

RECORDING FORM

To: ALISON HITCHCOCK

From: Purchasing : HEATHER CARMICHAEL

Date: 27 JUN 2013

RFP # 2013-312: PRINT/MAIL TAX STATEMENTS

RFB # _____

Date approved in Commissioner's Court 24 JUN 13

Rejected in Commissioner's Court
Requested to rebid: _____ Requested NO rebid: _____

Other: _____

- Original Bids/Proposals/Quotes/Qualifications
- Recap Sheet
- Misc. documentation

Please file/scan in the County Clerk's Records.

**RFP 2013-312: Printing/Mailing Project of Tax Statements for Tax Assessor-Collectors Office
Recap Sheet**

Opening Date: June 6, 2013, 2:00 p.m., at Johnson County Purchasing Office

	Vendor 1	Vendor 2	Vendor 3	Vendor 4
Vendor	Laser Printers and Mailing			
Address	San Antonio, TX			
Tax Statement Processing	\$115.00 per 1000			
#10 Window Envelopes	\$ 24.00 per 1000			
#9 Return Envelopes	\$24.00 per 1000			
Flyer	\$25.00 per 1000			
Original & 2 copies	Yes			
References	Yes			
Residence Certificate	Yes			
W-9	Yes			

Attest: Heather Carmichael, Buyer; Pam Causey, Assistant Purchasing Agent

Airbill Instructions:

Attach to the shipping container and insert into the shipping container.

Established in 1991

Page 1 of 1



Lone Star Overnight
1-800-800-8984
www.iso.com

Airbill No. Z9846483

SHIP TO:
MARGARET COOK
JOHNSON COUNTY PURCHASING
1102 E KILPATRICK
SUITE B
CLEBURNE, TX 76031
8175566384

From:
KATY MILWARD
LASER PRINTERS
8701 PERRIN BETTEL
SAN ANTONIO, TX 78217
2105906966

AIR
Attach peel a
plastic pouch
or insert web

Service Area
For a complete list
visit WWW.ISO.CO

B FTW

LSO PRIORITY OVERTIGHT
10:30 IN MOST CITIES
LATER IN REMOTE CITIES

PRINT DATE: 6/5/2013
QUICKCODE: JOHNSON
REF 1: 1D00V,0000

JFC

**Laser Printers and Mailing Services, LLC
8701 Perrin Beitel
San Antonio, TX 78217**

SEALED PROPOSAL

**Johnson County Purchasing
Margaret Cook, CPPB, Purchasing Agent
1102 E. Kilpatrick, Suite B
Cleburne, TX 76031**

Printing/Mailing Project of Tax Statements

RFP 2013-312

BID DUE DATE: June 6, 2013 2:00 P.M.

VENDOR NAME
Laser Printers & Mailing

REQUEST FOR PROPOSAL
PRINTING/MAILING PROJECT
OF TAX STATEMENTS FOR TAX
ASSESSOR-COLLECTORS OFFICE OF
JOHNSON COUNTY



RFP 2013-312
DUE DATE: June 6, 2013
BY 2:00 P.M.

Johnson County
1102 E. Kilpatrick, Ste B
Cleburne, TX 76031
(817) 556-6384
www.johnsoncountytexas.org

INSTRUCTIONS/TERMS OF CONTRACT:

SUBMISSION OF PROPOSALS: Four (4) complete sets of all proposal documents (original and three (3) copies) shall be sealed and submitted as vendor's response to:

Johnson County Purchasing
Margaret Cook, CPPB, Purchasing Agent
1102 E. Kilpatrick, Suite B
Cleburne, Texas 76031

Sealed proposals shall be received no later than: 2:00 P.M., June 6, 2013.

MARK ENVELOPE: RFP 2013-312 FOR PRINTING/MAILING PROJECT OF TAX STATEMENTS FOR TAX ASSESSOR-COLLECTORS OFFICE OF JOHNSON COUNTY.

LATE PROPOSALS: Proposals received in the County Purchasing Department after submission deadline will be considered void and unacceptable. Johnson County is not responsible for lateness or non-delivery by mail service/carrier, etc., and the date/time stamp in the Purchasing Department shall be the official time of receipt.

PROPOSAL SHALL INCLUDE: This RFP and all additional documents submitted. Each proposal shall be placed in a sealed envelope, **signed by a person having authority to bind the firm in a contract** and marked clearly on the outside as directed in the COVER SHEET. **FACSIMILE TRANSMITTALS SHALL NOT BE ACCEPTED.**

The enclosed Request for Proposal and accompanying Specifications are for the vendor's convenience in submitting an offer for the enclosed referenced products and/or services for Johnson County.

Johnson County appreciates vendor's time and effort in preparing this proposal. Vendors are invited to attend.

If vendor does not wish to submit a proposal at this time, but wishes to remain on the vendor list for this commodity, please submit a "No Offer" by the same time and at the same location as stated in the COVER SHEET. If a response is not received in the form of a "Proposal", "Bid" or "No Offer", vendor shall be removed from the vendor list. For the vendor's convenience, a "No Offer" response is acceptable by fax. If vendor wishes to be removed from the vendor list, or to change contact information and/or to be added to the vendor list for another commodity, please contact the Johnson County Purchasing Department. Include as much of the following information as possible when making such a request: Company Name, Representative, Address, Telephone Number, Fax Number and commodity and/or service provided.

Awards are usually made in a Regular Session of the Johnson County Commissioners' Court, following the proposal opening. Results will be sent to those who submitted a proposal.

IT IS UNDERSTOOD that the Commissioners' Court of Johnson County, Texas reserves the right to reject any or all proposals as it may deem to be in the best interests of Johnson County. Receipt of any proposal shall under no circumstances obligate Johnson County to accept the lowest dollar submission. The award of the contract shall be made to the responsible vendor, whose proposal is determined to be the lowest evaluated offer resulting from negotiation, taking into consideration the relative importance of price and the other evaluation factors set forth in the request for proposals. Johnson County also reserves the right to award all or part of a proposal unless otherwise stated in the specifications.

FUNDING: Funds for payment have been provided through the Johnson County budget approved by the Commissioners Court for this fiscal year only. State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Johnson County fiscal year shall be subject to budget approval.

ALTERING PROPOSALS: Any interlineations, alteration, or erasure made before opening time must be initialed by the signer of the proposal, guaranteeing authenticity.

WITHDRAWAL OF PROPOSAL: A proposal may not be withdrawn or canceled by the vendor without the permission of the County for a period of ninety (90) days following the date designated for the opening of proposals, and vendor so agrees upon submittal of vendor's proposal. Proposals may be withdrawn at any time prior to the official opening by notifying the Johnson County Purchasing Department in writing.

PROPOSALS WILL BE received and publicly acknowledged at the location, date and time stated in the COVER SHEET. Vendors, their representatives and interested persons may be present. ***The proposals shall be received and acknowledged only so as to avoid disclosure of the contents to competing vendors and kept secret during negotiations.*** However, all submissions shall be open for public inspection after the contract is awarded, except for trade secrets, financial information, and other confidential information contained in the proposal and identified as such by vendor. As applicable, submit a minimum of one copy of confidential information, sealed and marked as confidential with submission.

PERMITS: All construction related permits, fees, and licenses required by any government entity or agency are the responsibility of the vendor and shall be a part of the proposal.

SALES TAX: Johnson County is exempt by law from payment of Texas Sales Tax and Federal Excise Tax, therefore the proposal shall not include sales taxes. Tax exemption certificates will be executed by the Johnson County Purchasing Department.

CONTRACT: This proposal, accompanying documents, and any negotiated terms, when properly accepted by the Johnson County Commissioners' Court, shall constitute a contract equally binding between the successful vendor and Johnson County. Prices shall remain firm for the entire contract period. No different or additional terms will become a part of the contract with the exception of Change Orders.

A request for redetermination of the contract terms requires a minimum of thirty (30) days written notice, prior to the end of the contract period. All requests shall be written form and shall include supporting documents. Johnson County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.

CHANGE ORDERS: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the resulting contract. All change orders to the contract SHALL be made in writing to the Johnson County Purchasing Department, who shall submit change order to the Johnson County Commissioners' Court for approval. No item, service, etc. on change orders shall be acted upon before it has been approved by the Johnson County Commissioners' Court.

CONFLICT OF INTEREST: No public official shall have interest in this contract except in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171. State Law (CHAPTER 176 of the Local Government Code) requires the filing of a CONFLICT OF INTEREST QUESTIONNAIRE by certain individuals and businesses.

ETHICS: The vendor and/or vendor's representatives shall not offer nor accept gifts or anything of value, nor enter into any business arrangement with any employee, official or agent of Johnson County.

