



PROCUREMENT DEPARTMENT

Teria G. Sheffield
Procurement Director

SOLICITATION TYPE: Request for Proposals

DATE: January 16, 2024

ID Number: 2911

Title: Printing and Mailing of Tax Forms, Envelopes, Tax Notices for Vehicles, Watercrafts, Real Property, and all other Personal Property

Due Date/Time: February 8, 2024, at 11:00 a.m.

LATE SUBMITTALS WILL NOT BE ACCEPTED

Opening Location:

Government Center
Building Room 3401
6 S. Congress St., York, SC 29745

Pre-Submittal Conference:

NA

Point of Contact: Teria Sheffield, Procurement Director

Questions Deadline: January 31, 2024 at 4:00 p.m.

Tentative Date of Council Meeting for Approval: March 4, 2024

REQUEST FOR PROPOSALS

PRINTING OF TAX FORMS, ENVELOPES, TAX NOTICES FOR VEHICLES, WATERCRAFTS, REAL PROPERTY, AND ALL OTHER PERSONAL PROPERTY

1.0 INTENT

1.1 It is the intent of this Request for Proposals (RFP) to select a qualified firm to provide printing and mailing services for the issuance of York County's tax forms, envelopes, tax notices for vehicles, watercrafts, real property, and all other personal property notifications.

1.2 It is York County's intent to describe in general terms, the services needed for printing and mailing services. All parts, items, details of services or features not specifically mentioned which are regularly provided by the practice in order to complete this type of work/service shall be provided in response to this Request.

1.3 Responses to this RFP will be used to determine the relative qualifications of various firms to perform the scope of work and tasks specified. The County is seeking a proposing team with demonstrated expertise that meets the requirements of this RFP.

1.4 It is anticipated that an agreement for services will be negotiated and executed between York County and the firm who is determined to best meet the needs of the County. All firms with an interest in working with York County are encouraged to review the County's website (www.yorkcountygov.com) for additional information.

2.0 GENERAL TERMS AND CONDITIONS

2.1 This request contains, in general terms, the overall objectives of York County in obtaining the services indicated herein. While an attempt is made to describe the general expectations of the County and the anticipated work to be performed, the County and the successful Offeror will need to define a more specific scope of work and fee schedule as part of a negotiation process. If it becomes necessary to revise any part of this request, written amendments will be provided in an addendum form to all potential proposing firms. Any inquiry or request for interpretation received five (5) or more days prior to the date fixed for opening of Proposals will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, posted on the County's website www.yorkcountygov.com and will be mailed or sent by available means to all known prospective Offerors prior to the established Proposal opening date. Each Offeror shall acknowledge receipt of such addenda in the space provided in the Proposal document. In case any Offeror fails to acknowledge receipt of such addenda or addendum, the Proposal will

nevertheless be construed as though it had been received and acknowledged and the submission of the Proposal will constitute acknowledgement of the receipt of same. Questions received less than five (5) days prior to the date for opening of Proposals may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

2.2 York County is seeking responses only from firms or individuals with demonstrated expertise in the services mentioned in this RFP.

2.3 Each Offeror providing a response for consideration by the County is responsible for obtaining information on the conditions and restrictions involved in meeting the obligations and providing the services as set forth in this RFP. The failure or omission of an Offeror to obtain adequate information will in no way relieve the Offeror of any obligation with respect to this RFP or to an associated contract.

2.4 York County reserves the right to retain all Proposals submitted. Submission of Proposal indicates acceptance by the Offerors of the conditions contained in this Request for Proposal, unless clearly and specifically noted in the Proposal submitted and confirmed in any resulting contract between York County and the Offeror selected.

2.5 In submitting a properly signed Proposal, the firm accepts all of the terms and conditions contained in this request. Submitted Proposals shall remain open and if applicable, prices quoted shall be honored for a minimum of ninety (90) days after the day of the RFP opening.

2.6 The successful firm shall have the full and sole responsibility for performing all services as finally agreed upon and accepted by the County. In the event the firm fails to deliver /or perform any proposed services within the specified schedule, the County reserves the right to cancel the Contract and secure other means of providing services and deduct all costs thereof from any payment due the firm.

2.7 The successful firm shall not sell or use any data for other than intended purposes.

2.8 There is no expressed or implied obligation for York County or its agents to reimburse responding firms for any expenses incurred in preparing Proposals in response to this request.

2.9 CHAIN OF COMMUNICATION: To ensure the integrity of the competitive process, a strict chain of communication shall apply to each Invitation for Bids, Request for Proposals, Request for Qualifications, or any other competitive solicitation during the period between publication of the solicitation and final award. Offerors or its agents may not communicate by any means, directly or indirectly, with York County public officials,

employees, its agents, or representatives or any person not otherwise listed on this document, regarding any aspect of this procurement activity. All communications must be solely with the Procurement Officer. In the sole determination of the Procurement Officer and/or York County, violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law.

3.0 BACKGROUND INFORMATION

3.1 State law requires that County Auditors mail vehicle tax notices and watercraft notices monthly, and real property notices and all other personal property notices annually to property owners. In addition, State law requires that County Treasurers mail delinquent (notices of execution) and final tax notices for all unpaid real and personal taxes annually. The primary method of providing that notification is by use of printed documents mailed through the U.S. Postal Service (USPS).

3.2 Vehicle tax notices must be mailed by the fifteenth (15th) of each month. The average number of vehicle records to be processed each month is 19,000. This is equivalent to 228,000 tax bills per year.

3.3 Watercraft tax notices must be mailed by the fifteenth (15th) of each month. The average number of watercraft records to be processed each month is 1,200. This is equivalent to 14,400 tax bills per year.

3.4 Real Property and all other personal property notices must be mailed annually by October fifteenth (15). The average number of records processed annually is 150,000.

3.5 Delinquent tax notices must be mailed annually. The number of delinquent notices varies from year to year. The deadline for printing these notices will be given at the time the data file is submitted.

3.6 Final tax notices must be mailed annually. The number of final notices varies from year to year. The deadline for printing these notices will be given at the time the data file is submitted.

3.7 Currently, these documents are outsourced for processing and the contract expires on June 30, 2024, with no remaining renewals available.

3.8 York County is interested in receiving innovative solutions that will promote cost efficiency while also maintaining industry standards and best practices for printing and mailing services. In addition to the County Auditor's and Treasurer's requirements above, the County is interested in identifying and implementing other opportunities within the County that may be similarly processed.

4.0 SCOPE OF WORK

4.1 GENERAL

4.1.1 The successful Offeror shall provide printing and mailing services for all aspects of notifications relating to York County's Tax Notices for Vehicles, Watercrafts, Real Property, and All Other Personal Property. **Refer to Attachments located at the end of this document for samples of the County's current notices and envelopes.**

4.1.2 Mailing of above items is time sensitive. Exact mailing date for each submitted job will be provided by the Auditor/Treasurer at time of transmission of information. Ample time will be provided by the Auditor/Treasurer between transmission and mail date to avoid delays. Submitted job shall be processed, printed and mailed with single items mailed out efficiently and multi-items mailed correlated by zip code, address and name correctly.

4.1.3 Offeror must be capable of consolidating two (2) sets of data files into one (1) notice and/or consolidating two (2) sets of notices into one envelope for mailing.

