

Standard Professional Services Agreement (“PSA”)

Revision G – October 2021

AGREEMENT FOR PROFESSIONAL SERVICES

This agreement ("Agreement"), dated as of May 21, 2024 (“Effective Date”) is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and The Data Center/Mailing.com, LLC (hereinafter "Consultant").

R E C I T A L S

WHEREAS, Consultant represents that it is a duly qualified firm, experienced in the printing and mailing of county tax bills and related services; and

WHEREAS, in the judgment of the Auditor-Controller-Treasurer-Tax Collector, it is necessary and desirable to employ the services of Consultant for preparing, printing and mailing Sonoma County Annual Property Tax Bills and the documentation and envelopes necessary in the mailing of such bills.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

A G R E E M E N T

1. Scope of Services.

1.1 Consultant's Specified Services.

Consultant shall perform the services described in Exhibit “A,” attached hereto and incorporated herein by this reference (hereinafter "Scope of Work"), and within the times or by the dates provided for in Exhibit “A” and pursuant to Article 7, Prosecution of Work. In the event of a conflict between the body of this Agreement and Exhibit “A”, the provisions in the body of this Agreement shall control.

1.2 Cooperation With County. Consultant shall cooperate with County and County staff in the performance of all work hereunder.

1.3 Performance Standard. Consultant shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Consultant's profession. County has relied upon the professional ability and training of Consultant as a material inducement to enter into this Agreement. Consultant hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor’s work by County

shall not operate as a waiver or release. If County determines that any of Consultant's work is not in accordance with such level of competency and standard of care, County, in its sole discretion, shall have the right to do any or all of the following: (a) require Consultant to meet with County to review the quality of the work and resolve matters of concern; (b) require Consultant to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 4; or (d) pursue any and all other remedies at law or in equity.

1.4 Assigned Personnel.

- a. Consultant shall assign only competent personnel to perform work hereunder. In the event that at any time County, in its sole discretion, desires the removal of any person or persons assigned by Consultant to perform work hereunder, Consultant shall remove such person or persons immediately upon receiving written notice from County.
- b. Any and all persons identified in this Agreement or any exhibit hereto as the project manager, project team, or other professional performing work hereunder are deemed by County to be key personnel whose services were a material inducement to County to enter into this Agreement, and without whose services County would not have entered into this Agreement. Consultant shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of County. With respect to performance under this Agreement, Consultant shall employ the following key personnel:

Stacy Conologue – Account Executive
Trisha Allen-Rasmason-Customer Service/Bid Specialist
Gary Swensen – Production Manager
Derek Toronto – Chief Information Manager/Programmer
Nancy Moore – Mail Services Operations Manager
- c. In the event that any of Consultant's personnel assigned to perform services under this Agreement become unavailable due to resignation, sickness or other factors outside of Consultant's control, Consultant shall be responsible for timely provision of adequately qualified replacements.

2. Payment.

For all services and incidental costs required hereunder, Consultant shall be paid in accordance with the following terms:

Consultant shall be paid in an amount not to exceed \$566,223 over the term of the agreement, regardless of the number of hours or length of time necessary for Consultant to complete the services. The amount is inclusive of all services, materials and an estimated cost of annual postage which includes a projected annual postage rate

increase of \$0.05 per year. Consultant shall not be entitled to any additional payment for any expenses incurred in completion of the services.

A breakdown of costs used to derive the lump sum amount, including but not limited to hourly rates, estimated travel expenses and other applicable rates, is specified in Exhibit B, attached hereto and incorporated herein by this reference.

Upon completion of the work, Consultant shall submit its bill[s] for payment in a form approved by County's Auditor and the Head of the County Department receiving the services. The bill[s] shall identify the services completed and the amount charged.

Unless otherwise noted in this Agreement, payments shall be made within the normal course of County business after presentation of an invoice in a form approved by the County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by the County.

Pursuant to California Revenue and Taxation code (R&TC) Section 18662, the County shall withhold seven percent of the income paid to Consultant for services performed within the State of California under this agreement, for payment and reporting to the California Franchise Tax Board, if Consultant does not qualify as: (1) a corporation with its principal place of business in California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.

If Consultant does not qualify, County requires that a completed and signed Form 587 be provided by the Consultant in order for payments to be made. If Consultant is qualified, then the County requires a completed Form 590. Forms 587 and 590 remain valid for the duration of the Agreement provided there is no material change in facts. By signing either form, the Consultant agrees to promptly notify the County of any changes in the facts. Forms should be sent to the County pursuant to Article 12. To reduce the amount withheld, Consultant has the option to provide County with either a full or partial waiver from the State of California.

Payment of Postage in Advance

2.1 Payment for Postage Described in Exhibit B.2. Consultant shall be pre-paid for the estimated cost of postage for each print job at the current rate of postage. Consultant shall be entitled to additional payment at the completion of each print job if postage cost exceeds the estimated and collected amount. Consultant agrees to provide the County an invoice for estimated cost of postage per print job with a due date no sooner than 14 days after being issued.

A breakdown of costs used to derive the estimated annual amount of postage, is specified in Exhibit B.2, attached hereto and incorporated herein by this reference.

2.2 Overpayment.

If County overpays Consultant for any reason, Consultant agrees to return the amount of such overpayment to County or, at County's option, permit County to offset the amount of such overpayment against future payments owed to Consultant under this Agreement or any other agreement.

3. Term of Agreement. The term of this Agreement shall be from May 21, 2024 to June 30, 2027 unless terminated earlier in accordance with the provisions of Article 4 below.

4. Termination.

4.1 Termination Without Cause. Notwithstanding any other provision of this Agreement, at any time and without cause, County shall have the right, in its sole discretion, to terminate this Agreement by giving 5 days written notice to Consultant.

4.2 Termination for Cause. Notwithstanding any other provision of this Agreement, should Consultant fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, County may immediately terminate this Agreement by giving Consultant written notice of such termination, stating the reason for termination.

4.3 Delivery of Work Product and Final Payment Upon Termination.

In the event of termination, Consultant, within 14 days following the date of termination, shall deliver to County all reports, original drawings, graphics, plans, studies, and other data or documents, in whatever form or format, assembled or prepared by Consultant or Consultant's subcontractors, consultants, and other agents in connection with this Agreement and shall submit to County an invoice showing the services performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.

4.4 Payment Upon Termination. Upon termination of this Agreement by County, Consultant shall be entitled to receive as full payment for all services satisfactorily rendered and reimbursable expenses properly incurred hereunder, an amount which bears the same ratio to the total payment specified in the Agreement as the services satisfactorily rendered hereunder by Consultant bear to the total services otherwise required to be performed for such total payment; provided, however, that if services which have been satisfactorily rendered are to be paid on a per-hour or per-day basis, Consultant shall be entitled to receive as full payment an amount equal to the number of hours or days actually worked prior to the termination times the applicable hourly or daily rate; and further provided, however, that if County terminates the Agreement for cause pursuant to Section 4.2, County shall deduct from such amount the amount of damage, if any, sustained by County by virtue of the breach of the Agreement by Consultant.

4.5 Authority to Terminate. The Board of Supervisors has the authority to terminate this Agreement on behalf of the County. In addition, the Purchasing Agent or Auditor-Controller-Treasurer-Tax Collector Department Head, in consultation with

County Counsel, shall have the authority to terminate this Agreement on behalf of the County.

