



THIS CONTRACT is hereby made, entered into, and effective as of March 15, 2025, by and between GUILFORD COUNTY, a body politic and corporate of the State of North Carolina, hereinafter referred to as the “COUNTY,” and South Data, Inc., hereinafter referred to as the “CONTRACTOR,” and also collectively referred to as the “Parties.”

W I T N E S S E T H:

WHEREAS, for the purpose and subject to the terms and conditions hereinafter set forth, the COUNTY hereby contracts for the items, goods, service or services of the CONTRACTOR and the CONTRACTOR agrees to provide the items, goods, service or services to the COUNTY in accordance with the terms of this Agreement.

WHEREAS, the COUNTY is in need of Print, Processing and Mailing – BID 20249, and

WHEREAS, the CONTRACTOR has submitted a proposal to provide such goods and/or services.

NOW, THEREFORE, in consideration of promises mutually exchanged the Parties agree as follows:

1. GOODS AND/OR SERVICES. CONTRACTOR will provide the goods and/or services as set forth in the Specifications (Attachment A) and Proposal (Attachment B), attached hereto and incorporated herein by reference. All items and/or services shall be provided in a competent, workmanlike and professional manner acceptable to the COUNTY. Nothing in this standard limits CONTRACTOR's obligations or COUNTY's rights set out in Attachment A. Should there be any discrepancy between the CONTRACTOR'S Proposal (Attachment B) and the Specifications (Attachment A) and/or the first six (6) pages of this Contract, the first six (6) pages of this Contract shall prevail and control over the Specifications (Attachment A) and over the Proposal (Attachment B), and the Specifications (Attachment A) shall prevail and control over the Proposal (Attachment B).

2. PAYMENT AND PRICING. As full compensation for the CONTRACTOR’S delivery of the goods and/or services, the COUNTY agrees to pay the amounts for the goods and/or services as set out herein and in Attachment B, which is attached hereto and incorporated herein by reference. Payment will be made by the COUNTY to the CONTRACTOR within thirty (30) days of receipt of a correct invoice and proper documentation that the goods and/or services have been delivered or provided in accordance with this Contract.

3. NOT TO EXCEED CONTRACT. The maximum financial exposure to the COUNTY under this Contract will not exceed \$2,007,342.00. Payment will be made only from budgeted funds in accordance with N.C.G.S. Chapter 159.

4. APPROPRIATION. This Contract is subject to annual appropriation of funds by the GUILFORD COUNTY Board of Commissioners or other funding source, pursuant to N.C.G.S. Chapter §159-13.

5. TERM. Unless terminated as provided herein, this Contract shall be in effect for Three (3) years, beginning March 15, 2025, and ending March 14, 2028, with the option to extend for two (2) one (1) year renewals at the same pricing and terms and conditions upon mutual written agreement of both Parties.

6. AMENDMENTS. The terms of this Agreement may only be modified or revised with a written Contract executed by both Parties.

7. TERMINATION.

TERMINATION FOR CONVENIENCE.

COUNTY may terminate this Contract without cause or penalty upon serving a Thirty (30) day written notice to the CONTRACTOR. Subject to this Contract's provisions regarding breach, all goods and/or services provided and accepted as of the date of termination will be paid; similarly, amounts paid in advance, if any, for which goods and/or services have not been provided and accepted by COUNTY will be promptly refunded to COUNTY by CONTRACTOR within thirty (30) days of date of termination of this Contract.

TERMINATION FOR CAUSE.

If CONTRACTOR fails to fulfill its obligations under this Contract in a timely and/or proper manner ("breach"), either in whole or in part, and such breach continues for a period of more than ten (10) days after COUNTY has notified CONTRACTOR of such breach, COUNTY shall have the right to terminate this Contract immediately thereafter by giving written notice to the CONTRACTOR specifying the effective date thereof. In that event, without limiting COUNTY's remedies for breach, any or all finished and/or unfinished deliverables prepared by the CONTRACTOR under this Contract shall, at the option of the COUNTY, become COUNTY property and CONTRACTOR shall be entitled to receive just and equitable compensation for any satisfactory work completed and accepted on such deliverables, minus any payment or compensation previously made, and subject to any applicable setoff(s).

8. BREACH. If, through any cause, CONTRACTOR or COUNTY ("the breaching party") shall fail to fulfill its obligations under this Contract in a timely and/or proper manner ("breach"), either in whole or in part, and such breach has continued for a period of more than ten (10) days after the other party ("the non-breaching party") has notified the breaching party of such breach, in addition to the right to terminate the Contract upon notice to the breaching party, the non-breaching party shall have all legal, equitable, and administrative rights available under applicable law. Without limiting other remedies, where COUNTY is the non-breaching party COUNTY may: Withhold any payment due CONTRACTOR for the purpose of setoff until such time as the exact amount of damages due COUNTY from such breach can be reasonably determined (at which time that amount shall be deducted from any payment(s) otherwise due to CONTRACTOR) and/or procure the contracted for services or goods from other sources and hold CONTRACTOR responsible for any excess cost occasioned thereby. The filing of a petition for bankruptcy by CONTRACTOR shall constitute an act of breach under this Contract.

9. EQUAL EMPLOYMENT OPPORTUNITIES - AFFIRMATIVE ACTION. GUILFORD COUNTY and the awarded Vendor shall comply with Equal Employment Opportunities (EEO) requirements, and to take affirmative action to ensure that all individuals have an equal opportunity for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status under the Guilford County EEO Plan, as amended, implemented pursuant to 41 CFR Part 60-2.10(a)(3), 41 CFR §60-741.44(a) and 41 CFR §60-300.44(a), and in accordance with the following laws, as amended: Title VII and Title IX of the Civil Rights Act of 1964; The Equal Pay Act of 1963; Executive Order 11246; the Age Discrimination in Employment Act of 1967; the Rehabilitation Act of 1973, as amended (Section 503); the Americans with Disabilities Act of 1990; the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA); the Civil Rights Restoration Act of 1988; NC General Statutes Chapters 116 and 126 and Title II of the Genetic Information Nondiscrimination Act of 2008, the North Carolina Equal Employment Opportunity Policy effective June 1, 2015, along with all other applicable federal and state laws governing equal employment opportunities.

10. FEDERAL FUNDING – UNIFORM GUIDANCE. The Parties agree that when utilizing federal funding in the performance of this Agreement, the Parties shall comply with all applicable provisions of 2 C.F.R. §200.326 and 2 C.F.R. Part 200, Appendix II, (Uniform Guidance), including, but not limited to: The Equal Employment Opportunity Clause (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland “Anti-Kickback” Act (40 U.S.C. §3145, as supplemented by Department of Labor (DOL) regulations, 29 C.F.R. Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708, as supplemented by DOL regulations at 29 C.F.R., Part 5. See 2 C.F.R. Part 200, Appendix II(E); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549(1986) and 12689(1989) at 2 C.F.R. Part 180 and the DHS’ regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. Part 200, Appendix II(J) and §200.322); Rights To Inventions by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements (37 C.F.R. Part 401); Record Retention Requirements (2 C.F.R. §200-324); and subsequent amendments, which are incorporated herein by reference.

11. NOTICES. All notices pursuant to this Agreement shall be in writing and delivered personally or mailed by certified mail, registered mail, postage prepaid, with return receipt requested, at the addresses appearing below, but each Party may change such address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated as of three (3) days after mailing.

Michael Halford, Guilford County Manager
GUILFORD COUNTY
P.O. Box 3427 (zip code 27402)
301 West Market Street
Greensboro, NC 27401

South Data, Inc.
201 Technology Lane
Mount Airy, NC 27030

12. INDEPENDENT CONTRACTOR/INDEMNIFICATION CONTRACTOR shall operate as an independent contractor for all purposes. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the COUNTY and either the CONTRACTOR or any employee or agent of CONTRACTOR. CONTRACTOR is an independent contractor and not an employee, agent, joint venture or partner of the COUNTY. The Parties agree to each be solely responsible for their own acts or omissions in the performance of each of their individual duties hereunder, and shall be financially and legally responsible for all liabilities, costs, damages, expenses and attorney fees resulting from, or attributable to any and all of their individual acts or omissions to the extent allowable by law.

13. ASSUMPTION. If CONTRACTOR should undergo merger, acquisition, bankruptcy or any change in their ownership or their name for any reason, CONTRACTOR must immediately notify GUILFORD COUNTY in writing of these changes and provide the COUNTY with legal documentation supporting these changes, such as an Assumption Agreement, Bill of Sale, Articles of Incorporation, Articles of Amendment, sales contract, merger documents, etc. Further, CONTRACTOR will submit the name and address of the assuming CONTRACTOR’S registered agent for service of process and/or all notices required under this Contract.

14. SEVERABILITY. If any provision of this Contract is held unenforceable, then such provision will be modified to reflect the Parties' intention. All remaining provisions of this Contract shall remain in full force and effect.

15. FORCE MAJEURE. Neither Party shall be liable to the other Party for any failure or delay caused by events beyond such Party's control and not due to its own negligence, provided that such Party uses commercially reasonable efforts to resume performance as soon as reasonably practicable. The non-performing Party shall notify the other Party of the force majeure event within twenty-four (24) hours of the onset thereof. In the event that a force majeure event precludes CONTRACTOR from performing services and/or providing goods for a period of ten (10) consecutive business days, the COUNTY shall have the right to: (a) procure replacement goods and/or services from an alternative source and/or (b) terminate the Contract or portion(s) of Contract upon written notice to CONTRACTOR.

16. HEADINGS/TITLES/WORDING. Inclusion of titles of paragraphs or section headings, capitalization of certain words or phrases and/or bold face typestyle of certain words or phrases in this Contract are for convenience purposes only and shall not be used to interpret or construe the provisions of this Agreement. The terms "Contract" and "Agreement" have the same meaning and may be used interchangeably throughout this document. The terms "Attachment" and "Exhibit" have the same meaning and may be used interchangeably throughout this document.

17. GUILFORD COUNTY LIABILITY INSURANCE REQUIREMENTS.

WORKERS COMPENSATION: CONTRACTOR agrees to maintain coverage to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include employer's liability with limits of at least \$1,000,000.00 for each accident, \$1,000,000.00 for each employee, with at least a \$1,000,000.00 aggregate policy limit.

COMMERCIAL PROFESSIONAL LIABILITY: CONTRACTOR does hereby agree to maintain limits of at least \$1,000,000.00 per occurrence, per location, single limit for bodily injury liability and property damage liability, with at least a \$2,000,000.00 aggregate limit, per location. This shall include premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and explosion, collapse and underground damage coverage, and a contractual liability endorsement.

BUSINESS AUTO LIABILITY: CONTRACTOR does hereby agree to maintain limits of at least \$1,000,000.00 per accident combined single limit for bodily injury liability and property damage. This should include owned vehicles, plus hired and non-owned vehicles.

COMMERCIAL GENERAL LIABILITY: CONTRACTOR does hereby agree to maintain limits of at least \$1,000,000.00 per occurrence, per location, single limit for bodily injury liability and property damage liability, with a \$2,000,000.00 aggregate limit, per location. This shall include premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and explosion, collapse and underground damage coverage, and a contractual liability endorsement.

UNDERWRITING, ADDITIONAL INSURED, AND CANCELLATION NOTICE REQUIREMENTS: All insurance shall be written by companies with an AM Best rating "A" or higher. GUILFORD COUNTY shall be named as an additional insured on CONTRACTOR insurance policies, which shall be primary and not contributory to any other insurance that may be available to the COUNTY. Such certificates shall require that the policies shall not be canceled or reduced in coverage until thirty (30) days written notice of such cancellation or reduction has been received by CONTRACTOR and GUILFORD COUNTY.

MAINTENANCE OF INSURANCE COVERAGE AND RENEWAL DOCUMENTATION: CONTRACTOR original insurance policies or certified copies of policies may be required by COUNTY at any time. Current, valid insurance policies meeting the requirements stated herein shall be maintained for the duration of the Agreement. Renewed policies shall be sent to the COUNTY at the above address thirty (30) days prior to any expiration date.

Upon the COUNTY's offer of award of this Agreement, CONTRACTOR will provide Certificates of Insurance for meeting the required insurance provisions. The Certificate of Liability shall state, "Guilford County is added as an additional insured as evidenced by the endorsement attached to this Certificate." CONTRACTOR will provide copies of insurance certificate(s) Guilford County Purchasing with their award package.

All insurance documents required under this Contract shall be forwarded to:

GUILFORD COUNTY

Attention: Risk Management

301 West Market Street

Greensboro, NC 27401

Reference: GUILFORD COUNTY CONTRACT NO. **90007107**

With CONTRACTOR'S NAME: Output Services Group, Inc. dba EverView

In the event CONTRACTOR fails to maintain and keep in force for the duration of this Contract the insurance required herein, the COUNTY may cancel and terminate this Contract without notice.

18. ENTIRE AGREEMENT. This Contract, including the Exhibits and/or Attachments, if any, sets forth the entire Agreement between the Parties. All prior conversations or writings between the Parties hereto or their representatives are merged within and extinguished. This Contract shall not be modified except by a writing subscribed to by all the Parties.

19. JURISDICTION. The Parties agree that this Contract is subject to the jurisdiction and laws of the State of North Carolina. The CONTRACTOR will comply with bid restrictions, if any, and applicable laws, including N.C.G.S. §143-129(j) regarding E-Verify. Any controversies arising out of this Contract shall be governed by and construed in accordance with the laws of the State of North Carolina. An Affidavit Regarding E-Verify is attached hereto and incorporated herein by reference as Attachment B.

(The remainder of this page is intentionally left blank.
This Contract continues with signatures on the following page.)

WITNESS the following signatures and seals all pursuant to authority duly granted, effective as of the day and year first above written.

GUILFORD COUNTY

ATTEST:

Jason Jones Date
Assistant Guilford County Manager

Robin B. Keller Date
Guilford County Clerk to Board

South Data, Inc.

ATTEST:

Date
Title: _____
Print Name: _____

Date
Witness
Print Name: _____

Guilford County Department Director / Designee



Request for Proposals

For

Print Processing and Mailing

Bid Number: 20249

Commodity Code(s):
20864, 31067, 91558, 91528, 91557

Guilford County Purchasing Department
Greene Street Building, Basement-Suite 072
201 South Greene Street
Greensboro, NC 27402

PROPOSAL SCHEDULE

(Note: The dates below are subject to change)

Request for Proposal
for
Print Processing and Mailing

Bid Number 20249

Advertisement Date	December 10, 2024
Non-Mandatory Pre-Proposal ZoomGov Meeting	December 17, 2024, at 10:00 A.M., Eastern Time
Last Day for Questions	December 23, 2024, at 2:00 P.M., Eastern Time
Proposal Due Date	January 9, 2025, at 2:00 P.M., Eastern Time

I. Introduction

The Guilford County Purchasing Department is soliciting proposals from qualified firms to provide printing, inserting, and mailing services for bills, invoices, listings, notices, forms, statements, letters, brochures, postcards and applications. This RFP sets forth the requirements for all document production and distribution services and solicits a detailed response to include pricing and service descriptions in a specified format described within. This RFP is intended to establish and define a clear set of functional requirements to be satisfied by the Provider. The County invites all interested and qualified firms who meet the requirements below to submit a response to this RFP.

II. General Information

A non-mandatory Pre-Proposal ZoomGov Meeting will be held on December 17, 2024, at 10:00 A.M., as instructed below. You may join the ZoomGov Meeting from your computer, tablet or smartphone

For the best results, use Chrome as your web Browser:

<https://www.zoomgov.com/j/1613363213?pwd=luYNFKFtDae7PI9QeAj5W5zggnuTDB.1>

Meeting ID: 161 336 3213

Passcode: 240328

One tap mobile

+16692545252,,1613363213# US (San Jose)

+16469641167,,1613363213# US (US Spanish Line)

Dial by your location

- +1 669 254 5252 US (San Jose)
- +1 646 964 1167 US (US Spanish Line)
- +1 646 828 7666 US (New York)
- +1 551 285 1373 US (New Jersey)
- +1 669 216 1590 US (San Jose)
- +1 415 449 4000 US (US Spanish Line)

Meeting ID: 161 336 3213

Find your local number: <https://www.zoomgov.com/u/abXWzIZ1XO>

Join by SIP

- 1613363213@sip.zoomgov.com

Join by H.323

- 161.199.138.10 (US West)
- 161.199.136.10 (US East)

Terms of Contract

The selected Provider will enter into a contract with the County as outlined in this RFP. The initial contract will be for three (3) years with the option to renew for two (2) additional one (1) year renewals for a total contract period of up to five (5) years. Prices shall be held firm for 120 days from date of contract execution.

A. Causes for Cancellation and/or Termination

1. That the contract was secured by a fraudulent act, statement or material fact or that a fact concerning the firm was not disclosed at the time of the contract award, if known and would have caused the refusal to enter into a contract by the County.

2. The Provider has not complied with all the provisions and requirements set forth in the Request for Proposal or the contract with the County. If non-compliance occurs, the contract may be revoked and will not be reinstated during the current contract cycle.
3. The Provider has violated any of the regulations established by the Federal and State laws.
4. Either party may terminate the agreement for any reason without penalty upon 180 days written notice to the other party.

B. No bid deposit or performance bonds are required

III. Bid Requirements for Electronic Events

1. All Respondents who plan to submit a proposal must register in the Guilford County's Vendor Self Service (VSS) System. Instructions to register as a Vendor, update registration and submit bids are available at: <https://www.guilfordcountync.gov/our-county/purchasing/vendor-self-service-vss-program>.
2. Electronic responses should be made through Guilford County's Vendor Self Service automated bidding system at: <https://guilfordcountync.munisselfservice.com>. **For the best results, use Chrome as your web Browser.** Click on Vendor Self Service and use the arrow button in the top righthand corner to Login and submit your bid response. Click on the Bid Number to open it, then Click on Create Bid and follow the instructions for each tab. All responses must be submitted electronically by the event date and closing time. There will be **NO EXCEPTIONS**. The system cannot accept late submittals.
3. All questions pertaining to this RFP must emailed to the Guilford County Purchasing Department at DG_Purchasing@guilfordcountync.gov in accordance with this event schedule. The bid number and title of the project must be referenced in the email. Each question asked will be answered for all Respondents to view by way of an Addendum and posted in the automated bidding system. No question will be considered after the Q&A close date and time. **NO EXCEPTIONS**. Please note it is the Respondent's responsibility to review all questions, answers and attachments prior to submitting their response.
4. Respondents are strongly encouraged to submit their proposal with all required documentation at least twenty-four (24) hours in advance. The County will not be responsible for any technical difficulties that may arise and result in the inability to submit.
5. Respondents are responsible for checking the event for any addendums prior to completion and submission of their response. Addendum acknowledgement and requirements, if any, must be included in each submittal.
6. **In order to complete the items portion of a submittal in Vendor Self Service, open the items tab and only enter (1.00) in the online Bid Response. However, please be sure to download and complete the fillable Cost Proposal Form – Attachment 1 and upload back in the system to your online response so that we may capture your pricing information. Please review your pricing information carefully prior to submission.**
7. To complete an electronic submittal, be **sure to click the "Submit Bid" button**. Your response will not be part of the submitted responses until submitted via the "Submit Bid" button.
8. To receive future notification, you must be registered as a Vendor in the Guilford County's Vendor Self Service System under Commodity Code 20864, 31067, 91558, 91528, 91557. Please note, Vendors registered under the selected commodity code prior to the opening of this event will receive electronic notification(s) of the activity regarding changes made to the event; however, it is your responsibility to view the event for changes and updates.

IV. Minority and Women Business Enterprise (MWBE) Requirements

One primary responsibility of the County is the proper use of public revenue to purchase the various items, services, construction and repairs needed to operate. All expenditures of County funds must be in accordance with the North Carolina laws. The responsibilities of auditing and compliance with this law is that of the awarding authority, which in this case is the County.

On March 5, 1990, the County established its verifiable minority participation goal of ten (10) percent. In February 2017, Guilford County Board of Commissioners established a standing aspirational MWBE participation goal of fifteen percent (15) percent, as recorded in the approved meeting minutes. The aspirational MWBE goal for this project is fifteen percent (15%). Guilford County encourages each contractor to meet or exceed the aspirational goals in recruiting MWBE providers. Respondents must make good faith efforts to contact minority businesses to allow each an equal opportunity to quote on the particular work involved. Any proposal that does not include MWBE information and documentation may be considered non-responsive.

A minority business is defined as ownership of 51% or more by a minority. Minorities are officially defined as:

- (a) Black, that is, a person having origins in any of the black racial groups in Africa;
- (b) Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, in South or Central America, or the Caribbean Islands, regardless of race;
- (c) Asian American, that is, a person with origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, or the Pacific Islands;
- (d) American Indian, that is, a person having origins in any of the original Indian peoples of North America; or
- (e) Female.

V. Evaluation and Selection Process

An Evaluation Committee will have responsibility for reviewing and evaluating all proposals and required documents submitted in response to this RFP. All proposals properly submitted and received will be evaluated against the award criteria outlined in this RFP. The absence of required information may result in exclusion of the proposal from further analysis or evaluation.

The County reserves the right to reject all proposals or waive technicalities in order to award a contract, which may be determined to be in the best interest of the County. The County also reserves the right to make the award in whole or part. The County reserves the right to include outside consultants to assist in the evaluation process.

VII. Award Criteria

It is the intent of Guilford County to make an award to a single Provider deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in this RFP. Price shall be considered but shall not be the sole determining factor. Once the proposals are ranked and the most qualified Provider(s) are determined, the County may conduct further negotiations, and/or request presentations from Provider(s) to further assist in the clarification of information and selection process. The County is seeking a turnkey solution and failure to meet a qualification requirement will subject a proposal to disqualification. ***An award of a bid is not an acceptance of contract terms provided by Vendor unless expressly accepted by County.***

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The Evaluation Committee will be guided by the following point system, which has 120 points as the maximum total:

Category	Points
Experience/Qualifications/References	0 to 30
Technical/Work Requirements	0 to 30
Cost Proposal/Pricing	0 to 20
Staffing Requirements	0 to 10
MWBE Requirements	0 to 30
Financial Stability	Pass/Fail
Possible Total	120

In computing points for MWBE Requirements, the Evaluation Committee will take the following into consideration. This information must be included in Tab 6.

- (Maximum 5 Points) Describe the plan that your firm has developed to encourage inclusion in your employment process. Provide an organization chart showcasing MWBEs/WBEs in leadership roles. Does your firm have a Diversity Equity Inclusion statement? If so, provide it in the proposal response.
- (Maximum 5 Points) Include documentation of MWBE participation you have achieved over the past three years on public and/or private projects.
- (Maximum 10 Points) Outline specific efforts that your firm will take to notify MWBEs of opportunities to participate in this project. Identify MWBE organizations your firm has worked with or will engage on this project.
- (Maximum 10 Points) A firm may submit a Self-Performance Affidavit, points will be awarded in the following manner: 1) if a firm is a WBE or MBE NC HUB certified firm, 10 points will be awarded, and 2) if a firm is not a WBE or MBE NC HUB certified firm, 0 points will be awarded.

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Print Processing and Mailing SCOPE OF WORK

This Bid and Scope of Work cover the requirements for services to be performed and will become an integral part of the contract between Guilford County and the Provider. The Provider must comply with the Scope of Work as outlined. All services shall be provided in a competent, workmanlike and professional manner acceptable to the County.

1.0 Purpose:

The Guilford County Purchasing Department is soliciting proposals from qualified firms to provide printing, inserting, and mailing services for bills, invoices, listings, notices, forms, statements, letters, brochures, postcards and applications. This RFP sets forth the requirements for all document production and distribution services and solicits a detailed response to include pricing and service descriptions in a specified format described within. This RFP is intended to establish and define a clear set of functional requirements to be satisfied by the Provider. If the County enters a contract because of this RFP, the County is not financially committed by this contract to purchase any minimum amount of goods and/or services.

2.0 General Conditions:

2.1 Service Requirements

- Provider must have prior experience performing similar work for a County or similar governmental entity where accuracy and timeliness are critical.
- Provider must meet all required certifications/compliance requirements. Example, HIPPA compliance.
- Provider must be a full-service Provider who can provide all services requested including, but not limited to presorting, artwork, programming and electronic presentation of bills, statements, and summons as well as mailing and postage.
- The response to the RFP shall include the ability for the County to adjust the print volume by +/- 20% per year and add or remove forms as necessary.
- The awarded Provider is required to print the information in the format generated from current systems. The remainder of the print is generated from Windows or UNIX based applications and will be printed as produced from the applications.

2.2 Expectations, Payment and Performance

- The County expects the awarded Provider to comply with all contractual requirements as to expectations, payments, and performance.
- The Provider shall permit the County representatives to inspect the Provider's facility prior to entering into a contract and anytime thereafter with notification during the life of the contract.
- Quality Control:
The quality of documents is very important. The quality and methods of the awarded Provider must be "Zero Defects". Each Respondent must submit with their proposal, their plan for accomplishing the "Zero Defects" quality process to produce these documents.
- Subcontracting:
The awarded Provider is prohibited from subcontracting or outsourcing any part of this contract without the express written consent of the County. Details of any planned subcontract or outsourcing must accompany this RFP.

- Finishing:
All documents must be packed in cartons not to exceed 40 lbs. Cartons are to be clearly identified and indicate the quantity per pack, number of packs contained therein and shall be shrink wrapped.
- Liquidated Damages:
Unless the County grants an extension of time in writing, the Provider shall pay the sum of \$100.00 plus 1% of the total cost of the job as the agreed Liquidated Damages to the County for each working day delay in delivering the printed items required for each order. The County shall deduct Liquidated Damages from the amount due to the Provider.

3.0 **Technical Requirements**

The requirements in this section are mandatory. They contract the overall general services required of the awarded Provider. The awarded Provider must work with the County to coordinate the best possible method of printing and distributing notices. This process must take into consideration the best possible process flow to ensure the notices are validated, printed and mailed within an agreed upon time period. The overall solution presented below defines a process in which notices are available for printing by the awarded Provider.

3.1 **Secure Archive**

The awarded Provider must offer access to an online document management and archival system that can be accessed securely via individual logon credentials. The County must be able to view all documents produced by the Provider for at least the previous 18 months. In addition to viewing, the County must be able to print, download and email all documents from the archival system. The system must also contain an access log that lists the date and time that the document was accessed and lists the individual user who accessed the document. The system must offer customized permissions and workflows and allow documents to be searched by name, address, account number and job number. In addition to storing vendor produced documents, the archive must be able to accept upload and storage documents that were not produced by the Provider. The Provider must allow for user-defined search criteria on all imported documents. The County must be able to download or export documents in the following formats with specific page ranges: original format or TIF, multi-page TIF, PDF, single page PDF.

