



LUCAS COUNTY OHIO

INVITATION TO BID

THE DESIGN, PRODUCTION AND SERVICES TO INVOICE VARIOUS TAX STATEMENTS,
PAYMENT COUPONS AND NOTICES

TREASURER'S OFFICE
COUNTY AGENCY

09-056A
BID NUMBER

OCTOBER 27, 2009 AT 2:00PM (LOCAL TIME)

DATE AND TIME OF BID OPENING

A MANDATORY PRE-BID CONFERENCE WILL BE HELD AT 10:00 AM (LOCAL TIME),
OCTOBER 20, 2009. PARTIES ARE TO MEET AT ONE GOVERNMENT CENTER , ROOM
12C, TOLEDO, OH 43604.

BIDDER MUST COMPLETE THE FOLLOWING:

NAME OF COMPANY OFFICIAL _____

OFFICIAL'S SIGNATURE _____

NAME OF COMPANY _____

ADDRESS _____

CITY, STATE & ZIP _____

TELEPHONE NUMBER _____

FAX NUMBER _____

E-MAIL ADDRESS _____

The Lucas County Board of Commissioners is seeking bids for **The Design, Production and Services Needed to Invoice Various Tax Statements, Payment Coupons and Notices.**

Any bidder submitting a bid must submit a completed bid following the procedure outlined in this Invitation to Bid (ITB) no later than **October 27, 2009 at 2:00pm (local time)**. All of the sections applicable in the Invitation to Bid shall be read so as to give meaning to all such provisions. However, when there is a conflict in the interpretation between a specification in the Invitation to Bid and sections, the specification in the Invitation to Bid shall take precedence. A Pre-Bid conference is scheduled for **10:00 AM (local time), October 20, 2009**. Parties are to meet at **ONE GOVERNMENT CENTER, Room 12C, Toledo, OH 43604**.

1.0 Legal Framework

This Invitation to Bid (ITB) is issued under the provisions of the Ohio Revised Code (ORC) Sections 307.86 to 307.92. All bids submitted in response to this ITB shall comply with Ohio law. The laws of the State of Ohio will govern any disputes rising under this ITB and subsequent contract.

2.0 Bid Opening

The bid opening is scheduled for **October 27, 2009 at 2:00 pm (local time)**. All sealed bids received after this time and date, for any reason, will be rejected. The opening of the sealed bids will take place at the Lucas County Support Services, Purchasing Division, One Government Center, Suite 480, Fourth Floor, Toledo, Ohio 43604-2247

3.0 Bid's Bid Bond Requirement

A bid bond in the amount of One Thousand Dollars and No Cents (**\$1,000.00**) must be included with each bid or be disqualified. The bond is to be in the form of a surety bond, certified check, cashier's check, or money order from a solvent bank, or savings and loan association with the Lucas County Board of Commissioners identified as the obligee. Bonds will be returned to unsuccessful bidders within thirty days of contract award. Bonds will be returned to the successful bidder within 30 days of receipt of goods.

4.0 Pre-Bid Conference

| | |
|----------|------------------------------|
| X | Applicable if box is checked |
|----------|------------------------------|

Detailed questions regarding this Invitation to Bid can be addressed at the Mandatory Pre-Bid Conference held at **10:00 AM (local time), October 20, 2009**. Parties are to meet at **ONE GOVERNMENT CENTER, Room 12C, Toledo, OH 43604**. Attendance is mandatory; failure to attend Pre-Bid Conference will disqualify your bid. There will be no written responses to questions unless research is required, in that instance,

written responses will be mailed or sent via fax or e-mail to all bidders along with any and all amendments that are issued to those that attended the Pre-Bid Conference.

5.0 Prevailing Wage

| | |
|--------------------------|---------------------------------|
| <input type="checkbox"/> | Applicable if box is checked |
|--------------------------|---------------------------------|

Prevailing Wage does not pertain to this ITB.

6.0 Administrative Requirements

By submitting a bid, the bidder will be held accountable to know the specifications and conditions under which this contract will be accomplished. This includes the contents of all proposal documents, regulations, and applicable laws.

Each bid will be submitted in a clearly marked sealed container or envelope, with the project title, Bid #, date and time of bid opening marked clearly on the outside of the package. If a selected bidder chooses not to submit a bid, the bid should be returned and marked "No Bid" for the project title, Bid #, date and time of bid opening on the envelope or package. All bids must be sent to:

**Lucas County Support Services, Purchasing Division
One Government Center, Suite 480
Toledo OH 43604-2247**

The entire set of completed ITB documents must be returned intact and in the following order:

- a. Original completed Request for Bid (ITB) and **one (1) copy**; this includes any amendments applicable to this ITB.
- b. Completed Affidavits: (1) Delinquent Property Tax, (2) Non-Discrimination, (3) Non-collusion, (4) No Findings for Recovery, (5) Compliance Affidavit for Businesses, (6) Transparency Purchasing Policy Disclosure, (7) Sweatfree Affidavit and (8) Living Wage Affidavit; all signed by your legally authorized representative and notarized and (9) Government Business and Funding Contracts.
- c. Bid Bond - Separated from (ITB) and Marked "Bid Bond", your Company's Name, Project Title and Bid Number. **The bid bond is mandatory.** A bidder will be disqualified if the bid bond is not submitted.
- d. The ITB Pricing Response Form completed in its entirety **(Section B).**

Faxed transmissions of bid are unacceptable. Sealed bids received through the mail after the specified date and time will also be returned.

Lucas County reserves the right to postpone the bid opening for its convenience. Bidders are required to submit firm and fixed prices in the format specified on the pricing sheet **(Section B)**. When there are errors in multiplication or addition in a bid, the

unit price quoted will be used for calculating the correct total bid. If the error is in the unit price, the bid will be automatically disqualified.

All bid pricing will be valid for 60 (sixty) calendar days from the bid opening date to permit adequate evaluation of bid responses.

Lucas County may make this award as a whole or on a partial basis, based on the individual bid specifications.

The Board of County Commissioners does not obligate itself to purchase the full quantities indicated and the unit price bid must be effective if purchase is less. Conversely, the Board's requirements may be in excess of the quantities shown and the successful bidder shall be required to furnish all requirements under the specification at the unit price bid for an agreed period of time.

Lucas County does not assume any late payment penalties. No condition will alter this statement.

Ohio Revised Code sections 307.90 and 307.91 permits Lucas County to reject all bids, waive technicalities, and to amend the original estimate and to advertise for new bids on the required items, products or services. Lucas County reserves the right to reject any or all of the bids on any basis without disclosure of a reason. The failure to make such a disclosure will not result in the accrual of any right, claim or cause of action by any unsuccessful bidder against Lucas County.

Bidders may withdraw their bids at any time prior to the bid opening date. After the bid opening, bidders may only withdraw their bids as provided in Section 9.31 of the Ohio Revised Code. Withdrawal of a bid after a bid opening exposes a bidder to legal liability for sanctions, including costs for re-bid, or may result in a bid being awarded to the next lowest bidder. Bidders failing to respond to all requirements specified in this ITB may result in the rejection of the bid.

Questions regarding the specifications outlined in this ITB should be directed in writing to:

Lynn DiPierro
Support Services Manager
One Government Center, Suite 480
Toledo OH 43604
Voice: (419) 213-4509
Fax: (419) 213-4533

Bidders should carefully review all elements of their bids. Once opened, bids may not be altered. Each response in regard to this ITB shall be completed, self-contained and meet the requirements of the ITB. The County may initiate clarifications after the bid opening. However, these clarifications will not constitute an alteration of the bid submitted.

References to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the

Bidder in interpreting the bid requirements. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the successful Bidder will be required to furnish the particular item referred to in the bid specifications unless a departure or substitution is clearly noted and described in the proposal shown to be compatible with the specifications and accepted by the Board. Lucas County reserves the right to be the sole judge of suitability and fitness of the product bid.

Any deviations from the specifications must be clearly detailed on the exception form. **(Section C)**

If any items being bid have an expiration date, items delivered cannot be expired and must carry a good date for at least 6 (six) months after receipt.

There will be no incidental charges for services. If Lucas County has left any information out of these specifications where the Vendor would foresee additional charges/fees, bidder must include that information on the attached exception form.

All materials in the bid will become the property of Lucas County and may be returned only at the County's discretion. Materials received constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request by members of the public pursuant to ORC Section 149.43. Any portion of the bid to be held confidential should be marked to that effect and will not be considered public record if it clearly falls within an exemption enumerated in ORC Section 149.43.

Additional information, such as brochures, glossies and or promotional materials, is to be provided in a separate section at the back of the response.

6.1 Additional Administrative Requirements - Compliance with Support Order(s)

Financial responsibility, integrity, and accountability are essential for operating a business that services the public. Unpaid obligations are a social problem, which threatens the welfare of children and increases the burden on taxpayers to provide social services. Due to the public's growing concern with non-paying parents, government initiatives to create additional, effective enforcement mechanisms are necessary. It is in the County's interest that all contractors doing business with Lucas County demonstrate financial responsibility and integrity and accountability.

All bidders must submit the completed "Compliance Affidavit For Businesses" with their bid. Once a lowest and best bidder has been determined and prior to award, this form will be submitted by Lucas County to the Child Support Enforcement Agency for certification of substantial compliance of court ordered and/or agency ordered child support of any individuals of the company who have twenty-five (25%) percent or greater vested interest in

the company. If the individual is found to be not in compliance, said bidder will be notified that the individual is not in compliance and therefore the bidder/company/contractor is not in compliance and will have five (5) days to be in compliance from date of notification. Failure to comply will cause disqualification of the bidder's/company's /contractor's bid.

Bidders should contact Lucas County Child Support Enforcement Agency, (419) 213-3106, regarding this requirement should they have questions.

6.2 Additional Administrative Requirements - Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization (DMA) Section 9.08

Ohio Revised Code Section 2909.21 Terrorism requires that any contract that will result in an Offeror receiving funding in an aggregate amount greater than \$100,000 annually shall certify that it does not provide material assistance to any organization on the United States Department of State Terrorist exclusion list. Prior to award of the contract, the successful Offeror shall complete the DMA Form (Section A).

Affixing a signature on the Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization form of the Proposal, the Offeror certifies that it does not provide material assistance to any organization on the list, and that failure to complete the form or answer "yes" to any question shall serve for the purposes of this affidavit as a disclosure of the provision of assistance to an organization that is listed on the terrorist exclusion list (Section A).

7.0 Contract Administration

The Lucas County Purchasing Department will administer the contract.

8.0 Bid Evaluation Criteria and Award

An award will be made to the provider who is considered lowest and best bid for the County's needs.

Lucas County Board of Commissioners reserves the right to reject any and all bids, to waive minor technicalities and to request a re-bid through the bid process. Lucas County reserves the right to conduct site visits of proposed facilities (at County expense) to determine capability of the bidder to perform.

9.0 Bid Alterations, Amendments, and Alternate Bids

No alterations, additions (alternate bids), or exceptions to the specifications contained herein are permitted except by amendments issued by the Lucas County Purchasing Department to all bidders that have received an ITB.

During the bid process, bidders may be furnished certain amendments covering additions or deletions to the ITB documents. Amendments will be included in the scope of work and will become a part of contract documents. Amendments may be issued up to seventy-two (72) hours preceding the bid opening date, excluding weekends and holidays.

Any prospective bidder desiring an explanation or interpretation of the ITB or specifications must request it in writing soon enough to allow a reply to reach all prospective bidders before the submission of their bids but no later than 5 (five) business days prior to the bid opening. Oral explanations or instructions given before the award of a contract will not be binding. Any information given a prospective bidder concerning the ITB will be furnished promptly to all other prospective bidders as an amendment, if that information is necessary in submitting bids or if the lack of it would be prejudicial to other prospective bidders.

10.0 Equal Opportunity Provisions Required

All bidders must be willing to enter a contract containing the express language contained in Section 125.111 of the ORC, which requires the following:

Every contract for or on behalf of the state or any of its political subdivisions for the purchase of materials, equipment, supplies, contract of insurance, or services shall contain provisions similar to those required by Section 153.59 of the Revised Code in the case of construction contracts by which the bidder agrees to both of the following:

That in the hiring of employees for the performance of work under the contract or any subcontract no bidder or subcontractor shall, by reasons of race, color, religion, sex, age, handicap, national origin or ancestry, discriminate against any citizen of this state in the employment of a person qualified and available to perform the work to which the contract relates.

That no bidder, subcontractor, or any person acting on behalf of any bidder or subcontractor shall, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the contract on account of race, color, religion, sex, age, handicap, national origin or ancestry.

All bidders who contract with the state or any of its political subdivisions for materials, equipment, supplies, contracts of insurance, or services shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as defined in Section 122.71 of the Revised Code. Annually,

each such bidder shall file a description of the affirmative action program and a progress report on its implementation with the Ohio Civil Rights Commission and the Minority Business Development Office established under Section 122.92 of the Ohio Revised Code.

11.0 Insurance Requirements

If bid specifications require performance of labor for Lucas County, seller must agree to indemnify and protect Lucas County against all liabilities, claims, or demands for injuries or damages to any person or property growing out of the performance of this contract, by seller, its servants, employees agents or representatives. Prior to issuance of purchase order, the successful bidder must furnish an Insurance Carrier's Certificate showing that the seller has adequate worker's compensation, public liability, and property damage insurance coverage in accordance with the "County of Lucas Contractor Insurance" page of the bid document.