5. Indemnification. Consultant agrees to accept all responsibility for loss or damage to any person or entity, including County, and to indemnify, hold harmless, and release County, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including Consultant, that arise out of, pertain to, or relate to Consultant's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. Consultant agrees to provide a complete defense for any claim or action brought against County based upon a claim relating to such Consultant's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. Consultant's obligations under this Section apply whether or not there is concurrent or contributory negligence on County's part, but to the extent required by law, excluding liability due to County's conduct. County shall have the right to select its legal counsel at Consultant's expense, subject to Consultant's approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Consultant or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

6. Insurance. With respect to performance of work under this Agreement, Consultant shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain, insurance as described in Exhibit C, which is attached hereto and incorporated herein by this reference.

7. Prosecution of Work. The execution of this Agreement shall constitute Consultant's authority to proceed immediately with the performance of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God or by strike, lockout, or similar labor disturbances, the time for Consultant's performance of this Agreement shall be extended by a number of days equal to the number of days Consultant has been delayed.

8. Extra or Changed Work. Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Changes which do not exceed the delegated signature authority of the Department may be executed by the Department Head in a form approved by County Counsel. The Board of Supervisors or Purchasing Agent must authorize all other extra or changed work which exceeds the delegated signature authority of the Department Head. The parties expressly recognize that, pursuant to Sonoma County Code Section 1-11, County personnel are without authorization to order extra or changed work or waive Agreement requirements. Failure of Consultant to secure such written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the Agreement price or Agreement time due to such unauthorized work and thereafter Consultant shall be entitled to no compensation whatsoever for the performance of such work. Consultant further expressly waives any and all right or remedy by way of restitution and quantum meruit

for any and all extra work performed without such express and prior written authorization of the County.

9. Representations of Consultant.

9.1 Standard of Care. County has relied upon the professional ability and training of Consultant as a material inducement to enter into this Agreement. Consultant hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Consultant's work by County shall not operate as a waiver or release.

9.2 Status of Consultant. The parties intend that Consultant, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Consultant is not to be considered an agent or employee of County and is not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits County provides its employees. In the event County exercises its right to terminate this Agreement pursuant to Article 4, above, Consultant expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

9.3 No Suspension or Debarment. Consultant warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Consultant also warrants that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration. If the Consultant becomes debarred, consultant has the obligation to inform the County

9.4 Taxes. Consultant agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. Consultant agrees to indemnify and hold County harmless from any liability which it may incur to the United States or to the State of California as a consequence of Consultant's failure to pay, when due, all such taxes and obligations. In case County is audited for compliance regarding any withholding or other applicable taxes, Consultant agrees to furnish County with proof of payment of taxes on these earnings.

9.5 Records Maintenance. Consultant shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement and shall make such documents and records available to County for inspection at any reasonable time. Consultant shall maintain such records for a period of four (4) years following completion of work hereunder.

9.6 Conflict of Interest. Consultant covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Consultant further covenants that in the performance of this Agreement no person having any such interests shall be employed. In addition, if requested to do so by County, Consultant shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with County disclosing Consultant's or such other person's financial interests.

9.7 Statutory Compliance/Living Wage Ordinance. Consultant agrees to comply with all applicable federal, state and local laws, regulations, statutes and policies, including but not limited to the County of Sonoma Living Wage Ordinance, applicable to the services provided under this Agreement as they exist now and as they are changed, amended or modified during the term of this Agreement. Without limiting the generality of the foregoing, Consultant expressly acknowledges and agrees that this Agreement is subject to the provisions of Article XXVI of Chapter 2 of the Sonoma County Code, requiring payment of a living wage to covered employees. Noncompliance during the term of the Agreement will be considered a material breach and may result in termination of the Agreement or pursuit of other legal or administrative remedies.

9.8 Nondiscrimination. Without limiting any other provision hereunder, Consultant shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation or other prohibited basis, including without limitation, the County's Non-Discrimination Policy. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.

9.9 AIDS Discrimination. Consultant agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

9.10 Assignment of Rights. Consultant assigns to County all rights throughout the world in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications, if any, now or later prepared by Consultant in connection with this Agreement. Consultant agrees to take such actions as are necessary to protect the rights assigned to County in this Agreement, and to refrain from taking any action which would impair those rights. Consultant's responsibilities under this provision include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as County may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of County. Consultant shall not use or permit another to use the plans and specifications in connection with this or any other project without first obtaining written permission of County.

9.11 Ownership and Disclosure of Work Product. All reports, original drawings, graphics, plans, studies, and other data or documents ("documents"), in whatever form or format, assembled or prepared by Consultant or Consultant's subcontractors, consultants, and other agents in connection with this Agreement shall be the property of County. County shall be entitled to immediate possession of such documents upon completion of the work pursuant to this Agreement. Upon expiration or termination of this Agreement, Consultant shall promptly deliver to County all such documents, which have not already been provided to County in such form or format, as County deems appropriate. Such documents shall be and will remain the property of County without restriction or limitation. Consultant may retain copies of the above-described documents but agrees not to disclose or discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of County.

9.12 Authority. The undersigned hereby represents and warrants that he or she has authority to execute and deliver this Agreement on behalf of Consultant.

10. Demand for Assurance. Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may in writing demand adequate assurance of due performance and until such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, but not exceeding thirty (30) days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance. Nothing in this Article limits County's right to terminate this Agreement pursuant to Article 4.

11. Assignment and Delegation. Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

12. Method and Place of Giving Notice, Submitting Bills and Making Payments. All notices, bills, and payments shall be made in writing and shall be given by personal delivery or by U.S. Mail or courier service. Notices, bills, and payments shall be addressed as follows:

TO: COUNTY:	Sonoma County ACTTC
	Attn: Joanne Tunzi
	585 Fiscal Drive, Suite 100

Santa Rosa, CA 95403
ACTTC-Administration@sonoma-county.org

TO: CONSULTANT: The Data Center/Mailing.com
 Attn: Stacy Conologue
 1827 S. Fremont Drive
 Salt Lake City, UT 84104-4220
 scononlogue@mailing.com

When a notice, bill or payment is given by a generally recognized overnight courier service, the notice, bill or payment shall be deemed received on the next business day. When a copy of a notice, bill or payment is sent by facsimile or email, the notice, bill or payment shall be deemed received upon transmission as long as (1) the original copy of the notice, bill or payment is promptly deposited in the U.S. mail and postmarked on the date of the facsimile or email (for a payment, on or before the due date), (2) the sender has a written confirmation of the facsimile transmission or email, and (3) the facsimile or email is transmitted before 5 p.m. (recipient's time). In all other instances, notices, bills and payments shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this paragraph.

13. Miscellaneous Provisions.

13.1 No Waiver of Breach. The waiver by County of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

13.2 Construction. To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby. Consultant and County acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other. Consultant and County acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

13.3 Consent. Wherever in this Agreement the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or delayed.

13.4 No Third-Party Beneficiaries. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

13.5 Applicable Law and Forum. This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in Santa Rosa or the forum nearest to the city of Santa Rosa, in the County of Sonoma.

