



INVITATION TO BID PROPERTY TAX SYSTEM

For
VERMILION COUNTY BOARD
6 N Vermilion
Danville, IL 61832

Bids are invited for DESIGN AND IMPLEMENTATION OF A COMPUTER BASED PROPERTY TAX SYSTEM for Vermilion County for various offices located at the Vermilion County Courthouse Annex, 6 North Vermilion St., Danville, IL 61832.

A single lump bid will be required for the work of the project.

Sealed bids, **submitted in duplicate**, will be received until **11:00 a.m. on Friday, October 23rd, 2015** at the office of the Vermilion County Board, 6 N Vermilion, Danville, IL 61832. Bids offered after this time will not be considered. Bids will be publicly opened, read aloud and shall be open to public inspection in the Vermilion County Board office for a period of at least forty-eight (48) hours before an award of the contract is made.

Bid documents may be examined at the office of the Vermilion County Board. A limit of one (1) complete set of documents may be obtained at the office of the Vermilion County Board.

The Owner reserves the right to reject any or all proposals, to waive any informality in the bidding, and to accept that proposal which the owner considers to be in its best interest.

To answer any questions - contact:

Karen Rudd	(217) 554-6063	karenr@vercounty.org
Brian Talbott	(217) 554-6069	btalbott@vercounty.org

All questions should be received by the owner no later than five (5) days before the proposed opening of the bids.

INSTRUCTION TO BIDDERS

1.01 PROJECT

A computer based property tax system to perform the functions as described in the attached specifications

1.02 CONTACT PERSON

Karen Rudd
Technology Services
6 N Vermilion
Danville, IL 61832
(217) 554-6063
e-mail: karenr@vercounty.org

Brian Talbott
Technology Services
6 N Vermilion
Danville, IL 61832
(217) 554-6069
e-mail: btalbott@vercounty.org

1.03 BIDS

Bids to be considered must be made in accordance with the instructions contained herein.

This RFP is being provided on Microsoft Word format. We require your responses to be provided after each question, and then printed so that the question and response can be easily read together. Please set your responses in italics or a different type style to help us read your responses quickly and easily. This RFP identifies specific needs that we have now and are looking for a vendor that can address these equipment and service needs. We may invite chosen vendors to do a formal presentation.

If the bidder is a corporation, the proposal shall bear the legal name of the corporation and the corporation and the corporation seal. The bid shall be signed by an officer authorized to bind the corporation to a contract and the signer's signature shall be attested to another office of the corporation.

1.04 DOCUMENTS

Documents for the bid will be available for examination and will be obtainable from the Vermilion County Board office during regular business hours and on the County web site.

1.05 EXAMINATION OF DOCUMENTS

Upon submitting a bid, it is presumed that the bidder has acquainted himself with the Specifications prepared by the Owner. It is understood that omissions from the bid requirements due to the failure of the bidder to fully acquaint himself with the requirements of the Documents will not entitle the bidder to additional consideration of compensation, if awarded the contract.

1.06 INTERPRETATION OF DOCUMENTS

Interpretations of the meaning of the Bid Requirements, or of the bid Contract Documents will be valid only if issued in writing by the Owner as Addenda. Such Addenda will be issued no later than

three days prior to the date for receiving bids. Each Addendum will be numbered and dated and issued to all prospective bidders of record at the time of issuance. The interpretations or clarifications made other than by such Addenda will not be binding upon the Owner. Each bidder submitting a bid must acknowledge receipt of Addendum received in the blanks provided for this purpose in the proposal form.

Should a bidder find discrepancies in, or omissions from the Documents, or should he be in doubt as to the meaning of any requirements in the Documents, he shall at once notify the Owner in writing, but in no event later than five days prior to the date for receiving proposals. Conflicting requirements brought to the Owner's attention subsequent to five days prior to the date for receiving bids will be subject to the Owner's decision and at no additional cost to the Owner.

1.07 SUBMISSION OF BIDS

Bids will be received at the time and location stated in the Invitation for Bids.

Bids received after the time set for receiving bids will not be considered. Bids will be opened and read aloud immediately (at 11:00 AM ON October 23rd, 2015) after the receipt of bids.

1.08 EQUIPMENT

All equipment provided must be new and arrive on site in its original shipping boxes. No re-built, re-conditioned, re-furnished or previously used equipment is acceptable.

Bidders must have prior approval from the Contact Person, Karen Rudd or Brian Talbott that substitutes are equal.

1.09 METHOD OF AWARD - LOWEST QUALIFIED BIDDER

If at the time a Contract is to be awarded, the lowest base bid submitted by responsible bidder, including listed alternates, do not exceed the amount of funds then estimated by the Owner as available to finance the Contract, the Contract will be awarded based upon the base bids and the listed alternates. See also Section 1.12 below.

1.10 RETAIL SALES TAX EXEMPTION

Retail sales taxes shall not be included in the bid amount.

1.11 ADDITIONAL CONDITIONS

Prices must include delivery. Any damaged item must be replaced by the successful bidder. Any substituted manufacturers must be approved in writing as an addendum by the contact person, Karen Rudd or Brian Talbott.

The provisions of the Illinois Prompt Payment Act, 55 ILCS 5/5-1021; 55 ILCS 505/1 *et. seq.* will apply.

Any subcontractors must be identified in the Bid.