12.0 Contract Term and Extension

The successful bidder's Support Services and Implementation Work Plan submission may define the term of the resulting contract. The exact contract commencement date, completion date, and option periods will be set forth in the contract and resolution approving the contract as adopted by the Lucas County Board of Commissioners. The term of this contract will be **from the date of award through December 31, 2010 with three, one year renewal options.**

13.0 Invoices

The bidder will be required to submit invoices in triplicate (one original and two copies) to the "invoice to" address identified in the purchase order used to issue orders against this contract. The bidder's Federal Tax Identification Number should appear on all statements and invoices.

Invoices must include the following:

Name and address of bidder
Invoice remittance address as designated in the contract & description including:

Billing period
Location
Unit Code (must match bid)
Calculated extended cost
Description of item purchased
P. O. or Contract #

14.0 Assignment/Subcontractor

Neither the contract nor any rights, duties or obligations described herein will be assigned by either party hereto without

prior express, written consent of the other party. The contract will be made pursuant to the bid submitted by the bidder. The contract will be based on the bidder's qualifications and responsibilities. The bidder will not sublet or assign the contract nor shall any subcontractor commence performance of any part of the work included in the resulting contract, without the previous written consent of Lucas County.

15.0 Taxes

Lucas County does not pay local, state or Federal taxes. If requested, the bidder will be furnished with an exemption certificate.

16.0 Permits/Codes

The selected bidder is responsible for obtaining all permits and licenses required for performance of the work specified. All labor and materials provided under this agreement shall meet or exceed minimum standards covered by the current applicable code(s) or bidder shall have obtained a legal waiver.

17.0 Compliance with the Law

The bidder must agree to comply with all applicable Federal, state, and local laws in the conduct of the work specified in this ITB including applicable state and Federal laws regarding drug-free work places. The bidder will be required to accept full responsibility for payment of all taxes and insurance premiums including, but not limited to; Unemployment Compensation insurance premiums, Workers' Compensation, all income tax deductions, Social Security Deductions, and any other taxes or payroll deductions required for all employees engaged by the bidder in the performance of the work specified in this ITB.

18.0 Pricing

Bidders are expected to quote firm and fixed prices on a per unit basis, in the format specified in **(Section B)**. The successful bidder will not change the unit price or the scope of work during the contract period or any extension periods, however, should the bidder receive a decrease in overall costs associated with the commodity, this provision shall allow for modification of the existing contract to decrease the price.

Bidders must utilize pricing forms supplied in this document contained with **(Section B)**.

It is the County's intent to establish a contractual arrangement for specified commodity or service. Any services not specifically named on the pricing pages are to be named and priced on Additional Response Area **(Section C)**. Additional pricing may be submitted on subsequent pages so long as presented in a manner consistent with supplied format.

There will be no incidental charges for services. If Lucas County has left any information out of these specifications where the Bidder would foresee additional charges/fees, the bidder must include that information on the exception sheet found in (**Section C**).

19.0 Termination for Convenience

Lucas County reserves the right to terminate the resulting contracts for its convenience by giving the bidder 30 (thirty) days written notice. Lucas County reserves the right to terminate during the contract period or any subsequent renewal period.

20.0 Termination for Default

Lucas County may terminate the contract at any time the bidder fails to carry out its provision under the terms and conditions of the specified contract after issuance of a cure notice. The bidder will have thirty days after notice of required improvement to make necessary corrections. If, after such notice, the bidder fails to remedy the conditions, Lucas County will issue an order to stop work immediately and terminate the contract without obligation.

21.0 Non-Acceptance Criteria for Work, Materials and Service

No certificate of payment, no provision in the bidding documents, or any partial shipment of materials or entire occupancy of government shall constitute an acceptance of work, materials or service not done or provided in accordance with the contract documents, or relieve the bidder of liability for any express or implied warranties or responsibility for faulty materials or workmanship. The bidder shall remedy any defects in the work, material or service and pay for any other resulting damage to other work, material or equipment which appears within one year of final acceptance of the work, materials, or service unless a longer period is elsewhere specified. Nothing stated herein should relieve the bidder of common law liability for latent defects, which may appear after the expiration of the warranty period.

22.0 Performance Requirements

The delivery of any material, equipment, or the performance of any service that does not conform in all respects to the specifications will be rejected and the Board of Commissioner's representative and reasons for the rejection shall notify the Bidder. If the Bidder fails to make immediate replacement of such rejected material, equipment or service meeting the specifications, the Board of Commissioners will procure in the open market materials, and equipment, or hire labor of the quality required to meet the specifications up to the value rejected and the Bidder and his surety shall be liable to the Board of Commissioners for the total costs of the correction. The Board of Commissioner's performance of the work, when the

Bidder is not doing the work in accordance with the specifications of the contract, shall result in a claim against the bidder for all costs and damages which will be allowed by reason of such non-performance.

If the Bidder defaults or neglects to carry out the work in any respect in accordance with the contract documents and fails to correct the default, except where an extension of time is granted in writing by the County, the County upon written notice to the Bidder may, without prejudice to any other remedies the County may have, make the correction required. If the default or neglect results in a threat to the safety of persons or property, the Bidder must immediately commence to correct such default or neglect upon written or oral notice.

23.0 Indemnification

The Bidder awarded this contract shall assume the defense of, indemnify, and save harmless the County or any authorized political subdivision receiving services under this contract from any claims or liabilities of any type or nature to any person, bidder, or corporation arising in any manner from the bidders performance of the work required under this contract and shall pay any judgment obtained or growing out of said claims, liabilities, or any of them.

24.0 Non-Appropriation of Funds

Bidders are advised that although the term of this contract may span several fiscal years, this contract is contingent upon the County budgeting and appropriating the funds necessary for the continuation of this contract in the current year. In the event that the funds necessary for the continuation of this contract are not approved for expenditure in any year, this contract shall terminate on the last day of the fiscal year in which funding was approved, with no penalty to the County.

25.0 Co-Op Opportunities

ORC 9.48 allows any county to participate in contracts of other counties or townships in the acquisition of equipment, materials, supplies or services using the same terms, conditions and specifications and same or lower price.

Lucas County may permit authorized counties, townships or municipalities here after referred to as political subdivisions, to participate in contracts that Lucas County has entered into for the purchase of certain supplies, services, materials and equipment. Upon contract award, authorized political subdivisions are approved to order directly with the supplier. All invoices for such purchases must be sent directly to the ordering political subdivisions' billing address. Under no circumstances is Lucas County obligated to that political subdivision's financial commitments.

COUNTY OF LUCAS CONTRACTOR INSURANCE

21 INSURANCE

21.1 The CONTRACTOR shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the CONTRACTOR'S execution of the WORK, whether such execution be by himself or by any SUBCONTRACTOR or by anyone directly employed by any of them, or by any one for whose acts any of them may be liable:

21.1.1 Claims under workmen's compensation, disability, benefit and other similar employee benefit acts;

21.1.2 Claims for damages because of bodily injury, sickness or disease or death of his employees;

21.1.3 Claims for damages because of bodily injury, sickness or disease or death of any person other than his employees;

21.1.4 Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the CONTRACTOR, or (2) by any other person; and

21.1.5 Claims for damages because of injury to or destruction of tangible property, including loss of use resulting there from.

21.2 Certificate of Insurance acceptable to the OWNER shall be filed with the OWNER prior to commencement of the WORK naming OWNER as additional insured. These Certificates shall contain a provision that coverages afforded under the policies will not be canceled unless at least thirty (30) days prior WRITTEN NOTICE has been given to the OWNER.

21.3 The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, liability insurance as hereinafter specified;

21.3.1 Comprehensive General Liability and Property Damage, Contractor's Protective Liability, Contractual Liability, Completed Operations-Products, Automobile Bodily Injury and Property Damage, owned and non-owned and hired vehicles and Owner's Protective Liability. The latter policy shall name as the insured the OWNER. If excluded from CONTRACTOR'S standard coverages, the following shall be deleted for policies provided under the CONTRACT DOCUMENT EXCLUSIONS: (1) "Underground Operations" (2) "Third Party Beneficiary" and (3) "Collapse" - where exposure is determined. Bodily Injury Liability and Property Damage Insurance shall cover the use of "Explosives" if used in performance of the CONTRACT. Insurance should be placed with a carrier with an AM Best Rating of at least an A-.

The types and **minimum** limits of insurance shall be as follows:

Commercial General Liability Insurance -
General Aggregate Limit - \$2,000,000
Products-Completed Operations-

Aggregate Limit - \$2,000,000
Personal and Advertising
Injury Limit - \$1,000,000
Each Occurrence Limit - \$1,000,000
Comprehensive Automobile Liability
Bodily Injury & Property Damage Liability Limit
Each Occurrence - \$1,000,000

The above minimum coverages may be obtained through the primary insurance or any combination of primary and umbrella insurance. In addition, the General Aggregate Limit shall be required on a per project basis.

21.3.2 The CONTRACTOR shall acquire and maintain, if applicable, Fire and Extended Coverage Insurance upon the PROJECT to the full insurable value thereof for the benefit of the OWNER, the CONTRACTOR, and SUBCONTRACTORS as their interest may appear. This provision shall in no way release the CONTRACTOR or CONTRACTOR'S surety from obligations under the CONTRACT DOCUMENTS to fully complete the PROJECT.

21.4 The CONTRACTOR shall procure and maintain at his own expense, during the CONTRACT TIME, in accordance with the provisions of the laws of the state in which the work is performed, Workmen's Compensation Insurance, including occupational disease provisions, for all of his employees at the site of the PROJECT and in case any work is sublet, the CONTRACTOR shall require such SUBCONTRACTOR similarly to provide Workmen's Compensation Insurance, including occupational disease provisions for all of the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. In case any class of employees engaged in hazardous work under this contract at the site of the PROJECT is not protected under Workmen's Compensation statute, the CONTRACTOR shall provide, and shall cause such SUBCONTRACTOR to provide, adequate and suitable insurance for the protection of his employees not otherwise protected.

21.5 The CONTRACTOR shall secure, if applicable, "All Risk" type Builder's Risk Insurance for Work to be performed. Unless specifically authorized by the OWNER, the amount of such insurance shall not be less than the CONTRACT PRICE totaled in the BID. The policy shall cover not less than the losses due to fire, explosion, hail, lightning, vandalism, malicious mischief, wind, collapse, riot, aircraft and smoke during the CONTRACT TIME, and until the WORK is accepted by the OWNER. The policy shall name as the insured the CONTRACTOR, and the OWNER.

22. INDEMNITY

22.1 PROFESSIONAL LIABILITY

Relative to any and all claims, losses, damages, liability and costs, the CONTRACTOR agrees to indemnify and save the County of Lucas, its officials and employees (herein after "County") harmless from and against any and all suits, actions or claims for property losses, damages or personal injury claimed to arise from a negligent act, error or omission by the CONTRACTOR or its employees.

22.2 NON-PROFESSIONAL LIABILITY

To the fullest extent permitted by law, the CONTRACTOR shall indemnify and hold harmless the County of Lucas, its officers, officials and employees (hereinafter "County"), or any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees arising out of the acts or omissions of the CONTRACTOR, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property (other than the Work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by the acts or omissions of the CONTRACTOR, any subCONTRACTOR(s) of the CONTRACTOR, its agents, or anyone directly employed by them or anyone whose acts they may deem liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph 22.2. It is understood and agreed that this indemnification obligation is enforceable to the full extent permitted by Ohio Revised Code Section 2305.31.

22.3 It is expressly understood and 'agreed that these indemnification obligations are enforceable to the full extent permitted by Ohio Revised Code Section 2305.31. In any and all claims against the County by any employee of the CONTRACTOR, and any subCONTRACTOR(s) of the CONTRACTOR, agent or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. CONTRACTOR hereby expressly waives the immunity provided to CONTRACTOR by Article II, Section 35, of the Ohio Constitution and Ohio Revised Code Section 4123.74 and 4123.741, all regarding worker's compensation immunity, so that this indemnification obligation may be enforced by the County of Lucas against CONTRACTOR in those instances.

22.4 If the CONTRACTOR subcontracts with the County, the CONTRACTOR shall require its subCONTRACTORS to indemnify the County of Lucas in accord with Article 22.

22.5 CONTRACTOR Responsible - The CONTRACTOR expressly understands that the insurance requirements as outlined above are minimum requirements to be met under the contract and does not in any manner represent that the limits, coverage or policy forms are sufficient or adequate to protect the interest or liability of the CONTRACTOR and/or its subCONTRACTORS.

THE FOLLOWING MUST BE INCLUDED (IN THE SPECIFIED AREAS) ON ALL INSURANCE CERTIFICATES:

DESCRIPTION OF THE PROJECT AND LOCATION: you may use a generalized listing of the duties to be performed under this certificate of insurance. Example: "Projects Executed for the Board of Lucas County Commissioners."

CERTIFICATE HOLDER: Board of Lucas County Commissioners, c/o Purchasing Department, One Government Center, Suite 480, Toledo, Ohio 43604-2247.

SECTION A - AFFIDAVITS

DELINQUENT PERSONAL PROPERTY TAX STATEMENT
(O.R.C. Section 5719.042)

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED

I _____, _____, _____
(NAME) (TITLE) (NAME OF COMPANY)

affirm that at the time that I submitted the bid for _____
(BID TITLE)

to the Board of Lucas County Commissioners on _____ that
(DATE)

_____ was / was not charged with delinquent
(NAME OF COMPANY) (CIRCLE ONE)

Personal Property Taxes by the Lucas County Auditor.

