

COUNTY of KANE  
PURCHASING DEPARTMENT  
KANE COUNTY GOVERNMENT CENTER

Theresa Dobersztyn, C.P.M., CPPB  
Director of Purchasing

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January 11, 2019

**ADDENDUM #1**

**RFP No. & Title:      05-019 TAX BILLS**

The attention of bidders is called to the following changes, clarifications and/or additions/deletions to the original bid document and they shall be taken into account in preparing the proposal and shall be part of the contract.

**CLARIFICATIONS & CORRECTIONS**

1. Are payments expected to come in with a scanable coupon?  
**A. Yes. They have an OCR line.**
2. How many items (or what percentage of the items) may come in with multiple checks in one envelope?  
**A. Minimum. We sort through our mail and pull before releasing it to the lockbox facility.**
3. How many items (or what percentage of the items) may come in with no coupon?  
**A. In the past it's averaged around 150 pieces through the collection cycle.**
4. Will payments come in that include more than just a check and coupon?  
**A. It's possible that they may include a change of address. The form is on back of coupon. We would ask that those coupons be returned to our office along with any exception items.**
5. Will keystroking be needed? If so, any idea how many characters are keyed per month?  
**A. If your system scans, there would be minimum typing.**
6. Will there be a data transmission or any other transmissions? If so, are you able to supply specifications on the output file?  
**A. Yes. It will be provided upon request.**
7. Is there a need for Online Decisioning?  
**A. No. If the item is reasonably questionable, you may return it to our office.**
8. What accounting software do you use?  
**A. DevNet Inc.**

9. Can you provide the average balances in the Lockbox account during the processing months? A breakdown on a monthly bases would be nice, but if we could get daily balances it would be better. From the provided information we were hoping to see May, June and July for the first installment and August, September and October for the second.
- A. Please reference attached – Lockbox Payments.**
10. Would the County Treasurer consider instructing their courier service to deliver presorted mail to Carol Stream, IL, to a PO BOX that is determined by Vendor? If not, what destination will be used by the Treasurer?
- A. Courier service is to be provided by vendor. Courier is to pick up from Treasurer’s office.**
11. Since the County has indicated that they will use compensating balances and/or a net against interest earned to cover lockbox fees incurred, will collateral be required?
- A. Yes.**
12. If required, would you kindly detail the County’s permissible collateral?
- A. Please go to: <http://www.kanecountytreasurer.org/> see - INVESTMENT POLICY (30 ILCS 235).**
13. Will the County accept a Letter of Credit issued by a Federal Home Loan Bank?
- A. No.**
14. The insurance requirements “Commercial General Liability insurance including Products/Completed Operations, Owners and Vendor Protective Liability and Broad Form Contractual Liability. The exclusion pertaining to Explosion, Collapse and Underground Property Damage hazards eliminated” pertains to work performed by construction contractors and does not apply to the type of work required for this request for proposal. Is the county willing to waive this requirement?
- A. Yes, we can waive this requirement.**
14. When will the chosen vendor receive tax bill form composition and variable data to compose sample tax bills that will be submitted to the county and Kane County banks for testing of the OCR line and proofing purposes?
- A. After complete of an evaluation process and finalist selection and it’s only for the selected bank.**
15. When will the chosen vendor receive final composition for the insert?
- A. Please see above answer to questions 14.**
16. How many Kane County banks receive 50 tax bill samples for OCR line testing purposes?
- A. Only the selected bank would receive sample bills.**

Bid due date is *January 23, 2019 at 3:30 p.m.*, please confirm receipt of Addendum #1 and respond accordingly.

Sincerely,  
Tim Keovongsak, CPPB  
Buyer III  
Kane County Purchasing Department

**RFP 05-019 Tax Bills - Addendum #1  
(2017 - 2018 Lockbox Payments)**

<b>DATE</b>	<b>NUMBER OF PAYMENTS</b>	<b>AMOUNT</b>
05/05/17	1515	4,599,007.99
05/08/17	1659	4,922,985.32
05/09/17	3102	10,181,317.37
05/10/17	278	1,016,134.42
05/11/17	1713	5,533,224.42
05/12/17	70	206,342.37
05/09/18	143	630,772.88
05/10/18	2182	6,060,359.80
05/11/18	1431	3,913,298.27
05/14/18	1331	4,062,132.78
05/15/18	2990	9,361,646.39
05/16/18	628	2,713,298.36
05/17/18	1485	5,284,774.37
05/18/18	1248	3,910,089.69
05/21/18	1402	6,027,339.69
05/22/18	2660	8,763,446.96
05/23/18	747	3,525,040.04
05/24/18	1741	5,516,502.57
05/25/18	7	22,843.35
05/29/18	3363	12,234,875.25
05/30/18	3515	12,814,029.70
05/31/18	1564	8,440,228.55
06/01/18	670	6,479,732.41
06/04/18	4421	15,544,971.24
06/05/18	6156	22,630,127.41
06/06/18	1514	6,382,926.01
06/07/18	1674	6,531,527.90
06/08/18	562	2,646,508.21
06/11/18	99	379,733.80
06/14/18	1	3,985.20
08/09/18	279	929,488.58
08/10/18	403	1,614,794.39
08/13/18	299	1,255,023.68
08/14/18	726	2,391,743.50
08/15/18	235	1,314,068.15
08/16/18	502	1,719,914.46
08/17/18	512	1,749,968.01
08/20/18	585	2,375,250.26
08/21/18	1277	4,592,955.39
08/22/18	131	706,577.59
08/23/18	1125	4,536,107.70
08/24/18	682	2,922,238.12
08/27/18	806	3,222,040.11
08/28/18	2330	8,937,619.54
08/29/18	575	3,175,840.08
08/30/18	1613	5,933,723.71
08/31/18	1222	4,507,568.56
09/04/18	1224	5,040,492.81
09/05/18	4916	18,901,862.48
09/06/18	1518	6,857,522.84
09/07/18	5	37,111.05
09/10/18	1924	8,160,510.20
09/11/18	40	158,374.05
09/12/18	1	1,804.51
<b>TOTALS</b>	<b>72801</b>	<b>271,381,802.49</b>