EXCEPTION/SUBSTITUTIONS: All proposals meeting the intent of this request for proposal will be considered for negotiations. Vendors taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part of the submission. If offering other than specification, vendor must certify article offered is equivalent to specifications. When offering other than specified brand, vendor shall submit as part of the RFP, specifications, illustrations, and complete descriptive literature. The absence of such a list shall indicate that the vendor has not taken exception(s) and the vendor shall be responsible for performing in strict accordance with the specifications of the RFP. Johnson County Commissioners' Court reserves the right to accept any and all or none of the exception(s)/substitution(s) it deems to be in the best interest of the County.

DESCRIPTIONS: Whenever an article or material is defined or used in the RFP specifications by describing a proprietary product or by using the name of a manufacturer, model number, or make, the term "or equal" if not inserted, shall be implied. Any reference to specified article or material shall be understood as descriptive, NOT restrictive, and is used to indicate type and quality level desired for comparison purposes unless otherwise noted. Proposals must be submitted on units of quantity specified, extended, and totaled. In the event of discrepancies in extension, the unit prices shall govern.

ADDENDUM: Any interpretations, corrections or changes to this RFP and Specifications will be made by addendum, unless otherwise stated. Issuing authority of addendum shall be the Commissioners' Court and/or the Purchasing Department. Addendum will be mailed, emailed, or faxed to all that are known to have received a copy of the RFP. Vendors shall acknowledge receipt of all addenda and include receipt and response to addenda with submission.

PROPOSAL MUST COMPLY with all federal, state, county and local laws concerning the type of article and/or service being offered.

DESIGN, STRENGTH, QUALITY of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

ALL HARDWARE, OR ANY OTHER ITEM offered in this proposal must be new and unused, unless otherwise specified, in first-class condition and of current manufacture.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE vendors: A prospective vendor must affirmatively demonstrate vendor's responsibility. A prospective vendor must meet the following requirements:

1. Have adequate financial resources, or the ability to obtain such resources as required;
2. Be able to comply with the required or proposed delivery schedule;
3. Have a satisfactory record of performance;
4. Have a satisfactory record of integrity and ethics; and,
5. Be otherwise qualified and eligible to receive an award.

Johnson County may request representation and other information sufficient to determine vendor's ability to meet the minimum standards listed above.

FACTORS IN AWARD: Proposals will be based on, but not limited to, the following factors: unit price, total bid price, delivery date, results of any testing or demonstrations, special needs of Johnson County, prior experience with this or similar products or services, vendor reputation, vendor's past performance record with Johnson County or other counties, an evaluation of the vendor's ability, estimated cost of supplies and/or maintenance, warranty terms, ability to integrate with equipment already owned by the County, and estimated surplus values. In general, Johnson County will award an agreement or contract to the vendor whom, in the judgment of the Johnson County Commissioners Court, is best able to provide the product or services most likely to satisfy the needs of the County, allowing the county optimum value for the public funds expended. By state law, Johnson County is bound to purchase from the responsible vendor who submits the lowest and/or best bid.

REFERENCES: **Johnson County requests vendor to submit, with this RFP, a list of references (listing name, mailing address, and telephone number), of at least three (3) and not to exceed five (5) in number, who can attest to the ability of the vendor to supply/perform the goods/services under the contract being bid. REFERENCES PROVIDED SHALL BE OTHER COUNTY GOVERNMENT ENTITIES WHEN POSSIBLE.**

VEDNOR SHALL PROVIDE with this response, all documentation required by this RFP. Failure to provide this information may result in rejection of submission.

SUCCESSFUL VENDOR SHALL defend, indemnify and save harmless Johnson County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by

any person, persons, or property on account of any negligent act or fault of the successful vendor, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful vendor shall pay any judgment with costs, which may be obtained, against Johnson County growing out of such injury or damages.

TERMINATION OF CONTRACT: This contract shall remain in effect until contract expires, delivery/completion and acceptance of products and/or performance of services ordered or until terminated by either party with a thirty (30) days written notice prior to any cancellation. The successful vendor must state therein the reasons for such cancellation. Johnson County reserves the right to award canceled contract to next best vendor as it deems to be in the best interest of the County.

TERMINATION FOR DEFAULT: Johnson County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default of this contract. Johnson County reserves the right to terminate the contract immediately in the event the successful vendor fails to:

1. Meet delivery or completion schedules;
2. Otherwise perform in accordance with the accepted submission;
3. Submit Verification of Insurance prior to commencement of work; and,
4. Submit Bid, Performance, or Payment Bond, as applicable, prior to commencement of work.

Breach of contract or default authorizes the County to award to another vendor, purchase elsewhere and charge the full increase in cost to the defaulting vendor.

REPRESENTATIVE SUBMITTING OFFER affirms that they are duly authorized to execute this contract, that this company, corporation, firm partnership or individual has not prepared this bid in collusion with any other vendor, unless clearly outlined, and further affirms that the contents hereof have not been communicated by the undersigned or by any employee or agent to any other vendor or to any other persons engaged in this type of business prior to the official opening of this offer. And further, that the manager, secretary or other agent or officer signing this bid is not and has not been for the past six months directly nor indirectly concerned in any pool or agreement or combination to control the price of supplies, services or equipment bid on, or to influence any person to bid or not to bid thereon.

The undersigned declares that the amount and nature of the materials to be furnished is understood and that the nature of this offer is in strict accordance with the conditions set forth in this document and is a part of the proposal, and that there will at no time be a misunderstanding as to the intent of the specifications or conditions to be overcome or pleaded after the proposals are opened.

PATENTS/COPYRIGHTS: The successful vendor agrees to protect Johnson County from claims involving infringements of patents and/or copyrights.

CONTRACT ADMINISTRATOR: The contract administrator, Purchasing Agent, will serve as sole liaison between the Johnson County Commissioners Court and affected Johnson County Departments and the successful vendor. Unless directly outlined in this specification the vendor shall consider no one but the Contract Administrator authorized to communicate, by any means, information or suggestions regarding or resembling this RFP throughout the proposal process. The Contract Administrator has been designated the responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection and delivery. The County will not pay for work, equipment or supplies, which it deems unsatisfactory. Vendors will be given a reasonable opportunity to correct deficiencies before termination. This however, shall in no way be construed as negating the basis for termination for non-performance.

TESTING: Testing and/or samples may be requested by Johnson County prior to proposal award. Any sample that fails testing may be considered as not complying with County's specifications and such a situation will be sufficient reason to reject an offer. Samples and/or testing, when required, shall be furnished free of expense to the County.

PURCHASE ORDER: Johnson County shall generate a purchase order(s) to the successful vendor(s). The Purchase Order number must appear on all itemized invoices and/or packing slips. Johnson County will not be held responsible for any orders/services placed/delivered without a valid current purchase order approved by the Johnson County Purchasing Department.

PACKING SLIPS or other suitable shipping documents shall accompany each special order shipment and shall include:

- (a) Name and address of successful vendor;
- (b) Name and address of receiving department and/or location;
- (c) Johnson County Purchase Order number; and,
- (d) Descriptive information of the materials shipped or services rendered, including item numbers, serial numbers, quantities, number of containers and package numbers, address/location of services rendered, as applicable.

Unless otherwise indicated, items will be new, unused, and in first class condition in containers suitable for damage-free shipment and storage.

INVOICES must show all information as stated above, and will be issued for each purchase order.

PAYMENTS are processed upon receipt of invoice and after the Contract Administrator has determined that the items have been received in good condition, that all terms have been met, and that no unauthorized substitutions have been made. All payments must be approved in the regular meetings of the Commissioners Court, in accordance with the State of Texas Prompt Payment Act, Chapter 2251, Government Code VTCA. Successful vendor(s) is required to pay subcontractors within ten (10) days. **The Johnson County Commissioners' Court meet in Regular Session every second and fourth Monday of each month. Late invoices will be paid on the next Regular Session of Johnson County Commissioners' Court with no**

additional charges to Johnson County. Only original invoices will be accepted. In the case of a holiday being on the day of Regular Session, court is held on the next scheduled business day.

EQUIPMENT/GOODS/SERVICES supplied under this contract shall be subject to the County's approval. Item(s) found defective or not meeting specifications shall be picked up and replaced by the successful vendor within one (1) week after notification at no expense to the County. If item(s) is not picked up within one (1) week after notification, the item(s) will become a donation to the County for disposition.

WARRANTY: Successful vendor shall warrant that all equipment/goods/services shall conform to the proposed specifications and/or all warranties stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title.

