

**CITY OF PRESCOTT  
REQUEST FOR PROPOSAL**

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Request for Proposal for **BILLING AND MAILING SERVICES**

***PROPOSAL DUE DATE: 2:00 P.M. (LOCAL TIME), THURSDAY, October 16, 2008***

Return Proposals to:           City of Prescott  
  City Clerk's Office  
  201 South Cortez Street  
  Prescott, AZ 86303

Competitive sealed proposals for the materials or services specified will be received by the City Clerk's Office at the above specified location, until the time and date cited.

Proposals must be in the actual possession of the City Clerk's Office on or prior to the exact time and date indicated above. All proposals will be opened at that time. ***LATE PROPOSALS WILL NOT BE CONSIDERED.***

Proposals must be submitted in a sealed envelope marked "Sealed Proposal" with the Request for Proposal subject and proposal opening date and time (October 16, 2008 2:00 PM) clearly indicated on the envelope. All proposals must be completed in ink or typewritten.

All procurement activities conducted by the City of Prescott are in conformance with the rules and regulations of the Prescott Procurement Code. A copy of the Code is available for review in the City Clerk's Office, City of Prescott, 201 South Cortez Street, Prescott, AZ.

Questions regarding the technical aspects and general terms and conditions of this Request for Proposal should be in writing and addressed to:

Ms Terry Bueter, Customer Service Manager  
City of Prescott  
P. O. Box 2059  
Prescott, Arizona 86302  
Email: [terry.bueter@cityofprescott.net](mailto:terry.bueter@cityofprescott.net)  
Fax: (928) 777-1244

## **INTRODUCTION**

The City of Prescott is soliciting proposals to provide billing and mailing services. The services shall include, but are not limited to the printing, processing and mailing of utility and privilege (sales) tax bills.

## **BACKGROUND**

The City of Prescott currently has approximately 21,000 utility customers and sends out about 5,300 utility bills per week. Each customer is billed on a monthly basis. The approximate number of utility bills sent out annually is 252,000. The utility bills have a blue and black pre-printed backer and are printed on 8.5 x 11, 24# paper with one perforation.

The City also has approximately 6,500 sales tax accounts. The sales tax accounts are billed monthly, quarterly or annually. The approximate number of bills sent is 2,500 monthly, 4,300 quarterly and 6,500 annually. In January we send forms to all 6,500 customers, which include all monthly, quarterly and annual customers. In April, July and October we send 4,300 forms to all quarterly and monthly customers. The other eight months we send out approximately 2,500 forms to the monthly customers. The approximate number of sales tax bills sent annually is 39,400. There are approximately 15 sales tax accounts that have multiple pages each month. The sales tax forms are printed on 8.5 x 11, 24# paper, with no perforation and are printed on both sides.

The postage rates the City currently qualifies for is the automated first-class, pre-sorted down to 5-digits. There are several customers that have multiple accounts and those bills should be mailed in one envelope. The City anticipates the provider will not only offer sufficient programming services to adapt the City's billing data into the provider's billing format, but will allow for periodic modification of the bill format at the City's request. Samples of current bills are attached.

The City transmits its data electronically. The provider is expected to acknowledge receipt of the data and to print and post the bills within 24 hours of receipt. The provider should report non-certified addresses to the City for correction in future billings.

The City frequently includes inserts with the bills. Currently we are inserting a 3 5/8 x 8.5 insert into the utility bills each month and anticipate inserting those for at least another year. We print those inserts and ship to the plant where they will be inserted into the bills. We also anticipate at least four months with additional inserts of either full size or 1/3 of a page, the majority of those we would send the specifications to the provider and have the provider print them. Every January, the sales tax sends out a two-sided, black and white, 8.5x11 insert with the tax forms which we would have the provider print.

## **SCOPE OF WORK**

The scope of work is to provide the following services:

1. Pre-process data for address certification and pre-sort mail for lowest possible first class rate.
2. Printing of statements.
3. Insert statements, return envelopes and any inserts into mailing envelopes.
4. Combine multiple statements for one customer into one envelope.
5. Delivery to United States Postal Services.
6. Provide printing and postage reports.

7. Provide necessary materials to include:
  - a. Utility billing statements 8.5 x 11 with City logo and horizontal perforation with a preprinted backer (provider will print the backer).
  - b. Sales tax forms 8.5 x 11 with City logo, no perforation, duplex printing.
  - c. Paper: White, 24# laser bond
  - d. Outgoing envelope: #10 generic double window envelope with security tint
  - e. Remittance envelope: #9 generic double window envelope with security tint

### ***Optional Services***

The City of Prescott may, during the term of this contract, desire to purchase additional services from proposer in order to enhance the level of service it provides to its customers. Proposers responding to this RFP should respond in detail regarding their ability to provide the optional services requested below. The City of Prescott also encourages proposers to list any other services they provide that would benefit our customers or the City. The inability to provide any or all of the optional services will not cause a proposer's proposal to be declared non-responsive. However, the ability to provide such services will be considered as part of the selection process. Pricing for optional services must be in addition to and readily distinguishable from prices quoted for document printing and mailing services.

Bill Imaging and Retrieval - The City of Prescott may wish to have the ability to view, print, fax or email images of the bills sent by mail for a specified period of time (a minimum of 90 days) after mailing. The City of Prescott may also wish to archive images of the bills.

Electronic Bill Presentment and Payment (EBPP) - The City of Prescott desires to work with a proposer who has the ability to host a website that resembles the City of Prescott's website that will allow customers to have online billing and make payments online. The customer validation data may be maintained by the proposer but must be available to the City of Prescott in the event that the City of Prescott's contract with the proposer is terminated or expires. You may propose a simple payment option also.

The proposer will generate and send an email to each enrolled customer notifying the customer of the availability of the customer's bill for viewing and providing a link to the City's secure log-in page on their website. Customers can login and view an image of or an HTML rendering of their bill for a specified period after generation (a minimum of 90 days).

The proposer will provide the capability to the customer of paying their bill by credit card or ACH transfer from their secure website and will ensure that funds and remittance data are securely transferred to the City. Remittance data must be provided in a format that can be uploaded to the City's system.

The proposer will either provide such payment and remittance services to the City in consideration for a convenience fee charged to the customer or facilitate the implementation of a convenience fee by the City so that the added cost of this service can be borne by its users.