4.1.4 Offeror shall be responsible for and agree to furnish all labor, materials, equipment, quality control procedures and supervision required for completion in a superior and professional manner.

4.1.5 The Auditor/Treasurer reserves the right to view completed sample of each type of mailing prior to the printing of such mailings.

4.2 SAMPLE MATERIALS

4.2.1 Offeror shall submit samples from previous work of all tax notices and envelopes being proposed in response to this solicitation for evaluation consideration. A summary of specifications of proposed materials shall also be included with this Request.

4.3 COMPUTER PROCESSING

4.3.1 The successful Contractor will be provided with the information data for each account and the current mailing address by means of an ASCII file format. Therefore, Offerors must demonstrate capability to retrieve and process the information data received and ability to certify the list and code of each record with carrier route, zip code plus four and Delivery Point Barcode (DPBC). The Offeror shall also demonstrate capability to standardize records, remove punctuation and enhance lists where reasonably possible. The Offeror shall also provide procedures in place to process submitted data file through the National Change of Address service provided by the United States Postal Service.

4.3.2 York County is interested in considering solutions that will provide an Internet-based project visibility, control and tracking system that can provide real-time, interactive information on document production projects indicating the production status of a production job. Offeror should include a proposed solution with proposal response.

4.4 PRINTING

4.4.1 All transmitted information jobs and envelopes must be printed on a high quality laser printer using Optical Character Recognition "OCR" fonts for a remittance processor, postal fonts with bar codes for addresses and UPC' fonts for bar codes to work with scanners. Offeror shall demonstrate the ability to print variable messages on the requested job, when such messages are provided and to change message(s) on a submitted job when requested in writing by the Auditor/Treasurer.

4.4.2 In addition to outsourced printing services, the Auditor has the responsibility of issuing notices in house to taxpayers on a daily basis. The Offeror shall include a proposed method of printing options for notices and envelopes that are compatible with the County's current printing device (Lexmark T560). The Offeror may also recommend other quality cost efficient printing methods and shall include pricing to accommodate recommended printing device.

4.5 SUPPLIES

4.5.1 The Proposal shall specify the Offeror's plan/procedure to:

1. Provide sufficient stationary on which to print transmitted job.
2. Mail window envelope with appropriate return address. This may be a customized envelope which may include special wording on back of envelope on instruction.
3. Provide return windowless envelope for return address and appropriate mailing address, as designated by the Auditor/Treasurer. This may be a customized envelope. Special wording may be included in space below return address, as designated by the Auditor/Treasurer.
4. Print inserts as designated by the Auditor/Treasurer which are to be included in the mailing and to process any pre-printed inserts for designated submitted jobs.
5. Provide necessary equipment and supplies for completion of each submitted job in time frame provided.

4.5.2 The County shall not be charged for supplies not related to submitted jobs. The successful Contractor shall be responsible for the cost of supplies until the supplies are used for a submitted job. Record of costs of supplies

and postage usage shall be submitted to the Auditor/Treasurer each month.

4.6 POSTAL

4.6.1 The proposal shall specify the Offeror's plan/procedure to:

1. Maintain the necessary postal equipment to affix postage to each item.
2. Maintain the necessary software essential to receive the largest postage discounts and maintain up-to-date knowledge to all United States mail regulations regarding First Class postage.
3. Utilize bar coding and arrange/sort the mail to qualify for the lowest postage rate consistent with the United States Postal Service standards.
4. Maintain the necessary documentation and equipment to track the submitted job from the time transmission from the Auditor/Treasurer to delivery to the United States Postal Service.
5. Provide a monthly manifest showing details of total number of notices printed and mailed with the total monies charged for postage and services.
6. Notify the Auditor/Treasurer, within a reasonable time frame, when mail exceeds postal weight requirements with estimated postal charges to be incurred when mailing.
7. Be responsible for the application of postage, coordination, required preparation and designated business day delivery of the Auditor's/Treasurer's billing statements to the United States Postal Service.

4.7 QUALITY

4.7.1 Every notice will be printed and mailed with the highest level of quality. Offeror shall address safeguards and quality control procedures in their written proposal, which are in place to avoid double notices, incorrect addresses, improper dates and other erroneous data.

4.8 SECURITY

4.8.1 Offeror must define and demonstrate security procedures in their written proposal, which are in place regarding transmission and safety of confidential information.

4.9 DISASTER RECOVERY PROCEDURES

4.9.1 Offeror must have a demonstrated disaster recovery program (hardware and software) addressed in their proposal that ensures prompt and complete recovery. The detail of this plan should include off-site storage of information, data recovery procedures, timing in which back- up will occur, equipment failure process, alternate FTP sites, etc. The Offeror shall detail their solution to ensure no significant interruption of service and any cost(s) that will be charged to the County for the availability of these services.

5.0 TERMS OF CONTRACT

5.1 Contract Term: The contract term shall be for three (3) years, with two optional annual renewals of one (1) year each. The Contract shall be valid from the date of the initial Purchase Order and shall remain valid for the duration of term mentioned above. Breach or non-performance of any Contract term must constitute cause upon which the County may immediately terminate the Contract by written notice. A waiver by the County of any breach or non-performance of any term of this agreement must not operate as a waiver of any subsequent breach or non-performance.

5.2 Termination of Contract

a. Should a dispute arise, and if, after a good faith effort at resolution, the dispute is not resolved, either party may terminate the contract by providing thirty (30) days written notice to the other party.

b. Convenience: In the event that this contract is terminated or canceled upon request and for the convenience of York County without the required (30) days advance written notice, then York County must negotiate reasonable termination costs, if applicable.

c. Cause: Termination by York County for cause, default or negligence on the part of the Offeror must be excluded from the foregoing provisions; termination costs, if any must not apply. The thirty (30) days advance notice requirement is waived and the default provision listed herein must apply.

d. Default: In case of default of Offeror, York County reserves the right to purchase/lease any or all items or all items/services in default open market, charging Offeror with any excessive costs.

5.3 NON-APPROPRIATION CLAUSE: Notwithstanding any other provision of this request/agreement, all obligations of the County under this solicitation which require the expenditure of funds are conditioned on the availability of funds appropriated for that purpose.

6.0 INQUIRIES: General questions about this solicitation should be submitted through the [GetAll portal](#), by selecting the questions icon in the

corresponding Q&A column.

7.0 SUBMITTAL REQUIREMENTS:

7.1 The following information must be tabbed to identify the required information. Failure to submit this information will render Proposal as nonresponsive.

TAB 1: TECHNICAL APPROACH: Provide a description of the Offeror's approach to providing the services requested in section 4.0, to include startup procedures/requirements, methodology, operations and management of billing/invoices reporting procedures to the County. Provide a copy of Offeror's schedule of services. Provide information on the managing of data collected during the contract and the systems and reporting capabilities.

TAB 2: QUALIFICATIONS OF THE FIRM: Provide a description and history of the firm along with information related to previous experience of providing services similar in nature, size and scope to those outlined in section 4.0 of this document. Provide at least three (3) references for which the firm has performed services within the past five years that are similar to the requirements in the Scope of Work outlined in section 4.0 of this document.

TAB 3: QUALIFICATIONS OF STAFF: Provide an organization chart, resumes, and summary of staff qualifications; along with key project staff pertaining to the contract. Key staff's experience demonstrating current capacity and current expertise in the scope of work outlined in section 4.0 of this document. Provide education, certifications, or special training of key staff members who would be assigned to the contract.

