

ADDENDUM NO. III

BID NO: 158540 / 304857

DATE BID DUE: 09/05/17

TIME: 2:00 p.m., e.s.t.

DEPARTMENT: FINANCE

COMMODITY: Printing, Folding, Stuffing, and Mailing of Tax Bills and
Related Bills, Notices and Summons

QUESTIONS AND ANSWERS

The answers to all questions received are attached.

(SIGNED)

COMPANY:

PLEASE SIGN ONE (1) COPY OF ADDENDUM AND RETURN TO THE
PURCHASING DEPARTMENT WITH YOUR SEALED PROPOSAL (mail to Purchasing,
101 E. 11th Street, Chattanooga, TN, 37402 - marked: BID 158540/304857, TAX BILL
PRINTING).

RETAIN A COPY FOR YOUR FILES.

Q&A for Bid #158540 / 304857 –
Tax Bill Printing

Q: What is “OSAP”?

A: January billing of the Office State Assessed Property.

Q: Can sample formats of Tax Bills, Past Dues, and Summons please be scanned in color and provided? We would very much like to get a clearer sense of the extent and degree of “color” use (i.e. the blue) in each form type.

A: Yes, only the tax bill has color, and there is a color scan of it below.

Q: Are Tax Bills, Past Dues, and Summons printed on pre-printed “shells” at this time and variable in black?

A: Tax bills and Summons - yes (see tax bill below), past dues are not. Tax bill has black, red, and blue ink. Past Dues and Summons are all black and white.

Q: Re: envelope #10 as shown...Are the very same #9 and #10 used for Tax Bills, Past Dues, and Summons as per Addendum showing scanned samples? Please note any differences.

A: Tax bills and past dues #10 will say tax bill enclosed; summons envelopes we will need to work with the vendor due to the placement of the address on the summons.

Q: Re: envelope #10...Will City consider 2 window #10 as alternative?

A: No

Q: Re: envelope #9 Business Reply...Are #9 included in all forms mailings; that is with Past Dues and Summons ?

A: Only with Tax bills (October billing) - no #9s with past due or summons

Q: Re: pulling certain records...please clarify. Does this mean program logic can be used with criteria to *automatically exclude bills* from being mailed, or is this where a bill is requested to be pulled before or after printing - due to “error” or correction? Or covering both?

A: . The City may ask for items to be printed that would need to be mailed back to the City - and - the vendor would need the capability to cancel printing for specifically

marked items (for example - if a customer has selected e-billing in lieu of a printed bill).
To answer your question - vendor must have capability for both if needed.

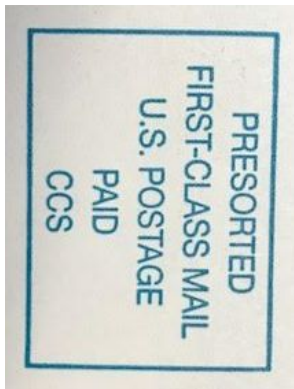
Q: Target live date...Assume: Sept. 2017 for Tax Bills?

A: Yes

Q: Please confirm the postmark does not have to identify a mailing location ?

A: The postmark can show "Chattanooga" or it should not show a location at all. It cannot identify another mailing location.

Q: Will the vendor be allowed to use its Presort Indicia with a non-identifiable postmark (e.g..First Class Mail Presorted US Postage Paid TPCC) - and mail from their Post Office? E.g. is the pictured indicia acceptable?



A: Yes this is acceptable.

Mail Payments Oct. – Feb. To:
 Chattanooga City Treasurer
 P.O. Box 191
 Chattanooga, TN 37401-0191

City of Chattanooga
2017 Property Tax Statement
 Due October 1, 2017
 Delinquent March 1, 2018
 Phone (423) 643-7262
 Email: ptax@chattanooga.gov



City Treasurer
 Theresa Lee

TAXPAYER MAILING ADDRESS		"QR code is placed here"	
DESCRIPTION OF PROPERTY		OWNER NAME	
PROPERTY ADDRESS		TAX MAP NUMBER	

TAX OR FEE	ASSESSMENT	TAX RATE	AMOUNT DUE
City of Chattanooga Property Tax Water Quality Fee – mandated by Congress			
"Delinquent Taxes or Water Quality fees due"			
* See Reverse Side for payment options		PARTIAL PAYMENTS ACCEPTED	

PLEASE **DETACH AND RETURN** LOWER PORTION WITH YOUR CHECK.
 TO ENSURE PROPER CREDIT, PLEASE INCLUDE THE BILL NUMBER ON YOUR CHECK.

Tax Amount Due Water Quality Fee Municipal Lien TOTAL DUE	CITY OF CHATTANOOGA 2017 Remittance Advice	Bill Number Tax Map Number Property Address:
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"Owner Mailing address"

**CHATTANOOGA CITY TREASURER
 P O BOX 191
 CHATTANOOGA, TN 37401-0191**

PAYMENT OPTIONS:

- Mail current bills to Chattanooga City Treasurer, P.O. Box 191, Chattanooga TN 37401-0191
 Include bottom portion of bill, but no other correspondence.
- 2017 taxes may be **paid in full by cash or check at any Chattanooga First Tennessee Bank location** through February 28, 2018. (Separate check for each bill required)
(Present both portions of this tax notice)
- Pay **online** using your debit or credit card at <http://paypropertytax.chattanooga.gov>. See below for additional information concerning credit/debit card payments.
- Mail late payments to: Chattanooga City Treasurer, 101 E 11th St, Rm100 City Hall, Chattanooga TN 37402
- Returned Check Fee – \$20.00 fee on checks up to \$2,000, 1% fee on checks over \$2,000.

TAX RELIEF PROGRAM: Information concerning the State of Tennessee Property Tax Relief program for elderly or totally disabled with a total income of \$ may be obtained from this office at (423)643-7262 or the state website:
<http://www.comptroller.tn.gov/pa/patr.asp>

Treasurer's Remarks:

- **PARTIAL PAYMENTS:** Unless specified in the payment information, partial payments will be posted as follows:
 - Applied in the following order beginning with the earliest year with a balance:
 - Water quality fee interest
 - Water quality fee (earliest year first)
 - Tax interest & penalty
 - Real or Personalty Tax
- 2016 property taxes unpaid on March 1, 2018 will be filed in Hamilton County Chancery Court. On that date, 2016 past due water quality fees will be referred to a collection agency.**
- For permanent address changes, and assessment questions, contact Hamilton County Assessor of Property, phone (423) 209-7300.

- **MUNICIPAL LIENS** are placed on property to secure costs incurred by the City to abate a nuisance (T.C.A. § 13-21-103). For more information, contact the City Attorney's office (423) 643-8250.
 - The City of Chattanooga accepts full and partial payment of property tax and/or water quality fee.
 - There is a State mandated bankcard service fee for online payments; the City retains no portion of this fee. See below.
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