



LEGAL NOTICE

REQUEST FOR BID
SEALED BID 13-074

For

Printing & Mailing of Real Estate Assessment and Property Tax Liability Notices

For

**ST. CHARLES COUNTY GOVERNMENT
ST. CHARLES, MISSOURI**

St. Charles County is seeking bids for **Printing & Mailing of Real Estate Assessment and Property Tax Liability Notices**. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.

BID INSTRUCTIONS

One original and three [3] signed copies of the bid must be received in a sealed envelope plainly marked “**13-074 Printing & Mailing of Real Estate Assessment and Property Tax Liability Notices**” with the date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to the bid opening.

Bid opening will be on 3/12/2013 at 10:00 AM , in **Room 523** of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by emailing a request to the St. Charles County Purchasing Manager at purchasing@sccmo.org, **no phone calls please**. Include the name and number of the bid and date of the bid opening when requesting the results. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

BID INQUIRIES

Any questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail (preferred), mail or fax to:

Kurt Mandernach, Purchasing Manager
St. Charles County Government
201 North Second Street, Room 541
St. Charles, MO 63301
purchasing@sccmo.org

For questions or inquiries concerning the specifications please contact:

Brenda Muschany, Assistant Assessor
St. Charles County Government
201 N Second Street, Room 250
St. Charles, Missouri 63303
Fax: (636)949-7436
bmuschany@sccmo.org

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **3/06/2013**. Any question received after this deadline may not be answered.

Responses to questions/clarifications will be placed on the County’s website <http://finance.sccmo.org/finance>. Check this website frequently for updates and any addendum that are issued.

Prohibited Communication

Contact with any representative, other than through the procedure outlined in the section titled “Bid [or Proposal] Inquiries”, concerning this request is prohibited PRIOR TO BID [OR PROPOSAL] OPENING. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County.

Any Offeror engaging in such prohibited communications prior to Bid [or Proposal] Opening may be disqualified at the sole discretion of St. Charles County.

TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.
- All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.
- All delivery costs or charges must be included in the F.O.B. destination bid price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the bid must sign all bids, in blue ink.
- Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.
- St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as “No Bid” and “Void” and will not be opened.
- The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.
- All bidders must possess the necessary and appropriate business and/or professional licenses in their field.

- Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County, price and other factors considered. When payments are to be made to the County, award will be made to the most advantageous offer.
- County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

Employment of Unauthorized Aliens Prohibited (Missouri Revised Statutes Section 285.530)

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a bid solicitation response.

These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for **one year** from the date of the notarized affidavit.

**** PLEASE NOTE:**

Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division

The online address to enroll in the E-verify program is:

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

Open Records

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

BID SPECIFICATIONS

Solicitation: St. Charles County is soliciting bids from Respondents qualified, responsible and willing to provide the following Goods and/or Services in compliance with all solicitation specifications and requirements contained or referenced herein.

General Description: To provide St. Charles County the printing and mailing of real estate assessment notices and property tax liability statements as per specifications called for herein.

ITEM: **"NOTICE OF REAL ESTATE ASSESSMENT NOTICE AND PROPERTY TAX LIABILITY STATEMENT"**

DELIVERY: The first mailing shall be delivered to the post office on or about April 12, 2013 (consisting of approximately 50,000 assessment notices and tax liability statements), second on or about April 19, 2013 (consisting of approximately 50,000 assessment notices and tax liability statements), third around April 26, 2013 (consisting of approximately 46,000 assessment notices and tax liability statements) and fourth around June 22, 2013 (a different form layout known as the "Z" code notices consisting of approximately 9,000 assessment notices and tax liability statements).

The first 2014 mailing shall be delivered to the post office on or about April 18, 2014 (consisting of approximately 10,000 assessment notices and tax liability statements), second mailing delivered to the post office around the 30th of June, 2014, known as the "Z" code notices (a different form layout consisting of approximately 1,000 assessment notices and tax liability statements).