(If Personal Property Taxes are delinquent, complete the following section)

The amount of delinquent Personal Property Taxes due Lucas County is
_____ and unpaid penalties and interest are _____.
(AMOUNT) (AMOUNT)

(SIGNATURE)

(COMPANY)

(DATE)

Sworn to and subscribed before me this _____ day of, _____ 20__.

(SEAL)

(NOTARY)

My Commission Expires:

(Date) _____

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY AFFIDAVIT

STATE OF _____

SS

COUNTY OF _____

_____ being first duly sworn, deposes and says that
(Name)

he/she is _____ of _____ the party
(Title) (Company)

that made the foregoing proposal; that such party as bidder does not and shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. If awarded the bid and contract under this proposal, said party shall take affirmative action to insure that applicants are employed and that employees are treated, during employment, without regard to their race, religion, color, sex or national origin. If successful as the lowest and best bidder under the foregoing proposal this party shall post non-discrimination notices in conspicuous places available to employees and applicants for employment setting forth the provision of this affidavit.

Furthermore, said party agrees to abide by the assurances found in Section 153.59 of the Ohio Revised Code in the Contract Provisions with the Owner if selected as the successful bidder by the owner.

(Signature)

(Affiant)

(Company/Corporations)

(Address)

(City/State/Zip Code)

Sworn to and subscribed before me this _____ day of _____, 20__.

(Seal)

(Notary)

My Commission Expires:

(Date)

NON-COLLUSION AFFIDAVIT

STATE OF OHIO,

COUNTY OF LUCAS, SS:

_____ being first duly SWORN, deposes and says that he is the _____ or authorized representative of _____ or is the party submitting this bid; that such bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder or person, to submit a sham bid, or refrain from bidding; has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, to fix any overhead, profit or cost element of said bid price, or of that of any other bidder; to secure any advantage against the County of Lucas or any person or persons interested in the proposed contract; that all statements contained in said proposal of bid are true and that, such bidder has not, directly or indirectly submitted this bid, or the contents thereof, or divulged information or data relative thereto to any other potential bidder. Further, Affiant affirms that no county employee has any financial interest in this company or the bid being submitted.

(Affiant Signature)

(Affiant Title)

SWORN to before me and subscribed in my presence
this _____ day of _____, 20_____.
(Date) (Month) (Year)

(Notary Public)

(SEAL)

My Commission Expires

(Date)

NO FINDINGS FOR RECOVERY AFFIDAVIT

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED

I _____, _____, _____
(NAME) (TITLE) (NAME OF COMPANY)

affirm that at the time that I submitted the bid for _____
(BID TITLE)

to the Board of Lucas County Commissioners on _____ that
(DATE)

_____ has / has no unresolved
(NAME OF COMPANY) (CIRCLE ONE)
finding for recovery from the State Auditor per Ohio Revised Code
Section 9.24.

(If there is unresolved finding for recovery from the State Auditor ,
complete the following section)

The amount of unresolved finding for recovery due the State Auditor is
_____ and unpaid penalties and interest are _____.
(AMOUNT) (AMOUNT)

(SIGNATURE)

(COMPANY)

(DATE)

Sworn to and subscribed before me this _____ day of, _____ 20__.

(SEAL)

(NOTARY)

My Commission Expires:

**Additional Administrative Requirements
Compliance with Support Order(s)**

Financial responsibility, integrity and accountability are essential for operating a business that services the public. Unpaid obligations are a social problem which threatens the welfare of children and increases the burden on taxpayers to provide social services. Due to the public's growing concern with non-paying parents, government initiatives to create additional, effective enforcement mechanisms are necessary. It is in the County's interest that all contractors doing business with Lucas County demonstrate financial responsibility and integrity and accountability.

All bidders **must submit** the **completed** "Compliance Affidavit For Businesses" with their bid. Once a lowest and best bidder has been determined and prior to award, this form will be submitted by Lucas County to the Child Support Enforcement Agency for certification of substantial compliance of court ordered and/or agency ordered child support of any individuals of the company who have twenty-five percent (25%) or greater vested interest in the company. If the individual is found to be not in compliance, said bidder will be notified that the individual is not in compliance and therefore the bidder/company/contractor is not in compliance and will have five (5) days to be in compliance from date of notification. Failure to comply will cause disqualification of the bidder's/company's/contractor's bid.

Bidders should contact Lucas County Child Support Enforcement Agency, 419-213-3106, regarding this requirement should they have questions.

LUCAS COUNTY SWEATFREE AFFIDAVIT

STATE OF _____

COUNTY OF _____, ss:

Personally appeared before me the undersigned, as an individual or as a representative of

_____ for a contract for _____
(Name of Entity (Type of Product or Service)

to be let by the Board of Commissioners, Lucas County, Ohio, who, being duly cautioned and sworn, makes the following statement with respect to the Lucas County Sweatfree Procurement Policy and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the business entity:

1. Name, physical address, phone number and contact persons for each production facility that will be involved in the production of goods or the provision of services.

2. I have personal knowledge of the information contained in section 1 or I have obtained such information from any resale entity.

3. I understand my obligation to ensure that all applicable production facilities adhere to the sweatfree code of conduct as defined in Section IV of the Lucas County Sweatfree Procurement Policy.

4. I understand that if Lucas County, the State and Local Sweatfree Consortium, and/or an independent monitor find any of the production facilities listed above to be out of compliance with any of the provisions of Section IV of the Lucas County's Sweatfree Procurement Policy, and I fail to take all reasonable steps as specified by and/or its designee(s), I will be deemed out of compliance with the sweatfree code of conduct as defined in the Lucas County Sweatfree Procurement Policy.

5. I have furnished a copy of the sweatfree code of conduct as defined in Section IV of the Lucas County Sweatfree Procurement Policy to each production facility named in paragraph 1 and to each relevant subcontractor and I have instructed each subcontractor to furnish the code of conduct to each relevant production facility.

BIDDER:

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

Sworn to before me and subscribed in my presence by the above named person this _____ day of _____, 20_____.

NOTARY PUBLIC: _____

My Commission Expires:

LUCAS COUNTY LIVING WAGE AFFIDAVIT

STATE OF _____

COUNTY OF _____, ss:

Personally appeared before me the undersigned, as an individual or as a representative of

_____ for a contract/public incentive for
(Name of Entity)

for _____
(Type of Product, Service or public incentive)

to be awarded by the Board of Commissioners, Lucas County, Ohio, who, being duly cautioned and sworn, makes the following statement with respect to the Lucas County Living Wage Procurement Policy and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the business entity:

1. I have personal knowledge of the information contained herein.
2. Number of employees. _____
3. Is the company/entity a non-profit? YES _____ NO _____
4. Are employees paid a wage equivalent to at least 110% of the most recent federal poverty guidelines for a family of four, as defined by the Department of Health and Human Services and adequate healthcare coverage as defined in the Commissioners Living Wage resolution? YES _____ NO _____
5. If no healthcare coverage is provided, are employees paid a wage equivalent to at least 130% of the most recent federal poverty guidelines for a family of four, as defined by the Department of Health and Human Services? YES _____ NO _____

BIDDER:

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

Sworn to before me and subscribed in my presence by the above named person this _____ day of _____, 20_____.

NOTARY PUBLIC: _____

My Commission Expires:



Ohio Department of Public Safety
Division of Homeland Security
<http://www.homelandsecurity.ohio.gov>

GOVERNMENT BUSINESS AND FUNDING CONTRACTS
In accordance with section 2909.33 of the Ohio Revised Code

DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION

This form serves as a declaration of the provision of material assistance to a terrorist organization or organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List (see the Ohio Homeland Security Division website for a reference copy of the Terrorist Exclusion List).

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, and financial services that are in excess of one hundred dollars, as well as communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

| | | | | |
|--------------|-------|------------|--------|----------------|
| LAST NAME | | FIRST NAME | | MIDDLE INITIAL |
| HOME ADDRESS | | | | |
| CITY | STATE | ZIP | COUNTY | |
| HOME PHONE | | WORK PHONE | | |

COMPLETE THIS SECTION ONLY IF YOU ARE A COMPANY, BUSINESS OR ORGANIZATION

| | | | | |
|----------------------------|-------|-----|--------|--|
| BUSINESS/ORGANIZATION NAME | | | | |
| BUSINESS ADDRESS | | | | |
| CITY | STATE | ZIP | COUNTY | |
| PHONE NUMBER | | | | |

| | |
|---|--|
| DECLARATION In accordance with division (A)(2)(b) of section 2909.32 of the Ohio Revised Code | |
| For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge. | |
| 1. Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

HLS 0038 2/08

GOVERNMENT BUSINESS AND FUNDING CONTRACTS - CONTINUED

3. Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List?
 Yes No
4. Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List?
 Yes No
5. Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List?
 Yes No
6. Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism?
 Yes No

In the event of a denial of a government contract or government funding due to a positive indication that material assistance has been provided to a terrorist organization, or an organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List, a review of the denial may be requested. The request must be sent to the Ohio Department of Public Safety's Division of Homeland Security. The request forms and instructions for filing can be found on the Ohio Homeland Security Division website.

CERTIFICATION

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced on page 1 of this declaration.

X

Signature

Date

OHIO DEPARTMENT OF PUBLIC SAFETY
Division of Homeland Security

Terrorist Exclusion List

As of March 16, 2009

U.S. Department of State List of Designated Foreign Terrorist Organizations

1. Abu Nidal Organization (ANO) (International, Palestinian)
2. Abu Sayyaf Group (ASG) (Philippines)
3. Al-Aqsa Martyrs Brigade (Palestinian)
4. Al-Shabaab (Somali)
5. Ansar al-Islam (Iraqi Kurdistan)
6. Armed Islamic Group (GIA) (Algeria)
7. Asbat al-Ansar (Lebanon)
8. Aum Shinrikyo (Japan)
9. Basque Fatherland and Liberty (ETA) (Spain, France)
10. Communist Party of the Philippines/New People's Army (CPP/NPA) (Philippines)
11. Continuity Irish Republican Army (Northern Ireland)
12. Gama'a al-Islamiyya (Egypt)
13. HAMAS (Islamic Resistance Movement) (Palestinian)
14. Harakat ul-Jihad-i-Islami/Bangladesh (HUJI-B) (Bangladesh)
15. Harakat ul-Mujahidin (HUM) (Kashmir, India)
16. Hizballah (Party of God) (Lebanon)
17. Islamic Jihad Group (Syria)
18. Islamic Movement of Uzbekistan (IMU) (Uzbekistan)
19. Jaish-e-Mohammed (Army of Mohammed) (JEM) (Kashmir, India)
20. Jemaah Islamiya organization (JI) (Southeast Asia)
21. al-Jihad (Egyptian Islamic Jihad) (Egypt)
22. Kahane Chai (Kach) (Israel)
23. Kongra-Gel (KGK, formerly Kurdistan Workers' Party, PKK, KADEK, Kongra-Gel) (Turkey, Iran, Iraq, Syria)
24. Lashkar-e Tayyiba (Army of the Righteous) (LT) (Kashmir)
25. Lashkar i Jhangvi
26. Liberation Tigers of Tamil Eelam (LTTE) (Sri Lanka)
27. Libyan Islamic Fighting Group (LIFG) (Libya)
28. Moroccan Islamic Combatant Group (GICM) (Morocco)
29. Mujahedin-e Khalq Organization (MEK) (Iran)
30. National Liberation Army (ELN) (Colombia)
31. Palestine Liberation Front (PLF) (Palestinian)
32. Palestinian Islamic Jihad (PIJ) (Palestinian)
33. Popular Front for the Liberation of Palestine (PFLP) (Palestinian)
34. PFLP-General Command (PFLP-GC) (Palestinian)
35. Tanzim Qa'idat al-Jihad fi Bilad al-Rafidayn (QJBR) (al-Qaida in Iraq) (formerly Jama'at al-Tawhid wa'al-Jihad, JTJ, al-Zarqawi Network) (Iraq)
36. al-Qa'ida (Global)
37. al-Qa'ida in the Islamic Maghreb (formerly GSPC) (The Maghreb)
38. Real IRA (Northern Ireland)
39. Revolutionary Armed Forces of Colombia (FARC) (Colombia)
40. Revolutionary Nuclei (formerly ELA) (Greece)
41. Revolutionary Organization 17 November (Greece)
42. Revolutionary People's Liberation Party/Front (DHKP/C) (Turkey)
43. Shining Path (Sendero Luminoso, SL) (Peru)
44. United Self-Defense Forces of Colombia (AUC) (Colombia)

OHIO DEPARTMENT OF PUBLIC SAFETY
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U.S. Department of State Terrorist Exclusion List