TAB 4: EXPERIENCE AND KNOWLEDGE OF SOUTH CAROLINA STATE TAX LAWS: Provide Offeror's experience and demonstrated knowledge of the tax laws of South Carolina. Outline the capabilities of staff/capacity to meet the needs of York County with assistance in compliance within the guidelines outlined by the State of South Carolina regarding taxes and remaining current with changes in the law.

NOTE: OFFERORS MAY CHOOSE TO SUBMIT PROPOSAL RESPONSE IN ELECTRONIC FORM OR VIA HAND DELIVERY OR COURIER SERVICE. ONLY ONE PROPOSAL WILL BE ACCEPTED.

7.2 ELECTRONIC SUBMITTALS: Electronic submittals shall be uploaded in PDF format via the GetAll online portal which can be accessed via <https://www.yorkcountygov.com/217/Procurement> under the Active Bids

link. To ensure that an electronic submittal is received by the due date and time, it is recommended that submittals are uploaded allowing sufficient time prior to deadline. An email confirmation of submittal will be received after clicking on the Confirm Bid button in the GetAll system. If confirmation email is not received, contact GetAll support at support@getall.com to confirm submittal was successful. Proposals received after specified time and date will be considered as non responsive and will be rejected accordingly. Faxed information is not acceptable.

7.3 The Offeror shall be responsible for confirming that submittal is received by the deadline. Any submittal received after the closing date and time deadline will not be considered.

7.4 For step by step instructions on how to submit a response, select Help and then Quick Reference in the GetAll portal.

7.5 Proposals must include all requested information. Failure to respond to any requested item may cause a Proposal to be deemed non responsive.

7.6 IN PERSON/COURIER DELIVERED SUBMITTALS: Proposals must be received at the location given below no later than the deadline on page 1 of this document. Information must be received at the York County Procurement Department, Room 3501, located at 6 S. Congress St., York, S.C. 29745 and must include one (1) original, clearly marked as such, and four (4) copies and one (1) electronic version (USB) of the firm's Qualifications and Proposal (include cost proposal). **Faxed information is not acceptable.** Proposals received after specified time and date will be rejected as non-responsive.

7.7 SUBMITTING REDACTED OFFERS: Proposals received by York County are considered public documents under the provisions of the South Carolina Code of Laws, Section 30-4-40, Freedom of Information Act (FOIA). If your offer includes information marked as Confidential, "Trade Secret," or "Protected", you must also submit one complete paper copy and include a digital copy in PDF format, of your offer from which you have removed or concealed such information (redacted copy). The redacted copies should (1) reflect the same pagination as the original, (2) show the empty space from which information was redacted. Except for the information removed or concealed, the redacted copies must be identical to your original offer, and the Procurement Officer must be able to view, search, copy, and print the redacted digital copy without a password. Marking your entire proposal as Confidential/Proprietary is not in conformance with the South Carolina Freedom of Information Act absent explanation providing an exemption under Section 30-4-40. A redacted copy if applicable, must be uploaded under submit response in the [GetAll portal](#), or must accompany the original submittal document if mailed or hand delivered.

8.0 PREPARATION OF PROPOSALS

A. All Proposals should be complete and carefully worded and must convey ALL information requested by York County. If errors are found in the Offeror's Proposal, or if the Proposal fails to conform to the requirements of this solicitation, York County will be the sole judge as to whether that variance is significant enough to reject the Offer.

B. Proposal should be prepared simply and economically. All data, materials and documentation shall be available in a clear, concise form. If additional information is required, Offerors shall supply additional materials as needed for the evaluating committee's internal use. York County reserves the right to reproduce Proposals for internal use in the evaluation process.

C. All Proposals shall provide a straight-forward, concise description of Offeror's ability to satisfy the requirements of this Solicitation.

D. Proposal must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting an Offer.

9.0 EVALUATION CRITERIA

Technical Approach/Methodology: Offeror's technical approach/methodology and suitability of the Offeror's proposed services to meet York County's requirements and needs. **25%**

Organizational Qualifications: Offeror's experience in providing services as requested in the specifications outlined in section 4.0 of this document. **20%**

Key Personnel: Individuals representing Offeror's organization who will be assigned to the contract along with credentials and roles of those individuals. **20%**

Price and Cost Containment: Offeror's pricing strategy and Proposal for containment of future costs. **25%**

Experience and Knowledge of S.C. Tax Laws: Offeror's ability to aid the County in adhering to S.C. tax law. **10%**

10.0 EVALUATION OF PROPOSALS

10.1 The Proposals will be evaluated by a committee comprised of county officials and key personnel. The committee will evaluate each proposal received and will make a recommendation to the York County Council for final award decision, as applicable.

10.2 The Offeror's past performance, personnel experience/project team, experience in the services, outlined in section 4.0 Scope of Work, in addition to the merits of the Proposals and cost are the general Evaluation Criteria as defined in section 9.0.

10.3 York County may require oral and visual presentation from those firms/individuals that are ranked or short-listed. This shall be done at York County's sole discretion when it determines presentations are essential as part of the evaluation process.

10.4 York County reserves the right to reject any and all Proposals at any time prior to award; and to waive informalities and minor irregularities, and request additional information or clarifications in the evaluation of responses received. York County shall select the offer that best serves the interest of York County; Offerors are advised to provide all pertinent information required by the Proposal in their written response.

11.0 PROTEST PROCEDURES: Any prospective bidder, offeror, contractor or subcontractor aggrieved in connection with the solicitation of a contract shall protest to the Procurement Director within seven days, but not thereafter, of the date of issuance of the invitation for bids, request for proposals or other solicitation documents, whichever is applicable, or any amendment thereto, if the amendment is at issue. Any actual bidder, offeror, contractor or subcontractor aggrieved in connection with the intended award or award of a contract shall protest to the appropriate Procurement Officer within seven days, but not thereafter, of the date notification of award is posted. A protest shall be in writing, submitted to the Procurement Director, and shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided, and must be received within the time provided.

12.0 SUMMARY

A contract may be awarded to the firm whose qualifications and project approach best meets the requirements and criteria set forth in this request and is most advantageous to the County. The proposing firm shall demonstrate compliance with the requirements established in this RFP and must be able to perform the tasks in accordance with the standards contained herein. The successful firm shall have the full and sole responsibility of providing all of the proposed services as finally agreed upon and accepted by the County.

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13.0 GENERAL REQUIREMENTS

13.1 All Offerors including the employees of the Offeror must comply with all applicable Federal, State, and County laws pertaining to contracts entered into by governmental agencies, including non-discrimination employment. Contracts entered into on the basis of submitted proposal responses are revocable if contrary to law. Contracts for work resulting from this request will obligate the Offeror to not discriminate on the basis of race, color, creed, religion, handicap, or national origin in their employment practices.

13.2 TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 Contractors shall comply with Title VI of the Civil Rights Act of 1964. York County strongly encourages the use of and involvement of Disadvantaged Business Enterprises (DBE) on this project.

