

http://doingbusiness.lakecountyil.gov/

Lake County will be accepting <u>only</u> electronic bid submissions for Invitation for Bid 25280 – Printing and Mailing of Real Estate Tax Bills.

Please follow the steps below to upload your electronic Bid Submission:

- 1. Go to www.lakecountypurchasingportal.com
- 2. Click on the Bid Number: 25280
- 3. Click on register for this bid
- 4. Enter your username and password
- 5. Under the Submittals section you will be able to upload your bid submittal
 - a. Click on the browse button
 - b. Navigate your computer and select the appropriate file
 - i. Multiple files can be uploaded, each file can be no more than 20 MB
 - ii. Files can also be uploaded as a .zip file
 - c. Click on save submittals
 - d. Close the browser

Please follow the following steps to attend the Public Bid Opening:

- 1. Go to www.lakecountypurchasingportal.com
- 2. Click on the "Under Review" tab
- 3. Click on the Bid Number: 25280
- 4. Click on the "Events" tab
- 5. Join the Zoom Meeting by clicking on the meeting link
 - a. Please plan on joining the meeting at least 5 minutes early and mute your microphone.

ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY. PLEASE USE BELOW LABEL FOR YOUR CONVENIENCE

Bid Number: 25280	Vendor Name:
Buyer: Mike Jeschke	
Bid Description: Printing and Mailing of Real Estate Tax Bills *Bid Due Date: Friday August 29, 2025 at 11:00 a.m. CDT.	Deliver to: Lake County ATTN: PURCHASING DIVISION 18 N. County Street – 9 th Floor Waukegan, IL 60085

^{*}Please note: Responses are due at 11:00 a.m. on Friday, August 29, 2025. Please allow sufficient time for any technical issues you may have and upload your bid early. Please email Purchasing at purchasing@lakecountyil.gov to receive confirmation that we have successfully received your submissions. Deadline for questions is 11:00 a.m. on Friday, August, 22 2025.



SUBMISSION INFORMATION

Lake County Purchasing Division 18 North County Street Ninth Floor-Admin Waukegan, Illinois 60085-4350 (847) 377-2929

E-Mail: purchasing@lakecountyil.gov

Access Bid Results:

http://www.lakecountypurchasingportal.com

INVITATION: 25280

BID OPENING DATE: August 29, 2025 TIME: 11:00 a.m. CDT

LOCATION: Lake County Purchasing

Submit 1 electronic copy

ISSUANCE DATE: August 8, 2025
BUYER: Mike Jeschke

INVITATION TO BID VENDOR INFORMATION

COMPANY NAME:	
ADDRESS:	
CITY, STATE, ZIP CODE:	

PRINTING AND MAILING OF REAL ESTATE TAX BILLS

Item #	Description of Item	Quantity	Unit Price	Unit of Measure	Extended Total
1	Real Property Tax Bill Printing & Mailing	265,000		Each	
2	Real Property Tax Bill Electronic Notice Preparation & Delivery	37,000		Each	
3	Real Property & Mobile Home Tax Bill Mailing Envelope	270,000		Each	
4	Real Property Tax Bill Return Envelope	265,000		Each	
5	Mobile Home Property Tax Bill Printing & Mailing	5,000		Each	
6	Mobile Home Tax Bill Electronic Notice Preparation & Delivery	1,500		Each	
7	Mobile Home Tax Bill Return Envelope	5,000		Each	
8	Real Property Final Notice Letter Printing & Mailing	11,000		Each	
9	Real Property Final Notice Mailing Envelope	11,000		Each	
10	Real Property Final Notice Return Envelope	11,000		Each	
	TOTAL ANNUAL BID AMOUNT				\$

If a bid includes any exceptions, B	idders must insert an "X" i	in the following bo	ox indicating a	bid submission with exce	eptions.
	PROMPT PAYMEN	IT DISCOUNT:	% %	DAYS	
The undersigned hereby certifies prices shown any or all of the iten have read all the provisions of t additional compensation. By sign contract as a result of a violation	ns above, subject to all inst his solicitation shall not t ning this bid document, the	ructions, conditione cause to alter e bidder hereby co	ns, specificatio any resulting o ertifies that the	ns and attachments here contract or to accept an ey are not barred from b	eto. Failure to y request fo
Authorized Signature:		Company Name	<u> </u>		
Typed/Printed Name:		Date:			
Title:		Telephone Num	nber:		
E-mail		Fax Number:			

NOTE TO BIDDERS: Any and all exceptions to these specifications MUST be clearly and completely indicated on the bid sheet. Attach additional pages if necessary. Please be advised that any exceptions to these specifications may cause your bid to be disqualified.

AUGUST 2025

1. INTENT

The intent is to secure a multi-year partnership with a vendor who will be able to prepare, print and mail statutory mandated mailings of real estate tax bills, provide specialty envelopes, and other related materials property owners in Lake County. The Office of the Lake County Treasurer will coordinate the timing of these mailings with the selected vendor well in advance to allow for proper execution. Work includes but is not limited to: maintaining a list of registered E-notice recipients, distribution of email tax bills annually, printing, assembling and inserting, CASS address verification, and mailing, along with proof of postage.

The vendor will be responsible for the following mailings:

- Real Property Tax Bills
- Certified Final Notices
- Mobile Home Tax Bills

2. SUBMISSION OF BIDS

Bids will be accepted until August 29, 2025 at 11:00am CDT, at the via the Lake County Purchasing Portal.

3. SUBMITTALS

For your bid to be considered responsive, please see the below list of submittals. A responsive bidder is defined as a person who has submitted a bid that conforms in all material respects to the requirements set forth in the invitation for bids.

- Original "Invitation to Bid" including signed form with Total Bid Amount.
- Electronic copy of the complete bid submission.
- Contractor Qualification Form.
- Reference Form.
- Value Added Services.
- Statement of Sustainability.
- Addendum Acknowledgement Form.
- Vendor Disclosure Form.
- Vendor Certification Form.

1. BACKGROUND

Lake County is located in northeast Illinois, between the Chicago and Milwaukee metropolitan areas. Lake County is home to about 736,000 residents. Lake County is committed to open government and transparency, and the County Board's sound fiscal policies have allowed the County to maintain fiscal stability and to achieve AAA bond ratings from Standard & Poor's and Moody's.

2. AWARD

Lake County intends to award this contract to the lowest responsive and responsible bidder who is in compliance with the specifications, terms, conditions contained herein. The Contractor shall have specific experience supplying similar service to other customers with similar volume. Lake County reserves the right to request additional information subsequent to the bid date for evaluation purposes. Lake County reserves the right to split award this bid by item, in whole or in part if determined to be in the best interest of the County.

3. ENTIRE AGREEMENT

This bid document contains our terms and conditions and constitute the entire agreement between Lake County and the awarded bidder. Modifications and exceptions taken to the terms and conditions contained herein must be formally accepted in writing by both parties.