1. Afghan Support Committee (a.k.a. Ahya ul Turas; a.k.a. Jamiat Ayat-ur-Rhas al Islamia; a.k.a. Jamiat Ihya ul Turath al Islamia; a.k.a. Lajnat el Masa Eidatul Afghania)
2. Al Taqwa Trade, Property and Industry Company Ltd. (f.k.a. Al Taqwa Trade, Property and Industry; f.k.a. Al Taqwa Trade, Property and Industry Establishment; f.k.a. Himmat Establishment; a.k.a. Waldenberg, AG)
3. Al-Hamati Sweets Bakeries
4. Al-Ittihad al-Islami (AIAI)
5. Al-Manar
6. Al-Ma'unah
7. Al-Nur Honey Center
8. Al-Rashid Trust
9. Al-Shifa Honey Press for Industry and Commerce
10. Al-Wafa al-Igatha al-Islamia (a.k.a. Wafa Humanitarian Organization; a.k.a. Al Wafa; a.k.a. Al Wafa Organization)
11. Alex Boncayao Brigade (ABB)
12. Anarchist Faction for Overthrow
13. Army for the Liberation of Rwanda (ALIR) (a.k.a. Interahamwe, Former Armed Forces (EX-FAR))
14. Asbat al-Ansar
15. Babbar Khalsa International
16. Bank Al Taqwa Ltd. (a.k.a. Al Taqwa Bank; a.k.a. Bank Al Taqwa)
17. Black Star
18. Communist Party of Nepal (Maoist) (a.k.a. CPN(M); a.k.a. the United Revolutionary People's Council, a.k.a. the People's Liberation Army of Nepal)
19. Continuity Irish Republican Army (CIRA) (a.k.a. Continuity Army Council)
20. Darkazanli Company
21. Dhamat Houmet Daawa Salafia (a.k.a. Group Protectors of Salafist Preaching; a.k.a. Houmat Ed Daawa Es Salafiya; a.k.a. Katibat El Ahoual; a.k.a. Protectors of the Salafist Predication; a.k.a. El-Ahoual Battalion; a.k.a. Katibat El Ahouel; a.k.a. Houmate Ed-Daawa Es-Salafia; a.k.a. the Horror Squadron; a.k.a. Djamaat Houmat Eddawa Essalafia; a.k.a. Djamaatt Houmat Ed Daawa Es Salafiya; a.k.a. Salafist Call Protectors; a.k.a. Djamaat Houmat Ed Daawa Es Salafiya; a.k.a. Houmate el Da'awaa es-Salafiyya; a.k.a. Protectors of the Salafist Call; a.k.a. Houmat ed-Daoua es-Salafia; a.k.a. Group of Supporters of the Salafiste Trend; a.k.a. Group of Supporters of the Salafist Trend)
22. Eastern Turkistan Islamic Movement (a.k.a. Eastern Turkistan Islamic Party; a.k.a. ETIM; a.k.a. ETIP)
23. First of October Antifascist Resistance Group (GRAPO) (a.k.a. Grupo de Resistencia Anti-Fascista Premero De Octubre)
24. Harakat ul Jihad i Islami (HUJI)
25. International Sikh Youth Federation
26. Islamic Army of Aden
27. Islamic Renewal and Reform Organization
28. Jamiat al-Ta'awun al-Islamiyya
29. Jamiat ul-Mujahideen (JUM)
30. Japanese Red Army (JRA)
31. Jaysh-e-Mohammed
32. Jayshullah
33. Jerusalem Warriors
34. Lashkar-e-Tayyiba (LET) (a.k.a. Army of the Righteous)
35. Libyan Islamic Fighting Group
36. Loyalist Volunteer Force (LVF)
37. Makhtab al-Khidmat
38. Moroccan Islamic Combatant Group (a.k.a. GICM; a.k.a. Groupe Islamique Combattant Marocain)

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39. Nada Management Organization (f.k.a. Al Taqwa Management Organization SA)
40. New People's Army (NPA)
41. Orange Volunteers (OV)
42. People Against Gangsterism and Drugs (PAGAD)
43. Red Brigades-Combatant Communist Party (BR-PCC)
44. Red Hand Defenders (RHD)
45. Revival of Islamic Heritage Society (Pakistan and Afghanistan offices -- Kuwait office not designated) (a.k.a. Jamia Ihya ul Turath; a.k.a. Jamiat Ihia Al- Turath Al-Islamiya; a.k.a. Revival of Islamic Society Heritage on the African Continent)
46. Revolutionary Proletarian Nucleus
47. Revolutionary United Front (RUF)
48. Salafist Group for Call and Combat (GSPC)
49. The Allied Democratic Forces (ADF)
50. The Islamic International Brigade (a.k.a. International Battalion, a.k.a. Islamic Peacekeeping International Brigade, a.k.a. Peacekeeping Battalion, a.k.a. The International Brigade, a.k.a. The Islamic Peacekeeping Army, a.k.a. The Islamic Peacekeeping Brigade)
51. The Lord's Resistance Army (LRA)
52. The Pentagon Gang
53. The Riyadus-Salikhin Reconnaissance and Sabotage Battalion of Chechen Martyrs (a.k.a. Riyadus-Salikhin Reconnaissance and Sabotage Battalion, a.k.a. Riyadh-as-Saliheen, a.k.a. the Sabotage and Military Surveillance Group of the Riyadh al-Salihin Martyrs, a.k.a. Riyadus Salikhin Reconnaissance and Sabotage Battalion of Shahids (Martyrs))
54. The Special Purpose Islamic Regiment (a.k.a. the Islamic Special Purpose Regiment, a.k.a. the al-Jihad-Fisi-Sabililah Special Islamic Regiment, a.k.a. Islamic Regiment of Special Meaning)
55. Tunisian Combat Group (a.k.a. GCT, a.k.a. Groupe Combattant Tunisien, a.k.a. Jama'a Combattante Tunisien, a.k.a. JCT; a.k.a. Tunisian Combatant Group)
56. Turkish Hizballah
57. Ulster Defense Association (a.k.a. Ulster Freedom Fighters)
58. Ummah Tameer E-Nau (UTN) (a.k.a. Foundation for Construction; a.k.a. Nation Building; a.k.a. Reconstruction Foundation; a.k.a. Reconstruction of the Islamic Community; a.k.a. Reconstruction of the Muslim Ummah; a.k.a. Ummah Tameer I-Nau; a.k.a. Ummah Tameer E-Nau; a.k.a. Ummah Tameer-I-Pau)
59. Youssef M. Nada & Co. Gesellschaft M.B.H.

U.S. Treasury Department's Designated Charities and Potential Fundraising Front Organizations for FTOs

1. Makhtab al-Khidamat / Al Kifah (formerly U.S.-based, Pakistan)
2. Al Rashid Trust (Pakistan)
3. Wafa Humanitarian Organization (Pakistan, Saudi Arabia, Kuwait, United Arab Emirates)
4. Rabita Trust (Pakistan)
5. Ummah Tameer E-Nau (Pakistan)
6. Revival of Islamic Heritage Society - Pakistan and Afghanistan Branches (Kuwait, Afghanistan, Pakistan)
7. Afghan Support Committee (Afghanistan, Pakistan)
8. Al Haramain Foundation (Indonesia, Kenya, Pakistan, Tanzania, Bosnia, Somalia, Bangladesh, Afghanistan, Albania, Ethiopia, Netherlands, Comoros Islands, and United States branches)
9. Aid Organization of the Ulema (Pakistan)
10. Global Relief Foundation (United States)

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11. Benevolence International Foundation (United States):
12. Benevolence International Fund (Canada)
13. Bosanska Idealna Futura (Bosnia)
14. Stichting Benevolence International Nederland (Netherlands)
15. Lajnat al Daawa al Islamiyya (Kuwait, Pakistan, Afghanistan)
16. Al Akhtar Trust (Pakistan)
17. Taibah International (Bosnia)
18. Al Haramain & Al Masjed Al Aqsa Charity Foundation (Bosnia)
19. Al Furqan (Bosnia)
20. Islamic African Relief Agency (IARA) / Islamic Relief Agency (ISRA) (Sudan, United States and 40 other branches throughout the world)
21. The Holy Land Foundation for Relief and Development (United States)
22. Al Aqsa Foundation (United States, Europe, Pakistan, Yemen, South Africa)
23. Comité de Bienfaisance et de Secours aux Palestiniens (France)
24. Association de Secours Palestinien (Switzerland)
25. Interpal (Palestinian Relief & Development Fund) (United Kingdom)
26. Palestinian Association in Austria (Austria)
27. Sanibil Association for Relief and Development (Lebanon)
28. Elehssan Society (Palestinian territories)
29. Aleph (Aum Shinrikyo/Aum Supreme Truth)
30. Rabbi Meir David Kahane Memorial Fund (Kahane Chai and Kach)
American Friends of the United Yeshiva (Kahane Chai and Kach)
American Friends of Yeshivat Rav Meir (Kahane Chai and Kach)
Friends of the Jewish Idea Yeshiva (Kahane Chai and Kach)
31. Irish Republican Prisoners Welfare Association (Real IRA)
32. Socorro Popular Del Peru/People's Aid of Peru (Sendero Luminoso/Shining Path)

SECTION B - SPECIFICATIONS & PRICING

REQUEST FOR BIDS

FOR

THE DESIGN, PRODUCTION AND SERVICES NEEDED
TO INVOICE VARIOUS TAX STATEMENTS,
PAYMENT COUPONS AND NOTICES

FOR

LUCAS COUNTY TREASURER'S OFFICE

FAMILIARIZATION:

Prior to bidding, each bidder is charged with the responsibility of reviewing and familiarizing themselves with the terms of these specifications, advertisement for bids, and the contract. Each bidder will be deemed to have reviewed, understood, and accepted the terms and conditions of said documents upon submission of his/her bid.

PRICES:

All quotes provided under this request for proposal should be given in terms of a complete project price, which will include the design, production and services needed to invoice various tax statements and notices. However, each separate project should also be bid individually on the attached spreadsheet. **Please note that quotes should be bid both including postage and without postage.**

PROJECTS:

The contract will consist of various projects as indicated further in this document. Additional projects may be added during the life of the contract at the same contract project price for a comparable project. The bidder must provide all paper stock, envelopes, design, production and services needed to invoice various tax statements, payment coupons and notices, with or without postage. Any project described in this document may also be eliminated at any time during the life of the contract.

If required by the County Treasurer's Office, vendor must have the ability to produce inserts and have them inserted with the tax statements, payment coupons and notices. Inserts may be one or two-sided. If there is a higher charge for a two-sided insert, this should be noted on the exception form.

MANDATORY PRE-BID CONFERENCE:

Each bidder shall attend a mandatory pre-bid conference. Failure to attend this conference will prohibit a potential bidder from submitting a proposal.

PRIOR EXPERIENCE AND REFERENCES:

Vendor must have prior experience/expertise in providing paper stock, envelopes, and inserts, along with the printing, sorting, folding, stuffing and delivery to USPS. Vendors must provide three references from within the last two years.

SAMPLES

Original Treasurer Samples will be handed out at the Pre-Bid Conference and copies of the documents are attached. Vendor samples of all proposed solution/documents, envelopes, etc. must be submitted with the bid packet.

QUALITY CONTROL:

The entire process must guarantee a 100% matching of all personalization and account for 100% of all records received and mailed. In order to provide evidence of proper matching of all personalized information, a test of documents shall be delivered to the Lucas County Treasurer's Office or onsite staff member of the Treasurer's Office. The Lucas County Treasurer's Office may inspect the production facility to ensure proper quality controls and capabilities. Postal substation must be located on the premises. A full time Quality Control Coordinator must be designated at the manufacturing facility. All services must be provided at one location. There will be no subcontracting without expressed written consent of Lucas County.

AWARD OF CONTRACT:

The award will be based upon the bidder's experience, conduct and performance on previous contracts, as well as price.

DISASTER RECOVERY:

The vendor must supply along with the bid, a comprehensive Disaster Recovery Plan which includes provisions for completing the project in an alternate location (Owned by the contractor), if necessary, while still meeting the County Treasurer's specifications and final deadlines.

The vendor shall be required to provide evidence, along with the response to this request, of adequate back-up facilities in the event of disaster or other occurrence, which renders the primary facility inoperable. Single-site manufacturing capability will not be considered. Back-up facilities cannot be owned or operated by a different company than that bidding, and must contain essentially the same equipment and capabilities as the primary facility. A minimum of one back-up facility will be required. The back-up facility must be linked to primary facility for immediate transfer of data and programming via a multi host frame relay. Off-site storage of programming shall be required.

SCOPE OF PROJECT:

The Board of Lucas County Commissioners, on behalf of the County Treasurer's Office, shall receive bids for providing the Products, Services and Software needed to invoice various tax bills, payment coupons and notices, i.e., real estate tax bills, 1st time delinquent real estate tax bills, escrow (TIPP) coupons, 2nd half personal property, delinquent personal property, manufactured home tax bill, automatic deduction notice, in addition to any other new projects that come into existence.

The billing process will require a sole vendor to be able to create a tax bill or notice that will handle single and multiple billings, receive the county's data, validate and correct the mailing address, sort, manipulate and map the data into the proper format, CASS certify, lithographic print the bills and notices, variable image each notice front and back, fold, stuff, seal and prepare for mail, and deliver the documents to USPS. As stated previously, vendor may or may not provide the postage at the discretion of the Lucas County Treasurer. Vendor is to bid both ways.

Said bid proposal shall be in writing, on the form provided by the County and shall be delivered in a sealed envelope marked "**Bid for the design, production and services needed to bill various tax statements, payment coupons and notices for the Lucas County Treasurer's Office**" to the Board of Lucas County Commissioners, Purchasing Department, One Government Center, Suite 470, Toledo, Ohio 43604 on or before the date and time specified on the 1st page of this bid packet.

DESIGN:

The vendor is required to provide a document design and methods for delivery for all projects (single and multiples). The document is to be a combination of lithographic printing and variable imaging. Vendor must submit samples of all documents and envelopes with their bid. There will be no additional cost of the design incurred by Lucas County.

DATA PROCESSING:

Extensive data processing capabilities will be required, including, but not limited to, look-up tables, sorting, address validation, CASS, ACS, NCOA, merging and de-duplication. The County will provide the contractor with an ASCII flat file electronically one week prior to scheduled project date. Project date must be strictly adhered to. Sample of data will be provided to the contractor. Contractor is responsible for placing data where appropriate on the various bills, coupons and/or notices.

