

# **SARPY COUNTY, NEBRASKA**

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## **REQUEST FOR PROPOSALS**

### **Printing and Distribution of Change of Valuation Notices and Real Estate Tax Statements**

For the

### **Assessor and Treasurer Departments**

**PROPOSALS DUE:**

2:00 p.m., Thursday, December 1, 2016

## General Information

### Notice to Vendors

Sarpy County is seeking proposals for Printing and Distribution of Change of Valuation Notices and Real Estate Tax Statements for the Assessor and Treasurer Departments. The successful Vendor will enter into a Contract that incorporates both the RFP along with the submitted proposal for a period of one (1) years commencing January 1, 2017 until December 31, 2017 with two (2), one (1) year options.

Sealed bids will be received Monday through Friday 8:00 a.m. to 4:45 p.m. except holidays, until 2:00 p.m., Thursday, December 1, 2016. Bids shall be in a sealed envelope, clearly marked "Sealed Bid – Printing and Distribution of Change of Valuation Notices and Real Estate Tax Statements" and shall have the name of the Vendor and the time and date of the bid opening. **Do not fax bids, only sealed bids will be accepted.**

**Submit one (1) original and three (3) copies of the completed proposal.**

**Requests for information and clarification questions must be received by November 17, 2016 at 12:00 p.m. in order for Sarpy County to have time to issue an addendum.**

Bidding criteria must be received from Beth Garber, Purchaser, 1210 Golden Gate Drive, Suite 1220, Papillion, NE 68046, (402) 593-4476, bgarber@sarpy.com or via the internet at www.sarpy.com.

Vendors that obtain specifications from internet sites are responsible for obtaining any addenda that may be added at a later time.

Bids must be sent to:

Deb Houghtaling  
Sarpy County Clerk's Office  
1210 Golden Gate Drive, Suite 1250  
Papillion, NE 68046

Bids not addressed and delivered to the above person will not be considered. Bids received after the above stated time and date will not be considered.

Bid opening will be a public opening to be held in the Sarpy County Administration Conference Room at 1210 Golden Gate Drive, Papillion, NE. The bid opening will be at 2:00 p.m., Thursday, December 1, 2016.

All bids submitted shall be valid for a period of ninety (90) days following the final date for submission of bids.

Sarpy County will not be liable for costs incurred by Vendors for proposal preparation, printing, demonstration, or any other costs associated with or incurred in reliance on proposal creation. All such costs shall be the responsibility of the Vendor.

The bids shall include all charges and applicable taxes, F.O.B. Destination, freight prepaid, Sarpy County, Nebraska. The Vendor need not include sales tax in the bid. Sarpy County will, upon request, furnish

the successful Vendor with a completed State of Nebraska Tax Exempt Form 13 upon acceptance of the successful Vendor's proposal.

The Sarpy County Board of Commissioners reserves the right to reject any or all bids and to waive minor informalities.

In the event of conflict between unit price and extended price, unit price shall prevail.

### **Procedures for Evaluation and Awarding of Bid**

Evaluation will be done by Beth Garber, Sarpy County Purchaser along with personnel from the Assessor and Treasurer Departments. After evaluation the Purchaser will make a recommendation to the County Board of Commissioners for award. This recommendation and pending award will be made at a public meeting of the Board of Commissioners. Agendas are available each Friday afternoon on our internet site [www.sarpy.com](http://www.sarpy.com). The Commissioners award the bid by majority vote.

The following factors will be used to consider the award of the bid, where applicable:

- 1) Compliance with all requirements.
- 2) Price.
- 3) The ability, capability, and skills of the Vendor to perform.
- 4) The character, integrity, reputation, judgment, experience, and efficiency of the Vendor.
- 5) The quality of previous performance.
- 6) Whether the Vendor can perform within the time specified.
- 7) The previous and existing compliance of the supplier with laws.
- 8) The life-cost of the personal property or services in relation to the purchase price and specified use.
- 9) The performance of the personal property or service taking into consideration any commonly accepted tests and standards of product, service, usability and user requirements.
- 10) The energy efficiency ratio as stated by the supplier.
- 11) The life-cycle costs between alternatives for all classes of equipment, the evidence of expected life, the repair and maintenance costs, and the energy consumption on a per year basis.
- 12) Such other information as may be secured having a bearing on the decision.

### **Terms and Conditions**

#### **1. Information, Discussion and Disclosures**

Any information provided by Sarpy County to any Vendor prior to the release of this Request for Proposal ("RFP"), verbally or in writing, is considered preliminary and is not binding on Sarpy County.

The Vendor must not make available nor discuss any cost information contained in the sealed copy of the proposal to or with any employee of Sarpy County from the date of issuance of this RFP until the contract award has been announced, unless allowed by the Sarpy County Purchasing Department in writing for the purpose of clarification or evaluation.

No interpretation of the meaning of the specifications, or other bidding documents, or correction of any ambiguity, inconsistency, or error therein will be made orally to any Vendor.

Every request for such interpretation or correction should be in writing, addressed to the Sarpy County Purchaser, Beth Garber, 1210 Golden Gate Drive, Suite 1220, Papillion, NE 68046 or bgarber@sarpy.com. **Requests must be received by November 17, 2016 at 12:00 p.m. in order for Sarpy County to have time to issue an addendum. Requests received after deadline may not be considered.** In case Sarpy County finds it expedient to supplement, modify, or interpret any portion of the bidding documents prior to the proposed bid date, such procedure will be accomplished by the issuance of written addenda to the RFP which will be mailed or delivered to all prospective Vendors at the respective addresses furnished for such purpose.

## 2. Addenda

All addenda will become part of this RFP and must be responded to by each Vendor.

All addenda must be acknowledged in writing in the bid submitted by the Vendor.

This RFP, any subsequent addenda, and any written responses to questions take precedence over any information previously provided.

## 3. Confidentiality of Documents

Sarpy County considers all information, documentation and other materials requested to be submitted in response to this proposal to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under Neb. Rev. Stat. § 84-712.05(3).

Vendors are hereby notified that Sarpy County strictly adheres to all statutes, court decisions, and opinions of the Nebraska Attorney General with respect to disclosure of RFP information.