TERMS: NET 30 DAYS

Scope of Work:

1. Provide all printing (using various fonts), some calculation, some form layout and design including colors, gray areas, lines and boxes. The first year contract for 2013 will include approximately 146,000 two sided form assessment and tax liability notices and 9,000 one sided assessment form notices and two sided tax liability notices. The mailing in 2014 (If the second year renewable option is exercised) will include approximately 10,000 two sided assessment form notices and tax liability notices and 1,000 one sided assessment notices and two sided tax liability notices. The form is not camera ready and will need to be type set. All variable data is on the front of the form. Data for the Assessment notice will be provided in ASCII files with fixed length fields via CD Rom medium, FTP or E-mail. Data for the Tax Liability Notice will be provided by the Collector's Office in table format and used and calculated based on data from the Assessor's Office.

2. Must be able to make changes to the basic data such as updating the anticipated mail date for the different mailings, add the Abated/T.I.F. parcel count and amount just prior to the first mailing, and make the form change and print "REVISED COPY" on the last mailing group each year.

3. Print a select group of notices (utility properties) off of a separate file with the third mailing and deliver them to the Assessor's Office, not to the post office.

4. A duplicate copy of all notices will be delivered to the St. Charles County Assessor's Office, on Yellow book compatible CD Rom medium, cumulative, within 2 days after each mailing. The instructions for retrieval shall be provided, and shall include display and printing instructions on the CD Rom and will run on Microsoft Windows XP. Minimum method of retrieval information shall include accessing records by parcel identification number, account number and owner name. The words "**DUPLICATE OFFICE COPY**" should be displayed near the top of each notice in bold letters. The appropriate mailing date for each notice must print when a duplicate is printed.

5. Paper size of the Notice of Real Estate Assessment is to be 8½" X 11" perforated 3½" from the bottom to allow for a return mail (courtesy return envelope not to be included). Paper color is to be white printed in black, blue and red ink on front of both assessment forms and black ink on the back of form 1 as per samples. Paper weight is to be 60# and white. Envelopes to be size #10 - 24# white wove window style printed in black ink including the return address with the county logo. The quantity billed is to be the quantity actually mailed – **No cost over-runs will be paid.**

6. Paper size of the Property Tax Liability Notice is to be 8 ½" X 11". Paper color is to be white printed in black, blue and red ink on the front and black ink on the back. Fields will be populated from tables provided by the St. Charles County Collector and data provided by the Assessor's Office. Some calculation is required. The quantity billed is to be the quantity actually mailed – **No cost over-runs will be paid.**

7. Data will need to be run through zip +4, presort carrier route. Names and addresses are not to be changed during this process; it is only to add the carrier route to the zip code. **Exact match assessment and tax liability notices are to be inserted into the same envelope/package/box for mail delivery.** The preference would be to print both on 11" X 17" paper, slit apart, folded and inserted into the envelope. Any error's causing a need to re-mail will be done at the bidder's expense, not St. Charles County. They are then to be delivered to the Post Office to run through an Assessor's Office Permit postage account. If bidder has a permit account and prefers to mail through that account, please state that and supply a bid for both. Please note on bid any possible charges above bid amount (example: residual postage charged to vendor by post office), or none will be paid.

8. Maximum turnaround time from receipt of data to delivery to post office is 4 (four) working days for the first three mailings and 2 (two) working days for the last. Liquated damages of \$500.00 per day will be assessed and deducted for late deliveries. A 2-day notice is required on anticipated delivery date to the post office with an estimate of postage required.

9. A copy of all forms and additional specifications are attached.

10. The bidder shall assume responsibility of the successful and accurate completion of any and all portions of this proposal.

11. All bids must be accompanied by sample notices printed with our data incorporated. Sample data will be provided upon request.

12. The Assessor's Office reserves the right to change the date on the assessment form within one (1) week, or wording on the back within two (2) weeks prior to the anticipated print date.
13. The Assessor's Office reserves the right to not include the Property Tax Liability Notice pending current legislation.
14. Preference will be awarded for U.S. product unless quantity is insufficient or price exceeds foreign products by 10%.
15. Provide 25 blank forms to be delivered with the CD within 2 days of mailing.

SUMMARY COST SHEET

Within 4 working days (on the first three mailings) and 2 working days (on the fourth) of receipt of the St. Charles County Assessor's Office and tables from the Collector's Office, the successful vendor will:

Typeset all forms (both sides of the Assessment Notice and Tax Liability Notice, and front of the Revised Notice) and envelopes and supply samples of each for approval.

Presort data by carrier route and add postal bar code for automation mail.

