ORIG_NA_SEQ_NUM PIC 9(5).
  05 ORIG_NA_TIMESTAMP PIC X(22).
*
* Return information from the NCOA vendor starts here.
*
  05 DELIVER_CODE PIC X.
  88 NIXIE_MATCH VALUE "N".
  88 MOVE_FORWARD VALUE "M".
  88 MOVE_NOFORWARD VALUE "K".
  88 BOX_CLOSED VALUE "G".
  88 MOVE_FOREIGN VALUE "F".
  88 DCOA_MATCH VALUE "D".
    
```

88 DCOA_NIXIE	VALUE "E".
88 PRIMARY_ADDR_NO_DSF	VALUE "P".
88 SECONDARY_ADDR_NOT_FOUND	VALUE "S".
88 NO_MATCH	VALUE "X".
88 SUITE_LINK_MATCH	VALUE "T".
88 LACS_LINK_CONVERSION	VALUE "L".
05 MOVE_TYPE	PIC X.
88 INDIVIDUAL_MOVE	VALUE "I".
88 FAMILY_MOVE	VALUE "F".
88 BUSINESS_MOVE	VALUE "B".
88 UNKNOWN_DCOA	VALUE "U".
05 FOREIGN_FLG	PIC X.
88 FOREIGN	VALUE "F".
88 NOT_FOREIGN	VALUE " ".
05 MOVE_EFFECTIVE_DATE.	
10 MOVE_EFFECTIVE_YEAR	PIC XXXX.
10 MOVE_EFFECTIVE_MONTH	PIC XX.
05 STD_COMPANY_NAME	PIC X(40).
05 NEW_ADDRESS	PIC X(58).
05 NEW_PRIMARY_NUMBER	PIC X(10).
05 NEW_PRE_DIRECTIONAL	PIC X(2).
05 NEW_PRIMARY_STREET	PIC X(28).
05 NEW_ADDRESS_SUFFIX	PIC X(4).
05 NEW_POST_DIRECTIONAL	PIC X(2).
05 NEW_UNIT_DESIGNATOR	PIC X(4).
05 NEW_UNIT_DESIGNATOR_VALUE	PIC X(8).
05 NEW_URBANIZATION	PIC X(28).
05 NEW_CITY	PIC X(13).
05 NEW_STATE	PIC X(2).
05 NEW_ZIP_CODE	PIC X(5).
05 NEW_ZIP_CODE_4	PIC X(4).
05 NEW_DELIVERY_POINT_CODE	PIC X(3).
05 NEW_CARRIER_ROUTE	PIC X(4).
05 NEW_ZIP_CODE_4_LEVEL_MATCH	PIC X.
05 OLD_ADDRESS_EDITED	PIC X(58).
05 OLD_PRIMARY_NUMBER	PIC X(10).
05 OLD_PRE_DIRECTIONAL	PIC X(2).
05 OLD_PRIMARY_STREET	PIC X(28).
05 OLD_ADDRESS_SUFFIX	PIC X(4).
05 OLD_POST_DIRECTIONAL	PIC X(2).
05 OLD_UNIT_DESIGNATOR	PIC X(4).
05 OLD_UNIT_DESIGNATOR_VALUE	PIC X(8).
05 OLD_URBANIZATION	PIC X(28).
05 OLD_CITY	PIC X(13).
05 OLD_STATE	PIC X(2).
05 OLD_ZIP_CODE	PIC X(5).
05 OLD_ZIP_CODE_4	PIC X(4).
05 OLD_DELIVERY_POINT_CODE	PIC X(3).
05 OLD_CARRIER_ROUTE	PIC X(4).
05 OLD_SUPPRESSION_FLG	PIC X.
05 OLD_ZIP_CODE_4_LEVEL_MATCH	PIC X.
05 ZIP_MATCH_RESULTS_CODE	PIC X.
05 ZIP_4_MATCH_RESULTS_CODE	PIC X.
05 NIXIE_FOOTNOTES	PIC X(32).
05 LACS_RESULT_CODE	PIC X.
05 LACS_CONVERSION_DATE.	
10 LACS_CONVERSION_YEAR	PIC X(4).
10 LACS_CONVERSION_MONTH	PIC X(2).
05 LACS_MATCHING_RECORD_TYPE	PIC X(2).

05 NIXIE_GROUP_CODE	PIC X.
05 LOT_SEQ_NUM	PIC X(4).
05 LOT_SORT_NUM	PIC X(2).
05 LOT_ASC_DESC_INDICATOR	PIC X.
05 DPV_FLG	PIC X.
05 COMMERCIAL_MAIL_FLG	PIC X.
05 DPV_CODES	PIC X(8).
05 FILLER	PIC X(7).

Updated: 2/26/2016

AMENDMENT No. 1
To
PRINT AND MAIL TAX STATEMENTS AND VALUATION NOTICES
Between
The Master's Touch, LLC
&
Maricopa County, Arizona

WHEREAS, Maricopa County, Arizona ("County") and The Master's Touch, LLC and ("Contractor") have entered into a Contract for Print and Mail Tax Statements and Valuation Notices dated July 20, 2016 ("Agreement") and effective July 20, 2016, County Contract No. 16085-S.

