



**Board of County  
Commissioners**  
**Pete Gerken**  
*President*  
**Tina Skeldon Wozniak**  
**Carol Contrada**

**Office of Support Services**  
Kelly Roberts  
*Director*  
Lynn DiPierro  
*Manager*

**Addendum #1 - Issued April 19, 2012**

Regarding Bids for **Mailer Services (ITB 12-016P)** for the Lucas County Auditor Real Estate Division, bid opening scheduled for April 26, 2012.

This document becomes a fully incorporated part of the specifications, and this letter constitutes legal notice of this requirement.

The entire original Bid Packet including this addendum must be submitted prior to the Bid Opening Date and Time.

Following are questions submitted to Lucas County Information Service Department and the subsequent answers and supporting documentation:

1. Section B mentions under “\*” that five or more different styles for the letter form might be used. Could you provide me with samples of each design anticipated to be used during the contract?  
Please see attached two varying samples used during the 2009 triennial, identical layouts will be used for the 2012 reevaluation.
2. The ITB indicates that subcontractors must be approved. We would like to use Pitney-Bowes (PSI) presorting, which allows us to get maximum postal discounts due to zip code concentrations. We have a rigorous approval process for vendors and also follow federally enforced privacy rules. Can you confirm if Pitney-Bowes would be an approved subcontractor?  
N/A
3. The ITB indicates that data and graphics files will be transmitted to the provider. What are the “graphics” that will be supplied? (County seal?, anything else?)  
Graphics to be supplied include the county seal, the "in house labor" logo, and the actual InDesign files used to create the piece.
4. What is the format of the data file (comma delimited, pipe delimited, etc.)?  
Please review the attached Word document (CI\_REVAL\_NOTICE) to view a sample format for the data file used for commercial property.
5. Will all of the pieces in the ITB be mailed as First-Class mail?  
Yes, presorted first class as required by the post office. Please determine what is required by the post office for this mailing.
6. Are there any exception items that will be in the file (e.g. foreign mail pieces), if so, how would the county like those to be handled?  
We are not aware of any exception items at this time. However, provisions will be made to accommodate for exception items should they occur.
7. Does the County run a Move Update process on the name and address data base (NCOA Link)?  
We do not utilize a Move Update process on the name and address data base.
8. The ITB mentions using a permit/indicia. HNB prefers to meter mail pieces. Is there an objection to using a meter postage mark instead of an indicia? The postage would be billed as part of the service  
Permit indicia's have been used in the past, however we have no objections to the use of metered postage, provided the cost is the same as permit indicia postage.
9. Could we receive a copy of the exterior of the current envelope to see if it includes any postal endorsements, such as “Return Service Requested”?  
Please see attached file "Envelope.Template.PDF" to see a sample of the envelope's exterior.
9. We prefers to use double window envelopes instead of preprinted envelopes. Is that acceptable to the County as an option?  
Double window envelopes are acceptable

10. In section 11, the document provides that indemnification insurance is required. If we are performing this service internally, is this insurance still required? **N/A**

11. What is the expected time from when the data file would be sent from the County to the vendor for printing to when the items are actually mailed to property owners?

**We anticipate a two and a half to three week period between the time the sample data is provided; proofs are submitted; checks on proofs are conducted; printing commences; and final letters dropped at the post office.**

## Lucas County 2009 Residential Triennial Notice File Format

**General:** This is a quoted, comma-delimited text file for the purposes of importing data into the 2009 Triennial Notice.