3.2 **eStatements**

The awarded Provider must offer access to an email billing solution that does not require the County to collect or maintain an email database or send a separate data file for bill recipients using the email billing solution. The awarded Provider must be able to split the data from the County uploaded data file into two outputs, one for recipients who receive mailed documents and one for records that have been identified to be emailed. The awarded Provider must be able to identify if an email address has failed and print and mail a hard copy of the bill to the user whose email has failed. The awarded Provider must maintain a current list of email addresses in a secure system that is not shared with any entity. The emailed bills must be hosted on the awarded Provider's constructed website that allows users to view bills for a period of 18 months. The website must be made to look like a county website and offer the ability to link to a payment provider for easy access to payment.

3.3 **Intelligent Mail barcode (IBM) Tracking**

In addition to printing the USPS required Intelligent Mail barcode on all outgoing automation-compatible mail, the awarded Provider must provide access to document tracking through the USPS IMB Tracking system. All documents mailed by the awarded Provider with the IMB should be accessible via the Provider's hosted website that allows the County to search for individual documents. The USPS IMB scans should be easily accessed via this website and allow the County to view the scanning of each document from the point of origin to the last USPS scanning facility.

3.4 **USPS Mail Tracking**

The awarded Provider should offer reporting that will list all inbound and outbound mail pieces in the mail stream. The reporting will enable the user to search for name, address, or account number. The search capability shall enable users to search for a period of at least twelve months.

3.5 **Certified Mail**

In addition to first class mail, the awarded Provider must offer Certified Mail services through the USPS. The awarded Provider must be able to accept individual PDFs and data files of Certified Mail through the Provider's hosted website. When uploading individual PDF documents, the awarded Provider must allow for the ability to scrape addresses from the PDFs for mailing purposes. This system must be accessible and manageable via a secure, password-protected website. All information regarding the printing, mailing, acceptance, signatures and documents must be accessible via the awarded Provider's hosted website and allow for downloading and printing of all documents and signatures. All Certified Mail should be traceable via the website and allow for Restricted Certified Mail. The awarded Provider must print and mail all Certified Mail documents from their facility.

3.6 **Return/Undeliverable Mail**

The awarded Provider must be able to receive and process all return mail from the County. This can be accomplished by printing the awarded Provider's address as the return address, allowing a pass through from a County PO Box, or it can be received by the County and shipped to the awarded Provider. The awarded Provider must be able to remove the originally printed documents, run the addresses through USPS approved address correction software, print a new label, and insert the original document into a new envelope before mailing. The addresses must be cleansed through a combination of CASS, LACSLink, DPV, and NCOA. All reports of address changes and failures must be made available to the County via the awarded Provider's hosted website.

3.7 **Address Corrective Service (ACS)**

The awarded Provider must provide the County with a report of all address corrections and failures that can be securely accessed 24/7 via the web. All addresses must be cleansed through a combination of CASS, LACSLink, DPV, and NCOA. The NCOA database must be an unlimited move update based on 48 months of recorded moves in the USPS change-of-address database. All address reports should be made accessible via the secure website for 14 months.

3.8 **Return Listing Scanning**

In addition to printing and mailing all County listings, the awarded Provider must be able to receive, scan, and return electronically PDFs of all listings to be processed by the County. The awarded Provider must be able to receive the listings by return mail in a specifically designated PO Box that will only receive County listings. Once scanned the County requires that the PDFs of the listings be indexed into queues based on the needs of the tax office. These queues must correspond to folders on a SFTP (Secure FTP) site and be organized by upload date. The County will then process the listings based on the queues and upload dates. All physical documents, including checks, sticky notes, and notes written on the envelopes must be scanned and returned to the County in a Miscellaneous queue.

3.9 **Contract Warranty**

The awarded Provider warrants that all items are furnished, and all services performed by the Provider; its agents and subcontractors shall be free and clear of any defects in workmanship or materials. Unless otherwise stated in the contract, all items are warranted for a period of one year following delivery by the awarded Provider and acceptance by the County. The awarded Provider shall repair, replace or otherwise correct any problem with the delivered items. When an item(s) is replaced, it shall be replaced with an item of equivalent or superior quality without any additional costs to the County.

3.10 **Contract Ownership Rights**

The County shall have unrestricted authority to reproduce, distribute and use any submitted report, data or material and any software or modifications and any associated documentation that is designed or developed and delivered to the County as part of the performance of the contract.

4.0 **Document Printing and Mailing Services:**

4.1 **Document Design**

The County desires to contract with a Provider who possesses the staffing and technical expertise necessary to assure professional set-up and design assistance with form layouts created and provided by the County. Such designs may include scan lines for remittance processing and barcodes for returned processing and archival. The County's business may require occasional rapid changes to the information on and the formatting of notices. In its response, the awarded Provider will describe the tools it has to facilitate this process. All designs provided to the Provider by the County will remain property of the County; and will not be presented for review or offered for use to customers of the awarded Provider without written consent of the County.

4.2 **Data Management**

All data must remain within the United States and should not be transferred, stored, or processed outside the County. The County desires to contract with a Provider who has demonstrated expertise in working with various file formats to produce the County notices. The awarded Provider must be able to receive files through various transmission methods and be available and capable of immediate processing of such files for production. It is the County's intent to regularly transmit production files in a predetermined form and format, however, occasionally the awarded Provider may be required to make programming calculations to create remittance processing scan lines and perform pre-issuance testing with bank lockbox facilities, or to code files with special messages to customers.

4.3 **Forms**

The awarded Provider will provide all pre-printed forms, envelopes, and inserts based on the County's printing and inserting specifications.

4.4 **Document Format**

Minimum requirements unless otherwise specified and approved. Most County forms will be 8 ½ x 11, simplex, with two color graphic capabilities, variable information, and specialized messages. All documents with a tear-off coupon must require a paperweight of 24 lbs. Laser print with a combination of OCR Ink and Drop Out Ink is required on all tear off coupons. Coupon layouts shall conform to all lockbox specifications. Lockbox testing and approval will be the responsibility of the Provider. The awarded Provider shall provide the ability to insert materials with the notice envelopes. The awarded Provider will assist the County in determining the weight of the statements should the number of inserts within the month near the postal criteria for weight.

4.5 **Selective Ability to Pull Statements**

The County requires the ability to selectively pull notices after transmission but prior to printing and/or after printing but prior to mailing. Requests for printed notices should not be mailed but returned to the County by the next business day. Selective pulls may be based on account number, zip code, types of accounts, etc. Printed notices determined to be incomplete for mailing, will be returned to County by overnight mail.

4.6 **Combining Multiple Billings**

The awarded Provider shall have the capability to mail multiple notices, each consisting of one or more pages, within the same envelope or flat pack. The awarded Provider shall work with the County in order to define the process required for marking notices that will be placed into one envelope or flat pack. Multiple mailings may require alternative handling for selective inserts.

5.0 **Schedule Timeframes for Proof Approval, Changes and Production**

The County's intent is to contract with a Provider that can handle complete printing and mailing production within five business days for large jobs; and, within one business day, for smaller jobs after the proof has been approved and provided by the County. Notices for proof approval are to be delivered to the County within one business day from transmission of the file.

The County's requests for changes to the information and/or the formatting of notices are completed, and new proofs provided to County within one business day. Notice proofs that are required prior to production will vary based on the notice type. The County will provide a set of criteria for each notice type for the awarded Provider to use in extracting proof forms.

6.0 **Security Requirements**

The Awarded Provider must demonstrate ability to safeguard sensitive information from unauthorized access and disclosure through access controls, encryption protocols, and data loss prevention mechanism. The Provider must define and demonstrate security procedures that are in place. The County requires that security measures be taken, both physical security and network security, in that the County's statements and documents are made available only to the awarded Provider and parties that are approved by the County. The awarded Provider will provide a complete list of all third-party Providers to be used in the process for approval by the County. The awarded Provider shall demonstrate and document that these security measures are in place and implemented.

7.0 **Disaster Recovery Procedures**

The awarded Provider shall have a demonstrated Disaster Recovery Program (hardware and software) and address in their proposal their disaster recovery procedure(s) that ensures proper turn-around. The details of this plan should include off-site storage of information, data recovery procedures, equipment failure process, alternate FTP sites, etc. Additionally, the awarded Provider will detail their solution to ensure that no significant interruption of service occurs, timings in which backup will occur, and the cost if any, that will be charged to the County for the availability of these services.

8.0 **Postal Requirements**

The awarded Provider shall be responsible for all sorting, applying of postage, coordination, required preparation and same business day delivery of the County's notices to the U.S. Post Office. The awarded Provider must guarantee that the processing performed provides the best possible postal rates available, regardless of file volume, and the awarded Provider shall take advantage of any and all future postage discounts made available by the U.S. Post Office. The awarded Provider shall outline their ability and/or procedure(s) for the following:

- The awarded Provider shall be U.S.P.S. NCOA link licensed and process files through NCOA prior to printing and mailing. The County will receive an electronic file of updates made through the NCOA Process prior to mailing notices. If the awarded Provider uses additional in-house software to verify the notice address, the County will receive files of changes made from the additional process prior to mailing notices.
- The awarded Provider will state in advance the specific location and description of the Bulk Mail Center(s) and their locations in which they intend to utilize as the primary mail drop off point for the County's notices. In addition, the awarded Provider will designate an alternative facility to utilize if necessary and must list that location and address.
- The awarded Provider will notify the County on the same business day when mail exceeds the postal weight requirements and provide the estimated postal charges to be incurred when mailing.
- Provide the County 24x7 access to the U.S. Postal Service 3600 series manifest reports and pre-sort reports for each mailing, preferably in a web-based environment.

9.0 **Reporting Requirements**

After each billing, the awarded Provider will provide the County with an electronic file containing the data identifying those customers with suspected incorrect addresses. This report will be provided to the County in an acceptable electronic format to facilitate the updating of the County's customer address file. In addition, the awarded Provider must provide reporting for the number of notices printed (separately identified by form type), number of different inserts selected, and validation totals after each mailing.

10.0 **Process Control and Visibility**

In order to assure the validity of the notice production process, the awarded Provider will need to define an acceptable process that works within a daily timeframe to print and mail notices. Visibility and control points within this process will be required to ensure that the notices mailed equate to the information sent. These control points and process visibility will be preferably web based and available to the County via the Internet. The tracking program should not require special software or hardware by the County.

Examples of the availability of the program will be:

1. Ability to transmit files electronically for processing
2. Capability to schedule, initiate, and view status of jobs
3. Number of notices printed
4. US Postal Amounts for notice run
5. Number of pieces pulled in notice run
6. Confirmation of notices sent to post office

11.0 **Process Automation**

In their response, the awarded Provider should describe any/all services it provides that can assist the County in increasing their efficiency of notice production and/or customer service issues. If the awarded Provider has the capability of electronic/digital bill presentation and payment solutions, which may enhance Guilford County's operations, information and cost estimates for such related services they should provide for our consideration. The awarded Provider shall have a Chargeback System to invoice each Department within the County using the awarded Provider's services

12.0 **Option for Separate Competitive Bidding Procedures:** The County reserves the right to purchase products or services covered under the awarded contract through a separate competitive bidding process, whenever deemed to be in the best interest of the County. The right will generally be exercised only when a specific need for a large quantity of the product or service exists or when the price offered is significantly lower than the contract price.

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QUALIFICATIONS AND SUBMISSION REQUIREMENTS

In order to facilitate the analysis of responses to this RFP, all Respondents are required to prepare their proposals in accordance with the instructions outlined in this section. To be considered for selection, upload your proposed package into the County's Vendor Self Service System and submit all required supplemental information electronically. Proposals should be prepared as simple as possible and provide a straightforward, concise description of the Respondents' capabilities to satisfy the requirements of the RFP. All pages in your response shall be properly formatted and provide the following basic information:

Failure to return all required supplemental information and attachments as outlined in Tabs 1 - 7 may result in a Provider being deemed non-responsive.

Tab 1: Cost Proposal and Attachments

The Provider's cost quotation shall be itemized utilizing **Attachment 1 – Cost Proposal Form** and include all costs (e.g. printing fees including single and duplex, insertion fees, approximate postage fees, cost of supplies that will be purchased, implementation fees, documentation, maintenance, hourly rates, shipping, receiving, setup, etc.)

The Provider shall provide a detailed breakdown of all the costs required for the successful implementation and ongoing operation of the proposed solution. The County requires the Provider to fully identify costs associated with the proposed solution.

The County recognizes that the implementation of a Notice Printing Service is a complex effort and that not all possible variables are provided for within this RFP document. Therefore, the Provider may be required to make some assumptions about the County's environment or about specific requirements. Any assumptions made by the Provider in regard to this RFP shall be included in this section.

Please review your pricing information carefully prior to submission.

Tab 2: Provider's Services Cost Certification

Complete the **Provider Services Cost Certification Form - Attachment 2** and upload as an attachment to your response.

Tab 3: Executive Summary

This section of the response to the RFP should be limited to a brief narrative highlighting the Provider's proposal. Within this section, the Provider should highlight briefly their abilities and inabilities upon the requirements requested.

Tab 4: Provider's Qualifications

Complete the **Provider Qualifications Form - Attachment 3** to provide specific information as requested and upload as an attachment to your response.

Tab 5: Proposed Services to be Provided

The Provider shall present, in detail, features and capabilities of their proposed services to be provided. The Provider should state what implementation services will be provided, processes, control points and time frames for the on-going services. In addition, please describe all the services that their company provides. If other ancillary services are available that may be deemed pertinent to the process, please describe them in full detail.

Tab 6: Technology Solution

The Provider shall provide narrative responses to each of the requirements listed:

- Data Transmission Requirements

- Quality Assurance Requirements
- Quality Assurance Procedures
- Process Visibility Tools
- Production Management & Controls
- Equipment Capabilities
- Business Continuity Plan

Tab 7: References

Utilize the **References Form – Attachment 4** to provide a listing of references to include phone numbers and contact names.

Tab 8: MWBE Participation Requirements

Respondents are required to submit information about participating MWBEs on the MWBE Affidavit forms provided with this RFP. Utilize the MWBE Affidavit Forms - **Attachment 5**

Documents to provide with the bid proposal – Under North Carolina General Statutes (N.C. GS 143-128.2 (c) the undersigned bidder shall identify **on its bid** (Identification of Minority Business Participation Form) the minority businesses that it will use on the project with the total dollar value of the contract that will be performed by the minority businesses. **Also** list the good faith efforts (**Affidavit A**) made to solicit minority participation in the bid effort **OR** (**Affidavit B**) the Provider’s statement of the intent to self-perform all work under the contract and sign and notarize the form.

NOTE: A Provider that performs all the work with its own workforce shall submit an Affidavit (B) to that effect **in lieu of Affidavit (A) required above.**

The Provider’s intent to perform contract with own workforce does not require the Provider to make good faith efforts and the self-performing Provider will not need to submit additional affidavits after the bid opening.

The Minority Business Participation Form must still be signed, notarized and submitted in lieu of Affidavit A even there is zero participation.

Documents to provide after the bid proposal evaluation - Upon notification of being recommended as the most qualified firm for award of a contract, the Provider, if they are not self-performing all of the work, must submit the following to the MWBE Director within 72 hours of the notification:

An Affidavit (C) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the established goal of ten (10) percent and documented evidence of all good faith efforts made to meet the ten (10) percent goal and Affidavit D is not necessary **OR** if less than the 10% goal, Affidavit (D) of the Provider’s good faith effort to meet the ten (10) percent goal.

The document must include **evidence** of all good faith efforts that were implemented including those identified on Affidavit A. Include any advertisements, solicitation phone, email and/or fax logs, and other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract. Because faxing may be less reliable than email, solicitation outreach via fax should include a follow-up phone call to the potential subcontractor.

All respondents, regardless of their MWBE designation, must respond to each question to be compliant with the MWBE requirements.

- Describe the plan that your firm has developed to encourage inclusion in your employment process. Provide an organization chart showcasing MWBEs/WBEs in leadership roles. Does your firm have a Diversity Equity Inclusion statement? If so, provide it in the proposal response.

- Include documentation of MWBE participation you have achieved over the past three years on public and/or private projects.
- Outline specific efforts that your firm will take to notify MWBEs of opportunities to participate in this project. Identify MWBE organizations your firm has worked with or will engage on this project.
- A firm may submit a Self-Performance Affidavit, points will be awarded in the following manner: 1) if a firm is a WBE or MBE NC HUB certified firm, 10 points will be awarded, and 2) if a firm is not a WBE or MBE NC HUB certified firm, 0 points will be awarded.

Tab 9: Other Bid Event Forms

Please download to complete, sign and date the attached forms. Be sure to upload the forms back in the system to your online response. If no Addendum was issued, please indicate N/A for Not Applicable on the Addendum form.

W-9 Form - **Attachment 6**

Addendum Acknowledgement Form - **Attachment 7**

Non-Collusion Affidavit - **Attachment 8**

Affidavit of Compliance (E-Verify) - **Attachment 9**

Tab 10: Other Attachments

Please refer to the following attachments for *information purposes only*:

- RFP Proposal Checklist
- Basic Insurance Requirements
- Sample Contract
(**Note: An award of a bid is not an acceptance of the contract terms provided by vendor unless expressly accepted by County**)
- Exhibit A – Description of Current County Print Environment
- Exhibit B – Sample Envelopes

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Addendum #1A: (Bid 20246) Questions from Bidder
Print Processing and Mailing

1. Can you confirm the county is willing to prepay postage for all mailings? Ideally, we'd set up an escrow account that you'd fund prior to mailing and then Amsive would invoice you the total postage used which will replenish the escrow account monthly. **We will not pre-pay anything on this. The vendor will bill us. We will not be establishing an escrow account.**
2. On page 11, section 8.0 states the awarded provider will notify the County on the same business day when mail exceeds the postal weight requirements and provide the estimated postal charges to be incurred when mailing.
 - a. Can you please explain this? We do not have a weight limit for the amount of mail we take to the post office. The postage amounts will be available prior to mailing due to using presorting software. **In the event a mailing exceeds regular postage cost, we would require advance notice**
3. Can you please provide me with PDF samples of each document type? It would be easier to see samples than to list out my questions for each. **See Addendum 1B – Document Samples**

GUILFORD COUNTY TAX DEPARTMENT
400 W MARKET ST
GREENSBORO NC 27401-2259



Addendum #1B - Document Samples

GUILFORD COUNTY Tax Department

16039653-1-1 1 1



Tuesday August 20, 2024



[Redacted]

RE: Notice of Formal Appeal Decision (Board of Equalization and Review)

THIS IS NOT A TAX BILL

Dear Property Owner/Representative:

On Thursday August 15, 2024 the Guilford County Board of Equalization and Review (BER), acting under the powers granted by G.S.105-322 received evidence and heard testimony regarding the appeal. On the basis of that evidence and testimony, and in due consideration of all applicable laws, the Board made the following decision effective for tax year 2024 based on the 2022 reappraisal year:

REID: [Redacted]
 Ownership: [Redacted]
 Property Address: [Redacted]
 Assessed Value under Appeal: [Redacted]
 Decision of Board: [Redacted]

5653PB/ER 9/23/22 CMYK

You may appeal the Board's decision to the North Carolina Property Tax Commission. To appeal this decision, you must send one of the following to the Commission:

- a) Form AV-14, Notice of Appeal and Application for Hearing, is available online at <http://www.dornc.com/downloads/property.html> for you to complete and mail or hand deliver to the Commission, with a copy of this Notice of Decision, within 30 days from the date of this decision. **Form AV-14 cannot be electronically filed with the Commission.**

Or

- b) A signed letter indicating that you wish to appeal this decision. The Commission will then mail you Form AV-14, which you must complete and return to the Commission within 30 days from

the date of the Commission's letter. You must include a copy of this Notice of Decision with your signed letter.

Your notice of appeal (either the Form AV-14 or the signed letter) must be received by the Commission within 30 days of the date of this Notice of Decision. Documents filed through the US Postal Service are considered received on the date of the US Postal Service postmark. *If the appeal bears postage affixed by an interoffice postage meter, the appeal is considered filed on the date it is received in the Commission's office.* **Failure to file your notice of appeal on time and failure to file Form AV-14 can both result in the dismissal of your appeal.**

Send your appeal documents to:

North Carolina Property Tax Commission
P.O. Box 871
Raleigh, NC 27602
Commission Phone Number: (919) 814-1129

In addition, send a copy of your Notice of Appeal to the county tax administrator/assessor and to the county attorney.

Taxpayers may prepare their notice of appeal to be filed with the Property Tax Commission. Attorneys licensed to practice law in this State may also prepare, sign and file the notice of appeal with the Property Tax Commission on behalf of the taxpayers. However, a tax representative or agent is **not** permitted to prepare, sign or file the appeal on behalf of the taxpayers.

Corporate taxpayers and Limited Liability Companies must be represented by an attorney licensed to practice law in North Carolina unless the business entity elects the following non-attorney representative as permitted by G.S. 105-290(2d): (i) officer, (ii) manager or member-manager, if the business entity is a limited liability company; (iii) employee whose income is reported on IRS Form W-2, if the business entity authorizes the representation in writing, or (iv) owner of the business entity, if the business entity authorizes the representation in writing and if the owner's interest in the business entity is at least twenty-five (25%). If a business entity elects to use a non-attorney representative as set forth above, a business entity must complete Form AV-63 (Power of Attorney of Business Entities and Declaration of Non-attorney Representative), available online, and sign the form before a notary.

Sincerely,

Clerk, Board of Equalization and Review

SCHEDULE D	SEPARATELY SCHEDULED PROPERTY – SEE INSTRUCTIONS
1. Does your business own any artwork, displays, statues, or other personal property that is separately scheduled for insurance purposes? () YES () NO Please describe the items and estimated value of items if applicable.	

SCHEDULE E	FARM EQUIPMENT – Tractors, Implements, Bulk Barns, Etc...Attach detail if needed.					
YEAR	DESCRIPTION or MAKE	MODEL or SERIES	GAS or DIESEL	YEAR ACQUIRED	ORIGINAL COST	FOR OFFICE USE

SCHEDULE F **SESSION LAW 2018-98 REPEALED THE TAX OF A LEASEHOLD INTEREST IN EXEMPT REAL PROPERTY, EFFECTIVE JULY 1, 2019. SCHEDULE F IS NO LONGER APPLICABLE AND WILL BE RESERVED FOR FUTURE USE.**

SCHEDULE G	ADDITIONS AND/OR DELETIONS TO REAL PROPERTY – If your business owns real property in Guilford County and made improvements and/or additions or deletions to the property during the prior year, complete this section. Attach schedule if necessary.			
LOCATION (ADDRESS OR PARCEL NUMBER)	DESCRIPTION	TOTAL COST	% COMPLETE ON JAN 1	

SCHEDULE A-1 ADDITIONAL SCHEDULES FOR MACHINERY & EQUIPMENT									
YEAR ACQUIRED	GROUP(1) MACHINERY & EQUIPMENT				YEAR ACQUIRED	GROUP(1) MACHINERY & EQUIPMENT			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURRENT YEAR COST		PRIOR YR. COST	ADDITIONS	DELETIONS	CURRENT YEAR COST

A COPY OF YOUR LATEST BALANCE SHEET AND DEPRECIATION SCHEDULE OR FIXED ASSETS LEDGER SHOULD ACCOMPANY THIS RETURN. ALL SECTIONS OF THIS RETURN MUST BE COMPLETED PER INSTRUCTIONS OR IT MAY BE REJECTED. IF A SECTION DOES NOT APPLY, INDICATE SO, DO NOT LEAVE IT BLANK.

INSTRUCTIONS – Listings due By January 31st.

Commonly Asked Questions Who must file a listing, and what do I list?

Any individual(s) or business(es) owning or possessing personal property used or connected with a business or other income producing purpose on January 1. Temporary absence of personal property from the place at which it is normally taxable shall not affect this rule. For example, a lawn tractor used for personal use, to mow the lawn at your home is not listed. However, a lawn tractor used as part of a landscaping business in this county must be listed if the lawn tractor is normally in this county, even if it happens to be in another state or county on January 1

NCGS §105-308 reads: "any person whose duty it is to list any property who willfully fails or refuses to list the same within the time prescribed by law shall be guilty of a Class 2 misdemeanor. The failure to list shall be prima facie evidence that the failure was willful." A class 2 misdemeanor is punishable by imprisonment of up to 60 days.

When and where to list?

Listings are due on or before January 31st. Mailing address: Business Personal Property, P.O. Box 3138, Greensboro, NC 27402

As required by state law, late listings will receive a penalty. An extension of time to list may be obtained by submitting written request showing "good cause" to the Guilford County Assessor's Office by January 31st, by mail or [email to biztax@guilfordcountync.gov](mailto:biztax@guilfordcountync.gov)

How do I list? -- Three important rules:

- (1) Read these INSTRUCTIONS for each schedule or group. Contact our office if you need additional clarification.
- (2) If a Schedule or Group does not apply to you, indicate so on the listing form, **DO NOT LEAVE A SECTION BLANK, DO NOT WRITE "SAME AS LAST YEAR"**. A listing form may be rejected for these reasons and could result in late listing penalties.
- (3) Listings must be filed based on the tax district where the property is physically located. If you have received multiple listing forms, each form must be completed separately.

INFORMATION SECTION

Complete all sections at the top of the form, whether or not they are specifically addressed in these INSTRUCTIONS. Attach additional sheets if necessary.

- (1) Other N.C. Counties where personal property is located: If your business has property normally located in other counties, list those counties here.
- (2) Contact person for audit: In case the Assessor's Office needs additional information, or to verify the information listed, list the person to be contacted here.
- (3) Physical address: Please note here the location of the property. The actual physical location may be different from the mailing address. PO and Personal Mail Boxes are not acceptable.
- (4) Principal Business in this County: What does the listed business do? For example: Tobacco Farmer, Manufacture electrical appliances, Laundromat, Restaurant. The **SIC or NAICS code** may help describe this information, if you do not know the **SIC or NAICS code**, please write "unknown".
- (5) Complete other requested business information. Make any address changes.
- (6) If out of business: If the business we have sent this form to has closed, complete this section and attach any additional information regarding the sale of the property.

SCHEDULE A

The year acquired column: The rows which begin "2022" are the rows in which you report property acquired during the calendar year 2022. Other years follow the same format.

Schedule A is divided into eight (8) groups. Each is addressed below. Prior year cost (Original Costs) may be pre-printed. This column should contain the cost information from last year's listing. If it does not, please complete this column, referring back to your last year's listing. List Current Year's Cost (Total Cost) 100% cost of all depreciable personal property in your possession on January 1. Include all fully depreciated assets as well. Round amounts to the nearest dollar. Use the "Additions" and "Deletions" column to explain changes from "Original Cost" to "Total Cost". The "Original Cost" plus "Additions" minus "Deletions" should equal "Total Cost" If there are any additions and/or deletions, please attach an acquisitions and disposals detail. If the deletion is a transferred or paid out lease, please note this, and to whom the property was transferred.