A sample of the file format will be distributed at the Mandatory Pre-bid Conference.

PROJECTS:

Project A: Semi-annual automatic deduction notice

Process approximately 6,400 automatic deduction notices, annually. This mailing takes place twice a year – 1st(around the 20th to the 25th of December, and 2nd) around the 20th to the 25th of June (actual dates to be determined by the Treasurer's Office.)

Project B: Real Estate Tax Bills

Process approximately 280,000 real estate tax bills annually. This mailing takes place twice a year – 1st) before the 25th of December, and 2nd) around the 25th of June (actual dates to be determined by the Treasurer’s Office).

Approximately 190,000 will be singles (or individual) and 90,000 will be mailed as multiples (range from four bills to several hundred) being shipped to one address. Bulk boxing will be required. A mail code file with corresponding addresses will be provided.

Project C: TIPP Final Real Estate Tax Bill

Process approximately 8,000 real estate tax bills annually. This mailing will be immediately following the mailing of the 1st half real estate tax bills and 2nd half real estate tax bills (actual date to be determined by the Treasurer’s Office).

Project D: Manufactured Home tax bills

Process approximately 5,000 tax bills annually. The 1st half mailing will immediately follow the mailing of the final TIPP tax bill, and the 2nd half immediately following the 2nd half real estate tax bill mailing (actual date to be determined by the Treasurer’s Office).

Project E: TIPP Slips

Process approximately 14,000 sheets of payment coupons annually. This mailing will be in the 1st week of February and the 1st week of August (actual dates to be determined by the Treasurer’s Office).

Project F: ACH/ACH2 Paid Notice

Process approximately 16,000 printed “paid” statements, annually. This mailing takes place twice a year – 1st(around the first week of March, and 2nd) around the first week of September (actual date to be determined by the Treasurer’s Office.)

Project G: First Time Delinquent Real Estate Tax Notices

Process approximately 20,000 delinquent real estate tax bills annually, twice a year. This mailing will be around the 1st week of September and the 1st week of March (actual dates to be determined by the Treasurer’s Office).

Project H: 2nd half Personal Property Tax Bills

Process approximately 300-second half personal property tax bills. This mailing will be around the second week of August (actual date to be determined by the Treasurer’s Office).

Project I: Delinquent Personal Property Tax Bills

Process approximately 4,000 delinquent personal property tax bills. This mailing will be around the third week of October (actual date to be determined by the Treasurer’s Office).

Project J: Delinquent Installment Payment Coupons (DIPP)

This project will require the printing of blank forms only. Payment coupons to be printed in-house in the Treasurer’s Office. No mailings necessary. Approximately 14,000 sheets (3 per sheet) on an annual basis.

Project K: ACHM Final Statement Notice

Process approximately 5,000 ACHM final statement notices in letter form annually. This mailing takes place twice a year, around the 1st last week of December and the 2nd mailing is around the last week of June (actual dates to be determined by the Treasurer’s Office).

Additional Items needed annually, to be delivered on an “as-needed” basis:

| <u>Quantity</u> | <u>Item (blank forms)</u> | <u>Project</u> |
|-----------------|--|----------------|
| 40,000-50,000 | Real Estate Tax Bills | B |
| 200 | 2 nd half Personal Property Tax Bills | H |
| 500 | Delq. Personal Property Tax Bills | I |
| 40,000-50,000 | Outgoing Envelopes | ALL |
| 50,000-60,000 | Return Envelopes | ALL |
| 5,000 | Pink Envelopes | C |
| | | |

PROJECT REQUIREMENTS:

Contractor must provide real estate (project B), TIPP final tax bill (project C), manufactured home tax bill (D), 1st time delinquent real estate (project G), 2nd half personal property (project H), and delinquent personal property (project I), with the following characteristics:

- Form Specifications:
- Size: 8-1/2 x 11 cut sheet
- Paper: 24-lb.
- Construction: Form will have one full cross perforation located 7-1/4” from top of remittance stub.

- The form is to be designed to have the laser printer “free-format” the form based upon requirements of the Treasurer.
- An OCR-A font is required in the scan line and the font size must be 10 digits per inch. Ink: OCR-A black ink, heat resistant
- A MICR line must be printed on the real estate tax bills only.

Contractor must provide TIPP payment coupon (project E) and DIPP payment coupons (project L) with the following characteristics: Document Characteristics

- Form Specifications:
- Size: 8-1/2 x 11 cut sheet
- Paper: 24-lb.
- Construction: Form will have three payment coupons per sheet, which will include the remittance form and taxpayers receipt.
- An OCR-A font is required in the scan line and the font size must be 10 digits per inch. Ink: OCR-A black ink, heat resistant.

Contractor must provide real estate semi-annual automatic deduction notices (project A) and ACH/ACH2 paid notices (project F) with the following characteristics:

- Form Specifications:
- Size: 8-1/2 x 11 sheet
- Paper: 20-24 lb.

QUANTITIES

| | <u>Project</u> | <u>Quantities</u> |
|---|--|-------------------------------|
| A | Semi-annual deduction notices | 4,000 |
| B | Real Estate Tax Bills | 280,000 |
| C | TIPP Final Real Estate Tax Bills | 8,000 |
| D | Manufactured Home Tax Bills | 5,000 |
| E | TIPP slips | 16,000 sheets (3 per page) |
| F | ACH/ACH2 Paid Notice | 8,400 |
| G | First Time Delinquent Real Estate Tax Notices | 20,000 |
| H | 2 nd half Personal Property Tax Bills | 300 |
| I | Delinquent Personal Property Tax Bills | 4,000 |
| J | Delinquent Installment Payment Coupons (DIPP) | 14,000 sheets (3 per page) |
| K | ACHM Final Statement Notice Letter | 5,000 |

FORM CUT AND PERFORATION:

The form size must remain consistent with the original specifications. Note: The scan line placement set-up on the equipment relative to the leading edge of the remittance stub; therefore, inconsistencies in the paper cut could cause rejects due to erroneous scan line placement. Specifications must be adhered to. ****See UNISYS Document Specifications****

Perforation should not be on the leading edge (right side) or bottom of the form. Perforations in either area lend themselves to track jams.

ENVELOPE SPECIFICATIONS:

Outgoing Envelope:

Sample to be submitted with bid from vendor.

Must have printed on the envelope: **“IMPORTANT TAX NOTICE”**

#9 - Return Envelope:

Sample to be submitted with bid from vendor. Only project C requires different color of return envelopes. Currently the projects requiring different colored return envelopes and the colors in use are as follows:

Project C – Pink

CONTRACT REQUIREMENTS:

- a. Preference will be given to all suppliers who operate on a 24-hour, 365 days a year basis.
- b. Postal requirements – contractor must be capable of presorting and bar coding to provide the best carrier route and delivery point available discounts. Contractor will be required to be USPS, ACS, NCOA systems certified in order to provide automation discounts when reclassification takes place.
- c. Address cleansing – Contractor must be CASS certified to insure address cleansing and correction capabilities. CASS database must be updated on a regular basis. A listing of rejected addresses must be returned to the Lucas County Treasurer’s Office. If there is a charge for this service, it must be noted on the Exception Form.
- d. Technical support – Preference will be given to all contractors that are able to provide 24 hour, 7 day a week, qualified, technical support services.
- e. Quality Assurance –
 1. Capability must exist to track each bill every step of the way through the production process.
 2. Process must include first article inspection random physical inspections at printing and prior to mailing.
 3. All addresses must be certified compliant with the US Postal Service coding accuracy support system (CASS).
 4. Contractor must provide the sample bills for proof and testing prior to customer release for production printing.
 5. Contractor’s production must be zero – defect capable and have a formal quality improvement process in place.
 6. Contractor must supply audit reports on bill production down to the bill level.
 7. Contractor must have the ability to strictly adhere to customer’s project date.
- f. Bill Formatting Design – Contractor must have the ability to provide variable formats, sizes and styles at all times and have the ability to provide these without impacting the customer’s project dates.
 1. Pie charts must be provided on all Real Estate Tax Bills (project B)
- g. Contractor must adhere to the County’s billing/delivery mandates and facilitate the County in meeting these requirements.

Miscellaneous Instructions and Requirements:

- a. Implied Requirements – Costs for products and services not specifically mentioned in the bid, but which are necessary to provide the functional capabilities described by the vendor **must** be included in the vendor’s basic bid on the exception list provided or they will not become a part of the awarding contract.
- b. Bids Suitability – When analyzing the bids submitted, the County will consider superior design, technology, workmanship, materials, size and component parts, operating costs, warranty, service facility, etc., in addition to price. It is Lucas County’s intent to accept the bid, which, after a thorough analysis of the bids submitted, proves to be the most

suitable for the intended use. Bids may be rejected if all required papers are not returned with the bid.

- c. Time is of the essence – Unless otherwise stated in the contract, time is of the essence in the performance of all duties under the contract. The County is mandated by the Ohio Revised Code to meet specific billing/delivery dates. Contractor must facilitate the County to adhere to these mandates.
- d. Subcontracting – It is to be understood that no part of this bid shall be assigned, transferred, conveyed, sublet, or otherwise disposed of, without the expressed written approval of the Board of Lucas County Commissioners. The contractor may not change any procedure under the terms of the contract without express written permission of the County.
- e. Contract – A one-year price agreement shall be made, with three, one-year renewal options.
- f. Board of Lucas County Commissioners reserve the right to reject any bid if indication or review of any services or equipment fails to satisfy the Lucas County Treasurer that the equipment or services have a satisfactory performance record or if they do not completely meet the Lucas County Treasurer's Office requirements.
- g. Past performance will be a consideration.
- h. Contractor to be provided with a test file from the Lucas County Information Services Department. Contractor will then provide test bills to the Lucas County Treasurer to be tested on the remittance processor, 2 to 3 days prior to the project date.
- i. Lucas County reserves the right to add any new and/or additional forms for outsourcing at the project contract price for a comparable project.
- j. Lucas County will not pay any upfront costs. The County will be billed on a per project basis.
- k. The County must proof and sign off on all types of bills before they are mailed.
- l. MICR ink only must be used on MICR line. Block letters must be used on OCR line.
- m. The County may terminate contract by written notice if the terms of the contract are not adhered to.

1.) Definitions:

- Project Date – The date of the actual mailing.
- Proof – An actual sample to be used for testing. Fax copy not acceptable.

CHECK LIST
Included with Bid

- Attended the Mandatory Pre-Bid Conference
- Entire Bid Packet – All Pages
- All affidavits
- List of References
- Samples of forms, documents, envelopes, etc.
- Exception List – any deviations from the specifications must be clearly detailed on this form.
- Bid bond (surety bond, certified check, cashier’s check or money order)
- Spreadsheet for one-year contract with two one-year renewal options, Bid with and without postage included

Appendix A

Document Specifications

This appendix provides specifications for documents to be processed by an NDP 500. To ensure trouble-free operation and good encoding and endorsement quality, documents must conform to these specifications.

To ensure efficient handling and stacking of documents, their length-to-height ratio should be within the range of 1.5: 1 to 3: 1, and their dimensions should be within the limits stated in Table 3.

Table 3. Document Length and Height Specifications

| Measurement | Minimum | Maximum |
|--------------------|-------------------|----------------|
| <hr/> | | |
| Length | | |
| centimeters | 12.40 (see note.) | 23.50 |
| inches | 4.88 (See note.) | 9.25 |
| <hr/> | | |
| Height | | |
| centimeters | 7.00 | 10.80 |
| inches | 2.75 | 4.25 |

Note: The *minimum document length that can be placed in the secondary feeder is 13.97 centimeters or 5.5 inches.*

The NDP 500 can handle paper of the weights and thicknesses stated in Table 4.

Table 4. Document Weight and Thickness Specifications

| Measurement | Minimum | Maximum |
|--------------------|----------------|----------------|
| <hr/> | | |
| Weight | | |
| gm ² | 75 | 90 |
| pounds | 20 | 24 |
| <hr/> | | |
| Thickness | | |
| millimeters | 0.1 | 0.15 |
| inches | 0.0035 | 0.006 |

As the minimum values of weight and thickness are approached, the suitability of the paper is increasingly affected by other characteristics, such as its tensile strength, tear point, curl tendency, long/cross grain stiffness, and surface smoothness.

Documents up to a maximum extreme weight of 171 gm² (105 lb) can be placed in the primary feeder and processed, but a degradation of 10 percent in stop rate will occur. This document weight is not recommended for the secondary feeder.

Grain

For paperweights above 90 g/m² (24 lb), the grain can lie on either axis of the document. For lighter papers, it is recommended that the grain lies along the length of the document, that is, long grain.

Surface Texture

The surface texture of a document must be such that MICR characters adhere to it during multiple passes through the MICR readers. Documents should be encoded on the felt side.