13.6 Captions. The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

13.7 Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

13.8. Survival of Terms. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

13.9 Time of Essence. Time is and shall be of the essence of this Agreement and every provision hereof.

13.10. Counterpart; Electronic Signatures. The parties agree that this Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and together which when executed by the requisite parties shall be deemed to be a complete original agreement. Counterparts may be delivered via facsimile, electronic mail (including PDF) or other transmission method, and any counterpart so delivered shall be deemed to have been duly and validly delivered, be valid and effective for all purposes, and shall have the same legal force and effect as an original document. This Agreement, and any counterpart, may be electronically signed by each or any of the parties through the use of any commercially available digital and/or electronic signature software or other electronic signature method in compliance with the U.S. federal ESIGN Act of 2000, California's Uniform Electronic Transactions Act (Cal. Civil Code § 1633.1 et seq.), or other applicable law. By its use of any electronic signature below, the signing party agrees to have conducted this transaction and to execution of this Agreement by electronic means.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

 The Data
 Center/Mailing.com,
CONSULTANT: LLC

COUNTY: COUNTY OF SONOMA

By: Stacy Conlogue
Name: Stacy Conlogue
Title: Account Executive
Date: May 7, 2024

CERTIFICATES OF
INSURANCE REVIEWED, ON
FILE, AND APPROVED AS TO
SUBSTANCE FOR COUNTY:

By: _____
Department Director or Designee
Date: _____

APPROVED AS TO FORM FOR
COUNTY:

By: _____
County Counsel
Date: _____

EXECUTED BY:

By: _____
Department Director
Date: _____

Exhibit A

SCOPE OF WORK

General Mailing Requirements, All Jobs

Provided services to include full printing and mailing services integrated with USPS for mailing general notices, letters, and property tax statements which may include but not be limited to the jobs listed below:

Job #	Job Name	# batches per year	Total approx. mailing pieces/year	Reference Exhibit #
1	Annual Current Secured Property Tax Bills-AA	1	47,000	Exhibits 1, 3, 4
2	Annual Current Secured Property Tax Bills-SA	1	110,000	Exhibits 1, 3, 4
3	Annual Current Secured Property Tax Bills-CC	1	22,000	Exhibits 1, 3, 4
4	Annual Current Unsecured Property Tax Bills	1	22,000	Exhibits 6, 7, 8
5	Periodic Monthly Supplemental Property Tax Bills – possible additional job	5	15,000	Exhibit 9, 11
6	Revised Secured, Periodic Change of Ownership/Address/Duplicate Property Tax Bills – possible additional job	5	10,000	Exhibit 9
7	Periodic Tax Status Letters – possible additional job	2	10,000	Exhibit 12
8	#10 White Window for Secured Annual bills (with vendor indicia)	1	170,000	Exhibit 5
9	#10 White Window for non-presort	1	75,000	Exhibit 10
10	#9 Green remittance envelopes	1	400,000	Exhibit 2

Each of the above print and mailing jobs are described in more detail below. General requirements applying to all printing and mailing jobs:

The County will:

- Transmit electronically to the vendor all Bills, Notices, and Letters to be printed.
- Provide print files such that the mailing addresses will be printed in an area to allow the address to be seen through the window on the master envelope.

The Vendor will:

- Work with the county programmers to receive, send, and verify appropriate files in a format acceptable to the county.
- Provide samples for final approval by County prior to processing full print jobs.
- Work with County to assure proper format.
- Print Bills, Notices, and Letters and some variable data.
- Print envelopes to be used for mailing bills, notices, letters, and remittances.
- Supply and quote cost for each type of paper to be used in print jobs.

- Print in full color or black and white as specified. Vendor may quote costs for laser jet, inkjet or other printing methods. Print method and result must be approved by County as to quality of printing.
- Print on one or both sides of paper as specified by the County in each print job.
- Print an OCRA scan line on each micro perforated remittance stub of the tax bill as required for County remittance processor machinery to read.
- Fold, insert and seal the Bills, Notices, and Letters, remittance envelopes, and other inserts as required into master envelopes per County instructions.
- Provide for up to eight pieces to be inserted into each envelope.
 - Tax Bills, Letters, or Inserts.
 - Remittance envelopes (standard size #9). Insertion quantity may be zero, one, or two, as specified by the county for each job.
 - Other inserts may be 8 ½" x 3 2/3" or 8 ½" x 11" or 8 ½" x 14" as specified in each job.
 - Mailing addresses will be printed in an area to allow the address to be seen through the window on the envelope.
- Provide capability for different folds as required to insert and make mailing address visible through master envelope window.
- Where micro perforations are used, folds must be on perforations.
- Provide "house-holding" services
 - Identify multiple mail items going to the exact same name and address, and consolidate these into one master envelope or package to save postage and provide better service to taxpayers.
 - Both the name and the address must be an exact match to be house-held.
 - Use different sized master envelopes or packages, depending on the number of consolidated items.
 - Vendor must include with quote how many tax bills can be stuffed into each type of master envelope (#10 window, 9" x 12" window, or larger package)
- Presort mailings utilizing IMB processing in order to minimize postage cost. Specify how presort will be done and resulting reduced postage costs for the County.
- Deliver stuffed, folded, sealed, and presorted envelopes to the United States Post Office.
- Prepare all USPS paperwork for mailing efficiency and provide copies to the County.
- Provide reports to County on mailings, invalid addresses, and others reports as specified.
- Manage processing of all mailing files through NCOA and CASS, and provide reporting back to County. Replace abbreviated City names included in County-delivered electronic files with actual name so "Full Service" with USPS certification will be accurate.
 - Vendor to use their own indicia and/or meter to apply postage.
 - If an item does not qualify for IMB as addressed, and no forwarding address is available, vendor will mail to the invalid address (as required under California Revenue & Taxation Code).
 - If an item does not qualify for IMB as addressed, but there is a better address available through NCOA, vendor will not mail the item, and instead will return a file to the County showing both the original and the forwarding address. Vendor will not bill the County for postage for such items.
 - For all items above, Vendor must provide a report including batch, page, reject type, and better address if available.
- Quote each cost item separately, with fixed and variable costs separated. Quote variable costs as per thousand pieces, so the County may better understand how changes in quantities will affect costs. Specifically, itemize postage amount per piece and total postage with total quantity and associated postage total.
- Describe invoicing processes and level of itemization of invoices.
- Describe how postage costs will be handled, where mailing pieces do not qualify for use of the County's presort/bulk permit.
- Describe how workflow processes and status of jobs will be communicated.
- Describe Customer Service support.
- Describe any performance guarantees, and adjustments to costs that would be made if a mailing deadline were missed, due entirely to vendor's failure to perform, and under what circumstances.

- Describe your disaster contingency plan. Detail how, in the event of a local disaster, services will continue to be provided to meet the county deadlines detailed in this Scope of Work.

Specific requirements for each type of job are detailed on the following pages.

Annual Current Secured Property Tax Bills – Job #1-3

- These bills are printed and mailed once each year.
- Approximately 178,000 tax bills must be printed and mailed to approximately 156,000 unique addresses, together with inserts as specified.
- Please refer to samples and Exhibit 1. Each envelope or package will contain:
 - One or more Tax Bills, to be printed, folded, and stuffed into master envelopes by vendor.
 - Sample shown as Exhibit 1
 - Either two, one, or no #9 remittance envelopes will be inserted into master envelopes.
 - Sample shown as Exhibit 2
 - One 8 ½" x 11" insert to be printed, folded and stuffed into master envelopes by vendor.
 - Sample shown as Exhibit 3
 - Printed one or both sides.
 - Option for full color or black and white.
 - Paper to be 24# white.
 - Approximate quantity 160,000
 - One, two or three 8 ½" x 3 2/3" inserts, to be printed and stuffed into master envelopes by vendor.
 - Printing to be one or more colors on one or both sides. Paper to be 60# or 80# gloss book. Quote cost for each separately.
 - Samples shown as Exhibit 4.
 - Sample master envelope shown as Exhibit 5.
- Print files with addresses will be provided by the County in approximately mid-September. **Bills must be printed and mailed no later than the end of the second week in October.** Vendor should specify turnaround time in business days, from time of receipt of print file to time of delivery to USPS. The shorter the turnaround time, the better.
- Tax Bills will be 8 ½" x 14".
 - The front side of each bill will be unique.
 - The back side of this bill will be fixed. County will provide verbiage for back side of bill form. This verbiage is subject to change each year.
 - Five colors on front and Four colors on back.
 - Each bill must have two clean horizontal micro perforations to allow for clean and easy separation of two payment stubs from the rest of the bill. Location of perforations will be specified in advance by the County, and will be the same for all bills. One perforation will be 2 7/8" from the bottom of the bill. The second perforation will be 5 3/4" from the bottom of the bill.
 - Quote cost for 24# paper
- County requires IMB to printed form or envelope for each unique name and address. Multiple items to exact same name and address may be coded only once.
- IMB applied to the form must be in address field.
- Envelopes to be used:
 - #10 white window with vendor indicia. Quantity approximately 156,000. Shown as Exhibit 5.
 - #9 green remittance envelopes. Quantity approximately 218,000. Shown as Exhibit 2.
- Vendor should have the ability to print and store all envelopes in such a timely manner to meet the appropriate mandated mailing dates for each print job type.
- Quote any storage charges separately.
- Vendor to specify maximum number of tax bills going to the exact same name and address that can be folded, stuffed, and mailed in a single standard #10 envelope.
- Vendor to specify the maximum number of tax bills going to the exact same name and address can be mailed in a single 10" x 15" envelope.