1.12 AWARD OF CONTRACT

- A. The County reserves the rights to waive any informality in or to reject any or all bids and to accept any bids deemed most favorable to the interest of the County after all bids have been examined and tabulated.
- B. The County may award a contract on individual items within a particular group or on the total group of items.
- C. Contracts shall be awarded to the lowest responsible bidder on the basis of the bid that is in the best interests of the County to accept. In awarding the contract, in addition to price, the County will consider:
 - a. the ability, capacity, and skill of the bidder to perform the contract to provide the service required;
 - b. whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 - c. the character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - d. the quality of the performance of previous contracts or services;
 - e. the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 - f. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
 - g. the quality, availability, and adaptability of the supplies or contractual services to the particular use required;
 - h. the ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and
 - i. the number and scope of conditions attached to the bid.
- D. The County shall not accept the bid of a contractor who is in default on the payment of taxes, licenses, or other money due the County.

BID FORM

TO: County Board Office
Attn: Property Tax System
Courthouse Annex
6 N Vermilion
Danville, IL 61832

FOR: Property Tax System
For Vermilion County located at

Vermilion County Courthouse Annex
6 N Vermilion
Danville, IL 61832

FROM: _____

The undersigned having familiarized himself with all requirements of the proposed Contract Documents as prepared by the Owner and duly issued Addenda to said Documents, as acknowledged herein, proposes to furnish all things as required by said Documents and Addenda thereto for Base Bid stated below.

BASE PROPOSAL: For the **Property Tax System,** the bid amount
is _____ Dollars (\$_____).

TIME OF COMPLETION

If awarded the contract, the undersigned agrees to commence work as bid herein on the date of the Notice To Proceed issued by the County, and to complete the project without undue delay after the Notice to Proceed is issued.

ADDENDUM RECEIPT

Receipt of the following Addenda to the Proposal Requirements and Contract Documents are acknowledged:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

BID GUARANTEE

The undersigned agrees that the County shall have the right to retain this bid for a period of Sixty (60) days from the date of receiving bids and guarantee the amount or amounts set forth herein to be firm for the same Sixty (60) day period.

It is understood and agreed that the County reserves the right to award the contract to his best interests, to reject any or all bids, to waive any informalities in the bidding, and to hold all bids for the bid guarantee period.

Signed and Sealed this _____ day of _____ 2015.

Business Name _____

Business Address _____

Telephone _____

By: _____
(Printed Name of Signer)

Signature _____

Title _____

(SEAL)

Attest (If a Corporation)

Title

Vermilion County, IL – Property Tax Requirements

09/01/2015

Prepared by Karen Rudd, Tech Services

Vermilion County, Illinois
Property Tax System
Minimum Requirements / Specifications

- 1) **Property Tax System must be a web based, comprehensive software solution that is utilized by county departments for the automation of various processes required to administer property taxes.**
- 2) **Must comply with current and on-going Illinois statues regarding property tax.**
- 3) **Must provide modules to assist all county departments involved in the property tax system.**
 - a) **Supervisor of Assessments**
 - i) **Maintenance of parcel information (valuations, property classes, legal descriptions, name and address information, etc.). Must be able to add new parcels due to a split or combine parcels.**
 - ii) **Must provide for state abstract (PTAX) reports.**
 - iii) **Must provide a module for the Board of Review and the complaint process. This includes: Hearing process, hearing notices, tentative board of review changes, parcel maintenance, docket reporting and final decision notices.**
 - b) **County Clerk**
 - i) **Must have a module for property tax extension that will allow the County Clerk's office to change the tax codes on a specific parcel, enter valuations for state assessed railroads and pollution control parcels.**
 - ii) **Must allow the County Clerk to setup enterprise zones.**
 - iii) **Must allow the County Clerk to enter TIF district information.**
 - iv) **Must allow the County Clerk to enter and maintain drainage district information for drainage districts.**
 - v) **Module must allow the County Clerk's office to calculate property tax rates, tax district extensions, and state equalization.**
 - vi) **Must provide for all required state reports.**
 - vii) **Must provide for Tax Sale Redemption process. This includes Tax Sale Parcel Management, Redemption Processing (Tax Buyer Fee Maintenance, Tax Buyer Maintenance, Print Estimates of Redemption, Print checks to Tax Buyers). Must provide for all required reports and inquiry.**

c) Treasurer

- i) Must allow the Treasurer's office to be able to calculate and print property tax bills and provide for tax collection and tax distribution. Must provide for certificates of error, delinquent notices, tax sale processing and forfeiture maintenance.**

- 4) Must be able to convert current property tax files to new system. This conversion process cannot take longer than eight weeks.**

- 5) Must provide for a system to maintain Mobile Home information, collect mobile home property tax and mobile home tax distribution.**

- 6) Must provide for training to all departments.**

- 7) Must provide for on-going maintenance and upgrades to comply with Vermilion County requests and Illinois state law.**

- 8) Must be compatible with the current Computer Assisted Mass Appraisal System (CAMA)**

- 9) Must be compatible with the current Bruce Harris GIS system to calculate and update farmland values.**

- 10) Must allow for off-site on-line inquiry.**

- 11) Must provide for authorized users to access and enter information remotely.**

- 12) Must provide for on-going maintenance of software and system as required by Vermilion County and Illinois state law.**

- 13) Must be able to provide references with 5 Illinois counties.**

- 14) Must provide documentation of proposed property tax system.**

- 15) Must provide documentation of server requirements, pc hardware requirements, printer hardware requirements, etc.**