Lucas County Treasurer's Office Project Timeline

| December | | | | | |
|---|-----------------|--|--------------------|---|----------------------------------|
| Date | Due Date | Project | Project No. | Approx. # of Forms | # of Return Envelopes |
| Between the 20 th and 25 th | 01/20 | ACH2 withdrawal notice | (A) | 2,000 | N/A |
| Before the 25 th | 01/31 | 1 st half Real Estate Tax Bills | (B) | 95,000 singles 45,000 multiples 45,000 in-house | 100,000 white 15,000 in-house |
| Immediately after Real Estate tax bill | 01/31 | TIPP Final Tax Bill | (C) | 1,600 | 1,600 Pink |
| Immediately after TIPP final bill | 01/31 | Manufactured Home tax bills | (D) | 2,500 | 2,500 White |
| Immediately after Tipp final tax bill | N/A | ACHM Final Statement Notice Letter | (K) | 2,500 | N/A |
| January | 01/31 | Close of 1 st half Real Estate | | | |
| | | | | | |
| | | | | | |
| February | | | | | |
| 1 st week | | TIPP slips | (E) | 8,000 x 5 coupons (2 sheets each) | N/A |
| | | | | | |
| March | | | | | |
| 1 st week (before rollover) | | ACH/ACH2 "Paid" Notice | (F) | 4,200 | N/A |
| 1 st week of March | N/A | 1 st time Delinquent Real Estate Tax Bill | (G) | 5,000 | 5,000 |
| April | | | | | |
| | | | | | |
| | | | | | |
| May | | | | | |
| | | | | | |
| | | | | | |
| June | | | | | |
| Between the 20 th and 25 th | 07/20 | ACH2 withdrawal notice | (A) | 2,000 | N/A |
| 3 rd or 4 th week | 07/31 | 1 st half Real Estate Tax Bills | (B) | 95,000 singles 45,000 multiples 45,000 in-house | 100,000 white 15,000 in-house |
| Immediately after Real Estate tax bill | 07/31 | Manufactured Home tax bills | (D) | 2,500 | 2,500 white |

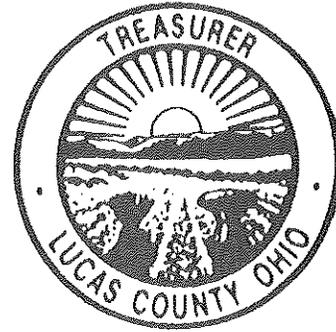
| | | | | | |
|--|-------|--|------------|-------|-------------|
| Immediately after Real Estate tax bill | N/A | ACHM Final Statement Notice Letter | (K) | 2,500 | N/A |
| JULY | 07/31 | Close of 2 nd half Real Estate | | | |
| | | | | | |
| August | | | | | |
| 2 nd week | | 2 nd half Personal Property Tax Bills | (H) | 3,000 | 3,000 white |
| Before Real Estate rollover | | ACH/ACH2 Paid Statements | (F) | 4,200 | N/A |
| | | | | | |
| | | | | | |
| September | | | | | |
| 1 st week | | 1 st time Delinquent Real Estate Tax Notice | (G) | 5,000 | 5,000 white |
| | | | | | |
| | | | | | |
| October | | | | | |
| 3 rd week | | Delq. Personal Property Tax Notice | (I) | 4,000 | 4,000 white |
| | | | | | |
| | | | | | |
| November | | | | | |

**REQUEST FOR BIDS FOR THE DESIGN, PRODUCTION AND SERVICES
NEEDED TO INVOICE VARIOUS TAX STATEMENTS, PAYMENT COUPONS
AND NOTICES FOR THE LUCAS COUNTY TREASURER'S OFFICE**

Please note that there are four worksheets in this file - (1) the one year contract, (2), (3)
& (4) the three one-year renewal options



WADE KAPSZUKIEWICZ
 TREASURER OF LUCAS COUNTY
 ONE GOVERNMENT CENTER #500
 TOLEDO, OH 43604-2253



ADDRESSEE:

J E & L B MCCREADY TRS
 2-890 RD T-3
 LIBERTY CENTER OH 43615

www.co.lucas.oh.us/Treasurer
 email ADDRESS: treasurer@co.lucas.oh.us

AUTOMATIC BANK WITHDRAWAL NOTICE
 [DO NOT PAY]

The following is a statement of the real estate tax amount to be deducted from your bank account.
 Please feel free to contact the Treasurer's Office at (419) 213-4304 if you have any questions.

| County | Township | School | Voc. Ed. School | City - Village | Real Estate Taxes |
|----------------------------|----------|--------|-----------------|---------------------|-------------------|
| 117.11 | | 280.56 | | 36.43 | 1st Half 2007 |
| Taxing District | | Rate | Assessed Value | GENERAL HB-920 | 760.10 |
| TOLEDO CITY - TOLEDO | CS- | 91.80 | | 0.428889 | 326.00 |
| | | | | SUB TOTAL | 434.10 * |
| Tax District/Parcel Number | | Land | 3,920 | 10% Rollback | 43.41 |
| | | Bldg. | 12,640 | NET GENERAL TAX | 390.69 * |
| 20-22104 | | Total | 16,560 | T.A.S.D.-MOSQUITO | 1.99 |
| Legal Description | | | | LIGHTS BASIC-TOLEDO | 4.55 |
| BANCROFT HGHLDS PLT 3 | | | | LEAF & SNOW REMOVAL | 37.58 |
| LOT 348 | | | | TREE MAINTENANCE-TO | 10.16 |
| | | | | TOTAL SPECIALS | 54.28 * |
| ACH2 | | | | AMOUNT PAID..... | 444.97 ** |

THIS AMOUNT WILL BE DEDUCTED ON
 01/21/2008 OR THE FIRST BUSINESS DAY THEREAFTER.

A DETAILED EXPLANATION IS PROVIDED ON THE REVERSE SIDE.

Project A

FROM: WADE KAPSZUKIEWICZ, TREASURER OF LUCAS COUNTY

THE FOLLOWING IS A DETAILED EXPLANATION OF THE INFORMATION PROVIDED ON THE REVERSE SIDE.

The information listed under "Taxing District-Rate" is your school district and the total voted millage for that district. Under the heading of "Assessed Value" is the taxable value assigned to your property. This figure is 35% of the actual value of your property. Questions concerning the accuracy of your value should be directed to the Auditor's Appraisal Division at (419) 213-4433. Taxes are calculated by multiplying the assessed value times the tax rate (voted millage), then dividing by two (2) to arrive at your half year general tax. General tax is listed as the top item on your tax bill. The next three (3) items listed on your bill are credits. These are H.B. 920 (value equalization factor), 10% rollback credit and a 2-1/2% credit (applies only to owner-occupied homes).

The distribution of your tax dollars is itemized under "City, Township, School", etc. and equals the item listed as "Sub-Total" on your bill. The difference between "Sub-Total" and "Net General Tax" is made up through reimbursements from the State of Ohio. The final listing on your tax bill is for your municipal assessments. Phone numbers for questions concerning these charges are provided below.

Toledo(419) 245-1653

Maumee(419) 897-7110

Oregon(419) 698-7012

Sylvania.....(419) 885-8931

If you are age 65 or over and/or are permanently and totally disabled at any age, you may qualify for the Homestead credit. Contact the Auditor's Homestead Department at (419) 213-4336 for further information.

+



Wade Kapszukiewicz
 Treasurer of Lucas County
 One Government Center #500
 Toledo, OH 43604-2253

www.co.lucas.oh.us/treasurer
 email: treasurer@co.lucas.oh.us
 Office Hours: Monday through Friday
 8:00 A.M. to 5:00 P.M.
 (419) 213-4305

**REAL ESTATE TAX BILL
 SECOND HALF - 2008**

\$1,071.08*
Due By 7/31/2009

ADDITIONAL INFORMATION ON BACK

| |
|-----------------------------------|
| PARCEL NUMBER |
| 01-04401 |
| TAX DISTRICT |
| TOLEDO CITY - TOLEDO CSD |
| TAX RATE |
| 91.97 |
| EFFECTIVE TAX RATE (mills) |
| 54.98 |

ADDRESSEE:

CITIMORTGAGE INC
 3302 FRANKLIN AVE
 TOLEDO OH 43608

MESSAGES

Having trouble paying your real estate taxes? Ask us about our convenient payment plans: 419-213-4305.

| LEGAL OWNER | LEGAL DESCRIPTION | PROPERTY ADDRESS |
|------------------|--------------------------------|---------------------------|
| CITIMORTGAGE INC | APPLE GROVE ADDITION LOT 87 | R-10 3302 FRANKLIN AVE |

CALCULATION OF TAXES

LAND 1,160
 BLDG. 14,700
 TOTAL 15,860*

GENERAL 1,458.64
 HOUSE BILL 920 -586.62
 SUB TOTAL 872.02*
 10% ROLLBACK -87.20
 2 1/2% ROLLBACK -21.80
 NET GENERAL TAX 763.02*
 TOTAL SPECIALS 257.06*
 FIRST HALF PENAL 51.00

H.B.920 CREDIT

0.402171

ASSESSED VALUE

15,860*

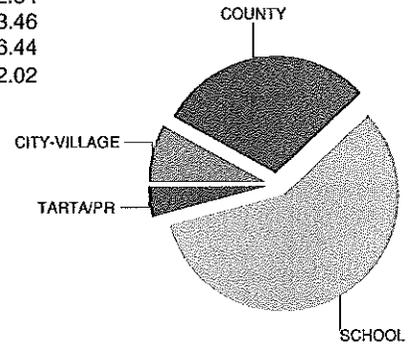
CERT. YEAR

7/31/2009

PENALTY & INTEREST AFTER

WHERE YOUR GENERAL TAXES GO

■ CITY-VILLAGE 69.78
 ■ COUNTY 262.34
 ■ SCHOOL 503.46
 ■ TARTA/PR 36.44
 Subtotal: 872.02



Above total does not include special assessments.

PAY THIS AMOUNT

\$1,071.08*

TO INSURE PROPER CREDIT, DETACH AND RETURN THIS PORTION IN THE ENCLOSED ENVELOPE.

DUE DATE

**Penalty and Interest
 After: 7/31/2009**

Please use return envelope provided when returning by mail. Make sure address on back shows in window.

IF TAXES ARE NOT PAID WITHIN ONE YEAR FROM THE DATE THEY ARE DUE, THE PROPERTY IS SUBJECT TO FORECLOSURE FOR TAX DELINQUENCY. ALSO, UNPAID TAXES ARE SUBJECT TO A TAX LIEN SALE.

PAY THIS AMOUNT

\$1,071.08*

R-10

01-04401

TAXING DISTRICT - PARCEL NUMBER

SECOND HALF - 2008

CITIMORTGAGE INC
 3302 FRANKLIN AVE

PLEASE DO NOT STAPLE OR PAPER GLIP PAYMENT TO PAYMENT COUPON.

Mail Payment To: Treasurer of Lucas County
 One Government Center #500
 Toledo, OH 43604-2253

DO NOT MARK BELOW THIS LINE
 FOR TREASURER'S OFFICE USE ONLY

Project B & C

010000104401000010710801000010440100001071082

⑆5000⑉0923⑆ 90 09329⑈ 001

IMPORTANT INFORMATION--PLEASE READ CAREFULLY

1. For your convenience, this bill can be paid at the following bank branch locations in Lucas County: Huntington, National City, First Federal, Fifth Third, Genoa Banking Center, Key Bank and State Bank and Trust. The banks can only accept the EXACT amount of this bill and only during the months of January and July. All partial payments or late payments must be made directly to our office.
2. Check your bills to confirm that you have received all of them. Failure to receive your tax bill does not excuse the failure or delay to pay, per Ohio Revised Code Section 323. Late penalties and interest will accrue.
3. It is the taxpayer's responsibility to notify the Treasurer's Office of any mailing address changes. This should be done in writing or via email, and include the Tax District Parcel Number, which is located in the upper right corner of the bill.
4. When checks are not honored and returned to the Treasurer's Office bank, a returned check fee of \$6.00 will be assessed and the tax payment will be voided. Late penalties and interest may also apply.
5. Your assessed tax value is 35% of the appraised market value. Questions regarding the **valuation of property** may be directed to the County Auditor at (419) 213-4406.
6. If you would like to have future semi-annual tax bills automatically deducted from a checking or savings account, please contact us at (419) 213-4304.
7. If your taxes are paid current, including this bill, and you wish to enroll in a monthly prepayment plan, call us at (419) 213-4304.
8. If you are receiving the 2 ½% **owner-occupied credit** and you are not occupying the home, you must notify the Auditor's office at (419) 213-4443. Failure to do so may result in the owner being convicted of a fourth degree misdemeanor. If you are not receiving this credit and you are eligible, please contact the County Auditor at (419) 213-4443.
9. If you have an escrow account for your taxes, please forward this bill, along with your loan number, to your mortgage company and have them notify us to bill them directly in the future.
10. Credit card payments are accepted via the phone, the internet, or in person only at the Treasurer's office. No credit card payments will be accepted by mail. A 2.5% fee will be assessed by Official Payments Corp for this service. For online payments go to www.co.lucas.oh.us/treasurer and choose the *make a payment* option or call 1-888-272-9829 and follow the instructions. For the phone payment service, choose option # 3 for property taxes. Lucas County jurisdiction code is 4502. Press 1 to pay real estate tax. If you have any problems or questions, the customer service phone number for Official Payments Corp is 1-888-357-8394.
11. **E-Checking** payments are available through Official Payments Corp. They will assess a \$3.00 fee per parcel. For online payment go to www.co.lucas.oh.us/treasurer and choose the *make a payment* option. To make your e-checking payment by phone call 1-888-272-9829 and follow the instructions.
12. The items listed below T ASD are city assessments. Contact the appropriate municipality with any special assessment questions:
Toledo...(419) 245-1653 Oregon...(419) 698-7012 Sylvania...(419) 885-8931 Maumee...(419) 897-7110
13. If you are 65 years of age or older or permanently disabled, you are entitled to the **Homestead Exemption**. Contact the County Auditor at (419) 213-4406.
14. Ohio law requires owners of residential **rental property** to register said properties with the County Auditor by providing current contact information within sixty days of receipt of this bill. Failure to file the information or to update incorrect information in a timely manner may result in the assessment of a penalty of up to \$150.00 following each tax bill for which the information is not filed pursuant to ORC section 5323.01, .02, and .99. Any questions can be directed to the County Auditor at (419) 213-4420.
15. Your canceled check will serve as your receipt. Keep the itemized (top) portion of the bill for your records.