Incorporate and print on the correct form, in the appropriate fields the assessment data from the Assessor's Office and data provided in tables from the Collector's Office including some calculations.

Cut, fold and insert forms into window envelopes inserting exact match notices into one envelope/package/box and verifying each mail count with data count supplied. Reliability of the proper Assessment and Tax Liability Notice being inserted into the same envelope along with exact match multiples, is the sole responsibility of the selected vendor and any re-mailing due to errors, omissions, etc., will be at their expense, including postage.

Deliver to the U.S. Post Office of the Assessor's choice for mailing with postal mailing documentation completed.

All prices listed below include processing, printing, cutting, folding, inserting, paper, envelopes, mailing and will meet all listed requirements and specifications.

2013 Assessment and Tax Liability Notice	Price
Notice of Real Estate Assessment notices form 1 with front and back, perforated 3 1/2" from bottom (Quote the price per notice mailed)	\$
Revised Notice of Real Estate Assessment notice form 2 front only, w/o perforation. (Quote the price per notice mailed)	\$
#10 Window Envelope custom printed (Quote the price per envelope mailed)	\$
Assessment processing charges: Variable imaging, folding, inserting, presorting mail preparation and delivery to the post office (Quote the price/parcel mailed)	\$
Any extra postage or delivery charges billed separately from the post office	\$
Duplicate copy of notices on CD including the data and software to retrieve including both form formats. One cumulative CD of after each mailing and a duplicate cumulative after the fourth mailing (Flat Rate)	\$
Any additional charges	\$
Total cost of Notice of Real Estate Assessment	\$
Property Tax Liability Notices with front and back (increase in cost of paper from 8 1/2" X 11" to 11" X 17") (Quote the price per notice mailed)	\$
Tax liability processing charges: Variable imaging, cutting, folding, inserting, populating with tax rates provided by the Collector and data provided by the Assessor including some calculations (Quote the price per notice mailed)	\$
Additional cost of producing a duplicate copy of each Statement on CD (Flat Rate)	\$
Total Cost of Property Tax Liability Notice	\$
TOTAL PRICE PER NOTICE MAILED	\$
Post Office to be used for mailing _____	

2013 MAIL COUNT VERIFICATION

Mailing Number: _____

Number of parcels in data file submitted by the Assessor's Office: _____

Number of notices printed: _____

Number of notices inserted into envelopes: _____

Number of parcels mailed through post office (bulk rate etc.): _____

Number of parcels mailed through vendor supplied postage: _____

	Packages	Parcels
Single packaged notices mailed	_____	_____
Double packaged notices mailed	_____	_____
Multiple packaged notices mailed	_____	_____
Foreign packaged notices mailed	_____	_____

TOTAL PARCELS MAILED _____

SUMMARY COST SHEET

Within 4 working days (on the first mailing) and 2 working days (on the last) of receipt of the St. Charles County Assessor's Office and tables from the Collector's Office, the successful vendor will:

Typeset all forms (both sides of the Assessment Notice and Tax Liability Notice, and front of the Revised Notice) and envelopes and supply samples of each for approval.

Presort data by carrier route and add postal bar code for automation mail.

Incorporate and print on the correct form, in the appropriate fields the assessment data from the Assessor's Office and data provided in tables from the Collector's Office including some calculations.

Cut, fold and insert forms into window envelopes inserting exact match notices into one envelope/package/box and verifying each mail count with data count supplied. Reliability of the proper Assessment and Tax Liability Notice being inserted into the same envelope along with exact match multiples, is the sole responsibility of the selected vendor and any re-mailing due to errors, omissions, etc., will be at their expense, including postage.

Deliver to the respective U.S. Post Office of the Assessor's choice for mailing with postal mailing documentation completed.

All prices listed below include processing, printing, cutting, folding, inserting, paper, envelopes, mailing and will meet the all listed requirements and specifications.

