

NOTICE TO BIDDERS  
PROPERTY TAX BILLS PROPOSAL – BID ID #: 2011-0001  
RIC - TREASURER'S OFFICE

January 26, 2011

TO WHOM IT MAY CONCERN:

The Rock Island County Finance Committee will receive bids for **67,000 Property Tax Bills and 61,000 Envelopes** as described on the enclosed bid form. Please review the sample tax bill and envelope enclosed.

The price shall include all costs, INCLUDING FREIGHT, delivered to the Rock Island 1504 3<sup>rd</sup> Avenue, Rock Island, Illinois, 61201.

The Bid marked **PROPERTY TAX BILLS PROPOSAL - Bid ID #: 2011-0001** must be received no later than 2:00 PM, Tuesday, February 8, 2011 in the Purchasing Department, 1504 - 3rd Avenue, Rock Island, Illinois 61201. The bids will be reviewed immediately thereafter.

Direct questions about this request:

- Louisa Ewert, Treasurer, at (309) 558-3500
- Only Bids using THE ENCLOSED PROPOSAL FORM WILL BE CONSIDERED.

The successful bidder agrees to abide by the Rock Island County PAYMENT PROCEDURE in which bills received prior to the 25th day of the month are processed and paid by check on approximately the 25th day of the next month.

The Rock Island County FINANCE Committee reserves the RIGHT TO REJECT any or all bids, to waive any irregularities in a bid, or to accept that bid which, in the judgment of the proper officials, is to be in the best interest of Rock Island County.

Sincerely yours,  
Donna L. Wilkerson  
Supply Manager

**PROPERTY TAX BILLS PROPOSAL FORM - BID ID #: 2011-0001**

FINANCE Committee  
Rock Island County

02/10/2011

The undersigned, hereby agrees to furnish, the PROPERTY TAX BILLS AND ENVELOPES, specified below for the sums of:

QUANTITY	DESCRIPTION	PER THOUSAND WITHOUT OVERAGE	PER THOUSAND WITH OVERAGE	TOTAL BID AMOUNT
67,000	MINIMUM 24# BOND, TAX BILLS	\$_____	\$_____	\$_____
61,000	24#, WHITE WOVE, ENVELOPES	\$_____	\$_____	\$_____

The above Property Tax Bills and Envelopes will be delivered in \_\_\_\_\_ days from receipt of the purchase order.

FIRM NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

BID REPRESENTATIVE: \_\_\_\_\_ TITLE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX #: \_\_\_\_\_

COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructions and Disclaimer -IMPORTANT! - Please Read -

Suppliers MUST REGISTER in order to conduct business with Rock Island County. After reading these instructions, please proceed to the registration page. Complete the registration form and select the goods and/or services your company can provide to Rock Island County. Those who are unable to register online can be added to the registration list by contacting the Rock Island County Purchasing Department at (309) 558-3630.

Requests for Proposals indicated on this web site are for purchases in excess of \$1,000.00. All bid documents and forms are provided free of charge in PDF format on the Requests for Proposals page. You must be registered to be considered in the bidding process. Please indicate if you would like to be notified by e-mail when your selected goods and/or services are made available for bid. A link to the bid specification documents is included in all e-mail notifications. Notification of Requests for Proposals is also published in the Rock Island Argus and The Dispatch.

Suppliers with multiple sales representatives need to register each representative separately. Those completing and submitting the registration form will be provided a Registration Identification Number and added to the Rock Island County supplier list according to the goods and/or services indicated on the form. The registration form contains three sections. The first section requires information on your company and its contact. The second section provides the main list of goods and services to select from. (If you would like to review the entire listing, it is available for download on all Purchasing Department pages in the links section). The final section provides a detailed "subcategory" list based on selections made from the main listing.

Your registration is complete after clicking the "Submit Registration" button. E-mail will be sent with details of your registration along with your Registration Identification Number. This number will be required for ALL bids submitted to Rock Island County.

If a supplier is unable to participate in the bid downloading process, please contact the Purchasing Department at (309) 558-3630 to receive the appropriate documents by mail. A \$10.00 service fee will be charged (payable in advance) to have the bid documents mailed. You may also pick up bid documents at the Purchasing Department, located in the basement of the Rock Island County Office Building at 1504 Third Avenue, in Rock Island, Illinois. The \$10.00 service fee will be due at that time.

