



To: Board of Supervisors

From: Elizabeth Zink, Contracts Coordinator

Date: May 6, 2015

Re: PC-122018 Printing and Mailing of Property Tax Documents

The purpose of this modification is to extend the term of Pinal County's Printing and Mailing of Property Tax Documents contract with:

The Master's Touch

This will be the second option period, from June 19, 2015 through June 18, 2016. There are two option periods remaining.

At this time the Treasurer's Office would like to incorporate the process of email distribution of tax statements and postcards (eNotices) with The Master's Touch. Last fall a total of 152,149 tax statements and 62,872 post cards were mailed, for a total of 215,021 parcels. The average cost for printing and mailing is \$.43 cents per parcel. The eNotice cost per parcel is \$.12 cents, so the potential net savings is \$.31 cents per parcel. There is a one-time set up fee of \$955.00, and a \$500.00 annual charge for PDF upload of the tax statements and postcards.

The County has spent approximately \$187,000 with this supplier in the last year. It is anticipated that a similar amount will be spent in the coming year of the contract.

The Board is also requested to authorize the Finance Director to approve and sign resulting purchase orders and related administrative documents. All other terms and conditions remained unchanged.

Respectfully submitted,

Elizabeth Zink, CPPB
Contracts Coordinator



CONTRACT: PC-122018
Printing and Mailing of Property Tax Documents

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

MODIFICATION OF CONTRACT

Modification Number: (M02)

Modification Type: Bilateral Unilateral

Description:

The purpose of this modification is to extend the term of the contract for its 2nd option year, and to incorporate the process of email distribution of tax statements and postcards (eNotices).

eNotices will require a one-time setup fee of \$955.00. The ongoing fees will include \$500 annually for PDF upload of letters and postcards, and a \$.12 cent per parcel distribution charge.

In accordance with Pinal County Contract PC-122018 entered into on June 19, 2013 between The Master's Touch and Pinal County, Pinal County is exercising its unilateral right to extend the contract for the 2nd option year, June 19, 2015 through June 18, 2016.

All other terms and conditions of the Contract remain unchanged.

County:

NAME AND TITLE OF SIGNER: Cheryl Chase, Chairwoman	
SIGNATURE: 	DATE: 5/6/15



SPOKANE HEADQUARTERS
1405 N ASH ST
SPOKANE WA 99201-2805
PHONE: 509-326-7475
FAX: 888-828-4659
TOLL FREE: 800-301-1347

HAWAII BRANCH OFFICE
39 MALUNIU AVE STE 201
KAILUA HI 96734-2359
PHONE: 800-301-1347
FAX: 888-828-4659

INDIANA BRANCH OFFICE
PO BOX 471
LAFAYETTE IN 47902-0471
PHONE: 800-301-1347
FAX: 888-828-4659

Proposal for:

Pinal County Treasurer, Arizona

Description of eNoticesOnline Services:

- Secure access using unique authorization code.
- One Code Authentication for multiple parcels when name and address are identical between two or more parcels.
- Online Presentment – exact PDF replica of printed statements uploaded to eNotices within 5 days after final print proof approval.
- Immediate access to eNotices upon customer registration – no waiting!
- E-mail notification to owner that statement is ready for viewing.
- Seamless Ownership Changes ensures new owners receive their statements.
- One data upload takes care of both your print mailing and your eNotices notifications.
- Email generation can be initiated by the County to email blast those who have signed up – i.e. 2nd half reminders!
- Robust Report Generation – detailing who accessed, when, how many times, etc., eliminates excuse – “I never received.”
- Use your current payment portal to your online payment vendor or use our ePay for a seamless solution!

Description of eNoticesOnline Pricing Structure:

1. Per parcel registered
 - a. \$0.12 per parcel registered
 - b. One PDF copy of each insert for each account - **No charge!**
2. \$250.00 per mailing for PDF upload of tax statement. \$250.00 PDF upload for annual postcard. \$150.00 per PDF upload for any interim mailings.
 - a. Covers processing, upload and storage for all PDF's in a single upload file. Minimum 3 years' history of notices will be available.
 - b. One year agreement – renewable annually.
3. Printed logo advertisement on #10 outgoing envelope – **no charge!**
4. Printed logo advertisement on #9 return envelope – **no charge!**
5. Optional 3.5 x 8.5 eNotices insert to advertise sign up - **\$.015 each**

One Time Setup:

Initial one time set up fee of \$955.00
All pricing valid for 60 days.

Note: If you choose to sign up within the next 60 days, we will create your eNotices online account, upload all statements from your last tax statement mailing so that those statements are available upon taxpayer registration. No charge for this.

Thank you for this opportunity!

Jim Cote'
President
March 31, 2015

Accepted: Cheryl Chan
Title: Chairwoman
Date: 5/6/15