### ***INQUIRIES***

1. Any question(s) related to this Request for Proposal must be in writing and directed to the person whose name appears on the cover page of this document. All questions need to be submitted by October 9, 2008. When requesting a response to your question, you must indicate the page number and title of the area in question. However, the proposer must not place the Request for Proposal subject on the outside of an envelope containing questions since such an envelope may be identified as a sealed

proposal and may not be opened until after the official Request for Proposal due date and time.

2. Any doubt as to the requirements of this Request for Proposal or any apparent omission or discrepancy should be presented to the City. The City will then determine the appropriate action necessary, if any, and issue a written amendment to the Request for Proposal. **ORAL STATEMENTS OR INSTRUCTIONS WILL NOT CONSTITUTE AN AMENDMENT TO THIS REQUEST FOR PROPOSAL.**

### **PROPOSAL FORMAT INSTRUCTIONS**

Those wishing to submit a proposal for evaluation are to follow the **proposal format instructions defined below**. Proposers must respond to all requirements in a straightforward and concise manner to the maximum extent possible. Emphasis should be on completeness and clarity of content and should not include any elaborate or promotional material. Proposals received that either do not follow these requirements, or contain insufficient information for a meaningful evaluation may result in disqualification from further consideration. The conformance of the proposal will be judged solely by the City.

1. The person authorized to sign the proposal must submit the proposal document with an original ink signature on the transmittal letter.
2. The authorized person signing the offer shall initial erasures, interlineations or other modifications in the proposal in original ink.
3. Faxed proposals will not be considered.
4. In case of error in the extension of prices in the proposal, the unit price will govern.
5. Periods of time, stated as a number of days, shall be calendar days.
6. It is the responsibility of all proposers to examine the entire Request for Proposal package and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal after due time and date.
7. Submit one master (so marked) and two (2) copies of your proposal. The section below, Submitting Your Proposal, provides detailed instructions regarding submission of proposals.
8. All proposals must be sealed.

### **SUBMITTING YOUR PROPOSAL**

The proposal, at a minimum, shall include the following information:

- Provide a brief background and description of the proposer's services (less than 3 pages).
- Confirmation that the proposer has a minimum of 3 years experience in providing current services to other similar organizations.
- Three references listing point of contact names and phone numbers in which the proposer has provided similar services for a period of at least 6 months.

- Provide two references from former customers.
- Provide samples of bills you currently print for other customers.
- Describe billing process and when services are billed including supplies, programming, stocking supplies, etc.
- Specify location and description of the Bulk Mail Center that you will utilize as the primary mail drop off point for the bills. In addition, designate an alternative facility to utilize if necessary.
- Complete the Schedule of Fees. All fees need to be listed and priced separately. If a fee is not identified on the schedule, add it. If a fee is not applicable or there is no charge, put N/A or N/C.
- Provide **detailed** sample invoices, listing all items, including postage. If the price is included with another item, say “this item is included with,” and identify the item it is included with. See page 11 for details on the invoice.

To receive award consideration, **one signed original proposal and two (2) additional copies must be received in a sealed package by 2:00 p.m., October 16, 2008** and mailed to City Clerk, City of Prescott, PO Box 2059, Prescott, AZ 86302. The sealed package(s) must be clearly marked with “Billing and Mailing Services, RFP”. Any proposals received after that time will not be considered. Proposals may be modified or withdrawn at any time before the deadline for submission. All materials submitted in response to this RFP will become the property of the City and may be returned only at the City’s option and at the proposer’s expense.

***EXCEPTIONS TO THIS REQUEST FOR PROPOSAL***

Any changes from the provisions of this Request for Proposal, which are desired by the proposer, shall be specifically noted in the proposal submitted.

***CRITERIA FOR SELECTION***

All proposals will be evaluated on: price 60%; delivery time 20%; experience and references 10%, and optional services 10%.

***PROPOSERS PRESENTATION***

Proposers may be invited to make a presentation. If invited, Terry Bueter, Customer Service Manager, will notify the proposers of the date and time of the presentation. Such presentations will provide proposers with an opportunity to answer any questions the Finance Director may have on a proposal. Not all proposers may be asked to make such oral presentations.

***LATE PROPOSAL***

Late proposals will not be considered. A proposer submitting a late proposal shall be so notified.

***WITHDRAWAL OF PROPOSAL***

At any time prior to the specified proposal due time and date, a proposer (or designated representative) may withdraw the proposal. Only written withdrawals, delivered in person, by mail, facsimile, or e-mail shall be allowed.

## **ADDENDA**

All proposers must acknowledge any addendum issued as a result of any change in this Request for Proposal in one of the following manners:

1. Copies of all addenda must be attached to the submittal.

OR

2. Acknowledge all addenda in the transmittal letter.

Failure to indicate receipt of addenda in one of the above manners may result in a proposal being rejected as non-responsive.

## **TAXES**

The City of Prescott is exempt only from Federal Excise Tax. Exemption certificates will be furnished upon request. All prices quoted will reflect the total cost to the City and will include all applicable taxes and delivery charges.

## **AWARD OF CONTRACT**

1. Unless the proposer states otherwise, or unless otherwise provided within the Request for Proposal, the City reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City.
2. Notwithstanding any other provision of the Request for Proposal, the City expressly reserves the right to:
  - (a). Waive any immaterial defect or informality; or
  - (b). Reject any or all proposals, or portions thereof; or
  - (c). Reissue a Request for Proposal; or
  - (d). Award separate items within the RFP to separate proposers as may be deemed to be in the best interest of the City.
3. Response to a Request for Proposal is an offer to contract with the City based upon the Terms, Conditions, Scope of Work contained in the City's Request for Proposal. Proposals do not become contracts unless and until the City Council awards it and a contract is signed.

## **OBLIGATIONS**

The issuance of this Request for Proposal does not obligate the City to pay any costs incurred in the preparation and submission of proposals.

## **DURATION OF PROPOSAL**

Timely submitted proposals shall be irrevocable for a period of ninety (90) days following the proposal due date set forth on Page 1 of this Request for Proposal.

## ***TERM OF CONTRACT***

The initial Contract term will be for one year, with four additional option years under the same terms and conditions, to be executed at the City's discretion. In addition, at the City's discretion, there will be the option to continue the contract on a month-to-month basis for a period of up to 6 months, at the current contract rate, to allow time for the City to transition.

