

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.13  
(ID # 28369)

MEETING DATE:  
Tuesday, July 29, 2025

FROM : ASSESSOR-COUNTY-CLERK-RECORDER

**SUBJECT:** ASSESSOR-COUNTY CLERK-RECORDER: Approval of the Professional Services Agreement for Printing, Mailing, and Inserting Services with InfoSend, Inc., a California corporation, through June 30, 2026, for an Annual Amount not to exceed \$350,000, with the Option to Renew for up to Four (4) Additional One-Year Renewals; All Districts. [Total Contract Cost: \$1,750,000 up to \$175,000 for future unforeseen service requirements, 100% Departmental Budgets]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approval of the Professional Services Agreement for printing, mailing, and inserting services with InfoSend, Inc., through June 30, 2026 for an annual amount not to exceed \$350,000, with the option to renew for up to four (4) additional one-year renewals;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and approved as to form by County Counsel to (a) sign amendments that exercise the option(s) of the Agreement including modifications to the statement of work that stay within the intent of the Agreement; (b) sign amendments to the compensation provisions that do not exceed the total aggregate amount of \$175,000 through June 30, 2030; and,
3. Authorize the Purchasing Agent to issue Purchase Orders to InfoSend, Inc. for required goods/services that do not exceed the BOS approved total amount.

**ACTION:**Policy

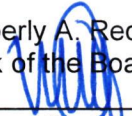
  
Christopher Gray 7/15/2025

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Gutierrez, seconded by Supervisor Medina and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: July 29, 2025  
xc: ACR

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$350,000	\$350,000	\$1,750,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% Department Budget			Budget Adjustment: No	
			For Fiscal Year: 25/26 – 29/30	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Assessor-County Clerk-Recorder (ACR) is responsible for processing, printing, and mailing annual property tax statements on behalf of the County of Riverside. In addition, the ACR must distribute various other mailings, including applications, statements, and assessments, to County residents. To fulfill these obligations, the ACR requires a full-service provider capable of managing the printing, inserting, and mailing of annual statements, as well as handling additional mailings as needed.

**Impact on Residents and Businesses**

There is no negative impact on residents and business within the County of Riverside.

The ACR requires prompt printing, inserting, and mailing services to maintain consistent support for County residents and to ensure the uninterrupted achievement of operational goals in serving the citizens of Riverside County.

**Additional Fiscal Information**

The total contract amount shall not exceed \$1,750,000.

**Contract History and Price Reasonableness**

On February 27, 2025, County Purchasing, on behalf of the Assessor-County Clerk-Recorder, released a Request for Quote (RFQ) ASARC-137-A Printing, Mailing, and Inserting Services, with three (3) bids received. Bid responses were reviewed by Purchasing and the Assessor-County Clerk-Recorder to ensure the specifications of the County were met. InfoSend, Inc. was determined to be the lowest and most responsive and responsible bidder.

**ATTACHMENT A:**

- Professional Service Agreement with InfoSend, Inc.

*Meghan Hahn*  
 \_\_\_\_\_  
 Meghan Hahn, Director of Procurement 7/17/2025

*Aaron Gettis*  
 \_\_\_\_\_  
 Aaron Gettis, Chief of Deputy County Counsel 7/18/2025

**PROFESSIONAL SERVICE AGREEMENT**

**for**

**PRINTING, INSERTING, & MAILING SERVICES**

**between**

**COUNTY OF RIVERSIDE**

**and**

**INFOSEND, INC.**



JUL 29 2025 3.13

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This Agreement made and entered into by and between InfoSend, Inc., a California corporation (herein referred to as "CONTRACTOR"), and the COUNTY OF RIVERSIDE, a political subdivision of the State of California, (herein referred to as "COUNTY"). The parties agree as follows:

**1. Description of Services**

**1.1** CONTRACTOR shall provide all services as outlined and specified in Exhibit A, Scope of Services, Exhibit B, Property Statement form Requirements, Exhibit C, Miscellaneous Mailing Packages & Individual Items, at the prices stated in Exhibit D, Payment Provisions, to the Agreement.

**1.2** CONTRACTOR represents that it has the skills, experience, and knowledge necessary to perform under this Agreement and the COUNTY relies upon this representation. CONTRACTOR shall perform to the satisfaction of the COUNTY and in conformance to and consistent with the highest standards of firms/professionals in the same discipline in the State of California.

**1.3** CONTRACTOR affirms that it is fully apprised of all of the work to be performed under this Agreement; and the CONTRACTOR agrees it can properly perform this work at the prices stated in Exhibit D. CONTRACTOR is not to perform services or provide products outside of the Agreement.

**1.4** Acceptance by the COUNTY of the CONTRACTOR's performance under this Agreement does not operate as a release of CONTRACTOR's responsibility for full compliance with the terms of this Agreement.

**2. Period of Performance**

**2.1** This Agreement shall be effective upon signature of this Agreement by both parties and continues in effect through June 30, 2026, with the COUNTY having four (4) options to renew in one-year increments unless terminated earlier. The parties will enter into an amendment to memorialize the County's exercising of the option(s). The Riverside County Board of Supervisors is the only authority that may obligate the County for a non-cancelable multi-year agreement.

**3. Compensation**

**3.1** The COUNTY shall pay the CONTRACTOR for services performed, products provided, and expenses incurred in accordance with the terms of Exhibit D, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed three hundred fifty thousand dollars (\$350,000) annually including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. Unless otherwise specifically stated in Exhibit D, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement.