COST - Note that cost information you provide must include all costs associated with the acquisition as well as the costs associated with bringing that property into operation. These costs may include, but are not limited to invoice cost, trade-in allowances, freight, installation costs, sales tax, expensed costs, and construction period interest.

NOTE: If you purchased an existing business and its assets since January 1, 2023, do not complete this listing form without first contacting the county tax office for further instructions.

The cost figures reported should be historical cost, which is the original cost of an item when first purchased, even if it was first purchased by someone other than the current owner. For example, you, the current owner, may have purchased equipment in 2022 for \$100, but the individual you purchased the equipment from acquired the equipment in 2017 for \$1000. You, the current owner, should report the property as acquired in 2017 for \$1000.

Property should be reported at its actual historical installed cost IF at the retail level of trade. For example, a manufacturer of computers can make a certain model for \$1000 total cost. It is typically available to any retail customer for \$2000. If the manufacturer uses the model for business purposes, he should report the computer at its cost at the retail level of trade, which is \$2000, not the \$1000 it actually cost the manufacturer. Leasing companies must list property they lease at the retail trade level, even if their actual cost is at the manufacturer or wholesaler level of trade.

Multi-Situs Property Owners and Lessors

If you own Multiple properties in one or more jurisdictions, for example, leased equipment or vending equipment, please submit your asset detail in Excel (.zip files can

be sent to the email indicated on the form, with the file name: **businessnameyear.zip**.) File should contain all equipment at cost, sorted by tax jurisdiction, and include all information needed for valuation, including but not limited to, description, year acquired, cost at the retail level of trade, physical location, and lessee.

Group (1) Machinery & Equipment

This is the group used for reporting the cost of all machinery and equipment. This includes all warehouse and packaging equipment, as well as manufacturing equipment, production lines, hi-tech or low-tech. List the total cost by year of acquisition, including fully depreciated assets that are still connected with the business. For example, a manufacturer of textiles purchased a knitting machine in October 2022 for \$10,000. The sales tax was \$200, shipping charges were \$200, and installation costs were \$200. The total cost that the manufacturer should report is \$10,600, if no other costs were incurred. The \$10,600 should be added in group (1) to the 2022 "Original Costs" cost column, every year until it is removed.

Group (2) Office Furniture & Fixtures

This group is for reporting the costs of all furniture & fixtures and small office machines used in the business operation. This includes, but is not limited to, file cabinets, desks, chairs, adding machines, curtains, blinds, ceiling fans, window air conditioners, telephones, intercom systems, and burglar alarm systems.

Group (3) Computer Equipment

This group is for reporting the costs of non-production computers & peripherals. This includes, but is not limited to, personal computers, midrange, or mainframes, as well as the monitors, printers, scanners, magnetic storage devices, cables, & other peripherals associated with those computers. This category also includes software that is capitalized and purchased from an unrelated business entity. **Note: The development cost of software or any modification cost to software, whether done internally by the taxpayer or externally by a third party to meet the customer's specified needs is excluded and should not be reported.** This **does not include** high tech equipment such as proprietary computerized point of sale equipment or high tech medical or computer controlled equipment, or the high-tech computer components that control the equipment. This type of equipment would be included in Group (1) or "other". Do not list any software that is expensed.

Group (4) Supplies

This group is for reporting normal business operating supplies. List the cost on hand as of January 1. The temporary absence of property on January 1 does not mean it should not be listed if it is normally present. Supplies immediately consumed in the manufacturing process or that become a part of the property being sold, such as packaging materials, or a manufacturer's raw materials, do not have to be listed. Even though inventory is exempt, supplies are not. Even if a business carries supplies in an inventory account, they remain taxable. **Supply Types: (1) Office/Janitorial/ Barber/Beauty/Medical/Dental (2) Fuels held for consumption (3) Replacement and spare parts (4) Restaurant and hotel items : linens/smallwares/cookware not listed in Schedule A (5) Rental items not sold in the normal course of business and not listed in Schedule A (6)**

Group (5) Other

This group will not be used unless instructed by authorized county tax personnel.

Group (6) Construction in Progress (CIP)

CIP is business personal property which is under construction on January 1. The accountant will typically not capitalize the assets under construction until all of the costs associated with the asset are known. In the interim period, the accountant will typically maintain the costs of the asset in a CIP account. The total of this account represents investment in tangible personal property, and is to be listed with the other capital assets of the business during the listing period. List in detail. If you have no CIP, write "none".

Group (7) Leasehold Improvements

This group includes improvements made by or for the business to real property leased or used by the business. The improvements may or may not be intended to remain in place at the end of the lease, but they must still be listed by the business unless it has been determined that the improvements will be appraised as real property by the county for this tax year. Contact the appropriate county to determine if you question whether these improvements will be appraised as real property for this tax year. If you have made no improvements to leased property write "none". Do not include in this group any Store Equipment-Group (1) or Office Furniture and Fixtures-Group (3).

Group (8) Expensed Items

This group is for reporting any assets which would typically be capitalized, but due to the business' capitalization threshold, have been expensed. Fill in the blank which asks for your business' "Capitalization Threshold." If you have no expensed items write "none".

SCHEDULE B VEHICULAR EQUIPMENT --Attach additional detail as needed

Motor Vehicles registered with the NC Department of Motor Vehicles as of January 1 do not have to be listed. If you own Unregistered Vehicles, Multi-year tagged trailers, IRP (International Registration Plan) plated vehicles or special bodies attached they must be listed. NOTE: Effective January 1, 2014, IRP plated vehicles are required to be listed with the local county tax office as part of the business personal property listing form process.

SCHEDULE C PROPERTY IN YOUR POSSESSION, BUT OWNED BY OTHERS

If on January 1, you have in your possession any business machines, machinery, furniture, vending equipment, game machines, postage meters, or any other equipment which is loaned, leased, or otherwise held and not owned by you, a complete description and ownership of the property should be reported in this section. This information is for office use only. Assessments will be made to the owner/lessor. If you have already filed the January 15th report required by §105-315, so indicate. If you have none, write "none" in this section. If property is held by a lessee under a "capital lease" where there is a conditional sales contract, or if title to the property will transfer at the end of the lease due to a nominal "purchase upon termination" fee, then the lessee is responsible for listing under the appropriate group.

SCHEDULES D, E, F, G: SPECIAL PROPERTIES, FARM EQUIPMENT, LEASEHOLD INTEREST, REAL PROPERTY IMPROVEMENTS. Indicate "N/A" if you have nothing to report in these sections.

SCHEDULE I-1 BILLBOARDS

AFFIRMATION

If the form is not signed by an authorized person, it may be rejected and could be subject to penalties. This section describes who may sign the listing form. **Listings submitted by mail shall be deemed to be filed as of the date shown on the postmark affixed by the U.S. Postal Service. Any other indication of the date mailed (such as your own postage meter) is not considered and the listing shall be deemed to be filed when received in the office of the tax assessor.** Any person who willfully attempts, or who willfully aids or abets any person to attempt, in any manner to evade or defeat the taxes imposed under this Subchapter (of the Revenue Laws), whether by removal or concealment of property or otherwise, shall be guilty of a Class 2 misdemeanor. (Punishable by imprisonment up to 60 days)



GUILFORD COUNTY
Tax Department
BUSINESS PERSONAL PROPERTY DISCOVERY NOTICE

08/12/2024

North Carolina General Statute (NCGS) 105-308 requires owners of certain personal property to annually list their property as of January 1 with the county tax assessor. It has been determined that for the current tax year you failed to list specific property, or with respect to property listed, made a substantial understatement of value. In absence of a listing and in accordance with NCGS 105-312, the personal property listed below is being discovered. This discovery will become final unless written exception is filed with the assessor within **30** days for the date of this notice.

Property Type	Description	Assessed Value Estimated
Business	MACHINERY AND EQUIPMENT	4,000,000
	Total	

You have **30** days from the date on this letter to give written exception using the selection list below. You may download and use a listing form from <http://www.guilfordcountync.gov/our-county/tax/tax-forms-rates> and attach documentation to support your exception. Examples of documentation: Depreciation Schedule, Asset List, Bill of Sale, etc.

A property tax bill will be mailed based on the above value.

IF YOU DO NOT AGREE with the listing and appraisal of the discovered property, note the reason(s) below, attach supporting documentation, sign, date and return this form to the address listed below within.

30 days of date of this notice.

1. Property has been listed in another name or business as follows:
2. Property is listed in another county/state _____ (Attach copy of listing and bill)
3. Property was sold before January 1, 2021. The buyer's name and address (attach Bill of Sale/Proof of Sale):

4. Valuation (attach completed listing form) _____

5. Business closed: _____

Email address: _____ Telephone number: _____

Property owner's mailing address if different from above: _____

Property owner's Signature: _____ Date: _____

If you require further information or assistance regarding this notice, please call the number below. Your cooperation is greatly appreciated.

COUNTY OF GUILFORD

STATE OF NORTH CAROLINA - TAX YEAR 2024

APPLICATION FOR PROPERTY TAX RELIEF

ELDERLY OR DISABLED EXCLUSION (G.S. 105-277.1),

DISABLED VETERAN EXCLUSION (G.S. 105-277.1C), or

CIRCUIT BREAKER TAX DEFERMENT PROGRAM (G.S. 105-277.1B)

Name of Applicant: _____ Date of Birth: _____
Last First MI mm/dd/year

Name of Spouse: _____ Date of Birth: _____
Last First MI mm/dd/year

Residence Address: _____

Telephone Number: (H) _____ (W) _____ (C) _____

Email Address: _____

Circle One:

Yes No Is this property your permanent legal residence?

Yes No Does your spouse (if applicable) live with you in the residence? If you answer **No**, provide your spouse's address: _____

Yes No Are you or your spouse currently residing in a health care facility? If you answer **Yes**, circle one (applicant / spouse) and indicate length of stay: _____

Yes No Do you and your spouse (if applicable) own 100% interest in the property? If you answer **No**, list all owners and their ownership percentage:

Owner _____ % Owner _____ %
Owner _____ % Owner _____ %
Owner _____ % Owner _____ %

Note: Separate applications are required for each owner that is claiming property tax relief. If a husband and wife own the property by entirety, only one application is required. If a husband and wife own the property as tenants in common, then a separate application is required for each spouse.

Part 2. Elderly or Disabled Exclusion

Short Description: This program **excludes** from taxation the greater of the first \$25,000 or 50% of the appraised value of the permanent residence of a qualifying owner. A qualifying owner must either be (as of January 1) at least 65 years of age or be totally and permanently disabled. The owner cannot have an income amount for the previous year that exceeds the income eligibility limit of \$36,700. Income components are listed in Part 5 and include taxable and tax exempt Social Security Benefits. See G.S. 105-277.1 for the full text of the statute describing this exclusion.

Multiple Owners: Benefit limitations may apply when there are multiple owners. Each owner must file a separate application (other than husband and wife as tenants by entirety). If eligible, each owner may receive benefits under the Elderly or Disabled Exclusion or the Disabled Veteran Exclusion. The Circuit Breaker Property Tax Deferment cannot be combined with either of these two programs.

Circle One: **Yes** **No** As of January 1, were you at least 65 years of age? If you answer **Yes**, you do not have to file Form AV-9A Certification of Disability.

Yes **No** As of January 1, were you totally and permanently disabled and less than 65 years of age? If you answer **Yes**, you must file Form AV-9A Certification of Disability.

- Requirements:**
1. File Form AV-9A Certification of Disability if you are not at least 65 years of age.
 2. Complete Part 5. Income Information.
 3. Complete Part 6. Affirmation and Signature.

Office Use Only: AV-9A Required: Y / N

Approved: Y / N Date: _____ By: _____

AV-9A Received: Y / N Date: _____

Comments: _____

Part 3. Disabled Veteran Exclusion

Short Description: This program **excludes** up to the first \$45,000 of the appraised value of the permanent residence owned and occupied as of January 1st of the year for which tax relief is sought by a qualifying disabled veteran. A disabled veteran is defined as a veteran whose character of service at separation was honorable or under honorable conditions and who has a total and permanent service-connected disability **or** who receives benefits for specially adapted housing under 38 U.S.C. 2101. There is no age or income limitation for this program. This benefit is also available to a surviving spouse (who has not remarried) of either (1) a disabled veteran as defined above, (2) a veteran who died as a result of a service-connected condition whose character of service at separation was honorable or under honorable conditions, or (3) a service member who died from a service-connected condition in the line of duty and not as a result of willful misconduct. See G.S. - 2771.C for the full text of the statute.

Multiple Owners: Benefit limitations may apply when there are multiple owners. Each owner must file a separate application (other than husband and wife as tenants by the entirety). If eligible, each owner may receive benefits under the Disabled Veteran Exclusion or the Elderly or Disabled Exclusion. The Circuit Breaker Property Tax Deferral cannot be combined with either of these two programs.

Circle One: **Yes** **No** I am a disabled veteran. (See definition of disabled veteran above.)

Yes **No** I am the surviving spouse of either a disabled veteran or a service member who met the conditions in the description above. If you answer **Yes**, complete the next question.

Yes **No** I am currently unmarried and I have never remarried since the death of the veteran.

- Requirements:**
- 1. File Form NCDVA-9 Certification for Disabled Veteran's Property Tax Exclusion. This form must be certified by the United States Department of Veteran Affairs.
or
File documentation that you receive benefits for specially adapted housing under 38 U.S.C. 2101. Obtain the documentation from the appropriate federal agency.
 - 2. Complete Part 6. Affirmation and Signature.

Office use Only: VDC Received: Y/ N Date: _____ Approved: Y/ N Date: _____ By: _____
 SAH Received: Y/ N Date: _____ Comments: _____
 HDC Received: Y / N Date: _____

Part 4. Circuit Breaker Property Tax Deferment

Short Description: Under this program, taxes for each year are limited to a percentage of the qualifying owner's income. A qualifying owner must either be (as of January 1) at least 65 years of age or be totally and permanently disabled. For an owner whose income amount for the previous year does not exceed the income eligibility limit for the current year, which for the 2023 tax year is **\$36,700**, the owner's taxes will be limited to four percent (4%) of the owner's income. For an owner whose income exceeds the income eligibility limit (**\$36,700**) but does not exceed 150% of the income eligibility limit, which for the 2023 tax year is **\$55,050**, the owner's taxes will be limited to five percent (5%) of the owner's income.

However, the taxes over the limitation amount are deferred and remain a lien on the property. The last three years of deferred taxes prior to a disqualifying event will become due and payable, with interest, on the date of the disqualifying event. Interest accrues on the deferred taxes as if they had been payable on the dates on which they would have originally become due. Disqualifying events are death of the owner, transfer of the property, and failure to use the property as the owner's permanent residence. Exceptions and special provisions apply. See G.S. 105-277.1B for the full text of the statute.

IMPORTANT - YOU MUST FILE A NEW APPLICATION FOR THIS PROGRAM EVERY YEAR !

Multiple Owners: Each owner (other than husband and wife as tenants by the entirety) must file a separate application. **All owners must qualify and elect to defer taxes under this program** or no benefit is allowed under this program. The Circuit Breaker Property Tax Deferment cannot be combined with either the Elderly or Disabled Exclusion or the Disabled Veteran Exclusion.

- Circle One:**
- | | | |
|------------|-----------|--|
| Yes | No | As of January 1, were you at least 65 years of age? If you answer Yes , you do not have to file <u>Form AV-9A Certification of Disability</u> . |
| Yes | No | As of January 1, were you totally and permanently disabled and less than 65 years of age? If you answer Yes , you must file <u>Form AV-9A Certification of Disability</u> . |
| Yes | No | Have you owned and occupied your permanent residence for at least the last five full years prior to January 1 of this year? |
| Yes | No | Do all owners of this property qualify for this program and elect to defer taxes under this program. If you answer No , the property cannot receive benefit under this program. |

- Requirements:**
1. File Form AV-9A Certification of Disability if you are not at least 65 years of age.
 2. Complete Part 5. Income Information.
 3. Complete Part 6. Affirmation and Signature.

Office Use Only: AV-9A Required: Y / N

Approved: Y-4% / Y-5% / N Date: _____ By: _____

AV-9A Received: Y / N Date: _____ Comments: _____

Part 5. Income Information (complete only if you also completed Part 2 or Part 4)

Social Security Number (SSN) disclosure is mandatory for approval of the Elderly or Disabled Exclusion and the Circuit Breaker Property Tax Deferral Program and will be used to establish the identification of the applicant. The SSN may be used for verification of information provided on this application. The authority to require this is given by 42 U.S.C. Section 405(c)(2)(C)(i). The SSN and all income tax information will be kept confidential. The SSN may also be used to facilitate collection of property taxes if you do not timely and voluntarily pay the taxes. Using the SSN will allow the tax collector to claim payment of an unpaid property tax bill from any State income tax refund that might otherwise be owed to you. Your SSN may be shared with the State for this purpose. In addition, your SSN may be used to garnish wages or attach bank accounts for failure to timely pay taxes.

Social Security Number: _____ _____
Applicant Spouse

Requirements:

1. You must provide a copy of the first page of your individual Federal Income Tax Return for the previous calendar year (unless you do not file a Federal Income Tax Return). Married applicants filing separate returns should submit both returns. If you have not filed your Federal Income Tax Return at the time you submit this application, submit a copy of the first page when you file your return. Your income tax returns are confidential and will be treated as such. **Your application will not be processed until the income tax information is received.** Please check the appropriate box below concerning the submission of your Federal Income Tax Return.

- Federal Income Tax Return submitted with this application
- Federal Income Tax Return will be submitted when filed with the IRS.
- I will not file a Federal Income Tax Return with the IRS for the previous calendar year.

(Part 5 continued on next page)

Part 5. Income Information (continued from previous page)

2. Provide the income information requested below for the previous calendar year. Provide the total amount for both spouses. **If you do not file a Federal Income Tax Return, you must attach documentation of the income that you report below (W-2, SSA-1099, 1099-R, 1099-INT, 1099-DIV, financial institution statements, etc.).**

- a. Wages, Salaries, Tips, etc. \$ _____
- b. Interest (Taxable and Tax Exempt).....\$ _____
- c. Dividends.....\$ _____
- d. Capital Gains.....\$ _____
- e. IRA Distributions.....\$ _____
- f. Pensions and Annuities.....\$ _____
- g. Disability Payments (not included in Pensions and Annuities).....\$ _____
- h. Social Security benefits (Taxable and Tax Exempt).....\$ _____
- i. All other moneys received (examples: alimony, rents, gifts, income from Sched. C, E, F)...\$ _____
- Total**\$ _____

Comments: _____

INFORMATION IS SUBJECT TO VERIFICATION WITH THE NORTH CAROLINA DEPARTMENT OF REVENUE.

Office Use Only: FITR Required: Y / N FITR Received: Y / N Date: _____

Income: \$ _____ < IEL / 1.5 IEL / > 1.5 IEL Date: _____ By: _____

Comments: _____

GUILFORD COUNTY
Personal Property Listing
INSTRUCTIONS

To Avoid Penalty, Return Signed Complete Listing by January 31st

A	Ownership Information	Please provide all requested information and provide corrections if necessary. All ownership information on this form is as of January 1st of the tax year. Please review and update additional information requested in this section.
----------	------------------------------	--

B	Physical Location	Enter physical location (not a PO Box) of listed property as of January 1 st of the tax year indicated on the top of the form. If you own multiple properties at different locations, a separate listing form must be completed for each location. Contact our office for additional property listing forms. If you own a watercraft registered in Guilford County, it may have been prelisted based on information received from the NC Wildlife Resources Commissions.
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C	Listed Personal Property	<p><u>Deletions</u>-Draw one line through any property you did not own on January 1st of the tax year indicated on the top of the form, and provide proof.</p> <p><u>Corrections</u>-Make any changes in section C and provide proof if applicable.</p>
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D	Personal Property	<p>Enter Items owned as of January 1st of the tax year indicated on the top of the form.</p> <p>List all boats, boat motors, manufactured homes, aircraft, trailers with multi-year tags, unlicensed vehicles, and farm equipment owned by you on January 1st.</p> <p>Please provide complete descriptions of all property. You may also attach detailed information about the property if it does not fit in the space provided.</p> <p><u>Licensed Vehicles</u>- Do not list vehicles currently licensed by the North Carolina Department of Motor Vehicles.</p> <p>Multi-year tagged trailers <u>MUST</u> be listed.</p> <p><u>Unlicensed Vehicles</u>- Vehicles not currently licensed by the NCDOT Division of Motor Vehicles <u>must</u> be listed.</p> <p>Vehicles include cars, trucks, trailers, motorcycles, and motor homes. If your vehicle is damaged or claimed as a total loss, submit any information as to its condition as of January 1st.</p> <p><u>Watercraft (Boats and Boat Motors)</u>- Watercraft ownership is determined by information received from the NC Wildlife Resources Commission, marinas, as well as boats properly listed by owner as of January 1. Please provide as much information as possible to ensure the property can be valued accurately. Please contact the Assessor's office for any clarification.</p> <p><u>Farm Equipment</u> – List farm equipment you owned on January 1 if you are farming to produce income. If there is not enough room on this form for all your equipment, call (336) 641-3345 to obtain a different form.</p> <p><u>Business Personal Property</u> – If you own and operate a business in Guilford County you must complete a Business Personal Property Listing Form. Please contact (336) 641-3345 to obtain a business listing form.</p>
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F	Affirmation	<p>Signature must be that of the owner, partner or principal officer or individual having power of attorney. Social security numbers are not required. If provided these numbers will assist in the administration of the property tax. The authority to request these numbers is found in 42 USC 405(c)(2)(i) & N.C.G.S. 105-296(a).</p> <p>Listings may be subject to audit review, for compliance and accuracy of returns. Any individual who willfully makes and subscribes an abstract (listing) required by this Subchapter (of the Revenue Laws) which he does not believe to be true and correct as to every material matter shall be guilty of a Class 2 misdemeanor. (Punishable by a fine not to exceed \$1,000 and/or imprisonment up to 60 days.)</p>
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GUILFORD COUNTY TAX DEPARTMENT
400 W. MARKET ST.
PO Box 3138
GREENSBORO, NORTH CAROLINA 27402-3138

www.guilfordcountync.gov



GUILFORD COUNTY Tax Department

16039353 5653-NOD 1 1 1 1



Monday August 12, 2024



[Redacted Address]



RE: Notice of Decision - Formal Review of 2024 Appraised Value.

You must return this form within 30 days of the date of this notice or your appeal will be closed.

THIS IS NOT A TAX BILL

REID: [Redacted]
Property Address: [Redacted]
Tax Year: [Redacted]
Appraised Value: [Redacted]

Dear Property Owner or Representative:

A staff appraiser has reviewed the appeal of your property for the Board of Equalization and Review. The appraiser reviewed the documents that you included with your appeal as well as comparable sales, assessment, and other valuation data from your neighborhood. Based upon this review, we will recommend to the Board that the value of your property be:

RESULTS OF FORMAL REVIEW

Appraised Value: 493500

REID: 86676
Property Address: 542 FARRAGUT ST GREENSBORO, NC 27406

You **must** return this form within 30 days of the date of this notice or your appeal will be closed. Please check one of the following options.

- _____ 1. I accept the recommended value listed above and do not request an appointment with the Board of Equalization and Review.
- _____ 2. I do not accept the recommended value listed above and request an appointment with the Board of Equalization and Review.

If this letter is not returned within this period, the appeal will be set before the board and considered closed.

Signature: _____ Phone Number: _____ Email: _____

<https://www.guilfordcountync.gov/our-county/tax>
taxreval@guilfordcountync.gov

PO Box 3138 • Greensboro NC 27402 • (336) 641-4814

15900513 5653-VAN 1 1 1 1



VALUE CHANGE NOTICE

THIS IS NOT A BILL

07/24/2024

Parcel #: [REDACTED]

Physical Address: [REDACTED]

Appraisal Code: NEW BUILDING

Assessed value for 2024: \$284,800

Dear Property Owner:

North Carolina Law requires that owners be notified of any changes in assessed value.

North Carolina General Statute 105-283 requires that all real property be assessed at its true market value as of the most recent reappraisal date which was January 1, 2022. This assessment is reflective of market conditions as of January 1, 2022. If this value is acceptable, no action on your part is required. If you have any questions concerning this notice, please contact us at 336-641-4814 within 15 days of the date of this letter. For information concerning your prior assessed value, please visit <https://lrpwa.ncptscloud.com/guilford/>.

If you wish to appeal this value to the 2024 Board of Equalization and Review, all appeals must be submitted before May 15, 2024.

If you need assistance, please contact our office.

Sincerely,

Real Property Appraisal Section
Guilford County Tax Department

14813234-1-1*

GUILFORD COUNTY TAX DEPARTMENT
400 W MARKET ST
GREENSBORO NC 27401-2259



Guilford County Tax Department

Jan DLA

CONTACT US:
 email: taxdir@guilfordcountync.gov
 Greensboro: (336)641-3363
 High Point: (336)641-7911
 For more information:
<http://www.guilfordcountync.gov/our-county/tax/faqs>
 To Look Up Your Tax Bill:
<https://bcpswa.ncptscloud.com/guilfordtax/>
 To Look Up Your Real Estate Information:
<https://lrcpswa.ncptscloud.com/guilford/>

14813234-1-1 1 1 *****AUTO**ALL FOR AADC 280



Pay by Credit Card

myGuilfordCounty powered by **payit** Visit: my.guilfordcountync.gov
 Download: myGuilfordCounty Call: 336-203-7795
 Pay your bills, your way.

Date of Notice: 01/17/2024

See reverse for Online Banking and Payment by Mail instructions

URGENT

NOTICE: Our records show that you owe the following Guilford County Taxes that are past due: **This amount does not include any registered vehicle taxes.** Thank you for your prompt attention to this notice.

Bill Number	Property Location	Amount Due
[REDACTED]	[REDACTED]	\$1,186.71

NOTICE OF DELINQUENT TAXES

Dear Taxpayer:

According to our records, your property taxes are past due. Interest is accumulating. In order to tax everyone fairly, we are required to collect all outstanding taxes. If you do not pay this tax immediately, one or more of the following procedures may be used to collect them: garnishment of wages and/or bank accounts; levy of personal property; foreclosure of tax lien(s); seizure of N.C. income tax refunds or lottery winnings. To stop an enforcement action once initiated, payment of taxes in full is required.

This may be the last communication you receive before the above stated enforcement remedies begin.

If you have questions or if we may be of any assistance in this matter, please do not hesitate to contact the Tax Collector's office at 336-641-3363 and ask to speak with a Revenue Collection Agent.

This amount does not include any registered vehicle taxes.