REMEDIES: The successful vendor and Johnson County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

VENUE: This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Johnson County, Texas.

ASSIGNMENT: The successful vendor shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of Johnson County.

SILENCE OF SPECIFICATION: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

INSURANCE REQUIREMENTS: Vendor shall procure, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the vendor, vendor's agents, representatives, employees or subcontractors. The cost of such insurance shall be the responsibility of the vendor. The County, all public officials, employees, and volunteers shall be named as additional insureds.

A. Minimum Limits of Insurance

Comprehensive General Liability, to include contractual liability:

1. Commercial and Comprehensive Liability
 - \$ 1,000,000.00 CSL BI & PD per Occurrence
 - \$ 2,000,000.00 General Aggregate
 - \$ 2,000,000.00 Products/Completed Operations Aggregate
 - \$ 1,000,000.00 Personal/Advertising Injury
 - \$ 3,000,000.00 Fire damage

2. Automobile Liability
\$ 1,000,000.00 each accident Combined Single Liability
\$ 1,000,000.00 each accident uninsured/Underinsured Motorists combined Single Liability

All owned, non-owned, hired and all vehicles used by Vendor with a combined single limit of \$ 1,000,000.00 covering personal injury (including bodily injury and property damage).

3. Worker's Compensation
Statutory - V.T.C.A., Labor Code, Chapter 401 ET.SEQ.

B. Other Insurance Provisions:

1. All Coverage's

Each insurance policy required herein shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or limits except after thirty (30) days prior notice by certified mail, return receipt requested, has been given to County.

C. Acceptability of Insurers:

Insurance is to be placed with insurers licensed in the State of Texas, rated by Moody's Investors Service Inc., and rated A- or better by A. M. Best or A or better by Standard and Poors.

D. Verification of Coverage:

Vendor shall furnish the County with certificates of insurance and evidence of endorsements effecting coverage required herein. The certificates for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf and to be received by the County prior to commencement of any work. The County reserves the right to require complete, certified copies of all insurance policies at any time.

BOND REQUIREMENTS: If applicable, a Bid Bond may be required. Pursuant to the provisions of Section 262.032 (a) of the Texas Local Government Code, if the contract contemplated by this request is for proposal for the construction of public works, or will be under a contract exceeding \$ 100,000.00, Johnson County may require the vendor to execute a good and sufficient bid bond in the amount of five percent (5%) of the total contract price. Said bond shall be executed with a surety company authorized to do business in the State of Texas.

If applicable, a Performance Bond shall be required. Pursuant to the provisions of Section 262.032 (b) of the Texas Local Government Code, within thirty (30) days of the date of the signing of a contract or issuance of a purchase order following the acceptance of a proposal by Johnson County Commissioners' Court, the successful vendor shall furnish a performance bond to Johnson County for the full amount of the contract if the contract exceeds \$ 50,000.00. Such

bond shall be for the purpose of insuring the faithful performance of the work in accordance with the plans, specifications and contract documents associated with the contract.

If applicable, a Payment Bond (Bond for Labor and Material) shall be required. Pursuant to the provisions of V.A.T.S., Article 5160 and Government Code 2253, if the amount of the contract awarded to the successful vendor exceeds \$ 50,000.00, then said successful vendor shall execute a payment bond in the amount of the contract, solely for the protection and use of payment bond beneficiaries with awarded vendor, all claimants supplying labor and material in the performance of the work provided for in said contract, for use of each such claimant.

Vendor shall provide the following with bid submission:

1. References of any city and/or county agencies currently doing business with vendor along with outside firms. Provide entity name, contact name, address, telephone number, and/or email address;
2. Completed W9 Form; and,
3. Other documentation as may be specified within this proposal.

ANY QUESTIONS relating to this Request for Proposal and Specification(s) shall be directed to Margaret Cook, CPPB, Purchasing Agent, in writing by fax (817-556-6385) or by email PUR@johnsoncountytexas.org.

**RFP 2013-312: PRINTING/MAILING PROJECT
OF TAX STATEMENTS FOR TAX
ASSESSOR-COLLECTORS OFFICE OF JOHNSON COUNTY**

SCOPE AND INTENT: These specifications cover the printing and mailing of the Johnson County tax statements for the Tax Assessor's Office. The contract shall be for a one (1) year period, effective July 1, 2013 to June 30, 2014, with an option to renew for four (4) additional one (1) year periods. Johnson County reserves the right to reject any and all bids and/or to purchase from any State contract and/or inter-local agreements. Acceptance of this bid by Commissioners' Court shall constitute a contract between Johnson County and vendor.

A request for redetermination of the contract terms requires a minimum of thirty (30) days written notice, prior to the end of the contract period. All requests shall be written form and shall include support documents. Johnson County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.

REQUIREMENTS: The respective types of service being sought under this contract are as follows:

SPECIFICATIONS

Overview:

Vendor shall submit a proposal for providing paper stock and printing services for property tax statements for Johnson County Tax Office. The stock order will consist of a cut sheet tax statement form, several envelope types and return envelopes for property tax billing. Printing services will include statement preparation, statement printing, folding, inserting, and mailing services. The proposal will include quotes for preparing informational flyers and envelopes overprinting. The vendor will warehouse inventory.

Vendor mailing responsibilities will include utilizing Coding Accuracy Support System (CASS) and/or Presort Accuracy, Validation and Evaluation (PAVE) to certify carrier route code, address-block bar code, sort, label, and prepare tax statements for mailing in accordance with United States Postal Service (USPS) specifications.

There are three (3) sizable tax statements mailing which occur in October, February/March and May of each year. Smaller mailings occur from October through September. Statements will be printed with variable data on both sides (front and back); information for front and back will be sent in two (2) individual flat files.

Minimum Requirements:

Below is a list of the minimum requirements for the printing/mailing project. The list includes, but is not limited to: basic requirements, quality assurance controls, processing and delivery deadlines, archive information, payment terms and stock.

1. Mailing timeframes are critical and are a mandatory requirement for performance;

2. Any inability of vendor to meet a specific time requirement should be communicated to the County Tax Assessor-Collector immediately;
3. Vendor's predominant business should be laser imaging and complete mailing services;
4. All work should be done at a secure location;
5. Johnson County Tax Assessor-collector and/or designee reserves the right to be present and observe the printing process at any time;
6. All data must be held confidential and may not be used for anything other than statement printing;
7. Vendor must be able to duplex print variable data;
8. Vendor should have the capability to send and receive data via Internet, File Transfer Protocol (FTP), CD-ROM, and/or DVD formats. Johnson County utilizes FTP;
9. Vendor should have capability to CASS/PAVE certify, carrier-route code, address-block bar code mail-pieces in-house and have ability to print the codes on the statement insert. Codes must comply with USPS OCR readability and high-speed postal sorting for first class automation postal rate discounts.
10. Vendor should have capability to perform custom programming as requested and/or needed by Tax Assessor-collector and without charge;
11. Vendor should serve as a resource expert regarding complex USPS postal regulations;
12. Vendor should be able to courier items as needed for tight time frames;
13. If the vendor is to use any equipment, including computers, printers, stuffers, folders, not under the control of the vendor, then the proposal by the vendor should include signed statements by the equipment owner that the production dates set out in this proposal have been reserved by Johnson County Tax Assessor-Collector tax statement printing; and,
14. Vendor shall provide a copy of tax statements categorized by mailing on an annual basis in DVD format or other format as may be approved by Tax Assessor-Collector.

Quality Assurance Controls:

Vendor should provide a description of the quality control procedures to be used to monitor production, including, but not limited to:

1. Established controls to ensure all accounts provided to the vendor are printed;
2. A brief description of procedures utilized;
3. Acknowledgment of receipt of data file from Johnson County within twenty-four (24)

- hours, including verification of order in which statements are received and number of records in each statement type;
4. Process statements in order in which they are received. Vendor is not authorized to change order of processing without prior written consent from Johnson County Tax Assessor-Collector;
 5. Provide daily report of the number of statements processed by statement type, including number of statements processed in the last twenty-four (24) hours as well as cumulative to date by statement type; and,
 6. Control totals on the number of statements printed, the total amount billed, should be provided to Johnson County Tax Assessor-Collector upon receipt of data by vendor.