## ***ACCEPTANCE CONTRACT/AGREEMENT***

Any contract/agreement made pursuant to this Request for Proposal must be accepted in writing by the proposer.

## ***TERMINATION***

Termination for Convenience: City reserves the right to terminate this contract or any part hereof for its sole convenience with thirty (30) days written notice. In the event of such termination, Provider shall immediately stop all work hereunder, and shall immediately cause any of its suppliers and subcontractors to cease such work. Provider shall not be paid for any work done after receipt of the notice of termination, or for any costs incurred by contractors, suppliers or subcontractors that Provider could reasonably have avoided. Provider shall not unreasonably anticipate the requirements of this contract.

Termination for Cause: City may also terminate this contract or any part hereof with seven (7) days notice for cause in the event of any default by the Provider, or if the Provider fails to comply with any of the terms and conditions of this contract. Late deliveries, deliveries of products which are defective or do not conform to this contract, unsatisfactory performance as judged by the Finance Director, and failure to provide City, upon request, with adequate assurances of future performance shall all be causes allowing City to terminate this contract for cause. In the event of termination for cause, City shall not be liable to Provider for any amount, and Provider shall be liable to City for any and all damages sustained by reason of the default that gave rise to the termination. If it should be determined that City has improperly terminated this contract for default, such termination may be deemed a termination for convenience.

Termination for Conflict: In the event Provider is in violation of any Federal, State, County or City law, regulation or ordinance, the City may terminate this contract immediately upon giving notice to the Provider. The City may cancel any contract or agreement, without penalty or obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the City's departments or agencies is, at any time while the contract or any extension of the contract is in effect, an employee of any other party of the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract. In the foregoing event, the City of Prescott further elects to recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating this agreement on behalf of the City of Prescott from any other party to the agreement arising as a result of this agreement. The cancellation shall be effective when all other parties to the contract receive written notice from the City, unless the notice specifies at later time (A.R.S. 38-511).

## ***RIGHTS AND REMEDIES***

No provision in this document or in the proposer's offer shall be construed, expressly or by implication, as a waiver by the City of any existing or future right and/or remedy available by law in the event of any claim or default or breach of contract. The failure of the City to insist upon

the strict performance or any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the acceptance of materials or services, or the payment for materials or services, shall not release the Provider from any responsibilities or obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of the City to insist upon the strict performance of the contract.

***ALTERNATIVE DISPUTE RESOLUTION***

In the event of a dispute arising from the contract to be entered into with the successful proposer, each of the parties will be required to waive any right to a trial by jury. In the event of litigation, the parties hereby agree to submit to a trial before the Court. Furthermore, neither party shall be entitled to an award of attorney's fees, either pursuant to the Contract, pursuant to A.R.S. Section 12-341.01(A) and (B), or pursuant to any other state or federal statute.

***CONFIDENTIALITY***

The provider acknowledges that the billing and mailing information is confidential and shall not be used or maintained by the provider without the specific permission of the City.

***ARIZONA LAW***

This contract shall be governed and interpreted according to the laws of the State of Arizona.

***CONTRACT APPLICABILITY***

The proposer shall substantially conform to the terms, conditions, specifications and other requirements found within the text of this specific solicitation. All previous agreements, contracts, or other documents, which have been executed between the proposer and City, are not applicable to this solicitation or any resultant contract.

***ADVERTISING***

No advertising or publicity concerning the City using the Provider's services shall be undertaken without prior written approval of such advertising or publicity by the City's Finance Director.

***FORCE MAJEURE***

Neither party shall be responsible for delays or failures in performance resulting from acts beyond their control. Such acts shall include, but not be limited to, acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, communication line failures, power failures, earthquakes or other disasters.

***FUNDS APPROPRIATION***

If funds are not appropriated by the City Council to continue the contract awarded, and for the payment of charges hereunder, the City may terminate the contract at the end of the current fiscal period. The City agrees to give written notice of termination to the Provider at least thirty (30) days prior to the end of its current fiscal period and will pay to the Provider all charges incurred through the end of such period.

## **COMPLIANCE WITH LAWS**

Provider agrees to fully observe and comply with all applicable federal, state and local laws, rules, regulations and orders pertaining to the production and sale of the goods ordered, and upon request, Provider will furnish City certificates of compliance with such laws, rules, regulations and orders.

## **SUBCONTRACTORS**

1. Provider shall not enter into any future subcontract for any material, service or item specified within this Request for Proposal without prior written approval of the City.
2. City may consider the qualifications and experience of subcontractors, suppliers, and other persons and organizations proposed for the work when such information is required to be submitted with the proposal.
3. Provider shall require subcontractors to comply with the provisions of this RFP by insertion of the requirements hereof in any subcontract pursuant to this contract.

## **BILLING AND PAYMENT**

The City Finance Director, prior to payment, must approve all charges. The City will not pay for services that are not provided according to the terms of the contract. The Provider shall present an invoice, in duplicate, for services rendered. The billing shall be at the contracted price. The billing shall contain, if applicable, adjustments for additions, deletions, or changes in service and credit for services charged but not performed. The City will pay the billed amount, but not sooner than thirty (30) days after receipt of invoice.

## **FINANCE DIRECTOR**

The Finance Director for the City is Mark Woodfill, or designee. The Finance Director will audit the billings, approve payments, establish delivery schedules, approve addenda to the contract and generally be responsible for overseeing the execution of the contract.

## **WARRANTY**

Provider expressly warrants that all services furnished under this proposal shall conform to the Scope of Work and specifications and appropriate standards. Provider warrants that all such services will conform to any statements made within their proposal of advertisements. Provider warrants that all services furnished hereunder will be merchantable, and will be safe and appropriate for the purpose for which the services of that kind are normally used. If Provider knows or has reason to know the particular purpose for which City intends to use the services, Provider warrants that such services will be fit for such particular purpose. Provider agrees to replace or correct defects of any services not conforming to the foregoing warranty promptly, without expense to City, when notified of such nonconformity by City, provided City elects to provide Provider with the opportunity to do so. In the event of failure of Provider to correct defects in or replace nonconforming services promptly, City, after reasonable notice to Provider, may make such corrections or replace such services and charge Provider for the cost incurred by City in doing so. In such event, Provider shall reimburse City for the costs, delays, or other damages that City has incurred.