SEND PAYMENT TO:
GUILFORD COUNTY
PO BOX 71072
CHARLOTTE, NC 28272-1072

FOR ASSISTANCE CALL:
GREENSBORO: 336-641-3363
HIGH POINT: 336-641-7911

Note: If you have paid since 01/17/2024 please disregard this notice.
RETAIN THIS PORTION FOR YOUR RECORDS. CHECK NO. _____ DATE PAID _____ AMOUNT PAID _____

FOLD ON PERFORATION, DETACH COUPON, AND RETURN IT WITH YOUR PAYMENT

Bill Number	Property Location	Amount Due
[REDACTED]	[REDACTED]	\$1,186.71

Amount Paid

[REDACTED]



Make Check Payable To:



GUILFORD COUNTY TAX DEPARTMENT
PO BOX 71072
CHARLOTTE NC 28272-1072

0000118671720232023000000012446640

56530PTN 01/14/23 PMS 199, Y 35

GUILFORD COUNTY TAX DEPARTMENT
400 W MARKET ST
GREENSBORO NC 27401-2259



Guilford County Tax Department

CONTACT US:

email: taxdir@guilfordcountync.gov
Greensboro: (336)641-3363
High Point: (336)641-7911
For more information:
<http://www.guilfordcountync.gov/our-county/tax/faqs>
To Look Up Your Tax Bill:
<https://bcpwa.ncptscloud.com/guilfordtax/>
To Look Up Your Real Estate Information:
<https://lrpwa.ncptscloud.com/guilford/>

Feb DLQ

14919790-1-1 1 *****AUTO**ALL FOR AADC 280



Pay by Credit Card



myGuilfordCounty
powered by **payit**
Pay your bills, your way.

Visit: my.guilfordcountync.gov
Download: myGuilfordCounty
Call: 336-203-7795

Date of Notice: 02/07/2024

See reverse for Online Banking and Payment by Mail instructions

URGENT

NOTICE: Our records show that you owe the following Guilford County Taxes that are past due: **This amount does not include any registered vehicle taxes.** Thank you for your prompt attention to this notice.

Bill Number	Property Location	Amount Due
[REDACTED]	[REDACTED]	\$1,195.44

NOTICE OF DELINQUENT TAXES

Property Description: 10 PB10-41 220 E PAR

According to our records, your property taxes are past due. Interest is accumulating. In order to tax everyone fairly, we are required to collect all outstanding taxes. **If you do not pay this tax immediately, one or more of the following procedures may be used to collect them: garnishment of wages and/or bank accounts; levy of personal property; foreclosure of tax lien(s); seizure of N.C. income tax refunds or lottery winnings.** To stop an enforcement action once initiated, payment of taxes in full is required. **In addition to these legal enforcement remedies, advertisement of unpaid delinquent real estate taxes will be published on Guilford County's website during the month of March.** The owner's name appearing in this advertisement will be the one who owned the property when the tax became delinquent. **This begins the foreclosure process for collecting property taxes, adds collection fees to the amount due and can result in the sale of the property.**

This amount does not include any registered vehicle taxes.

SEND PAYMENT TO:
GUILFORD COUNTY
PO BOX 71072
CHARLOTTE, NC 28272-1072

FOR ASSISTANCE CALL:
GREENSBORO: 336-641-3363
HIGH POINT: 336-641-7911

Note: If you have paid since 02/07/2024 please disregard this notice.
RETAIN THIS PORTION FOR YOUR RECORDS. CHECK NO. _____ DATE PAID _____ AMOUNT PAID _____

FOLD ON PERFORATION, DETACH COUPON, AND RETURN IT WITH YOUR PAYMENT

Bill Number	Property Location	Amount Due
[REDACTED]	[REDACTED]	\$1,195.44

Amount Paid



Make Check Payable To:



GUILFORD COUNTY TAX DEPARTMENT
PO BOX 71072
CHARLOTTE NC 28272-1072

0000119544520232023000000012446647

5653DP1N 2/7/24 PMS 199 Y 3.5

GUILFORD COUNTY TAX DEPARTMENT
400 W MARKET ST
GREENSBORO NC 27401-2259



Guilford County Tax Department

15100575-1-1-1*

March DL4

15100575-1-1 1 1 *****AUTO**MIXED AADC 270



CONTACT US:
 email: taxdir@guilfordcountync.gov
 Greensboro: (336)641-3363
 High Point: (336)641-7911
 For more information:
<http://www.guilfordcountync.gov/our-county/tax/faqs>
 To Look Up Your Tax Bill:
<https://bcpwa.ncptscloud.com/guilfordtax/>
 To Look Up Your Real Estate Information:
<https://lrpwa.ncptscloud.com/guilford/>

Pay by Credit Card

myGuilfordCounty
powered by **payit**

Visit: my.guilfordcountync.gov
 Download: myGuilfordCounty
 Pay your bills, your way. Call: 336-203-7795

Date of Notice: 03/08/2024

See reverse for Online Banking and Payment by Mail instructions

URGENT

NOTICE: Our records show that you owe the following Guilford County Taxes that are past due: **This amount does not include any registered vehicle taxes.** Thank you for your prompt attention to this notice.

Bill Number	Property Location	Amount Due
[REDACTED]	[REDACTED]	\$1,079.88

Property Description: HIGH POINT INSURANCE LOPT 4 BL4

NOTICE OF DELINQUENT TAXES AND ADVERTISEMENT OF TAX LIEN

According to our records, your 2023 property taxes are past due. In accordance with North Carolina law, we are preparing to publish your name on the Guilford County website as having unpaid real estate taxes along with the property location and amount that is delinquent. This action will fulfill the statutory requirement to begin the foreclosure process.

Also, be aware that in addition, Guilford County is presently initiating other enforcement remedies such as bank levy, wage garnishment, seizure of personal property, seizure of North Carolina income tax refund or lottery winnings. If you need to discuss your past due property taxes, please call 336-641-3363 now. Choose option #1 and ask to speak with a Revenue Collection Agent.

PAY IMMEDIATELY

SEND PAYMENT TO:
GUILFORD COUNTY
PO BOX 71072
CHARLOTTE, NC 28272-1072

FOR ASSISTANCE CALL:
GREENSBORO: 336-641-3363
HIGH POINT: 336-641-7911

Note: If you have paid since 03/08/2024 please disregard this notice.

RETAIN THIS PORTION FOR YOUR RECORDS. CHECK NO. _____ DATE PAID _____ AMOUNT PAID _____

FOLD ON PERFORATION, DETACH COUPON, AND RETURN IT WITH YOUR PAYMENT

Bill Number	Property Location	Amount Due
[REDACTED]	[REDACTED]	\$1,079.88

Amount Paid

[REDACTED]



Make Check Payable To:



GUILFORD COUNTY TAX DEPARTMENT
PO BOX 71072
CHARLOTTE NC 28272-1072

0000107988820232023000000006518379

5653DP1N 6/14/23 PMS 199, Y 3.5

14706102-1-1-1

GUILFORD COUNTY TAX DEPARTMENT
400 W MARKET STREET
GREENSBORO NC 27401



Guilford County Tax Department

CONTACT US:

email: taxdir@guilfordcountync.gov
Greensboro: (336)641-3363
High Point: (336)641-7911
For more information:

<http://www.guilfordcountync.gov/our-county/tax/faqs>
To Look Up Your Tax Bill:
<http://taxweb.guilfordcountync.gov/PublicWebAccess/>
To Look Up Your Real Estate Information:
<http://taxcama.guilfordcountync.gov/camapwa/>

*Debt setoff
Notice*

14706102 5653-TAX 1 1 1 1



Pay by Credit Card

myGuilfordCounty
Pay your bills, your way.

Visit: my.guilfordcountync.gov
Download: myGuilfordCounty
Call: 336-203-7795

December 19, 2023

To Whom It May Concern:

Your account is delinquent. You must pay this amount immediately. In addition to pursuing levy, attachment and garnishment, we will take steps to intercept your income tax refund or certain lottery prizes to which you may become entitled. You can stop this action and save yourself additional expense by paying immediately.

If you do not pay, we will submit this debt to the North Carolina Department of Revenue for collection. Further, the State will charge you a \$20 collection fee. The fee for levy, attachment, and garnishment is \$60.00.

You may have been delinquent in paying your account before and not experienced collection enforcement of this type. But understand that your account will be submitted if you do not settle this matter now.

Do not wait. You can avoid further action by paying your account today. If you have any questions about this notice or process, please call (336) 641-3363 and ask for a Debt-Setoff representative.

Sincerely,

Guilford County Tax Department

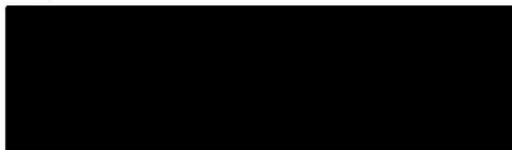
More information about this procedure and your right to make an appeal can be found on the back of this notice.

BILL NUMBER	PAY BY	DESCRIPTION	AMOUNT DUE
[REDACTED]	[REDACTED]	[REDACTED]	\$501.00
			AMOUNT PAID
Tax Department			



Remit Payment To:

**Please Pay
Immediately**



GUILFORD COUNTY TAX DEPARTMENT
PO BOX 71072
CHARLOTTE NC 28272-1072



0000050100720222022000000011321562

5653-TAX 4/5/21 K 3.5

16406892-1-1-1

GUILFORD COUNTY TAX DEPARTMENT
400 W MARKET STREET
GREENSBORO NC 27401
REI



Guilford County Tax Department

CONTACT US:
 email: taxdir@guilfordcountync.gov
 Greensboro: (336)641-3363
 High Point: (336)641-7911
 For more information:
<http://www.guilfordcountync.gov/our-county/tax/faqs>
 To Look Up Your Tax Bill:
<https://bcpwa.ncptscloud.com/guilfordtax/>
 To Look Up Your Real Estate Information:
<https://rcpwa.ncptscloud.com/guilford/>

*****AUTO**MIXED AADC 270
16406892 5653-REM 11 1 1



Pay by Credit Card

myGuilfordCounty
 Pay your bills, your way.
 Visit: my.guilfordcountync.gov
 Download: myGuilfordCounty
 Call: 336-203-7795

Date of Notice: 10/31/2024 See reverse for Online Banking and Payment by Mail instructions

FRIENDLY REMINDER

Bill Number	Property Location	Amount Due
[REDACTED]	[REDACTED]	\$1,066.58

Property Description: HIGH POINT INSURANCE & REAL ESTATE PROP
THIS IS A FRIENDLY REMINDER

Dear Taxpayer,
You are receiving this tax statement as a friendly reminder informing you that the deadline to pay your 2024 property tax is January 6, 2025. Interest and enforced collections will begin on January 7, 2025. If you have any questions, please contact our office at 336-641-3363 and choose option #1.

Thank you,
Guilford County Tax Department

SEND PAYMENT TO:
GUILFORD COUNTY TAX DEPARTMENT
PO BOX 70939
CHARLOTTE, NC 28272-0939

FOR ASSISTANCE CALL:
GREENSBORO: 336-641-3363
HIGH POINT: 336-641-7911

Note: If you have paid since 10/31/2024 please disregard this notice.

RETAIN THIS PORTION FOR YOUR RECORDS. CHECK NO. _____ DATE PAID _____ AMOUNT PAID _____

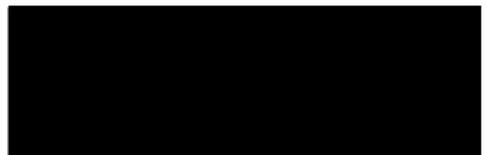
FOLD ON PERFORATION, DETACH COUPON, AND RETURN IT WITH YOUR PAYMENT

Bill Number	Property Location	Amount Due
[REDACTED]	[REDACTED]	\$1,066.58

Amount Paid



Make Check Payable To:



GUILFORD COUNTY TAX DEPARTMENT
PO BOX 70939
CHARLOTTE NC 28272-0939

0000106658820242024000000006518376

5553PREM 4/16/24 Pantone Yellow, PMS 296, K 3.5

16406850-1-1-1

GUILFORD COUNTY TAX DEPARTMENT
400 W MARKET STREET
GREENSBORO NC 27401
REI



Guilford County Tax Department

CONTACT US:

email: taxdir@guilfordcountync.gov
Greensboro: (336)641-3363
High Point: (336)641-7911
For more information:
<http://www.guilfordcountync.gov/our-county/tax/faqs>
To Look Up Your Tax Bill:
<https://bcpwa.ncptscloud.com/guilfordtax/>
To Look Up Your Real Estate Information:
<https://ircpwa.ncptscloud.com/guilford/>

*****AUTO**MIXED AADC 270
16406850 5653-EST 1 1 1 1



Pay by Credit Card

myGuilfordCounty
powered by **payit**

Visit: my.guilfordcountync.gov
Download: myGuilfordCounty
Call: 336-203-7795

Date of Notice: 11/01/2024

See reverse for Online Banking and Payment by Mail instructions.

FRIENDLY REMINDER

Bill Number	Property Location	Amount Due
[REDACTED]	[REDACTED]	\$44,134.50

Property Description: 1 PB 136-14 WENDOVER RIDGE APTS PL136-14
THIS IS A FRIENDLY REMINDER

Dear Taxpayer,
Our records indicate that your mortgage company requested your 2024 tax bill for the purpose of payment. You are receiving this statement as a courtesy to inform you that the 2024 property tax remains unpaid. The deadline to pay this bill is January 6, 2025. Interest and enforced collections will begin on January 7, 2025. Please contact your mortgage company if you feel they should pay this bill.
Thank you,
Guilford County Tax Department

SEND PAYMENT TO:
GUILFORD COUNTY TAX DEPARTMENT
PO BOX 70939
CHARLOTTE, NC 28272-0939

FOR ASSISTANCE CALL:
GREENSBORO: 336-641-3363
HIGH POINT: 336-641-7911

Note: If you have paid since 11/01/2024 please disregard this notice.

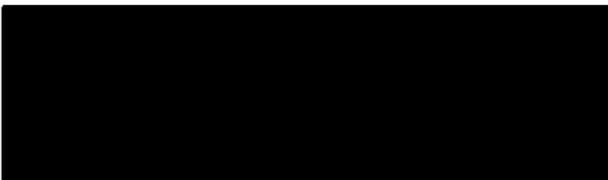
RETAIN THIS PORTION FOR YOUR RECORDS. CHECK NO. _____ DATE PAID _____ AMOUNT PAID _____

FOLD ON PERFORATION, DETACH COUPON, AND RETURN IT WITH YOUR PAYMENT

Bill Number	Property Location	Amount Due
[REDACTED]	[REDACTED]	\$44,134.50
[REDACTED]	[REDACTED]	paid



Make Check Payable To:



GUILFORD COUNTY TAX DEPARTMENT
PO BOX 70939
CHARLOTTE NC 28272-0939



000441345002024202400000014756615

5653PREST 10/31/24 Pantone Yellow PMS 266 K 35

16406855-1-1-1*

GUILFORD COUNTY TAX DEPARTMENT
400 W MARKET STREET
GREENSBORO NC 27401
REI



Guilford County Tax Department

CONTACT US:
email: taxdir@guilfordcountync.gov
Greensboro: (336)641-3363
High Point: (336)641-7911
For more information:
<http://www.guilfordcountync.gov/our-county/tax/faqs>
To Look Up Your Tax Bill:
<https://bcpwa.ncptscloud.com/guilfordtax/>
To Look Up Your Real Estate Information:
<https://lrpwa.ncptscloud.com/guilford/>

*****AUTO**MIXED AADC 270
16406855 5653-NT0 1 1 1 1



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Pay your bills. your way.

Visit: my.guilfordcountync.gov
Download: myGuilfordCounty
Call: 336-203-7795

Date of Notice: 11/01/2024 See reverse for Online Banking and Payment by Mail instructions

FRIENDLY REMINDER

Bill Number	Property Location	Amount Due
[REDACTED]	[REDACTED]	\$24,062.56

Property Description: DOLLAR TREE/GROOMETOWN RD LO1 PL120-126
THIS IS A FRIENDLY REMINDER

Dear Taxpayer,
Our records indicate that you acquired this property in 2024. You are receiving this statement as a courtesy to inform you that the 2024 property tax remains unpaid. The deadline to pay your 2024 property tax is January 6, 2025. Interest and enforced collections will begin on January 7, 2025. If you feel this tax should have been paid through your closing process, please refer to your closing documents or contact your closing attorney.
Thank you,
Guilford County Tax Department

SEND PAYMENT TO:
GUILFORD COUNTY TAX DEPARTMENT
PO BOX 70939
CHARLOTTE, NC 28272-0939

FOR ASSISTANCE CALL:
GREENSBORO: 336-641-3363
HIGH POINT: 336-641-7911

Note: If you have paid since 11/01/2024 please disregard this notice.

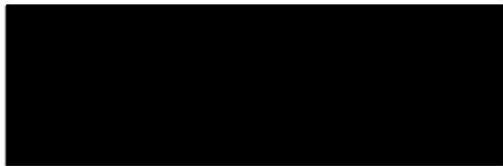
RETAIN THIS PORTION FOR YOUR RECORDS. CHECK NO. _____ DATE PAID _____ AMOUNT PAID _____

FOLD ON PERFORATION, DETACH COUPON, AND RETURN IT WITH YOUR PAYMENT

Bill Number	Property Location	Amount Due
[REDACTED]	[REDACTED]	\$24,062.56
		Amount Paid



Make Check Payable To:



GUILFORD COUNTY TAX DEPARTMENT
PO BOX 70939
CHARLOTTE NC 28272-0939

0002406256420242024000000013752601

5553PNT0 10/30/24 Pantone Yellow, PMS 286, K 3.5

15812290-1-1-1-1-3

GUILFORD COUNTY TAX DEPARTMENT
400 W MARKET ST
GREENSBORO NC 27401-2259



PROPERTY TAX NOTIFICATION

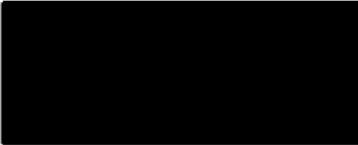
Guilford County
Tax Department

CONTACT US:

email: taxdir@guilfordcountync.gov
Greensboro: (336) 641-3363

*Mts Lender
notice*

*****AUTO**MIXED AADC 270
15812290 5653-MLN 1 1 1 1

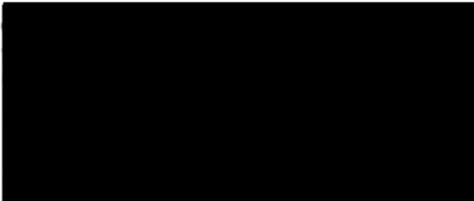


For more information:
<http://www.guilfordcountync.gov/our-county/tax/faqs>

To Look Up Your Tax Bill:
<https://bcpwa.ncptscloud.com/guilfordtax/>
To Look Up Your Real Estate Information:
<https://lrpwa.ncptscloud.com/guilford/>

THIS IS NOT A BILL

TAX YEAR/BILL NO:
DUE DATE:
PROPERTY OWNER:



BILLING DATE: 07/12/2024
INTEREST BEGINS: 1/7/2025
PARCEL ID: 128498

PROPERTY LOCATION:
LEGAL DESCRIPTION:

TAX VALUE: 379,400
JURISDICTION:

TAX BILL AMOUNT: 3,378.18
DISCOUNT AMOUNT: 3,344.39
DISCOUNT DATE: 9/3/2024

NORTHEAST FPSD

MORTGAGE SERVICING CO: PennyMac

Dear Taxpayer:

The mortgage servicing company listed above has requested your property tax bill for payment. Please verify that this company is authorized to pay your taxes. If your taxes are being escrowed by this company, then no action is required. If your taxes are not being escrowed by this company, please forward this notice to the correct mortgage servicing company for payment. If you do not have funds in escrow with any mortgage servicing company, please pay the Guilford County Tax Collector the amount due on or before January 6, 2025 to avoid delinquency.

PLEASE DO NOT REMIT PAYMENT IF A MORTGAGE SERVICING COMPANY HAS ESCROWED FUNDS FOR PAYMENT AND HAS CORRECTLY REQUESTED YOUR BILL.

North Carolina General Statutes state that it is the taxpayer's responsibility to ensure that taxes are paid. This responsibility is not eliminated when a mortgage servicing company requests the tax bill. Therefore, it is important that you ensure that timely payment is made and the information on this notice is correct.

To pay taxes, call 1-336-203-7795 or visit my.guilfordcountync.gov to pay by credit/debit card or e-Check. A convenience fee is charged by a private company for payment processing. Other payment options include check or money order sent via US mail to Guilford County Tax Department, PO Box 70939, Charlotte, NC 28272-0939 or by cash, check, money order, Amex, Visa, MasterCard or Discover in person at 400 W. Market St., Greensboro, NC or 325 E. Russell Ave, High Point, NC. Hours are Monday-Friday from 8:00 a.m. to 5:00 p.m. Many financial institutions offer online banking/bill payment services. Fees for this service vary by institution. Guilford County does not receive any portion of the fees associated with this service. Please use the Bill Number as reference when paying tax bills.

The Guilford County Tax Collector collects real estate and personal property taxes for Guilford County, Archdale, Burlington, Gibsonville, Greensboro, High Point, Jamestown, Kernersville, Oak Ridge, Pleasant Garden, Sedalia, Summerfield, and Whitsett. For more information please visit www.guilfordcountync.gov. Send questions to taxdir@guilfordcountync.gov or call 1-336-641-3363.

Please see reverse side for important information.

Ben Chavis
Tax Director

5553PMLN 7/11/24 CMYK

15811796-1-1-2

GUILFORD COUNTY TAX DEPARTMENT
400 W MARKET ST
GREENSBORO NC 27401-2259
REI



Guilford County Tax Department

Annual Bill

*****AUTO**ALL FOR AADC280
15811798 5653-ANB 1 1 1 2



CONTACT US:
 email: taxdir@guilfordcountync.gov
 Greensboro: (336)641-3363
 High Point: (336)641-7911
 For more information:
<http://www.guilfordcountync.gov/our-county/tax/faqs>
 To Look Up Your Tax Bill:
<https://bcpw.ncptscloud.com/guilfordtax/>
 To Look Up Your Real Estate Information:
<https://rcpwa.ncptscloud.com/guilford/>

Pay by Credit Card

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 Download: myGuilfordCounty
 Call: 336-203-7795

See reverse for Online Banking and Payment by Mail instructions



BILL NUMBER
 [Redacted]

Notice Date 07/12/2024

Special Messages:

You may pay this bill in installments. You may pay monthly, weekly or whatever fits your needs. The amount of each payment may vary as long as full payment is made by January 6, 2025. After each installment, we will send you an updated bill showing the remaining balance due. Of course, full payment on or before September 3, 2024 will result in you receiving the full discount.

PROPERTY DESCRIPTION AND VALUE	
Prop Location	[Redacted]
Prop Desc.	[Redacted]
Acre/Lot	0.22
Tax Year	2024
Year For	2024
Parcel ID	189645
Real Value	123,400
Deferred Value	0
Exclusion	0
Exemption	0
Use Value	123,400
Total Real Value	123,400
Total Personal Value	0
Total Taxable Value	123,400

BILL LINE ITEMS		
Description	Rates/Fees	Amount Due (\$)
GUILFORD TAX	0.7305	901.44
HIGH POINT TAX	0.6475	799.02
Discount Amount if Paid on or before Sep. 3, 2024		1,687.45
Current Year Taxes if Paid on or before Jan 6, 2025		1,700.46

PAY YOUR TAXES THE FOLLOWING WAYS:

- <https://my.guilfordcountync.gov/> (credit & debit cards and e-check)
- Call: 336-203-7795 (credit & debit cards only)
- Mail check or money order to: PO Box 70939, Charlotte, NC 28272-0939 (No CASH Please)
- 24/7 Drop Box located at 400 W Market Street Greensboro (No CASH Please)
- 24/7 Drop Box located at 325 E Russell Avenue High Point (No CASH Please)

Please Detach and Return this stub with your Payment. Do not send cash. Use Bill Number for all payment references.

BILL NUMBER	PARCEL NUMBER	NOTICE DATE	AMOUNT PAID
[Redacted]	[Redacted]	07/12/2024	

Discount Amount if Paid on or before Sep. 3, 2024
Current Year Taxes if Paid on or before Jan 6, 2025

1,687.45
1,700.46



Remit Payment To:

GUILFORD COUNTY TAX DEPARTMENT
PO BOX 70939
CHARLOTTE NC 28272-0939



0000170046720242024000000012446645

5653PANB 7/11/23 Pantone Yellow, PMS 286, K 3:5

Backer

ATTENTION TAXPAYER

DUE DATE: Taxes must be paid on or before past due date. Payments received by mail are deemed received based on the U.S. Postal Service postmark. If no date is shown on the postmark OR if the postmark is not affixed by the U.S. Postal Service, the tax payment shall be deemed received when received in the tax office. G.S. 105-360(d) states that the burden of proof shall be on the taxpayer to show that the payment was timely made. If you sold real property assessed to you on this bill since January 1st, please forward this bill to the new owner.
FAILURE TO PAY: Past due taxes are subject to enforcement measures including, but not limited to, garnishment of wages and bank accounts, levy on personal property, foreclosure of real estate, attachment of current and future state income tax refunds, and attachment of lottery winnings. Enforcement measures will begin immediately after the past due date.
INTEREST: Interest for real and personal property tax accrues at the rate of 2% the first month past due and ¾ % added the first day of each month thereafter until paid in full.

Address and name changes to real property should be emailed to: taxtransfers@guilfordcountync.gov
Mailed to: Guilford County Tax Department, Attn: Land Records Division, P.O. Box 3138, Greensboro, NC 27402

REGISTERED MOTOR VEHICLES – TAG AND TAX TOGETHER PROGRAM

- North Carolina’s vehicle TAG and Tax Together program is designed to collect vehicle property taxes along with registration renewals and to conveniently pay them together.
- Renewal notices from the NCDMV list both the registration fees and taxes due.
- Payment - made either in person, online or by mail is to be made to NCDMV.
- APPEALS:** The owner may appeal the appraised value, situs or taxability of the vehicle by filing a request for appeal with the County Tax Department within 30 days of the date taxes are due on the vehicle. **Mail appeals to: Guilford County Tax Department, Tax Listing Division, PO Box 3138, Greensboro, NC 27402.**
- PRORATION OF TAXES:** To apply for proration of taxes due to a sale or move out of state, the owner must present two documents to the Tax Listing Division within one year from the date on the license plate surrender receipt:
 - Move out of state:** Proof of an out-of-state vehicle registration and DMV form FS20 “Receipt of Tag Surrender”.
 - Sale of Vehicle:** DMV form FS20 “Receipt of Tag Surrender” and proof of ownership transfer and/or Bill of Sale.
 Proration amount is determined by the latter of the plate surrender date or proof of ownership transfer and/or Bill of Sale.
- TAXING JURISDICTION:** Registered motor vehicles are taxable at the owner’s residence or principal place of business at the time of renewal.
- VEHICLE VALUE:** For registrations expiring or an application for a new registration during the period January 1 through August 31, the value is determined as of January 1 of the current year. For registrations expiring or an application for a new registration during the period September 1 through December 31, the value is determined as of January 1 of the following year.