3.2 No price increases will be permitted during the first year of this Agreement. All price decreases to similar California government entities will automatically be extended to the COUNTY. The COUNTY requires written proof satisfactory to COUNTY of cost increases prior to any approved price adjustment. After the first year of the award, a minimum of 30-days advance notice in writing is required to request an annual increase to be considered and approved by COUNTY. Frequency of annual increase amounts will not exceed more than one per twelve-month period during the aggregate performance term of the Agreement. No retroactive price adjustments will be considered. All annual price increases must be stated in a written amendment to this Agreement. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the Consumer Price Index (CPI) - All Items - Riverside-San Bernardino-Ontario, CA area and be subject to satisfactory performance review by the COUNTY and approved (if needed) for budget funding by the Board of Supervisors. Annual CPI increase will be calculated using the over-the-year percentage change most recent month/year data posted prior to the date of the annual increase written request and as provided by the U.S. Bureau of Labor Statistics.

3.3 CONTRACTOR shall be paid only in accordance with an invoice submitted to COUNTY by CONTRACTOR within fifteen (15) days from the last day of each calendar month, and COUNTY shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to CONTRACTOR only after services have been rendered or delivery of materials or products, and acceptance has been made by COUNTY. Prepare invoices in duplicate. For this Agreement, send the original and duplicate copies of invoices to:

Riverside County Assessor – County Clerk – Recorder

[ACR-AccountsPayable@asrclkrec.com](mailto:ACR-AccountsPayable@asrclkrec.com)

[ACR-Procurement@asrclkrec.com](mailto:ACR-Procurement@asrclkrec.com)

- a) Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; bill-to and ship-to addresses of ordering department/division; Agreement number (ASARC-91558-004-06/30); quantities; item descriptions, unit prices, extensions, sales/use tax if applicable, and an invoice total.
- b) Invoices shall be rendered monthly in arrears.

**3.4** The COUNTY obligation for payment of this Agreement beyond the current fiscal year end is contingent upon and limited by the availability of COUNTY funding from which payment can be made, and invoices shall be rendered “monthly” in arrears. In the State of California, Government agencies are not allowed to pay excess interest and late charges, per Government Code, Section 926.10. No legal liability on the part of the COUNTY shall arise for payment beyond June 30 of each calendar year unless funds are made available for such payment. In the event that such funds are not forthcoming for any reason, COUNTY shall immediately notify CONTRACTOR in writing; and this Agreement shall be deemed terminated, have no further force, and effect.

**4. Alteration or Changes to the Agreement**

**4.1** The Board of Supervisors and the COUNTY Purchasing Agent and/or his designee is the only authorized COUNTY representatives who may at any time, by written order, alter this Agreement. If any such alteration causes an increase or decrease in the cost of, or the time required for the performance under this Agreement, an equitable adjustment shall be made in the Agreement price or delivery schedule, or both, and the Agreement shall be modified by written amendment accordingly.

**4.2** Any claim by the CONTRACTOR for additional payment related to this Agreement shall be made in writing by the CONTRACTOR within thirty (30) days of when the CONTRACTOR has or should have notice of any actual or claimed change in the work, which results in additional and unanticipated cost to the CONTRACTOR. If the COUNTY Purchasing Agent decides that the facts provide sufficient justification, he may authorize additional payment to the CONTRACTOR pursuant to the claim. Nothing in this section shall excuse the CONTRACTOR from proceeding with performance of the Agreement even if there has been a change.

**5. Termination**

**5.1.** COUNTY may terminate this Agreement without cause upon thirty (30) days written notice served upon the CONTRACTOR stating the extent and effective date of termination.

**5.2** COUNTY may, upon five (5) days written notice terminate this Agreement for CONTRACTOR's default, if CONTRACTOR refuses or fails to comply with the terms of this Agreement or fails to make progress that may endanger performance and does not immediately cure such failure. In the event of such termination, the COUNTY may proceed with the work in any manner deemed proper by COUNTY.

**5.3** After receipt of the notice of termination, CONTRACTOR shall:

- (a) Stop all work under this Agreement on the date specified in the notice of termination; and
- (b) Transfer to COUNTY and deliver in the manner as directed by COUNTY any materials, reports or other products, which, if the Agreement had been completed or continued, would have been required to be furnished to COUNTY.

**5.4** After termination, COUNTY shall make payment only for CONTRACTOR's performance up to the date of termination in accordance with this Agreement. If notice of termination includes a transition close-out period, CONTRACTOR shall:

- a) Continue delivering services in all geographic areas currently served in Riverside County until notified otherwise; and
- b) Assist COUNTY in the orderly transition and transfer of all collaborations and committees to the COUNTY and subsequent Contractor(s); and
- c) Provide, in a timely manner, all files and information deemed necessary by the COUNTY for use in subsequent contracting activities pursuant to Section 3.4; and
- d) Cooperate with the COUNTY during a transition close-out period to ensure orderly and seamless delivery of services.

**5.5** CONTRACTOR's rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon dishonesty or a willful or material breach of this Agreement by CONTRACTOR; or in the event of CONTRACTOR's unwillingness or inability for any reason whatsoever to perform the terms of this Agreement. In such event, CONTRACTOR shall not be entitled to any further compensation under this Agreement.

**5.6** If the Agreement is federally or State funded, CONTRACTOR cannot be debarred from the System for Award Management (SAM). CONTRACTOR must notify the COUNTY immediately of a debarment. Reference: System for Award Management (SAM) at <https://www.sam.gov> for Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), Online Representations and Certifications Application, and Excluded Parties List System (EPLS)). Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.

**5.7** The rights and remedies of COUNTY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or this Agreement.

**6. Ownership/Use of Contract Materials and Products**

The CONTRACTOR agrees that all materials, reports or products in any form, including electronic, created by CONTRACTOR for which CONTRACTOR has been compensated by COUNTY pursuant to this Agreement shall be the sole property of the COUNTY. The material, reports or products may be used by the COUNTY for any purpose that the COUNTY deems to be appropriate, including, but not limit to, duplication and/or distribution within the COUNTY or to third parties. CONTRACTOR agrees not to release or circulate in whole or part such materials, reports, or products without prior written authorization of the COUNTY.