- Vendor to specify process and costs, and how such costs will be billed, when the number of Tax Bills being mailed to the exact same name and address exceeds the maximum for 10" x 15" envelopes.
- For bills going in the #10 envelopes, folds must occur on each perforation on the Tax Bill.
- Vendor to describe their process for accomplishing the above.

Annual Unsecured Property Tax Bills – Job #4

- These Tax Bills are printed and mailed once each year.
- Approximately 22,000 Tax Bills must be printed and mailed to approximately 22,000 unique addresses, together with inserts as specified.
- Please refer to samples. Each envelope or package will contain:
 - Tax Bills, Exhibit 6
 - One #9 green remittance envelope, Exhibit 2
 - Optional 8 ½" x 11" insert. Exhibit 7.
 - Optional 8 ½" x 11" insert. Exhibit 8.
- Print files with addresses will be provided by the County in approximately early to mid-July. **Bills must be printed, mailed, and postmarked no later than July 31st.** Vendor should specify turnaround time in business days, from time of receipt of print file to time of delivery to USPS. The shorter the turnaround time, the better.
- Tax bills will be 8 ½" x 14".
 - The front side of each bill will be unique.
 - The back side of each bill will be fixed. County will provide verbiage for back side of bill form. This verbiage is subject to change each year.
 - Five colors on front and Four colors on back.
 - Each bill must have one clean horizontal micro perforation to allow for clean and easy separation of the single payment stub from the rest of the bill. Location of perforation will be specified in advance by the County, and will be the same for all bills. The perforation will be 2 7/8" from the bottom of the bill.
 - Quote cost for 24# paper.
- County requires IMB to printed form or envelope for each unique name and address. Multiple items to exact same name and address may be coded only once.
- IMB applied to the form must be in address field.
- Envelopes to be used:
 - #10 white window for non-presort, shown as Exhibit 10. Quantity approximately 22,000.
 - #9 green remittance envelopes, shown as Exhibit 2. Quantity approximately 22,000.
- Vendor should have the ability to print and store all envelopes in such a timely manner to meet the appropriate mandated mailing dates for each print job type.
- Quote any storage charges separately.
- For bills going in the #10 envelopes, the fold must also occur on the perforation.
- Vendor to describe their process for accomplishing the above.

Supplemental Property Tax Bills – Job #5 (Possible additional job)

- These Tax Bills are printed and mailed monthly.
- Monthly batch sizes range from 500 to 3,000. Generally, all months will have batches. Vendor may specify a minimum batch size for processing but must accept all batches over 200 pieces.
- Print files with addresses will be provided by the County each month in which batches are created.
- Bills must be printed and mailed no later than **seven calendar days**, not including holidays, after receipt of the file.
- Vendor should specify turnaround time in business days, from time of receipt of print file to time of delivery to USPS. The shorter the turnaround time, the better.
- Please refer to samples. Each envelope or package will contain:
 - Tax Bills, as shown in Exhibit 9.

- One or two #9 green remittance envelopes, as shown in Exhibit 2, as specified by the county for each print job.
- One Supplemental insert, as shown in Exhibit 11. Paper to be used is 8 ½” x 11”, tri cut, color and size to match Exhibit 11.
- Tax Bills will be 8 ½” x 14”.
- The front side of each bill will be unique.
- The back side of this bill will be fixed. County will provide verbiage for back side of bill form. This verbiage is subject to change each year.
- Five colors on front and Four colors on back.
- Each bill must have two clean horizontal micro perforations to allow for clean and easy separation of two payment stubs from the rest of the bill. Location of perforations will be specified in advance by the County, and will be the same for all bills. One perforation will be 2 7/8” from the bottom of the bill. The second perforation will be 5 3/4” from the bottom of the bill.
- Quote cost for 24# paper.
- County requires IMB to printed form or envelope for each unique name and address. Multiple items to exact same name and address may be coded only once.
- IMB applied to the form must be in address field.
- Envelopes to be used:
 - #10 white window for non-presort, as shown in Exhibit 10.
 - #9 green remittance envelopes, as shown in Exhibit 2.
- Vendor should have the ability to print and store all envelopes in such a timely manner to meet the appropriate mandated mailing dates for each print job type.
- Quote any storage charges separately.
- For bills going in the #10 envelopes, a fold should also occur on the perforation.
- Vendor to describe their process for accomplishing the above

Revised Secured, Periodic Change of Ownership/Address Duplicate Property Tax Bills – Job #6
(Possible additional job)

- These jobs will begin in October and run through May and may occur once or twice each month. Batch sizes range from 500 to 3,000.
- Tax Bills must be printed and mailed no later than **seven calendar days**, not including holidays, after receipt of the print file.
- Tax bill shown as Exhibit 9.
- Tax bills are to be mailed in #10 County envelope. Shown as Exhibit 10.
- Either one or two #9 remittance envelopes, as shown in Exhibit 2, will be inserted, as specified by the county for each print job.
- All other requirements of Annual Current Secured Property Tax Bills as specified above apply.

Tax Status Letters – Job #7 (Possible additional job)

- The County will transmit two files of Tax Status Letters each year, as shown in Exhibit 12.
- The first letter will be approximately 2,500 in quantity and will be transmitted in February.
- The second letter will be approximately 7,500 in quantity and will be transmitted in May.
- Paper to be white 24#.
- Letters will be provided in a single electronic file, ready to print.
- Letters must be printed and mailed no later than **seven calendar days**, not including holidays, after receipt of the file.
- These are to be printed as single page 8 ½” x 11” letters, black and white, one side printed.
- Letters should be printed, folded, and stuffed into #10 white window for non-presort, as shown in Exhibit 10.
- No #9 green remittance envelopes.

Tax Bill Micro Perforated Stock

- Vendor to provide stock as follows:
 - 180,000 sheets of 8 ½" x 14" 24# paper stock (two micro perforations) to be used for Job numbers 1-3. Each sheet must have two clean horizontal micro perforations to allow for clean and easy separation of two stubs from the rest of the sheet. Location of perforations will be specified in advance by the County, and will be the same for all of these sheets. One perforation will be 2 7/8" from the bottom of the bill. The second perforation will be 5 3/4" from the bottom of the bill. The front side of each bill will be unique. The back side of this bill will be fixed. County will provide verbiage for back side of bill form. This verbiage is subject to change each year. Quote cost for 24# paper. Shown as Exhibit 1.
 - 40,000 sheets of 8 ½" x 14" 24# paper stock (two micro perforations) to be used for Job numbers 5-6. Each sheet must have two clean horizontal micro perforations to allow for clean and easy separation of two stubs from the rest of the sheet. Location of perforations will be specified in advance by the County, and will be the same for all of these sheets. One perforation will be 2 7/8" from the bottom of the bill. The second perforation will be 5 3/4" from the bottom of the bill. The front side of each bill will be unique. The back side of this bill will be fixed. County will provide verbiage for back side of bill form. This verbiage is subject to change each year. Quote cost for 24# paper. Shown as Exhibit 9.
 - 30,000 sheets of 8 ½" x 14" blank 24# paper stock (one perforation). To be used for job #4. Each sheet must have one clean horizontal micro perforation to allow for clean and easy separation of the stub from the rest of the sheet. Location of perforation will be specified in advance by the County, and will be the same for all of these sheets. Only one perforation to be 2 7/8" from the bottom of the bill. The front side of each bill will be unique. The back side of this bill will be fixed. County will provide verbiage for back side of bill form. This verbiage is subject to change each year. Quote cost for 24# paper. Shown as Exhibit 6.
 - Quote cost of additional sheets (per thousand) on each of the above.