13.3 CONFLICT OF INTEREST: The successful firm shall not knowingly employ, during the period of a contract, or any extensions to it, any professional personnel who are also in the employ of York County and who are providing services involving this request or services similar in nature to the scope of this request to the County. Furthermore, the firm shall not knowingly employ, during the period of a contract or any extensions to it, any York County employee who has participated in the making of a contract until at least two years after his/her termination of employment with York County.

13.4 INDEMNIFICATION AND HOLD HARMLESS: The successful firm shall agree to protect, defend, indemnify, and forever hold harmless, the County, its agents, officers, and employees, from and against any and all claims, liabilities, damages, costs, actions, proceedings, of any nature whatsoever, however alleged or termed, or in any lawsuits, arising in any manner out of any action or failure to act, by the firm, its officers, agents, and employees, or relating to or arising out of the performance or failure to perform, by the firm, its officers, agents, and employees, any obligations arising under its agreement with the County, or any other type claim/lawsuit whatsoever, however alleged or termed, which may arise at any time as a result of or related to the provision of service(s) for the County by the successful firm, without regard to the source, nature, or validity of the claim/lawsuit. Losses, liabilities, expenses and claims for damages shall include, but not be limited to, civil and criminal fines and penalties, loss of use and/or services, claims for injury, damage, disability, property damage, or death, injury to real or personal property, and attorneys' fees, costs, and expenses incurred by the County or any of its agents, officers, and employees.

13.4.1 The County shall not be precluded from receiving the benefits of any insurance the firm may carry which provides for indemnification for any loss or damage to property in the firm's custody and control, where such loss or destruction is to County property. The firm shall do nothing to prejudice the County's right to recover against third parties for any loss, destruction or damage to County property.

13.5 DRUG-FREE WORKPLACE: During the performance of this request, the firm agrees to provide a drug-free workplace for his employees; post in conspicuous places, available to employees and applicants for employment, a statement

notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the firm maintains a drug-free workplace. For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor/firm in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of this request.

13.6 APPLICABILITY/JURISDICTION OF SOUTH CAROLINA LAW AND

COURTS: Upon award of a contract under this request the person, partnership, association or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business with this State. Notwithstanding the fact that applicable statutes may exempt or exclude the successful firm from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed proposal, the firm agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.

13.7 CERTIFICATE OF INSURANCE: Once selected, the successful firm will be required to provide proof of insurance to include professional liability; workers compensation, employer’s liability and general liability prior to commencing work.

13.7.1 The firm must procure and maintain, for the duration of this project, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the proposer, his/her agents, representatives, employees or subcontractors. York County requires Certificates of Insurance from proposer’s doing business with the county within ten (10) working days from notice of award. York County shall be named as “Additional Insured” on all Certificates of Insurance except Workers Compensation.

- General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage,
- Worker’s Compensation: Coverage as required by the laws of the State of Carolina,
- Automobile Liability: \$500,000 combined single limit per occurrence,
- Employers Liability: \$100,000 Bodily by Accident, \$500,000 Bodily Injury by Disease, \$100,000 Bodily Injury by Disease Each Employee.
- Professional Liability: \$2,000,000 per occurrence

13.8 ASSIGNMENT: No contract or its provisions may be assigned, sublet, or transferred without the written consent of the County.

13.9 OWNERSHIP OF MATERIAL: All proposals and supporting materials (including all data, material, and documentation) originated and prepared for York County pursuant to this RFP and including correspondences relating to this RFP shall, belong exclusively to York County.

13.10 PRIME CONSULTANT RESPONSIBILITIES: The Consultant will be required to assume sole responsibility for the complete effort as required by this RFP. York County will consider the Consultant to be the sole point of contact with regard to contractual matters.

13.11 SUBCONSULTING: If any part of the work covered by this RFP is to be subcontracted, the Consultant shall identify the subcontracting organization and the contractual arrangements made therewith. All sub consultants must be approved by York County. The successful Consultant will also furnish the corporate or company name.

13.12 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION: The Consultant certifies, by submission of this document or acceptance of a contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State, Federal department, or agency. It further agrees by submitting this qualification statement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Consultant or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/bid.

13.13 RECORDS RETENTION & RIGHT TO AUDIT: The County shall have the right to audit books and records of the Consultant as they pertain to this contract. Such books and records shall be maintained for a period of three (3) years from the date of final payment under the contract.

The County may conduct, or have conducted, performance audits of the Consultant. The County may conduct, or have conducted, audits of specific requirements of this solicitation as determined necessary by the County.

Pertaining to all audits, Consultant shall make available to the County access to its computer files containing the history of contract performance and all other documents related to the audit. Additionally, any software used by the Consultant shall be made available for auditing purposes at no cost to the County.

13.14 PUBLIC ACCESS TO PROCUREMENT INFORMATION: Subject to the requirements of the Freedom of Information Act, commercial or financial information obtained in response to this RFP which is deemed privileged and confidential by the Offeror, will not be disclosed. Such privileged and confidential information should be clearly marked as such and includes information which if disclosed, might cause harm to the competitive position of the Offeror supplying the information. All Offerors, therefore, must visibly mark as "CONFIDENTIAL" each specific part of their proposal which such Offerors consider to contain proprietary or other privileged information. Additionally, all Offerors shall be solely

responsible for identifying as exempt from the Freedom of Information Act and for visibly marking as "EXEMPT FROM FREEDOM OF INFORMATION ACT" each specific part of their proposal which Offerors deem to be so exempt and shall further be solely responsible for any consequences that might arise from the nondisclosure of any information that is subsequently determined not to have such an exemption. York County hereby disclaims any responsibility for not disclosing information identified by any Offeror as exempt from the Freedom of Information Act and further hereby disclaims any responsibility for any information which is disclosed as a result of Offeror' s failure to visibly mark it as "CONFIDENTIAL" or to improperly mark it as "confidential". Offeror must identify specific parts of the proposal package as confidential. Failure to do so or to mark the entire proposal package as confidential may result in disclosure of that information.

NOTE: A redacted copy if applicable, must be uploaded under submit response in the GetAll portal.

14.0 NON-COLLUSIVE PROPOSAL CERTIFICATION & DISQUALIFICATION

14.1 By submission of a proposal , each Offeror and each person signing on behalf of any Offeror certifies, and in the case of a joint proposal each party certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor.

Unless otherwise required by law, the prices which have been quoted in this proposal have not knowingly been disclosed by the Offeror and will not knowingly be disclosed prior to the proposal opening, directly or indirectly, to any other Offeror or to any competitor.

No attempt has been or will be made by the Offeror to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition

One Proposal: Only one Proposal from an individual firm, partnership, company, or corporation under the same or under different names will be considered. If York County believes that an Offeror submitted more than one Proposal for the work involved, all Proposals submitted by that Offeror will be rejected.

15.0 CERTIFICATION REGARDING IMMIGRATION REFORM & CONTROL

All Contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the Contractor as well as any subcontractor or sub-subcontractor. The usual method of verification is through the Employment Verification (I-9) Form. With the submission of this bid, the Contractor hereby certifies without exception that Contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States

constitutes a material breach and, at the State's option, may subject the contract to termination and any applicable damages. The Contractor certifies that, should it be awarded a contract by the County, the Contractor will comply with all applicable federal and state laws, standards, orders and regulations affecting a person's participation and eligibility in any program or activity undertaken by the Contractor pursuant to this contract. The Contractor further certifies that it will remain in compliance throughout the term of the contract. At the County's request, the Contractor is expected to produce to the County any documentation or other such evidence to verify the Contractor's compliance with any provision, duty, certification, or the like under the contract. The Contractor agrees to include this Certification in contracts between itself and any subcontractors in connection with the services performed under this contract.

