



**PIMA COUNTY PROCUREMENT DEPARTMENT
 MATERIALS AND SERVICES DIVISION**
 130 W. Congress St., 3rd Floor
 Mailstop # DT-AB3-126
 Tucson, Arizona 85701-1317
 Telephone: (520) 724-8161

SOLICITATION ADDENDUM

Solicitation Number: **RFP# 221644**
 Solicitation Title: **Lockbox Services**
 Addendum Number: **#01**
 Addendum Date: **Tuesday, June 14, 2016**

The following is provided in response to questions submitted by potential respondents and discussed during the Pre-Proposal Conference that was held June 13, 2016 at 10:00 AM MST Local AZ Time.

Below are questions and responses provided by the County:

Question No.	Page No.	Section Number	Questions & Answers	
1	20	Exhibit C: Payment Coupon Scan Line Specifications	Q:	Can you provide a copy of the County's current lockbox coupon?
			A:	Yes, attached to this addendum is a copy of the current lockbox coupon (2 pages). Actual dimensions of the coupon are 8.5" x 3.5"
2	23	Attachment 2: Minimum Qualification # 2	Q:	Will the County consider omitting this requirement, that the Lockbox Processing facility be located in Arizona from the Minimum Qualifications? This same requirement is also provided in the Sample Contract – Exhibit A – Scope of Services.
			A:	The County will not omit this requirement from the Minimum Qualification or the Scope of Services.
3	N/A	Cover Page	Q:	Will the County consider extending the due-date?
			A:	No. Due to time constraints and the need to ensure sufficient time is allotted for transition phase, the due-in date will not be revised.

All other terms and conditions not changed by this addendum remain the same.

Jennifer Moore, *CPPB*
 Commodity Contracts Officer
 Pima County Procurement
 Materials and Services Division
 Phone: (520) 724-8164
 Fax: (520) 791-6509
 Email: Jennifer.Moore@pima.gov

2015 FIRST HALF PAYMENT COUPON

Due October 1, 2015

Amount Due 1,653.97

Delinquency Date First Half Payment

November 2, 2015

DETACH AND RETURN WITH PAYMENT



Beth Ford, Pima County Treasurer
Pima County Treasurer's Office
PO BOX 29011
Phoenix AZ 85038-9011

MC CORD ROBERT D & MARTHA W REVOC LIVING TR
225 20 1150 0
Print the above State Code # on your check.
Payment in U.S. FUNDS ONLY
Make check payable to:
PIMA COUNTY TREASURER
Please indicate the amount of your payment.

\$ _____

Check box to receive a return receipt

2015 002252011500 1 00000330794 00000165397

2015 SECOND HALF PAYMENT COUPON

Due March 1, 2016

Amount Due 1,653.97

Delinquency Date Second Half Payment

May 2, 2016

DETACH AND RETURN WITH PAYMENT



Beth Ford, Pima County Treasurer
Pima County Treasurer's Office
PO BOX 29011
Phoenix AZ 85038-9011

MC CORD ROBERT D & MARTHA W REVOC LIVING TR
225 20 1150 0
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\$ _____

Check box to receive a return receipt

2015 002252011500 2 00000330794 00000165397

Actual dimensions 8.5" x .35"

PAYMENT INSTRUCTIONS. To pay the 1st half installment, send the 1st half coupon with your payment postmarked no later than **Nov. 2, 2015**. To pay the 2nd half installment, send the 2nd half coupon with your payment postmarked no later than **May 2, 2016**. The minimum acceptable payment is **\$10 or 10%** of the payment due, whichever is greater. (ARS 42-18052 and ARS 42-18056)

To pay taxes for the full year, send the 1st half coupon with your payment postmarked no later than **Dec. 31, 2015**. Delinquent interest will be waived. Penalty for late payment is 16% per year prorated monthly as of the 1st day of the month for payments postmarked after 5:00 P.M. (ARS 42-18053)

PAYMENT INSTRUCTIONS. To pay the 1st half installment, send the 1st half coupon with your payment postmarked no later than **Nov. 2, 2015**. To pay the 2nd half installment, send the 2nd half coupon with your payment postmarked no later than **May 2, 2016**. The minimum acceptable payment is **\$10 or 10%** of the payment due, whichever is greater. (ARS 42-18052 and ARS 42-18056)

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