Any "proprietary, trade secret, or confidential commercial or financial" information must be clearly identified, in a separate sealed envelope, at the time of bid/proposal submission. **Pricing information is not considered financial information and therefore is not considered Confidential.** Please note: even if Vendor believes pricing information is confidential and includes it in a separate, sealed envelope, such information will be read aloud and entered into record during the public bid opening. For all other appropriately identified proprietary, trade secret, or confidential commercial or financial information, the Vendor will be required to fully defend, in all forums, Sarpy County's refusal to produce such information; otherwise, Sarpy County will make such information public, upon request.

## 4. Non-Discrimination Clause

Pursuant to Neb. Rev. Stat. §73-102, Vendor declares, promises, and warrants it has and will continue to comply fully with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C.A. §1985, et seq.), and the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §48-1101, et seq. (Reissue 2010), in that there shall be no discrimination against any employee who is employed in the performance of this Contract, or against any applicant for such employment, because of age, color, national origin, race, religion, creed, disability or sex.

## **5. Conflict of Interest Clause**

Pursuant to Neb Rev. Stat. §23-3113, the parties hereto declare and affirm that no officer, member, or employee of the County, and no member of its governing body, and no other public official of the County who exercises any functions or responsibilities in the review or approval of the undertaking described in this Contract, or the performing of services pursuant to this Contract, shall participate in any decision relating to this Contract which affects his or her personal interest, or any corporation, partnership, or association in which he or she is directly or indirectly interested; nor shall any employee of the County, nor any member of its governing body, have any interest, direct or indirect, in this Contract or the proceeds thereof.

## **6. Payment Terms**

The successful Vendor shall submit an itemized invoice for payment. Sarpy County will make payment to the successful Vendor within thirty (30) days after receipt of invoice and satisfactory delivery. Postage will be paid after all notices have been mailed. Vendor must follow detailed payment terms as identified within the Technical Specifications, found within this document.

## **7. Supplemental Terms and Conditions/Modifications**

Any supplemental terms, conditions, modifications, or waiver of these terms and conditions must be in writing and signed by the Sarpy County Board Chairman and the Vendor.

## **8. Term**

The Contract will be for a one (1) year period commencing on January 1, 2017 until December 31, 2017 with two (2), one (1) year options. The cost for the option years will be provided in writing to the County sixty (60) days prior to the expiration date of the current contract year. Any cost changes for the option years is the responsibility of the Vendor. If Sarpy County does not receive any notification of price changes, the prices are to remain the same.

## **9. Renewal**

The Contract shall automatically renew for each option year unless the County notifies Vendor in writing thirty (30) days prior to expiration of current contract period of the intent not to renew.

## **10. Termination**

Either party may terminate the Contract with ninety (90) days' written notice to the other.

## **11. Residency Verification**

The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system

means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Vendor is an individual or sole proprietorship, the following applies:

The Vendor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us).

- a) If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
- b) The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.

## **12. Breach**

Should Vendor breach, violate, or abrogate any term, condition, clause or provision of this agreement, the County shall notify Vendor in writing that such an action has occurred. If satisfactory provision does not occur within ten (10) days from such written notice the County may, at its option, terminate this agreement and obtain an alternate provider to provide all required materials. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

## **13. Insurance Requirements**

**The Vendor shall not begin work under this Agreement until all insurance certificates have been filed with the Sarpy County Clerk.**

Vendor shall not commence work on this Contract until he/she has obtained all insurance required under this Section and such insurance has been approved by Sarpy County, nor shall Vendor allow any subcontractors to commence work on his/her subcontract until similar insurance required of the subcontractor has been so obtained and approved.

The following insurance coverages shall be kept in force during the life of the Contract and shall be primary with respect to any insurance or self-insurance programs covering the County, its commissioners/supervisors, officials, agents, representatives and employees. These insurance coverages shall specifically state, or be endorsed to state, that thirty (30) days' notice shall be given to the County in the event of cancellation of, or material change in, any of the coverages.

### Workers' Compensation and Employers Liability Insurance

The minimal acceptable limits shall be the statutory limits as required by the State of Nebraska for Coverage A, Workers' Compensation and \$500,000 each accident for Coverage B, Employers Liability.

### Commercial General Liability Insurance

Coverage should include broad form coverage written on a commercial general liability form and written on an occurrence basis. The coverage must protect against claims for damages resulting from bodily injury, including death, personal injury and property damage.

The minimum acceptable limits of liability shall be \$1,000,000 each occurrence. If the coverage contains a general aggregate, such limit shall not be less than \$2,000,000. The products/completed operations limit shall not be less than \$2,000,000. The County is to be named as an additional insured on the insurance coverage required under this section.

### Automobile Liability Insurance

Coverage shall be against claims for damages resulting from bodily injury, including death and property damage, which may arise from the operations of any owned, hired or non-owned automobile. The minimum acceptable limit of liability shall be \$1,000,000 Combined Single Limit for each accident. The County is to be named as an additional insured on the insurance coverage required under this section.

### Cyber Liability Insurance

Coverage against the Vendor's legal obligation to pay damages related to a cyber-security event. Coverage would include Third-party Liability coverage as well as coverage for Privacy Response expenses and Regulatory Proceedings and Penalties expense. The minimum accepted liability shall be \$1,000,000 each occurrence.

### Certificate of Insurance

The Vendor shall furnish the County with a certificate(s) of insurance evidencing the coverages required in this section. If the certificate(s) is shown to expire prior to completion of all the terms of this Contract, the Vendor shall furnish a certificate(s) of insurance evidencing renewal of its coverage to the County. The County is to be included as an additional insured on the Commercial General Liability and the Automobile Liability insurance coverage required under this section.

The Vendor shall require each and every Subcontractor performing work under this Contract to maintain the same coverages required of the Vendor in this Section, and upon the request of the County, shall furnish the County with a certificate(s) of insurance evidencing the Subcontractor's insurance coverages required in this section.

### Insurance Company

All insurance coverages herein required of the Vendor shall be written by an insurance company or companies transacting business as an admitted insurer in the State of Nebraska or under the Nebraska Surplus Lines Insurance Act. All insurance companies must possess a minimum A.M. Best Insurance Company rating of A-. Upon request by the County, the Vendor shall furnish evidence that the insurance company or companies being used by the Vendor meet the minimum requirements listed in this section.