Envelope Stock

- Vendor to provide quote no later than April 1st annually for the following:
 - #10 White window, shown as Exhibit 5. Approximately 170,000 printed one time per year.
 - #10 White window for non-presort, shown as Exhibit 10. Approximately 75,000 printed one time per year. (For possible additional jobs)
 - #9 green remittance envelopes. Approximately 400,000 printed one time per year.
 - County reserves right to order envelope stock separately and ship to vendor. County will notify vendor within 15 days of receipt of quote.
- Vendor to provide envelope stock as follows:
 - If County chooses to have vendor provide envelope stock, vendor will ensure that there is sufficient stock available in order to meet job deadlines outlined in the above.

Recycled Paper Quote

- For each paper quote requested in the above scope, provide an additional quote for the equivalent paper type, made with at least 30% (by fiber weight) postconsumer fiber and meet SB 1383 recyclability requirements. More information about the SB 1383 requirements can be found at the following link: <https://calrecycle.ca.gov/organics/slep/procurement/RecycledPaper/>



SONOMA COUNTY SECURED PROPERTY TAX BILL 2023-2024
Erick Roeser, Auditor-Controller-Treasurer-Tax Collector
585 Fiscal Drive, Suite 100 Santa Rosa, CA 95403
TAX ROLL FOR FISCAL YEAR JULY 1, 2023 THROUGH JUNE 30, 2024

OFFICE HOURS
Monday-Friday
8am-5pm

PROPERTY INFORMATION		IMPORTANT MESSAGES	
ASSESSMENT #	160-241-034-000	TAX RATE AREA	007-003
FEE NUMBER	160-241-034-000	ACRES:	0.10
LOCATION			
LIEN DATE ASSESSEE			
*****AUTO**SCH 5-DIGIT 94928 AA-AA 579-1/1-P2 T2			
160241034000 02 2023			
1326 GASPAR CT			
ROHNERT PARK CA 94928-1529			
		SEE THE REVERSE SIDE OF THIS STATEMENT FOR ADDITIONAL IMPORTANT INFORMATION	
		Original bill date 09/19/2023 A copy of your tax bill was requested by: Lender: Lender phone #: <N/A> Cortac Number: 5211	
		FREE e-checks! 	
		View & Pay Your Taxes On-line: www.sonomacounty.ca.gov/acttc Or Call: (888) 636-8418 - Additional Fees Apply for Credit/Debit	

COUNTY VALUES, EXEMPTIONS AND TAXES				
PHONE NUMBERS	VALUE DESCRIPTION	ASSESSED VALUES	X	TAX RATE/100 = COUNTY TAXES
ASSESSOR	LAND	77,741		
VALUATION	(707) 565-1888			
EXEMPTIONS	(707) 565-1888			
BUSINESS EQUIP	(707) 565-1330	STRUCTURAL IMPROVEMENTS	82,053	
TAX COLLECTOR				
QUESTIONS	(707) 565-2281			
PAYMENTS	(888) 636-8418	H HOMEOWNERS EXEMPTION	-7,000	

DUPLICATE COPY

NET TAXABLE VALUE 152,794 X 1.000000 = \$1,527.94

VOTER APPROVED TAXES, TAXING AGENCY DIRECT CHARGES AND SPECIAL ASSESSMENTS					
PHONE NUMBERS	TAX CODE	DESCRIPTION	ASSESSED VALUES	X	TAX RATE/100 = AGENCY TAXES
(707) 521-6214	06700	WS DAM-RUSSIAN RIVER PROJ	152,794	0.007000	10.68
(707) 792-4705	39500	COTATI-RP UNIF 1990 BONDS	152,794	0.035000	53.46
(707) 792-4705	39510	COTATI-RP UNIF 2014 BONDS	152,794	0.038000	58.06
(707) 792-4705	39511	COTATI-RP UNIF 2016 BONDS	152,794	0.040000	61.10
(707) 527-4421	39900	SOCO JR COLLEGE 2002 BOND	152,794	0.011500	17.56
(707) 527-4421	39901	SOCO JR COLLEGE 2014 BOND	152,794	0.022000	33.60
(800) 273-5167	74200	MS-SONOMA MOSQUITO #1			12.00
(707) 792-4705	75950	COTATI-RP UNIF SPEC TAX			89.00
(866) 807-6864	89300	ROHNERT PARK FIRE 2000			39.42
(888) 508-8157	96200	SF BAY RESTORATION AUTH			12.00
		DIRECT CHARGE			
		DIRECT CHARGE			
		DIRECT CHARGE			
		DIRECT CHARGE			

TOTAL VOTER APPROVED TAXES, DIRECT CHARGES, AND SPECIAL ASSESSMENTS -> \$386.88

1ST INSTALLMENT DUE 11/1/2023 DELINQUENT AFTER 12/11/2023	\$957.41	2ND INSTALLMENT DUE 2/1/2024 DELINQUENT AFTER 4/10/2024	\$957.41	TOTAL TAXES	\$1,914.82
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TEAR HERE

SONOMA COUNTY SECURED PROPERTY TAXES - 2ND INSTALLMENT PAYMENT STUB	
ASSESSMENT #	160-241-034-000
FEE NUMBER	160-241-034-000
DESCRIPTION	1326 GASPAR CT
CURRENT OWNER	1326 GASPAR CT ROHNERT PARK CA 94928-1529
PAYMENTS MUST BE RECEIVED IN TAX OFFICE BY 5:00 P.M. OR POSTMARKED BY 4/10/24. LATE PAYMENTS WILL BE RETURNED FOR PENALTY.	
2023-2024	
MAKE CHECK PAYABLE TO: Sonoma County Tax Collector PO Box 3879 Santa Rosa, CA 95402-3879	
2 nd INSTALLMENT	
THIS AMOUNT DUE 2/1/2024 \$957.41	
AFTER APRIL 10, 2024 ADD 10% PENALTY + \$20 COST CHARGE	
\$115.74	
TOTAL DELINQUENT INSTALLMENT DUE	
\$1,073.15	
ADDITIONAL PENALTIES ARE CHARGED IF TAXES ARE NOT PAID BY JUNE 30, 2024	

1602410340006 20230 000000957415 2 000001073154 20230

SONOMA COUNTY SECURED PROPERTY TAXES - 1ST INSTALLMENT PAYMENT STUB	
ASSESSMENT #	160-241-034-000
FEE NUMBER	160-241-034-000
DESCRIPTION	1326 GASPAR CT
CURRENT OWNER	1326 GASPAR CT ROHNERT PARK CA 94928-1529
PAYMENTS MUST BE RECEIVED IN TAX OFFICE BY 5:00 P.M. OR POSTMARKED BY 12/11/23. LATE PAYMENTS WILL BE RETURNED FOR PENALTY.	
2023-2024	
MAKE CHECK PAYABLE TO: Sonoma County Tax Collector PO Box 3879 Santa Rosa, CA 95402-3879	
1 st INSTALLMENT	
THIS AMOUNT DUE 11/1/2023 \$957.41	
AFTER DECEMBER 11, 2023 ADD 10% PENALTY	
\$95.74	
TOTAL DELINQUENT INSTALLMENT DUE	
\$1,053.15	
TO PAY TOTAL DUE RETURN BOTH STUBS BY DECEMBER 11, 2023 WITH PAYMENT OF	
\$1,914.82	

