

COUNTY of KANE  
PURCHASING DEPARTMENT  
KANE COUNTY GOVERNMENT CENTER

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

719 S. Batavia Ave., Bldg. A, 2<sup>nd</sup> Floor  
Geneva, Illinois 60134  
Telephone: (630)232-5929  
Fax: (630) 208-5107



January 7, 2019

**ADDENDUM 2**

**Request for Proposal: #07-019**

**Title: Printing, Preparation & Mailing Services for Delinquent Tax Notices**

The attention of all plan holders is called to the following question received before the deadline of January 16, 2019. Answer follows the question below in **bold**:

1. I have a question about how the pieces are batched. I do see that you mailed approximately 6,000 of these notices last year. However, I am curious to know if they are submitted in small numbers every day, rolled up for 1 week and then sent, or processed at a larger interval than 7 days? **All delinquent notices are sent in one batch and are to be mailed in one batch. Mailing should occur within three (3) business days of receipt of file. Also, this is an annual, once a year, one time mailing. Normally mailed on October 1<sup>st</sup> of every year.**

Please acknowledge receipt of this addendum in the space provided on Page 16 of the Proposal document. Thank you for your interest in the Kane County procurement process.

Sincerely,

*Maria C. Calamia*

Maria C. Calamia, CPPB  
Assistant Director of Purchasing