## ***PATENTS***

The Provider agrees upon receipt of notification to promptly assume full responsibility for the defense of any suit or proceeding which may be brought against the City or its agents or proposers for alleged patent and/or copyright infringement, as well as for the alleged unfair competition resulting from similarity in design, trademark or appearance of goods by reason of the use or sale of any goods furnished under this contract except for goods manufactured entirely to City's specifications and the Provider further agrees to indemnify the City against any and all expenses, losses, royalties, profits and damages including court costs and attorney's fees resulting from the bringing of such suit or proceedings including any settlement or decree of judgment entered therein. The City may be represented by and actively participate through its own counsel in any such suit or proceedings if it so desires.

## ***RECORDS AND AUDIT RIGHTS***

Provider's records (hard copy, as well as computer readable data), and any other supporting evidence deemed necessary by the City to substantiate charges and claims related to this contract shall be open to inspection and subject to audit and/or reproduction by City's authorized representative to the extent necessary to adequately permit evaluation and verification of cost of the work, and any invoices, change orders, payments or claims submitted by the Provider or any of his payees pursuant to the execution of the contract. The City's authorized representative shall be afforded access, at reasonable times and places, to all of the provider's records and personnel pursuant to the provisions of this article throughout the term of this contract and for a period of three years after final payment.

Provider shall require all subcontractors, insurance agents, and material suppliers (payees) to comply with the provisions of this article by insertion of the requirements hereof in a written contract between Provider and payee. Such requirements will also apply to subcontractors, etc.

If an audit in accordance with this article discloses overcharges, of any nature, by the Provider to the City in excess of one percent (1%) of the total contract billings, the Provider shall reimburse the actual cost of the City's audit to the City. Any adjustments and/or payments that must be made as a result of any such audit or inspection of the Provider's invoices and/or records shall be made within 30 days from presentation of City's findings to Provider. Late payment will accrue interest of one and one-half percent (1.5%) per month.

## ***EXECUTION OF NOTICE OF AWARD***

The Provider shall execute a contract in a form to be provided by the City of Prescott within ten (10) days after receipt.

## ***INDEMNIFICATION***

To the fullest extent permitted by law, Provider, its successors, assigns and guarantors, shall pay, defend, indemnify and hold harmless City of Prescott, its agents, representatives, officers, directors, officials and employees from and against all allegations, demands, proceedings, suits, action, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expense, related to, arising from or out of or resulting from any actions, acts, errors, mistakes or omissions caused in whole or part by Provider relating to work or services in the performance of this contract, including but not limited to, any Subcontractor or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable and any injury or

damages claimed by any of Provider's and Subcontractor's employees, regardless of whether or not caused in part by the active and or passive negligence of a party indemnified hereunder including City of Prescott, its agents, representatives, officers, directors, officials and employees. The amount and type of insurance coverage set forth in this contract shall not be construed in any way to limit the scope or magnitude of the indemnity provisions of this paragraph.

### ***SCHEDULE OF FEES and SAMPLE INVOICE***

The Schedule of Fees is to be used to list all the costs involved. If an item is included under another item, please note that on the form. If an item is not listed, please list it. Use additional pages if needed. Also on the Schedule of Fees, please tell us the approximate number of days between when we send you the file and when a customer at zip code 86301 will receive the bill.

Include **detailed** sample invoices for the utility bills and sales tax forms. The sample invoices should list all charges including supplies, programming, and postage. The sample invoices should be exactly what you would send us, including postage and supplies, if you were our provider.

The assumptions for the sample invoices are:

20,000 Utility bills, printed on 24# paper with a pre-printed backer that you print, and one horizontal perforation. You will also insert a #9, 24# white generic single window envelope with security tint. There will also be a black and white full page insert printed on one side. You will print, fold and insert this additional insert. We also had you change the message in the message box. The zip code sort will be: zip 86301 - 4,500; zip 86302 - 4,500; zip 86303 - 4,500; zip 86305 - 4,400; zip 86323 - 600; other zip codes - 1,500. Five (5) addresses will hit NCOALink.

6,500 Sales tax forms printed on 24# paper, duplex, and no perforation. You will also insert a #9, 24# white generic single window envelope with security tint. There will also be a black and white full page insert printed on both sides. You will print, fold and insert this additional insert. The zip code sort will be: zip 86301 – 1,500; zip 86302 – 1,500; zip 86303 -1,500; zip 86305 – 1,400; other zip codes – 600. Five (5) addresses will hit NCOALink.

**Schedule of Fees**

<b>Processing</b>	<b>Price</b>	<b>Per Unit</b>
Preprocessing		
Laser printing simplex		
Laser printing duplex		
Highlight laser printing option		
Fold & Insert		
Insert #9 envelope		
Fold & Insert multiple pages		
Fold & insert additional inserts		
Presort, bundle, tray and delivery to USPS		
NCOALink processing		
Paper 8½"x11" 24# white with one perforation, and pre-printed backer		
Paper 8½ "x11" 24# white, no perf.		
#10 – 24# white Generic double window envelope with security tint		
#9 – 24# white Generic single window envelope with security tint		
Programming		
Document changes		
Initial programming and set up		
Training		
<b>Printing of inserts:</b>		
8.5 x11 black & white 1-side		
3 5/8 x 8.5 black & white 1-side		
8.5 x 11 black & white 2-sided		
<b>Estimated number of days from receipt of file to customer receipt at zip code 86301</b>		
<b>OTHER FEES – list</b>		
<b>Optional Items:</b>		
Bill Imaging and Retrieval		
Archive images		
Electronic bill presentment and payment		
On-line job tracking/reporting		
On-line viewing		
<b>Other services available:</b>		



City of Prescott  
 PO Box 2059  
 Prescott, AZ 86302-2059

# CITY OF PRESCOTT UTILITY STATEMENT

Account Number [REDACTED]  
 Amount Due **\$ 35.63**  
 Amount Paid [REDACTED]  
 Payment Due Date **06/27/2008**  
 email address \_\_\_\_\_

\*AUTO\*\*SCH 5-DIGIT 86301



7 1

01447

PRESCOTT AZ 86301- [REDACTED]