4. BID PRICE

The price bid shall include all material costs, labor and equipment included but is not limited to all transportation charges to and from destination, including delivery.

- All current or future surcharges on fuel or any other commodity.
- All other overhead charges of every kind and nature.

Postage will be estimated and made payable to the vendor <u>with no postage markup</u>, and any credit shall be used towards future invoices, while any underpayment should be communicated and invoiced directly to the Treasurer's Office.

5. TERM

This contract shall be in effect for a two (2) year period from the date of award. Lake County reserves the right to renew this contract for three (3) additional one (1) year period(s), subject to acceptable performance by The Bidder. At the end of any contract term, Lake County reserves the right to extend this contract for a period of up to sixty (60) days for the purpose of getting a new contract in place. For any year beyond the initial year, this contract is contingent on the appropriation of sufficient funds; no charges shall be assessed for failure of the County to appropriate funds in future contract years.

4. PRICE ESCALATOR

Prices throughout the initial term of the contract shall remain firm/fixed. Written requests for price revisions after the initial term and subsequent renewals shall be submitted at least sixty (60) days in advance of the annual contract period. Requests must be based upon and include documentation of the actual change in the costs of the components involved in the contract and shall not include overhead and profit. Changes in the contract price shall be made in the amount of the actual change in Contractor cost or the percentage increase in the U.S. Average Consumer Price Index for the Midwest Urban - per category "All Items," whichever is less. Surcharges for fuel and/or other costs shall not be allowed. Manufacturer and/or Warehouse Distributor's price sheets or an equivalent document showing the new pricing may be considered sufficient documentation for a price increase. The County reserves the right to reject any price increase and to terminate the contract.

5. DELIVERY CONDITIONS

All Items shall be F.O.B. Destination. The term F.O.B. Destination shall mean delivered and unloaded at delivery sites within Lake County, with all charges for transportation and unloading paid by the Contractor. Any claim for loss or damage shall be between the Contractor and the carriers.

6. TERMINATION

Lake County reserves the right to terminate this bid as set forth below.

a. Termination for Convenience:

Lake County reserves the right to terminate this Agreement, or any part of this Agreement, with or without cause, upon 30 days' written notice. In case of such termination, Consultant shall be entitled to receive payment from Lake County for work completed to the date of termination in accordance with the terms and conditions of this Agreement.

b. Termination Due to Material Breach:

In the event that this Agreement is terminated due to the Consultant's material breach, Lake County shall be entitled to purchase substitute items or services elsewhere and charge Consultant with losses the County incurs, including attorney's fees and expenses, notwithstanding any damage limitations the parties may agree to elsewhere.

c. Termination Due to Lack of Appropriations:

If sufficient funds are not appropriated by the Lake County Board to continue the services under this Agreement, then Lake County may terminate this Agreement. Lake County agrees to give written notice of termination to Consultant at least 30 days prior to the end of the last fiscal year for which appropriations were made. Lake County shall remit payment for all work completed and approved or accepted by the County, to the date of termination. Termination under this subsection shall not entitle the Consultant to contractual damages of any kind.

d. Termination Due to Force Majeure Events:

- (1) If a Force Majeure Event prevents a party from complying with any one or more obligations under this agreement, that inability to comply will not constitute breach if (1) that party uses reasonable efforts to perform those obligations, (2) that party's inability to perform those obligations is not due to its failure to (A) take reasonable measures to protect itself against events or circumstances of the same type as that Force Majeure Event or (B) develop and maintain a reasonable contingency plan to respond to events or circumstances of the same type as that Force Majeure Event, and (3) that party complies with its obligations under section 16(d)(3), below.
- (2) For purposes of this agreement, "Force Majeure Event" means, with respect to a party, any event or circumstance, whether or not foreseeable, that was not caused by that party and any consequences of that event or circumstance.
- (3) If a Force Majeure Event occurs, the noncomplying party shall promptly notify the other party of occurrence of that Force Majeure Event and may terminate the Agreement based on it, with an obligation to pay only for services performed prior to the Force Majeure Event.

7. VOLUME/ESTIMATED QUANTITY

County does not guarantee any specific amount and shall not be held responsible for any deviation. Lake County does not guarantee that the County will buy any or all estimated quantities or total amounts. This contract shall cover the County's requirements whether more or less than the estimated amount. All orders received by the Contractor during the term of the contract shall be filled in accordance with the terms and conditions set forth herein. Lake County reserves the right to add or delete locations to this contract. Pricing of additional locations will be negotiated with the Contractor.

8. SUBSTITUTIONS

No substitutions will be allowed during the term of the contract without the express permission of the Lake County Purchasing Division. The Contractor may request permission to substitute items of equal or higher quality when sufficient inventories of an ordered item are not available for delivery within the time required by the using agency.

9. PRECEDENCE

Where there appears to be variances or conflicts, the following order of precedence shall prevail: Lake County Specifications; Lake County General Terms & Conditions, Lake County Invitation for Bids Terms & Conditions and the Contractor's Bid Response.

10. INVOICES AND PAYMENT

- A. At the start of this contract, the County will issue a purchase order for the work and bidder shall submit invoices detailing the products and services provided and identify the purchase order number on all invoices.
- B. Bidder shall maintain records showing the actual time its employees and agents devoted to the project, and the costs incurred. Bidder shall permit a representative from Lake County to inspect and audit all of Bidder's data and records for the work and services provided under this contract. Bidder shall make these records available at reasonable times during the contract period and for one year after the end of the contract.
- C. All payments shall be made in accordance with the Illinois Local Government Prompt Payment Act, which generally requires approval of a vendor's bill within 30 days of receiving the invoice for the services contained in it, and payment within an additional 30 days (50 ILCS 505/1 et seq.).

Lake County's fiscal year ends on November 30. Invoices for services the bidder has rendered up until November 30 of each year must be received by Lake County on or before January 15 of the subsequent calendar year.

Other than the timeframe for payments related to the end of Lake County's fiscal year, as stated above, Lake County shall not be held financially liable for payment of any services rendered if the invoice for such services is not sent to the County within 90 days from the date the services were provided.

If this contract is terminated prior to its expected expiration date, the bidder must submit all invoices to Lake County no later than 30 days after the effective date of the termination.

Payment for invoices received beyond the time periods in this subsection will be denied, absent an agreement to the contrary. Failure of the bidder to invoice the County in the timeframes noted in this section shall constitute the bidder's waiver of the bidder's right to payment.

Invoices shall be sent to the following address:

Lake County Treasurer's Office 18 N County St Waukegan, IL 60085

11. UNBALANCED BIDDING

Bidders shall not submit a bid which contains irregularities of any kind, including unbalanced bids. By an unbalanced bid, it is meant that one or more separate items are substantially out of line with the current market price for the materials and/or work covered hereby. The County reserves the right not to award any items or to negotiate unit prices that appear excessive or unbalanced.