Upon request by the County, the Vendor shall furnish the County with complete and accurate copies of the insurance policies required within this section. If at any time during the life of this Contract, the Vendor's insurance coverages and limits do not meet or exceed the minimum insurance requirements presented in this section, the Vendor is required to notify the County within thirty (30) days of any deviations from the minimum requirements presented in this section.

#### **14. Assignment**

The Vendor may not assign this Contract without the prior written consent of the County.

#### **15. Subcontracting**

Vendor may not subcontract the work to be performed, without prior written consent of the County. If such consent is granted, Vendor will retain responsibility for all work associated with the Contract. The Vendor must identify any subcontractors it intends to use in the execution of this Contract. The Vendor must identify subcontractors in writing within the proposal.

#### **16. Independent Contractor**

The Vendor shall in the performance of the Contract at all times be an independent contractor and not an employee or agent of the County. The Vendor, its officers, employees and agents shall at no time represent the Vendor to be other than an independent contractor or represent themselves to be other than employees of the Vendor.

#### **17. Indemnity**

The Vendor shall indemnify and save harmless Sarpy County, its officers, employees and agents from all loss, claims, suits or actions of every kind and character made upon or brought against Sarpy County, its officers, employees, or agents, for or sustained by any party or parties as a result of any act, error, omission or negligence of said Vendor or its servants, agents, and subcontractors; and also from all claims of damage in fulfilling this Contract.

#### **18. Deviations**

Once the bid has been accepted by Sarpy County, no deviations from the specifications will be accepted without prior written approval of Sarpy County.

## **19. Exceptions**

These specifications are minimum acceptable specifications. You may bid other than what is specified if it is of higher specification than what is requested. Vendor must list any exceptions to the bid specifications on the bid form.

## **20. Company Information**

Vendor will provide the following company information on the bid form:

- a. Years in business;
- b. Number of employees; and,
- c. Total sales for last three (3) years.

## **21. References**

Each Vendor must include with its proposal a list of no less than three (3) current references that have purchased the specified product or service within the last two (2) years. The list must include the name of the company along with the name, phone number, and email of a contact person for each company.

## **22. Tobacco Free Notice**

The use of tobacco is not permitted within the facilities or on the property of leased and owned Sarpy County buildings at any time including, but not limited to lawns, sidewalks, parking lots and vehicles on authorized County business.

## **Technical Specifications**

**Vendor shall submit one (1) original and three (3) copies of their entire proposal with the Bid Form being the first page.**

Sarpy County is seeking proposals for printing and distribution of change of valuation notices and real estate tax statements and personal property tax statements for the Sarpy County Assessor and Treasurer Departments. The successful Vendor will enter into a contract (see attached Exhibit "A") for a period of twelve (12) months commencing on January 1, 2016 through December 31, 2016, with two (2) one (1) year option periods.

The successful proposal will include all the labor, materials and equipment necessary for printing, folding, inserting and mailing of change of valuation notices and tax statements for the Sarpy County Assessor and Treasurer. A sample valuation notice is attached as Exhibit B, Personal Property Postcard sample attached as Exhibit C, and a sample tax statement is attached as Exhibit D.

## **Company Information**

Please provide an overview of your organization in relations to this bid response. Include specifics on the following:

- a. Processing - compatibility and redundancy.
- b. Output quality
- c. Flexibility
- d. Maintainability – how data set by County is maintained securely
- e. Filtering capabilities – ability to merge common addresses onto a single source
- f. File layout acceptance (including time needed in the event of a layout change).
- g. Quality assurance programs.
- h. Average turnaround time from receipt of the file to actual mailing.
- i. What type of guarantee do you offer if the Sarpy County Assessor and Treasurer are not satisfied with the service and/or quality of the product?
- j. What benefit(s) do you offer Sarpy County?

## **Implementation**

Please describe your implementation phase and what the Sarpy County Assessor and Treasurer could expect during this phase with your organization.

## **Time Line**

The successful Vendor shall have the necessary equipment and staff to meet a no later than May 26, 2017 deadline for the first printing and distribution of Sarpy County Change of Valuation Notices, no later than February, 2017 for the Personal Property Return postcard and April, 2017 for the Personal Property Return Reminder, and a no later than December 12, 2017 deadline for the first printing and distribution of Sarpy County Real Estate Tax Statements and Sarpy County Personal Property Tax Statements.

## **Computerized Information**

Sarpy County will furnish the successful Vendor with raw data including mailing addresses, valuation and tax information exported via Excel by email, zip file, or ftp site to produce the mailing. All information provided must be printed on the form in the appropriate location.

It will be the responsibility of the Vendor to manipulate the raw data, insert the required bar coding (three (3) separate bar codes, including three (3) each "Parcel Numbers" are needed on the sample).

In the event of the Vendor's equipment failure or power failure, the Vendor shall have backup capability with no impact on the County's required time schedule.

Sarpy County is currently using Windows 7 and Windows 10.

## **Special Messages**

Sarpy County wishes to flag certain pieces of Real Estate Tax mailing to receive a special message (to be printed in black ink screen box labeled "Special Messages" (as shown on Exhibit D).

It is estimated that no more than six (6) separate special messages will be used for the first mailing. The County will provide the Vendor with each special message "flag" criteria. It will be the Vendor's responsibility to insert the appropriate special message based on the criteria provided by the County.

## **Mailing Requirements**

The Vendor will pre-sort all outgoing mail to take full advantage of postal discounts. There is no restriction on where items are mailed from.

- k. The Vendor will apply bar code information on each piece of mail using the zip (3/5) code to determine the required pre-sorting for carrier routes.
- l. The Vendor shall be capable of merging multiple household/address records together by address and last name.
- m. The Vendor will sort and qualify multiple merged records for maximum postal discounts.
- n. Multiple statements will be printed out together.
- o. The Vendor will provide all postal reports with counts required by the U.S. Postal Service and tray tags necessary for postal containers.

