

Property Tax Bill Printing and Mailing 2023
Questions and Answers – February 21, 2023

A number of questions were asked pertaining to information included in the RFP already. Such as providing envelopes, the bills, bill format and how they were to be mailed. Specifically, the Bid Specifications pages 9 through 13 is where most of the information could be found.

The below questions are those that were not able to be answered when referring to the specifications:

1. What type of envelopes were previously used for mailing tax bills?
Regular size window envelopes, no pressure sealed bills. Tax collector information could be printed on the envelopes or the use of a double window envelope for the return address for the tax collector could be used.
2. Will the District be doing the typesetting of the bills?
No, the typesetting of the bills should be included in the cost of the bills.
3. What color print should be used on the bills and envelopes?
The print color can be in Black and White, it does not have to be in color.
4. Will the District consider using vendors outside of the state?
All responses will be reviewed. However, experience with Pennsylvania School District Tax Bills is a key determining factor.
5. Is the use of a software program to do the calculations something the District feels is needed?
Some sort of program is needed to perform the calculations accordingly. However, the District is not currently seeking a program to record the collection of those taxes. That is something that can be discussed at another time.
6. Will the District want some sort of files returned in order for the Tax Collectors to upload the collection information to their tax systems?
Yes, we will need to have the data returned by municipality in a .txt file and on a USB flash drive for each municipality. Please refer to the Addendum and be sure to complete the new corrected pages 14 and 15.
7. Can the District provide a sample data file for review of information that needs to be included in tax bill printing?
Yes, the sample data was sent to all known interested parties. Please refer to the Addendum and be sure to complete the new corrected pages 14 and 15.