Processing and Delivery:

1. Johnson County Tax Assessor-Collector shall notify contracted vendor as to specific date(s) statement data will be provided;
2. All billing deliveries should be completed and delivered to Post Office within three (3) business days after samples are approved;
3. Johnson County Tax Assessor-Collector requires samples to be provided for approval within two (2) business days from receipt of data;
4. Vendor should be prepared to arrange for Saturday delivery when required by mailing deadlines;
5. Proofs will be required for Johnson County Tax Assessor-Collector approval prior to printing and processing. Written approval of proofs must be received from Tax Assessor-Collector prior to commencement of work;
6. Two (2) flat record data files will be provided for each statement for front and back of statement;
7. Johnson County Tax Assessor-Collector statements shall consist of the following:
 1. The statement printing and mailing may consist of statement, flyer insert and return envelope;
 2. Multiples of (2) two to (4) four statements to the same owner and same address grouped in the same envelope;
 3. Multiples of (5) five or more statements to the same owner and same address grouped and sent as flats; and,
 4. Must be able to work with the current statement format used by Johnson County.
8. Mailing must be sorted by the vendor in accordance with USPS automation postal rate

discount requirement;

9. Vendor shall provide estimate of postage costs within twenty (20) days prior to October mailing date; and,
10. Johnson County will provide estimated postage payment in advance.

Bid Requirements for Tax Statement Processing and Mailing

The following sections provide a summary of the requirements for bidding purposes. Vendor should use the statement provided above along with the following to submit proposal.

Property tax statement printing, processing, and mailing:

1. Print accounts information from files provided by Johnson County Tax Assessor-Collector (see Attachments A, B, C and D for examples – examples are .pdf and are not to scale);
2. Fold statements to fit # 10 mailing envelope, or flats, as applicable;
3. Stuff statement in #10 envelope or flats, as applicable;
4. Include appropriate flyer and remittance envelope;
5. Prepare for least cost postage; and,
6. Deliver to Post Office for mailing, including vendor USPS permit number.

Envelope Specifications:

1. Proofs of all envelopes will be required for Johnson County Tax Assessor-Collector's approval prior to printing. Written approval of proofs must be received from Johnson County Tax Assessor-Collector prior to commencement of work;
2. Envelope size, window size and window placement is provided below;
 - a. #10 Window Envelope for Vendor Mailing:
 - i. Envelope Size: 4 1/8" width; 9 1/2" length;
 - ii. Top opening flap and moisten-able glue strip;
 - iii. Window size and position best suited for folded statement mailing;
 - iv. 24# White Wove, offset printed in black ink;
 - v. Diagonal seams preferred; and,
 - b. #9 Return Envelope (see Attachment E).

- i. See sample;
 - ii. No permit; and,
 - iii. 24# White Wove with 'color fold over bleed' on top, color purple, offset printed in black ink.
3. The quality of paper and ink must be compatible to prevent smearing; and
4. The window cellophane must be free of wrinkles, streaks and fogging, and must be of a quality that will allow the following information on the statement insert to be accurately scanned/read by Johnson County and/or USPS equipment, the bar-code account number book, mailing address, and mailing address block bar code.

Informational Flyer Specifications

1. Proofs will be required to Johnson County Tax Assessor-Collector for approval prior to printing;
2. Text will be emailed to the vendor; and,
3. The following provides a summary of the requirements for bidding purposes. Vendor should use flyer specifications provided above along with the following to submit proposal.
 - a. Full Page flyer:
 - i. See Attachment F for Sample;
 - ii. Flyer is 8 ½" by 11";
 - iii. Use white paper stock, minimum of 20#;
 - iv. Offset printed in black ink;
 - v. Printed on two (2) sides (duplex);
 - vi. Folded for inserting into envelope; and,
 - vii. Stuffed into envelope.
 - b. Flyer to be updated by Johnson County Tax Assessor-Collector and sent to vendor.

Printing/Mailing Schedules and Estimates

Johnson County Tax Assessor-Collector is dependent upon the Central Appraisal Districts to supply property valuation data. Therefore, it is difficult to provide precise dates for printing and

mailing. The actual date and quantity may vary. If the numbers or dates vary, orders may still be placed with the vendor at the rate per thousand quoted in original order.

Quantities indicated are estimates based on the best available information, and will below used for evaluation purposes. The County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustment in the bid price.

Vendor shall submit references that provide the following information:

Vendor should provide references as proof of the capability to perform similar contracts:

1. Successful two (2) year track record of producing tax statements for Texas counties using Spindlemedia software with the 2012 tax year being the most recent.
2. Produced tax statements for a Texas County using Spindlemedia software with the same number of property accounts or greater than Johnson County, which is approximately 350,000.
3. Provide three (3) letters of reference for property tax statements with one being from a county with the same number of property accounts or greater than Johnson County, which is approximately 350,000.
4. References of client(s) where mailing was in excess of 400,000 per year.

Vendor should include any additional costs as may be applicable. Vendor should include any comments, inclusions, and/or exceptions on regards to these specifications.

**RFP 2013-312: PRINTING/MAILING PROJECT
OF TAX STATEMENTS FOR TAX
ASSESSOR-COLLECTORS OFFICE OF JOHNSON COUNTY**

QUOTE SHEET

Vendor shall have the ability to fulfill the printing and mailing of tax statements as described in this proposal. Having read and understood the Instructions, Terms of Contract, insurance and specifications, vendor submits the following:

Tax Statement processing and mailing	\$ <u>115.00</u> per 1000
#10 Window Envelopes	\$ <u>24.00</u> per 1000
#9 Return Envelopes	\$ <u>24.00</u> per 1000
Flyer (double sided)	\$ <u>25.00</u> per 1000

Specify any additional costs: _____

Any comments, additions, and/or exclusions shall be provided on separate page(s).

Vendor Acknowledgement

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporation, firm, partnership or individual has not prepared this Bid in collusion with any other offerer, and that the contents of this Bid as to prices, terms or conditions of said Bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Bid. And further, that the manager, secretary or other agent or officer signing this Bid is not and has not been for the past

six months directly nor indirectly concerned in any pool or agreement or combination to control the price of supplies or to influence any person.

NAME OF BUSINESS: Laser Printers & Mailing Services

ADDRESS: 8701 Perrin Beitel

CITY/STATE/ZIP: San Antonio TX 78217

OFFICE PHONE: 210-590-6565 FAX PHONE: 210-590-1620

CELL PHONE: 210-861-4446 EMAIL: Katy@LPMSI.COM

AUTHORIZED SIGNATURE: Katy Bryant

PRINTED NAME: Katy Bryant

RESIDENCE CERTIFICATION

Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Johnson County requires a Residence Certification. §2252.001 *et seq.* of the Texas Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:


- (3) "Nonresident bidder" refers to a person who is not a resident.
- (4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

I certify that Laser Printers & Mailing Svcs is a Resident Bidder of Texas
(Company Name)
as defined in Texas Government Code §2252.001.

I certify that _____ is a Nonresident Bidder as
(Company Name)
defined in Texas Government Code §2252.001 and our principal place of business is



(City and State)

Attachment A

 SCOTT PORTER Johnson County Tax Assessor-Collector PO Box 75 Cleburne, TX 76033 (817) 558-0122	2013 TAX STATEMENT																																				
	Property Account Number: 000-0002-50416																																				
Owner: BOATRIGHT DOROTHY 8482 COUNTY ROAD 1205 CLEBURNE TX 76031-0889	Property Location: 000000 Acres: 0 Legal Description: GAS WELL 002572 R1 GARRETT RA LPH W83-H Lease 253886 ABST 61 8																																				
Exemptions:		Assessment Ratio 100%																																			
<table border="1"> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>4,038</td> <td>0</td> <td>4,038</td> </tr> </table>			0	0	0	0	0	4,038	0	4,038																											
0	0	0	0	0	4,038	0	4,038																														
<table border="1"> <tr> <td>JOHNSON COUNTY</td> <td>0</td> <td>4,038</td> <td>0.332229</td> <td>13.46</td> </tr> <tr> <td>FARM TO MARKET LTRD</td> <td>0</td> <td>4,038</td> <td>0.049000</td> <td>1.98</td> </tr> <tr> <td>EMER SERV DISTRICT 1</td> <td>0</td> <td>4,038</td> <td>0.080000</td> <td>2.42</td> </tr> <tr> <td>GRANDVIEW ISD</td> <td>0</td> <td>4,038</td> <td>1.400000</td> <td>56.53</td> </tr> <tr> <td>HILL COLL-GRANDVIEW</td> <td>0</td> <td>4,038</td> <td>0.050000</td> <td>2.02</td> </tr> <tr> <td colspan="4" style="text-align: right;">TOTAL BASE TAX</td> <td>76.41</td> </tr> <tr> <td colspan="4" style="text-align: right;">PENALTY & INTEREST</td> <td>6.88</td> </tr> </table>			JOHNSON COUNTY	0	4,038	0.332229	13.46	FARM TO MARKET LTRD	0	4,038	0.049000	1.98	EMER SERV DISTRICT 1	0	4,038	0.080000	2.42	GRANDVIEW ISD	0	4,038	1.400000	56.53	HILL COLL-GRANDVIEW	0	4,038	0.050000	2.02	TOTAL BASE TAX				76.41	PENALTY & INTEREST				6.88
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IF YOU ARE 65 YEARS OF AGE OR OLDER OR ARE DISABLED AND THE PROPERTY DESCRIBED IN THIS DOCUMENT IS YOUR RESIDENCE HOMESTEAD, YOU SHOULD CONTACT THE APPRAISAL DISTRICT REGARDING ANY ENTITLEMENT YOU MAY HAVE TO POSTPONEMENT IN THE PAYMENT OF THESE TAXES.																																					