2014 Assessment and Tax Liability Notice	Price
Notice of Real Estate Assessment notices form 1 with front and back, perforated 3 1/2" from bottom (Quote the price per notice mailed)	\$
Revised Notice of Real Estate Assessment notice form 2 front only, w/o perforation. (Quote the price per notice mailed)	\$
#10 Window Envelope custom printed (Quote the price per envelope mailed)	\$
Assessment processing charges: Variable imaging, folding, inserting, presorting mail preparation and delivery to the post office (Quote the price/parcel mailed)	\$
Any extra postage or delivery charges billed separately from the post office	\$
Duplicate copy of notices on CD including the data and software to retrieve including both form formats. One cumulative CD of after each mailing and a duplicate cumulative after the fourth mailing (Flat Rate)	\$
Any additional charges	\$
Total cost of Notice of Real Estate Assessment	\$
Property Tax Liability Notices with front and back (increase in cost of paper from 8 1/2" X 11" to 11" X 17") (Quote the price per notice mailed)	\$
Tax liability processing charges: Variable imaging, cutting, folding, inserting, populating with tax rates provided by the Collector and data provided by the Assessor including some calculations (Quote the price per notice mailed)	\$
Additional cost of producing a duplicate copy of each Statement on CD (Flat Rate)	\$
Total Cost of Property Tax Liability Notice	\$
TOTAL PRICE PER NOTICE MAILED	\$
Post Office to be used for mailing _____	

2014 MAIL COUNT VERIFICATION

Mailing Number: _____

Number of parcels in data file submitted by the Assessor's Office: _____

Number of notices printed: _____

Number of notices inserted into envelopes: _____

Number of parcels mailed through post office (bulk rate etc.): _____

Number of parcels mailed through vendor supplied postage: _____

	Packages	Parcels
Single packaged notices mailed	_____	_____
Double packaged notices mailed	_____	_____
Multiple packaged notices mailed	_____	_____
Foreign packaged notices mailed	_____	_____

TOTAL PARCELS MAILED _____

Authorized signature

Date _____

Exception Sheet

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: _____

Signature: _____

Title: _____

Company: _____

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID

Audit Clause for Contracts

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: _____

Business Address: _____

Business Hours: _____

Phone: _____ Fax: _____

Email address: _____

Contact Person: _____

Authorized Signature: _____

(Indicates acceptance of all bid terms and conditions)

Date: _____

AFFIDAVIT OF WORK AUTHORIZATION

The bidder/contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as
_____(Position/Title) first being duly sworn on my oath, affirm
_____(Business Entity Name) is enrolled
and will continue to participate in the E-Verify federal work authorization program with respect to
employees hired after enrollment in the program who are proposed to work in connection with the
services related to contract(s) with the County for the duration of the contract(s), if awarded in
accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____
_____(Business Entity Name) does not and will not knowingly
employ a person who is an unauthorized alien in connection with the contracted services provided to
the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands
that false statements made in this filing are subject to the penalties provided under section 575.040,
RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

E-Mail Address

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date

Sample Forms

Original forms can be requested by following the instructions in the Section titled
“Bid Inquiries”



St. Charles County Government

Scott Shipman, Assessor
201 N 2nd Street, Room 212
St. Charles, MO 63301
www.sccmo.org

NOTICE OF REAL ESTATE ASSESSMENT

(DATE MAILED)

In accordance with the laws of the State of Missouri, the St. Charles County Assessor's Office is notifying you of your property's assessment as of January 1, 2013. The "Market" and "Assessed" values listed hereon represent the value to be used in the calculation of Real Estate taxes. To file an appeal for an informal hearing **to discuss the valuation assigned to your property**, return the bottom portion of this notice or call **636-949-7431 or 1-800-822-4012, ext. 7431, within 10 days** from the date mailed to make an appointment for an informal hearing.

(OWNER NAME AND MAILING ADDRESS)

VALUATION NOTICE

PURSUANT TO SECTIONS 99.800 TO 99.865, 135.200 TO 135.255 AND 353.110 RSMo, THERE ARE IN ST. CHARLES COUNTY RESULTING IN AN ABATED MARKET VALUE OF \$ UPON REQUEST.