12. INDEMNIFICATION

Bidder agrees to indemnify and defend Lake County (its employees, elected officials, executives, and agents) from all claims, actions, demands, judgments or liabilities, fines, penalties, and expenses, including without limitation reasonable legal fees and expert costs, arising out of this bid and arising from the bidder's (its employees', executives', and agents') actions, whether negligent, reckless, or intentional. Lake County shall provide notice to bidder promptly of any such claim, suit, or proceeding, and will assist bidder, at bidder's expense, in defending any such claim, suit, or proceeding.

13. CONFIDENTIALITY

Bids are subject to the Illinois Freedom of Information Act (FOIA) once an award is made. As such, all bidders responding are asked to submit one redacted copy of their bid that can be used by the County to respond to any future FOIA requests for the bid.

Please refer to the FOIA statute, 5 ILCS 140/1 et seq., and specifically Section 7 therein, for explanation of information that may be redacted. For example, information exempt from disclosure in response to a FOIA request includes but is not limited to: highly personal or objectionable information; trade secrets and commercial or financial information claimed as proprietary, privileged or confidential, the disclosure of which would cause your business competitive harm; valuable formulae, computer geographic systems, designs, drawings and research data when disclosure of the same would produce

private gain or public loss; certain construction related technical documents; and information associated with automated data processing operations that, if disclosed, would jeopardize system or data security.

If no redacted copy is provided, the Lake County Purchasing Division reserves the right to determine what information should be redacted as proprietary, privileged, or confidential in response to a FOIA request. A bidder who fails to provide a redacted copy of its proposal waives its right to maintain any claims against Lake County, its agents, or employees for disclosure of this information.

14. ASSIGNMENT

Any Agreement entered into as a result of this bid shall not be assigned, delegated, or modified without the express written consent of both parties. The Agreement supersedes all other agreements, oral or written, between the parties with respect to the subject matter of the Agreement.

If Lake County agrees that the bidder may assign, delegate, or subcontract the work under the Agreement, bidder shall remain contractually liable to Lake County unless otherwise agreed in writing.

15. ADDENDA

Any and all changes to the specifications and terms and conditions of this Bid are valid only if they are included by addendum issued by Lake County Purchasing. Bidders shall acknowledge addenda by signing the enclosed Addendum Acknowledgement form. Failure of any bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this bid as submitted. All addenda as issued shall become part of the bid documents. It is the vendor's responsibility to check for addendums, posted on the website at http://lakecountypurchasingportal.com prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum issued within three business days of the submittal due date.

16. ADDITIONAL INFORMATION

Should the bidder require additional information about this bid, please submit questions on our website at http://lakecountypurchasingportal.com by selecting the bid number and addendum link. Questions may also be submitted via email to purchasing@lakecountyil.gov. All questions shall be submitted no less than seven (7) days prior to the bid opening date. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a bidder to improperly submit a bid.

17. NON-ENFORCEMENT BY THE COUNTY

The Contractor shall not be excused from complying with any of the requirements of the Contract because of any failure on the part of the County, on any one or more occasions, to insist on the Contractor's performance or to seek the Contractor's compliance with any one or more of said terms or conditions.

18. CHANGE IN STATUS

The Contractor shall notify Lake County immediately of any change in its status resulting from any of the following: (a) vendor is acquired by another party; (b) vendor becomes insolvent; (c) vendor, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) vendor ceases to conduct its operations in normal course of business. Lake County shall have the option to terminate its contract with the vendor immediately on written notice based on any such change in status.

19. JOINT PURCHASING

The purchase of goods and services pursuant to the terms of this Contract shall also be offered for purchases to be made by other governmental units, as authorized by the Governmental Joint Purchasing Act, 30 ILCS 525/0.01, et seq. (the "Act"). All purchases and payments made under the Act shall be made directly by and between each governmental unit and the successful Bidder. The Bidder agrees that Lake County shall not be responsible in any way for purchase orders or payments made by the other governmental units. The Bidder further agrees that all terms and conditions of this Contract shall continue in full force and effect as to the other governmental units during extended terms. The credit or liability of

each governmental unit shall remain separate and distinct. Disputes between Bidders and governmental units shall be resolved between the immediate parties.

The Bidder and the other governmental units may negotiate such other and further terms and conditions to this Contract ("Other Terms") as individual projects may require. To be effective, Other Terms shall be reduced to writing and signed by a duly authorized representative of both the successful Bidder and the other governmental unit.

The Bidder shall provide the other governmental units with all required documentation set forth in the solicitation including but not limited to: performance and payment bonds, Certificates of Insurance naming the respective governmental unit as an additional insured and certified payrolls to the other governmental unit as required.

20. REPORTING REQUIREMENTS

All awarded vendors will identify and report the type of ownership— L/W/MBE, and/or not L/W/MBE for any work that they or their approved subcontractors will perform. In addition, Lake County requests that all awarded vendors provide an accounting of employees assigned throughout the term of the contract in regards to their home address and ethnicity. Lake County may use any data collected to report on potential of businesses and workers benefitting from County contracts.

Lake County launched a **Buy Local. Build Local. Work Local.** initiative in 2013 to increase the outreach and procurement opportunities for businesses located within Lake County, including women-owned businesses and minority-owned business enterprises (L/W/MBE). The overarching objective is to maximize participation from these businesses in the County's procurement process, in accordance with applicable law. The County will take all necessary and reasonable steps to assure that business enterprises defined as L/W/MBE shall have a fair opportunity to participate in County contracts. As part of its Economic Opportunity Program (EOP) commitment the County will make every effort to achieve the following objectives:

- (a) To ensure nondiscrimination in the award and administration of contracts;
- (b) To create a level playing field on which L/W/MBEs can compete fairly for contracts by providing any necessary training and assistance in bid preparation;
- (c) To ensure that the County's EOP is narrowly tailored in accordance with applicable law;
- (d) To establish a means for firms identifying themselves as L/W/MBEs to register for procurement opportunities and work cooperatively with contracted firms to report on measures that demonstrates the County's commitment to its EOP; and,
- (e) To help remove barriers to the participation of L/W/MBEs through notification of contract opportunities.

Successful proposers are encouraged to work with Workforce Development to post any and all opportunities for employment on County contracts. Lake County's Workforce Development mission is to foster and ensure the economic prosperity of the Lake County community by maximizing the potential of businesses and workers. As such, Workforce Development provides a key resource for job seekers and employers.

State law mandates an open and competitive bidding process and requires that publicly procured contracts be awarded to the lowest responsible and responsive bidder with no demonstrated preference based on the bidder's location, race and gender.

21. DEBARMENT AND SUSPENSION WITH LAKE COUNTY

The Lake County Purchasing Ordinance § 33.125 through 33.126 defines the County's Authority and Decision to Debar.