WHEREAS, County and Contractor have agreed to further modify the Agreement by changing certain terms and conditions;

NOW, THEREFORE, in consideration of the foregoing, and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereto agree as follows:

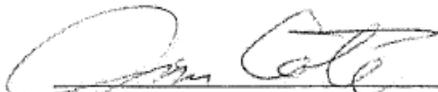
Add Exhibit A for Additional Scope of Work:

Both parties agree to add the additional services and pricing per Exhibit A.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

IN WITNESS WHEREOF, this Amendment is executed on the date set forth below when executed by the Maricopa County Office of Procurement Services.

THE MASTER'S TOUCH, LLC



Authorized Signature

Jim Cook - President

Printed Name and Title

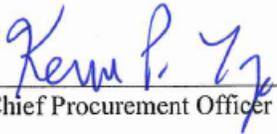
132 W. Julie Drive Tempe, AZ 85283

Address

08/22/16

Date

MARICOPA COUNTY:



Chief Procurement Officer

Sept 1, 2016
Date

APPROVED AS TO FORM:



Deputy County Attorney

August 23, 2016
Date

**EXHIBIT A
ADDITIONAL SCOPE OF WORK**

Description of eNoticesOnline Services:

- Online Presentment of PDF statement - a replica of what is mailed
- E-mail notification to owner that statement is ready for viewing
- One Code Authentication for multiple parcels when name and address are identical between two or more parcels.
- Secure access – only those with authorization code can go paperless!
- Immediate access to eNotice(s) upon registration – no waiting!
- Seamless Ownership Changes ensures new owners receive their statements.
- One Data Upload takes care of both your print mailing and your eNotices
- Robust Report Generation – detailing who accessed, when, how many times, etc.
- Email generation can be initiated by the County to email blast those who have signed up – i.e. 2nd half reminders, appeal deadlines!
- PDF's of exact statements mailed will be uploaded to eNotices within five workdays after final approval of production PDFs.
- Parcel look up for viewing and payment

Description of eNoticesOnline Pricing Structure:

- \$0.12 per statement registered on eNoticesOnline.com
- \$.0025 per PDF upload - Covers PDF generation, processing, upload and storage for all PDF's in a single upload file.
- Cancel service at any time without penalty.
- Printed logo advertisement on #10 outgoing envelope – **no charge!**
- Printed logo advertisement on #9 Reply envelope – **no charge!**
- 3.5 x 8.5 eNotices insert to advertise sign up - **\$.01 each** (includes print and insert)

One Time Setup:

One time set up fee is \$1,500.00

ePay will be processed through Maricopa current provider or Forte Online Payment Systems.

Rates – Same as current.