**7. Conduct of Contractor**

**7.1** The CONTRACTOR covenants that it presently has no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with CONTRACTOR's performance under this Agreement. The CONTRACTOR further covenants that no person or subcontractor having any such interest shall be employed or retained by CONTRACTOR under this Agreement. The CONTRACTOR agrees to inform the COUNTY of all the CONTRACTOR's interests, if any, which are or may be perceived as incompatible with the COUNTY's interests.

**7.2** The CONTRACTOR shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom the CONTRACTOR is doing business or proposing to do business, in accomplishing the work under this Agreement.

**7.3** The CONTRACTOR or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to COUNTY employees.

**8. Inspection of Service; Quality Control/Assurance**

**8.1** All performance (which includes services, workmanship, materials, supplies and equipment furnished or utilized in the performance of this Agreement) shall be subject to inspection and test by the COUNTY or other regulatory agencies at all times. The CONTRACTOR shall provide adequate cooperation to any inspector or other COUNTY representative to permit him/her to determine the CONTRACTOR's conformity with the terms of this Agreement. If any services performed or products provided by CONTRACTOR are not in conformance with the terms of this Agreement, the COUNTY shall have the right to require the CONTRACTOR to perform the services or provide the products in conformance with the terms of the Agreement at no additional cost to the COUNTY. When the services to

be performed or the products to be provided are of such nature that the difference cannot be corrected; the COUNTY shall have the right to: (1) require the CONTRACTOR immediately to take all necessary steps to ensure future performance in conformity with the terms of the Agreement; and/or (2) reduce the Agreement price to reflect the reduced value of the services performed or products provided. The COUNTY may also terminate this Agreement for default and charge to CONTRACTOR any costs incurred by the COUNTY because of the CONTRACTOR's failure to perform.

**8.2** CONTRACTOR shall establish adequate procedures for self-monitoring and quality control and assurance to ensure proper performance under this Agreement; and shall permit a COUNTY representative or other regulatory official to monitor, assess, or evaluate CONTRACTOR's performance under this Agreement at any time, upon reasonable notice to the CONTRACTOR.

**9. Independent Contractor/Employment Eligibility**

**9.1** The CONTRACTOR is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of the COUNTY. It is expressly understood and agreed that the CONTRACTOR (including its employees, agents, and subcontractors) shall in no event be entitled to any benefits to which COUNTY employees are entitled, including but not limited to overtime, any retirement benefits, worker's compensation benefits, and injury leave or other leave benefits. There shall be no employer-employee relationship between the parties; and CONTRACTOR shall hold COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement. It is further understood and agreed by the parties that CONTRACTOR in the performance of this Agreement is subject to the control or direction of COUNTY merely as to the results to be accomplished and not as to the means and methods for accomplishing the results.

**9.2** CONTRACTOR warrants that it shall make its best effort to fully comply with all federal and state statutes and regulations regarding the employment of aliens and others and to ensure that employees performing work under this Agreement meet the citizenship or alien status requirement set forth in federal statutes and regulations. CONTRACTOR shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by federal or state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. CONTRACTOR shall retain all such documentation for all covered employees, for the period prescribed by the law.

**9.3** Ineligible Person shall be any individual or entity who: Is currently excluded, suspended, debarred or otherwise ineligible to participate in the federal health care programs; or has been convicted of a criminal offense related to the provision of health care items or services and has not been reinstated in the federal health care programs after a period of exclusion, suspension, debarment, or ineligibility.

**9.4** CONTRACTOR shall screen prospective Covered Individuals prior to hire or engagement. CONTRACTOR shall not hire or engage any Ineligible Person to provide services directly relative to this Agreement. CONTRACTOR shall screen all current Covered Individuals within sixty (60) days of execution of this Agreement to ensure that they have not become Ineligible Persons unless CONTRACTOR has performed such screening on same Covered Individuals under a separate agreement with COUNTY within the past six (6) months. Covered Individuals shall be required to disclose to CONTRACTOR immediately any debarment, exclusion or other event that makes the Covered Individual an Ineligible Person. CONTRACTOR shall notify COUNTY within five (5) business days after it becomes aware if a Covered Individual providing services directly relative to this Agreement becomes debarred, excluded or otherwise becomes an Ineligible Person.

**9.5** CONTRACTOR acknowledges that Ineligible Persons are precluded from providing federal and state funded health care services by contract with COUNTY in the event that they are currently sanctioned or excluded by a federal or state law enforcement regulatory or licensing agency. If CONTRACTOR becomes aware that a Covered Individual has become an Ineligible Person, CONTRACTOR shall remove such individual from responsibility for, or involvement with, COUNTY business operations related to this Agreement.

**9.6** CONTRACTOR shall notify COUNTY within five (5) business days if a Covered Individual or entity is currently excluded, suspended or debarred, or is identified as such after being sanction screened. Such individual or entity shall be promptly removed from participating in any activity associated with this Agreement.

**10. Subcontract for Work or Services**

No contract shall be made by the CONTRACTOR with any other party for furnishing any of the work or services under this Agreement without the prior written approval of the COUNTY; but this provision shall not require the approval of contracts of employment between the CONTRACTOR and personnel assigned under this Agreement, or for parties named in the proposal and agreed to under this Agreement.

**11. Disputes**

**11.1** The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement, which is not resolved by the parties, shall be decided by the COUNTY's Purchasing Department's Compliance Contract Officer who shall furnish the decision in writing. The decision of the COUNTY's Compliance Contract Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous to imply bad faith. The CONTRACTOR shall proceed diligently with the performance of this Agreement pending the resolution of a dispute.