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16.0 COST PROPOSAL

16.1 The Offeror must submit one clearly marked detailed cost proposal in a separate PDF with submission of Proposal. **Do not include Cost Proposal with signed original or copies of Proposal.**

Offerors are encouraged to provide any additional information and/or pricing (including discounts or incentives) that will address the best value of offerings presented in their technical proposal. The Cost Proposal will be evaluated on the rates that will be billed to the County with any addition of overhead, administrative costs or price increases applied. Cost proposal must include all costs associated with the comprehensive proposed printing and mailing solution. **Exception:** (Do Not include postage cost; postage will be billed at cost at the lowest attainable rate).

Cost (Not to include postage; postage will be billed at cost at the lowest attainable rate).

COST PROPOSAL

Description	Cost Per 1,000
Proposed method of processing Monthly Vehicle & Watercraft Tax Notice Cost per 1,000	
Proposed method of processing Real and Personal Property Tax Notice Cost per 1,000	
Proposed method of processing Annual Delinquent Tax Notice Cost per 1,000	
Proposed method of processing Annual Final Tax Notice Cost per 1,000	
TOTAL COST	

ADDITIONAL COSTS

Description	Cost
Pressure Seal Mailing Option	
Alternate in house printing solution (must identify make and model of recommended printing device, if applicable)	
Additional Fees (identify each additional proposed service in detail)	

17.0

ACKNOWLEDGEMENT OF ADDENDA

Offeror hereby acknowledges receipt of all Addenda through and including:

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Company _____

Authorized Signature _____

Print Name _____

Email Address _____

(Please print clearly)

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

Signature Page - OFFERORS MUST COMPLETE AND SIGN THE FORM BELOW

The submittal must be signed by an authorized representative of the Offeror accepting all terms and conditions contained in this document and any addenda. Modifying the terms and conditions of this solicitation may result in your response being rejected.

COMPANY NAME

FEDERAL TAX ID NUMBER

COMPANY ADDRESS

CITY, STATE, ZIP+4

PAYMENT/REMITTANCE ADDRESS

CITY, STATE, ZIP+4

EMAIL ADDRESS

COMPANY TELEPHONE

PRINT NAME

TITLE

AUTHORIZED SIGNATURE

DATE

Minority Status

- _____ Not Minority Owned
- _____ African American Male
- _____ Caucasian Female
- _____ African American Female
- _____ Aleut
- _____ Eskimo
- _____ East Indian
- _____ Native American
- _____ Asian
- _____ Other (Please Explain)

ATTACHMENTS

YORK COUNTY SAMPLE NOTICES/ENVELOPES TO INCLUDE:

Assessment Notice

Execution Notice of Delinquent Property Tax

Final Notice of Delinquent Property Tax

Property Tax Bill

Vehicle Tax/Registration Notice

Watercraft Notice

Front of Envelope

Back of Envelope



York County Government

Office of the Assessor

Post Office Box 57, York, S.C. 29745

(803) 684-8526 phone

(803) 628-3936 fax

assessor@yorkcountygov.com

ASSESSMENT NOTICE

THIS IS NOT A TAX BILL

Date of Notice

Appeal Deadline Date

MAP REF. NUMBER:

TAX DISTRICT:

Notice of Classification, Appraisal & Assessment of Real Estate 2023 Tax Year

CLASSIFICATION	LOTS/ACRES	MARKET VALUE	LIMITED TAXABLE VALUE	X	RATIO	=	TOTAL ASSESSMENT
OWNER OCCUPIED RESIDENTIAL				X		=	
OTHER PROPERTY				X		=	
MARKET VALUE AGRICULTURAL				X		=	
USE VALUE AGRICULTURAL				X		=	
							TOTAL ASSESSMENT (NOT TAX AMOUNT)
PROPERTY LOCATION - LEGAL DESCRIPTION							

11236PNOA 6/9/23 626, Blue 072, K Part 3.5

If property should be classified as owner occupied residential, please complete a Legal Residence Application from our website: www.yorkcountygov.com/150/assessor

MAP REF. NUMBER:

PLEASE CORRECT / UPDATE YOUR MAILING ADDRESS / EMAIL ADDRESS

PHONE: _____

EMAIL ADDRESS: _____

Signature of owner/authorized representative (required)

Date: _____

IF YOU WISH TO APPEAL THE ASSESSMENT ON YOUR PROPERTY:

If you disagree with the assessor's appraisal of your property and wish to appeal, state law provides the following procedures in Section 12-60-2510 et seq. of the 1976 Code of Laws, as amended.

- Step 1** Request in writing within ninety (90) days of the Assessor's mail date on the assessment notice. **YOU MAY USE THE PROPERTY APPRAISAL OBJECTION FORM ON OUR WEBSITE: www.yorkcountygov.com/150/assessor**
- Step 2** Upon receipt of your written objection, your appraisal will be reviewed for possible errors. If a correction is made you will receive a revised notice. Conferences will be held in person or by phone and scheduled at the convenience of the taxpayer. If the matter is resolved at the conference, no further action is necessary on the part of the taxpayer.

If the matter is not resolved at the conference, a Notice of Action - No Change letter will be mailed; the property owner has thirty (30) days from the date on the Notice of Action – No Change letter to file a written Protest with the Assessor.

The protest MUST be timely filed.

- Step 3** The Assessor will then respond to the taxpayer within thirty (30) days of the date of receipt of the taxpayer's protest or as soon thereafter as practical. Any re-determined property assessment will be forwarded to the auditors office for billing.
- Step 4** If the taxpayer is not satisfied with the response of the Assessor, an appeal may be filed with the York County Board of Appeals. The appeal MUST be filed within thirty (30) days of the date of the County Assessor's Final Notice of Action. Upon request and within thirty (30) days of the date of the County Assessor's Final Notice of Action, the Assessor may extend the time period for filing a taxpayer's appeal. Failure to file within the appeal period constitutes a waiver of the owner's right of appeal for that tax year and the assessor is not required to review any request filed after that time.

Market Value of property
as determined by the Assessor

Assessment ratio as prescribed
by law, either 4% or 6%.

Total Assessment is **NOT** THE TAX AMOUNT.
Value obtained by multiplying the taxable
value by the assessment ratio.

CLASSIFICATION	LOTS/ACRES	MARKET VALUE	LIMITED TAXABLE VALUE	X	RATIO	=	TOTAL ASSESSMENT
OWNER OCCUPIED RESIDENTIAL				X		=	
OTHER PROPERTY				X		=	
MARKET VALUE AGRICULTURAL				X		=	
USE VALUE AGRICULTURAL				X		=	
				TOTAL ASSESSMENT (NOT TAX AMOUNT)		=	
PROPERTY LOCATION - SUBDIVISION - LEGAL DESCRIPTION							

Limited Taxable Value as required under the South Carolina Valuation Reform Act of 2006. The cap limits the increase in value of property to no greater than 15% during the five-year assessment cycle. Exceptions to the limitation: new construction and Assessable Transfer of Interest.