1602410340006 20230 000000957415 1 000001053156 20230

DATES IN THE BODY HIGHLIGHTED IN RED ARE VARIABLES THAT CHANGE FROM YEAR TO YEAR

IMPORTANT INFORMATION FOR TAXPAYERS

BEST PAYMENT METHOD PAY ONLINE AT sonomacounty.ca.gov/ACTTC with **FREE e-Check** ✓

Other Forms of Payment:

WEB/PHONE (Vendor fees apply with credit/debit card)
sonomacounty.ca.gov/ACTTC OR 1-888-636-8418
Have your 12 digit assessment number and card/account information ready.
MAIL (Make payable to Sonoma County Tax Collector)

PO BOX 3879
SANTA ROSA, CA 95402
IN PERSON (Monday-Friday 8am-5pm)
585 Fiscal Drive, Suite 100
Santa Rosa, Ca 95403



GO GREEN-PAPERLESS TAX STATEMENTS

Please visit our website at

<https://sonomacounty.ca.gov/administrative-support-and-fiscal-services/auditor-controller-treasurer-tax-collector/divisions/revenue-accounting/property-tax-e-billing> and subscribe to our online tax billing program. Protect the environment and conserve local resources!

Homeowner's Exemption Ineligibility Notice: If you filed a claim for the Homeowner's Property Tax Exemption, you declared under penalty of perjury that you are the owner of this property and that it is your principal place of residence. You are required by law to terminate this claim if either or both of the following events occur prior to 12:01 a.m., January 1, **2023**: (1) ownership of the property transfers to another party or (2) your principal place of residence changes to another location. If you are not eligible for the exemption as of 12:01 a.m. on January 1, **2023**, you must notify the Assessor in writing on or before December 11, **2023** or you will be subject to the payment of the amount of taxes the exemption represents, plus applicable penalties and interest. If you have questions regarding the homeowner's exemption, please contact the Assessor at (707) 565-1888.

Taxes are levied on property, as it exists at 12:01 a.m., on the 1st day of January each year: Any prorating of the tax liability is a matter between the buyer and the seller.

Improvements are defined as valuation of all buildings or other structures, walks, driveways, fences, swimming pools, orchards, vineyards, etc.

Special Assessment Liens: As required by the formation of an assessment district, if payments are not made timely, foreclosure proceedings will be initiated.

Exemptions may be available for direct charge special taxes. Senior citizens, owners of contiguous parcels, and parcel owners on SSI may qualify.

Contact the individual entity at the telephone number listed on the front of the bill, next to the DIRECT CHARGE. The Tax Collector cannot remove the charge without agency approval.

Right to Appeal: If you disagree with the assessed values as shown on this tax bill, you have the right to appeal the assessment by obtaining and filing an "Assessment Appeal Application" during the period from July 2nd through November 30th. A \$30.00 processing fee will be charged. **Filing an appeal does not relieve an owner of the responsibility for paying the existing outstanding tax bill while in the appeal process. Late payments will incur applicable penalty and interest.** You may obtain an application by contacting the Clerk of the Assessment Appeals Board at (707) 565-2241, by mail at 575 Administration Drive, Room 100A, Santa Rosa, Ca 95403, or at sonomacounty.ca.gov/Board-of-Supervisors/Services/Assessment-Appeals.

TEMPORARY PROPOSITION 8 VALUES: Assessments made under Prop. 8 (R&T Code Section 51 (2)) are for the current fiscal year only. The law established by Prop. 8 allows the County Assessor to reduce your property taxes by enrolling a value on the tax roll that reflects a **temporary value** for your property. Once reduced in this way, your property's value must be reviewed on Jan. 1 each year to determine whether its current market value is still less than its Prop. 13 adjusted base year value. A Prop. 8 value can go up or down each year as the real estate market fluctuates and is not subject to the Prop. 13 limit of 2% per year. When a property's market value increases above its Prop. 13 adjusted base year value, the Assessor will once again enroll the Prop. 13 adjusted base year value.

Make Your Payment Early: If paid by mail, the postmark of the U.S. Postal Service determines the payment date. Payments not bearing a U.S. postmark that are delivered after the delinquency date will be assessed the penalty. Checks and e-checks returned by the bank **FOR ANY REASON** will incur a \$30.00 return check fee. The \$30.00 return check fee will also apply if incorrect bank information is entered when making an electronic payment. If payment is returned after the penalty date, the penalty will also be assessed.

Delinquency Dates and Attachment of Penalties: **First installments** are due November 1 and become delinquent if not received by the close of business or postmarked on or before December 10. **Second installments** are due February 1 and become delinquent if not received by the close of business or postmarked on or before April 10. If taxes are unpaid by December 10 (1st installment) and/or April 10 (2nd installment) then it will be necessary, as provided by law, to pay a 10% penalty on each installment which is unpaid. The 2nd installment will also have a \$20.00 cost charge added on any unpaid tax after April 10. The first installment must be paid before the second installment. If a delinquent date falls on Saturday, Sunday or legal holiday, the penalty shall attach at 5:00 p.m. on the next business day.

Information Regarding Both Installments is contained on this bill. **No additional billing will be mailed when the second installment is due.**

Tax Defaulted: Redemption penalties and fees, as provided by law, are charged on all taxes remaining unpaid after the last business day of June of the fiscal year (June 30). Penalties are computed at the rate of 1.5% per month beginning July 1 of the new fiscal year and continue until redeemed. A \$15 redemption fee will also be added.

Mailing of tax bills is a courtesy extended to those taxpayers who have provided the county Assessor with the proper mailing address. Failure to receive a tax bill in no way relieves the property owner of the responsibility of making timely payments.

The Tax Collector is not responsible for payments made on wrong property. Please examine your property description carefully, and should you discover that you have no interest in this property, kindly return this statement to this office.

Change of Mailing Address: Mailing address changes can be made online at <https://sonomacounty.ca.gov/CRA/Assessor/> or email assessor@sonoma-county.org

Property Tax Postponement for Senior Citizens, Blind, or Disabled Persons: The State Controller's Office (SCO) administers the Property Tax Postponement (PTP) program, which allows eligible homeowners to postpone payment of current-year property taxes on their primary residence. PTP applications are accepted from October 1 to February 10 each year. Go to the SCO website at www.ptp.sco.ca.gov for more information. If you have any questions, call (800) 952-5661 or email postponement@sco.ca.gov.

SEND THIS STUB WITH YOUR 2ND INSTALLMENT PAYMENT

PAYMENT MUST BE POSTMARKED ON OR BEFORE APRIL **10, 2024** TO AVOID PENALTIES.

THE SECOND INSTALLMENT CANNOT BE PAID BEFORE THE FIRST INSTALLMENT.

WHEN USING PERSONAL ONLINE BANKING: Please be aware the postmark of the US Postal Service determines the payment date, not the date on your check. Generally, online bill payment must occur no later than ten business days prior to the delinquent date in order to be received timely. When using e-Check please ensure accuracy of bank account information.

SEND THIS STUB WITH YOUR 1ST INSTALLMENT PAYMENT

PAYMENT MUST BE POSTMARKED ON OR BEFORE DECEMBER **11, 2023** TO AVOID PENALTIES.