14030008900010000356300035635

CITY OF PRESCOTT  
 UTILITY BILLING  
 PO BOX 80067  
 PRESCOTT, AZ 86304-8067



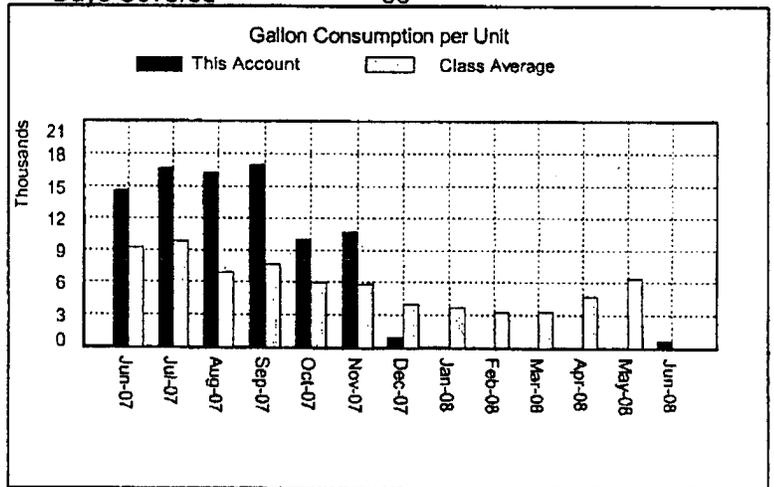
PLEASE DETACH AND RETURN WITH PAYMENT

City of Prescott - 201 S. Cortez St. - Prescott, AZ 86303

SERVICE ADDRESS [REDACTED]	BILL DATE	6/12/2008
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Previous Balance	\$ 33.17
Payments/Adjustments	-33.17
Beginning Balance	\$ 0.00
<b>Current Charges</b>	
Water Charges	8.52
Alternative Water Charge (1)	0.24
Tax on Water	0.74
Sanitation Charge (5)	14.45
Landfill Closure Fee (2)	0.50
Sewer Charges (3)	10.43
Street Light Fee (4)	0.75
<b>Total Current Charges</b>	<b>\$ 35.63</b>

Account Number: [REDACTED]  
 Meter Number: 1826-2680  
 Location: Inside City  
 Water Class: Single Family  
 Sewer Class: Average Residence  
 Number of Units: 1  
 Last Meter Read: 05/07/2008 - 74670  
 Current Meter Read: 06/06/2008 - 74760  
 Consumption: 90 CF / 673 Gal  
 Days Covered: 30



<b>TOTAL AMOUNT DUE</b>	<b>\$ 35.63</b>
<b>PAYMENT DUE DATE</b>	<b>06/27/2008</b>

- (1) The revenues from these charges are for expenses associated with obtaining alternative water sources in order to comply with the groundwater laws.
- (2) To Fund the EPA landfill closure requirements.
- (3) Monthly sewer charge is based on your 11/2007-4/2008 average water consumption of 1,982 gallons.
- (4) To fund operation and maintenance of city-wide street lights.
- (5) Sanitation Charge is based on 1-68 Gal Can & includes a 3.20% Fuel Surcharge of \$0.45

**During Yard Sale season please note these sign ordinances.**  
 Signs may be no more than 21" x 27". If box type sign is used, the dimensions cannot exceed 21"x21"x27".  
 Total number of signs may not exceed #2, unless permit is obtained. Signs may NOT be located within a street, public trail, city planter, nor affixed to a tree, traffic sign or utility pole.

This is the pre-printed backer. The line under Water Smart is blue and so is the web address: [www.cityofprescott.net](http://www.cityofprescott.net), which appears twice.

## Water Smart™

*Select your best days to water established landscape*

**1\*3\*2\*1**  
ONCE A WEEK IN APRIL  
*8AM to 8PM*  
*Watering Restriction Begins*

THREE TIMES A WEEK MAY, JUNE

TWO TIMES A WEEK JULY, AUGUST, SEPTEMBER

ONCE A WEEK OCTOBER  
*8AM to 8PM*  
*Watering Restriction Ends*

More water smart tips on the WEB. [www.cityofprescott.net](http://www.cityofprescott.net)  
928.777.1130

### Residential Garbage Service

Containers are emptied once per week and must be placed at the curbside or alley on collection day by 7:00 a.m. and removed by the end of the day. The container must be placed a minimum of three feet from any obstruction such as a mailbox, fence or lamp post and a minimum of 15 feet from parked vehicles. All waste to be collected must be placed in the container—the driver does not exit the vehicle to load excess material. Additional items may be discarded at the City of Prescott Transfer Station for a nominal fee. Any questions please call 928-777-1116.

**FOR WATER EMERGENCIES CALL  
(928) 777-1118**

### Important Billing and Collection Information

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. If you prefer not to have your check converted, you can opt out by calling (928) 777-1291.

All bills are due and payable by due date on the payment stub. Any payment not received by the due date will be subject to a 1.5% finance charge.

If your water is shut off for non-payment, you must pay the full amount due plus the disconnect fee and a deposit or additional deposit before water service is restored.

### Different Ways to Pay Your Utility Bills

**In person** at City Hall, 201 S. Cortez

**By mail**, PO Box 80067, Prescott, AZ 86304-8067

**By phone with a credit card:** (928) 777-1291

**Payment drop boxes located at:**

The Fire Station on Lee Boulevard

Rowle P. Simmons Community Center on Rosser St.

City Hall Drive-Thru at 201 S. Cortez Street

Prescott Public Library Gateway Branch-Gateway Mall

**Automatic pay**, this is where your bank account will be automatically debited each month. Please download the form at: [www.cityofprescott.net](http://www.cityofprescott.net), or call us at 928-777-1291 for more information.