Filing of an appeal of the assessment of real property does not preclude the tax liability; therefore, while the appeals process is under way, it is highly recommended that taxes are paid before the penalty date in order to avoid further penalty.

Section 12-60-90 to the SC Code of Laws effectively specifies who can make a presentation for a taxpayer in the administrative tax process. This presentation includes the preparation and filing of necessary documents, correspondence with, and communications to state and local tax authorities, and the representation of a client at conferences, hearings, and meetings.

Only the following can make a presentation for a taxpayer: 1) The property owner. 2) A member of his immediate family without compensation. 3) The property owner's full time employee. 4) A partner or partnership. 5) An attorney. 6) A certified public accountant (CPA). 7) An Internal Revenue Service enrolled agent. 8) A real estate appraiser who is licensed by the South Carolina Real Estate Appraiser's Board.

STATEMENT OF DELINQUENT TAXES



YORK COUNTY, S.C.

YORK COUNTY TREASURER

P.O. BOX 116

YORK, S.C. 29745

TELEPHONE: (803) 684-8527 or (803) 909-7272

www.yorkcountygov.com

TAX BILL NUMBER

EXECUTION NOTICE OF DELINQUENT PROPERTY TAX 2022

MAP REFERENCE #

PROPERTY INFORMATION

SUMMARY OF TAXES DUE BY TAX YEAR		
TAX YEAR	TAX BILL NUMBER	AMOUNT DUE

PAYMENT METHODS

Cash • Credit Card
Money Order • Certified Check


PAYMENT WILL BE APPLIED TO THE OLDEST CHRONOLOGICAL DELINQUENCY UNLESS PAID IN FULL.

Phone payments can be made at 1-866-541-4097
Online payments at www.yorkcountygov.com. All card transactions are subject to a convenience fee which is collected by the county and passed on to the payment processor

TOTAL TAX / PENALTIES / COST DUE

****All taxes need to be paid by Friday, November 3rd at 5pm to avoid being sold at the tax sale.****
****Additional costs will accrue if total amount due is not paid before mailing of final notice, advertising and posting of property.****

KEVIN MADDEN, TREASURER FOR YORK COUNTY TO THE DELINQUENT TAX COLLECTOR OF YORK COUNTY OR HIS OR HER DEPUTY: WHEREAS, THE TAXPAYER WHOSE NAME APPEARS ABOVE HAS BEEN DULY ASSESSED THE SUM NOTED ABOVE FOR SCHOOL, COUNTY AND SPECIAL TAXES FOR THE TAX YEAR LISTED ABOVE AND HAS FAILED TO PAY THE TAXES. THIS EXECUTION COMMANDS YOU IN THE NAME OF THE STATE TO LEVY BY DISTRESS AND SALE ON SO MUCH OF THE DELINQUENT TAXPAYER'S PROPERTY AS IS SUFFICIENT TO SATISFY THE DELINQUENT TAXES, ASSESSMENTS, PENALTIES AND COSTS. THIS EXECUTION IS SUFFICIENT WARRANT A LEVY BY DISTRESS AND SALE.

 (L.S.) YORK COUNTY TREASURER

11236PEDN 4/6/23 CMYK per f.3.5

TAX BILL NUMBER

TOTAL TAX / PENALTIES / COST DUE

PAY THIS AMOUNT

PLEASE MAKE CHECKS PAYABLE AND REMIT TO:

County Taxes: If you have questions concerning your taxes, please contact one of the following offices:

County Assessor (803-684-8526, Option #2): For questions on real estate and mobile home assessments, ownership records, address changes and roll back taxes.

County Auditor (803-684-8501; 803-909-7171): For questions on the preparation and calculation of tax bills, homestead exemption applications, and personal property assessments including vehicles, business personal property, watercraft and aircraft.

County Treasurer/Tax Collector (803-684-8527, 803-909-7272): For questions on the payment of current or delinquent taxes.

Taxes may be paid at the following locations:

York County Office Complex	York County Government Center
1070 Heckle Blvd. - Suite 1100	6 South Congress Street
Rock Hill, SC 29732	York, SC 29745

PAYMENT METHODS

**Cash • Credit Card
Money Order • Certified Check**

**PAYMENT WILL BE APPLIED TO THE
OLDEST CHRONOLOGICAL DELINQUENCY
UNLESS PAID IN FULL.**

Phone payments can be made at 1-866-541-4097

Online payments at www.yorkcountygov.com. All card transactions are subject to a convenience fee which is collected by the county and passed on to the payment processor

Address changes for real estate can be made online at Yorkcountygov.com under the Assessor's department.

STATEMENT OF DELINQUENT TAXES



YORK COUNTY, S.C.

YORK COUNTY TREASURER
 P.O. BOX 116
 YORK, S.C. 29745
 TELEPHONE: (803) 684-8527 or (803) 909-7272
www.yorkcountygov.com

TAX BILL NUMBER

FINAL NOTICE OF DELINQUENT PROPERTY TAX 2022

MAP REFERENCE #	PROPERTY INFORMATION
<input type="text"/>	<input type="text"/>

SUMMARY OF TAXES DUE BY TAX YEAR		
TAX YEAR	TAX BILL NUMBER	AMOUNT DUE
<input type="text"/>	<input type="text"/>	<input type="text"/>

PAYMENT METHODS
Cash • Credit Card
Money Order • Certified Check
 PAYMENT WILL BE APPLIED TO THE OLDEST CHRONOLOGICAL DELINQUENCY UNLESS PAID IN FULL.

Phone payments can be made at 1-866-541-4097
 Online payments at www.yorkcountygov.com
No Personal or E Checks will be accepted. All card transactions are subject to a convenience fee which is collected by the county and passed on to the payment processor

TOTAL TAX / PENALTIES / COST DUE

****All taxes must be received by Friday, November 3rd, 2023 at 5pm to avoid being sold at the tax sale on Monday, November 6th, 2023.**
**** No Postmark will be accepted. **Additional costs will accrue if total amount due is not paid before advertising and posting of property.**
**** Online payments will not be accepted after October 27th, 2023******

11236PFTN 6/13/23 CMYK perf 3.5

SUMMARY OF TAXES DUE BY TAX YEAR		
TAX YEAR	TAX BILL NUMBER	AMOUNT DUE
<input type="text"/>	<input type="text"/>	<input type="text"/>

TAX BILL NUMBER

TOTAL TAX / PENALTIES / COST DUE
PAY THIS AMOUNT

PLEASE MAKE CERTIFIED FUNDS PAYABLE & REMIT TO:

County Taxes: If you have questions concerning your taxes, please contact one of the following offices:

County Assessor (803-684-8526): For questions on real estate and mobile home assessments, ownership records, address changes and roll back taxes.

County Auditor (803-684-8501; 803-909-7171): For questions on the preparation and calculation of tax bills, homestead exemption applications, and personal property assessments including vehicles, business personal property, watercraft and aircraft.

County Treasurer/Tax Collector (803-684-8527, 803-909-7272): For questions on the payment of current or delinquent taxes.