TO PAY BOTH INSTALLMENTS SEND BOTH STUBS.

WHEN USING PERSONAL ONLINE BANKING: Please be aware the postmark of the US Postal Service determines the payment date, not the date on your check. Generally, online bill payment must occur no later than ten business days prior to the delinquent date in order to be received timely. When using e-Check please ensure accuracy of bank account information.

11010202

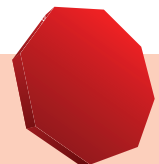
FROM _____

MAIL EARLY TO AVOID PENALTIES



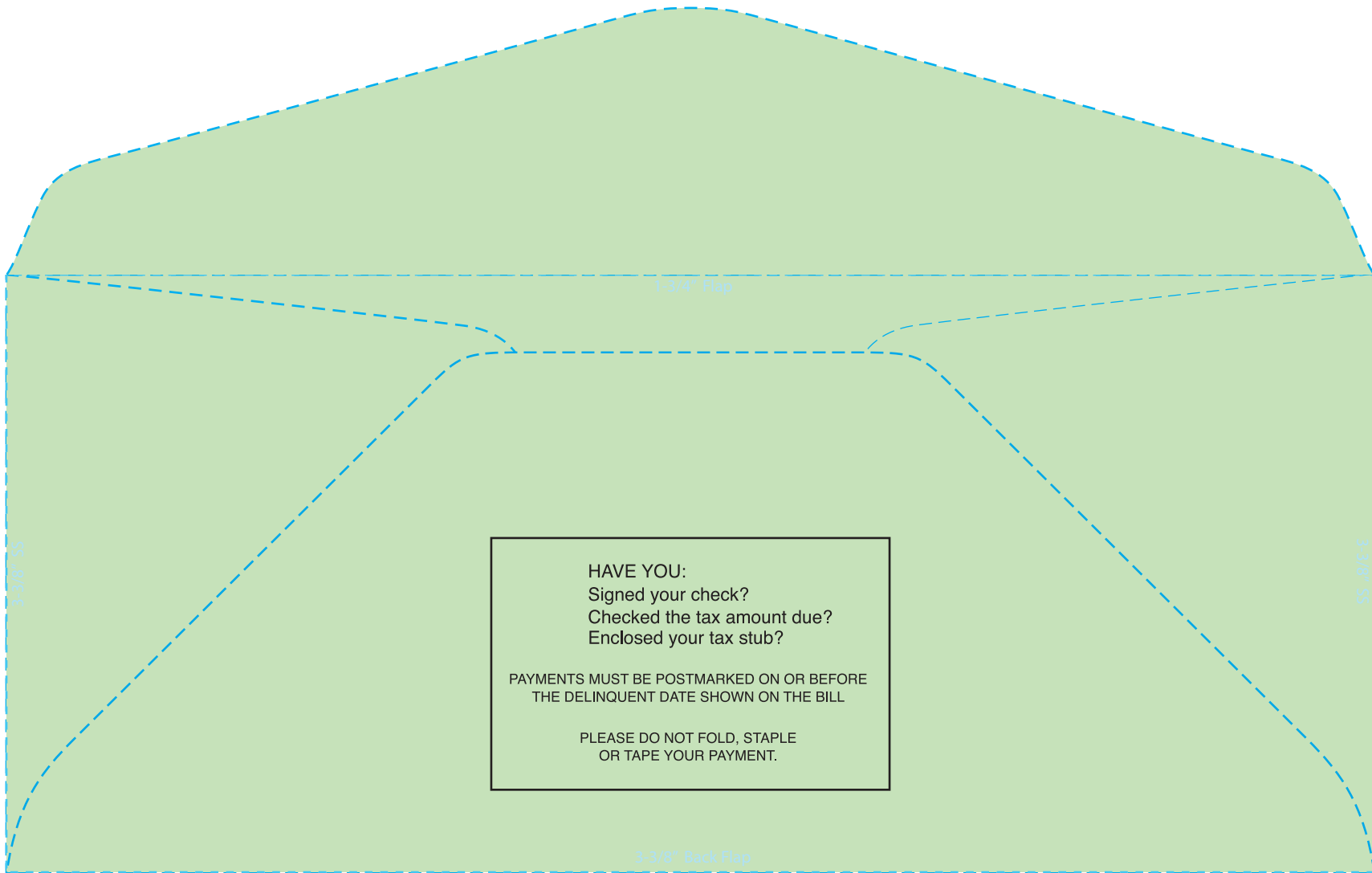
Postage
Required
Post Office will
not deliver
without proper
postage.

**ERICK ROESER
COUNTY OF SONOMA
AUDITOR-CONTROLLER TREASURER-TAX COLLECTOR
P.O. BOX 3879
SANTA ROSA, CA 95402-3879**



STOP!

Before you approve, be absolutely sure that all
copy, images and construction are correct.
Indicate prominently all changes. You assume full
cost liability should changes not be indicated.



Important: Address Correction Form for Taxpayers

Sonoma County Tax Collector's Office

Donna M. Dunk, Treasurer - Tax Collector

Visit our website at
www.sonoma-county.org

Please complete this form **ONLY IF YOUR MAILING ADDRESS IS DIFFERENT** from the address on your tax bill.
Accurate address information is important. Once complete, return the form with your payment in the envelope provided.

----- (cut along the dotted line to mail) -----

Fee Parcel Number: _____ - _____ - _____ - _____

Date: _____

Owner's Name: _____
Last Name First Name Middle Initial

c/o Name: _____
Last Name First Name Middle Initial

Mailing Address: _____
Street Address City State Zip +4

Property Address: _____

Is this your principal residence? Yes ___ No ___ If yes, date you moved on the property? _____

Signature: _____ Telephone (_____) _____
(required)

----- (cut here to mail the address correction form above to the Tax Collector) -----

A Special Community Message: Give a gift to help protect Sonoma County children from abuse

Your donation to the Children's Fund supports local non-profit agencies that provide vital child abuse prevention and treatment programs. Make a difference by helping fund their work! Write a check to the Children's Fund, and mail it in your property tax envelope with the completed form below, or mail the form below in a separate envelope to the address listed below.

Your tax-deductible donation increases:

- Counseling for abused children and their families
- Parenting classes to prevent abuse
- Emergency shelter and support services for homeless families with children
- Support for victims of sexual abuse and domestic violence
- Community child abuse prevention education

Administered through the Sonoma County Human Services Department, funds support non-profit community services recommended to the Board of Supervisors. For more about The Children's Fund: Family, Youth and Children's Services, (707) 565-4346 or rdemelo@schsd.org.



----- (cut here and mail donation form and check in a separate envelope or with your tax bill) -----

How to contribute: 1) Write a separate check to The Children's Fund, Tax ID 94-6000539. 2) Enclose it in your property tax payment envelope and mail with your tax payment, or mail in a separate envelope to: Sonoma County Human Services, P.O. Box 1539, Santa Rosa, CA 95402. You will receive a donation receipt and a letter acknowledging your generosity.

Yes! I want to help Sonoma County children with my tax-deductible contribution of:

\$ _____

Name: _____

Address: _____

City/State: _____ Zip: _____

Optional: To make your charitable gift in another person's honor or memory, please complete the information below:

☐ In honor of ☐ In memory of Name: _____

Send an acknowledgement of my gift to Name: _____

Mailing Address: _____

Thank you for making a positive difference!

For a list of beneficiaries that receive The Children's Fund support, contact (707) 565-4346 or rdemelo@schsd.org



Give a Gift ~
Help Protect Sonoma County
Children from Abuse and Neglect

The Children's Fund is a special giving campaign organized by the Human Services Department's Family, Youth and Children's Division to further its mission to prevent harm to Sonoma County children and teens.