Submitting Requests for Proposals: Suppliers are required to complete the bid documents in full, sign and return (with the Registration Identification Number), as directed in the bid specification documents. All completed bids must be addressed and mailed as stated in the individual bid specification and the envelope must clearly state the Bid ID Number, Registration ID Number and Bid Opening Date for inclusion in the bid process.

Disclaimer:

We do not guarantee continuous, uninterrupted or secure access to our services. Operation of this site may be affected by factors outside our control. We will do our best to correct any problems that fall within our control in a timely manner. If you are experiencing difficulty with our website, please notify the Webmaster of Rock Island County as soon as possible. For assistance with bid documents, contact Donna Wilkerson, Director, at 309-558-3622.

AXES FOR	PAYABLE	PAER VALUE / EV / DV	PA RATE	AMOUNT OF TAX	CHANGE FROM LAST YEAR	% CHANGE
OWNSHIP NAME	PARCEL NUMBER					
	TOWNSHIP / TAX CODE					
	ACRES					
	FAIR MARKET VAL. - RES.					
	ORIGINAL VALUATION					
	TOWNSHIP FACTOR					
	HOME IMPROVEMENT					
	STATE FACTOR	PROPERTY ADDRESS	TOTALS			
	EQUALIZED VALUATION					
	SENIOR FREEZE					
	HOMESTEAD					
	OWNER OCCUPIED					
	DISABILITY					
	NET VALUATION					
	TAX RATE					
	TOTAL TAX					
1ST INSTALLMENT	1ST INSTALLMENT DUE		1ST INSTALLMENT PAID			
2ND INSTALLMENT	2ND INSTALLMENT DUE		2ND INSTALLMENT PAID			
3RD INSTALLMENT	3RD INSTALLMENT DUE		3RD INSTALLMENT PAID			
4TH INSTALLMENT	4TH INSTALLMENT DUE		4TH INSTALLMENT PAID			

**ROCK ISLAND COUNTY TAX STATEMENT - REAL ESTATE**

MAILING ADDRESS	MAILING ADDRESS	MAILING ADDRESS	MAILING ADDRESS
PROPERTY ADDRESS <b>1</b>	PROPERTY ADDRESS <b>2</b>	PROPERTY ADDRESS <b>3</b>	PROPERTY ADDRESS <b>4</b>
INTEREST	INTEREST	INTEREST	INTEREST
COST	COST	COST	COST
TOTAL	TOTAL	TOTAL	TOTAL
STAMP PAID HERE READ OTHER SIDE FOR INSTRUCTIONS	STAMP PAID HERE READ OTHER SIDE FOR INSTRUCTIONS	STAMP PAID HERE READ OTHER SIDE FOR INSTRUCTIONS	STAMP PAID HERE READ OTHER SIDE FOR INSTRUCTIONS

18"

11 1/8"

**WHY WAIT IN LINE: PAY YOUR TAXES BY MAIL**

1. Taxes may be paid by mail. Keep the larger portion of the statement for your records, but send the applicable stub or stubs that agrees with your payment. Mail your check or money order, made payable to the County Collector, and applicable stub or stubs to: **Rock Island County Collector P.O. Box 3277 Rock Island, IL 61204-3277**

You may pay in person at most banks in Rock Island County during the bank's normal business hours. Bring the entire statement including stubs with you. Banks cannot process your payment without the entire statement, including stubs. Also banks do not collect after the final due date. You may pay in person at the Collector's office located in the County Building at 1504 3rd Avenue, Rock Island. Hours are 8 a.m. to 4:30 p.m. Monday through Friday except holidays. The County now offers the service of automatic withdrawal of property taxes from your checking or savings account. Contact the Treasurers Office for the sign up form or on our website [www.rockislandcounty.org](http://www.rockislandcounty.org).

2. Your cancelled check can serve as your receipt when paying by mail. If requesting a receipt, please send a self addressed stamped envelope with payment. When paying in person we will issue a receipt.

3. Installments equal to at least one-fourth the total tax are due on or before the due dates shown on the front of this statement, or the full tax may be paid by the first installment due date. State law requires the installments not paid by the due dates shall have interest added at the rate of 1.5% per month or portion thereof until paid, sold, or forfeited. A publication cost of \$10.00 will be added in preparation for the tax sale. Additional cost and interest will be added after sale or forfeiture. Please call County Treasurer's Office (309) 558-3510 for assistance with calculations. Remittance must include all interest and cost due, or your check will be returned.