**11.2** Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.

**12. Licensing and Permits**

CONTRACTOR shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to the COUNTY. CONTRACTOR warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Riverside and all other governmental agencies with jurisdiction, and shall maintain these throughout the term of this Agreement.

**13. Use By Other Political Entities**

The CONTRACTOR agrees to extend the same pricing, terms, and conditions as stated in this Agreement to other Riverside County Departments, related entities, or districts (i.e., flood control district, parks, etc.) with similar volumes. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the CONTRACTOR; and COUNTY shall in no way be responsible to CONTRACTOR for other entities' purchases.

**14. Non-Discrimination**

CONTRACTOR shall not discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status or sex in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply

with the provisions of the California Fair Employment and Housing Act (Gov. Code 12900 et. seq), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. S1210 et seq.) and all other applicable laws or regulations.

**15. Records and Documents**

CONTRACTOR shall make available, upon written request by any duly authorized Federal, State, or COUNTY agency, a copy of this Agreement and such books, documents and records as are necessary to certify the nature and extent of the CONTRACTOR's costs related to this Agreement. All such books, documents and records shall be maintained by CONTRACTOR for at least five (5) years following termination of this Agreement and be available for audit by the COUNTY. CONTRACTOR shall provide to the COUNTY reports and information related to this Agreement as requested by COUNTY.

**16. Confidentiality**

**16.1** The CONTRACTOR shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes but is not limited to: unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; COUNTY information or data which is not subject to public disclosure; COUNTY operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement.

**16.2** The CONTRACTOR shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this Agreement, except for general statistical information not identifying any person. The CONTRACTOR shall not use such information for any purpose other than carrying out the CONTRACTOR's obligations under this Agreement. The CONTRACTOR shall promptly transmit to the COUNTY all third party requests for disclosure of such information. The CONTRACTOR shall not disclose, except as otherwise specifically permitted by this Agreement or authorized in advance in writing by the COUNTY, any such information to anyone other than the COUNTY. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particulars assigned to the individual, such as finger or voice print or a photograph.

**17. Administration/Contract Liaison**

The COUNTY Purchasing Agent, or designee, shall administer this Agreement on behalf of the COUNTY. The Purchasing Department is to serve as the liaison with CONTRACTOR in connection with this Agreement.

**18. Notices**

All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted two (2) days after their deposit in the United States mail, postage prepaid:

**COUNTY OF RIVERSIDE**

ASSESSOR – COUNTY CLERK - RECORDER  
PO BOX 751  
RIVERSIDE, CA 92502  
ATTN: PROUREMENT

**CONTRACTOR**

INFOSEND, INC.  
4240 E LA PALMA AVE.,  
ANAHEIM, CA 92807

**19. Force Majeure**

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.

**20. EDD Reporting Requirements**

In order to comply with child support enforcement requirements of the State of California, the COUNTY may be required to submit a Report of Independent Contractor(s) form **DE 542** to the Employment Development Department. The CONTRACTOR agrees to furnish the required data and certifications to the COUNTY within ten (10) days of notification of award of Agreement when required by the EDD. This data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders. Failure of the CONTRACTOR to timely submit the data and/or certificates required may result in the contract being awarded to another contractor. In the event a contract has been issued, failure of the CONTRACTOR to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignments Orders and Notices of Assignment shall constitute a material breach of Agreement. If CONTRACTOR has any questions concerning this reporting requirement, please call (916) 657-0529. CONTRACTOR should also contact its local Employment Tax Customer Service Office listed in the telephone directory in the State

Government section under "Employment Development Department" or access their Internet site at [www.edd.ca.gov](http://www.edd.ca.gov).

**21. Hold Harmless/Indemnification**

**21.1** CONTRACTOR shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability, action, claim or damage whatsoever, based or asserted upon any services of CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature. CONTRACTOR shall defend the Indemnitees at its sole expense including all costs and fees (including, but not limited, to attorney fees, cost of investigation, defense and settlements or awards) in any claim or action based upon such acts, omissions or services.

**21.2** With respect to any action or claim subject to indemnification herein by CONTRACTOR, CONTRACTOR shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONTRACTOR indemnification to Indemnitees as set forth herein.

**21.3** CONTRACTOR'S obligation hereunder shall be satisfied when CONTRACTOR has provided to COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved.

**21.4** The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR'S obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

**22. Insurance**

**22.1** Without limiting or diminishing the CONTRACTOR'S obligation to indemnify or hold the COUNTY harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement. As respects to the insurance section only, the COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents, or representatives as Additional Insureds.

**A. Workers' Compensation:**

If the CONTRACTOR has employees as defined by the State of California, the CONTRACTOR shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside. Policy shall name the COUNTY as Additional Insureds.

**B. Commercial General Liability:**

Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONTRACTOR'S performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$2,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

**C. Vehicle Liability:**

If vehicles or mobile equipment is used in the performance of the obligations under this Agreement, then CONTRACTOR shall maintain liability insurance for all owned, non-owned, or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.

**D. General Insurance Provisions - All lines:**

1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

2) The CONTRACTOR must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the County's Risk Manager, CONTRACTOR'S carriers shall either; 1) reduce or eliminate such self-insured

retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

3) CONTRACTOR shall cause CONTRACTOR'S insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. CONTRACTOR shall provide thirty (30) days written notice to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. If CONTRACTOR insurance carrier(s) policies does not meet the minimum notice requirement found herein, CONTRACTOR shall cause CONTRACTOR'S insurance carrier(s) to furnish a 30 day Notice of Cancellation Endorsement.

4) In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. CONTRACTOR shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier shall sign the original endorsements for each policy and the Certificate of Insurance.

5) It is understood and agreed to by the parties hereto that the CONTRACTOR'S insurance shall be construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.