The bidder certifies to the best of his or her knowledge and belief that the bidder:

- A. Is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
- B. Has not within a 3-year period preceding this contract been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing

a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;

- C. Is not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- D. Has not, within a three-year period preceding this contract, had one or more public transactions (Federal, State, or local) terminated for cause or default.

Bidder agrees that, during the term of this Agreement, Bidder shall report to the County's contract administrator, within 10 days, any allegations to or findings by the National Labor Relations Board (NLRB) or Illinois Labor Relations Board (ILRB) that Bidder has violated a statute or regulation regarding labor standards or relations. If an investigation by the County results in a final determination that the matter adversely affects Consultant's responsibilities under this Agreement, then the County may terminate this contract.

22. NON-DISCRIMINATION

During the term of this agreement, Bidder agrees to and shall comply with (1) the Equal Opportunity Employer provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order Number 11246, as amended by Executive Order 11375, and (2) Chapter 33 of Title III of the Lake County Code of Ordinances (titled "Purchasing").

INSURANCE AUGUST 2025

All Contracts may be subject to change

The Contractor must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois with an A.M. Best Rating of at least A- VIII and provide the County with a Certificate of Insurance 15 days before the start of the project., and thereafter annually for contracts/ projects that will last more than one year. Insurance in the following types and amounts is necessary:

Commercial General Liability Insurance (Required)

In a broad form on an occurrence basis shall be maintained, to include, but not be limited to, coverage for property damage, bodily injury (including death), personal injury and advertising injury in the following coverage forms where exposure exists:

- Premises and Operations
- •Independent Contractors
- Products/Completed Operations up to 2 years after each project completion Liability assumed under an Insured Contract/ Contractual Liability
- Personal Injury and Advertising Injury

With limits of liability not less than:

- \$ 1,000,000 Each Occurrence
- \$ 1,000,000 Products-Completed Operations
- \$ 1,000,000 Personal and Advertising injury limit
- \$ 2,000,000 General aggregate; the CGL policy shall be endorsed to provide that the General Aggregate limit applies separately to each of the contractor's projects away from premises owned or rented to contractor.

Automobile Liability Insurance

Automobile liability insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person, or property damage arising out of ownership, maintenance, or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

The Contractor's auto liability insurance, as required above, shall be written with limits of insurance not less than the following:

\$ 1,000,000 Combined single Limit (Each Accident)

Excess/ Umbrella Liability

Excess/ Umbrella liability insurance shall be written with the umbrella follow form and outline the underlying coverage, limits of insurance will be based on size of project:

\$ 2,000,000 per occurrence limit (minimum, and may be higher depending on the project)

Workers Compensation (Coverage A) and Employers Liability (Coverage B)

Worker's Compensation Insurance covering all liability of the Contractor arising under the Worker's Compensation Act and Worker's Occupational Disease Act at limits in accordance with the laws of the State of Illinois. Employers' Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, occupational sickness, or disease or death of the Contractor's employees, with limits listed below:

Employers Liability

- a) Each Accident \$1,000,000
- b) Disease-Policy Limit \$1,000,000
- c) Disease-Each Employee \$1,000,000

Such Insurance shall contain a waiver of subrogation in favor of Lake County.

Professional Liability – Errors and Omissions

The Contractor's Architect/ Engineer/Consultants for the plans of the project shall be written with limits of insurance not less than the following:

\$ 1,000,000 per claim per policy year

Coverage shall be provided for up to three (3) years after project completion. Policy is to be on a primary basis if other professional liability is carried.

Liability Insurance Conditions

Contractor agrees that with respect to the above required insurance:

- a) The CGL policy shall be endorsed for the general aggregate to apply on a "per Project" basis;
- b) The Contractor's insurance shall be primary & non-contributory over Lake County's insurance in the event of a claim.
- c) Contractor agrees that with respect to the above required insurance, Lake County shall be named as additional insured, including its agents, officers, and employees and volunteers and be provided with thirty (30) days' notice, in writing by endorsement, of cancellation or material change. A blanket additional insured ISO endorsement is preferred for Contractors who have multiple projects with the County.
- d) Lake County shall be provided with Certificates of Insurance and should include the appropriate corresponding ISO form endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies. No manuscript endorsements will be accepted. Any hard copies of said Notices and Certificates of Insurance and Endorsements shall be provided to:

Lake County
Purchasing Division
18 N. County 9th Floor
Waukegan, Illinois 60085

e) Electronic copies of Notices, Certificates of Insurance and Endorsements can be emailed to Purchasing@lakecountyil.gov in place of hard copies.

Failure to Comply: In the event the Contractor fails to obtain or maintain any insurance coverage required under this agreement, Lake County may purchase such insurance coverage and charge the expense to the Contractor.

SPECIFICATIONS AUGUST 2025

1. DESCRIPTION

The awarded vendor will be responsible for preparation and mailing of the following Tax Bills, Final Notices, Envelopes, and PDF inserts upon request by the Treasurer's Office:

Real Property Tax Bills: Mailed annually no later than May 1st. The quantity of Real Property Tax Bills mailed for 2025 was 263,119, along with approximately 37,000 E-notices. The Treasurer's Office currently sends the vendor a template for the front page, standardized PDF on the backside, and a data file to fill in the required fields. Real Property Tax Bills require physical proofs mailed to Lockbox facilities for scanline testing, and contain the following printing requirements:

- OCR scan line and a scannable barcode
- Size = 8 ½" x 10 ½"
- Stock = 24# MOCR Paper
- Two horizontal perforations, with each payment stub consisting of 3" in height, leaving 4 ½" remaining below

Real Property Tax Bills, along with a Return Envelope containing the Real Property Lockbox PO address are placed inside the General Tax Bill Envelope. See Exhibits A, B, and C for additional information.

Mobile Home Property Tax Bills: Mailed annually no later than May 15th. The quantity of Mobile Home Property Tax Bills mailed for 2025 was 4,985, along with approximately 1,500 E-notices. Mobile Home Property Tax Bills are currently sent to the vendor in PDF form and contain an OCR scanline and scannable barcodes. and include a Return Envelope with the Mobile Home Property Lockbox PO Box address. Mobile Home Property Tax Bills, and the Return Envelope are placed inside the General Tax Bill Envelope. See Exhibits B, D, E for additional information. Mobile Home Property Tax Bills require physical proofs mailed to Lockbox facilities for scanline testing, and contain the following printing requirements:

- Size = 8 ½" x 11"
- Stock = 70#

Real Property Final Notices: Mailed annually in early October. The awarded vendor shall coordinate with the Lake County Treasurer's Office regarding a specific date each year. The quantity of Real Property Final Notices mailed for 2024 was 10,173, however, as this number varies from year to year the total for the purposes of this bid will consist of 11,000. The Treasurer's Office currently sends the vendor a template for the letter, and a data file to fill in the required fields. These notices shall be sent via certified mail, and tracking information shall be provided to the Treasurer's Office. Final Notices are mailed in a standard mailing envelope, and a return envelope addressed to the Lake County Treasurer's Office. See Exhibits F, G, H for additional information. Real Property Notices contain the following requirements:

- Size = 8 ½" x 11"
- Stock = 24# MOCR Paper
- Scannable Barcode

Real Property and Mobile Home Tax Bill Mailing Envelope (Exhibit B):

- #10 Window, 4 1/8" x 9 ½"
- Stock = 24#, White Wove
- Commercial, Fully Gummed, Rounded Flap
- Clear Poly Window (Position to be determined by actual program of Tax Form Bill- must be U.S. Postal Compliant)
- Print = One Site, Black Ink

Real Property Tax Bill Return Envelope (Exhibit C) and Mobile Home Return Envelope (Exhibit E) Requirements:

• #9 Envelope

- 20# White
- Commercial, Fully Gummed, Rounded Flap
- Print: Two Sides, Black Ink
- White in Color
- Printed on two (2) sides

Real Property Final Notice Mailing Envelope (Exhibit G):

- 6" x 9"
- Printed on one (1) side

Real Property Final Notice Return Envelope (Exhibit H):

- #9 Envelope
- 20# White
- Commercial, Fully Gummed, Rounded Flap
- Print: Two Sides, Black Ink
- White in Color

2. OVER & UNDERRUNS

Lake County will not accept or pay for **PRINTING OVER or UNDERRUNS.** There will be no minimum order quantity for any Bid Item herein

3. PRINTING APPROVAL

All printed and envelope mailings require a PDF proof for each printed item prior to production printing, and mailing. Proofs will be reviewed by the Lake County Treasurer's office prior to production.

4. SUBCONTRACTED WORK

Vendor shall be fully responsible for sub-contractor's performance and compliance to specifications, quality, delivery, etc. all subcontracted work. Bidders shall include a list of all sub-contractors used, with their bud submission.

5. COLORS

Vendor shall comply with Lake County's Logo Color Standard (Blue – Pantone 2727C & Green – Pantone 369C)

6. POSTAL DISCOUNTS AND RATES

Vendor will not charge markups on postage and shall take advantage of all postage discount rates offered by the United States Postal Service. Vendor must assemble all mailings in a manner which will secure the lowest, Pre-Sort, Bulk Postage Rate possible for this mailing. Lake County shall reimburse vendor for postage.

7. DISASTER PLANNING

Vendor must have a minimum of one (1) backup facility capable of handling this project, in the event that the work described herein cannot be performed at the primary facility. The back-up facility may be owned by the Contractor or may be a sub-contractor's facility with equipment capable of providing this service.

8. FACILITY SECURITY

Vendor's facility must have 24-hour security cameras located at entrances and critical points within the production and warehouse facilities. Security systems should be manned and monitored for employees and visitors with intrusion protection. Access must be controlled via employee and visitor badges, and employees must escort visitors inside the facility at all times.

9. STAFFING REQUIREMENTS

All employees shall be required to be cleared through a thorough background check procedure prior to employment. The cost of this background check will be the responsibility of the bidder. Upon receipt of notice of award from Lake County Purchasing Agent, the bidder must supply personnel written documentation within ten (10) working days.

10. PDF FILES UPON COMPLETION

Upon completion of each printing process, full PDF files for Real Property Tax Bills, Mobile Home Tax Bills, and Final Notices must be provided to the Treasurer's Office within 30 days after mailing.

(ATTACH ADDITIONAL PAGES AS NEEDED)

Name and address of office from which this contract will be administered

Name		
Address		
Phone		Fax
Project Manager		
	(Minimum 5 years)	Number of Employees
Annual Sales:	\$	Dunn & Bradstreet

List employees who will be dedicated to Lake County: (Attach additional pages as necessary)

Name	Position	# Years	Responsibility/Experience	Task

Please include any value-added services your firm provides in your response:			

The County of Lake has a responsibility to balance fiscal, environmental and social considerations into its operational decision-making process. The County's commitment to green and sustainable practices and good environmental stewardship was memorialized by the Lake County Board in the County's 2013 Strategic Plan where sustainability is listed as a value and a goal. This was further strengthened in September 2020 by adopting a Net Zero Emissions goal through Joint Resolution. Therefore, we shall promote environmentally preferable purchasing, whenever practical, by procuring goods or services that lessen the destructive effects on the environment and the health and well-being of all citizens.

Consideration of the practices adopted by our contracted firms is key to magnifying the impact of the County's sustainability measures. Proposers are requested to provide a Statement of Sustainability demonstrating the methods they have incorporated into their firms. Sustainability may be one of the scoring criteria included the evaluation rubric for the award of this contract.

INSTRUCTIONS

Please provide a narrative outlining any policies or practices implemented by your firm to reduce your carbon footprint. Your response should include, but need not be limited to:

- A copy of your firm's sustainability policy, awards and accolades.
- Practices such as waste minimization, energy/water efficiency, methods instituted to reduce pollution, green products utilized, staff education, community involvement and volunteerism.
 - o Specifically include the percentage of your firm's energy that comes from renewable sources and percentage of your fleet that is non-emitting.
- Sustainable approaches your firm may have for this specific project.
- Cost variances to incorporate a more sustainable approach to this project and any calculated life cycle costs.



Addendum Acknowledgement

The undersigned acknowledges receipt of the following addendum(s):

ADDENDUM #	

I have examined and carefully prepared the submittal documentation in detail before submitting my response to Lake County.

Submittal Number:	
Company Name:	
Authorized Signature:	
Printed Name/Title:	
Date:	

It is the vendor's responsibility to check for addendums, posted on the website at http://lakecountypurchasingportal.com prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum posted within three business days of the submittal due date.

If the submittal has already been received by Lake County, vendors are required to acknowledge receipt of addendum via email to purchasing@lakecountyil.gov prior to the due date.

Submittals that do not acknowledge addendums may be rejected.

GENE	RAL INFORMATION SHEET		
AUTH	ORIZED NEGOTIATORS:		
Nam	e:	Title:	
Phon	ne:	Email:	
Nam	e:	Title:	
Phon	ne:	Email:	
BUSIN	NESS ORGANIZATION: (check one only) Sole Proprietor: An individual whose signature is	affixed to this proposal.	
	Partnership: State full names, titles, and addresses of all responsible principals and/or partners on attached sheet.		
	Corporation: State of incorporation: Click or tap here to enter text.		
	Non-profit Corporation		
	501c3 U.S. Internal Revenue Code		
		by certifies that it is not barred from responding on this or 33E-4 of the Illinois Criminal Code of 1961, as amended.	
Full L	Legal Business Name:		
Auth	orized Signature:	Date:	
Print	ed Name/Title:		