### Contact Information

**Phone:** (928) 777-1291 - **Fax:** (928) 777-1244

**E-mail:** [utility.billing@cityofprescott.net](mailto:utility.billing@cityofprescott.net)

**Address:** 201 S. Cortez, Prescott, Arizona

**Hours of operation:** Weekdays 8 a.m. through 5 p.m.



City of Prescott  
 PO Box 2059  
 Prescott, AZ 86302-2059

Return Service Requested

# CITY OF PRESCOTT UTILITY STATEMENT

Account Number

Amount Due

\$ 227.98

Amount Paid

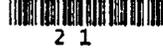
Payment Due Date

06/27/2008

email address

## FINAL BILL

\*AUTO\*\*SCH 5-DIGIT 86301



2 1

00252

PRESCOTT AZ 86301-1510



02100015120090000000000227982

CITY OF PRESCOTT  
 UTILITY BILLING  
 PO BOX 80067  
 PRESCOTT, AZ 86304-8067



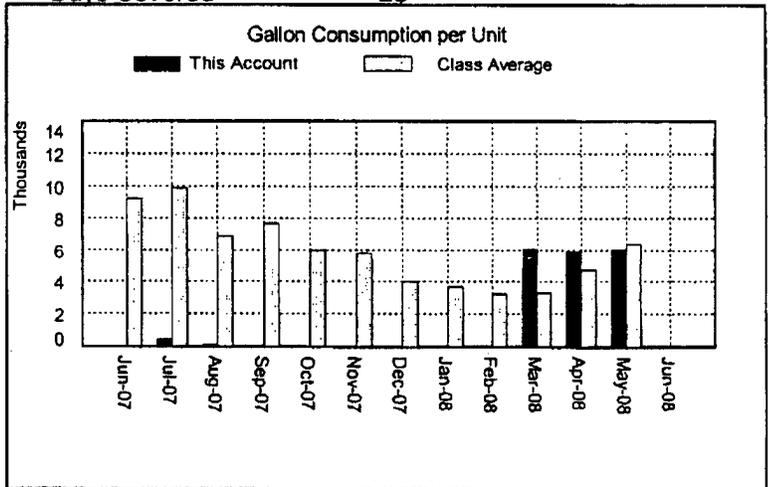
PLEASE DETACH AND RETURN WITH PAYMENT

City of Prescott - 201 S. Cortez St. - Prescott, AZ 86303

SERVICE ADDRESS	[REDACTED]	BILL DATE	6/12/2008
-----------------	------------	-----------	-----------

Previous Balance	\$ 227.98
Payments/Adjustments	0.00
Beginning Balance	\$ 227.98
Current Charges	
<b>Total Current Charges</b>	<b>\$ 0.00</b>

Account Number: [REDACTED]  
 Meter Number: 53969047  
 Location: Inside City  
 Water Class: Single Family  
 Sewer Class: Average Residence  
 Number of Units: 1  
 Last Meter Read: 05/15/2008 - 18150  
 Current Meter Read: 06/12/2008 - 18150  
 Consumption: 0 CF / 0 Gal  
 Days Covered 28



TOTAL AMOUNT DUE	\$ 227.98
PAYMENT DUE DATE	06/27/2008

(1) Sanitation Charge is based on 1-68 Gal Can & includes a 3.20% Fuel Surcharge of \$0.45

During Yard Sale season please note these sign ordinances.  
 Signs may be no more than 21" x 27". If box type sign is used, the dimensions cannot exceed 21"x21"x27".  
 Total number of signs may not exceed #2, unless permit is obtained. Signs may NOT be located within a street, public trail, city planter, nor affixed to a tree, traffic sign or utility pole.

SEE BACK OF STATEMENT FOR IMPORTANT INFORMATION



City of Prescott  
 PO Box 2059  
 Prescott, AZ 86302-2059

Return Service Requested

# CITY OF PRESCOTT UTILITY STATEMENT

Account Number [REDACTED]  
 Past Due Amount \$ 112.88  
 Current Amount \$ 115.10  
**TOTAL AMOUNT DUE \$ 227.98**  
 Amount Paid \_\_\_\_\_  
 Payment Due Date 06/06/2008  
 email address \_\_\_\_\_

Account Number	[REDACTED]
Past Due Amount	\$ 112.88
Current Amount	\$ 115.10
<b>TOTAL AMOUNT DUE</b>	<b>\$ 227.98</b>
Amount Paid	_____

## DISCONNECT NOTICE

\*AUTO\*\*SCH 5-DIGIT 86301



1 1

00135

PRESCOTT AZ 86301- [REDACTED]



CITY OF PRESCOTT  
 UTILITY BILLING  
 PO BOX 80067  
 PRESCOTT, AZ 86304-8067



02100015120090000592600227982

PLEASE DETACH AND RETURN WITH PAYMENT

**City of Prescott - 201 S. Cortez St. - Prescott, AZ 86303**

<b>SERVICE ADDRESS</b> [REDACTED]	<b>BILL DATE</b> 5/22/2008
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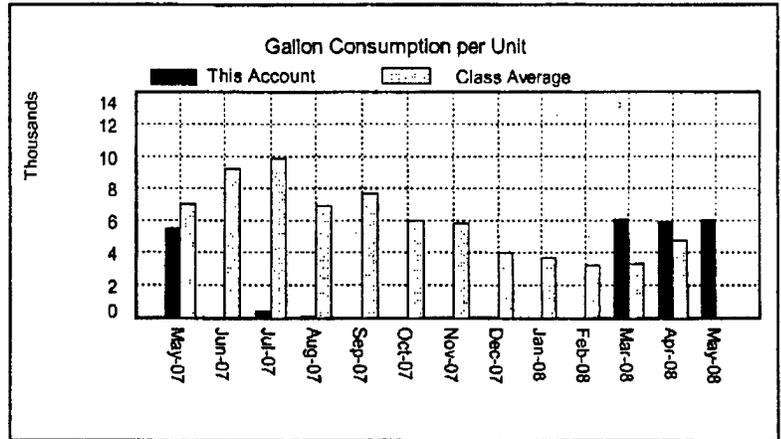
**WARNING, if we have not received your payment of at least \$ 112.88 on or before 06/06/2008, your service will be DISCONNECTED and a reconnect fee of \$54.15 will be assessed.**

Previous Balance \$ 112.88  
 Payments/Adjustments 0.00  
 Past Due Balance \$ 112.88

Account Number: [REDACTED]  
 Meter Number: 53969047  
 Location: Inside City  
 Water Class: Single Family  
 Sewer Class: Average Residence  
 Number of Units: 1  
 Last Meter Read: 04/15/2008 - 12070  
 Current Meter Read: 05/15/2008 - 18150  
 Consumption: 813 CF / 6,080 Gal  
 Days Covered 30

**Current Charges**

Water Charges 28.42  
 Alternative Water Charge (1) 2.19  
 Tax on Water 2.59  
 Sanitation Charge (5) 14.34  
 Landfill Closure Fee (2) 0.50  
 Sewer Charges (3) 10.47  
 Street Light Fee (4) 0.75  
 Other Charges 54.15  
 Service Fee 54.15  
 Finance Charge 1.69  
**Total Current Charges \$ 115.10**



<b>TOTAL AMOUNT DUE</b>	<b>\$ 227.98</b>
<b>PAYMENT DUE DATE</b>	<b>06/06/2008</b>

- (1) The revenues from these charges are for expenses associated with obtaining alternative water sources in order to comply with the groundwater laws.
- (2) To Fund the EPA landfill closure requirements.
- (3) Monthly sewer charge is based on your 11/2007-4/2008 average water consumption of 2,008 gallons.
- (4) To fund operation and maintenance of city-wide street lights.
- (5) Sanitation Charge is based on 1-68 Gal Can & includes a 2.40% Fuel Surcharge of \$0.34

**During Yard Sale season please note these sign ordinances.**  
 Signs may be no more than 21" x 27". If box type sign is used, the dimensions cannot exceed 21"x21"x27".  
 Total number of signs may not exceed #2, unless permit is obtained. Signs may NOT be located within a street, public trail, city planter, nor affixed to a tree, traffic sign or utility pole.