PARCELS TOTALLY OR PARTIALLY EXEMPT FROM AD VALOREM TAXES. A LIST OF SPECIFIC ABATED PROPERTIES IS AVAILABLE FOR INSPECTION

PARCEL ACCOUNT NUMBER (center)		PROPERTY ADDRESS (left justify this area)			
MAP ID. NUMBER (left justify this area)		LEGAL DESCRIPTION (left justify this area)			
SCHOOL DISTRICT (left justify this area)	CITY (left justify this area)	FIRE DISTRICT (left justify this area)	TWP/RG (center)	LOT SIZE/AC. (left justify this area)	

PROPERTY TYPE:	RESIDENTIAL	COMM/ALL OTHER	AGRICULTURAL	TOTAL
2013 MARKET VALUE	(right justify this area)	(right justify this area)	(right justify)	(right justify this area)
ASSESSMENT RATE	X19%	X32%	X12%	
2013 ASSESSED VALUE				
2012 ASSESSED VALUE				

If the taxpayer/property owner does not agree with these values, they may appeal by one of two methods listed on reverse. **IF INFORMATION IS SUBMITTED, A REVISED NOTICE WILL BE MAILED ONLY IF THE VALUE IS CHANGED. IF A REVISED NOTICE IS NOT RECEIVED BY JULY 3, 2013, THE TAXPAYER SHOULD CONSIDER AN APPEAL TO THE NEXT LEVEL.**

Caution: The Assessor's Office advises the taxpayer that their personal interest is usually best served by self-representation at the Informal Hearing level.

Do not detach and return the lower portion of this notice unless you have information to submit or would like a return call to schedule an appointment to discuss the valuation of the property.

RETURN THIS PORTION ONLY TO SUBMIT INFORMATION OR REQUEST A CALL FOR AN APPOINTMENT

MAP ID # _____ PARCEL ACCOUNT # _____
PROPERTY ADDRESS _____

PROPERTY CHARACTERISTICS	CORRECTIONS
MAIN STRUCTURE: _____	In the case of a characteristic discrepancy make the correction on the appropriate line, sign and date the certification, and return the lower portion to the address above. I certify that the corrections I have made regarding my property are true and correct to the best of my knowledge.
YEAR BUILT: _____	
EXTERIOR WALL: _____	
BASEMENT: _____	
PERCENT FINISHED: _____	X _____
	SIGNATURE _____ DATE _____

The value listed hereon has been determined by an exterior review of your property. It is possible that factors exist beyond the scope of our routine inspections that may affect the Market Value. Please state those conditions on reverse side and return for review, or, you may want to file an appeal for an informal hearing. Supporting documentation such as current photographs and costs to correct these conditions may be required.

() Please contact me to set up an informal hearing at _____ (daytime telephone number)
IF INFORMATION IS SUBMITTED, A REVISED NOTICE WILL BE MAILED ONLY IF THE VALUE IS CHANGED. IF A REVISED NOTICE IS NOT RECEIVED BY JULY 3, 2013, THE TAXPAYER SHOULD CONSIDER AN APPEAL TO THE NEXT LEVEL.

INFORMAL HEARINGS

These are conducted by the Assessor's staff Monday through Thursday 9:00 a.m. to 4:00 p.m. by appointment only. Appointments may be conducted by telephone, if necessary. Complete the detachable form at the bottom and return or call (636) 949-7431 **within 10 days** of the date mailed to set up an appointment. The taxpayer is encouraged to bring valuation information. Informal hearings are held by geographic area and must be completed by early June.

BOARD OF EQUALIZATION

These appeals are conducted after the informal hearing process beginning the first Monday in July of the current year. The appeal form for this process is provided by the Office of St. Charles County Registrar (636) 949-7560 and must be filed with that office prior to 5:00 p.m. on the **second Monday in July**. Caution: Failure to file with the Board of Equalization precludes a further appeal to the next level of the appeal process, the MO State Tax Commission, unless newly purchased.

STATE TAX COMMISSION

The deadline for filing an appeal at this level is September 30 in the current year (deadline for properties purchased after the second Monday in June is December 31). Hearings will be held in St. Charles County shortly thereafter. A professional appraisal is expected on property classified as Commercial/All Other. The parcel must have been appealed to the Board of Equalization in order to appeal at this level.
(Unless newly purchased)

Every increase in assessed valuation is subject to review by the county board of equalization whereat the landowner shall be entitled to be heard.

FREQUENTLY ASKED QUESTIONS

Most functions of the Assessor's Office are governed by language in the Missouri State Statutes, Section 137. The Assessor is committed to operating a professional office that prides itself on accuracy and fairness bringing clarity to the assessment process. Please feel free to contact us or visit our website at www.secmo.org if you have additional questions or concerns.