INSTRUCTIONS TO PREPARE YOUR PAYMENT FOR PROCESSING

In order for your payment to be accepted and processed in a timely manner, it is important that you follow these guidelines:

Online Banking Payment Services

- When using your bank’s electronic payment service through your personal computer, you must reference your bill number to receive timely and proper credit. The bill number changes each time you receive a tax bill and must be changed in your personal computer.
- The bill number must be referenced for each tax payment.

Accepted Types of Payment if Mailed Through the U. S. Postal System

- Only checks and money orders can be accepted. Do not send cash. Do not send correspondence. Make your check or money order payable to Guilford County Tax Department.

Remittance Coupon

- Please indicate the amount paid in the “Amount Paid” box.
- Please return the original coupon; copies will not be accepted. Detach the coupon along the perforation and retain the upper portion of the statement for your records.

Please Note

- 24/7 drop box is located at 400 W. Market St. Greensboro, N.C.
- 24/7 drop box is located at 325 E. Russell Ave. High Point, N.C.

Receipts

- Receipts will not be provided through our processing center. Please retain the upper portion of the statement as your receipt along with your cancelled check.

An appeal of real property value, situs, or taxability must be filed prior to the adjournment of the Guilford County Board of Equalization and Review which occurred on May 15, 2023. Appeals to the 2024 Board may be filed between January 1, 2024 and May 15, 2024 at 5pm EST. Appeals to the Board are for the current year only and are not retroactive to prior years.

ALLOCATION OF COUNTY PROPERTY TAX FOR FISCAL YEAR 2023-2024		
	% Of County \$	Share of Tax Rate (cents)
Education (Includes operating, annual capital maintenance, and current and future debt service and capital needs for Guilford County Schools and Guilford Technical Community College)	57%	\$0.4178
Strong Community (e.g. Sheriff, Emergency Services, etc.)	20%	\$0.1429
Quality Government (e.g. Governance, Tax, Elections, County Debt, etc.)	12%	\$0.0860
Successful People (e.g. Public Health, Social Services, Behavioral Health, etc.)	11%	\$0.0838
	100%	\$0.7305

County funds are locally generated revenue (County \$), mostly from property and sales taxes, used to support county programs and services. Additional details can be found in the County’s budget book, located on the County’s website. In addition to paying the general, county-wide property tax, property owners may pay additional property taxes for fire protection or municipal services, depending on where their property is located (residents may contact your municipality for more information.)

Director Of Elections
 GUILFORD COUNTY BOARD OF ELECTIONS
 P.O. BOX 3427
 GREENSBORO, NC 27402

FIRST-CLASS MAIL
 U.S. POSTAGE PAID
 OSG

RETURN SERVICE REQUESTED



*****AUTO**5-DIGIT 27401
 16817100 6022-VIC 1111



Mailing Address: 	Reg. Date 08/21/2024
	Issue Date 12/10/2024
	Party REP
	Gender M
Voter Signature	
Precinct G67	Voter Reg. No. NCID: BY825722
Election Districts PREC: G67 MUNI: GR CTYCNC: G02 CONG: 05 SUPCT: 24A JUD: 24 SEN: 28 HSE: 061 COCOM: CC8 SCH: 008 PROS: 24 SAN:	
P P	

Voter Registration Card

If changes are necessary, complete, sign, and return this form to your County Board of Elections.



Name _____

Street Address _____

City/State/Zip _____ Move Date _____

Mailing Addr. (if different) _____

City/State/Zip _____

Birth Date _____ Gender _____ Party _____

Phone _____ Other Contact Information _____

Signature (Required) _____ Date _____

NOTICE OF REGISTRATION	The attached Voter Registration Card confirms your voter registration in Guilford County. Your assigned precinct and voting place are shown at the bottom of the card. Please review the information on your card for accuracy. If you need to make an update, you may use the form on the card. Your signature will be required. Be sure to detach the card from this notice and affix proper postage before mailing the card back to our office. You are <u>not</u> required to show your voter registration card to vote.
IF YOU MOVE	If you move within this county, you must provide our office with your new address. If you move outside of this county, you will no longer be eligible to vote in this county after 30 days from the date of your move. You must be registered in the county where you reside.
PHOTO ID REQUIREMENTS	All registered voters will be allowed to vote with or without a photo ID card. When voting in person, you will be asked to present a valid photo identification card. If you do not have a valid photo ID card, you may obtain one from your county board of elections prior to the election, through the end of the early voting period. If you do not have a valid photo ID card on election day, you may still vote and have your vote counted by signing an affidavit of reasonable impediment as to why you have not presented a valid photo ID.

If you have any questions regarding this notice, please contact the Guilford County Board of Elections.
336-641-3836

For more information on voter registration and voting in North Carolina, visit:
www.NCSBE.gov

6922PVIC 7/11/23



PLACE
STAMP
HERE



GUILFORD COUNTY BOARD OF ELECTIONS
PO BOX 3427
GREENSBORO NC 27402-3427

Director Of Elections
GUILFORD COUNTY BOARD OF ELECTIONS
P.O. BOX 3427
GREENSBORO, NC 27402

FIRST-CLASS MAIL
U.S. POSTAGE PAID
OSG

RETURN SERVICE REQUESTED

*****SNGLP

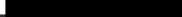


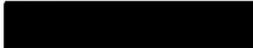
*****SNGLP

16557368 8022-CVR 11 1 1



If this notice is not returned to the GUILFORD COUNTY BOARD OF ELECTIONS, you may be required to provide confirmation of your address before being allowed to vote. You may also be removed from the active registration rolls if you have not had contact with the elections office before the completion of the next two federal elections. To ensure your continued eligibility to vote, please complete the applicable sections of this card.

 	 
--	---

A. Residential Address in Voter Record 	B. USPS Forwarding Address / Voter Mailing Address 
--	---

My correct residential address is: Box A Box B Other
Other: _____

My correct mailing address (if different) is box: Box A Box B Other
Other: _____

My name has changed to: _____
 I have moved out of GUILFORD COUNTY.

If this voter is deceased, please complete this section if you are a near relative.

Date of Death	County of Death
Your Name	Relationship

FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES.

Signature (Required) _____ Date _____ Phone/Email _____

DETACH BEFORE MAILING

YOU MUST RETURN THE ATTACHED CARD WITHIN 30 DAYS

Are your name and address correct on your voter record? To ensure that we have your correct name and residential/mailling address on file, check the appropriate box on the attached card and return the card with your signature within 30 days (no postage is required).

- If we have your correct name and address on file, check the appropriate box and return the card to our office.
- If your name has changed or you have moved, check the appropriate box, enter your new information and return the card to our office.

To vote in any future elections, you must be registered in the county where you reside. If you have moved out of this county, your voter registration in this county will be cancelled and you will be required to register to vote in your new county or state. For North Carolina residents, a voter registration application is available online at www.NCSBE.gov. If you have moved out of the state, a voter registration application is available at www.eac.gov.

For more information on voter registration, please visit: www.NCSBE.gov or contact the Guilford County Board of Elections at (336) 641-3836.

The deadline to register to vote or update your name, address or party affiliation for an election is **25 days** before that election.

6922PCVR 3/21/23

Guilford County

SBOE 201806



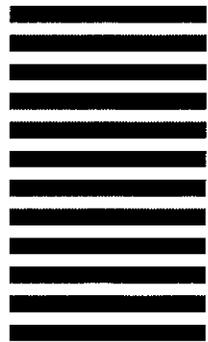
NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 1762 GREENSBORO NC

POSTAGE WILL BE PAID BY ADDRESSEE

GUILFORD COUNTY BOARD OF ELECTIONS
PO BOX 3427
GREENSBORO NC 27402-3427



Voter Registration List by Precinct
11/05/2024 GENERAL

GUILFORD, NC
Precinct: G73



ALREADY VOTED



DOB: [REDACTED]

DEM VTD: G73

Registration Date: 09/09/2022

ID EXEMPT:

B0026



ALREADY VOTED

11/05/2024
DEM

B0026



DOB: [REDACTED]

DEM VTD: G73

Registration Date: 08/24/1999

ID EXEMPT:

B0026



Age: 47

PCT: G73 VTD: G73 VBT: B0026



ALREADY VOTED



DOB: [REDACTED]

DEM VTD: G73

Registration Date: 06/19/1997

ID EXEMPT:

B0026



ALREADY VOTED



ALREADY VOTED



DOB: [REDACTED]

DEM VTD: G73

Registration Date: 03/29/1996

ID EXEMPT:

B0026



ALREADY VOTED



ALREADY VOTED



DOB: [REDACTED]

DEM VTD: G73

Registration Date: 10/08/2020

ID EXEMPT:

B0026



Age: 36

PCT: G73 VTD: G73 VBT: B0026

11/05/2024
DEM

B0026



ID REQUIRED



DOB: [REDACTED]

UNA VTD: G73

Registration Date: 08/09/2023

ID EXEMPT:

B0026



Age: 19

PCT: G73 VTD: G73 VBT: B0026

11/05/2024
UNA

B0026



DOB: [REDACTED]

UNA VTD: G73

Registration Date: 08/11/2023

ID EXEMPT:

B0026



Age: 21

PCT: G73 VTD: G73 VBT: B0026

11/05/2024
UNA

B0026



ALREADY VOTED



DOB: [REDACTED]

UNA VTD: G73

Registration Date: 11/19/1983

ID EXEMPT:

B0026



ALREADY VOTED



DOB: [REDACTED]

DEM VTD: G73

Registration Date: 05/08/2024

ID EXEMPT:

B0026



Age: 19

11/05/2024
DEM

B0026





Guilford County Finance Department
 PO Box 3427
 Greensboro, NC 27402-3427
 Return Service Requested

General Statement

Customer Copy

CUSTOMER	CUSTOMER NUMBER	STATEMENT DATE	STATEMENT TOTAL DUE
[REDACTED]	2 [REDACTED]	12/01/2024	250.00

Bill Description: 32001 EMERGENCY MANAGEMENT Date: 09/30/2024 Bill Number: [REDACTED] 003

DETAIL DESCRIPTION	DATE	BILLED	ADJUSTED	PAID	AMOUNT DUE
CHEMICAL FEE	09/30/2024	0.00	0.00	0.00	0.00
EXTREMELY HAZARDOUS SUBSTANCE	09/30/2024	0.00	0.00	0.00	0.00
HAZARDOUS WASTE GENERATOR	09/30/2024	250.00	0.00	0.00	250.00
RISK MANAGEMENT PLAN	09/30/2024	0.00	0.00	0.00	0.00

This statement reflects the balance due as of today for services rendered by the Guilford County Emergency Management. If you have questions regarding this statement, please view the resources at <http://chemicalfee.guilford-es.com> or call Guilford County Emergency Services at 336-641-2278.

A fee of \$25.00 will be charged for any Returned Checks. Hearing Impaired: TDD (336)275-8878

General Statement REMIT PORTION



Guilford County Finance Department
 PO Box 3427
 Greensboro, NC 27402-3427
 Return Service Requested

Please return original coupon and write account number on check.

1 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS
-------------	--------------	--------------	--------------

0.00	0.00	250.00	0.00
------	------	--------	------

INTEREST	OTHER FEES	TOTAL DUE
----------	------------	-----------

0.00		250.00
------	--	--------

BILL YEAR	BILL NUMBER	Statement Date	Customer Number	Statement Total Due
2025	[REDACTED] 003	12/01/2024	[REDACTED]	250.00

Make check payable and remit to:



GUILFORD COUNTY AR DEPARTMENT
 PO BOX 604262
 CHARLOTTE NC 28260-4262

16575087-2-1 1 1



01090182025500172003600000250001

8227/PARS_2/15/24_CMYK

3.5

16575087-2-1-1*



Guilford County Finance Department
 PO Box 3427
 Greensboro, NC 27402-3427
 Return Service Requested

General Statement

Customer Copy

CUSTOMER	CUSTOMER NUMBER	STATEMENT DATE	STATEMENT TOTAL DUE
[REDACTED]	2 [REDACTED]	12/01/2024	2,040.00

Bill Description: 21001 ENVIRONMENTAL HEALTH Date: 03/31/2023 Bill Number: [REDACTED] 134

DETAIL DESCRIPTION	DATE	BILLED	ADJUSTED	PAID	AMOUNT DUE
[REDACTED] MART	03/31/2023	840.00	0.00	0.00	840.00

Bill Description: 21001 ENVIRONMENTAL HEALTH Date: 04/01/2024 Bill Number: [REDACTED] 189

DETAIL DESCRIPTION	DATE	BILLED	ADJUSTED	PAID	AMOUNT DUE
[REDACTED] LLC	04/01/2024	1,200.00	0.00	0.00	1,200.00

This statement reflects the balance due as of today for services rendered by Guilford County Environmental Health Division. If you have questions regarding this statement, please call the Environmental Health Office at 336-641-6798. A fee of \$25.00 will be charged for any Returned Checks. Hearing Impaired: TDD (336)275-8878

8227PARS 2/15/24 CMMK 3.5

General Statement REMIT PORTION



Guilford County Finance Department
 PO Box 3427
 Greensboro, NC 27402-3427
 Return Service Requested

Please return original coupon and write account number on check.

1 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS
0.00	0.00	0.00	2,040.00

INTEREST	OTHER FEES	TOTAL DUE
0.00		2,040.00

BILL YEAR	BILL NUMBER	Statement Date	Customer Number	Statement Total Due
2023	[REDACTED] 134	12/01/2024	[REDACTED]	2,040.00

Make check payable and remit to:



GUILFORD COUNTY AR DEPARTMENT
 PO BOX 604262
 CHARLOTTE NC 28260-4262

16575082-2-1 1 1



[REDACTED]
 [REDACTED]
 [REDACTED]



01090182023000154134100002040004

16575082-2-1-1*



Guilford County Finance Department
 PO Box 3427
 Greensboro, NC 27402-3427
 Return Service Requested

General Statement

Customer Copy

CUSTOMER	CUSTOMER NUMBER	STATEMENT DATE	STATEMENT TOTAL DUE
[REDACTED]	12 [REDACTED]	12/01/2024	607.53

Bill Description: 13001 BENEFITS RCL GEN FUND Date: 12/01/2024 Bill Number: [REDACTED] 780

DETAIL DESCRIPTION	DATE	BILLED	ADJUSTED	PAID	AMOUNT DUE
RETIREE DENTAL BASIC	12/01/2024	43.96	0.00	0.00	43.96

Bill Description: 13001 BENEFITS RCL GEN FUND Date: 12/01/2024 Bill Number: [REDACTED] 781

DETAIL DESCRIPTION	DATE	BILLED	ADJUSTED	PAID	AMOUNT DUE
RETIREE MEDICAL MEDICARE	12/01/2024	136.03	0.00	0.00	136.03

Bill Description: 13001 BENEFITS RCL GEN FUND Date: 12/01/2024 Bill Number: [REDACTED] 782

DETAIL DESCRIPTION	DATE	BILLED	ADJUSTED	PAID	AMOUNT DUE
MEDICAL HMO CHOICE PLUS RETIREE	12/01/2024	427.54	0.00	0.00	427.54

This statement reflects charges for your Guilford County benefits as detailed below. To avoid discontinuation of your benefits, please pay the total amount due within 30 days. If you have any questions regarding this statement, call Human Resources Benefits Administration at 336-641-3117.

A fee of \$25.00 will be charged for any Returned Checks. Hearing Impaired: TDD (336)275-8878

General Statement REMIT PORTION



Guilford County Finance Department
 PO Box 3427
 Greensboro, NC 27402-3427
 Return Service Requested

Please return original coupon and write account number on check.

1 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS
607.53	0.00	0.00	0.00

INTEREST	OTHER FEES	TOTAL DUE
0.00		607.53

BILL YEAR	BILL NUMBER	Statement Date	12/01/2024
2025	[REDACTED] 780	Customer Number	[REDACTED]
		Statement Total Due	607.53

Make check payable and remit to:



GUILFORD COUNTY AR DEPARTMENT
 PO BOX 604262
 CHARLOTTE NC 28260-4262

01090182025500176782100000607531

8227PARS 2/15/24 CMMK 3.5

16579132-3-1-1*

16579132-3-1 1 1





Guilford County Finance Department
 PO Box 3427
 Greensboro, NC 27402-3427
 Return Service Requested

General Statement

Customer Copy

CUSTOMER	CUSTOMER NUMBER	STATEMENT DATE	STATEMENT TOTAL DUE
[REDACTED]	431	12/01/2024	240.00

Bill Description: 17520 PARKING SPACE RENTALS Date: 01/01/2023 Bill Number: [REDACTED] 543

DETAIL DESCRIPTION	DATE	BILLED	ADJUSTED	PAID	AMOUNT DUE
Jan-Mar 2023 Parking	01/01/2023	90.00	0.00	0.00	90.00

Bill Description: 17520 PARKING SPACE RENTALS Date: 04/01/2023 Bill Number: [REDACTED] 183

DETAIL DESCRIPTION	DATE	BILLED	ADJUSTED	PAID	AMOUNT DUE
Credit \$30 for Month of Jan 2023, April-June 2023 Parking	04/01/2023	60.00	0.00	0.00	60.00

Bill Description: 17520 PARKING SPACE RENTALS Date: 07/01/2023 Bill Number: [REDACTED] 659

DETAIL DESCRIPTION	DATE	BILLED	ADJUSTED	PAID	AMOUNT DUE
July -September 2023 Parking Fee	07/01/2023	90.00	0.00	0.00	90.00

This statement reflects the balance due as of today for services rendered by Guilford County Facilities Parking Services. If you have questions regarding this statement, please call the Parking Services Administrative Office at 336-641-5760. A fee of \$25.00 will be charged for any Returned Checks. Hearing Impaired: TDD (336)275-8878

General Statement REMIT PORTION



Guilford County Finance Department
 PO Box 3427
 Greensboro, NC 27402-3427
 Return Service Requested

Please return original coupon and write account number on check.

1 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS
0.00	0.00	0.00	240.00

INTEREST	OTHER FEES	TOTAL DUE
0.00		240.00

BILL YEAR	BILL NUMBER	Statement Date	Customer Number	Statement Total Due
2023	[REDACTED] 43	12/01/2024	[REDACTED]	240.00

Make check payable and remit to:



GUILFORD COUNTY AR DEPARTMENT
 PO BOX 604262
 CHARLOTTE NC 28260-4262

16575099-1-1 1 1



01090182023000154183800000240002

8227PARS 2/15/24 CMMK 3.5

16575099-1-1-1*



Guilford County Finance Department
 PO Box 3427
 Greensboro, NC 27402-3427
 Return Service Requested

General Statement

Customer Copy

CUSTOMER	CUSTOMER NUMBER	STATEMENT DATE	STATEMENT TOTAL DUE
[REDACTED]	[REDACTED]	12/01/2024	250.00

Bill Description: 33001 PLANNING & DEVELOPMENT Date: 02/23/2018 Bill Number: 20[REDACTED]

DETAIL DESCRIPTION	DATE	BILLED	ADJUSTED	PAID	AMOUNT DUE
6306 [REDACTED] way	02/23/2018	250.00	0.00	0.00	250.00

This statement reflects the balance due as of today for services rendered by Guilford County Planning Department. If you have questions regarding this statement please contact the Planning Department at 336-641-3707.
 A fee of \$25.00 will be charged for any returned checks. Hearing Impaired: 336-275-8878

8227PARS 2/15/24 CMMK 3.5

General Statement REMIT PORTION



Guilford County Finance Department
 PO Box 3427
 Greensboro, NC 27402-3427
 Return Service Requested

Please return original coupon and write account number on check.

1 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS
0.00	0.00	0.00	250.00

INTEREST	OTHER FEES	TOTAL DUE
0.00		250.00

BILL YEAR	BILL NUMBER	Statement Date	12/01/2024
2018	20[REDACTED]	Customer Number	[REDACTED]
		Statement Total Due	250.00

Make check payable and remit to:

GUILFORD COUNTY AR DEPARTMENT
 PO BOX 604262
 CHARLOTTE NC 28260-4262

16575127-10-1 1 1



01090182018000020671400000250001

16575127-10-1-1*



Guilford County Finance Department
 PO Box 3427
 Greensboro, NC 27402-3427
 Return Service Requested

General Statement

Customer Copy

CUSTOMER	CUSTOMER NUMBER	STATEMENT DATE	STATEMENT TOTAL DUE
[REDACTED]	1 [REDACTED]	12/01/2024	5,855.41

Bill Description: 17502 WATER AND SEWER ASSESSMENT Date: 05/04/2017 Bill Number: [REDACTED] 90

DETAIL DESCRIPTION	DATE	BILLED	ADJUSTED	PAID	AMOUNT DUE
Water & Sewer Assessment	05/04/2017	5,185.60	0.00	0.00	5,185.60
DETAIL DESCRIPTION		BILLED			AMOUNT DUE
Accrued Interest		669.81			669.81

This statement reflects the balance due as of today for services rendered by Guilford County Planning Department. If you have questions regarding this statement, please call the Planning Department at 336-641-3645.
 A fee of \$25.00 will be charged for any Returned Checks. Hearing Impaired: TDD (336)275-8878

8227PABS-2/15/24 CMYK 3.5

General Statement REMIT PORTION



Guilford County Finance Department
 PO Box 3427
 Greensboro, NC 27402-3427
 Return Service Requested

Please return original coupon and write account number on check.

1 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS
0.00	0.00	0.00	5,185.60

INTEREST	OTHER FEES	TOTAL DUE
669.81		5,855.41

BILL YEAR	BILL NUMBER	Statement Date	12/01/2024
2017	[REDACTED] 90	Customer Number	[REDACTED]
		Statement Total Due	5,855.41

Make check payable and remit to:

GUILFORD COUNTY AR DEPARTMENT
 PO BOX 604262
 CHARLOTTE NC 28260-4262

16575295-1-1 1 1



01090182017200024990400005855416

16575295-1-1-1*

Patient Statement

County of Guilford
Public Health Division
1203 Maple St
Greensboro NC 27405
(336) 641-5830

First DOS	ACCOUNT NO.	STATEMENT DATE
DUE DATE	BALANCE DUE	AMOUNT ENCLOSED
Last Paid Amount		Last Payment date
Patient Name		

Make Checks Payable to:

County of Guilford
Public Health Division
1203 Maple St
Greensboro NC 27405

If paying by 'Credit Card', please complete this section

MC _____ VISA _____ Name of the CC holder _____ Card# _____

Exp. Date ____/____/____ Amt Authorized \$ _____ Signature: _____

Please Detach and Return Top Portion with Your Payment

PATIENT NAME	ACCOUNT NUMBER	BALANCE DUE	STATEMENT DATE
--------------	----------------	-------------	----------------

Primary:								
DOS / CPT	Provider / Services	Charged	Pri Plan	Sec Plan	Ter Plan	Guarantor Paid	Adjustments	Remaining Balance
	GSO PROVIDER VISITS		0.00	0.00	0.00	0.00	0.00	
			0.00	0.00	0.00	0.00	0.00	
			0.00	0.00	0.00	0.00	0.00	
			0.00	0.00	0.00	0.00	0.00	
PREVIOUS STATEMENT BALANCE			TOTAL BALANCE					
PLEASE REMIT PAYMENT IMMEDIATELY. ACCOUNT IS SCHEDULED FOR SUBMISSION TO COLLECTION AUTHORITY.						CREDIT BALANCE		
						BALANCE DUE		

CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS
0.00	0.00		0.00	0.00

Previous Statement Print Date:

*If payment has already been made, please disregard this statement

Help protect your family and neighbors from COVID-19.
Know the 3 Ws. Wear. Wait. Wash. [covid19.ncdhhs.gov]
#StayStrongNC

Addendum #2: (Bid 2049) Non-Mandatory ZoomGov Meeting
Print Processing and Mailing

Online ZoomGov Meeting, December 17, 2024 @ 10:00 AM

Name	Company	Email
Christol Murphy	Guilford County Purchasing	cmurphy@guilfordcountync.gov
Patrick McCray	Guilford County Purchasing	pmccray@guilfordcountync.gov
Chrystal Braswell	Guilford County Purchasing	cbraswell3@guilfordcountync.gov
Williette Moore	Guilford County Purchasing	wmoore2@guilfordcountync.gov
Olga Wright	Guilford County Purchasing	owright@guilfordcountync.gov
Angelina Meeks	Guilford County Purchasing	AMEEKS@guilfordcountync.gov
Lititia Rollo	Guilford County Administration – MWBE	lrollo@guilfordcountync.gov
Ferrel McGivary	Guilford County Administration – MWBE	fmcgilvary@guilfordcountync.gov
Donna Bailey	Guilford County Tax	dbailey1@guilfordcountync.gov
Darlene Crenshaw	Guilford County Tax	dcrensh@guilfordcountync.gov
Pat Miller	Guilford County Tax	PMILLER@guilfordcountync.gov

Jennifer East	Guilford County Tax	jeast@guilfordcountync.gov
Elliott Thompson	Guilford County Tax	ethomps@guilfordcountync.gov
Ben Chavis	Guilford County Tax	bchavis@guilfordcountync.gov
Kimberly Slusher	Guilford County Finance	kslusher@guilfordcountync.gov
Roberta Johnson	Guilford County Finance	rjohnson@guilfordcountync.gov
Kenya Johnson	Guilford County Finance	kjohnson2@guilfordcountync.gov
Lee Yeung	Guilford County Finance	lyeung@guilfordcountync.gov
Bridget Lindsay	Guilford County Information Technology	blindsa@guilfordcountync.gov
Partha Momidi	Guilford County Information Technology	pmomidi@guilfordcountync.gov
Jeff McCartney	Guilford County Information Technology	jmccartney@guilfordcountync.gov
Amanda Wood-Divco	Divco Data	Data-awood@divocodata.com
John Dawson-Divco	Divco Data	Data-jdawson@divodata.com
Jim Williams	The Imagine Group	jfwilliams@theimaginegroup.com

Denise Hargrove	Haris Designs by Denise	baalperazim@att.net
Julian Redman	The Master's Touch, LLC.	julianr@themastertouch.com
Pam Hamilton	Professional Mail Services, Inc.	ephamilton@mailpros.com
Spencer Snider	Professional Mail Services, Inc.	ssnider@mailpros.com
Sikeria Drayton	Postal Plus Experts	sikeria@postalplusexperts.com
Booke Millard	OSG	stephanie.millard@osgconnect.com
Leslie Arthur	Clerk of Superior Court	Leslie.a.arthur@nccourts.org
Lisa Johnson-Tonkins	Clerk of Superior Court	Lisa.Y.Johnson-Tonkins@nccourts.org
Keri		

Addendum #3: (Bid 20249) Bid Due Date Change
Print Processing and Mailing

Date Change for Bid Response
(January 16, 2025 @ 2:00 P.M.)

