



WILLIAMSON COUNTY GOVERNMENT

Addendum #2
June 14, 2022
Trustee Tax Notices
Bid Opening June 23, 2022

Williamson County has received the following questions.

- 1) On Page 2, under special provisions, item 6, you talk about suppressing the tax records to the mortgage companies. What is suppressed mean?
"Suppressed" means that tax bills will not be printed and mailed for the parcels that mortgage companies intend to pay.
- 2) How will the mortgage company records be identified in the impact records?
Mortgage companies provide files (most likely Excel or CSV files) containing the parcels they will be paying. The vendor will communicate with the mortgage companies (or their tax servicing representatives) to obtain this information. The Trustee's Office will assist by providing the contact information for the mortgage companies.
- 3) Are the tax notices for the city of Franklin as well for Williamson County? The tax notices are combined for the county and city taxes, if applicable. Separate notices are not printed for the cities or the Franklin Special School District. The individual tax amounts for county, city, and SSD will be in separate fields in the data file. For example, some parcels will have county taxes only, county and city taxes, or county, city, and SSD taxes.
- 4) Are supplies (paper/statement stock, #10, #9 envelopes) to be INCLUDED in the bid, or will Williamson County be supplying the vendor those items through your current vendor?
Statement stock and envelopes will not be supplied by another vendor and should be included in the bid.
- 5) If supplies are provided by the awarded bidder, can you confirm that ALL variable data will be printed in BLACK only and that the statement stock preprinted in color?
Yes, all variable data will be printed in BLACK only, and the statements will be preprinted in color (unless the bidder has an alternative process for achieving the same result, such as a printing process that lays down the static and variable data at once time.)
- 6) For the #10 (outer envelope), will there be any printing ON the envelope itself? Would you be acceptable to a double window envelope? We have used a pre-printed #10 envelope in the past, but we are amenable to a statement design that allows for a double window envelope. Please specify which #10 envelope design you are quoting, or specify the price difference if both options are available.
- 7) Is there a preference of indicia on the delivery envelope? (Permit Imprint using our/your permit number, or metering the mail piece with a mail machine?) The indicia on the delivery envelope will be the vendor's permit number.