↓ Detach ↓

Return With Payment

<p>eCheck </p> <p>Visit our website for online credit card and eCheck payments. www.johnsoncountytaxoffice.org Payment by phone is available at 1-800-884-6091 use bureau code 3334444</p> <p style="text-align: center;">2012 Tax Statement 03/6/13</p> <p>BOATRIGHT DOROTHY 8482 COUNTY ROAD 1205 CLEBURNE TX 76031-0889</p> 	<p style="text-align: center;">Property Account Number 000-0002-50416</p> <table border="1"> <thead> <tr> <th>Month Paid In</th> <th>Amount Due</th> </tr> </thead> <tbody> <tr> <td>APR</td> <td>\$84.81</td> </tr> <tr> <td>MAY</td> <td>\$86.35</td> </tr> <tr> <td>JUN</td> <td>\$87.87</td> </tr> <tr> <td>JUL</td> <td>\$103.70</td> </tr> <tr> <td>AUG</td> <td>\$104.58</td> </tr> <tr> <td>SEP</td> <td>\$105.44</td> </tr> </tbody> </table>	Month Paid In	Amount Due	APR	\$84.81	MAY	\$86.35	JUN	\$87.87	JUL	\$103.70	AUG	\$104.58	SEP	\$105.44
Month Paid In	Amount Due														
APR	\$84.81														
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JUL	\$103.70														
AUG	\$104.58														
SEP	\$105.44														

00000325762 0000008329 0000008483 0000008635 0307201300000

ACCOUNT HISTORY

(For comparison purpose only, per Senate Bill 18, 2005 Texas Legislative Session.)


TAX YEAR	APPRAISED VALUE	APPRAISED VALUE %CHG	EXEMPTION AMOUNT	TAXABLE VALUE	TAXABLE VALUE %CHG	TAX RATE PER \$100	RATE %CHG	TAX	TAX %CHG
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Note: EXEMPTION & FREEZE CHANGES MAY DRAMATICALLY IMPACT YOUR PERCENTAGE CHANGES.
(PUBLIC IMPROVEMENT DISTRICTS (PIDB) ARE NOT INCLUDED IN THE 8 YEAR COMPARISON STATISTICS)

SCHOOL MAINTENANCE AND DEBT RATE INFORMATION					
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TAX YEAR	MAINTENANCE RATE	DEBT RATE		TAX YEAR	MAINTENANCE RATE	DEBT RATE
2011	1.040000	0.230000		2012	1.040000	0.380000

Attachment B

 SCOTT PORTER Johnson County Tax Assessor-Collector PO Box 75 Cleburne, TX 76033 (817) 558-0122	2012 Tax Statement																															
	Property Account Number: 126-3431-00310																															
Owner: WISIALOWSKI RONALD C ETUX SARA J 2301 CHICKERING RD CLEBURNE TX 76031-7780	Property Location: 0002301 CHICKERING RD Acres: 1.00000 Legal Description: LOT 31 BUFFALO CREEK 126.0634 80915																															
Exemptions: Disabled Veteran 71%-100%	Assessment Ratio 100%																															
<table border="1"> <tr> <td>0</td> <td>16,500</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>16,500</td> </tr> </table>			0	16,500	0	0	0	0	0	16,500																						
0	16,500	0	0	0	0	0	16,500																									
<table border="1"> <tr> <td>JOHNSON COUNTY</td> <td>12,000</td> <td>4,500</td> <td>0.333229</td> <td>15.00</td> </tr> <tr> <td>FARM TO MARKET LTRD</td> <td>12,000</td> <td>4,500</td> <td>0.049000</td> <td>2.21</td> </tr> <tr> <td>EMER SERV DISTRICT 1</td> <td>12,000</td> <td>4,500</td> <td>0.060000</td> <td>2.70</td> </tr> <tr> <td>HILL COLL - JOSHUA</td> <td>12,000</td> <td>4,500</td> <td>0.040888</td> <td>1.84</td> </tr> <tr> <td>JOSHUA ISD</td> <td>12,000</td> <td>4,500</td> <td>1.490000</td> <td>87.06</td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL BASE TAX</td> <td></td> <td>88.80</td> </tr> </table>			JOHNSON COUNTY	12,000	4,500	0.333229	15.00	FARM TO MARKET LTRD	12,000	4,500	0.049000	2.21	EMER SERV DISTRICT 1	12,000	4,500	0.060000	2.70	HILL COLL - JOSHUA	12,000	4,500	0.040888	1.84	JOSHUA ISD	12,000	4,500	1.490000	87.06	TOTAL BASE TAX				88.80
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IF YOU ARE 65 YEARS OF AGE OR OLDER OR ARE DISABLED AND THE PROPERTY DESCRIBED IN THIS DOCUMENT IS YOUR RESIDENCE HOMESTEAD, YOU SHOULD CONTACT THE APPRAISAL DISTRICT REGARDING ANY ENTITLEMENT YOU MAY HAVE TO POSTPONEMENT IN THE PAYMENT OF THESE TAXES.

- The deadline for paying 2012 property taxes without penalty & interest is January 31, 2013.
- If your mortgage company pays your property taxes, please forward this notice to them so they can make payment by the deadline.
- The post office cancellation mark is considered the date of payment if it is sent by first-class mail, properly addressed with postage prepaid.
- If you are qualified for the over 65 or disabled homestead exemptions, you may pay your current taxes on your home in four installments. You must pay 1/4 of the amount of taxes due by the deadline and note "quarter payment" on your check.
- This statement reflects the amount due for the 2012 tax year only. Delinquent taxes are not included on this statement.
- Credit card and eCheck payments are available online at www.johnsoncountytaxoffice.org or by phone at (800) 884-6091....use bureau code 3334444. There is a convenience fee of 2.5% of which the county retains no portion of.
- Payment may be made in person at the Cleburne Annex, Alvarado Sub-courthouse and the Barleson Sub-courthouse Monday thru Friday 8:00am to 4:45pm.

Detach

Return With Payment



Visit our website for online credit card and eCheck payments.

www.johnsoncountytaxoffice.org

Payment by phone is available at 1-800-884-6091

use bureau code 3334444

2012 Tax Year
Original Notice

WISIALOWSKI RONALD C
 ETUX SARA J
 2301 CHICKERING RD
 CLEBURNE TX 76031-7780



00000080874 0000008880 0000009501 0000009678 100520120000

Property Account Number 126-3431-00310
--

Penalty & Interest If Not Paid by January 31, 2013

If Paid In	Amount Due
FEB 7%	\$95.01
MAR 9%	\$96.78
APR 11%	\$98.56
MAY 13%	\$100.34
JUN 15%	\$102.12
JUL 18% + 15%	\$120.50

Account Number
120-0491-00010

ACCOUNT HISTORY

(For comparison purpose only, per Senate Bill 18, 2005 Texas Legislative Session.)