6) If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work; or, the term of this Agreement, including any extensions thereof, exceeds five (5) years; the COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required under this Agreement, if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.

7) CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

8) The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the COUNTY.

9) CONTRACTOR agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

**23. General**

**23.1** CONTRACTOR shall not delegate or assign any interest in this Agreement, whether by operation of law or otherwise, without the prior written consent of COUNTY. Any attempt to delegate or assign any interest herein shall be deemed void and of no force or effect.

**23.2** Any waiver by COUNTY of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of COUNTY to require exact, full, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms or preventing COUNTY from enforcement of the terms of this Agreement.

**23.3** In the event the CONTRACTOR receives payment under this Agreement, which is later disallowed by COUNTY for nonconformance with the terms of the Agreement, the CONTRACTOR shall promptly refund the disallowed amount to the COUNTY on request; or at its option the COUNTY may offset the amount disallowed from any payment due to the CONTRACTOR.

**23.4** CONTRACTOR shall not provide partial delivery or shipment of services or products unless specifically stated in the Agreement.

**23.5** CONTRACTOR shall not provide any services or products subject to any chattel mortgage or under a conditional sales contract or other agreement by which an interest is retained by a third party. The CONTRACTOR warrants that it has good title to all materials or products used by CONTRACTOR or provided to COUNTY pursuant to this Agreement, free from all liens, claims, or encumbrances.

**23.6** Nothing in this Agreement shall prohibit the COUNTY from acquiring the same type or equivalent equipment, products, materials or services from other sources, when deemed by the COUNTY to be in its best interest. The COUNTY reserves the right to purchase more or less than the quantities specified in this Agreement.

**23.7** The COUNTY agrees to cooperate with the CONTRACTOR in the CONTRACTOR's performance under this Agreement, including, if stated in the Agreement, providing the CONTRACTOR with reasonable facilities and timely access to COUNTY data, information, and personnel.

**23.8** CONTRACTOR shall comply with all applicable Federal, State and local laws and regulations. CONTRACTOR will comply with all applicable COUNTY policies and procedures. In the event that there is a conflict between the various laws or regulations that may apply, the CONTRACTOR shall comply with the more restrictive law or regulation.

**23.9** CONTRACTOR shall comply with all air pollution control, water pollution, safety and health ordinances, statutes, or regulations, which apply to performance under this Agreement.

**23.10** CONTRACTOR shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor and the State of California (Cal/OSHA).

**23.11** This Agreement shall be governed by the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court of the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

**23.12** CONTRACTOR acknowledges that a breach of any of the promises or agreements contained within Section 16 and Exhibit A "Scope of Services" may result in irreparable and continuing damage to the COUNTY for which there will be no adequate remedy at law. COUNTY shall be entitled to seek injunctive relief and/or a decree for specific performance for such breach, and such other relief as may be proper (including monetary damages if appropriate) and without any requirement to post a bond. Section 11, "Disputes", does not apply to this specific clause.

**23.13** This Agreement, including any attachments or exhibits, constitutes the entire agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

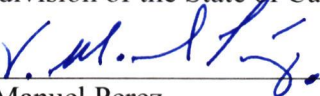
**23.14** This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party to this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) (Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

**23.15** Pursuant to California Corporations Code Section 313, provide signature of chairperson of the board, president, or any vice president, and the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer. If providing only one signature, please also provide a resolution or other proof of delegated authority that shows signer can legally bind the corporation.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement.

COUNTY OF RIVERSIDE, a political subdivision of the State of California

By:   
V. Manuel Perez  
Chair, Board of Supervisors

Dated: JUL 29 2025

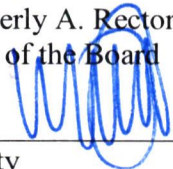
INFOSEND, INC., a California corporation

By: Roxana Weil  
Name: Roxana Weil  
Title: Executive Vice President

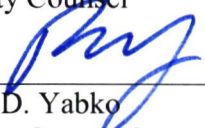
Digitally signed by Roxana Weil  
DN: cn=Roxana Weil, o=InfoSend, Inc., ou,  
email=roxana.w@infoSend.com, c=US  
Date: 2025.07.16 10:38:04 -0700

Dated: 7/16/2025

ATTEST:  
Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

APPROVED AS TO FORM:  
Minh C. Tran  
County Counsel

By:   
Ryan D. Yabko  
Deputy County Counsel

**EXHIBIT "A"**  
**SCOPE OF WORK**

**1. CONTRACTOR REQUIREMENTS**

- a. Contractor shall provide "Full Service" of printing, inserting, and mail services for sensitive projects, including but not limited to property statements, creation of and printing of envelopes, and correspondences at the lowest cost of distribution on behalf of the County.
- b. Contractor shall provide FIRST CLASS mailing services within the United States as well as provide Foreign Airmail rates. Various correspondences are mailed to addresses within Riverside County and, to a lesser extent, to addresses throughout California, the rest of the nation, and foreign countries.
- c. Contractor shall be responsible and capable of storage/warehousing the forms and envelopes until requested. Any additional fees, costs, or other expenses shall not be billed to the COUNTY unless stated in the payment provisions of this agreement.
- d. Contractor shall process imprinting and distribution of finished products within 5-7 working days from receipt of billing data files and collateral materials.
- e. Contractor shall comply with the COUNTY's right to inspect facilities anytime during the contract.
- f. Contractor shall be capable to print data in various fonts, including, but not limited to, Optical Character Recognition (OCR) A and OCR B fonts, and to print bar-coding.
- g. Contractor shall produce the property statements, correspondence, and, if needed, additional items (such as inserts) upon request by the COUNTY or no later than seven (7) business days.
- h. Contractor shall return all unused forms and inserts to the COUNTY's Assessor, boxed and pre-folded.
- i. Contractor will separate/mail property statements and correspondence from large PDF files which will include several property statements and correspondences to different recipients and provide the County counts by package type of property statements and correspondences printed/mailed.
- j. Contractor will apply the appropriate postage and will mail out the items.
- k. Contractor will give the COUNTY the benefit of any lower prices offered to any comparable customer.
- l. Contractor must be able to provide same-day service and therefore must be within a one hundred (100) mile radius of the City of Riverside.