List below other similar size clients for whom you have provided similar services. Please include the email address
for each reference.
Agency Name:
Mailing Address:
Contact Person/Title:
Phone Number:
Email:
Dates of Service:
Project/Service Provided:
Number of Employees:
Agency Name:
Mailing Address:
Contact Person/Title:
Phone Number:
Email:
Dates of Service:
Project/Service Provided:
Number of Employees:
Agency Name:
Mailing Address:
Contact Person/Title:
Phone Number:
Email:
Dates of Service:
Project/Service Provided:
Number of Employees:
Agency Name:
Mailing Address:
Contact Person/Title:
Phone Number:
Email:
Dates of Service:
Project/Service Provided:
Number of Employees:

REFERENCES

VENDOR DISCLOSURE STATEMENT

Vendor Name:		
Address:		
Contact Person:	Phone #:	
Bid/RFP/SOI/Contract/Renewal:		

Vendors wishing to contract with Lake County for goods and services in an amount greater than \$30,000 shall submit this form in advance of award. This disclosure statement is not required for utility companies regulated by the Illinois Commerce Commission or local units of government. Vendors shall disclose:

- A familial relationship <u>between</u> a Lake County elected official, department director, deputy director and manager <u>and</u> owners, principals, executives, officers, account managers or other similar managerial positions of the vendor's company. Familial relationship is defined as a spouse (including civil partner), child, stepchild, parent, stepparent, grandparent, in-laws (including parent, grandparent, sibling, or child), relatives and non-relatives living in the same residence, and offspring born to any aforementioned person.
- All political campaign contributions made by the vendor or an owner, principal, executive, officer, account manager, or other similar managerial position of the vendor to any county board member, county board chair, or countywide elected official within the last five years.

If there is nothing to report in a section, please state NONE in the appropriate space.

FAMILIAL RELATIONSHIPS

List names and departments/agencies of Lake County employees or public officials with whom owners, principals, or officers of the vendor's company have a familial relationship and the nature of the relationship. Attach additional pages, as necessary. (Provide all names or state NONE in the space below. Do not leave blank.)

Name and Department/Agency of Lake County		
Employee/Public Official	Familial Relationship	

CAMPAIGN CONTRIBUTIONS

List campaign contributions that have been made within the last five years that exceed \$150 annually. Attach additional pages, as necessary. (Provide all names or state NONE in the space below. Do not leave blank.)

		Description (e.g., cash, type of item, in-kind		
Recipient	Donor	service, etc.)	Amount/Value	Date Made

Continuing disclosure is required if information changes. This Vendor Disclosure Statement form is available at www.lakecountyil.gov. The full text of the County's Ethics and Procurement policies and ordinances are available at www.lakecountyil.gov.

I hereby acknowledge that the information above is accurate and complete, that I am an authorized signer on behalf of the vendor, that I have read and understand these disclosure requirements, and that I agree to update this information if there are any related changes by submitting a new Vendor Disclosure Statement.

Authorized Signature:	Title:	
Printed Name:	Date:	

☐ Vendors: Check this box when indicating exception. Then provide a brief narrative for exception below.



Printed Name:

VENDOR CERTIFICATION FORM

	VLIVI			VI
Bid/RFP/SOI Num	nber:			
Vendor Name:				
Address:				
Primary Contact	Name:			
Primary Contact				
Primary Contact				
Project Manager				
Project Manager				
Project Manager # Years in Busin			Number of	
# Years in busin	ess.		Employees:	
Annual Sales:		\$	Dunn & Bradstreet #:	
information is o	collected for repo	Please identify all the follow orting purposes only and no ided on the second page of Ve	t vendor selection. Ple	ase include a copy of the
	Contractor certif	tifies as a Minority – Business Enterprise (MBE)		
	☐ Contractor certifies as a Women Business Enterprise (WBE)			
	Contractor certif	ies as a Veteran-Owned (VBE) I	Business Enterprise	
	☐ Contractor certifies as a Persons with Disabilities Owned Business Enterprise (PDBE)			
	Contractor certif	ies as a Service-Disabled Veter	an-Owned (SDVBE) Busin	ess Enterprise
	Contractor certif	ies as a Business Enterprise Pro	gram (BEP)	
	Contractor certif	ies as a Small Disadvantaged B	usinesses (SDB)	
	Contractor certif	ies as a Veteran-Owned Small I	Business (VOSB)	
	Local Business			
	None			
Other (Specify)				
Certification Number:				
Certified by				
(Agency):				
information on be		urate to the best of my knowle	edge and that I am autho	rized to provide this
Signature:			Date:	

Title:



Vendor Certification Definitions

Minority-owned business (MBE)

A business concern which is at least 51% owned by one or more minority persons, or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.

Woman-owned business (WBE)

A business which is at least 51% owned by one or more women, or, in the case of a corporation, at least 51% of the stock in which is owned by one or more women; and the management and daily business operations of which are controlled by one or more of the women who own it.

• Veteran-owned Business Enterprise (VBE)

A small business (i) that is at least 51 percent owned, controlled and managed by one or more Eligible Veterans or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled and managed by one or more Eligible Veterans.

- Eligible Veteran means a person who (i) has been either a member of the armed forces of the United States or, while a citizen of the United States, was a member of the armed forces of allies of the United States in time of hostilities with a foreign country and (ii) has served under one or more of the following conditions: (a) the veteran served a total of at least 6 months; (b) the veteran served for the duration of hostilities regardless of the length of the engagement; (c) the veteran was discharged on the basis of hardship; or (d) the veteran was released from active duty because of a service connected disability and was discharged under honorable conditions.
- Armed Forces of the United States means the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or service in active duty as defined under 38 U.S.C. Section 101. Service in the Merchant Marine that constitutes active duty under Section 401 of federal Public Act 95-202 shall also be considered service in the armed forces for purposes of this Division.
- Persons with Disabilities Owned Business Enterprise (PDBE)

A small business (i) that is at least 51 percent owned. controlled and managed by one or more Persons with a Disability; or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled, and managed by one or more Persons with a Disability.

- Disability or Disabled means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.
- Service-Disabled Veteran-owned Business Enterprise (SDVBE)

A small business (i) that is at least 51 percent owned, controlled, and managed by one or more qualified service-disabled veterans or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled and managed by one or more Service Disabled Veterans.

- Service-Disabled Veteran means an Eligible Veteran who has been found to have 10 percent or more service-connected disability by the United States Department of Veterans Affairs or the United States Department of Defense.
- Service-connected disability means a disability incurred in the line of duty in the active military, naval or air service as described in 38 U.S.C. 101(16).
- BEP Business Enterprise Program

Business Enterprise Program (BEP) BEP assists businesses owned by minorities, women, and people with disabilities gain access to the State of Illinois procurement process. BEP certification with the State of Illinois can also open the door to opportunities with other public and private entities which are looking for diverse suppliers.

Small Disadvantaged Businesses (SDB)

A Small Disadvantaged Business (SDB) is a small business owned and controlled by socially and economically disadvantaged individuals as defined by Federal Acquisition Regulation (FAR) 19.001

Veteran-Owned Small Business (VOSB)

A Veteran-Owned Small Business (VOSB) is a small business that is at least 51 percent owned by one or more veterans; or, if a publicly owned business, at least 51 percent of the stock is owned by one or more veterans. Also, one or more veterans control management and daily business operations of the firm.