## **Postage**

**All postage must be pre-sorted first class.**

- a. The prices offered by the Vendor shall be for the cost of all labor, material and equipment necessary to provide a complete mailing from start to finish.
- b. The successful Vendor shall provide Sarpy County with a written estimate of postal charges prior to each mailing. Sarpy County will reimburse the Vendor for actual mailing costs incurred.
- c. All discounts, rebates, processing and/or volume incentives received by the Vendor shall be passed onto Sarpy County.

### **Change of Valuation Specifications**

Pricing shall be calculated (as an example) on the form attached as Exhibit B as a rough draft of the "2017 Change of Valuation Notice" form required by the County. Return envelopes are not required.

- a. Form Size: 6" x 4 ¼" (postcard)
- b. Stock: 80# cover stock, paper color to be determined, 7 point
- c. Printed: Two (2) sided
- d. Ink: Front: All black printed type.  
Back: All black printed type.
- e. Est. Quantity: 58,500 pieces to be printed and mailed.
- f. Processing: Reformat raw data provided by Sarpy County, to conform to USPS standards for maximum postal discounts.

### **Personal Property Return Specifications**

Pricing shall be calculated (as an example) on the form attached as Exhibit C as a rough draft of the "2017 Personal Property Return" form required by Sarpy County.

- a. Form Size: 6" x 4 ¼" (postcard)
- b. Stock: 80# cover stock, paper color for February and April returns to be determined, 7 point
- c. Printed: Two (2) sided
- d. Ink: Front: All black printed type  
Back: All black printed type
- e. Est. Quantity: 3,300 printed and mailed
- f. Processing: Reformat raw data provided by Sarpy County, to conform to USPS standards for maximum postal discounts.

### **Real Estate and Personal Property Tax Statements Specifications**

Pricing shall be calculated (as an example) on the form attached as Exhibit D as a rough draft of the "2017 Real Estate Tax Statement" form required by Sarpy County. Return envelopes are not required.

- a. Form Size: 8 ½" x 14" (standard legal size)
- b. Stock: Standard 20# bond paper
- c. Printed: Two (2) sided
- d. Ink: Front: All black printed type with a "Special Message" area, actual message to be printed in black. Background color for special message area to change each year.  
Back: Black screen (suitable for form instructions).
- e. Est. Quantity: 64,000 pieces to be printed and mailed.
- f. Bar Codes: Three (3) separate bar codes, including three (3) each "Parcel Numbers".
- g. Perforation: Two (2) tear-away perforation lines (bottom half of form).
- h. Insert Option: 8 ½" x 11" special notice to all/selective property class statements.
- i. Processing: Reformat raw data provided by Sarpy County, to conform to USPS standards for maximum postal discounts.

- j. Envelopes: #10 Window to match form, one (1) color, one (1) side.  
Paper Stock: 24# white woven paper stock  
Oversized (10" x 15"): estimated quantity is 260, recommended paper stock is 28# and envelope color should be white or brown kraft.

### **Pricing**

- a. The prices bid in this request shall be firm for the initial term of the contract. Unit pricing for subsequent years may be subject to revision at the end of each contract period. Any adjustment, increase or decrease from the current bid pricing will be based on general industry changes and supported by adequate detail to document same. No price increase will be authorized in excess of the amount of the increase referred to in the provided documentation.
- b. The Vendor must provide written notice of the price change sixty (60) calendar days prior to the effective date of said price change. Such notice must be accompanied by a certified copy of the supplier's advisory or notification to the Vendor of price changes. The approved price change shall be honored for all orders received by the Vendor after the effective date of such price change. Approved price changes are not applicable to orders already issued and in process at the time of the price change.
- c. Sarpy County reserves the right to audit and/or examine any pertinent books, documents, papers, records, or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours, and retains the right to determine whether or not such proposed price changes are in the best interest of the County.
- d. The County will not accept any charges not listed on the Bid Form along with any surcharges or additional invoice fees.

### **Payment Terms**

Individuals authorized by the Sarpy County Assessor and Treasurer will place fax or written orders directly to the Vendor throughout the contract period.

- a. Jobs will be submitted by the County on an as-needed bases, no annual volume is implied or guaranteed as a result of this process.
- b. The Vendor shall provide the County with a written quotation following the order placement, indicating the Vendor's quoted price and a brief description of the job.
- c. The County's usual and customary payment terms are net 30 days after satisfactory delivery. Postage will be reimbursed to the Vendor.
- d. Detailed invoices submitted for payment shall be sent to the Sarpy County Assessor upon completion and mailing of the printed material and any report verification required by the County. All charges must be broken out to include quantities and unit prices (including postage).
- e. All work performed must be done in a satisfactory manner and completed during the billing time.
- f. Invoices and statements shall be prepared in an itemized format which shall provide the County with information required for verification.

## **Data Privacy**

Vendor agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations.

**EXCEPTIONS/CLARIFICATIONS/COMMENTS**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

**Sarpy County, Nebraska**  
**Printing and Distribution of Change of Valuation Notices and Real Estate Tax Statements**  
**Bid Form**

Vendor shall submit one (1) original and three (3) copies of their entire proposal with the bid form being the first pages.

Any additional charges, other than those listed below, must be identified on a separate sheet.

**2017 Change of Valuation Postcard**

Estimated quantity: 58,500

	<b>Description</b>	<b>Unit Price</b>	<b>Total Price</b>
1.	Start Up Programming	\$	\$
2.	Printing Statement Forms	\$	\$
3.	Imprint Valuation Data	\$	\$
4.	Address Standardization	\$	\$
5.	Estimated Postage	\$	\$
6.	Computer Processing/Technical Charges (Specify)	\$	\$
7.	Laser Imaging	\$	\$
8.	Carrier Flats (If Applicable)	\$	\$
9.	Any Additional Projected Charges (Specify)	\$	\$
<b>Total Charges</b>			<b>\$</b>