**2. COUNTY'S ROLES AND RESPONSIBILITIES**

- a. The Riverside County Assessor-County Clerk-Recorder (ACR) will provide PDF files via File Transfer Protocol (FTP) to be processed.
- b. The ACR will provide PDF files of all forms to be processed, including sample forms. Hard copies will be provided upon request.
- c. The ACR may change production and mailing dates or quantities with a minimum of 5 days' notice prior to the originally scheduled dates. Written notice will be given to the vendor, and new dates will be provided to allow a lead time of 5-7 days for processing after receipt of notice and data.
- d. The ACR will provide hard copies of envelope samples for reproduction.
- e. An authorized representative of the ACR will provide all necessary approvals for production. The COUNTY will provide the authorized representative list upon award.
- f. Any changes in technology, format, or applicable federal, state, or local laws during the term of the contract will be reviewed. The terms, conditions, and requirements of the contract may be subject to change accordingly.

**3. MAILING RATES**

- a. Adjustment to mailing rates must be supported by official USPS rate change documentation and shall reflect only the actual cost increase directly attributable to such USPS changes.
- b. Adjustment to mailing rates must be supported by official USPS rate change documentation and shall reflect only the actual cost increase directly attributable to such USPS changes.
- c. Rate adjustments based on USPS increases may occur no more than once per calendar quarter, regardless of the number or frequency of USPS rate changes.
- d. Vendor shall pass through USPS rate increases at cost without markup or additional handling fees unless expressly authorized in writing by the County
- e. Vendor shall provide the County with no less than thirty (30) days' advance written notice of any USPS-related rate increase, including supporting documentation
- f. If USPS rate increases exceed 10% in any 12-month period, the County reserves the right to renegotiate or terminate the affected services with 30 days' notice.

**EXHIBIT "B"**  
**PROPERTY STATEMENTS FORM REQUIREMENTS**

**Specific Instructions:**

NOTE: PDF files provided by the COUNTY will be by package type as described below. There may be multiple PDF files for each package type and each PDF file will contain many property statements intended for different recipients. Forms will be printed in duplex (front/back) unless otherwise specified.

**1. Package 4: Wind Property Statements (Blue Package):** Use only for BUC "GTU" and "GTZ."

Package includes:

571-W Wind Generation Property Statement (9 sheets)  
ACR 253P Attention Business Owner (1 sheet)  
10 sheets printed front and back (10 x 100) per package  
10 # 9 Blue Return (insert) Envelopes  
10 #10 White Mailout Window Envelopes  
Approximate Sheet Count: 1,000  
Approximate Blue Return (insert) Envelope Count: 100  
Approximate # 10 White Mail Out Window Envelope Count: 100

**2. Package 9: Non-Commercial Aircraft Property Statement (Aircraft Package):** Use only for BUC beginning in "L". Package includes:

577 Aircraft Property Statement (1 sheet)  
ACR 921(2) Notice to File Online (white insert) (1 sheet)  
2 Sheets printed front and back (2 x 1,200 sheets)  
Approximate Sheet Count: 2,400  
Approximate # 9 Blue Return (insert) Envelope Count: 1,200  
Approximate #10 White Mailout Window Envelope Count: 1,200

**3. Package 10: Notice to File Electronically:** Use for BUCs as instructed by COUNTY. Package includes:

ACR 921 Notice to File Online (1 sheet)  
1 Sheet printed front and back  
Approximate Sheet Count: 30,000  
Approximate #10 White Mailout Window Envelope Count: 30,000

**4. Package 11: Commercial Aircraft Property Statement:** Use only for BUC "GZA". Package includes:

571-L Business Property Statement (Vendor 571L) (2 sheets)  
571-L Instructions (2 sheets)  
BOE-570-2 (1 sheet)  
5 Sheets printed front and back (5 x 50)  
Approximate Sheet Count: 250  
Approximate # 9 Blue Return (insert) Envelope Count: 50  
Approximate #10 White Mailout Window Envelope Count: 50

**5. Package 12: Vessel Property Statement (Vessel Package):** Use only for vessels specified. Package includes:

576-D Vessel Property Statement (1 sheet)

ACR 921(2) Notice to File Online (white insert) (1 sheet)

2 Sheets printed front and back (2 x 1,200)

Approximate Sheet Count: 2,400

Approximate # 9 Blue Return (insert) Envelope Count: 1,200

Approximate #10 White Mailout Window Envelope Count: 1,200

**6. Package 13: Mutual/Private Water Company Property Statement:** Use only for BUC "QVV". Package includes:

BOE540-S Mutual or Private Water Company Property Statement (1 sheet)

1 Sheet front and back (1 x 20)

Approximate Sheet Count: 20

Approximate # 9 Blue Return (insert) Envelope Count: 20

Approximate #10 White Mailout Window Envelope Count: 20

**7. ACR 921(2) How to File Online Insert (Aircraft):** Includes:

1 Sheet front and back

Approximate Sheet Count: 1,200

*(This item is in addition and included in other packages)*

**8. ACR 921(2) How to File Online Insert (Vessels):** Includes:

1 Sheet front and back

Approximate Sheet Count: 1,200

*(This item is in addition and included in other packages)*

\*All forms except inserts, as noted above, will be included in PDF file by package type.

\*\*Bidder to provide pricing for printing on envelopes as well as pricing for envelopes.