Local business

Lake County launched a Buy Local. Build Local. Work Local initiative in 2013 to increase the outreach and procurement opportunities for businesses located within Lake County, including women-owned businesses and minority-owned business enterprises (L/W/MBE). The overarching objective is to maximize participation from these businesses in the County's procurement process, in accordance with applicable law.

Exhibit A: Real Property Tax Bill Sample (Front)

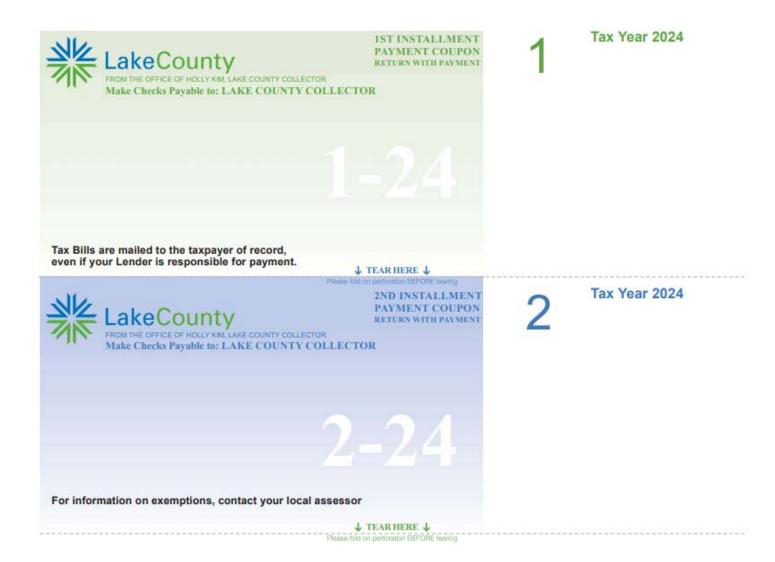


Exhibit A: Real Property Tax Bill Sample (Back)

Convenient Ways to Pay



Online

Lakecountytax.net

E-Check, debit, credit and PayPal Processing fees may apply



Phone

847-469-9854

E-check, debit and credit Processing fees may apply



At a Bank

Visit Lakecountytreasurer.info or scan the QR code for a list of locations



Mail

PO Box 1030 Bedford Park, IL 60499

Please fold on perforation REFORE tearing

Convenient Ways to Pay



Online

Lakecountytax.net

E-Check, debit, credit and PayPal Processing fees may apply



Phone

847-469-9854

E-check, debit and credit Processing fees may apply



At a Bank

Visit Lakecountytreasurer.info or scan the QR code for a list of locations



Mai

PO Box 1030 Bedford Park, IL 60499

3-11-25_v3

Please fold on perforation BEFORE tearing

IMPORTANT DATES

Visit Lakecountytreasurer.info for the full 2024 collection calendar payable in 2025.

06-04-25: 1st due date*

09-04-25: 2nd due date*

10-01-25: Last day to pay online to avoid publication and final notice

10-06-25: Last day to pay in the office to avoid publication, final notice and \$10 fee. No postmark.

11-03-25: Certified funds only

11-12-25: Last day to pay in the office to avoid tax sale. No postmark.

11-13-25: Tax sale

*Taxes that remain unpaid after the due date specified on the tax bill shall be deemed delinquent and shall bear interest after that date at the rate of 1.50% per month (35 ILCS 200/21-15).

Exemption Information

Taxpayers may be eligible for tax exemptions, abatements, and other assistance programs.

For more information taxpayers should consult with the office of their township or County Assessor and with the Department of Revenue.

Exemptions

- | General Homestead Exemption
- Home Improvement Exemption
- Disabled Person's Exemption
- Senior Citizen's Exemption
- Low-Income Senior Citizen's Assessment Freeze Exemption
- Returning Veteran's Exemption
- Disabled Veteran's Exemption

Contact

Chief County Assessor

847-377-2050

For questions regarding assessments, exemptions and ownership information.

County Clerk

847-377-2404

For questions regarding tax rates, levies and taxes that have been sold.

Treasurer

- **847-377-2323**
- www.Lakecountytreasurer.info
- 18 N. County St Room 102, Waukegan IL 60085
- ③ 8:30am-5:00pm Monday-Friday

For questions regarding tax bill calculations, payment options, distribution of taxes and mailing information. Address change requests should be submitted through Lakecountytreasurer.info

Exhibit B: Real Property and Mobile Home Tax Bill Mailing Envelope

Front:

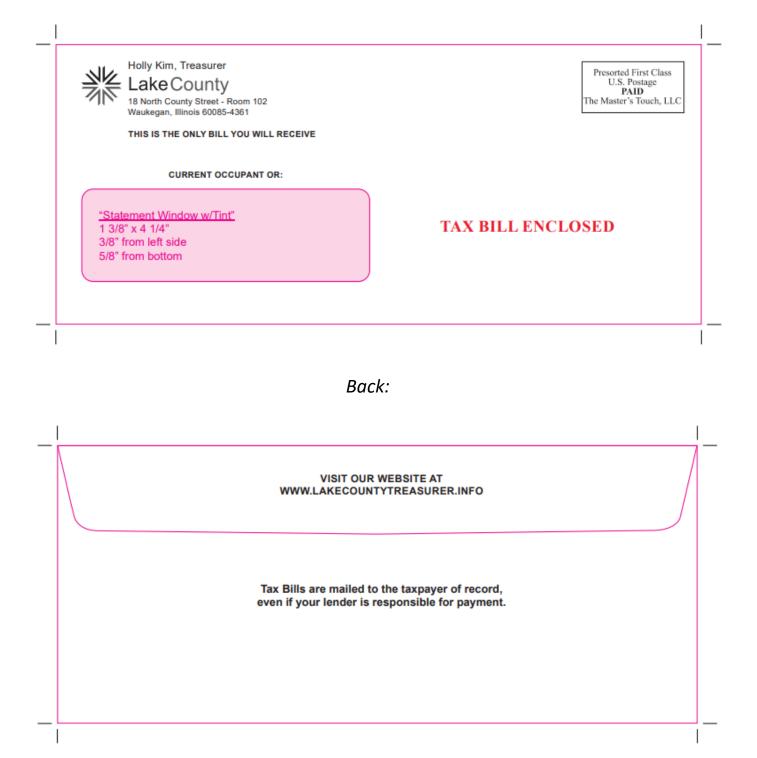


Exhibit C: Real Property Tax Bill Return Envelope

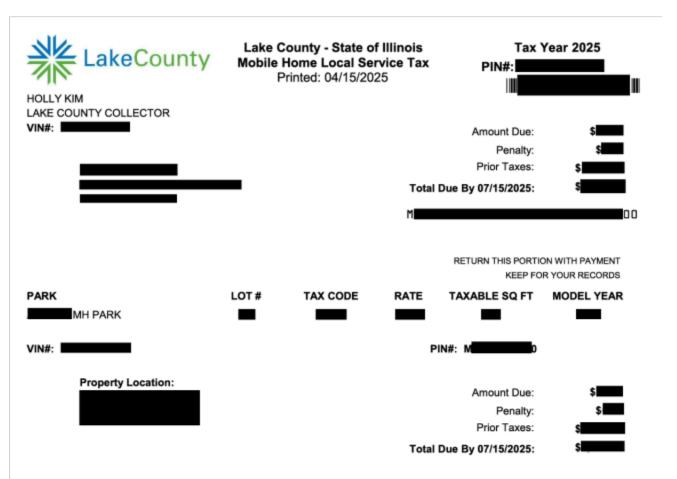
Front:

RETURN ADDRESS		PLACE STAMP HERE
Go Green! Save a Stamp!	ปกไทปุ่งไปแบบไม่เป็นโปนานไม่ไม่ไปเป็นเป็นไม่แม่ปุ่น LAKE COUNTY COLLECTOR PO BOX 1030 BEDFORD PARK IL 60499-1030	
Receive your statements electronically and pay online, Register at: NoticesOnline.com		

Back:



Exhibit D: Mobile Home Property Tax Bill



DUE DATE 07/15/2025

IMPORTANT: Lake County offers FREE eCheck payments through our website and pay by phone service. For the easiest, fastest, and least expensive way to pay, please take advantage of this free service.

Pay Online LakeCountyTax.net Pay by Phone 847-469-9964 By Mail
Lake County Collector
PO Box 8209
Carol Stream IL 60197

In Person Lake County Collector 18 N. County St. Room 102 Waukegan IL 60085

- Payment made after the due date or with prior year balances, should be paid by certified funds and mailed to: Lake County Treasurer 18 N. County St Room 102 Waukegan IL 60085. Make check payable to Lake County Collector.
- Payments received after the due dates will be assessed \$25.00 penalty per month, not to exceed the lesser of \$100.00 or 50% of the original tax bill.
- If payment is made by a check which is not honored by the bank, that payment will be considered void and a \$25.00 charge will be added.
- . Homeowners that are at least 65 years of age as of January 1 or those with disabilities are eligible for an exemption.
- Before moving or selling mobile homes, all taxes must be paid in full, and a tax certificate must be obtained from this office with verification of title.

Lake County Treasurer: 18 North County Street Room 102 Waukegan, Illinois 60085

Monday-Friday 8:30am-5:00pm - Phone 847-377-2323 Visit our website at LakeCountyTreasurer.info for more information

Exhibit E: Mobile Home Return Envelope

Front

		PLACE STAMP HERE
	LAKE COUNTY COLLECTOR	
Go Green! Save a Stamp!	PO BOX 8209 CAROL STREAM, IL 60197-8209	
Receive your statements electronically and pay online. Register at:		

Back

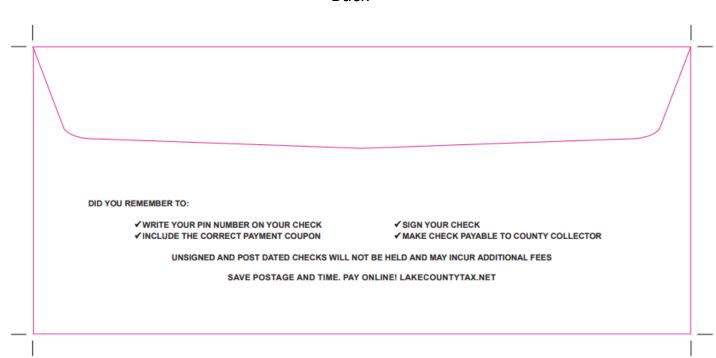
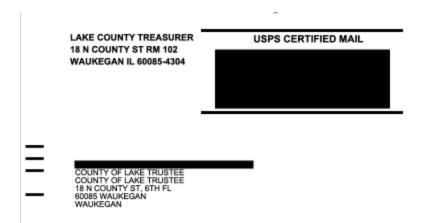


Exhibit F: Real Property Final Notice Letter (Front)





1/2

Exhibit F: Real Property Final Notice Letter (Back)



IMPORTANT NOTICE Please Read Carefully GENERATED 10/07/2024 Holly Kim Lake County Treasurer

18 North County Street, Room 102 Waukegan, Illinois 60085-4364 Phone: 847-377-2323 Fax: 847-784-5899



COUNTY OF LAKE TRUSTEE COUNTY OF LAKE TRUSTEE 18 N COUNTY ST, 6TH FL 60085 WAUKEGAN WAUKEGAN

PIN #: Property Location Address

According to our records, the 2023 real estate taxes payable in 2024 are not paid in full for the property listed above. Our records indicate you have an interest in this property during the current tax year.

Taxes must be paid in full by 5:00pm CST on November 12, 2024 to avoid Tax Sale. Payments are accepted through <u>Lakecountytax.net</u>, or by calling 847-469-9854. Free e-Check payments are available through October 31, 2024. Debit and credit card payments are accepted through November 8, 2024 5:00pm CST.

Beginning on Friday November 1, 2024, all payments, whether received in person or by mail, must be made payable to Lake County Collector with United States certified funds (i.e. cash, cashier's check, or money order). All other payments will be returned and marked unpaid. Postmark will not be honored. Mail payments to: Lake County Collector, 18 N. County Street Room 102, Waukegan, IL 60085.

If you have any questions regarding this notice, please contact the Treasurers Office at 84 7-377-2323 or Treasurer@lakecountyil.gov.

Detach and enclose this stub with payment

IMPORTANT NOTICE



PIN #:

Judgment Date:
Tax Sale Date:

Holly Kim Lake County Treasurer

18 North County Street, Room 102 Waukegan, Illinois 60085-4364

Current Tax

Interest

Cost

Total Due

COUNTY OF LAKE TRUSTEE COUNTY OF LAKE TRUSTEE 18 N COUNTY ST, 6TH FL 60085 WAUKEGAN WAUKEGAN

Make Certified funds payable to "LAKE COUNTY Collector"

2/2

Exhibit G: Real Property Final Notice Mailing Envelope

Front



FORWARDING SERVICE REQUESTED

"Statement Window w/Tint" 1 3/8" x 4 1/4" 3/8" from left side 5/8" from bottom

Back

VISIT OUR WEB SITE AT WWW.LAKECOUNTYTREASURER.INFO

Exhibit H: Real Property Final Notice Return Envelope



Postage Required. Post Office will not deliver without proper postage.

LAKE COUNTY COLLECTOR 18 N COUNTY ST, ROOM 102 WAUKEGAN IL 60085-4304



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