SEE BACK OF STATEMENT FOR IMPORTANT INFORMATION



# City of Prescott Transaction Privilege and Use Tax Report

CITY OF PRESCOTT GENERAL FUND

City of Prescott  
Tax and License Office  
201 S Cortez St  
PO Box 2077  
Prescott AZ 86302-2077  
Ph: (928) 777-1268  
Fax: (928) 777-1255

City License: 1622-20100-11  
JUN-2008  
Due Date: JUL 20, 2008

Email: [salestax@cityofprescott.net](mailto:salestax@cityofprescott.net)



CITY OF PRESCOTT GENERAL FUND  
PO BOX 2059  
PRESCOTT AZ 86302-2059

CITY OF PRESCOTT  
SALES TAX DEPT  
PO BOX 2077  
PRESCOTT, AZ 86302-2077



The City of Prescott will be expanding its e-mail network capability over the next year, to offer residents direct communications about city services, projects and events that affect you. You can be part of this communications network by providing us your e-mail address. My current e-mail address is \_\_\_\_\_  
Thank you in advance for helping us better communicate with you. Send questions to [salestax@cityofprescott.net](mailto:salestax@cityofprescott.net).

Just place a check here and sign at the bottom if you have no taxes to file

**POSTMARKS ARE NOT EVIDENCE  
OF TIMELY FILING**

Business Activity-Location	Line	Bus Class	Column 1 Gross	Column 2 Allowable Page 2 -Deductions	Column 3 = Net Taxable	Column 4 Tax Rate	Column 5 Column 3 x Column 4 = Tax Amount	
Comm. Rental - 201 S CORTEZ ST	1	9				0.020		
Use Tax - 201 S CORTEZ ST	2	25				0.020		
Retail Sales - 201 S CORTEZ ST	3	22				0.020		
	4							
	5							
	6							
<b>SUBTOTALS</b>	7							
<input type="checkbox"/> Check here to cancel license Reason: _____	8	<b>TOTAL FROM ADDITIONAL PAGES</b>						
<input type="checkbox"/> Check here for address change New Addr: _____	9	<b>SUBTOTAL TAX DUE (Line 7 + Line 8)</b>						
	10	<b>ENTER EXCESS CITY TAX COLL (From Sch B)</b>					Plus (+)	
	11	<b>GRAND TOTAL</b>					Equals (=)	
	12	<b>PENALTY &amp; INTEREST (see instructions)</b>					Plus (+)	
	13	<b>ENTER TOTAL LIABILITY</b>					Equals (=)	
	14	<b>ENTER CREDIT BALANCE (from Sch B)</b>					Minus (-)	
	15	<b>PRIOR ACCOUNT BALANCE</b>					Plus (+)	0.00
	16	<b>ENTER NET AMOUNT DUE</b>					Equals (=)	
	17	<b>ENTER TOTAL AMOUNT PAID</b>						

Under the penalty of perjury, I declare that I have examined this **Transaction Privilege and Use Tax Return**, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Taxpayer's Signature \_\_\_\_\_

Date \_\_\_\_\_

Paid Preparer's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Phone No. \_\_\_\_\_

Print Paid Preparer's Name \_\_\_\_\_

**A SIGNATURE IS REQUIRED TO MAKE THIS RETURN VALID**

Return original with remittance in the envelope provided.

Please make checks payable to: CITY OF PRESCOTT

**DUE DATE:** The due date for the city privilege tax is the 20th of the month following the reporting period. A return is considered timely if received by the last business day of the month. A business day is any day except Saturday, Sunday or a legal city holiday.

**POSTMARKS ARE NOT EVIDENCE OF TIMELY FILING.**

- PENALTIES:**
1. Failure to file - A penalty of 5% of the tax due will be assessed for each month, or fraction elapsing between the delinquency date of the return and the date on which it is filed. Filing your return on time, whether or not you pay the tax due, will avoid the late filing penalty.
  2. Failure to Pay - A penalty of 10% of the unpaid tax will be assessed if the tax is not paid timely.
  3. Total Penalty - Total penalties assessed will not exceed 25% of the unpaid tax.

**INTEREST:** Taxes not received by the delinquency date will be assessed interest at Prescott's current interest rate which is the same as the state rate and will continue to accrue until taxes are paid. The interest **MAY NOT** be waived by the Tax Collector.

**CHECK YOUR RETURN:** Check the amounts recorded by type of income for each line as follows:

- \* Itemized deductions equal the total deductions recorded.
- \* Taxable income equals gross income less total deductions.
- \* Tax due is equal to the amount obtained by applying the preprinted tax rate to the taxable income amount.
- \* Total tax due equals tax due plus any excess tax collected.

**FOR ASSISTANCE, CALL:** City of Prescott (928) 777-1268, Fax: (928) 777-1255, e-mail: [salestax@cityofprescott.net](mailto:salestax@cityofprescott.net)

**SCHEDULE A - DETAILS OF DEDUCTIONS:** Enter below the deductions and exclusions you used in computing your city transaction privilege tax or use tax. You must keep a detailed record of all deductions and exclusions. Failure to maintain proper documentation and records required by city ordinance may result in their disallowance. A separate detail of city records and documentaion must be maintained only when the income, deductions or exemptions are different from state requirements.

*Please note:* Not all deductions are available to all business classifications.

**NOTE:** The line numbers at the top of each column below correspond with the line numbers of the business descriptions listed on the front page.