**2017 Personal Property Return Postcard**

Estimated quantity: 3,300

	<b>Description</b>	<b>Unit Price</b>	<b>Total Price</b>
1.	Start Up Programming	\$	\$
2.	Printing Statement Forms	\$	\$
3.	Imprint Valuation Data	\$	\$
4.	Address Standardization	\$	\$
5.	Estimated Postage	\$	\$
6.	Computer Processing/Technical Charges (Specify)	\$	\$
7.	Laser Imaging	\$	\$
8.	Carrier Flats (If Applicable)	\$	\$
9.	Any Additional Projected Charges (Specify)	\$	\$
<b>Total Charges</b>			<b>\$</b>

**2017 Real Estate Tax Statements**

Estimated quantity: 64,000

	Description	Unit Price	Total Price
1.	Start Up Programming	\$	\$
2.	Special Programming	\$	\$
3.	Printing Statement Forms	\$	\$
4.	Optional 8 1/2" x 11" Special Notice Insert	\$	--
5.	Envelope & Printing Mailing Envelope	\$	\$
6.	Imprint Tax Data	\$	\$
7.	Address Standardization	\$	\$
8.	Estimated Postage	\$	\$
9.	Computer Processing/Technical Charges (Specify)	\$	\$
10.	Laser Imaging	\$	\$
11.	Carrier Flats (If Applicable)	\$	\$
12.	Any Additional Projected Charges (Specify)	\$	\$
<b>Total Charges</b>			<b>\$</b>

\*Prices are to be F.O.B. - 1210 Golden Gate Drive, Papillion, NE 68046

**Company Information**

Years in business: \_\_\_\_\_

# of employees \_\_\_\_\_

Total sales last 3 years  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**References**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Email: \_\_\_\_\_

I certify that this bid is submitted in accordance with the specifications issued by Sarpy County. I affirm that the original Specifications have not been altered in any way. Any alteration of the original Specifications, outside of an alternate bid, may be considered grounds for refusal of the bid.

I acknowledge receipt of the following addenda (if applicable):

Addendum #1 \_\_\_\_\_  
Addendum #2 \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Representative (Please print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
City, State & Zip

\_\_\_\_\_  
E-Mail Address

**\*NOTE: Sarpy County is tax exempt and will provide the proper form upon request.**

**Exhibit "A"**  
**AGREEMENT**

This Agreement is entered into by and between the County of Sarpy, in the State of Nebraska, a body politic and corporate, and hereinafter "County", and \_\_\_\_\_, hereinafter "Vendor".

WHEREAS, County is desirous of contracting for Printing and Distribution of Change of Valuation Notices and Real Estate Tax Statements for the Assessor and Treasurer Departments; and,

WHEREAS, the Vendor has been awarded this Agreement as a result of the bid made by Vendor in response to the Specifications and Request for Proposals prepared by County;

NOW, THEREFORE, for and in consideration of the declarations and mutual promises and covenants contained herein, the County and Vendor agree as follows:

I. DUTIES OF VENDOR

- A. Services to be rendered by Vendor under this Agreement shall be all those services necessary and proper for the installation and materials for Printing and Distribution of Change of Valuation Notices and Real Estate Tax Statements in conformity with each and every term, condition, specification, and requirements of the Bid Specifications and the Bid submitted by the Vendor.
- B. All provisions of each document and item referred to in Paragraph A above shall be strictly complied with the same as if rewritten herein, and in the event of conflict among the provisions of said documents, the provisions most favorable to the County shall govern.
- C. Prior to the commencement of any work, Vendor will place on file with the Sarpy County Clerk, the required certificates of insurance, if applicable.
- D. The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Vendor is an individual or sole proprietorship, the following applies:

- 1. The Vendor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us).

2. If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
  3. The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.
- E. Vendor will submit an invoice to County for work completed based on the amounts specified in Vendor's bid. Such invoices shall be submitted to:

Assessor and/or Treasurer Departments  
Sarpy County Courthouse  
1210 Golden Gate Drive  
Papillion, NE 68046

- F. The County and Vendor hereto specifically acknowledge, stipulate and agree that each and every term of the Bid Specifications and the Vendor's bid constitutes an essential term of this Agreement, and that, therefore, any violation of any term, condition, provision, or requirement constitutes a material breach hereunder, for which County shall have every right under the law to terminate this Agreement, and obtain any and all relief necessary.

## II. DUTIES OF COUNTY

In return for full, faithful and diligent rendering of services set forth above, County agrees to pay to Vendor the amount specified in Vendor's bid upon submission of the required invoice and satisfactory completion of all required work.

## III. BREACH

Should Vendor breach, violate, or abrogate any term, condition, clause or provision of this agreement, the County shall notify Vendor in writing that such an action has occurred. If satisfactory provision does not occur within ten (10) days from such written notice, the County may, at its option, terminate this agreement and obtain an alternate provider to provide all required materials. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

## IV. SAVINGS CLAUSE

This Agreement shall be interpreted, construed and enforced under the laws of the State of Nebraska. It is understood and agreed by the County and Vendor hereto that if any part, term, condition, or provision of this Agreement is held to be illegal or in conflict with any law of the State of Nebraska or of the United States, the validity of the remaining parts, terms, conditions, or provisions shall not be affected, and the rights and obligations of the County

and Vendor shall be construed and enforced as if the Agreement did not contain the particular part, term, condition, or provision held to be invalid.

V. SCOPE OF AGREEMENT

This Agreement, along with the Bid Specifications, and Bid by Vendor contains the entire Agreement between the County and Vendor, and there are no other written or oral promises, contracts or warrants which may affect it. This Agreement cannot be amended except by written agreement of both the County and Vendor. Notice to the County and Vendor shall be given in writing to the agents for each party named below:

County: Ms. Debra Houghtaling  
Clerk of Sarpy County  
1210 Golden Gate Drive, Suite 1250  
Papillion, NE 68046

Vendor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF, we the contracting parties, by our respective and duly authorized agents, hereto affix our signatures and seals in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

(Seal)

COUNTY OF SARPY, NEBRASKA,  
A body Politic and Corporate

ATTEST:

\_\_\_\_\_  
Sarpy County Clerk

\_\_\_\_\_  
Chairperson  
Sarpy County Board of Commissioners

Approved As To Form:

Vendor: \_\_\_\_\_

\_\_\_\_\_  
Deputy County Attorney

By: \_\_\_\_\_

Title: \_\_\_\_\_

(Front of Postcard)