PLEASE RETURN THIS PART WITH YOUR PAYMENT.
THANK YOU!



WADE KAPSZUKIEWICZ
TREASURER OF LUCAS COUNTY
1 GOVERNMENT CTR STE 500
TOLEDO OH 43604-2253

WADE KAPSZUKIEWICZ
 TREASURER OF LUCAS COUNTY
 ONE GOVERNMENT CENTER #500
 TOLEDO, OH 43604-2253

www.co.lucas.oh.us/Treasurer
 E-MAIL ADDRESS: treasurer@co.lucas.oh.us
 PHONE: (419) 213-4065

ADDRESSEE:

STATEMENT OF ACCOUNT

| | | | |
|--------------|--------------|--------------------------|--|
| PERIOD-YEAR | | TAXING DISTRICT-FILE NO. | |
| TAX DISTRICT | | | |
| TAX RATE | BALANCE DUE | PENALTY & INTEREST AFTER | |
| DATE PAID | CHECK NUMBER | AMOUNT PAID | |

IMPORTANT MANUFACTURED HOME TAX NOTICE

NOTICE:
 10% PENALTY IF NOT PAID BY DUE DATE; MINIMUM OF \$5. IF DELINQUENT INSTALLMENT CONTRACT IS NEEDED, PLEASE CALL (419) 213-4065.

642061B

| ASSESSED VALUATION | DESCRIPTION |
|---|-------------|
| SEE REVERSE SIDE FOR PAYMENT INSTRUCTIONS OFFICE HOURS: MONDAY THROUGH FRIDAY 8:00 A.M. TO 5:00 P.M. | |
| TOTAL TAXES DUE | |

TO INSURE PROPER CREDIT, DETACH AND RETURN THIS PORTION IN THE ENCLOSED ENVELOPE.

ASSESSED VALUATION

TAXING DISTRICT - FILE NUMBER

MAKE CHECK PAYABLE & REMIT TO:

PAY THIS

DO NOT MARK BELOW THIS LINE
 FOR TREASURER'S OFFICE USE ONLY

Project D

PLEASE READ CAREFULLY

1. When paying your taxes by check, write the Taxing District - File Number of your property in the lower left hand corner of your check. This number is located in the upper right hand corner of the bill.
2. YOUR CANCELLED CHECK WILL SERVE AS YOUR RECEIPT. You should keep the receipt portion (top portion) of the tax bill for your records.
3. CHECK YOUR BILLS. Failure to receive a tax bill does not excuse failure or delay to pay any taxes, special assessments, or other charges shown on such bill or avoid penalty, interest, or charge for such delay - Section 323, Ohio Revised Code.
4. It is the taxpayer's responsibility to notify the Treasurer's office of Name and/or Address changes. This must be done in writing. Your Taxing District - File Number must accompany this notification.
5. When checks are not honored upon presentation at the bank and returned to the County Treasurer's office, a returned check fee of \$11.00 will be assessed, payment will be VOID and tax marked unpaid.
6. Tax changes are due to valuation adjustments, tax levies or bond issues. Your tax value is 40% of the appraised value.
7. NOTICE: If the taxes are not paid within sixty days after the County Auditor delivers the delinquent manufactured home tax list to the County Treasurer, you and your home may be subject to collection proceedings for tax delinquency.

ATTENTION CREDIT CARD CUSTOMERS

AMEX, MasterCard, Visa, Discover

Use the New Automated Telephone Credit Card System by calling 1-888-2PAY-TAX. Credit Card payments will now be accepted by Telephone only.

Transactions are kept completely secure from the convenience of your home.

CREDIT CARD PAYMENT INSTRUCTIONS: (a fee will be assessed by Official Payments, Corp. for this service)

1. Call 1-888-2PAY-TAX (1-888-272-9829).
2. Jurisdiction Code for Lucas County 4502.
3. Press 4 to pay a Manufactured Home Tax.
4. Enter payment information.
5. Enter credit card # _____
6. Enter expiration date (4 digits) MM/YY
7. Wait for confirmation number before ending call.

Customer Service for Official Payments, Inc.: 1-888-357-8394

If you are age 65 or over and / or are permanently and totally disabled at any age, you may qualify for the Homestead credit. Contact the auditor's Homestead Department at (419) 213-4336 for further information.

*PLEASE RETURN THE BOTTOM PORTION WITH YOUR PAYMENT
THANK YOU
WADE KAPSZUKIEWICZ
TREASURER OF LUCAS COUNTY*



PAYABLE AND MAIL TO:



WADE KAPSZUKIEWICZ
TREASURER OF LUCAS COUNTY
ONE GOVERNMENT CENTER, SUITE 500
TOLEDO OH 43604-2253
419-213-4304 • WEB SITE ADDRESS: <http://co.lucas.oh.us/Treasurer/>

TREASURER'S COPY

REAL ESTATE TAX PAYMENT:

| | | | |
|---------------|------------------------|------------|-------------|
| ESTIMATED TAX | MONTHLY PAYMENT AMOUNT | PARCEL NO. | AMOUNT PAID |
|---------------|------------------------|------------|-------------|

DO NOT MARK BELOW THIS LINE

TAXPAYER'S RECEIPT

DATE: DUE DATE:

PAYMENT NO: PARCEL NO:

ESTIMATED TAX:

MONTHLY PAYMENT AMOUNT:



WADE KAPSZUKIEWICZ
TREASURER OF LUCAS COUNTY
ONE GOVERNMENT CENTER, SUITE 500
TOLEDO OH 43604-2253
PHONE: (419) 213-4304
<http://co.lucas.oh.us/Treasurer/>

For an official receipt, keep this for your records.

AMOUNT OF PAYMENT:

[Empty box for amount of payment]

PAYABLE AND MAIL TO:



WADE KAPSZUKIEWICZ
TREASURER OF LUCAS COUNTY
ONE GOVERNMENT CENTER, SUITE 500
TOLEDO OH 43604-2253
419-213-4304 • WEB SITE ADDRESS: <http://co.lucas.oh.us/Treasurer/>

TREASURER'S COPY

REAL ESTATE TAX PAYMENT:

| | | | |
|---------------|------------------------|------------|-------------|
| ESTIMATED TAX | MONTHLY PAYMENT AMOUNT | PARCEL NO. | AMOUNT PAID |
|---------------|------------------------|------------|-------------|

DO NOT MARK BELOW THIS LINE

TAXPAYER'S RECEIPT

DATE: DUE DATE:

PAYMENT NO: PARCEL NO:

ESTIMATED TAX:

MONTHLY PAYMENT AMOUNT:



WADE KAPSZUKIEWICZ
TREASURER OF LUCAS COUNTY
ONE GOVERNMENT CENTER, SUITE 500
TOLEDO OH 43604-2253
PHONE: (419) 213-4304
<http://co.lucas.oh.us/Treasurer/>

For an official receipt, keep this for your records.

AMOUNT OF PAYMENT:

[Empty box for amount of payment]

PAYABLE AND MAIL TO:



WADE KAPSZUKIEWICZ
TREASURER OF LUCAS COUNTY
ONE GOVERNMENT CENTER, SUITE 500
TOLEDO OH 43604-2253
419-213-4304 • WEB SITE ADDRESS: <http://co.lucas.oh.us/Treasurer/>

TREASURER'S COPY

REAL ESTATE TAX PAYMENT:

| | | | |
|---------------|------------------------|------------|-------------|
| ESTIMATED TAX | MONTHLY PAYMENT AMOUNT | PARCEL NO. | AMOUNT PAID |
|---------------|------------------------|------------|-------------|

DO NOT MARK BELOW THIS LINE

TAXPAYER'S RECEIPT

DATE: DUE DATE:

PAYMENT NO: PARCEL NO:

ESTIMATED TAX:

MONTHLY PAYMENT AMOUNT:



WADE KAPSZUKIEWICZ
TREASURER OF LUCAS COUNTY
ONE GOVERNMENT CENTER, SUITE 500
TOLEDO OH 43604-2253
PHONE: (419) 213-4304
<http://co.lucas.oh.us/Treasurer/>

For an official receipt, keep this for your records.

AMOUNT OF PAYMENT:

[Empty box for amount of payment]

Project E

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WADE KAPSZUKIEWICZ
TREASURER OF LUCAS COUNTY
ONE GOVERNMENT CENTER #500
TOLEDO, OH 43604-2253



ADDRESSEE:

WEB SITE ADDRESS: <http://co.lucas.oh.us/Treasurer/>
email ADDRESS: treasurer@co.lucas.oh.us
(419) 213-4305

651857A

THIS IS NOT A BILL

If you have any questions, please
contact our Real Estate Department
at (419) 213-4305.

AMOUNT PAID ▶▶▶

A DETAILED EXPLANATION IS PROVIDED ON THE REVERSE SIDE.

Project F

FROM: WADE KAPSZUKIEWICZ, TREASURER OF LUCAS COUNTY

The Treasurer's Office is providing this information due to the large number of requests this office receives for tax information from homeowners that pay through their escrow account. The following is a detailed explanation of the information provided on the reverse side of this form.

The information listed under "Taxing District-Rate" is your school district and the total voted millage for that district. Under the heading of "Assessed Value" is the taxable value assigned to your property. This figure is 35% of the actual value of your property. Questions concerning the accuracy of your value should be directed to the Auditor's Appraisal Division at (419) 213-4433. Taxes are calculated by multiplying the assessed value times the tax rate (voted millage) then dividing by two (2) to arrive at your half-year general tax. General tax is listed as the top item on your tax bill. The next three (3) items listed on your bill are credits. These are H.B. 920 (value equalization factor), 10% rollback credit and a 2 1/2% credit (applies only to owner-occupied homes).

The distribution of your tax dollars is itemized under "City, Township, School", etc. and equals the item listed as "Sub-Total" on your bill. The difference between "Sub-Total" and "Net General Tax" is made up through reimbursements from the State of Ohio.

The final listing on your tax bill called "special assessments" is for your municipal assessments. Phone numbers for questions concerning these charges are provided below.

Toledo(419) 245-1653
Oregon(419) 698-7012

Maumee.....(419) 897-7110
Sylvania (city) (419) 885-8931

If you are age 65 or over and/or are permanently and totally disabled at and age, you may qualify for the Homestead Credit. Contact the Auditor's Homestead Department at (419) 213-4336 for further information.

**WADE KAPSZUKIEWICZ
TREASURER OF LUCAS COUNTY**

IF YOUR MAILING ADDRESS HAS CHANGED, PLEASE NOTIFY OUR OFFICE IN WRITING SO WE MAY UPDATE OUR RECORDS ACCORDINGLY. IF YOU REFINANCE YOUR MORTGAGE AND YOUR TAXES ARE BEING ESCROWED, PLEASE PROVIDE OUR OFFICE WITH THE NAME AND ADDRESS OF THE MORTGAGE COMPANY, SO WE MAY BILL THEM DIRECTLY. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR REAL ESTATE TAX DEPARTMENT AT (419) 213-4305.





Wade Kapszukiewicz
 Treasurer of Lucas County
 One Government Center #500
 Toledo, OH 43604-2253

www.co.lucas.oh.us/treasurer
 email: treasurer@co.lucas.oh.us
 (419) 213-4305
 Office Hours: Monday through Friday
 8:00 A.M. to 5:00 P.M.

DELINQUENT TAX NOTICE

ADDITIONAL INFORMATION ON BACK

| | |
|-----------------------------------|--------------------------|
| PARCEL NUMBER | 16-03807 |
| TAX DISTRICT | TOLEDO CITY - TOLEDO CSD |
| TAX RATE | 91.97 |
| EFFECTIVE TAX RATE (mills) | 54.98 |

ADDRESSEE:
JOAN A DIAMOND
4025 KINGSBURY AVE
TOLEDO OH 43612

MESSAGES

IF TAXES ARE NOT PAID WITHIN ONE YEAR FROM THE DATE THEY ARE DUE, THE PROPERTY IS SUBJECT TO FORECLOSURE FOR TAX DELINQUENCY UNDER CHAPTER 5721 OF THE REVISED CODE.

10% PENALTY IF NOT PAID BY DUE DATE. IF DELINQUENT INSTALLMENT CONTRACT IS NEEDED, PLEASE CALL 213-4055.

| LEGAL OWNER | LEGAL DESCRIPTION | PROPERTY ADDRESS |
|-------------|--------------------|-------------------------|
| | WALNUT HILLS LOT 6 | R-10 4025 KINGSBURY AVE |

| CALCULATION OF TAXES | |
|----------------------|----------|
| LAND | 5,710 |
| BLDG. | 23,870 |
| TOTAL | 29,580 |
| GENERAL | 1,360.23 |
| HOUSE BILL 920 | -547.05 |
| SUB TOTAL | 813.18 |
| 10% ROLLBACK | -81.32 |
| 2 1/2% ROLLBACK | -20.33 |
| HOMESTEAD CREDIT | -253.00 |
| NET GENERAL TAX | 458.53 |
| T.A.S.D.-MOSQUIT | 3.40 |
| STREET SERVICES | 41.15 |
| LIGHTS BASIC-TOL | 4.57 |
| TREE MAINTENANCE | 8.42 |
| TOTAL SPECIALS | 57.54 |
| 2ND HALF PENALTY | 51.61 |

| H.B.920 CREDIT | CERT. YEAR |
|----------------|--------------------------|
| 0.402171 | |
| ASSESSED VALUE | PENALTY & INTEREST AFTER |
| 29,580 | 7/31/2009 |

DELINQUENT TAX NOTICE

AS OF 09/14/2009 THE BALANCE DUE HAS NOT BEEN PAID. A PENALTY/INTEREST CHARGE HAS BEEN ASSESSED. TO AVOID PUBLICATION, THIS PARCEL MUST BE PAID IN FULL! PLEASE RETURN BOTTOM HALF OF BILL WITH PAYMENT. UNPAID TAXES WILL BE CERTIFIED DELINQUENT.