	Bus Class					
Code	9	25	22			
	LINE 1	LINE 2	LINE 3	LINE 4	LINE 5	LINE 6
1. Total tax collected or factored (State, county and city)						
2. Bad debts on which tax was paid						
<b>RETAIL &amp; PERS. PROP. RENTALS</b>						
3. Sales for resale						
4. Repair, service, or installation labor						
5. Discounts and refunds						
6. Sales to qualified health care org.						
<b>SALES TO U.S. GOVERNMENT</b>						
7. By retailer 50% deductible						
8. By manufacturer and repairer (100% deductible)						
<b>OUT-OF-STATE SALES</b>						
9. Sales to nonresidents for use out-of-state when vendor receives the order from out-of-state and vendor ships or delivers out-of-state						
<b>CONSTRUCTION CONTRACTING</b>						
10. Land Deduction						
11. 35% reduction of gross receipts						
12. Exempt sub-contracting income						
13. Out-of-City Contracting						
14. Develoment & Impact Fees						
<b>OTHER DEDUCTIONS</b>						
15. Sales of gasoline and use fuel						
16. Sales of exempt machinery and equip						
17. Perscription drugs/prosthetics						
18. Other (Explain) _____						
19. Other (Explain) _____						
20. Other (Explain) _____						
<b>Total Deductions</b>						

**SCHEDULE B**

Excess Tax Collected by Activity  
Allowable Credits by Activity




# City of Prescott Transaction Privilege and Use Tax Report

CITY OF PRESCOTT - WATER SUPPLY

City of Prescott  
Tax and License Office  
201 S Cortez St  
PO Box 2077  
Prescott AZ 86302-2077 Reporting Pd:  
Ph: (928) 777-1268  
Fax: (928) 777-1255 Due Date:  
Email: [salestax@cityofprescott.net](mailto:salestax@cityofprescott.net)

City License: 1622-20100-10  
JUN-2008  
JUL 20, 2008



CITY OF PRESCOTT - WATER SUPPLY  
PO BOX 2059  
PRESCOTT AZ 86302-2059

CITY OF PRESCOTT  
SALES TAX DEPT  
PO BOX 2077  
PRESCOTT, AZ 86302-2077



The City of Prescott will be expanding its e-mail network capability over the next year, to offer residents direct communications about city services, projects and events that affect you. You can be part of this communications network by providing us your e-mail address. My current e-mail address is \_\_\_\_\_  
Thank you in advance for helping us better communicate with you. Send questions to [salestax@cityofprescott.net](mailto:salestax@cityofprescott.net).

Just place a check here and sign at the bottom if you have no taxes to file

POSTMARKS ARE NOT EVIDENCE  
OF TIMELY FILING

Business Activity-Location	Line	Bus Class	Column 1 Gross	Column 2 Allowable Page 2 -Deductions	Column 3 = Net Taxable	Column 4 Tax Rate	Column 5 Column 3 x Column 4 = Tax Amount	
Utilities - 201 S CORTEZ ST	1	24				0.020		
Retail Sales - 201 S CORTEZ ST	2	22				0.020		
	3							
	4							
	5							
	6							
<b>SUBTOTALS</b>	7							
			<b>8 TOTAL FROM ADDITIONAL PAGES</b>					
			<b>9 SUBTOTAL TAX DUE (Line 7 + Line 8)</b>					
			<b>10 ENTER EXCESS CITY TAX COLL (From Sch B)</b>				Plus (+)	
			<b>11 GRAND TOTAL</b>				Equals (=)	
			<b>12 PENALTY &amp; INTEREST (see instructions)</b>				Plus (+)	
			<b>13 ENTER TOTAL LIABILITY</b>				Equals (=)	
			<b>14 ENTER CREDIT BALANCE (from Sch B)</b>				Minus (-)	
			<b>15 PRIOR ACCOUNT BALANCE</b>				Plus (+)	0.00
			<b>16 ENTER NET AMOUNT DUE</b>				Equals (=)	
			<b>17 ENTER TOTAL AMOUNT PAID</b>					

Check here to cancel license

Reason: \_\_\_\_\_

Check here for address change

New Addr: \_\_\_\_\_

Special Notice

Under the penalty of perjury, I declare that I have examined this Transaction Privilege and Use Tax Return, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Taxpayer's Signature \_\_\_\_\_

Date \_\_\_\_\_

Paid Preparer's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Phone No. \_\_\_\_\_

Print Paid Preparer's Name \_\_\_\_\_

**A SIGNATURE IS REQUIRED TO MAKE THIS RETURN VALID**

Return original with remittance in the envelope provided.

Please make checks payable to: CITY OF PRESCOTT

**DUE DATE:** The due date for the city privilege tax is the 20th of the month following the reporting period. A return is considered timely if received by the last business day of the month. A business day is any day except Saturday, Sunday or a legal city holiday.

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*Please note:* Not all deductions are available to all business classifications.

**NOTE:** The line numbers at the top of each column below correspond with the line numbers of the business descriptions listed on the front page.

	Bus Class					
Code	24	22				
	LINE 1	LINE 2	LINE 3	LINE 4	LINE 5	LINE 6
1. Total tax collected or factored (State, county and city)						
2. Bad debts on which tax was paid						
<b>RETAIL &amp; PERS. PROP. RENTALS</b>						
3. Sales for resale						
4. Repair, service, or installation labor						
5. Discounts and refunds						
6. Sales to qualified health care org.						
<b>SALES TO U.S. GOVERNMENT</b>						
7. By retailer 50% deductible						
8. By manufacturer and repairer (100% deductible)						
<b>OUT-OF-STATE SALES</b>						
9. Sales to nonresidents for use out-of-state when vendor receives the order from out-of-state and vendor ships or delivers out-of-state						
<b>CONSTRUCTION CONTRACTING</b>						
10. Land Deduction						
11. 35% reduction of gross receipts						
12. Exempt sub-contracting income						
13. Out-of-City Contracting						
14. Develoment & Impact Fees						
<b>OTHER DEDUCTIONS</b>						
15. Sales of gasoline and use fuel						
16. Sales of exempt machinery and equip						
17. Prescription drugs/prosthetics						
18. Other (Explain) _____						
19. Other (Explain) _____						
20. Other (Explain) _____						
<b>Total Deductions</b>						

**SCHEDULE B**

Excess Tax Collected by Activity  
Allowable Credits by Activity