	TAX YEAR	APPRAISED VALUE	APPRAISED %CHG	EXEMPTION AMOUNT	TAXABLE VALUE	VALUE %CHG	TAX RATE PER \$100	RATE %CHG	TAX	TAX %CHG
WARR SERV DISTRICT 1	2012	10,000	0.00%	12,000	4,000	0.00%	0.000000	0.00%	\$2.70	0.00%
WARR SERV DISTRICT 1	2011	10,000	0.00%	12,000	4,000	0.00%	0.000000	0.00%	\$2.70	0.00%
WARR SERV DISTRICT 1	2010	10,000	17.00%	12,000	4,000	126.00%	0.000000	168.00%	\$2.70	360.00%
WARR SERV DISTRICT 1	2009	14,000	0.00%	10,000	2,000	0.00%	0.000000	0.00%	\$0.00	0.00%
WARR SERV DISTRICT 1	2008	14,000	-40.00%	10,000	2,000	0.00%	0.000000	0.00%	\$0.00	0.00%
WARR SERV DISTRICT 1	2007	10,000	0.00%	10,000	0	0.00%	0.000000	0.00%	\$0.00	0.00%
<hr/>										
PAGE TO HUNNET LTD	2012	10,000	0.00%	12,000	4,000	0.00%	0.000000	-0.00%	\$2.21	0.00%
PAGE TO HUNNET LTD	2011	10,000	0.00%	12,000	4,000	0.00%	0.000000	-0.00%	\$2.21	-0.00%
PAGE TO HUNNET LTD	2010	10,000	17.00%	12,000	4,000	126.00%	0.000000	-1.00%	\$2.21	126.70%
PAGE TO HUNNET LTD	2009	14,000	0.00%	10,000	2,000	0.00%	0.000000	0.00%	\$1.00	0.00%
PAGE TO HUNNET LTD	2008	14,000	-40.00%	10,000	2,000	0.00%	0.000000	0.00%	\$1.00	0.00%
PAGE TO HUNNET LTD	2007	10,000	0.00%	10,000	0	0.00%	0.000000	0.00%	\$1.00	0.00%
<hr/>										
HILL CCLL - JESSAM	2012	10,000	0.00%	12,000	4,000	0.00%	0.000000	10.00%	\$1.04	17.00%
HILL CCLL - JESSAM	2011	10,000	0.00%	12,000	4,000	0.00%	0.000000	0.00%	\$1.04	10.00%
HILL CCLL - JESSAM	2010	10,000	17.00%	12,000	4,000	126.00%	0.000000	-2.00%	\$1.04	126.00%
HILL CCLL - JESSAM	2009	14,000	0.00%	10,000	2,000	0.00%	0.000000	-10.00%	\$0.00	-4.00%
HILL CCLL - JESSAM	2008	14,000	-40.00%	10,000	2,000	0.00%	0.000000	-10.00%	\$0.00	0.00%
HILL CCLL - JESSAM	2007	10,000	0.00%	10,000	0	0.00%	0.000000	0.00%	\$0.00	0.00%
<hr/>										
JESSAM COUNTY	2012	10,000	0.00%	12,000	4,000	0.00%	0.000000	0.00%	\$16.00	0.00%
JESSAM COUNTY	2011	10,000	0.00%	12,000	4,000	0.00%	0.000000	0.00%	\$16.00	0.00%
JESSAM COUNTY	2010	10,000	17.00%	12,000	4,000	126.00%	0.000000	-1.00%	\$16.00	140.00%
JESSAM COUNTY	2009	14,000	0.00%	10,000	2,000	0.00%	0.000000	-1.00%	\$0.00	-1.00%
JESSAM COUNTY	2008	14,000	-40.00%	10,000	2,000	0.00%	0.000000	-1.00%	\$0.00	0.00%
JESSAM COUNTY	2007	10,000	0.00%	10,000	0	0.00%	0.000000	0.00%	\$0.00	0.00%
<hr/>										
JESSAM ISD	2012	10,000	0.00%	12,000	4,000	0.00%	1.000000	7.10%	\$27.00	7.10%
JESSAM ISD	2011	10,000	0.00%	12,000	4,000	0.00%	1.000000	0.00%	\$27.00	0.00%
JESSAM ISD	2010	10,000	17.00%	12,000	4,000	126.00%	1.000000	-0.00%	\$27.00	126.00%
JESSAM ISD	2009	14,000	0.00%	10,000	2,000	0.00%	1.000000	0.00%	\$0.00	0.00%
JESSAM ISD	2008	14,000	-40.00%	10,000	2,000	0.00%	1.000000	-0.00%	\$0.00	0.00%
JESSAM ISD	2007	10,000	0.00%	10,000	0	0.00%	1.000000	0.00%	\$0.00	0.00%

Note: EXEMPTION & FREEZE CHANGES MAY DRAMATICALLY IMPACT YOUR PERCENTAGE CHANGES.
(PUBLIC IMPROVEMENT DISTRICTS (PIDB) ARE NOT INCLUDED IN THE 5 YEAR COMPARISON STATISTICS)

SCHOOL MAINTENANCE AND DEBT RATE INFORMATION

TAX YEAR	MAINTENANCE RATE	DEBT RATE	TAX YEAR	MAINTENANCE RATE	DEBT RATE
2012	1.170000	0.220000	2011	1.170000	0.320000

Attachment C



 SCOTT PORTER Johnson County Tax Assessor-Collector PO Box 75 Cleburne, TX 76033 (817) 558-0122	2012 Tax Statement																																				
	Property Account Number: 000-0001-50073																																				
Owner: NICHOLE WAYNE FAM LP 11317 BRANDON DR DENTON TX 762075801	Property Location: 000000 Acres: 0.000000 Legal Description: GAS WELL 116101 RI ALLEN W12- H Lease 240405 ABST 827	Assessment Ratio 100%																																			
Exemptions:																																					
<table border="1"> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>10,854</td> <td>0</td> <td>10,854</td> </tr> </table>		0	0	0	0	0	10,854	0	10,854																												
0	0	0	0	0	10,854	0	10,854																														
<table border="1"> <tr> <td>JOHNSON COUNTY</td> <td>0</td> <td>10,854</td> <td>0.333229</td> <td>36.17</td> </tr> <tr> <td>FARM TO MARKET LTRD</td> <td>0</td> <td>10,854</td> <td>0.049000</td> <td>5.32</td> </tr> <tr> <td>ENER SERV DISTRICT 1</td> <td>0</td> <td>10,854</td> <td>0.080000</td> <td>6.51</td> </tr> <tr> <td>HILL COLL-JOSHUA</td> <td>0</td> <td>10,854</td> <td>0.040888</td> <td>4.44</td> </tr> <tr> <td>CITY OF JOSHUA</td> <td>0</td> <td>10,854</td> <td>0.685270</td> <td>74.38</td> </tr> <tr> <td>JOSHUA ISD</td> <td>0</td> <td>10,854</td> <td>1.490000</td> <td>161.72</td> </tr> <tr> <td colspan="4" style="text-align: right;">TOTAL BASE TAX</td> <td>288.54</td> </tr> </table>		JOHNSON COUNTY	0	10,854	0.333229	36.17	FARM TO MARKET LTRD	0	10,854	0.049000	5.32	ENER SERV DISTRICT 1	0	10,854	0.080000	6.51	HILL COLL-JOSHUA	0	10,854	0.040888	4.44	CITY OF JOSHUA	0	10,854	0.685270	74.38	JOSHUA ISD	0	10,854	1.490000	161.72	TOTAL BASE TAX				288.54	
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AGENT STATEMENT

↓ Detach ↓

Return With Payment

Visit our website for online credit card and eCheck payments.
www.johnsoncountytaxoffice.org
 Payment by phone is available at 1-800-884-6091
 use bureau code 3334444

2012 Tax Year Agent Statement

Property Account Number
000-0001-50073

Penalty & Interest if Not Paid by January 31, 2013

If Paid In	Amount Due
FEB 7%	\$306.73
MAR 8%	\$314.51
APR 11%	\$320.29
MAY 13%	\$328.06
JUN 15%	\$331.83
JUL 18% + 15%	\$381.55

DUFF & PHELPS LLC
 PO BOX 290888
 PLANO TX 75026-0888

00000221233 0000028854 0000030873 0000031451 100720120000

ACCOUNT HISTORY

(For comparison purpose only, per Senate Bill 18, 2006 Texas Legislative Session.)


TAX YEAR	APPRAISED VALUE	APPRAISED %CHG	EXEMPTION AMOUNT	TAXABLE VALUE	VALUE %CHG	TAX RATE PER \$100	RATE %CHG	TAX	TAX %CHG
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(PUBLIC IMPROVEMENT DISTRICTS (PIDB) ARE NOT INCLUDED IN THE 5 YEAR COMPARISON STATISTICS)

SCHOOL MAINTENANCE AND DEBT RATE INFORMATION

TAX YEAR	MAINTENANCE RATE	DEBT RATE	TAX YEAR	MAINTENANCE RATE	DEBT RATE
2012	1.170000	0.220000	2011	1.170000	0.320000

Attachment D

 SCOTT PORTER Johnson County Tax Assessor-Collector PO Box 75 Cleburne, TX 76033 (817) 558-0122	2012 TAX STATEMENT						
	Property Account Number: 126-2820-00580						
Owner: PETERSON GERALD WM ETUX SYLVIA 608 ODELL AVE CLEBURNE TX 76033-6426	Property Location: 0000008 ODELL ST Acres: 0.00000 Legal Description: LOT 4 BLK 105 COLLEGE HEIGHTS						
Exemptions: General Homestead Over 65		Assessment Ratio 100%					
34,770	10,000	0	0	0	0	0	44,770
CITY OF CLEBURNE	11,000	33,770	0.740743	250.15			
JOHNSON COUNTY	15,000	29,770	0.333229	99.20			
FARM TO MARKET LTRD	15,000	29,770	0.049000	14.59			
CLEBURNE ISD	32,000	12,770	1.238800	157.91			
HILL COLL-CLEBURNE	15,000	29,770	0.048696	14.47			
TOTAL BASE TAX				536.32			

IF YOU ARE 65 YEARS OF AGE OR OLDER OR ARE DISABLED AND THE PROPERTY DESCRIBED IN THIS DOCUMENT IS YOUR RESIDENCE HOMESTEAD, YOU SHOULD CONTACT THE APPRAISAL DISTRICT REGARDING ANY ENTITLEMENT YOU MAY HAVE TO POSTPONEMENT IN THE PAYMENT OF THESE TAXES.