4. Taxes not paid or postmarked by the due dates are subject to interest. Taxes paid within 30 days of tax sale must be paid in cash, money order, or cashier's check.

**NO SECOND NOTICE WILL BE MAILED AS ALL FOUR STUBS ARE INCLUDED WITH YOUR ORIGINAL TAX BILL.**

5. The total tax due is determined in the following manner:
- the original valuation is first multiplied by the Township equalization factor;
  - from that product, subtract any home improvement amount;
  - that result is then multiplied by the state equalization factor, to obtain the equalized valuation;
  - from the equalized assessed valuation, subtract the senior freeze, homestead, disability and owner exemptions, if any; the result is the net valuation;
  - finally, the net valuation is multiplied by the total of the individual tax rates, resulting in the total tax due.

Note that State law calls for the equalized valuation plus the home improvement to be one-third of the property's fair market value on January 1 of the assessment year.

Note that the assessment of farmland is different from that just described.

Note that there are exemptions for disabled and returning veterans. Please contact the Chief County Assessment office 1-309-558-3660 for more information.

6. The County Collector does not determine any assessments, factors, exemptions, or tax rates, and she cannot change them. She only collects the taxes for the taxing bodies itemized on the front of this statement. Address any questions on assessments to your Township Assessor or the Chief County Assessment Office. Questions on rates and amount of taxes should be addressed to your taxing bodies.

7. Neither failure to receive a tax statement, nor receiving one late will relieve the taxpayer from paying the taxes or any penalties which may become due. Mailing address changes cannot be made over the phone. An address change form is available in the Collector's Office or on the County Treasurer's website.

8. You may be eligible for the Senior Citizens and Disabled Persons Property Tax Relief and Pharmaceutical Assistance Act (Circuit Breaker). Applications are available from the Illinois Department of Aging at 1-800-252-8966 or the Illinois Department of Aging website <http://www.cbrx.il.gov>

**RETURN  
APPLICABLE  
STUB OR STUBS  
WITH PAYMENT  
4TH INSTALLMENT**

**RETURN  
APPLICABLE  
STUB OR STUBS  
WITH PAYMENT  
3RD INSTALLMENT**

**RETURN  
APPLICABLE  
STUB OR STUBS  
WITH PAYMENT  
2ND INSTALLMENT**

**RETURN  
APPLICABLE  
STUB OR STUBS  
WITH PAYMENT  
1ST INSTALLMENT**

TAXES NOT PAID OR POSTMARKED BY THE DUE DATE ARE SUBJECT TO 1.5% PER MONTH PENALTY. REMITTANCE MUST INCLUDE ALL INTEREST AND COST DUE, OR YOUR CHECK WILL BE RETURNED. PAYMENTS MADE WITHIN 30 DAYS OF TAX SALE MUST BE PAID BY CASH, MONEY ORDER OR CASHIERS CHECK.

MAKE PAYMENT TO: COUNTY COLLECTOR

MAIL PROPER STUB(S) AND CHECK TO:  
ROCK ISLAND COUNTY COLLECTOR  
PO BOX 3277  
ROCK ISLAND, IL 61204-3277

YOUR CANCELLED CHECK CAN SERVE AS YOUR RECEIPT.  
ANY QUESTIONS PLEASE CALL 1-309-558-3510.

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11/8

**ROCK ISLAND COUNTY COLLECTOR  
COUNTY OFFICE BUILDING  
P.O. BOX 3277  
ROCK ISLAND, IL. 61204-3277**

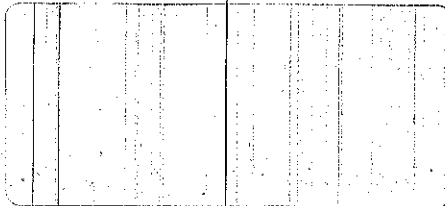
**ADDRESS SERVICE REQUESTED**

**IMPORTANT: REAL ESTATE TAX BILL ENCLOSED**

11 1/2"

**PRESORTED  
FIRST CLASS MAIL  
U.S. POSTAGE PAID  
ROCK ISLAND, IL  
PERMIT NO. 169**

**FIRST CLASS MAIL**



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