The Bid Proposal Due Date for this project has changed to Thursday, January 16, 2025. Bid Responses must be received electronically through the Guilford County's Vendor Self Service (VSS) System at <https://guilfordcountync.munisselfservice.com> by the event close date and time on January 16, 2025, Eastern Time, for Print Processing and Mailing.

GUILFORD COUNTY, NORTH CAROLINA - Print Processing and Mailing Summary Cost Worksheet

Form Description	Frequency	Estimated Annual Volume	Unit Cost (\$)	Postage Cost (\$)	Yearly Cost (\$) Vol*(Unit+Postage)
TAX DEPARTMENT					
Annual Billing	Annual (July)	250,000			
Debt Setoff	Quarterly	15,200			
Reappraisal Notice of Vaule	1/1/2017	240,000			
Personal Property Listing	Annual (Dec)	25,000			
Business Personal Property Listing	Annual (Dec)	20,000			
Friendly Reminder	Annual (Nov)	18,000			
Delinquent Notice	Annual	50,000			
Balance Due Notice	Daily (M-F)	132,000			
Value Change Notice	Annual	13,000			
Real Property List Forms	Annual	165,000			
Individual Personal Property Discovery Notice	Annual (Aug)	7,500			
Business Personal Property Discovery Notice	Annual (Aug)	5,000			
Beverage License Renewal Letter/Application	Annual (April)	2,000			
Homestead Exclusion for the Eldery and Permanently Disabled Brochure & Application	Annual (Dec)	2,000			
Listing your Business Personal Property Brochure	Annual (Dec)	1,000			
Listing Your Property Brochure	Annual (Dec)	500			
Local Property Taxes on your Motor Vehicle Brochure	Annaul (Dec)	1,000			
			TAX DEPARTMENT SUB TOTAL		\$0.00
ELECTIONS DEPARTMENT					
Confirmation Card	Monthly	8,000			
NCOA Card	Quarterly	12,000			
Verification Card	Bi-weekly	150,000 to 30,000			
Election Labels	Bi-annual	140,000			
FINANCE DEPARTMENT					
Account Receivable Statements	Monthly	30,000			
SHERIFF'S DEPARTMENT					
Jury Summons	Monthly	4,500 to 5,000			
PUBLIC HEALTH DEPARTMENT					

Patient Statements	Daily (M-F)	Variable (1,320 pieces-316,800 pieces)			
				TOTAL ANNUAL COST	\$0.00



JURY SUMMONS

**FAILURE TO OBEY THIS SUMMONS IS PUNISHABLE BY LAW
BY ORDER OF THE COURT: YOU ARE SUMMONED FOR JURY SERVICE**

02042



JUROR NUMBER: [REDACTED]

ELECTRONIC SIGNATURE: 14994

SUB-PANEL: 02042-18

IMPORTANT INFORMATION

1. Please report to the Jury Assembly Room, fourth floor of the High Point Courthouse located at 505 East Green Drive, High Point, North Carolina on **02/04/2025 at 8:15 AM.**
2. **Please call (336) 641-6288 after 6:00 p.m. the evening before you are scheduled to appear.** After entering your Juror Number **156536**, a recorded message will verify that your appearance is required. Please note that this is a Greensboro phone number. Collect calls are not accepted.
3. You may also go to the Guilford County iJuror website: <https://jury.guilfordcountync.gov> to check your reporting status as well request an excuse or postponement.
4. If you need proof of jury service for your employer, statements will be provided at the end of the day.

LENGTH OF SERVICE

Jurors are summoned for a specific day of the week. If selected to serve on a trial, a juror will serve for the duration of the trial or for one day, whichever is longer. Those not chosen for a particular trial will have completed their service at the end of the day on which they reported.

PARKING

Free parking (see map) is available in the Guilford County parking garage, located on Park Street off East Commerce Avenue.

Please use passcode 49999# at Parking Garage to enter without payment.

CHILDREN

Do Not bring children to the jury assembly room when reporting for jury service. Childcare services are not available.

ATTIRE

APPROPRIATE DRESS IS REQUIRED.

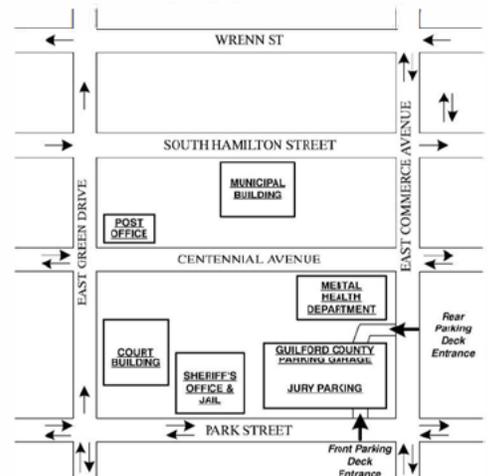
EXCUSES AND POSTPONEMENTS

Because of the short length of service, excuses are rarely granted. It is the obligation of all qualified citizens to serve as jurors when summoned, which can occur as often as every two years. An exception is made for persons 72 years of age or older (see action below). All potential jurors should make childcare arrangements and work-related adjustments well in advance of the jury service date.

Requests for excusal or postponement from jury service may:

1. Be submitted in writing and received by the Chief District Court Judge; Attention: Jury Excusal Request, P.O. Box 2434, High Point, NC 27261, at least 10 business days before your service date.
2. **Your request may not be handled by phone.**

HIGH POINT PARKING MAP



Bring this summons when you appear. Cell phones, laptops, and reading materials are also permitted. Free wireless internet is available.

ABSOLUTELY NO WEAPONS ARE ALLOWED IN THE COURTHOUSE

PLEASE SEE REVERSE SIDE →

STATE OF NORTH CAROLINA



_____ County

In The General Court Of Justice

IN THE MATTER OF
A PERSON SUMMONED FOR JURY SERVICE

APPLICATION FOR EXCUSE, DEFERRAL,
EXEMPTION, AND DISQUALIFICATION
FROM JURY SERVICE

Full Name

Address

G.S. 9-6(a1)

Email Address

Daytime Telephone No.

Date Of Jury Service

Juror Number

File Number

INSTRUCTIONS

- You must check your local court's jury excuse procedures to determine if documentation must be submitted with this application.
- Jury excuse procedures for your county may be found on this webpage: www.nccourts.gov/help-topics/jury-service/jury-service
- See your jury summons for additional procedures and information.
- You should submit this form, along with any required documentation, as provided on the summons.
- Jurors who fail to appear as directed, or who fail to complete jury services until duly discharged are subject to a \$50.00 fine (per G.S. 9-13) as well as potentially subject to the contempt powers of court.

QR Code:



REQUEST

I, the above-named person, request to be excused from jury service on the date listed above. (check 1. or 2. below)

1. I am not able to serve as a juror now, but I am able to serve as a juror in the future.

The earliest date when you will be available to serve as a juror: _____

2. I request to be exempted from all future jury service.

In support of this request, I state the following: (check all grounds and reasons that apply)

- I am not a United States citizen.
- I am not a resident of this county.
- I cannot understand the English language.
- I am physically and mentally incompetent.
- I am a full-time student enrolled at an out-of-state postsecondary educational institution.
- I have a mental or physical disability that interferes with my ability to serve as a juror. (briefly explain disability in Additional Comments box)
- I am a convicted felon and my rights have not been restored.
- I have served as a juror within the past 2 years or as a grand juror in the past 6 years.
- I am on military assignment.
- I am 72 years of age or older.
- Other: (state additional grounds or reasons below)

Additional Comments To Explain The Above Statements

I have read, understand, and followed the above instructions. By submitting this request I affirm that the information in it is true and that I provided the required documentation for my request to be excused from jury service. I understand there are penalties for providing or submitting false or inaccurate information and for not appearing for or completing jury service unless excused by the court.

Date

Signature Of Person Summoned For Jury Service

FOR COURT USE ONLY

- On the Court's review of this Application For Excuse, Deferral, Exemption, And Disqualification From Jury Service, the person summoned
- is excused from serving as a juror in the matter summoned for.
 - is permanently excused from serving as a juror in this county.
 - will have jury service deferred until _____.
 - is not excused from serving as a juror in the matter summoned for.

Date

Signature Of Chief District Court Judge Or Designee

Title Of Chief District Court Judge Or Designee

- Chief DC Judge
- DC Judge
- TCA/TCC/JSS
- Deputy CSC
- Assistant CSC
- Clerk of Superior Court

Addendum #6: (Bid 20249) Questions from Bidders
Print Processing and Mailing

1. What are the certifications and compliance requirements for this project? **There are no required certifications. All requirements are outlined in the RFP. Please reference 2.0 in Scope of Work.**
2. What is the current system the county is using? **The system is provided by the current Vendor.**
3. Will the vendor be required to pay a fee for the current system? If so, what is the fee to access the system for printing? **You must have your own system.**
4. Will the county provide previous data that spans up to 18 months? **No**
5. How much data can the current system store? **N/A**
6. Where should pricing for certified mail be included? **We do not use certified mail**
7. I need clarity on the timeframes—different timeframes (12, 18, and 24 months) have been mentioned. Can you confirm the correct one? **Please see Section 3.0, Technical Requirements for detailed instructions in regard to the requested timeframes.**
8. Does the vendor need to be located in Guilford County? **No**
9. In Section 9.0, who will the vendor send information to, and how often will it be? **The electronic file will be provided after each billing. The address will be provided to the winning bidder.**
10. Section 3.1 refers to creating a ticketing system with user authentication, possibly for different access levels. It seems like this section could refer to two different platforms: one for tracking records and the other for handling billing data. Could you clarify if this refers to one platform or two separate systems? Should the system(s) be able to accept and process data files? **Section 3.1 refers to secure archives. Yes, the system should be able to accept and process data files. More than one person will be accessed.**
11. Section 5.0 asks if the files will already be created by the county or another system, with the provider's role being to print and transmit them. Can you confirm if this is the case? **Provider will create, print, and transmit.**
12. What is the distinction between a large and small job, as mentioned in the RFP? **A small job is a few notices or bills. A large job would be 50 or more.**
13. In Section 9.0, is Excel spreadsheet an acceptable format for data input or processing? **Excel will be acceptable for most processing. There may be instances where a different file type is necessary.**

ADDENDUM ACKNOWLEDGEMENT

Print Processing and Mailing
Title of Project

20249
Bid Number

Receipt of the following Addendum is acknowledged:
Failure to acknowledge an addendum may result in a Respondent being deemed non-responsive

Addendum no. _____ Date _____

OSG also acknowledges addendum 6, dated 1/3/2025

Signature: Joseph Tetatone Date: _____

Title _____

Name of Firm

GUILFORD COUNTY, NORTH CAROLINA - Print Processing and Mailing Summary Cost Worksheet

Form Description	Frequency	Estimated Annual Volume	Unit Cost (\$)	Postage Cost (\$)	Yearly Cost (\$) Vol*(Unit+Postage)
TAX DEPARTMENT					
Annual Billing	Annual (July)	250,000	0.0980	0.5930	\$ 172,750
Debt Setoff	Quarterly	15,200	0.0975	0.5930	\$ 10,496
Reappraisal Notice of Vaule	1/1/2017	240,000	0.1100	0.5930	\$ 168,720
Personal Property Listing	Annual (Dec)	25,000	0.1750	0.5930	\$ 19,200
Business Personal Property Listing	Annual (Dec)	20,000	0.1950	0.5930	\$ 15,760
Friendly Reminder	Annual (Nov)	18,000	0.1200	0.5930	\$ 12,834
Delinquent Notice	Annual	50,000	0.098	0.5930	\$ 34,550
Balance Due Notice	Daily (M-F)	132,000	0.098	0.5930	\$ 91,212
Value Change Notice	Annual	13,000	0.072	0.5930	\$ 8,645
Real Property List Forms	Annual	1	0.075		\$ 0
Individual Personal Property Discovery Notice	Annual (Aug)	7,500	0.1075	0.5930	\$ 5,254
Business Personal Property Discovery Notice	Annual (Aug)	5,000	0.0875	0.5930	\$ 3,403
Beverage License Renewal Letter/Application	Annual (April)	2,000	0.0700	0	\$ 140
Homestead Exclusion for the Elderly and Permanently Disabled Brochure & Application	Annual (Dec)	2,000	0.2700	0	\$ 540
Listing your Business Personal Property Brochure	Annual (Dec)	1,000	0.0820	0	\$ 82
Listing Your Property Brochure	Annual (Dec)	500	0.0820	0	\$ 41
Local Property Taxes on your Motor Vehicle Brochure	Annual (Dec)	1,000	0.0820	0	\$ 82
			TAX DEPARTMENT SUB TOTAL		\$ 543,709
ELECTIONS DEPARTMENT					
Confirmation Card	Monthly	8,000	0.1000	0.40	\$4,000
NCOA Card	Quarterly	12,000	0.1000	0.40	\$6,000
Verification Card	Bi-weekly	150,000 to 30,000	0.1000	0.40	\$15,000
Election Labels	Bi-annual	140,000	0.0160	0	\$2,240
FINANCE DEPARTMENT		650			\$0
Account Receivable Statements	Monthly	30,000	0.0975	0.5930	\$20,715
SHERIFF'S DEPARTMENT					
Jurry Summons	Monthly	4,500 to 5,000	0.0659	0	\$9,000
PUBLIC HEALTH DEPARTMENT					

Patient Statements	Daily (M-F)	Variable (1,320 pieces-316,800 pieces)	0.0915	0.5930	\$68,450
				TOTAL ANNUAL COST	\$669,114.00

Additional Pages			\$ 0.04
Householding			-
Programming (Per Hour)			\$ 125.00



Proposal Response:

Print Processing and Mailing: Bid Number: 20249

Presented By OSG to Guilford County
January 15, 2025





Guilford County Purchasing Department
Greene Street Building, Basement-Suite 072
201 South Greene Street
Greensboro, NC 27402

Dear Guilford County,

Since 2008, Guilford County and OSG (SouthData) have nurtured a long-standing partnership. As we have worked together, we have built valuable trust, mutual understanding, and shared goals, essential for shared success and growth.

We understand your continued need for efficient print and mail services and can continue to serve you by:

- **Continuing our partnership and excellent customer service**
- **Eliminating the need for new implementation**
- **Our high standards of reliability**
- **Improved efficiency**

We would like to express our gratitude for providing us with the opportunity to respond to your RFP. We truly appreciate the opportunity you have given OSG to showcase our expertise and capabilities. We have invested significant time, effort, and resources to craft a proposal that aligns with your specific needs and requirements, and we are honored to be considered as a continuing partner to Guilford County.

Sincerely,

Brooke Millard
(336) 783-5986
Senior Client Success Manager
Stephanie.Millard@OSGConnect.com



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Introduction

OSG is pleased to provide the following proposal response to the RFP for Guilford County. OSG acknowledges all the RFP requirements and addendums, and we can meet the expectations in each section of the scope of work as outlined below in Tabs 1-9.

Tab 1: Pricing

OSG can meet the expectations of the RFP Pricing. Please see the Pricing Spreadsheet attachment.

Tab 2: Provider's Services Cost Certification

OSG can meet the expectations of the Provider's Services Cost Certification. Please see the Cost Certification Form provided.

Tab 3: Executive Summary

Local business is the lifeblood of any thriving community. The network that local businesses create goes beyond transactional exchanges; it lays the foundation for long-lasting connections and builds a strong community. For over 30 years, our core driver has been connecting our clients with their customers. We understand the power of communication within billing and payment processes, which is often the most frequent touchpoint between a city and the people it serves. We would like to continue to help Guilford County Tax Department by providing our high-quality, local printing service as we have since 2008.

Unmatched Expertise

OSG is the partner of choice for over 6,000 clients across the United States, including those in government and municipal markets, telecommunications, credit unions, financial services, healthcare, home comfort, media, property management, utility markets, and more. Specifically, within the government and municipal utility space, we serve over 400 clients. We know service excellence comes from having a solid understanding of each client's specific industry as well as the nuances of each unique client.

OSG already supports Guilford County Tax Department with reliable, established printing and mailing services. We understand your continued need for efficient print and mail services and can continue to serve you through our continued partnership and excellent customer service, eliminating the need for new implementation, our continued reliability, and improved efficiency.

By continuing to partner with OSG, Guilford County Tax Department will realize several key benefits:

- **Partnership and Support:** We value our relationship and will continue to support Guilford County Tax Department with specially trained client support specialists.
- **No New Implementation:** You can save time and money while avoiding potential service interruptions by keeping the solution you already have in place.
- **Reliability:** You can continue to rely on OSG's high performance.
- **Efficiency:** OSG provides a wealth of knowledge retention to Guilford County through our proven and experienced team. We thoroughly understand the environment and needs of Guilford County and will continue to provide services in the most cost efficiency way.

Partnership and Support

OSG deeply values our relationship with Guilford County Tax Department. We are committed to providing unparalleled assistance to Guilford County Tax Department through our team of specially trained client support specialists. These specialists are cross-trained and work only in the Government and Utility markets. Their dedication to excellence ensures that we not only meet but exceed the needs and expectations of Guilford County Tax Department. By maintaining open lines of communication and understanding the unique challenges facing the County, we strive to contribute positively to your growth and success.

No New Implementation

One major benefit of continuing with OSG is that Guilford County Tax Department will not have to implement a new solution. Not only will this save you money, but it will save valuable time and resources that would otherwise be dedicated to an implementation process or retraining employees. You will also eliminate the risk of potential compatibility issues or technical glitches that may arise with a new service, ensuring consistent and reliable performance.

Reliability

Stability and reliability are key to the County's success. OSG understands this and is committed to our high reliability and quality standards. Each year OSG prints approximately 2.4 billion mail pieces for our 6,000+ North American clients that are used for bill payments, marketing, and informational messaging across multiple client verticals. Our mission is to guarantee that our clients' critical communications are distributed on time and error-free and that they effectively promote their organizations.

Efficiency

Our primary goal is to provide value to our clients through cost-effective and efficient print and mail operations. OSG is constantly innovating to pursue this goal.

Summary

OSG has reviewed the RFP documents and fully agrees to meet all expectations of the scope of work, specifically including all mandatory requirements outlined in section 3.0 Technical Requirements (3.1 Secure Archive, 3.2 eStatements, 3.3 IBM Tracking, 3.4 USPS Mail Tracking, 3.5 Certified Mail, 3.6 Returned/Undeliverable Mail, 3.7 Address

Corrective Service, 3.8 Return Listing Scanning, 3.9 Contract Warranty, 3.10 Contract Ownership Rights).

Guilford County Tax Department and OSG have been working together since 2008. We hope to continue our relationship and serve you by continuing to support you, eliminate the need for a new implementation, continue to provide reliable services, and improve your efficiency. We are grateful for the opportunity to respond to this RFP and showcase our expertise and capabilities. We would be honored to continue serving as a partner to Guilford County Tax Department.

Tab 4: Provider Qualifications

OSG can meet the expectations of the Provider Qualifications. Please see the Provider Qualifications form - Attachment 3.

Tab 5: Proposed Services

OSG can meet all expectations of the Proposed Services as outlined below.

Print and Mail Proposed Services:

OSG works in liaison with the USPS and maintains on-site USPS processing centers at each of our major production facilities. Each of our facilities utilizes Manifest Mailing and Seamless Acceptance via the USPS, which is an automated, computer-supported system that allows a mailer to document postage and fees for all pieces in a mailing paid via permit imprint. Seamless Acceptance automates USPS entry and verification of mailings by leveraging electronic documentation, Intelligent Mail barcodes (IMb), and information collected from handheld sampling devices and mail processing equipment scans.

OSG client orders are delivered to our on-site USPS processing center, the USPS employee scans the order ticket verifying receipt of the order, which triggers our automated system to send an email notification to Guilford County Tax Department. Mail orders, once printed, inserted, and sorted with the appropriate paperwork and bin labels, are delivered immediately into the hands of a postal worker on our facility grounds for USPS processing at a USPS distribution center, bypassing the usual need to transport mail. Because of this, speed of delivery is increased, and all mailings remain physically secure on premises when released to the USPS.

Address Processing: This component is handled through BCC Architect software, which is approved by the USPS. BCC Software offers a variety of services to ensure data quality in addition to presorting capabilities to reduce postage costs. This software can indicate your mail's likelihood of acceptance through the USPS MERLIN® system and diagnose issues requiring adjustment. This process includes:

- Coding Accuracy Support System (CASSTM) to correct spelling and standardize address components

- Delivery Point Validation (DPV) to ensure each address in the client's data matches a deliverable address in the USPS system
- Locatable Address Conversion System (LACS) to provide an automated method of obtaining a new address for those that have been converted due to USPS or government-initiated changes
- NCOALink® based on a set number of months of unlimited recorded moves within the USPS change-of-address database.
- CASS and NCOA can also be accomplished with the FASTforward option through our sorting equipment.
-

Your recipient addresses will run through these processes, and you will receive tailored reporting file-by-file or as standalone program based on your scheduling preferences. Address reports will be provided on your secure OSG client dashboard, and/or via SFTP or API as preferred. We can also trigger address change letters based on data conditions found within these results.

Tracking + Return Mail: Using the USPS Intelligent Mail barcode, our mail tracking solution follows your inbound and outbound mail as it moves through the mail stream, keeping Guilford County Tax Department informed in real time through the OSG portal. This critical insight allows you to forecast cash flow and analyze response time. We also offer a full solution for Certified Mail; organizing all your documents, tracking data, and signatures for Guilford County Tax Department, so that the data you need is always easy to find. You will be able to track the status of your mail, view delivery confirmation signatures, and access a digital record of all your Certified Mail pieces. Guilford County Tax Department will also save time and money by eliminating the need to manually process return mail. We handle return mail for our clients at each of our major facilities. Depending on your preferences, we can either scan and securely destroy returned mail or forward the mail, if possible, using the USPS address database.

Postage: OSG agrees to sort, barcode and mail all items with **First Class** status, with the U.S. Postal Service. If the anticipated postage cost relating to the Services is greater than one thousand dollars (\$1,000) per month, Guilford County Tax Department agrees to fund a postage deposit based on expected volumes for an average of sixty (60) days. OSG will periodically review the postage deposit for adequacy based on actual production volumes. If production volumes are greater than originally anticipated, Guilford County Tax Department, at OSG's request, will increase the postage deposit to the appropriate level. If production volumes are less than originally anticipated, OSG will decrease the postage deposit to the appropriate level through refunds to you or set-off amounts owed by Guilford County Tax Department.

Document Destruction: Modern high-speed printing and inserting equipment will occasionally damage a document so that it no longer meets OSG quality standards. We partner with a national service provider for secure document destruction, and we maintain locked bins on the manufacturing floor for disposal. The destruction process is always overseen by an OSG production manager.

Tab 6: Technology Solution

OSG can meet all expectations of the Technology Solution as outlined below.

Data transmission requirements

OSG ensures the secure transmission of data to and from our systems using multiple protocols. We primarily use Secure File Transfer Protocol (SFTP) for file transfers, providing clients with a reliable and encrypted method to exchange files between local and remote systems and clients receive email confirmation for file transmission and data processing. OSG SFTP sites are redundant, equipped with a load-balancer that automatically switches to an alternate site in case of any issues. To enhance security, we recommend that clients utilize PGP encryption, ensuring files are encrypted before sending, during transmission, and once housed within our systems.

- To facilitate an automated data transmission process, we will work with Guilford County Tax Department to set up the necessary requirements. This includes establishing secure transmission protocols and ensuring that your system is configured to send and receive data seamlessly.
- For standard bill processing, Guilford County Tax Department will typically upload the data files to our secure server, from where our automated system will handle validation, confirmation, and reporting.

When files are received from our clients, OSG's system automatically validates each file to ensure the beginning and ending records are correct and error-free. It also validates other aspects of the file depending on the transmission nature. For each job, a report is generated showing the images and image names required by the program.

- Our team compares these to a master list of images maintained by the CSR. Printing does not proceed until we verify that each image matches the master list.
- Signoffs are recorded, and reports are kept for reference. An automated email is sent to your authorized representative and OSG's Client Services Representative to confirm each successful transmission. Exceptions are systematically identified, reviewed daily, and referred to you only if necessary.

Quality Assurance Requirements

OSG has developed a broad Quality Assurance standard to ensure accurate and on-time mailings:

Piece Count Integrity and Bill Accuracy: OSG uses a highly defined quality standard and an Automated Document Factory (ADF) system to ensure piece count integrity for all orders. Production files, including bill images marked for suppression as eStatements, consist of the finished bill images themselves. This means that a document cannot be

included in this file without the image being present. With these practices in place, images do not go missing, and accuracy is maintained.

- Using reporting metrics in the interchange of data and proofs, we ensure your images are created with accurate piece counts. During the proofing process before production, we also verify with the client the total number of pieces to be produced.
- Our insertion machines also use 2D data matrices to count every piece of mail to ensure that the total supplied to us by the client is produced. An insertion machine will not allow the operator to move to a new job without verifying first that the piece count matches what was supplied to us by the client.

Quality Assurance in Onboarding & Implementation: Upon being awarded a contract, OSG introduces the contract and the new projects to the project management team. OSG team members from the Client Success, operations, manufacturing, and IT/programming groups initiate a project review, and a timeline is established for the completion of the project. The graphics team designs the product based on USPS mailing standards and client requirements, and once design proofs are checked by the project management team, they are sent to the client for approval. After the client approves design elements, the IT/programming group develops an application to integrate mailing data into the client's product and provide proofs to the project management team for a quality check before sending back to the client. After client approval of the finished product, we will be ready to accept live orders from the client.

Ordering Process Requirements: Client personnel will sign in on the OSG website or SFTP site using their username and password, upload their address data file, and choose the document they want to print. Upon successful upload, the client will receive an order number verification, and that number may be used to track progress. When we receive an order, the address data file is processed through address-cleansing services provided by the USPS (DPV, CASS™, LACS and NCOA^{Link®}) to ensure accuracy. The file is then converted, and a proof is produced. This proof is quality checked by the account specialist and then released to the client for approval. If a change is needed or an error is found, the client may contact their project manager to discuss the issue. If no change is needed, the client can approve the proof online.

Approval Process Requirements: There is a process of approvals that OSG requires from our clients before production can begin. This is a pillar of our quality standard and ensures that our work is always to your satisfaction. We require approval of template design and test data submission as well as each order you make before production may begin. If a change is needed, an error is found, or an individual statement needs to be pulled, you can contact your account specialist while the order is in the approval stage to discuss the issue.