PROPERTY TAX RELIEF

I am a senior citizen and cannot afford to pay higher taxes. What credit or refund am I eligible for? The MO Property Tax Credit (MO-PTC) or the senior citizen "Circuit Breaker" is a credit or refund on the future year's income tax. There are age, income, and/or disability requirements that must be met in order to qualify. Information may be obtained online at www.dor.mo.gov/tax/personal/ptc, or by phone to the MO Department of Revenue at 1-800-877-6881. You can order forms or speak to an operator for assistance. This number is also for the hearing impaired.

Disabled POW Tax Exemption: On November 2, 2010, the voters approved House Joint Resolution 15 which amended Article X of the Missouri Constitution to provide a real property tax exemption. To qualify the applicant must meet all of the following criteria: (1) be a former prisoner of war, and (2) a veteran of any branch of the Armed Forces of the United States or this State who became one hundred percent disabled as a result of military service; and (3) must own and occupy the homestead as a primary residence. For additional information, contact the Assessor's Office at (636) 949-7429 or (636) 949-7447 or 1 (800) 822-4012 ext. 7429 or 7447.

What are the duties of the Assessor?

The Assessor is charged with placing a fair market value on property as of the tax date for the purpose of calculating taxes. The property tax in Missouri is "ad valorem" meaning the taxes are based on the property value. The Assessor has no jurisdiction or responsibility for taxing jurisdiction budgets or establishing tax rates.

What is market value?

Simply stated, market value is the most probable price in terms of money that a property will bring in an open and competitive market. Not all sales are consummated at market value, but the intent of the Assessor is to estimate the fair market value of each property in St. Charles County as of tax day as required by law.

How often is my value subject to change?

Missouri law requires a re-evaluation of property values every two years (each odd year). The purpose of this reassessment is the equalization among taxpayers, as well as adjusting any values to better reflect current market conditions as of the tax date. New construction is added on an annual basis.

How are taxes calculated?

The market value of your property is multiplied by the statutory level of assessment. Residential property is assessed at 19% of market value, Agricultural at 12% and Commercial & all other at 32%. This "assessed value" is then multiplied by the tax rate (per \$100) for your particular area.



St. Charles County Government REVISED NOTICE OF REAL ESTATE ASSESSMENT

Scott Shipman, Assessor
201 N 2nd Street, Room 212
St. Charles, MO 63301
www.sccmo.org

(DATE MAILED)

In accordance with the laws of the State of Missouri, the St. Charles County Assessor's Office is notifying you of your assessment as of January 1, 2013. The "Market" and "Assessed" values listed hereon represent the value to be used in the calculation of Real Estate taxes. If the taxpayer/property owner does not agree with these values, they may appeal to the Board of Equalization by **5:00 P.M. on the second Monday in July**. (See below)

VALUATION NOTICE

(OWNER NAME AND MAILING ADDRESS)

PARCEL ACCOUNT NUMBER (center)		PROPERTY ADDRESS (left justify this area)		
MAP ID. NUMBER (left justify this area)		LEGAL DESCRIPTION (left justify this area)		
SCHOOL DISTRICT (left justify this area)	CITY (left justify this area)	FIRE DISTRICT (left justify this area)	TWP/RG (center)	LOT SIZE/AC. (left justify this area)

PROPERTY TYPE:	RESIDENTIAL	COMM/ALL OTHER	AGRICULTURAL	TOTAL
2013 MARKET VALUE	(right justify this area)	(right justify this area)	(right justify)	(right justify this area)
ASSESSMENT RATE	X19%	X32%	X12%	
2013 ASSESSED VALUE				
2012 ASSESSED VALUE				

TO APPEAL THIS ASSESSMENT

MAP ID #:
PARCEL ACCOUNT #:
PROPERTY ADDRESS:

PROPERTY CHARACTERISTICS:

MAIN STRUCTURE:

YEAR BUILT:

EXTERIOR WALL:

BASEMENT:

%BASEMENT FINISHED:

BOARD OF EQUALIZATION

These appeals are conducted after the informal hearing process beginning July 1 of the current year. The appeal form for this process is provided by the Office of St. Charles County Registrar (636) 949-7560 and must be filed with that office prior to **5:00 p.m. on the second Monday in July**. Caution: Failure to file with the Board of Equalization precludes a further appeal to the next level of the appeal process, the Missouri State Tax Commission, unless the property is newly purchased.