Taxes may be paid at the following locations:

York County Office Complex	York County Government Center
1070 Heckle Blvd. - Suite 1100	6 South Congress Street
Rock Hill, SC 29732	York, SC 29745

PAYMENT METHODS

**Cash • Credit Card
Money Order • Certified Check**

**PAYMENT WILL BE APPLIED TO THE
OLDEST CHRONOLOGICAL DELINQUENCY
UNLESS PAID IN FULL.**

Phone payments can be made at 1-866-541-4097

Online payments at www.yorkcountygov.com

No Personal or E Checks will be accepted. All card transactions are subject to a convenience fee which is collected by the county and passed on to the payment processor

Address changes for real estate can be made online at Yorkcountygov.com under the Assessor's department.



2023 YORK COUNTY PROPERTY TAX BILL

Do you have questions about this bill? Please see the back for more information.

If taxes are to be paid by your mortgage company or escrow agent, please forward a copy of this notice to them.

Due to high volumes of mail, it may take a few weeks to process mailed check payments.

Tax Receipt Number	Map Reference Number

Values And Prior Year Information			
Taxable Value			
Assessment Ratio			
Assessed Value			
Prior Year Tax			

Where Your Tax Dollars Go		
The tax amount for each fund listed in the description below is calculated by multiplying the assessed value by the millage rate. This does not apply to "fee" amounts.		
Description	Millage	Tax

Description of Property
District City Code School District City

Taxes and Fees	
Gross Taxes	
Less Exemptions:	
School Tax Credit	
Homestead Exemption	
Industrial Abatement	
Plus City Fees: (CONTACT CITY FOR MORE INFORMATION)	
TOTAL TAXES & FEES DUE BY January 16, 2024	

To pay **online** visit: Yorkcountygov.com
 To pay **by phone** call: 866-541-4097

2023 YORK COUNTY PROPERTY TAX BILL

Tax Year	Tax Receipt Number	Map Reference Number

If Your Address Has Changed, Please Indicate New Address Below:

Penalty Amounts Due After January 16, 2024		
Total Taxes & Fees Due By January 16, 2024		
Jan. 17 - Feb. 1, 2024	3%	
Feb. 2 - March 18, 2024	10%	
Beginning March 19, 2024	15%	

Please Make Checks Payable and Remit To:

For faster processing, please mail in the original, unaltered bottom portion of the bill in our return envelope.

If you have questions concerning your taxes, please contact the appropriate office as listed below.

County Offices

Assessor 803-684-8526 Option 2: For questions on real estate and mobile home assessments, ownership records, address changes and roll back taxes.

Auditor 803-684-8501 or 909-7171: For questions on the preparation and calculation of tax bills, homestead exemption applications, and personal property assessments including vehicles, business personal property, watercraft and aircraft.

Treasurer 803-684-8527 or 909-7272: For questions on the payment of current or delinquent taxes.

Municipalities

Town of Clover 803-222-9495

Town of Sharon 803-927-1927

Town of Fort Mill 803-547-2116

City of Tega Cay 803-548-3512

Town of Hickory Grove 803-925-2625

City of York 803-684-2341

City of Rock Hill 803-325-2500

For questions regarding the Town of Fort Mill's Storm Water Utility fee, please contact the Storm Water Department at 803-396-9730.

School Districts

York School District #1 803-684-9916

Clover School District #2 803-810-8000

Rock Hill School District #3 803-981-1000

Fort Mill School District #4 803-548-2527

Installment Payments (Advance Payments of Real Estate Taxes)

In 2009 Council adopted an ordinance providing for installment payments of real estate taxes. This option allows taxpayers to pay their future year taxes in advance of the January 16th tax deadline in 6 installments. The amount of the first five installment payments is based on the amount of the current year's tax bill and the final installment is determined once the new bill has been calculated in October.

In order to be eligible for the Tax Year 2024 installment program, your 2023 taxes must be paid by January 16, 2024.

The application period is from December 1, 2023 through January 16, 2024 and will be online beginning December 1, 2023.

Homestead Exemption Program

You are eligible for a reduction in this tax bill if you met the following qualifications prior to December 31st of last year:

- Were 65 years of age; or were legally blind; or were 100% disabled.....**AND**
- Hold complete fee simple title or life estate to this property as your primary residence ...**AND**
- Have been a legal resident of South Carolina for at least a year prior to December 31st of last year.

If you are already receiving the Homestead Exemption, you do not need to reapply unless, in the past year, there has been a change in ownership of the property or you have moved. For further information contact the Auditor's Office.

Aircraft and Watercraft

SC Code provides for the proration of property taxes, if the seller and buyer agree, when personal property (boats, motors, airplanes, helicopters but not including motor vehicles or units of manufactured housing) is transferred. If you wish to appeal the value of your personal property or have your taxes prorated, you must do this on or before the first penalty date. For details, contact the Auditor's Office prior to January 17th.

Real Estate

If this property was transferred to a new owner during the year and the new owner is responsible for the taxes, please forward this bill to the new owner of the property or contact the Assessor's Office.

Payment Information

Taxes may be paid by mail or at the following locations

York County Office Complex
1070 Heckle Blvd. Suite 1100
Rock Hill, SC 29732

York County Government Center
6 S. Congress Street
York, SC 29745

We accept cash, check, certified funds or credit/debit card at counter. Cards accepted are Visa, Master Card, Discover and American Express. All card transactions are subject to a convenience fee which is collected by county and passed on to the payment processor. **Payments can also be made via phone at 1-866-541-4097 or by website at www.yorkcountygov.com.** E-checks are also accepted at no charge.

No partial payments accepted.



YORK COUNTY VEHICLE TAX/REGISTRATION NOTICE

Bills prepared by York County Auditor's Office
803-684-8501 • 803-909-7171
 auditor@yorkcountygov.com
 Please see reverse side for more information

TAX RECEIPT NUMBER	DISTRICT	TOWN CODE	CITY OF		MONTH/YEAR
YEAR	MAKE	MODEL	BODY	VIN #	
PLATE	CLASS	EMPTY WEIGHT	GVW	VEHICLE VALUE	ASSESSED VALUE

BREAKDOWN OF TAXES

ACCOUNT	MILL	TAXES

TOTAL TAXES DUE	
REGISTRATION FEES DUE	
DECAL FEE	
TOTAL AMOUNT DUE BY	

**KEEP UPPER PORTION FOR YOUR RECORDS
 AND SEE BACK FOR OTHER INFORMATION**

11236PVTN 11/9/20 CMYK Perf. 3.5"

MAIL PAYMENT WITH BOTTOM PART OF BILL OR SEE BACK FOR ADDITIONAL PAYMENT OPTIONS

TAX RECEIPT NUMBER	DISTRICT	TOWN CODE	VEHICLE VALUE	ASSESSMENT RATIO	ASSESSED VALUE

S. C. VEHICLE INFORMATION					
TYPE _____	YEAR _____	VIN # _____			
TAG # _____	MAKE _____	MODEL _____	BODY _____		
GROSS WT _____	EMPTY WT _____	VCS _____			
TAX YEAR - _____		MONTH - _____			

CHANGES TO MAILING ADDRESS

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TOTAL TAXES DUE	
REGISTRATION FEES DUE	
DECAL FEE	
TOTAL AMOUNT DUE BY	

PLEASE MAKE CHECKS PAYABLE AND REMIT TO:



YORK COUNTY TREASURER
 PO BOX 116
 YORK, SC 29745



Contact the Auditor's Office at 803-684-8501 or 803-909-7171 for questions regarding the calculation of your tax bill or changes in your vehicle status (as listed below).