<u>Format</u>	<u>Length</u>	<u>Type</u>
Assessor Number/Subpar	12	Text
Parcel	8	Text
Property Address	100	Text
Mailing Name	100	Text
Mailing Address	100	Text
Mailing City	20	Text
Mailing State	2	Text
Mailing Zipcode	5	Text
Neighborhood Number	4	Number
Lot Size	12	Text
Frontage	12	Text
Water Type	10	Text
Sewer Type	10	Text
Rooms	5	Number
Bed Rooms	5	Number
Full Baths	5	Number
Half Baths	5	Number
Fireplaces	5	Number
Air Conditioning Type	10	Text
Stories	10	Text
Wall Type	10	Text
Basement Type	10	Text
Total Living Area	5	Number
Year Built	4	Number
Deck Square Footage	5	Number
Open Porch Sq. Ft.	5	Number
Enclosed Porch Sq. Ft.	5	Number
Garage Type	10	Text
Garage Sq. Footage	5	Number
Old Value	10	Number
New Value	10	Number
Location	200	Text
Location Address	200	Text
Date 1	30	Text
Date 2	30	Text
Date 3	30	Text
Percentage Update	10	Text
Class/Land Use	4	Text

## Lucas County 2006 Commercial/Industrial Reval Notice File Format

**General:** This is a quoted, comma-delimited text file for the purposes of importing data into the 2006 Commercial/Industrial Reval Notice.

<u>Format</u>	<u>Length</u>	<u>Type</u>
Assessor Number/Subpar	12	Text
Parcel	8	Text
Property Address	100	Text
Mailing Name	100	Text
Mailing Address	100	Text
Mailing City	20	Text
Mailing State	2	Text
Mailing Zipcode	5	Text
Neighborhood Number	4	Number
Property Type Description	20	Text
Above Ground GBA	10	Number
LotSize	10	Number
LivingUnits	5	Number
No. Of Bldgs	10	Text
Year Blt	4	Number
Old Value	10	Number
New Value	10	Number
Class/Land Use	4	Text



**ANITA LOPEZ**  
 Lucas County Auditor  
 Real Estate Division  
 One Government Center, Ste. 670  
 Toledo, OH 43604-2255

**IMPORTANT REAL ESTATE NOTICE FOR:**

Address	1234 Street Name Only		
Parcel #	12-34567	Assessor #	12-345-678.z

**Post Office Bar Code Here**

Property Owner Name  
 Mailing Address Line 1  
 Mailing Address Line 2  
 City, State Zip



# 2009 NOTICE OF CHANGE IN VALUE

## THIS IS NOT A TAX BILL

The 2009 Value Update estimated market value of your real estate has been changed as follows:

OLD MARKET VALUE	NEW MARKET VALUE
<b>\$100,000</b>	<b>\$90,000</b>

Building Attributes			
Total Living Area	1150	Year Built	1926
Rooms	8	Bedrooms	4
Full Baths	1	Half Baths	0
Stories	2	Basement Type	BSMTCRWL
Fireplace	0	Wall	Wood

A/C	No	Deck	0
Open Porch	126	Enclosed Porch	0
Garage Sq. Ft.	216	Garage Type	DETACHED

Land Attributes			
Lot Size	3200	Frontage	30
Water	CITY	Sewer	CITY

## IT'S EASY TO CHECK YOUR DATA AND VALUE

Your property data and value are listed above. Please check to make sure the information we have listed for your property is correct. This will ensure an accurate fair market value for your property. The following additional options are available for you to check your information:

- At your convenience, check your information in this notice or online at [www.co.lucas.oh.us/tri09](http://www.co.lucas.oh.us/tri09).
- To review your information in-person, attend an *optional* property review meeting. We will be in your area at the dates and times listed to the right. You are encouraged to call (419) 213-4406 to schedule an appointment.
- If you believe your information is incorrect, please follow the instructions outlined on the back of this page. You may also call our office at (419) 213-4406 to review your new value and data over the phone.
- If you believe your information is correct, *you do not need to do anything.*

Location	
Locke Library 703 Miami St. Toledo, OH 43613	
Date	Time
July 13 & 14	9:00 a.m. - 8:00 p.m.

---

---

## WHAT TO DO IF YOUR DATA AND/OR VALUE NEEDS TO BE UPDATED

---

---

If you believe:

- The information we have about your property is incorrect, i.e. basement type, garage size, lot size, number of bathrooms, number of stories, total living area, year built, etc.
- We missed something when your home was reviewed that might change your valuation.
- You could not sell your home for the current appraised value of the property.
- **You have the opportunity to report a discrepancy and request a value adjustment by filing a property review. There are three easy options available to file a property review:**
- File a property review online at [www.co.lucas.oh.us/tri09](http://www.co.lucas.oh.us/tri09). Make sure to enter your parcel number printed on the front of this value notice.
- Call our office at (419) 213-4406 to file a property review over the phone.
- Attend an *optional* property review meeting to go over your information in-person with one of our staff. You are encouraged to call (419) 213-4406 to schedule an appointment.