Quality Personnel: OSG has a Senior Vice President for Quality Operations who is responsible for total quality management for all facilities. Each facility has a Quality Manager with a team of quality inspectors who are responsible for quality within their production facility. Quality inspectors perform statistical checks on orders as they are

being produced and on the finished products. An onsite United States Postal Service (USPS) employee verifies and processes mailings before they are sent from the facility. Once mail shipments have been approved by the postal employee, they are delivered directly to the USPS Distribution Center.

- Print operators are trained to perform quality checks while removing the printed work from the printer. These inspections include overall print quality, perforation placement, and overall job accuracy according to their production instructions. Our job processors scan the printed jobs for tracking visibility and ensure that every piece belonging to that job is collected and sent to our inserter machine operators. These processors are all experienced, skilled, and highly detail-oriented staff members who make sure each piece is in its proper place.
- Insert operators set up their machines to process each new job and check their instructions to ensure that each mailing piece is properly loaded into the machine for insertion. They ensure quality is maintained using their inserter machine's verification systems.

Quality Process: OSG uses proprietary software to monitor orders as they move across the production floor. At the start of each new job, operators are given a hard copy production ticket that includes all details about the quantity of items to be produced as well as stock numbers, inserts, envelopes, and production instructions. It defines the exact materials and equipment to be used for each product and how they are to be configured to meet the client's expectations. Orders start with printing, then move to processing, inserting, sorting, and finally the on-site USPS processing center. At each phase of progress, quality checks take place:

- **Printing:** The operator ensures that the correct job is being loaded into the machine for printing. The web-press printers are fed a continuous stream of paper from a large roll. As this web of paper winds through the machine, it receives duplex print, is perforated, cut, separated, collated, and stacked. The operator collects these stacks, checks them for quality nonconformities, and organizes them for processing.
- **Printer quality:** In the event of a jam during print stream, print operators are required to alert the quality inspectors. The inspector will log the jam, inspect any pieces affected, check for correct sequential order, and sign off to restart the job.
- **Print recovery process:** During quality checks, if the quality starts to degrade, the printer operator will stop the press. When acceptable quality is restored, the operator will document the last acceptable quality sequence number, which will be confirmed for correct re-start position for job sequence order. The press will be restarted, and at the end of the job, the operator will confirm the starting and ending sequence numbers of the order.

- **Processing:** When a job has finished printing, it is organized according to a production ticket and sent to the processor. There, the job ticket is scanned for order tracking, and the processor will ensure that all pieces are in the correct order and place for inserting.
- **Inserting machines:** Inserting machines are capable of dynamically inserting multiple inserts as well as remittance envelopes into the outer envelope. A 2D collation bar code embedded on the statements drives the machine to accumulate the total number of pages for each document and triggers the correct feeder to release the correct insert, buckslip, or remittance envelope.
- **Insert verification systems:** All inserting equipment is equipped with double detection indicators and camera verification systems. The output verification camera reads and verifies all pieces within a job against our database. These systems identify out-of-sequence, duplicate, and missing pieces within a job. This feature alerts the operator of the issue. The operators are unable to bypass the notification without addressing the issue prior to the continuation of the production run.
- **Inserting process:** The inserter operator scans the production ticket for the client's order, then information pertaining to the order is linked to the inserting equipment. Operators load the statements, outer envelopes, and the correct feeders with inserts and remittance or return envelopes. The operator runs five pieces through the machine for initial testing and performs a quality check on these pieces. If any mail shows quality nonconformities during the inserting process, the operator will get the quality inspectors to review and fix the issue.
- **Quality checks in inserting:** Quality control inspectors perform hourly rounds to inspect each insert machine and do quality checks on mail.
- **On-site USPS processor:** The mail is handed over to the USPS processor for verification, then shipped directly to the USPS distribution center.

Quality Assurance Procedures

OSG provides the following Quality Control Measures:



Piece Count Integrity and Bill Accuracy: OSG employs an Automated Document Factory (ADF) system and rigorous quality standards to guarantee accurate piece counts and billing, ensuring no document is included without its corresponding image.



Quality Assurance in Onboarding & Implementation: At the onset of a new project, OSG's team collaborates across departments to ensure a seamless integration, from design to live order acceptance, adhering to USPS standards and client specifications.



Ordering Process Requirements: Clients securely upload their data on OSG's platform, which undergoes USPS address verification before proofing, ensuring data accuracy and streamlined approval.



Approval Process Requirements: OSG mandates client approvals at multiple stages, including template design and data submission, to ensure client satisfaction and accuracy before production begins.



Quality Personnel: Led by a Senior Vice President for Quality Operations, OSG's quality management includes dedicated managers and inspectors at each facility, ensuring high standards are met through rigorous checks.



Quality Process: OSG's proprietary software monitors order progress, with stringent checks at each production phase from printing to USPS processing, ensuring flawless execution.



Process Visibility Tools: Clients have access to OSG's online portal for comprehensive management of orders, tracking, and approvals, enhancing transparency and control over the production process.



Production Management & Controls: OSG's production is meticulously planned and controlled, employing detailed procedures and technology to ensure quality and trackability at every stage.



Document Integrity: Through precise computer processes and control marks, OSG ensures the integrity of each document, with high-speed equipment verifying page accuracy and order completeness.



Order Integrity: OSG's sophisticated technology ensures each order's integrity, using data matrix codes to verify document sequences, ensuring accurate and complete mailings.



Disposal of Bad Documents: OSG responsibly disposes of damaged documents using secure methods, partnering with specialists for the safe destruction of sensitive information, maintaining client confidentiality.

Process Visibility Tools

OSG primarily follows Agile methodology with some elements of the Waterfall methodology. Multiple tasks can take place independent of each other, allowing for progress to be achieved in multiple areas at once. Our project manager provides visibility, agile collaboration, data aggregation, and management of projects. Our clients may access their online account using a unique, protected ID and password, all of which will be set up during the initial onboarding process. On the site, clients can order products, upload and download their data and files, view past orders, monitor production progress, track their mailings, and modify their user accounts. File and order submissions trigger our automated systems to send an encrypted confirmation email to the user who generated the order. Each client receives their own username and login identification, and the client can add and remove as many administrative users on the account as necessary. Once an order is prepared for manufacturing, an email is sent announcing the PDF proof is available for their review and approval. This allows the client to see exactly what will be printed using real data from their file. The proof will accompany a cover sheet stating the number of items being mailed and those being shipped back to the client. OSG will build a strong working relationship with the client and will maintain correspondence throughout the project.

Production Management and Controls

The adequacy of the Quality Management System in production includes conformance to specified quality procedures that are reviewed and documented. The key components of our quality system are people, process, and technology, and all production activities are planned and defined prior to execution. Documented procedures and work instructions, production routings, operation instructions sheets, and production codes of practice are used to control process activities. Additional Quality Assurance included in process planning include unique job numbers assigned to each job for tracking, unique sequence numbers within the job, and a 2D data matrix added to documents for integrity in inserting.

- When an order reaches the production floor, quality information will be collected and recorded electronically based on inspection of targeted and random pieces chosen from the production line. Quality inspectors also perform checks throughout the production process. Upon completion of inspection, if quality nonconformities are absent, the order and product will be released to the next step in the manufacturing process. If quality nonconformities are found, the entire order will be pulled out of the manufacturing process and reported to the director of manufacturing, and a 100 percent inspection will be performed to determine if the order should be reproduced. All inspection procedure findings are documented and reported for history and measurement purposes to senior management.
- The manufacturing process is where client-approved designs and data are physically produced, and printed documents are assembled for delivery by the United States Postal Service. Policies and procedures are in place to address the concerns that arise from manufacturing operations. Those concerns fall into four areas:

1. Personnel Integrity
2. Document Integrity
3. Order Integrity
4. Disposal of Bad Documents

Equipment capabilities

OSG provides the following equipment capabilities:

PRINTERS

OSG's printing capabilities include multiple Roll-fed web press printers having the ability to print color and black/white transactional documents. The transactional printing capacity of OSG exceeds 2 million 8.5 x 11 sheets of paper per 24-hour period. Current printing demands utilize approximately 50% of total capacity available. Through our extensive history with Government Municipalities and our Roll Fed, Web Press Printing capabilities, we are able to produce unlimited combinations of colors and highlighting colors to our client specifications. With our Roll Fed technology, OSG virtually eliminates inventory for our clients with capabilities of variable background information, variable output, and full color duplexed items all produced in a single pass. OSG does not utilize form-based production but instead utilizes continuous fed technology allowing for both billing and communication inserts to be produced in-line and variable per customer. This technology provides unlimited capabilities regarding color, perforations, messaging, speed, and accuracy in a continuous roll fed environment. This also eliminates the need for multiple destinations during production, and hands touching of documents which can lead to higher error rates. In addition, our clients can leverage the ability to household like addresses into a single envelope. With our Roll Fed technology, OSG virtually eliminates inventory for our clients with capabilities of variable background information, variable output, and full color duplexed items all produced in a single pass. OSG does not utilize form-based production but instead utilizes continuous roll-fed technology allowing for both billing and communication inserts to be produced in-line and variable per customer. Any inventory such as envelopes or other inserts will be stored and inventoried into the OSG facility at no cost.

Along with transactional documents, OSG has the necessary equipment to produce postcards of multiple sizes and color as needed for other departments located inside County Governments. A full-time postal employee is located within the OSG facility with direct USPS pickup and delivery to the Postal Distribution Center. The primary production process is located in North Carolina, with complete printing and inserting backup capabilities in Arizona. The average turn time of products from proof approval to being mailed is less than 1.4 days, depending on the type of product and requirements of the client.

INSERTERS

Inserting equipment at OSG facilities are high-speed Pitney Bowes (Blue Crest) machines that use internal software and verification cameras to read the 2D data matrixes on the printed statements. These machines are highly intelligent, using the data fields to match against the insert reference file associated, in addition to selectively inserting the proper

return envelope and inserts. OSG machines can handle up to 50-page documents for insert automation with proper envelope; over 50 pages would move to manual fulfillment. When a machine operator receives a job, they scan the production ticket to verify that all statements, inserts, and proper envelopes are present before inserting begins. The operator loads the insert pockets with the proper pieces and runs a test with five mail pieces to ensure the quality of the insertion run. Each document, once folded and inserted into the outgoing envelope, is scan-verified by cameras, verifying proper insertion.

SCANNER/IMAGING

OSG is equipped with multiple options for our clients when it comes to Scanning and Imaging capabilities. OSG is fully equipped with scanners that allow us to scan, index, and push back images of documents to our clients in batches, typically daily through an SFTP site. In addition to these capabilities, through its sister companies, OSG also has a full-service back-office scanning, OCR, and archival system that allows clients the ability to scan large quantities of documents, digitize them, and make them searchable even in different languages if requested. The scanning capabilities can make an entire page searchable by word or combination of words to allow our clients flexibility when it comes to finding, viewing and retrieving scanned documents.

POSTAL

Output Services Group (OSG) owns and maintains the essential equipment required to affix postage to each item, ensuring all communications from The County with accuracy and timeliness. As your current tax notification print & mail partner, we are committed to meeting your needs effectively and efficiently. We currently offer The County guaranteed postage rates, allowing for predictable monthly postage costs based on volume and not XX% digit rates. Our strategy includes leveraging USPS address cleansing and optimizing partnerships with USPS, UPS, and FedEx to provide cost-effective mailing solutions without markup. For shipping through UPS and FedEx, pricing is also invoiced at cost. This approach ensures The County benefits from the lowest possible postage rates, enhancing fiscal responsibility while maintaining high-service standards. Our mailing process incorporates first class indicia, presorting for USPS automation discounts, and secure handling with security tinting and Intelligent Mail barcoding. Special attention is given to certified mail, offering a full solution for tracking and managing documents.

Business Continuity Plan

OSG is committed to no more than a 72-hour print and mail services recovery target after declaration. During a major event, OSG activates its Incident Response Team (IRT) to execute any of its various plans. The IRT is made up of smaller teams that have specific roles in the recovery process. The core team mission is to provide overall direction in responding to any event and enabling business while ensuring staff safety.

The Crisis Management Team includes the support from a variety of preparedness, risk management, and response teams. OSG Information Security and Information Systems teams have structured our environments to effectively manage many types of potential

disruptions while facilitating coordination and communications across business continuity, IT/DR, emergency response, facilities, and security plans, as well as crisis communications plans and procedures.

Business Continuity Overview: OSG Business Continuity goals include maintaining business-critical processes and services during and after a wide range of disruptive events, as well as limiting the impact a major event has on our customers, operations, and overall company well-being. Our purpose is to ensure rapid recovery and timely resumption of company operations to protect employees, customers, shareholders, and OSG's reputation.

The OSG Business Continuity Program operates at the enterprise level and spans across every line of business. Each business is taken through a lifecycle of events to ensure it has been properly analyzed, measured, documented and resiliency tested. A Business Continuity Program Management structure is in place that includes a dedicated full-time team with a focus on analysis, incident response and business continuity. Your dedicated Business Continuity staff responsible for the program are certified, involved in industry conferences, and participate in events that facilitate continuous learning within the discipline. OSG coordinators are assigned and tasked with all coordination between the Business Continuity Management staff and local management across each business.

Disaster Recovery Overview: OSG's Disaster Recovery program is an enterprise-level program that oversees the creation and implementation of resiliency requirements of technology solutions. The program operates as a life cycle of events that continually analyzes, implements, and test OSG's ability to recover technology across various impactful scenarios. Operational resilience strategies have been developed which utilize OSG's various datacenters and cloud presence to conduct production processing if there is a disaster or major outage. OSG operates multiple geographically dispersed data centers as well as manages the availability of many products and services in cloud infrastructures.

- All products and services are hosted within hardened data centers and operations facilities. Multiple cloud infrastructures are in place to host and deliver OSG's cloud-based products to its customers. Regardless of infrastructure, business-critical data and operations are replicated in such a way that geographical specific incidents are mitigated through multiple replication strategies ranging from near-real-time DRaaS (DR as a Service) solutions to daily and monthly snapshots.
- Disaster Recovery Plans are required to be assessed at least annually and involve the restoration of critical production processing using the backup/secondary data centers, operations facilities, cloud availability zones or regions. In some cases, the DR infrastructure is hosted and managed by a third-party but testing requirements are always focused on measurable results, applications/infrastructure recovery scripts and detailed test plans, which are continuously updated as necessary to improve our recovery capabilities.

- Test planning occurs on a continuous cycle, which typically includes months of test planning and detailed postmortem discussions and improvements. Test results are required to be summarized and shared with senior management in Executive Summary reports.

<p>Business Continuity and Disaster Recovery Team</p> <ul style="list-style-type: none"> • Makes up a subset of the CMT. • Makes necessary arrangements to implement disaster business operations, following the business plan for each business unit and department. • Ensures recovery strategies are defined, documented, and tested for each business process and technology platform. • Responds to events and tasked with advising the CMT of priorities, recovery recommendations and business level communications. 	<p>Support Teams</p> <ul style="list-style-type: none"> • Corporate Communications speaks to all parties including but not limited to, Employees, vendors, suppliers, public service agencies, and customers. • Legal and compliance team guides in sensitive recovery matters as well as perform an overall advisory role. • Human Resources ensures staffing, and people's expectations are always met. • Facilities and operations teams perform ground zero actions such as site preparation and damage assessments. • Finance oversees the financial implications of recovery impacts and efforts.
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Exercises are required to be conducted annually to ensure plans are kept up-to-date and the teams are familiar with the response and recovery processes. Each department is required to test based on the level of maturity and overall criticality of its plan. These exercises may vary in scope but include scenarios such as cybersecurity threats and physical disruptions.

Tab 7: References

OSG can meet the expectations of the RFP References. Please see the following completed Bid References Form - Attachment 4.

Tab 8: MWBE Certification

OSG is not MWBE certified, and this requirement is not applicable. Please reference Form 4 completed by OSG.

Tab 9: Other bid forms

OSG can meet the expectations of all other bid forms. Please see other bid forms as attached.



Current Print Environment

OSG uses proprietary software to monitor orders as they move across the production floor. At start of each new job, operators are given a hard copy production ticket that includes all details about the quantity of items to be produced as well as stock numbers, inserts, envelopes, and production instructions. It defines the exact materials and equipment to be used for each product and how they are to be configured to meet client expectations. Orders for government and utility clients start with printing, then move to processing, inserting, sorting, and finally the on-site USPS processing center. At each phase of progress, quality checks take place.

- **Printing:** The operator ensures that the correct job is being loaded into the machine for printing. The web-press printers are fed a continuous stream of paper from a large roll. As this web of paper winds through the machine, it receives duplex print, is perforated, cut, separated, collated, and stacked. The operator collects these stacks, checks them for quality nonconformities, and organizes them for processing.
- **Printer quality:** In the event of a jam during print stream, print operators are required to alert the quality inspectors. The inspector will log the jam, inspect any pieces affected, check for correct sequential order, and sign off to restart the job.
- **Print recovery process:** During quality checks, if the quality starts to degrade, the printer operator will stop the press. When acceptable quality is restored, the operator will document the last acceptable quality sequence number, which will be confirmed for correct re-start position for job sequence order. The press will be restarted, and at the end of the job, the operator will confirm the starting and ending sequence numbers of the order.
- **Processing:** When a job has finished printing, it is organized according to production ticket and sent to the processor. There, the job ticket is scanned for order tracking, and the processor will ensure that all pieces are in the correct order and place for inserting.
- **Inserting machines:** Inserting machines are capable of dynamically inserting multiple inserts as well as remittance envelopes into the outer envelope. A 2D



collation bar code embedded on the statements drives the machine to accumulate the total number of pages for each document and triggers the correct feeder to release the correct insert, buckslip, or remittance envelope.

- Insert verification systems: All inserting equipment is equipped with double detection indicators and camera verification systems. The output verification camera reads and verifies all pieces within a job against our database. These systems identify out-of-sequence, duplicate, and missing pieces within a job. This feature alerts the operator of the issue. The operators are unable to bypass the notification without addressing the issue prior to the continuation of the production run.
- Inserting process: The inserter operator scans the production ticket for the client's order, then information pertaining to the order is linked to the inserting equipment. Operators load the statements, outer envelopes, and the correct feeders with inserts and remittance or return envelopes. The operator runs five pieces through the machine for initial testing and performs a quality check on these pieces. If any mail shows quality nonconformities during the inserting process, the operator will get the quality inspectors to review and fix the issue.
- Quality checks in inserting: Quality control inspectors perform hourly rounds to inspect each insert machine and do quality checks on mail.
- Sorting machine: This machine sorts mail using optical character recognition technology that determines how to route mail through the postal system. The machine organizes mail by reading the multiple lines of address and sorting by destination.
- On-site USPS processor: The mail, once sorted, is handed over to the USPS processor for verification, then shipped directly to the USPS distribution center.

NON-COLLUSION AFFIDAVIT

STATE OF (North Carolina)

() SS.

COUNTY OF (Surry)

I, _____, of OSG, Inc. _____, In the County of Surry and the State of North Carolina, of full age, being duly sworn according to law on my oath depose and say that:

I am Authorized Notary, of the firm of OSG, Inc., making the Proposal for the above- named authority.

My submission of a response to this event certifies that I agree to the non-collusion agreement contained below:

- 1. The submitter of this document is acting as an agent for their company who is the respondent that has submitted the attached bid response.
2. The undersigned person is fully informed concerning the preparation and contents of the attached response and of all pertinent circumstances related to it and is authorized to sign this affidavit. This affidavit is given under penalty of perjury as provided by law.
3. Such bid response is genuine and is not collusive or sham in anyway whatsoever.
4. Neither the person responding nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including the signer of this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, firm or person to submit collusive or sham response in connection with the contract for which the attached response has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other responder, firm or person to fix the price, or cost to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the Board of County Commissioners, Guilford County or any person interested in the proposed contract.
5. The price or prices quoted in the attached response are fair and proper and are not derived by any collusion, conspiracy, connivance or lawful agreement and on the part of the respondent or any of its agents, representatives, owners, employees, or parties in interest.

OSG, Inc.

(Name of Contractor)

Signature: Joseph Tetstone, (Type or Print Name): Joseph Tetstone, Title: EVP Client Experience and Enterprise Account, Date: 1/14/25

Subscribed and sworn to before me on this 14 day of January, 20 25.

Signature: [Handwritten Signature], (Type or Print Name): LORA H Southard

Notary Public of the State of North Carolina My

Commission expires March 31, 20 29

LORA H SOUTHARD
Notary Public, North Carolina
Surry County
My Commission Expires
March 31, 2029

REQUIREMENTS PERTAINING TO THE PARTICIPATION OF MINORITY BUSINESSES IN GUILFORD COUNTY CONTRACTING

The Guilford County Board of Commissioners established its verifiable minority participation goal of ten (10) percent, on March 5, 1990, as recorded in the approved meeting minutes. Proposers must make Good Faith Efforts to contact minority businesses to allow each an equal opportunity to quote on the work involved. In determining whether a proposer has made Good Faith Efforts, the County will evaluate all efforts made by the Proposer and will determine compliance regarding quantity, intensity, and results of these efforts, in accordance with the ten percent (10%) state goal for Good Faith Efforts compliance laws and guidelines. Any proposal that does not include the required MWBE information and documentation may be considered non-responsive. In February 2017, Guilford County Board of Commissioners established a standing aspirational MWBE participation goal of fifteen percent (15%), as recorded in the approved meeting minutes. The aspirational MWBE goal for this project is fifteen percent (15%). Guilford County encourages each proposer to meet or exceed the aspirational goals in recruiting MWBE providers.

Guilford County will help any proposer in this effort. If anyone has questions concerning GC's approach to the minority participation percentage goal, what is covered here, what is covered by the GC resolution, or the NC laws, they should contact the Guilford County MWBE office at 336-641-4565.

**Proposers must submit
WITH THE PROPOSAL**

the Minority Business Participation Form (Form #1) and Affidavit A (Form #3, if less than 10% utilization is committed on the Proposal Due Date)

Failure to file a required affidavit or documentation with the proposal or after being notified as the proposed awardee may be grounds for rejection of the proposal. R09-02

FORM #1 MINORITY BUSINESS PARTICIPATION

All proposers shall make the minority participation disclosures required by G.S. 143-128.2(c) and comply with the other requirements of G.S. 143-128.2. Under GS 143-128.2(c) the undersigned proposer shall identify **on its proposal** the minority businesses that it will use on the project with the total dollar value of the work that will be performed by the minority businesses.

FORM #2 MINORITY OUTREACH CALL LOG

All proposers shall submit **on its proposal** documentation of all contacts made to recruit minority businesses to participate on the current project.

FORM #3 GOOD FAITH EFFORTS - AFFIDAVIT A

If a vendor's committed goal is **less than the established 10% goal**, then good faith efforts to meet the goal shall be provided as required by G.S. 143-128.2(c) and G.S. 143-128.2(f). The committed goal is based on the total proposal number. The document must include evidence of all implemented good faith efforts, including any advertisements, solicitations, and other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract.

AFTER BID OPENING

After the proposal due date, Guilford County will consider all proposals to determine the proposed awardee. Upon notification of being the proposed awardee, the proposer shall within 72 hours of the notification of being the awardee submit Form #5 as instructed.

FORM #5 WORK TO BE PERFORMED BY MINORITY BUSINESSES – AFFIDAVIT C

An Affidavit (C) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is **equal to or more than the 10% goal** established.

FORM #6 DOCUMENTATION FOR CONTRACT PAYMENTS

The proposed awardee selected shall provide Guilford County proof of payment to all subcontractors/suppliers including MWBE firms listed in **Form #5 Work To Be Performed By Minority Business** on a monthly basis once the contract is executed.

FORM #2
Minority Outreach Call Log
 Attach To Proposal

Project Not Applicable Proposer: Not Applicable

Use additional sheets as are necessary

Company Name Address & Phone		Date	Time	Diversity Category	Trade	Comment	Follow Up
Name:	Not Applicable						
Phone #:							
Address:							
State/Zip							
Name:							
Phone #:							
Address:							
State/Zip							
Name:							
Phone #:							
Address:							
State/Zip							
Name:							
Phone #:							
Address:							
State/Zip							
Name:							
Phone #:							
Address:							
State/Zip							

FORM #3
GOOD FAITH EFFORTS
AFFIDAVIT A
Attach To Proposal

Affidavit of _____ **Not Applicable**

(Name of Proposer)

Proposers must earn at least 50 points from the good faith efforts listed for their proposal to be considered responsive. A proposer may submit a Self-Performance Affidavit in lieu of meeting the established goal or submitting Good Faith Efforts.

(1 NC Administrative Code 30 1.0101)

- 1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government-maintained lists, at least 10 days before the proposal due date and notified them of the nature and scope of the work to be performed.
- 2 --(10 pts)** Made the specifications, and requirements available for review by prospective minority businesses or providing these documents to them at least 10 days before the proposals are due.
- 3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the proposal documents that aid in recruitment of minority businesses.
- 5 – (10 pts)** Attended Pre-Proposal meetings scheduled by the public owner.
- 6 – (20 pts)** Helped in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 pts)** Helped an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the proposer's suppliers to help minority businesses in establishing credit.
- 9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

FORM #3 – GOOD FAITH EFFORTS, CONTINUED

COMPLIANCE REQUIREMENTS

In determining whether a vendor has made Good Faith Efforts, Guilford County will evaluate all efforts made by the vendor and will determine compliance regarding the quantity, intensity, and results of these efforts. Good Faith Efforts include:

Examples of documentation that may be required to demonstrate the Proposer's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where proposal documents can be reviewed, representative of the Proposer to contact, and location, date, and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the proposed awardee, copies of quotes received from all firms submitting quotes for that subcontract.
- E. Documentation of any contracts or correspondence to minority business, community, or contractor organizations to meet the goal.
- F. Copy of pre-proposal roster
- G. Letter documenting efforts to aid in obtaining required bonding or insurance for minority businesses.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority businesses in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in the rejection of the proposal and award to the next selected awardee.

FORM #4
SELF PERFORMANCE
AFFIDAVIT B
Attach To Proposal

Affidavit of OSG _____
(Name of Bidder/Proposer)

I hereby certify that it is our intent to perform 100% of the work required for the contract:
County of Guilford, North Carolina Print Processing and Mailing Bid Number: 20249
(Name of Project)

In making this certification, the Bidder/Proposer states that the Bidder/Proposer does not customarily subcontract elements of this type of project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

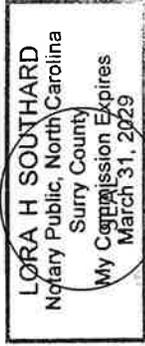
The Bidder/Proposer agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder/Proposer agrees to make a Good Faith Effort to utilize minority suppliers where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder/Proposer to the commitments herein contained.