Do not pay this tax bill if.....

- You no longer own the vehicle.
- You have moved to another County or State.
- You transferred the tag to another vehicle.
- You have high mileage or wish to appeal your appraised value.

If you no longer own the vehicle taxed, send the tax bill back to York County noting this with your signature and the date.

If you have moved to another county in South Carolina, contact the Auditor's Office in the new county to request a tax bill. Send this bill back to York County noting this with your signature and the date.

After you have paid the taxes on this vehicle and renewed the tag, you may transfer the tag to a new vehicle without paying additional taxes until the tag is up for renewal again as long as the tag has not been previously transferred. If the tag has been previously transferred, you may still transfer it again but will be required to pay additional taxes for the new vehicle.

If your vehicle has high mileage or other factors which make it less valuable than the average vehicle, you may submit an appeal. Appeals must be done on or before the tax due date and submitted annually for consideration of an adjustment. If the appeal is submitted on the tax due date, you will need to make sure you come in to pay as our website updates overnight and any changes made will not be reflected until the next day. This may result in a late fee from the Department of Motor Vehicles and require that you visit their office to pick up your new decal and registration.

If a South Carolina dealer purchased your tag for you, you have 120 days from the date of purchase to pay the property taxes on the vehicle tagged. Failure to pay this tax could result in suspension of your driver's license.

Avoid penalties and a trip to the DMV by mailing your payment or paying online by your tax due date. Your tax receipt, decal, and registration will be mailed to you.

PAYMENT OPTIONS

Taxes may be paid at the following locations:

York County Office Complex	York County Government Center
1070 Heckle Blvd. - Suite 1100	6 South Congress Street
Rock Hill, SC 29732	York, SC 29745

We accept cash, check, certified funds or credit/debit card at counter. Cards accepted are Visa, Master Card, Discover and American Express. All card transactions are subject to a convenience fee which is collected by county and passed on to the payment processor. Payments can also be made via phone at **1-866-541-4097** or by website www.yorkcountygov.com. E-checks are also accepted at no charge.

Payments made by mail, phone or online for vehicle registrations received by the renewal dates will be mailed to the address on the tax bills by the SC Department of Motor Vehicles. For payments made in person by the renewal date, you may obtain receipts, decals and registrations from the York County Tax Collection Office, unless there is a DMV error code when the payment is posted. To obtain decals and registrations for payments received after the renewal dates and for those requiring DMV attention, you will need to take the original York County tax receipt to the DMV.

Returned checks will be referred to York County Solicitors Office.

No partial payments accepted.



YORK COUNTY WATERCRAFT NOTICE

Bills prepared by York County Auditor's Office
803-684-8501 • 803-909-7171
 auditor@yorkcountygov.com
 Please see reverse side for more information

TAX RECEIPT NUMBER	DISTRICT	TOWN CODE	CITY OF	MONTH/YEAR
YEAR	MAKE	MODEL	LENGTH	TITLE NUMBER
REGISTRATION NUMBER	HULL ID NUMBER	WATERCRAFT VALUE	ASSESSMENT RATIO	ASSESSED VALUE

BREAKDOWN OF TAXES

ACCOUNT	MILL	TAXES

TOTAL TAXES DUE	
REGISTRATION FEES DUE	
DECAL FEE	
TOTAL AMOUNT DUE BY	

**KEEP UPPER PORTION FOR YOUR RECORDS
 AND SEE BACK FOR OTHER INFORMATION**

11236PWCN 4/16/21 CMYK Perf. 3.5"

MAIL PAYMENT WITH BOTTOM PART OF BILL OR SEE BACK FOR ADDITIONAL PAYMENT OPTIONS

TAX RECEIPT NUMBER	DISTRICT	TOWN CODE	WATERCRAFT VALUE	ASSESSMENT RATIO	ASSESSED VALUE

S.C. VEHICLE INFORMATION

YEAR _____ TITLE# _____

HULL ID # _____ MAKE _____ MODEL _____

LENGTH _____ REGISTRATION # _____

TAX YEAR - _____ MONTH - _____

CHANGES TO MAILING ADDRESS

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TOTAL TAXES DUE	
REGISTRATION FEES DUE	
DECAL FEE	
TOTAL AMOUNT DUE BY	

PLEASE MAKE CHECKS PAYABLE AND REMIT TO:

YORK COUNTY TREASURER
 PO BOX 116
 YORK, SC 29745

Contact the Auditor's Office at 803-684-8501 or 803-909-7171 for questions regarding the calculation of your tax bill or changes in your watercraft status (as listed below).

Do not pay this tax bill if.....

- You no longer own the watercraft.
- You have moved to another County or State.

If you no longer own the watercraft taxed, send the tax bill back to York County noting this with your signature and the date along with documentation (bill of sale).

If you have moved to another county in South Carolina, contact the Auditor's Office in the new county to request a tax bill. Send this bill back to York County noting this with your signature and the date.

You may submit an appeal if you disagree with the value placed on your watercraft. Appeals must be done on or before the tax due date and submitted annually for consideration of an adjustment. If the appeal is submitted on the tax due date, you will need to make sure you come in to pay as our website updates overnight and any changes made will not be reflected until the next day.

Payment Options

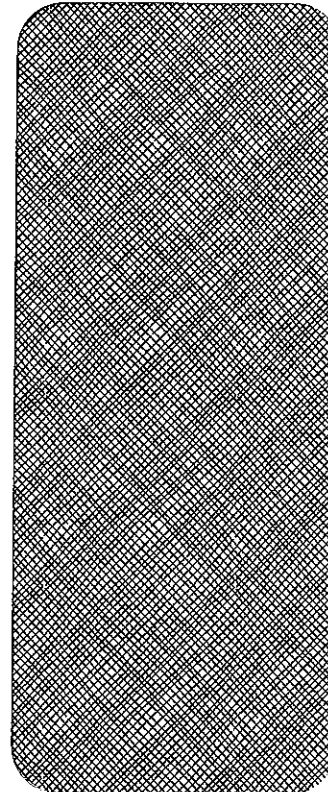
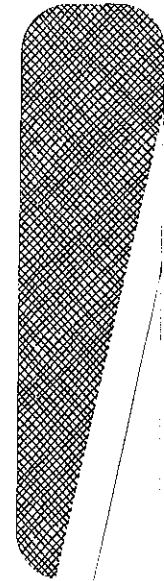
We accept cash, check, certified funds or credit/debit card at counter. Cards accepted are Visa, Master Card, Discover, and American Express. All card transactions are subject to a convenience fee which is collected by County and passed on to the payment processor. Payments can also be made via phone at 1-866-541-4097 or by website www.yorkcountygov.com. E-checks are also accepted at no charge.

Returned checks will be referred to York County Solicitors Office.

No partial payments accepted.

Taxes may be mailed to: York County Treasurer PO Box 116 York, SC 29745

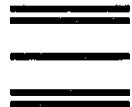
Taxes may also be paid at one of the following locations: York County Government Center 6 S. Congress St. York, SC 29745 or York County Office Complex 1070 Heckle Blvd. Suite 1100 Rock Hill, SC 29732



FIRST CLASS MAIL

IMPORTANT DOCUMENTS ENCLOSED





AFFIX
POSTAGE
HERE
UNSTAMPED
MAIL WILL BE
RETURNED