STATE TAX COMMISSION

The deadline for filing an appeal at this level is September 30 in the current year (the deadline for properties purchased after the second Monday in June is December 31). Hearings will be held in St. Charles County shortly thereafter. A professional appraisal is expected on property classified as Commercial / All Other. The taxpayer must have appealed to the Board of Equalization in order to appeal at this level, unless the property is newly purchased.

CAUTION - We would advise the taxpayer that it is not necessary to engage an attorney or tax service to represent you either at an informal hearing or before the Board of Equalization. The taxpayer's personal interest is usually best served by self-representation.

(REVISED NOTICE) (FRONT ONLY, NO PERFORATION, PLAIN PAPER)



St. Charles County Government
 Scott Shipman, Assessor
 201 N 2nd Street, Room 212
 St. Charles, MO 63301
 www.sccmo.org

NOTICE OF REAL ESTATE ASSESSMENT

(DATE MAILED)

In accordance with the laws of the State of Missouri, the St. Charles County Assessor's Office is notifying you of your property's assessment as of January 1, 2014 using economic data as of January 1, 2013. The "Market" and "Assessed" values listed hereon represent the value to be used in the calculation of Real Estate taxes. To file an appeal for an informal hearing **to discuss the valuation assigned to your property**, return the bottom portion of this notice or call **636-949-7431** or **1-800-822-4012, ext. 7431**, **within 10 days** from the date mailed to make an appointment for an informal hearing.

(OWNER NAME AND MAILING ADDRESS)

VALUATION NOTICE

PARCEL ACCOUNT NUMBER		PROPERTY ADDRESS		
(center)		(left justify this area)		
MAP ID. NUMBER		LEGAL DESCRIPTION		
(left justify this area)		(left justify this area)		
SCHOOL DISTRICT	CITY	FIRE DISTRICT	TWP/RG	LOT SIZE/AC.
(left justify this area)	(left justify this area)	(left justify this area)	(center)	(left justify this area)
PROPERTY TYPE:	RESIDENTIAL	COMM/ALL OTHER	AGRICULTURAL	TOTAL
2014 MARKET VALUE	(right justify this area)	(right justify this area)	(right justify)	(right justify this area)
ASSESSMENT RATE	X19%	X32%	X12%	
2014 ASSESSED VALUE				
2013 ASSESSED VALUE				

If the taxpayer/property owner does not agree with these values, they may appeal by one of two methods listed on reverse. **IF INFORMATION IS SUBMITTED, A REVISED NOTICE WILL BE MAILED ONLY IF THE VALUE IS CHANGED. IF A REVISED NOTICE IS NOT RECEIVED BY JULY 2, 2014, THE TAXPAYER SHOULD CONSIDER AN APPEAL TO THE NEXT LEVEL.**

Caution: The Assessor's Office advises the taxpayer that their personal interest is usually best served by self-representation at the Informal Hearing level.

Do not detach and return the lower portion of this notice unless you have information to submit or would like a return call to schedule an appointment to discuss the valuation of the property.

----- (perf. line only) ----- (perf. line only) -----

RETURN THIS PORTION ONLY TO SUBMIT INFORMATION OR REQUEST A CALL FOR AN APPOINTMENT

MAP ID # _____ PARCEL ACCOUNT # _____
 PROPERTY ADDRESS _____
PROPERTY CHARACTERISTICS CORRECTIONS In the case of a characteristic discrepancy make the correction on the appropriate line, sign and date the certification, and return the lower portion to the address above. I certify that the corrections I have made regarding my property are true and correct to the best of my knowledge.
MAIN STRUCTURE: _____
YEAR BUILT: _____
EXTERIOR WALL: _____
BASEMENT: _____
PERCENT FINISHED: _____ X _____
 _____ SIGNATURE _____ DATE _____

The value listed hereon has been determined by an exterior review of your property. It is possible that factors exist beyond the scope of our routine inspections that may affect the Market Value. Please state those conditions on reverse side and return for review, or, you may want to file an appeal for an informal hearing. Supporting documentation such as current photographs and costs to correct these conditions may be required.