Dan Pittman  
Sarpy County Assessor  
1210 Golden Gate Dr.  
Papillion, NE 68046-2894  
(402) 593-2122  
[www.sarpy.com](http://www.sarpy.com)

**IMPORTANT: 2016 NOTICE OF VALUATION CHANGE**

[MAILNAME]  
[MAIL ADD1]  
[MAIL ADD2]  
[MAIL ADD 3] [ZIP CODE]

(Back of Postcard)

**Notice Date: June 1, 2016**

**Parcel Number:** [PARCEL#]

Situs: [SITUS]

Legal Description: [LEGAL]

2015 Total Valuation: [PREV TOTAL] \*

**2016 Total Valuation: [TOTAL\_VAL]**

*\*Partial Value: Value of the improvements as existed January 1<sup>st</sup> of the respective year.*

If you have any questions about this change in value, please contact the **County Assessor's** office **FIRST** to review your property record files: **(402) 593-[Phone#]**.

**SECOND**, if you **do not** agree with the valuation, you may file a protest with the County Board of Equalization in the office of the **County Clerk** on or before **6/30/2016**. Protest forms and hearing process information may be obtained from the County Clerk's office via website: [www.sarpy.com/boe](http://www.sarpy.com/boe) or call (402)593-5957 or (402)593-2114 and you may request a form be mailed to you.

The County Board of Equalization shall meet for the purpose of reviewing and deciding written protests beginning on or after June 1 and ending on or before July 25 of each year.  
Pursuant to Neb. Rev. Stat 77-1502. 3/2016.

[www.sarpy.com](http://www.sarpy.com)

## Important Filing Deadline Reminder From the Sarpy County Assessor

The filing deadline for Personal Property Returns is **May 2, 2016**. All schedules filed after May 2<sup>st</sup> are subject to a mandatory penalty.

For your convenience, pre-printed schedules, based on last year's filings, are available online at [www.sarpy.com/assessor](http://www.sarpy.com/assessor). Click on Personal Property, and then click on the link "to obtain your Nebraska Personal Property schedule". To access your account(s), enter by using the schedule number, address or name of your business. Print the form(s). Add any items not listed and delete any items that were no longer owned on 01/01/16. Sign the form. Please deliver to the Sarpy County Assessor's office via mail at 1210 Golden Gate Dr. Papillion, NE 68046-2923. It can be faxed to (402) 593-5911 or e-mailed to [personalproperty@sarpy.com](mailto:personalproperty@sarpy.com). **To avoid penalties deliver no later than May 2<sup>st</sup>, 2016.**

If you prefer not to use the pre-printed schedules, blank Personal Property Returns and detailed instructions are available on our web site. A blank editable version of the same form can be found at the Nebraska Department of Revenue's website [www.revenue.ne.gov/PAD](http://www.revenue.ne.gov/PAD). For further information, or to request that a pre-printed schedule be mailed or e-mailed to you, please contact the Sarpy County Assessor's office at 402 593-4142 or 402 593-4166.

Dan Pittman  
Sarpy County Assessor  
1210 Golden Gate Dr.  
Papillion, NE 68046-2923  
(402) 593-2122

**IMPORTANT: 2016 BUSINESS PERSONAL PROPERTY INFORMATION**

[CURRENT OWNER]  
[MAIL ADD 1]  
[MAIL ADD 2]  
[MAIL ADD 3]

**SCHEDULE # [SCHEDULE #]**

Rich James, Sarpy County Treasurer  
1210 Golden Gate Drive #1120  
Papillion, NE 68046-2842

PARCEL NUMBER: 011362953

TAX DISTRICT	STATEMENT NO.
10002	2015 - 2055

Taxes Due Date: 12/31/2015  
 1st Half Delinquent: 04/01/2016  
 2nd Half Delinquent: 08/01/2016

\*\*\*\*\*AUTO\*\*5-DIGIT 68005 1 T1 P1  
 011362953  
 A BRIDAL BOUTIQUE & TUXEDO GUY  
 2243 FRANKLIN ST  
 BELLEVUE NE 68005-5297

Current: VALUE \$643.00 TAX AMOUNT \$13.90  
 SPECIAL OR PENALTY: \$3.48

NET AMOUNT DUE	\$17.38
1st Half Payment	\$8.69
2nd Half Payment	\$8.69

IMPORTANT: Examine the notice before payment. The treasurer is not responsible for payments on the wrong property.

DESCRIPTION	TAX RATE	TAX AMOUNT	PREVIOUS TAX
COUNTY LEVY	0.296900	\$1.90	\$2.49
BELLEVUE SCHOOL	0.138758	\$0.89	\$1.14
LEARN COMM-GENERAL	0.950000	\$6.11	\$7.85
ELEM LEARN COM	0.016250	\$0.10	\$0.08
BELLEVUE CITY	0.423000	\$2.72	\$3.50
BELLEVUE CITY BOND	0.187000	\$1.20	\$1.54
PAPIO NATURAL RESRCE	0.030449	\$0.20	\$0.20
PAPIO NRD BOND	0.007586	\$0.05	\$0.07
MUD			
METRO COMMUNITY COLL	0.095000	\$0.61	\$0.79
AGRICULTURAL SOCIETY	0.002397	\$0.02	\$0.02
ED SERVICE UNIT 3	0.015000	\$0.10	\$0.12
SPECIAL OR PENALTY:		\$3.48	
<b>Total</b>	<b>2.162340</b>	<b>\$17.38</b>	<b>\$17.80</b>



PARCEL NUMBER: 011362953

**ATTENTION:**  
 Is someone else paying your taxes?  
 Read paragraph one on reverse side.  
**YOU HAVE DELINQUENT TAXES**  
 Back Taxes and Interest Due For  
**2014**  
**2013**  
 Please contact the county treasurer's office  
 immediately for total due: 402-593-2138

↓ DETACH AND RETURN ↓



PARCEL NUMBER: 011362953

A BRIDAL BOUTIQUE & TUXEDO GUY  
2243 FRANKLIN ST  
BELLEVUE NE 68005-5297

2ND HALF PAYMENT Delinquent: 08/01/2016 12:01 AM

REMIT THIS PORTION WITH PAYMENT

MAKE CHECKS PAYABLE TO:  
Rich James, Sarpy County Treasurer

- Check if address changed (see back)
- I have enclosed a SASE, please mail a receipt