**EXHIBIT "C"**  
**MISCELLANEOUS MAILING PACKAGES & INDIVIDUAL ITEMS**

**1. WEEKLY PROCESS JOBS:**

**HOMEOWNERS' EXEMPTION APPLICATION:** Includes:

BOE-266: (4 sheets)

Envelope: Yellow return (insert)

4 Sheets front and back (4 x 52,000)

Approximate Sheet Count: 208,000

Approximate # 9 Yellow Return (insert) Envelope Count: 52,00

Approximate #10 White Mailout Window Envelope Count: 52,000

**PROPERTY OWNER'S STATEMENT OF NEW CONSTRUCTION:** Includes:

ACR 749 (1 Sheet)

Envelope White return (insert)

1 Sheet front and back (1 x 37,000)

Approximate Sheet Count: 37,000

Approximate # 9 White Return (insert) Envelope Count: 37,000

Approximate #10 White Mailout Window Count: 37,000

**2. MONTHLY PROCESS JOBS:**

**NOTICE OF PROPOSED ESCAPE ASSESSMENT:** Includes:

ASR 466 (1 Sheet)

1 Sheet front only (1 x 15,000)

Approximate Sheet Count: 15,000

Approximate #10 White Mailout Window Count: 15,000

**NOTICE OF SUPPLEMENTAL ASSESSMENT:** Includes:

ACR 739 (1 Sheet)

ACR 129 (1) Sheet (insert)

2 Sheets [1 sheet front and back and 1 sheet front only (insert)] (2 x 100,000)

Approximate Sheet Count: 200,000

Approximate #10 White Mailout Window Envelope Count: 100,000

**3. ANNUAL PROCESS JOBS:**

**DISABLED VETERANS' EXEMPTION APPLICATION:** Includes:

BOE-261-G (3 sheets)

Envelope: White return (insert)

3 sheets: 2 front & back & 1 Sheet: front only) (3 x 800)

Approximate Sheet Count: 2,400

Approximate # 9 White Return (insert) Envelope Count: 800

Approximate #10 White Mailout Window Envelope Count: 800

**DISABLED VETERANS' EXEMPTION CHANGE OF ELIGIBILITY REPORT:** Includes

BOE-261-GNT (1 Sheet)

Envelope: White return (insert)

1 Sheet front and back (1 x 8,000)

Approximate Sheet Count: 8,000

Approximate # 9 White Return (insert) Envelope Count: 8,000

Approximate #10 White Mailout Window Envelope Count: 8,000

**INSTITUTIONAL EXEMPTIONS APPLICATIONS:** Includes:

1 Sheet front & back

1 Sheet front and back (1 x 10,000)

Approximate Sheet Count: 10,000

Approximate #10 White Mailout Window Envelope Count: 10,000

**4. Individual ITEM (Requested as needed)**

Sheet front print only

Sheet front and back print

# 9 Blue Return (insert) Envelope

# 9 Yellow Return (insert) Envelope

# 9 White Return (insert) Envelope

#10 White Mailout Window Envelope

Inserting per item

*\* All forms except inserts, as noted below, will be included in PDF file by package type*

*\*\*Bidder to provide pricing for printing on envelopes as well as pricing for envelopes.*

*\*\*\*Estimated counts are annually for all jobs.*

**EXHIBIT "D"**  
**PAYMENT PROVISIONS**

Description	Unit	Unit Price
<b>Package 4: Wind Property Statements (Blue Package)</b>		
Printing Services: Package 4: Wind Property Statements (Blue Package)	EA	\$0.0700
Folding & Inserting Services: Package 4: Wind Property Statements (Blue Package)	EA	\$0.0250
Mailing Services: Package 4: Wind Property Statements (Blue Package)	EA	\$0.0250
# 9 Blue Return (Insert) Envelope	EA	\$0.0527
#10 White Mailout Window Envelopes	EA	\$0.0466
<b>Package 9: Non-Commercial Aircraft Property Statement (Aircraft Package)</b>		
Printing Services: Package 9: Non-Commercial Aircraft Property Statement (Aircraft Package)	EA	\$0.0700
Folding & Inserting Services: Package 9: Non-Commercial Aircraft Property Statement (Aircraft Package)	EA	\$0.0250
Mailing Services: Package 9: Non-Commercial Aircraft Property Statement (Aircraft Package)	EA	\$0.0250
# 9 Blue Return (Insert) Envelope	EA	\$0.0527
#10 White Mailout Window Envelopes	EA	\$0.0466
<b>Package 10: Notice to File Electronically</b>		
Printing Services: Package 10: Notice to File Electronically	EA	\$0.0700
Folding & Inserting Services: Package 10: Notice to File Electronically	EA	\$0.0250
Mailing Services: Package 10: Notice to File Electronically	EA	\$0.0250
#10 White Mailout Window Envelopes	EA	\$0.0466
<b>Package 11: Commercial Aircraft Property Statement</b>		
Printing Services: Package 11: Commercial Aircraft Property Statement	EA	\$0.0700
Folding & Inserting Services: Package 11: Commercial Aircraft Property Statement	EA	\$0.0250
Mailing Services: Package 11: Commercial Aircraft Property Statement	EA	\$0.0250
# 9 Blue Return (Insert) Envelope	EA	\$0.0527
#10 White Mailout Window Envelopes	EA	\$0.0466
<b>Package 12: Vessel Property Statement (Vessel Package)</b>		
Printing Services: Package 12: Vessel Property Statement (Vessel Package)	EA	\$0.0700
Folding & Inserting Services: Package 12: Vessel Property Statement (Vessel Package)	EA	\$0.0250
Mailing Services: Package 12: Vessel Property Statement (Vessel Package)	EA	\$0.0250
# 9 Blue Return (Insert) Envelope	EA	\$0.0527
#10 White Mailout Window Envelopes	EA	\$0.0466
<b>Package 13: Mutual/Private Water Company Property Statement</b>		
Printing Services: Package 13: Mutual/Private Water Company Property Statement	EA	\$0.0700
Folding & Inserting Services: Package 13: Mutual/Private Water Company Property Statement	EA	\$0.0250
Mailing Services: Package 13: Mutual/Private Water Company Property Statement	EA	\$0.0250
# 9 Blue Return (Insert) Envelope	EA	\$0.0527
#10 White Mailout Window Envelopes	EA	\$0.0466
<b>ACR 921(2) How to File Online Insert (Aircraft)</b>		
Printing Services: ACR 921(2) How to File Online Insert (Aircraft)	EA	\$0.0700
Folding & Inserting Services: ACR 921(2) How to File Online Insert (Aircraft)	EA	\$0.0250
Mailing Services: ACR 921(2) How to File Online Insert (Aircraft)	EA	\$0.0250
<b>ACR 921(2) How to File Online Insert (Vessels)</b>		
Printing Services: ACR 921(2) How to File Online Insert (Vessels)	EA	\$0.0700
Folding & Inserting Services: ACR 921(2) How to File Online Insert (Vessels)	EA	\$0.0250