Homeowners are encouraged to collect the information that confirms the data discrepancy and to submit documentation for any requested change in value. This may include a recent appraisal or current sales data for similar properties in your neighborhood. Your new value change is based on all data compiled on or before January 1, 2009. Visit our web site for more information [www.co.lucas.oh.us/tri09](http://www.co.lucas.oh.us/tri09).

---

---

## WHY AN UPDATE OF VALUES?

---

---

By state law, the Auditor's office is responsible for the valuation of real estate. The revaluation of property in Lucas County, and the property value update are two instances when all real estate must be reviewed to reflect the current market. State law requires the Auditor to value real estate every six years. The Auditor's office conducted a revaluation in 2006, and determined a fair market value for each property in Lucas County. Since market values change over time as properties are bought and sold, Ohio law requires that each home go through an update of property values. This year, Lucas County will conduct an update of property values to determine whether a change in market has taken place since 2006. This program is designed to adjust values based on the current trends in the market.

---

---

## IS RELIEF AVAILABLE?

---

---

The state programs listed below are available to help reduce property taxes. For assistance and additional information, please call (419) 213-4406.

**House Bill 920** – In 1976, the legislature enacted property tax reform known as House Bill 920. Its purpose is to keep inflation from increasing voted taxes. When property values increase due to inflation or a change in the real estate market, the tax rate is *automatically* reduced so that only the original fixed amount of dollars is collected.

**10% Rollback** – State mandated, *automatic* reduction in your taxes equal to 10%. The loss in this property tax revenue to the district is reimbursed by the State of Ohio through income tax revenues.

**Owner-occupancy** – Owner-occupied homesites are entitled to a 2.5% tax rollback. The loss in this property tax revenue to the district is reimbursed by the State of Ohio through income tax revenues.

**Homestead Exemption** – Homeowners who are at least 65 years old or permanently disabled may be eligible for the Homestead Exemption. If you turn 65 anytime during 2009, you may apply for the Homestead Exemption. The average savings a homeowner will receive is \$200 per half, or \$400 per year. Please call (419) 213-4336 for more information.

**Property Damage** – Reporting damaged or destroyed property may reduce its appraised value.

**Current Agricultural Use Value Program** – The Current Agricultural Use Value program exists for eligible agricultural property. Please call (419) 213-4873 to see if you qualify.



**ANITA LOPEZ**  
 Lucas County Auditor  
 Real Estate Division  
 One Government Center, Ste. 670  
 Toledo, OH 43604-2255

**IMPORTANT REAL ESTATE NOTICE FOR:**

Address	1234 Street Name Only		
Parcel #	12-34567	Assessor #	12-345-678.z

**Post Office Bar Code Here**

Property Owner Name  
 Mailing Address Line 1  
 Mailing Address Line 2  
 City, State Zip



# 2009 NOTICE OF CHANGE IN VALUE

**THIS IS NOT A TAX BILL**

The 2009 Value Update estimated market value of your real estate is as follows:

PROPOSED MARKET VALUE	
<b>\$100,000</b>	

Property Attributes			
Class/Land Use	C-29	Year Built	0
Property Type	COM RET	Lot Size	4610
NBHD #	5004	Gross Building Area	0

**IT'S EASY TO CHECK YOUR DATA AND VALUE**

Your property attributes and value are listed above. Please check to make sure the information we have listed for your property is correct. This will ensure an accurate fair market value for your property. The following additional options are available for you to check your information:

1. At your convenience, check your information in this notice or online at [www.co.lucas.oh.us/tri09](http://www.co.lucas.oh.us/tri09).
2. To review your information in-person, attend an *optional* property review meeting. We are accepting appointments during the dates and times listed to the right. To schedule an appointment call (419) 213-4406.
3. If you believe your information is incorrect, please follow the instructions outlined on the back of this page. You may also call our office at (419) 213-4406 to review your value and data over the phone.
4. If you believe your information is correct, *you do not need to do anything.*

LOCATION	
One Government Center, Suite 670 Toledo, OH 43604-2255	
APPOINTMENT SCHEDULE	
Appointments accepted thru October 2, 2009	
Monday to Friday from 8:30 a.m. - 4:30 p.m.	
Property review deadline October 2, 2009	

---

---

## WHAT TO DO IF YOUR DATA AND/OR VALUE NEEDS TO BE UPDATED

---

---

If you believe:

- The information we have about your property is incorrect, i.e. class/land use, gross building area, lot size, neighborhood number, number of buildings, number of living units, property type, year built, etc.
- We missed something when your property was reviewed that might change your valuation.
- You could not sell your property for the current appraised value.

**You have the opportunity to report a discrepancy and request a value adjustment by filing a property review. There are three easy options available to file a property review:**

- File a property review online at [www.co.lucas.oh.us/tri09](http://www.co.lucas.oh.us/tri09). Make sure to enter your parcel number printed on the front of this value notice.
- Call our office at (419) 213-4406 to file a property review over the phone.
- Attend an *optional* property review meeting to go over your information in-person with one of our staff. You are encouraged to call (419) 213-4406 to schedule an appointment.

Property owners are encouraged to collect the information that confirms the data discrepancy and to submit documentation for any requested change in value. This may include a recent appraisal or current sales data for similar properties in your neighborhood. Your new value change is based on all data compiled on or before January 1, 2009. Visit our web site for more information [www.co.lucas.oh.us/tri09](http://www.co.lucas.oh.us/tri09).

---

---

## WHY AN UPDATE OF VALUES?

---

---

By state law, the Auditor's office is responsible for the valuation of real estate. The revaluation of property in Lucas County, and the property value update are two instances when all real estate must be reviewed to reflect the current market. State law requires the Auditor to value real estate every six years. The Auditor's office conducted a revaluation in 2006, and determined a fair market value for each property in Lucas County. Since market values change over time as properties are bought and sold, Ohio law requires that each home go through an update of property values. This year, Lucas County will conduct an update of property values to determine whether a change in market has taken place since 2006. This program is designed to adjust values based on the current trends in the market.

---

---

## IS RELIEF AVAILABLE?

---

---

The state programs listed below are available to help reduce property taxes. For assistance and additional information, please call (419) 213-4406.

**House Bill 920** – In 1976, the legislature enacted property tax reform known as House Bill 920. Its purpose is to keep inflation from increasing voted taxes. When property values increase due to inflation or a change in the real estate market, the tax rate is *automatically* reduced so that only the original fixed amount of dollars is collected.

**10% Rollback** – State mandated, *automatic* reduction in your taxes equal to 10%. The loss in this property tax revenue to the district is reimbursed by the State of Ohio through income tax revenues.

**Owner-occupancy** - Owner-occupied homesites are entitled to a 2.5% tax rollback. The loss in this property tax revenue to the district is reimbursed by the State of Ohio through income tax revenues.

**Homestead Exemption** - Homeowners who are at least 65 years old or permanently disabled may be eligible for the Homestead Exemption. If you turn 65 anytime during 2009, you may apply for the Homestead Exemption. The average savings a homeowner will receive is \$200 per half, or \$400 per year. Please call (419) 213-4336 for more information.

**Property Damage** - Reporting damaged or destroyed property may reduce its appraised value.

**Current Agricultural Use Value Program** - The Current Agricultural Use Value program exists for eligible agricultural property. Please call (419) 213-4873 to see if you qualify.



**ANITA LOPEZ**  
Lucas County Auditor  
Real Estate Division  
One Government Center, Ste. 670  
Toledo, OH 43604-2255

***Important Property Value Notice***



Presorted First-Class  
US POSTAGE PAID  
TOLEDO OH  
PERMIT 422