PERSONAL PROPERTY 2015

Send Payment To:

Rich James  
Sarpy County Treasurer  
1210 Golden Gate Drive #1120  
Papillion, NE 68046-2842

Total Tax Rate:	2.162340
Total Value:	\$643.00
Total Taxes:	\$17.38
2nd Half Due:	\$8.69
Interest	_____
Adv	_____
Total Paid	_____

**Attention:**  
Back Taxes

↓ DETACH AND RETURN ↓



PARCEL NUMBER: 011362953

A BRIDAL BOUTIQUE & TUXEDO GUY  
2243 FRANKLIN ST  
BELLEVUE NE 68005-5297

1ST HALF PAYMENT Delinquent: 04/01/2016 12:01 AM

REMIT THIS PORTION WITH PAYMENT

MAKE CHECKS PAYABLE TO:  
Rich James, Sarpy County Treasurer

- Check if address changed (see back)
- I have enclosed a SASE, please mail a receipt

PERSONAL PROPERTY 2015

Send Payment To:

Rich James  
Sarpy County Treasurer  
1210 Golden Gate Drive #1120  
Papillion, NE 68046-2842

Total Tax Rate:	2.162340
Total Value:	\$643.00
Total Taxes:	\$17.38
1st Half Due:	\$8.69
Interest	_____
Adv	_____
Total Paid	_____

**Attention:**  
Back Taxes

## INSTRUCTIONS

**PAYMENT MADE BY MORTGAGE COMPANIES/BANKS/SECOND PARTIES.** If your taxes will be paid by someone else (e.g. mortgage company, bank, other lending institution) your tax information has already been provided to these agencies and you may consider this a **COURTESY NOTICE**. Keep this statement for your records. You do **NOT** have to mail this statement to them. If you have recently refinanced your loan or purchased a property, they should contact us on your behalf.

**PROPERTY TAX RECEIPTS:** The Nebraska State Statutes were changed to help counties reduce ever increasing printing, mailing, and postage costs. This law no longer requires the county to mail out property tax payment receipts. Your cancelled check will serve as your receipt for payment of taxes in the same manner as your power bill or phone bill. You may also print your property tax receipt and/or statement online at: <http://www.sarpy.com/sarpyproperty/> Type your 9 digit parcel number or address in the appropriate box and follow the links to your real estate tax statement and receipts. If you enclose a stamped self-addressed envelope we will mail you a receipt or if you come in person we will give you a receipt. The Treasurer's Office is diligent in seeking avenues to save money and yet provide convenience to our taxpayers. This change will save taxpayers over \$10,000 per year in expenses.

**SPECIAL ASSESSMENTS:** If there was a special assessment notice on the front of this statement in the large shaded box, then our records indicate a special assessment(s) still exists on this property. Special assessments are levied by various political entities, primarily SIDs (sanitary improvement districts) and cities and are usually used to pay for improvements. We have previously sent out annual notices on special assessments, just prior to annual due dates and will continue to do so. Failure to receive a notice does not excuse any delinquent interest. Additional information at: [WWW.SARPY.COM/TREASURER/SPECIALASSESSMENTS.HTM](http://WWW.SARPY.COM/TREASURER/SPECIALASSESSMENTS.HTM).

**RETURN THE PAYMENT STUB WHEN YOU PAY THE TAXES.** To save time, tear off bottom portion and present the stub at the office of the county treasurer when making payment. Save yourself a trip to the courthouse and remit by mail. If payment is sent by mail, please tear off the appropriate stub and enclose with your check.

**THIS STATEMENT** is your only tax bill. **IT IS THE ONLY STATEMENT YOU WILL RECEIVE.** If you are paying your own taxes please mark your calendars appropriately. Examine this statement closely. The treasurer's office will not be responsible for errors or omissions which might occur, or for payment on the wrong property. If an error exists, notify the treasurer's office immediately.

**DELINQUENT DATES.** These taxes **DO NOT HAVE TO BE PAID BY** December 31, 2015. Please note that the dates of delinquency on this statement are next April 1 and August 1. If the first half is not paid or postmarked before April 1, 2016 or the second half before August 1, 2016 interest will be charged at an annual rate of 14% figured on a daily basis from the date of delinquency to the date of payment. If your taxes become delinquent, you may only make payments in a minimum of one half year increments plus any accrued interest that is due. We do not accept partial payments. Once the taxes are sold at tax lien sale you must redeem the complete lien. No lesser payments are accepted. Failure to pay your taxes may result in the sale of the tax lien by tax sale. Delinquent property is advertised for sale in February and the taxes are sold at tax sale in March the year following the year of delinquency (about 15 months from issuance of this statement.) Tax sales draw interest from the date of sale. The tax is officially paid when an official receipt is processed by the office of the treasurer. A receipt is not valid until the check clears the bank. If taxes are not paid on a mobile home they will be placed on a distress warrant and given to the County Sheriff for collection. These warrants are issued next October or about ten months after this statement is issued.

**TAX CYCLE.** These taxes are levied in arrears and are called the 2015 taxes and they are normally payable in 2016 (some people pay part or all before the end of 2015 for income tax purposes.) In the case of a property sale in 2016, these taxes are usually prorated amongst both buyer and seller and are determined by your representative at closing, and the closing agreement.

**OFFICE HOURS AND LOCATION.** The Treasurer's office is located at 1210 Golden Gate Dr., in Papillion. Office hours are 8AM to 4:45PM, Monday, Tuesday, Thursday and Friday. Hours are 8AM to 6PM on Wednesdays, except the Wednesday before Thanksgiving.

**PRIOR YEAR TAXES:** Your tax statement now lists the current and prior year taxes (when applicable). If you have any questions on a specific taxing agency's changes, you should call that agency for clarification on changes in these taxes.

**HOMESTEAD INFORMATION:** If you are 65 or older, as of January 1, OR 100% disabled, you may be eligible for a homestead exemption. Application forms are available in the Sarpy County Assessor's Office February 1 thru June 30. The FINAL date for filing is June 30th. Application for homestead exemption MUST be applied for EVERY year. If your balance due is \$0.00 as a result of your homestead, you do not need to mail in the attached stubs.