() Please contact me to set up an informal hearing at _____ - _____ (daytime telephone number)
IF INFORMATION IS SUBMITTED, A REVISED NOTICE WILL BE MAILED ONLY IF THE VALUE IS CHANGED. IF A REVISED NOTICE IS NOT RECEIVED BY JULY 2, 2014, THE TAXPAYER SHOULD CONSIDER AN APPEAL TO THE NEXT LEVEL.

INFORMAL HEARINGS

These are conducted by the Assessor's staff Monday through Thursday 9:00 a.m. to 4:00 p.m. by appointment only. Appointments may be conducted by telephone, if necessary. Complete the detachable form at the bottom and return or call (636) 949-7431 **within 10 days** of the date mailed to set up an appointment. The taxpayer is encouraged to bring valuation information. Informal hearings are held by geographic area and must be completed by early June.

BOARD OF EQUALIZATION

These appeals are conducted after the informal hearing process beginning the first Monday in July of the current year. The appeal form for this process is provided by the Office of St. Charles County Registrar (636) 949-7560 and must be filed with that office prior to 5:00 p.m. on the **second Monday in July**. Caution: Failure to file with the Board of Equalization precludes a further appeal to the next level of the appeal process, the MO State Tax Commission, unless newly purchased.

STATE TAX COMMISSION

The deadline for filing an appeal at this level is September 30 in the current year (deadline for properties purchased after the second Monday in June is December 31). Hearings will be held in St. Charles County shortly thereafter. A professional appraisal is expected on property classified as Commercial/All Other. The parcel must have been appealed to the Board of Equalization in order to appeal at this level.
(Unless newly purchased)

Every increase in assessed valuation is subject to review by the county board of equalization whereat the landowner shall be entitled to be heard.

FREQUENTLY ASKED QUESTIONS

Most functions of the Assessor's Office are governed by language in the Missouri State Statutes, Section 137. The Assessor is committed to operating a professional office that prides itself on accuracy and fairness bringing clarity to the assessment process. Please feel free to contact us or visit our website at www.sccmo.org if you have additional questions or concerns.

PROPERTY TAX RELIEF

I am a senior citizen and cannot afford to pay higher taxes. What credit or refund am I eligible for? The MO Property Tax Credit (MO-PTC) (Senior Citizen "Circuit Breaker") is a credit or refund on the future year's income tax. There are age, income, and/or disability requirements that must be met in order to qualify. Information may be obtained online at www.dor.mo.gov/tax/personal/pte, or by phone to the MO Department of Revenue at 1-800-877-6881. You can order forms or speak to an operator for assistance. This number is also for the hearing impaired.

Disabled POW Tax Exemption: On November 2, 2010, the voters approved House Joint Resolution 15 which amended Article X of the Missouri Constitution to provide a real property tax exemption. To qualify the applicant must meet all of the following criteria: (1) be a former prisoner of war, and (2) a veteran of any branch of the Armed Forces of the United States or this State who became one hundred percent disabled as a result of military service; and (3) must own and occupy the homestead as a primary residence. For additional information, contact the Assessor's Office at (636) 949-7429 or (636) 949-7447 or 1 (800) 822-4012 ext. 7429 or 7447.

What are the duties of the Assessor?

The Assessor is charged with placing a fair market value on property as of the tax date for the purpose of calculating taxes. The property tax in Missouri is "ad valorem" meaning the taxes are based on the property value. The Assessor has no jurisdiction or responsibility for taxing jurisdiction budgets or establishing tax rates.

What is market value?

Simply stated, market value is the most probable price in terms of money that a property will bring in an open and competitive market. Not all sales are consummated at market value, but the intent of the Assessor is to estimate the fair market value of each property in St. Charles County as of tax day as required by law.

How often is my value subject to change?

Missouri law requires a re-evaluation of property values every two years (each odd year). The purpose of this reassessment is the equalization among taxpayers, as well as adjusting any values to better reflect current market conditions as of the tax date. New construction is added on an annual basis.

How are taxes calculated?

The market value of your property is multiplied by the statutory level of assessment. Residential property is assessed at 19% of market value, Agricultural at 12% and Commercial & all other at 32%. This "assessed value" is then multiplied by the tax rate (per \$100) for your particular jurisdictional area.

(BACK)



St. Charles County Government

Scott Shipman, Assessor
201 N 2nd Street, Room 212
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