Informational Statement

A mortgage company or agent has requested a copy of the 2012 tax statement for this account.

The property owner is ultimately responsible for the payment of this tax bill. You may want to confirm with your mortgage company or agent that payment will be made by the deadline which is January 31, 2013.

Detach

Return With Payment

Visit our website for online credit card and eCheck payments.
www.johnsoncountytaxoffice.org
 Payment by phone is available at 1-800-884-6091
 use bureau code 3334444

Property Account Number
126-2820-00580

Penalty & Interest if Not Paid by January 31, 2013

If Paid In	Amount Due
FEB 7%	\$673.86
MAR 9%	\$684.57
APR 11%	\$696.32
MAY 13%	\$708.04
JUN 15%	\$719.78
JUL 16% + 10%	\$727.79

2012 Tax Year
 Informational
 Statement

PETERSON GERALD WM ETUX SYLVIA
 608 ODELL AVE
 CLEBURNE TX 76033-6426

00000028276 0000053632 0000057386 0000058457 1006201230000

Account Number
128-0020-00000

ACCOUNT HISTORY

(For comparison purpose only, per Senate Bill 18, 2005 Texas Legislative Session.)

TAX YEAR	APPRAISED VALUE	APPRAISED %CHG	EXEMPTION AMOUNT	TAXABLE VALUE	VALUE %CHG	TAX RATE PER \$100	RATE %CHG	TAX	TAX %CHG
2012	44,770	-27.01%	11,000	33,770	-31.37%	0.740753	2.00%	2500.15	-4.40%
2011	61,323	0.00%	12,100	49,223	-0.00%	0.710000	1.00%	3501.75	0.00%
2010	61,323	-11.10%	17,000	44,323	-3.77%	0.700000	10.00%	3102.70	0.00%
2009	69,022	0.00%	17,000	52,022	11.00%	0.600000	0.00%	3121.70	0.00%
2007	64,022	0.00%	22,000	42,022	11.00%	0.600000	-4.23%	2521.70	0.00%
2006	64,022	0.00%	22,000	42,022	0.00%	0.600000	0.00%	2521.70	0.00%

TAX YEAR	APPRAISED VALUE	APPRAISED %CHG	EXEMPTION AMOUNT	TAXABLE VALUE	VALUE %CHG	TAX RATE PER \$100	RATE %CHG	TAX	TAX %CHG
2012	44,770	-27.01%	10,000	34,770	-26.47%	1.000000	0.00%	3477.00	-10.47%
2011	61,323	0.00%	20,000	41,323	-0.00%	1.000000	0.00%	4132.30	0.00%
2010	61,323	-11.10%	20,000	41,323	-4.00%	1.000000	0.00%	4132.30	0.00%
2009	69,022	0.00%	27,000	42,022	22.00%	1.000000	-0.00%	4202.20	0.00%
2007	64,022	0.00%	25,000	39,022	0.00%	1.000000	0.00%	3902.20	0.00%
2006	64,022	0.00%	25,000	39,022	0.00%	1.000000	0.00%	3902.20	0.00%

TAX YEAR	APPRAISED VALUE	APPRAISED %CHG	EXEMPTION AMOUNT	TAXABLE VALUE	VALUE %CHG	TAX RATE PER \$100	RATE %CHG	TAX	TAX %CHG
2012	44,770	-27.01%	10,000	34,770	-26.70%	0.600000	0.00%	2086.20	-26.22%
2011	61,323	0.00%	10,000	51,323	-0.00%	0.600000	-0.00%	3079.38	0.00%
2010	61,323	-11.10%	10,000	51,323	-4.00%	0.600000	-1.77%	3079.38	0.00%
2009	69,022	0.00%	20,000	49,022	10.00%	0.600000	0.00%	2941.32	0.00%
2007	64,022	0.00%	20,000	44,022	14.00%	0.600000	0.00%	2641.32	10.00%
2006	64,022	0.00%	20,000	44,022	0.00%	0.600000	0.00%	2641.32	0.00%

TAX YEAR	APPRAISED VALUE	APPRAISED %CHG	EXEMPTION AMOUNT	TAXABLE VALUE	VALUE %CHG	TAX RATE PER \$100	RATE %CHG	TAX	TAX %CHG
2012	44,770	-27.01%	10,000	34,770	-26.70%	0.600000	11.07%	2086.20	-1.00%
2011	61,323	0.00%	10,000	51,323	-0.00%	0.600000	11.00%	3079.38	0.00%
2010	61,323	-11.10%	10,000	51,323	-4.00%	0.600000	0.00%	3079.38	0.00%
2009	69,022	0.00%	20,000	49,022	10.00%	0.600000	-1.00%	2941.32	-11.70%
2007	64,022	0.00%	20,000	44,022	14.00%	0.600000	-0.00%	2641.32	-11.70%
2006	64,022	0.00%	20,000	44,022	0.00%	0.600000	0.00%	2641.32	0.00%

TAX YEAR	APPRAISED VALUE	APPRAISED %CHG	EXEMPTION AMOUNT	TAXABLE VALUE	VALUE %CHG	TAX RATE PER \$100	RATE %CHG	TAX	TAX %CHG
2012	44,770	-27.01%	10,000	34,770	-26.70%	0.600000	0.00%	2086.20	-17.70%
2011	61,323	0.00%	10,000	51,323	-0.00%	0.600000	0.00%	3079.38	0.00%
2010	61,323	-11.10%	10,000	51,323	-4.00%	0.600000	0.00%	3079.38	0.00%
2009	69,022	0.00%	20,000	49,022	10.00%	0.600000	-0.00%	2941.32	0.00%
2007	64,022	0.00%	20,000	44,022	14.00%	0.600000	-0.00%	2641.32	0.00%
2006	64,022	0.00%	20,000	44,022	0.00%	0.600000	0.00%	2641.32	0.00%

Note: EXEMPTION & FREEZE CHANGES MAY DRAMATICALLY IMPACT YOUR PERCENTAGE CHANGES.
(PUBLIC IMPROVEMENT DISTRICTS (PID) ARE NOT INCLUDED IN THE 5 YEAR COMPARISON STATISTICS)

SCHOOL MAINTENANCE AND DEBT RATE INFORMATION

TAX YEAR	MAINTENANCE RATE	DEBT RATE	TAX YEAR	MAINTENANCE RATE	DEBT RATE
2012	1.040000	0.198000	2011	1.040000	0.198000

Attachment E



Postage
Required.
Post Office will
not deliver
without proper
postage.

SCOTT PORTER
JOHNSON COUNTY TAX ASSESSOR-COLLECTOR
PO BOX 75
CLEBURNE TX 76033-0075



#9 Return Envelope sample

Attachment F



JOHNSON COUNTY TAX OFFICE

SCOTT PORTER
Tax Assessor-Collector

I hope this list of some of our most frequently asked questions is helpful. Some of the explanations may have more detail but have been condensed in order to provide as many topics as possible. If the staff or I can help answer any questions or be of any assistance please let us know.

Sincerely,
Scott Porter

Frequently Asked Questions

Who determines the value of my property?

In Texas, the Central Appraisal District of each county is responsible for determining the value of all taxable property that is located within the boundary of the county. The Central Appraisal District begins the appraisal process each January 1, and determines the value of property as it exists on January 1.

What if I don't agree with the value of my property?

The Central Appraisal District sends out notices of appraised value usually around April and May to inform property owners if their property value for the upcoming tax year has increased over the previous year. If you disagree with this value, you have until May 31 or no later than 30 days from the date the notice was mailed (whichever is later) to file a protest with the Appraisal Review Board. The notice of appraised value will explain how you can file a protest with the Appraisal Review Board and will also include a protest form. Most Central Appraisal Districts will also informally review your protest with you to try to resolve your concerns.