Mailing Services: ACR 921(2) How to File Online Insert (Vessels)	EA	\$0.0250
<b>Homeowners' Exemption Application</b>		
Printing Services: Homeowners' Exemption Application	EA	\$0.0700
Folding & Inserting Services: Homeowners' Exemption Application	EA	\$0.0250
Mailing Services: Homeowners' Exemption Application	EA	\$0.0250
# 9 Yellow Return (Insert) Envelope	EA	\$0.0324
#10 White Mailout Window Envelopes	EA	\$0.0301
<b>Property Owner's Statement of New Construction</b>		
Printing Services: Property Owner's Statement of New Construction	EA	\$0.0700
Folding & Inserting Services: Property Owner's Statement of New Construction	EA	\$0.0250
Mailing Services: Property Owner's Statement of New Construction	EA	\$0.0250
# 9 White Return (Insert) Envelope	EA	\$0.0335
#10 White Mailout Window Envelopes	EA	\$0.0301
<b>Notice of Proposed Escape Assessment</b>		
Printing Services: Notice of Proposed Escape Assessment	EA	\$0.0700
Folding & Inserting Services: Notice of Proposed Escape Assessment	EA	\$0.0250
Mailing Services: Notice of Proposed Escape Assessment	EA	\$0.0250
#10 White Mailout Window Envelopes	EA	\$0.0301
<b>Notice of Supplemental Assessment</b>		
Printing Services: Notice of Supplemental Assessment	EA	\$0.0700
Folding & Inserting Services: Notice of Supplemental Assessment	EA	\$0.0250
Mailing Services: Notice of Supplemental Assessment	EA	\$0.0250
#10 White Mailout Window Envelope	EA	\$0.0301
<b>Disabled Veterans' Exemption Application</b>		
Printing Services: Disabled Veterans' Exemption Application	EA	\$0.0700
Folding & Inserting Services: Disabled Veterans' Exemption Application	EA	\$0.0250
Mailing Services: Disabled Veterans' Exemption Application	EA	\$0.0250
# 9 White Return (Insert) Envelope	EA	\$0.0335
#10 White Mailout Window Envelopes	EA	\$0.0301
<b>Disabled Veterans' Exemption Change of Eligibility Report</b>		
Printing Services: Disabled Veterans' Exemption Change of Eligibility Report	EA	\$0.0700
Folding & Inserting Services: Disabled Veterans' Exemption Change of Eligibility Report	EA	\$0.0250
Mailing Services: Disabled Veterans' Exemption Change of Eligibility Report	EA	\$0.0250
# 9 White Return (Insert) Envelope	EA	\$0.0335
#10 White Mailout Window Envelopes	EA	\$0.0301
<b>Institutional Exemptions Application</b>		
Printing Services: Institutional Exemptions Application	EA	\$0.0700
Folding & Inserting Services: Institutional Exemptions Application	EA	\$0.0250
Mailing Services: Institutional Exemptions Application	EA	\$0.0250
#10 White Mailout Window Envelope	EA	\$0.0301
<b>Additional Items/Fees</b>		
#9 Blue Return Envelope (no window)	EA	\$0.0527
Printing Services: 9 Blue Return Envelope (no window)	EA	\$0.0298
#9 White Return Envelope (no window)	EA	\$0.0335

Printing Services: #9 White Return Envelope (no window)	EA	\$0.0114
#9 Yellow Return Envelope (no window)	EA	\$0.0324
Printing Services: 9 Yellow Return Envelope (no window)	EA	\$0.0095
#10 Assessment Services White Mail Out Envelope (window)	EA	\$0.0302
Printing Services: 10 Assessment Services Mail Out Envelope (window)	EA	\$0.0041
Sheet front print only	EA	\$0.0700
Sheet front and back print	EA	\$0.0700
Inserting per item	EA	\$0.0250
Flat Window Envelope (used for mail pieces with excess pages)	EA	\$0.1700
6" x 9" Window Envelope (used for mail pieces with excess pages)	EA	\$0.0600
Batch Fee (Charged on any batch that is below 150 mail pieces)	EA	\$10.0000
Address Update Fee (Per mail piece that requires updated address)	EA	\$0.3000
Excess Pages Handwork	EA	\$0.3500
*First Class Mail Rate	EA	\$0.54
**Foreign Airmail Rate	EA	\$1.65

All Mailing Rates are subject to change based on the United States Postal Rates.

\*First Class Mail is being charged at Presort Rate.

\*\*Foreign Airmail Rate is being charged at Standard Rate.