**CHANGE OF ADDRESS NOTICE:** If the mailing address on your property has changed, please mark it on the front of the tax bill stub when you present the bill for payment.

If you have any questions on this statement, please call the Treasurer's Office at 402-593-2138.

**VISIT** our **WEB** site: [HTTP://WWW.SARPY.COM](http://WWW.SARPY.COM) for information on your property and tax history. In particular, the Assessor property lookup button on the left side of the page.

**CREDIT CARD/E-CHECK PAYMENTS.** You may make real or business personal property tax payments via the internet using *an E-CHECK (electronic payment from your checking or savings account)* or your credit card. Credit card payments/E-CHECKS WILL NOT be accepted at the courthouse. You must visit [www.sarpy.com/paytax](http://www.sarpy.com/paytax). This will link you to the online provider. You will need your 9 digit parcel number and your tax amount due. There will be a convenience fee charged (*\$3.00 for E-CHECK and approximately 2.49% for credit cards*). Most credit card companies will also provide you with convenience checks which you can then use to pay your taxes. Call the toll free number on the back of your credit card and request convenience checks if you want to pay using a credit card check. Fees vary by provider, so verify them with your provider. We do not process your payment until we receive the funds so it will take about five business days before your receipt will be available online.

Rich James, Sarpy County Treasurer  
1210 Golden Gate Drive #1120  
Papillion, NE 68046-2842

PARCEL NUMBER: 010413022

DESCRIPTION LEGAL

LOTS 22, 23 & 24 BLOCK 6 FACTORY PLACE  
01417 \FT CROOK RD N

TAX DISTRICT	STATEMENT NO.
10003	2015 - 6117

Taxes Due Date: 12/31/2015  
 1st Half Delinquent: 04/01/2016  
 2nd Half Delinquent: 08/01/2016

\*\*\*\*\*AUTO\*\*5-DIGIT 68005 1 T1 P1  
 010413022  
 1417 LLC  
 1102 FORT CROOK RD S  
 BELLEVUE NE 68005-2937

	VALUE	TAX AMOUNT
Before Homestead:	\$65000.00	\$1497.16
Homestead Credit:	\$0.00	\$0.00
Drainage:		\$0.00
STATE TAX CREDIT:		\$61.16
AFTER CREDIT(S):	\$65000.00	\$1436.00
NET AMOUNT DUE		\$1436.00
1st Half Payment		\$718.00
2nd Half Payment		\$718.00

IMPORTANT: Examine the notice before payment. The treasurer is not responsible for payments on the wrong property.

DESCRIPTION	TAX RATE	TAX AMOUNT	PREVIOUS TAX
COUNTY LEVY	0.296900	\$192.98	\$179.93
OMAHA SCHOOL DIST-01	0.143997	\$93.60	\$86.88
OMAHA SCH-01 BOND	0.135749	\$88.24	\$62.11
LEARN COMM-GENERAL	0.950000	\$617.50	\$570.00
ELEM LEARN COM	0.016250	\$10.56	\$6.00
BELLEVUE CITY	0.423000	\$274.95	\$253.90
BELLEVUE CITY BOND	0.187000	\$121.55	\$112.10
PAPIO NATURAL RESRCE	0.030449	\$19.79	\$14.72
PAPIO NRD BOND	0.007586	\$4.93	\$4.94
MUD			
METRO COMMUNITY COLL	0.095000	\$61.75	\$57.00
AGRICULTURAL SOCIETY	0.002397	\$1.56	\$1.34
ED SERVICE UNIT 19	0.015000	\$9.75	\$9.00
<b>Total</b>	<b>2.303328</b>	<b>1497.16</b>	<b>\$1357.92</b>
Totals do not include tax credit.			



PARCEL NUMBER: 010413022

**ATTENTION:**  
 Is someone else paying your taxes?  
 Read paragraph one on reverse side.

↓ DETACH AND RETURN ↓



PARCEL NUMBER: 010413022

2ND HALF PAYMENT Delinquent: 08/01/2016 12:01 AM

REMIT THIS PORTION WITH PAYMENT

MAKE CHECKS PAYABLE TO:  
**Rich James, Sarpy County Treasurer**

1417 LLC  
 1102 FORT CROOK RD S  
 BELLEVUE NE 68005-2937  
 01417 \FT CROOK RD N

- Check if address changed (see back)
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REAL ESTATE 2015

Send Payment To:

Rich James  
 Sarpy County Treasurer  
 1210 Golden Gate Drive #1120  
 Papillion, NE 68046-2842

Total Tax Rate:	2.303328
Total Value:	\$65000.00
Total Taxes:	\$1436.00
2nd Half Due:	\$718.00
Interest	_____
Adv	_____
Total Paid	_____

**Attention:**

↓ DETACH AND RETURN ↓



PARCEL NUMBER: 010413022

1ST HALF PAYMENT Delinquent: 04/01/2016 12:01 AM

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If you have any questions on this statement, please call the Treasurer's Office at 402-593-2138.

**VISIT** our **WEB** site: [HTTP://WWW.SARPY.COM](http://WWW.SARPY.COM) for information on your property and tax history. In particular, the Assessor property lookup button on the left side of the page.

**CREDIT CARD/E-CHECK PAYMENTS.** You may make real or business personal property tax payments via the internet using *an E-CHECK (electronic payment from your checking or savings account)* or your credit card. Credit card payments/E-CHECKS WILL NOT be accepted at the courthouse. You must visit [www.sarpy.com/paytax](http://www.sarpy.com/paytax). This will link you to the online provider. You will need your 9 digit parcel number and your tax amount due. There will be a convenience fee charged (*\$3.00 for E-CHECK and approximately 2.49% for credit cards*). Most credit card companies will also provide you with convenience checks which you can then use to pay your taxes. Call the toll free number on the back of your credit card and request convenience checks if you want to pay using a credit card check. Fees vary by provider, so verify them with your provider. We do not process your payment until we receive the funds so it will take about five business days before your receipt will be available online.