What is an Appraisal Review Board?

An Appraisal Review Board is a group of citizens that are authorized to resolve disputes between taxpayers and the Central Appraisal District. The Appraisal Review Board must base its decisions on evidence it hears from both the taxpayer and the Central Appraisal District and their decisions are binding only for the year in question. Once the Appraisal Review Board rules on your protest, it will send you a written order by certified mail.

What if I do not agree with the decision made by the Appraisal Review Board?

If you are dissatisfied with the Appraisal Review Board's findings, you have the right to appeal its decision to the state district court in the county in which your property is located. As an alternative to filing an appeal in state district court, a property owner in many cases is also entitled to appeal through binding arbitration.

Who determines the tax rates?

The governing body (city council, school board, etc...) of each local taxing entity decides what its tax rate will be each year. They decide what services they will provide in the coming year and how much money they will need to meet their budget. Each taxing entity adopts a tax rate that when applied to the taxable value of all the properties located within its boundaries will raise the needed tax dollars. State law provides the process and requirements each local taxing entity must follow to adopt the tax rate each year.

What determines the amount of taxes I owe?

Every year, the tax rates adopted by each of the local taxing entities where the property is located are applied to the taxable value of the property as determined by the Central Appraisal District. When the adopted tax rates are applied to the taxable value of the property (less exemptions) it provides the amount of taxes due for the year. This process creates the tax roll and generates the tax statements that are sent out by the Johnson County Tax Office.

When are taxes due?

Tax statements are mailed on or about October each year and are due on receipt. January 31 of each year is the last day to pay without penalty and interest. Taxes are delinquent on February 1 of each year and subject to penalty and interest. If January 31 falls on a weekend or a legal state or national holiday, payment is considered timely if it is made on the next business day.

Does the Tax Office use the Post Office cancellation mark to determine the date of payment?

Yes, if you mail your payment by regular first-class mail and it is properly addressed with postage prepaid, the post office cancellation mark is considered the date of payment. As long as the envelope has a Post Office cancellation mark of January 31 or prior, payment will be posted for January even though it may be received in February. If it is the day of the deadline you may want to take the envelope inside the post office to ensure it is post marked before February 1.

What if I do not receive a tax statement?

State law provides that failing to send or receive a tax bill does not affect the validity of the tax, penalty or interest, the delinquency date, the existence of a tax lien or any procedure instituted to collect the tax. Property owners are charged with the responsibility to know that property taxes are due each year and have the responsibility to check with the Tax Office if they do not receive a tax bill.

What if a mortgage company pays my taxes?

If a mortgage company is paying, they must request the tax information regarding your account from the tax office each year. If you receive a tax statement that should go to your mortgage company you will need to forward it to them so they can make payment out of your escrow account. If a mortgage company is paying the property taxes, you may want to check with them before the deadline to determine if your taxes were paid timely.

What if I received a tax statement but I am no longer the owner?

The Central Appraisal District determines ownership of property for tax purposes and is who you will want to contact so they can make a correction with the new owner's information.

What if I want to change the address of where my tax statement is mailed?

The Appraisal District of the county where the property is located will need to be notified in writing of any change of mailing address.

What is an exemption? Will it help me save money on my taxes? Where do I file an application?

An exemption will remove part of the value of your property from taxation and as a result help you save money by lowering your taxes. Some of the most common exemptions are a general homestead exemption, over 65 exemption, disabled exemption and a disabled veteran exemption to list a few. The Central Appraisal District of the county in which your property is located is where you will need to file an application for an exemption. The Central Appraisal District determines whether you qualify for an exemption and either grants or denies the exemption.

Do you mail a tax statement if the amount due is small?

Factoring in the cost of printing and postage, the Johnson County Tax Office in the normal course of business does not send out tax statements with a total levy amount due of less than \$1.00 in an effort to save taxpayer money. According to the Texas Property Tax Code, if a tax statement is not mailed for this reason, penalty and interest does not apply. Once the total amount of taxes due reaches \$15.00 for all tax years, a tax statement is sent with a period of time to pay without penalty and interest.

How do installment payments work if I have an over 65 exemption or a disabled exemption?

Property owners who qualify for an over 65 exemption or a disabled exemption have the option to pay their current taxes due on their home in four installments. You must pay at least one-fourth of the total tax amount due before the February 1 delinquency date. Please note on your payment that you are paying your taxes in installments. The second quarter payment is due by March 31, the third quarter payment is due by May 31 and the last quarter payment is due by July 31. If an installment payment is missed, there is a six percent penalty and also interest at one percent for each month it is delinquent.

What does it mean when I have a tax ceiling or my taxes are frozen?

When you receive an over 65 exemption or a disabled person exemption you also receive a "tax ceiling" for your school taxes. This means that the amount of school taxes you pay on your home will not increase as long as you, or a surviving spouse that qualifies, own and live in that home. In general, the tax ceiling for the school tax is set at the amount of school taxes you pay the first year you qualify for the exemption. The amount of school tax you pay is "frozen". If the actual school tax amount were to fall below the tax ceiling, you would pay the lesser amount. If the value of your home increases in following years or if the school tax rate increases, the amount of tax you pay for the school does not rise above the tax ceiling unless you were to make improvements to your home such as adding a new room or building a swimming pool. Normal repair or maintenance does not affect the tax ceiling. Other entities may also offer a tax ceiling due to legislation passed in 2004 that allowed counties, cities and junior college districts to freeze or limit your taxes by adopting a tax ceiling. Johnson County, Hill College and various cities have passed resolutions and adopted a tax ceiling. The tax ceiling for these entities works the same as that of a school.

What happens if accounts are researched and one doesn't get paid?

The Tax Office will assist in research; however, accounts may have different names or spellings depending on how the Central Appraisal District listed the information of the property. The taxpayer is aware of the property they own and it is the responsibility of the taxpayer to clearly identify all of their property accounts when asking for research. Failure of an employee to identify an account is not considered a valid reason under the Tax Code for waiver of penalty and interest should one or more accounts remain unpaid. It is the taxpayer's responsibility to identify and account for all of the taxpayer's property when asking for assistance in research.

Do I Owe Property Taxes if I Own an Interest in a Gas Well?

If the gas well is completed as of January 1 property taxes would be due beginning that year. The taxable value of your ownership interest in the gas well is applied to the tax rates of all the taxing units of where the pool is located to determine the amount of taxes.

What if I Protested my Value and Haven't had a Hearing but the Delinquency Date is Approaching?

In general, a property owner must make a payment that meets the requirements of the Texas Property Tax Code before the delinquency date or the property owner may forfeit the right to continue the protest or the right to appeal.

Laser Printers and Mailing Services, LLC

8701 Perrin Beitel San Antonio, TX 78217 (210) 590-6565 (210) 590-1620

REFERENCES

Smith County Tax Office
P.O. Box 011
Tyler, TX 75710
(903) 590-2930
(903) 590-2939 Fax

Spindlemedia software

Tarrant County Tax Office
100 E. Weatherford
Ft. Worth, TX 76196
(817) 884-1136
(817) 884-1122 Fax

Spindlemedia Software
Approx 900,000 stmts per year

Nueces County Tax Office
901 Leopard St. #301
Corpus Christi, TX 78401
(361)888-0388

Henderson County Tax Office
125 N. Prairieville St
Suite 202
Athens, TX 75751
(903) 675-6134
(903) 677-3858 Fax

Webb County Appraisal District
3302 Clark Blvd.
Laredo, TX 78043
(956) 718-4091
(956) 718-3041 Fax

Laser Printers & Mailing Services

PRINT & MAIL PROCEDURES for Tax Statement Printing and Mailing

Laser Printers has extensive experience in the printing and mailing of Property Tax Statements and Property Tax Appraisal notices. We understand the importance of the deadlines for these statements and work closely with our customers to meet their needs. We have worked closely with ACT software over the years and have a very good relationship with them and work well with all of their staff.

Prior to processing a file the number of records will be verified with the tax office.

File will be processed, CASS certified and PDF samples will be sent to customer for review. When necessary live samples will be overnighted to the customer.

All files are broken into multiple statement files to allow the customer the best postal rates possible.

Printing log will be audited at the end of print run to verify all statements are printed.

Insertor logs will be audited prior to mailing to confirm all records are inserted in envelopes for mailing.

Our employees deliver and check in all mail at Post Office to verify it arrives on the proper date and all counts are correct.