PAY THIS AMOUNT **\$567.68**

TO INSURE PROPER CREDIT, DETACH AND RETURN THIS PORTION IN THE ENCLOSED ENVELOPE.

DUE DATE

R-10

16-03807

TAXING DISTRICT - PARCEL NUMBER

SECOND HALF - 2008

Delinquent Tax Notice

Penalty and Interest
After: 7/31/2009

4025 KINGSBURY AVE
 LOT 6

MAKE CHECK PAYABLE & REMIT TO:

PAY THIS AMOUNT **\$567.68**

DO NOT MARK BELOW THIS LINE
 FOR TREASURER'S OFFICE USE ONLY

Treasurer of Lucas County
 One Government Center #500
 Toledo, OH 43604-2253

010001603807000005676801000160380700000567680

Project 6

PLEASE READ CAREFULLY

1. When paying your taxes by check, write the Taxing District - Parcel Number of your property in the lower left hand corner of your check. This number is located in the upper right hand corner of the bill.
2. YOUR CANCELED CHECK WILL SERVE AS YOUR RECEIPT. You should keep the receipt portion (top portion) of the tax bill for your records.
3. **CHECK YOUR BILLS.** Failure to receive a tax bill does not excuse failure or delay to pay any taxes, special assessments, or other charges shown on such bill or avoid penalty, interest, or charge for such delay - Section 323 Ohio Revised Code.
4. It is the taxpayer's responsibility to notify the Treasurer's Office of name and/or address changes. This must be done in writing or via e-mail. Your Taxing District - Parcel Number must accompany this notification.
5. When checks are not honored upon presentation at the bank and returned to County Treasurer's Office, a returned check fee of \$6.00 will be assessed, payment will be VOID and tax marked unpaid.
6. Tax increases are due to valuation changes, tax levies or bond issues. Your tax value is 35% of the appraised value. Questions regarding the valuation of property may be directed to the County Auditor's Office, Appraisal Department at (419) 213-4433.
7. If your taxes are current and you wish to enroll in a monthly payment plan to prepay your taxes either in installments, semiannually, or by automatic withdrawal, call (419) 213-4304.
8. If you are receiving the 2-1/2 percent owner-occupied credit and you are not occupying the home, you must notify the Auditor's Office at (419) 213-4443. Failure to do so may result in the owner being convicted of a fourth degree misdemeanor, punishable by up to 30 days in jail, a \$250.00 fine, or both. If you are not receiving the 2-1/2% owner occupied credit and you are eligible, contact the Auditor's Office at (419) 213-4443.
9. If your tax bill should be paid by your mortgage company, please send this bill to your mortgage company and notify the Treasurer's Office in writing, so we may bill them directly in the future.
10. **CREDIT CARD & E-CHECKING INFORMATION:**
 - A 2.5% fee will be assessed by Official Payments Corporation for credit card transactions.
 - A flat \$3.00 fee per parcel will be assessed by Official Payments Corporation for E-Checking transactions.

To pay by phone:

- 1.) Call 1-888-272-9829
- 2.) Press 3 for Property Tax
- 3.) Jurisdiction Code for Lucas County 4502
- 4.) Press 1 to pay Real Estate Tax
- 5.) Enter payment information

Or you may pay online at www.co.lucas.oh.us/treasurer

Customer Service for Official Payments, Inc.: 1-888-357-8394

The distribution of your tax dollars is itemized under "City, Township, School," etc. and equals the item listed as "Sub-Total" on your bill. The difference between "Sub-Total" and "Net General Tax" is made up through reimbursement from the State of Ohio.

The final listing on your tax bill is for your municipal assessments. Phone numbers for questions concerning these charges are provided below.

| | |
|----------------------------|------------------------------|
| Toledo.....(419) 245-1653 | Maumee(419) 897-7110 |
| Oregon(419) 698-7012 | Sylvania(419) 885-8931 |

If you are age 65 or over or are permanently and totally disabled at any age, you qualify for the Homestead credit. Contact the Auditor's Homestead Department at (419) 213-4406 for further information.

PLEASE RETURN THIS PART WITH YOUR PAYMENT
THANK YOU
WADE KAPSZUKIEWICZ
Treasurer of Lucas County

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WADE KAPSZUKIEWICZ
 TREASURER OF LUCAS COUNTY
 ONE GOVERNMENT CENTER #500
 TOLEDO, OH 43604-2253

STATEMENT OF ACCOUNT

| | | |
|--------------------------|--------------|-------------|
| TAXING DISTRICT-FILE NO. | | |
| DATE PAID | CHECK NUMBER | AMOUNT PAID |
| | | |

COUNTY NUMBER: 48

www.co.lucas.oh.us/Treasurer
 email ADDRESS: treasurer@co.lucas.oh.us
 (419) 213-4381

ADDRESSEE: _____

IMPORTANT DELINQUENT BUSINESS
 PROPERTY TAX NOTICE

THIS BILLING IS DUE UPON RECEIPT

DELINQUENT BUSINESS PROPERTY TAX STATEMENT

632149B

| TAX YEAR | TAX VALUE | TAX RATE | TOTAL TAX | PENALTY | INTEREST | PAYMENT | AMOUNT DUE |
|----------|-----------|----------|-----------|---------|----------|---------|------------|
| | | | | | | | |

TO INSURE PROPER CREDIT, DETACH AND RETURN THE BOTTOM PORTION IN THE ENCLOSED ENVELOPE.

| | |
|---|--|
| TOTAL DUE  | |
|---|--|

| TAX YEAR | TOTAL TAX | PENALTY | INTEREST | AMOUNT DUE |
|----------|-----------|---------|----------|------------|
| | | | | |

TAXING DISTRICT - FILE NUMBER

TOTAL DUE \$ _____

MAKE CHECK PAYABLE & REMIT TO:

Treasurer of Lucas County
 One Government Center #500
 Toledo, OH 43604-2253

Project I

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RETURN THIS PAYMENT SLIP WITH CHECK OR MONEY ORDER

TAXPAYER'S RECEIPT



WADE KAPSZUKIEWICZ
TREASURER OF LUCAS COUNTY
ONE GOVERNMENT CENTER, SUITE 500
TOLEDO OH 43604-2253
419-213-4055 • WEB SITE ADDRESS: <http://co.lucas.oh.us/Treasurer/>

TREASURER'S COPY

DUE DATE:

DUE DATE:

CONTRACT NO:

PARCEL NO:

PARCEL NO.

CONTRACT NO.

REAL ESTATE TAX PAYMENT:

MONTHLY PAYMENT AMOUNT

AMOUNT PAID

PAYMENT AMOUNT

WRITE PAYMENT AND PARCEL NUMBERS ON YOUR CHECK OR MONEY ORDER



WADE KAPSZUKIEWICZ
TREASURER OF LUCAS COUNTY
ONE GOVERNMENT CENTER, SUITE 500
TOLEDO OH 43604-2253
PHONE: (419) 213-4055
<http://co.lucas.oh.us/Treasurer/>

For an official receipt, keep this for your records.

AMOUNT PAID

DO NOT MARK BELOW THIS LINE

RETURN THIS PAYMENT SLIP WITH CHECK OR MONEY ORDER

TAXPAYER'S RECEIPT



WADE KAPSZUKIEWICZ
TREASURER OF LUCAS COUNTY
ONE GOVERNMENT CENTER, SUITE 500
TOLEDO OH 43604-2253
419-213-4055 • WEB SITE ADDRESS: <http://co.lucas.oh.us/Treasurer/>

TREASURER'S COPY

DUE DATE:

DUE DATE:

CONTRACT NO:

PARCEL NO:

PARCEL NO.

CONTRACT NO.

REAL ESTATE TAX PAYMENT:

MONTHLY PAYMENT AMOUNT

AMOUNT PAID

PAYMENT AMOUNT

WRITE PAYMENT AND PARCEL NUMBERS ON YOUR CHECK OR MONEY ORDER



WADE KAPSZUKIEWICZ
TREASURER OF LUCAS COUNTY
ONE GOVERNMENT CENTER, SUITE 500
TOLEDO OH 43604-2253
PHONE: (419) 213-4055
<http://co.lucas.oh.us/Treasurer/>

For an official receipt, keep this for your records.

AMOUNT PAID

DO NOT MARK BELOW THIS LINE

RETURN THIS PAYMENT SLIP WITH CHECK OR MONEY ORDER

TAXPAYER'S RECEIPT



WADE KAPSZUKIEWICZ
TREASURER OF LUCAS COUNTY
ONE GOVERNMENT CENTER, SUITE 500
TOLEDO OH 43604-2253
419-213-4055 • WEB SITE ADDRESS: <http://co.lucas.oh.us/Treasurer/>

TREASURER'S COPY

DUE DATE:

DUE DATE:

CONTRACT NO:

PARCEL NO:

PARCEL NO.

CONTRACT NO.

REAL ESTATE TAX PAYMENT:

MONTHLY PAYMENT AMOUNT

AMOUNT PAID

PAYMENT AMOUNT

WRITE PAYMENT AND PARCEL NUMBERS ON YOUR CHECK OR MONEY ORDER



WADE KAPSZUKIEWICZ
TREASURER OF LUCAS COUNTY
ONE GOVERNMENT CENTER, SUITE 500
TOLEDO OH 43604-2253
PHONE: (419) 213-4055
<http://co.lucas.oh.us/Treasurer/>

For an official receipt, keep this for your records.

AMOUNT PAID

DO NOT MARK BELOW THIS LINE

Project J

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Wade Kapszukiewicz

Lucas County Treasurer

One Government Center • Suite 500 • Toledo, Ohio 43604-2253
www.co.lucas.oh.us/treasurer

June 24, 2009

GEOFFREY J & KRISTI L
ELSIE
6059 ALEXA LANE
SYLVANIA, OH 43560

Parcel #82-14344

Dear Taxpayer:

The amount of the July 2009 deduction from your bank account for the final payment on the 2nd half real estate bill will be \$ 329.32 . This amount is the balance due, based on the actual 2008 half-year amount of \$2026.96 .

On August 15, 2009 the deductions for the 1st half 2009 taxes will begin. Your monthly payment will be \$ 337.83, through December 2009. We will adjust the amount again in January 2010 and notify you prior to the deduction.

If you have any questions please contact Lisa Boose or Janet Ferrara at 419-213-4304.

Sincerely,

Wade Kapszukiewicz
Lucas County Treasurer

Project K

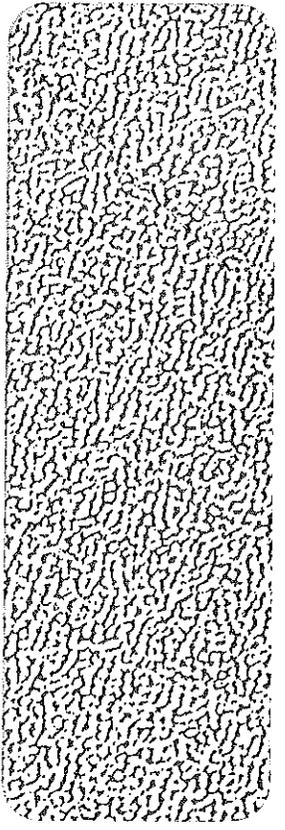


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WADE KAPSZUKIEWICZ
 TREASURER OF LUCAS COUNTY
 1 GOVERNMENT CTR STE 500
 TOLEDO OH 43604-2253

IMPORTANT TAX NOTICE



CHECK BOX IF NEW ADDRESS.



PLACE
 STAMP
 HERE



WADE KAPSZUKIEWICZ
 TREASURER OF LUCAS COUNTY
 1 GOVERNMENT CTR STE 500
 TOLEDO OH 43604-2253



CHECK BOX IF NEW ADDRESS.



MADE KAPSZUKIEWICZ
TREASURER OF LUCAS COUNTY
1 GOVERNMENT CTR STE 500
TOLEDO OH 43604-2253



PLACE
STAMP
HERE



(Pink Color)

CHECK BOX IF NEW ADDRESS.

PLACE
STAMP
HERE



SECTION C -EXCEPTION AND ADDITIONAL RESPONSE AREA

ADDITIONAL RESPONSE AREA

IMPORTANT NOTE

Due to heightened security at One Government Center, if your bid is to be delivered to the bid-opening site by other than US Mail, UPS or Federal Express, **you must complete, print and attach this label to the front of the container holding your document. Note: Upon entering One Government Center, you will be required to show a photo ID.**

Formal bid to: Lucas County Support Services
One Government Center, Suite 480
Toledo OH 43604-2247

Item for bid _____

Invitation to Bid No. or Request for Proposal No. _____

Date of Bid Opening _____

Bid Opening Time _____

Vendor Name _____