Date: 1/14/25 Name of Authorized Officer: Joseph Tetstone

Signature: Joseph Tetstone

Title: ERP Client Experience and Enterprise Accounts



State of North Carolina, County of Surry

Subscribed and sworn to before me this 14 day of January 2025

Notary Public Jane H. Southard

My commission expires March 31, 2029

**FORM #5
WORK TO BE PERFORMED BY MINORITY BUSINESSES
AFFIDAVIT C**

This affidavit shall be provided by the apparent proposed awardee within 72 hours after notification of being the proposed awardee.

(Do not submit this form with the proposal. This form shall be submitted only by the proposed awardee.)

Affidavit of Not Applicable _____
(Name of Proposer)

I do hereby certify that on the Not Applicable _____
(Project Name)

Project ID# Not Applicable Amount of Proposal \$ Not Applicable

I will expend a minimum of _____% of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers, or providers of professional services. Such work will be subcontracted to the following firms listed below.

(Attach additional sheets if required)				
Name and Phone Number	*Minority Certification	Ethnicity	Work Description	Dollar Value
Not Applicable				
			Total	

*** MBE and WBE NC HUB Certification with the state HUB Office required to be counted toward the committed participation goals.**

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the proposer to the commitment herein set forth.

Date: _____ Name of Authorized Officer: Not Applicable _____

Signature: _____

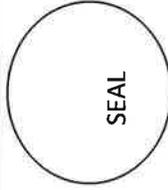
Title: _____

State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20__

Notary Public _____

My commission expires _____



**FORM #6
DOCUMENTATION FOR CONTRACT PAYMENTS**

Awarded Vendor: Not Applicable

Address & Phone: Not Applicable

Project Name: Not Applicable

Project ID: Not Applicable

Pay Application #: Not Applicable

Period: Not Applicable

The following is a list of payments made to all subcontractors/suppliers, including MWBEs on this project for the above-mentioned period.

FIRM NAME	*TYPE OF MWBE	AMOUNT PAID THIS MONTH	TOTAL PAYMENTS TO DATE	TOTAL AMOUNT COMMITTED

*** MBE and WBE HUB Certification with the NC HUB Office required to be counted toward committed goals.**

Approved/Certified by:
Not Applicable

(Name)

(Title)

(Date)

(Signature)

SUBMIT WITH EACH PAY REQUEST, FINAL PAYMENT, and FINAL REPORT

(Include in the Body of the Request for Proposal in the point allocation under the evaluation section)

Minority Women Business Enterprise Requirements (30 Points)

- 6.1 (5 Points) Describe the plan that your firm has developed to encourage inclusion in your employment process. Provide an organization chart showcasing MWBEs/WBEs in leadership roles. Does your firm have a Diversity Equity Inclusion statement? If so, provide it in the proposal response.
- 6.2 (5 Points) Include documentation of MWBE participation you have achieved over the past three years on public and/or private projects.
- 6.3 (10 Points) Outline specific efforts that your firm will take to notify MWBEs of opportunities to participate in this project. Identify MWBE organizations your firm has worked with or will engage on this project.
- 6.4 (0-10 Points) A firm may submit a Self-Performance Affidavit, points will be awarded in the following manner: 1) if a firm is a WBE or MBE NC HUB certified firm, 10 points will be awarded, and 2) if a firm is not a WBE or MBE NC HUB certified firm, 0 points will be awarded.

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF GUILFORD

I, Joseph Tetstone (the individual attesting below), being duly authorized by and on behalf of Output Services Group, INC (the responding entity hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

- 1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
- 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
- 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. Mark "Yes" or "No":
 - a. YES X ;
 - or,
 - b. NO _____
- 4. Employer's subcontractors comply with E-Verify, and if Employer is awarded a contract for this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This 15 day of January, 2025.

Joseph Tetstone
Signature of Affiant

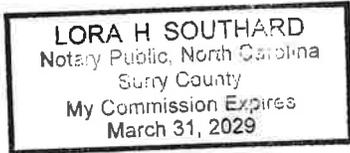
Print or Type Name: LORA H. Southard State of North Carolina County of Guilford Surry LHS

Signed and sworn to (or affirmed) before me, this the 15 day of January, 2025.

My Commission Expires:

March 31, 2029 Lora H Southard
Notary Public

(Affix Official/Notarial Seal)



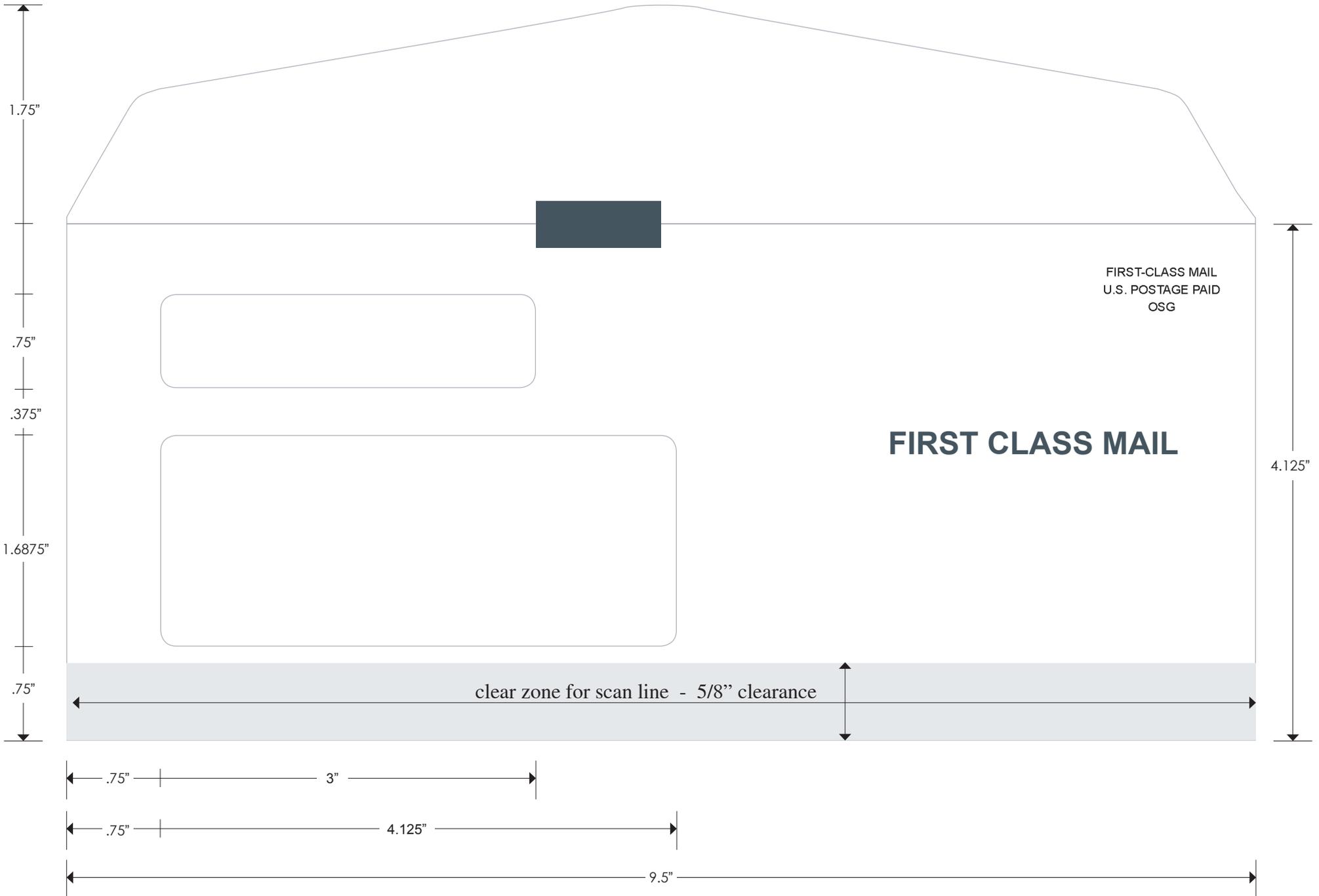
GUILFORD COUNTY, NORTH CAROLINA

Request for Print Processing and Mailing Provider QUALIFICATIONS

Information about the Supplier

- I. Firm Name _____
- II. Legal Name (if different) _____
- III. Years in Business _____
- IV. Number of years providing similar services _____
- V. Contact Person _____
- VI. Full Mailing Address _____
- VII. Telephone Number _____
- VIII. Fax Number _____
- IX. Email address of contact person _____
- X. Number of full time employees _____
- XI. Name and experience of proposed point of contact for this project

#10 two window SouthData Statement Mailing Envelope With North Carolina Indicia



5653LB10_#10 Envelope

1.75"

4.125"

4.125"

9.5"

RETURN ADDRESS



5653LB10

PLEASE PRINT NEW ADDRESS AND CHECK BOX

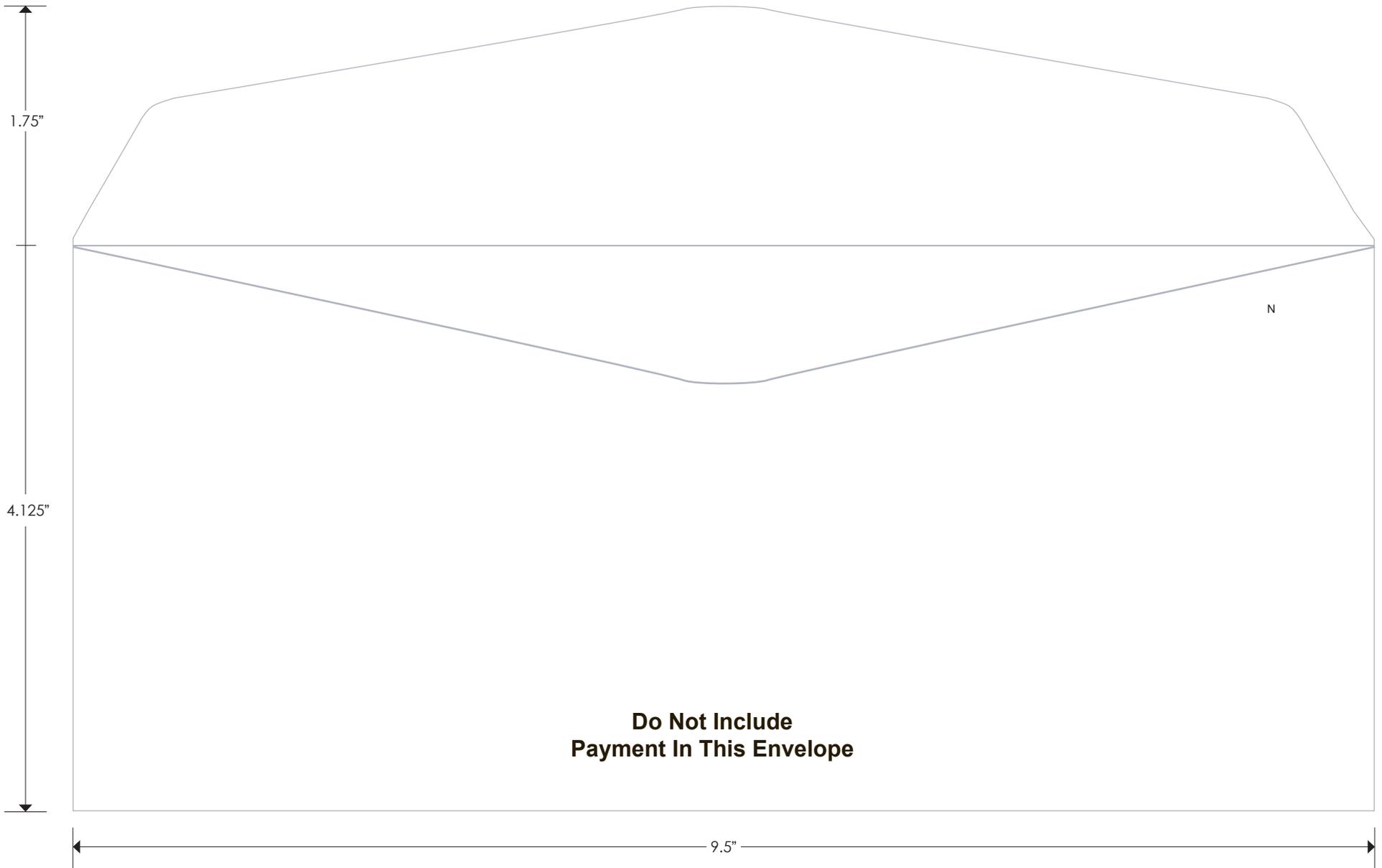
PLACE
STAMP
HERE

GUILFORD COUNTY
TAX DIRECTOR BPP
POST OFFICE BOX 3138
GREENSBORO, NC 27402-3138

SPECIFICATIONS:

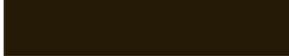
Production - 24# white wove paper. Twin seam construction. Placement of window is CRITICAL! Window film should be of USPS-approved "low gloss" material. Flap as shown. Outside print is printed in Black, Form ID is printed on front left side 6 pt arial font, 70% Black. **Do Not Include Payment In This Envelope** is printed on the back of the envelope in Black. See artwork for placement of front and back of Envelope.

Packaging - Bulk pack. Glue sample of envelope on end of carton for easy identification. DO NOT STACK SKIDS ON TRUCK!



Product is for resale—no taxes should be added. FOB—SouthData, Mt. Airy, NC

All dimensions are critical. As a vendor for SouthData, you will have to meet a mechanical specification with a tolerance of $\pm 1/32$ ", as well as, maintaining the color registration. Tolerances will be strictly enforced. Short shipments will not be accepted.



PLACE
STAMP
HERE

RETURN ADDRESS

5653LP10

PLEASE PRINT NEW ADDRESS AND CHECK BOX

GUILFORD COUNTY
TAX DIRECTOR IPP
POST OFFICE BOX 3138
GREENSBORO, NC 27402-3138



**Do Not Include
Payment In This Envelope**

56530B11



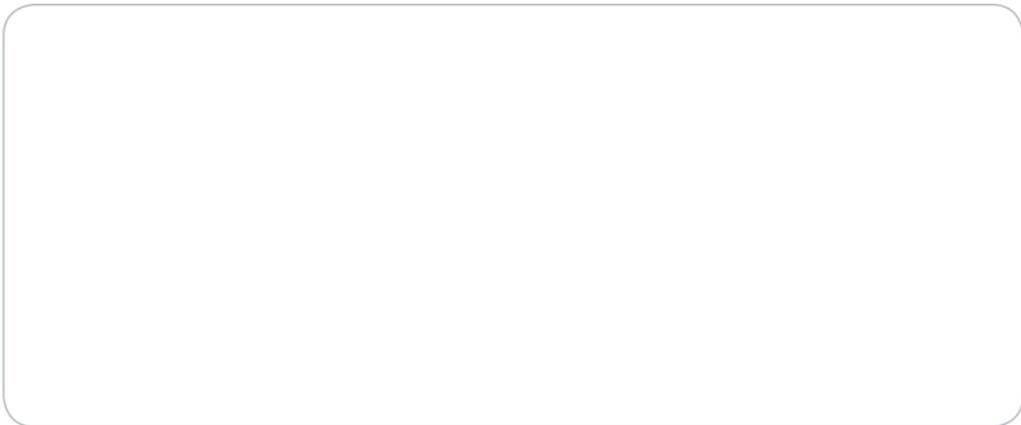
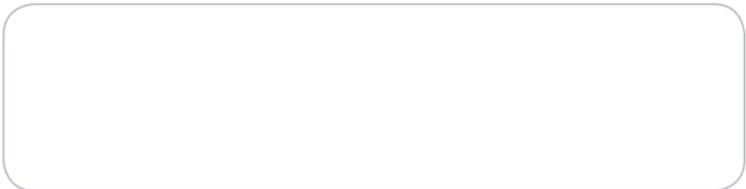
GUILFORD COUNTY

Tax Department
Post Office Box 3138
Greensboro, NC 27402-3138

FIRST-CLASS MAIL
U.S. POSTAGE PAID
OSG

**Guilford County Business Personal Property Staff
is here to assist you Mon.-Fri., 8AM-5PM.
(t): (336) 641-3345
Due on or before 1/31/19.**

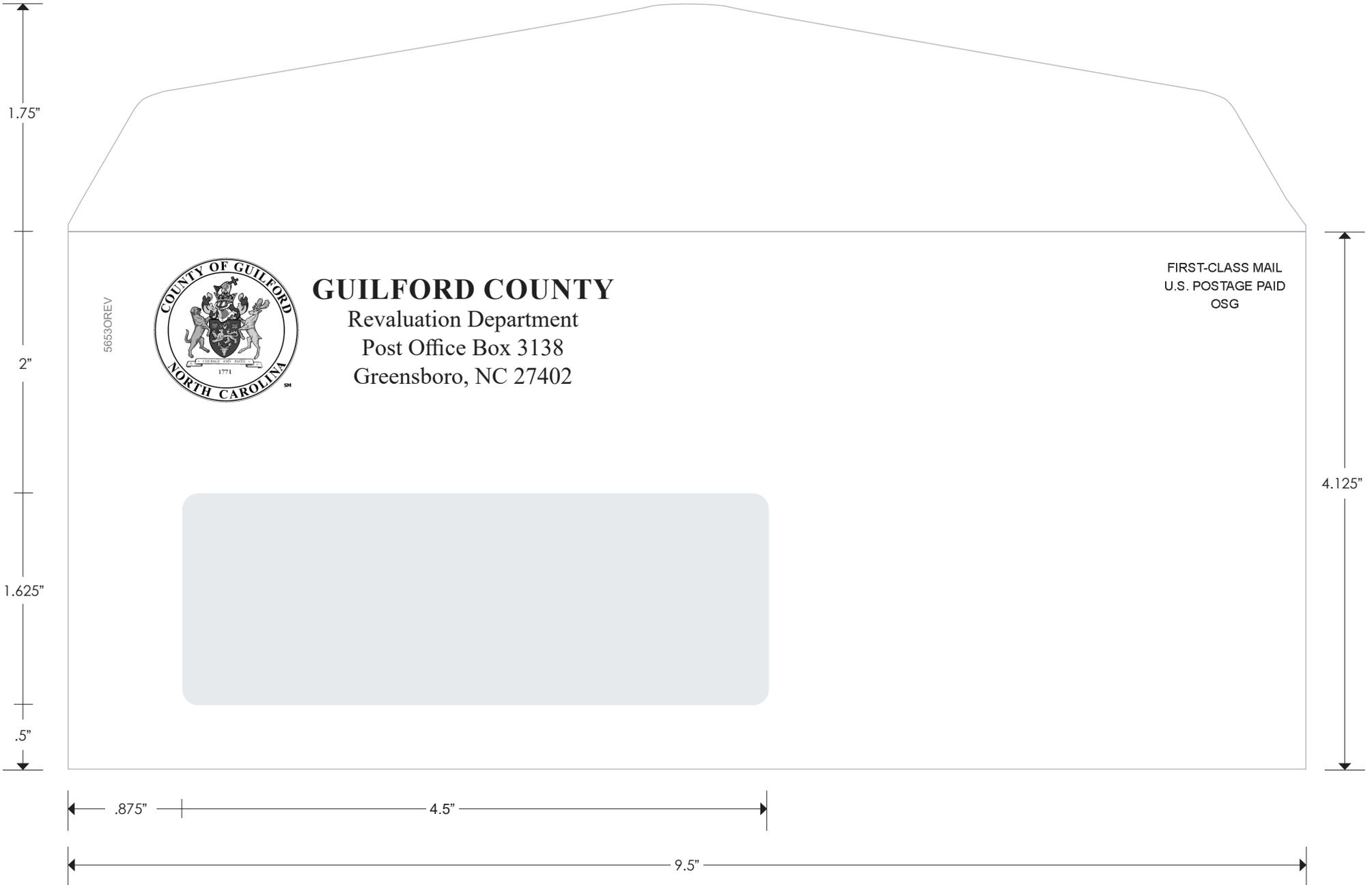
5653OFRN



FIRST-CLASS MAIL
U.S. POSTAGE PAID
OSG

IMPORTANT TAX INFORMATION ENCLOSED

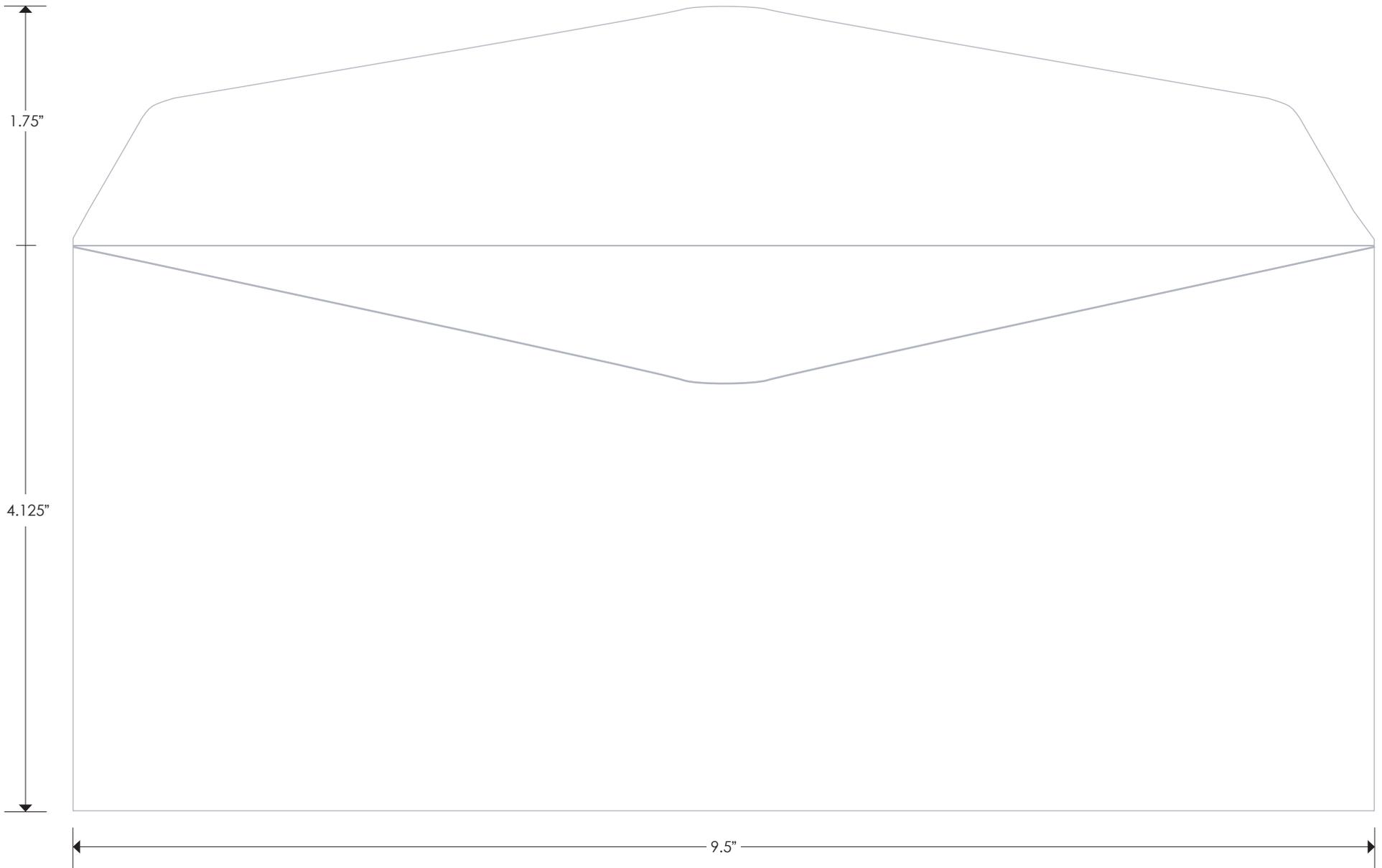
5653OREV Guilford County Mailing



SPECIFICATIONS:

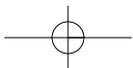
Production - 24# white wove paper. Twin seam construction. Placement of window is CRITICAL! Window film should be of USPS-approved "low gloss" material. Flap as shown. Outside print is printed in BLACK. Form ID is printed on front left side 6 pt arial font, 60% black. Return address in Times New Roman 16pt bold font and Times New Roman 13 pt regular font. Indicia reads First-Class Mail U.S. Postage Paid OSG, 6 pt. Arial

Packaging - Bulk pack. Glue sample of envelope on end of carton for easy identification. DO NOT STACK SKIDS ON TRUCK!

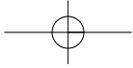
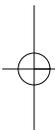


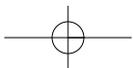
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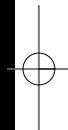


PLACE
FIRST
CLASS
POSTAGE
HERE



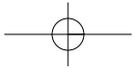


5653-TRE



Please...

- ✓ Sign your check.
- ✓ Do not enclose Cash.
- ✓ Write your bill number on your check.
- ✓ Send only the remittance portion of the statement.
- ✓ Do not fold, staple, or tape payment to remittance.



PROVIDER - SERVICES COST CERTIFICATION

This proposal is in accordance with the specifications provided by the County. This proposal is submitted subject to the terms and conditions contained in this contract packet and further subject to all applicable provisions of North Carolina law or code. I hereby certify that I have read all items of the RFP and fully understand the requirements listed herein. I further certify that I am an authorized agent of the Offering Firm and may be held liable for all remedies that may become due to the Guilford County.

IF AN INDIVIDUAL, SIGN BELOW:

_____ NAME OF FIRM	_____ ADDRESS	_____ COUNTY, STATE	_____ ZIP CODE
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_____ SIGNATURE	_____ PRINTED NAME	_____ TITLE	_____ DATE
--------------------	-----------------------	----------------	---------------

IF A PARTNERSHIP, SIGN BELOW:

_____ NAME OF FIRM	_____ ADDRESS	_____ COUNTY, STATE	_____ ZIP CODE
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_____ SIGNATURE	_____ PRINTED NAME	_____ TITLE	_____ DATE
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IF A CORPORATION, SIGN BELOW:

_____ NAME OF CORPORATION	_____ ADDRESS	_____ COUNTY, STATE	_____ ZIP CODE
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_____ <i>Joseph Tetatone</i> SIGNATURE OF OFFICER	_____ PRINTED NAME	_____ TITLE OF OFFICER	_____ DATE
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_____ ADDRESS	_____ TITLE OF OFFICER SIGNING
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CITY/STATE

THE ABOVE-SIGNED INCORPORATED UNDER THE LAWS OF THE STATE OF: _____

Type or Print State of Incorporation