Your tax-deductible donation supports caring, experienced non-profit organizations that offer vital abuse prevention, intervention and treatment programs and services. Beneficiary agencies are chosen based on the Human Services Department's recommendations to the Board of Supervisors.

Help prevent and heal the trauma of child abuse or neglect. Give generously.

Make your check to: The Children's Fund, Tax ID: 94-6000539.

Mail to: Sonoma County Human Services P.O. Box 1539, Santa Rosa, CA 95402. For more about The Children's Fund, call Family, Youth and Children's Services, (707) 565-4346.



Working Together We Can Build a Better Community



With SCEIP it's easier to finance your multi-family, residential, and commercial property improvements!

- Finance as much as 10% of your property value
- Payments are made through your property tax bill
- Lien is attached to the property, not you
- Not based on income or credit
- 10 or 20 year fixed rate term

Call SCEIP today to get started at 707-565-6470!



Sonoma County Energy Independence Program
2300 County Center Drive, Suite A105
Santa Rosa, CA 95403

SonomaCountyEnergy.org/financing



Trabajando Juntos Podemos Construir Una Mejor Comunidad



¡Con SEIP, es más fácil financiar sus mejoras y renovaciones en propiedades multi-familiares, residenciales, y comerciales!

- Financie hasta el 10% valor actual de mercado de la propiedad
- Pagos son hechos por su factura de impuestos de propiedad
- El derecho de retención es de la propiedad, no usted
- Sin calificación de crédito o ingresos
- Plazos de tasa fija de 10 o 20 años

¡Llame a SCEIP hoy para empezar al (707) 565-6470!



Sonoma County Energy Independence Program
2300 County Center Drive, Suite A105
Santa Rosa, CA 95403

SonomaCountyEnergy.org/financing



ERICK ROESER
COUNTY OF SONOMA
AUDITOR-CONTROLLER TREASURER-TAX COLLECTOR
585 FISCAL DRIVE, SUITE 100
P.O. BOX 3879
SANTA ROSA, CALIFORNIA 95402-3879

IMPORTANT:
COUNTY TAX BILL ENCLOSED

DUE DATES
1 ST - NOV. 1ST
2 ND - FEB. 1ST

ADDRESS SERVICE REQUESTED

PRE-SORTED
FIRST CLASS MAIL
U.S. POSTAGE
P A I D
PERMIT NO 4910

Window Size 1-1/8" x 4-1/4"
Left 3/8" Bottom 1/2"



STOP!

Before you approve, be absolutely sure that all copy, images and construction are correct. Indicate prominently all changes. You assume full cost liability should changes not be indicated.

1.5" Flap

PAY ONLINE AT sonomacounty.ca.gov/ACTTC
with **FREE e-Check** ✓

3/4" SS

SS 1/4"

NOTICE: RIGHT TO FARM

The County of Sonoma has declared its County policy (per Sonoma County Code, Chapter 30, Article II) to conserve, protect, enhance, and encourage agricultural operations. Residents or users of property located near an agricultural operation may at times be subject to inconvenience from normal agricultural activities. The County of Sonoma has determined that this inconvenience arising from a properly conducted agricultural operation on agricultural land shall not be considered a nuisance for purposes of the Sonoma County Code.

Agriculture Commissioner's Note:

If you are developing a new vineyard/orchard or replanting an old vineyard/orchard, you must contact the Sonoma County Department of Agriculture to comply with the Erosion and Sediment Control ordinance. Call (707) 565-2371

4" Back Flap

**SONOMA COUNTY UNSECURED PROPERTY TAX BILL 2023-2024**

Erick Roeser, Auditor-Controller-Treasurer-Tax Collector

585 Fiscal Drive, Suite 100 Santa Rosa, CA 95403

TAX ROLL FOR FISCAL YEAR JULY 1, 2023 THROUGH JUNE 30, 2024

OFFICE HOURS:
Monday-Friday 8am-5pm

PROPERTY INFORMATION		IMPORTANT MESSAGE
ASSESSMENT #	820-004-120-000	SEE THE REVERSE SIDE OF THIS STATEMENT FOR ADDITIONAL IMPORTANT INFORMATION
FEE NUMBER	059-260-010-000	
DESCRIPTION		
LIEN DATE ASSESSEE		
*****AUTO**ALL FOR AADC 940 AA 4-1/1-P2 T2		Original bill date 07/07/2023 Airplane #175MG
820004120000 01 2023		
425 CALIFORNIA ST 10TH FL SAN FRANCISCO CA 94104-2102		
		View & Pay Your Taxes On-line: www.sonomacounty.ca.gov/acttc Or Call: (888) 636-8418 - Additional Fees Apply for Credit/Debit

COUNTY VALUES, EXEMPTIONS, AND TAXES					
PHONE NUMBERS	VALUE DESCRIPTION	ASSESSED VALUES	X	TAX RATE/100	= COUNTY TAXES
ASSESSOR					
VALUES	(707) 565-1330				
EXEMPTIONS	(707) 565-1888				
TAX COLLECTOR					
PAYMENTS	(888) 636-8418	5,996,990			
QUESTIONS	(707) 565-2281				

NET TAXABLE VALUE 5,996,990 X 1.000000 = \$59,969.90

VOTER APPROVED TAXES, TAXING AGENCY DIRECT CHARGES, AND SPECIAL ASSESSMENTS					
PHONE NUMBERS	TAX CODE	DESCRIPTION	ASSESSED VALUES	X	TAX RATE/100 = AGENCY TAXES
(707) 521-6214	06700	WS DAM-RUSSIAN RIVER PROJ	5,996,990	0.007000	419.78
(707) 524-2970	20603	MARK WEST ELEM 2002 BONDS	5,996,990	0.027000	1,619.18
(707) 524-2970	20610	MARK WEST ELEM 2010 BONDS	5,996,990	0.011000	659.66
(707) 890-3800	36702	SR HIGH DIST 2002 BOND	5,996,990	0.011000	659.66
(707) 890-3800	36703	SR HIGH DIST 2014 BOND	5,996,990	0.018500	1,109.44
(707) 527-4421	39900	SOCO JR COLLEGE 2002 BOND	5,996,990	0.012000	719.63
(707) 527-4421	39901	SOCO JR COLLEGE 2014 BOND	5,996,990	0.023000	1,379.30

AGENCY TAXES + DIRECT CHARGES + FEES \$6,566.65

DUE BY 08/31/23	TOTAL TAXES \$66,536.55
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IMPORTANT INFORMATION REGARDING THIS UNSECURED TAX BILL

THE LIEN DATE OWNER (ASSESSEE AT 12:01 AM ON JANUARY 1) IS RESPONSIBLE FOR PAYMENT OF THIS TAX BILL. THE SALE OR DISPOSAL OF PROPERTY DOES NOT RELIEVE THE ASSESSEE OF THE OBLIGATION TO PAY TAXES.

IF THE TAXES REMAIN UNPAID AT 5:00 PM ON THE DUE DATE, A 10% PENALTY ATTACHES. IF THE TAXES REMAIN UNPAID TWO MONTHS AFTER THE DUE DATE, AN ADDITIONAL 1.5% PENALTY ATTACHES ON THE FIRST OF EACH MONTH UNTIL THE TAXES ARE PAID IN FULL.

TO ENFORCE PAYMENT, THE LAW ALLOWS THE TAX COLLECTOR TO PURSUE COLLECTION ENFORCEMENT ACTIVITIES. THIS MAY INCLUDE THE FILING OF A CERTIFICATE OF LIEN OR THE SEIZURE AND SALE OF PERSONAL PROPERTY, IMPROVEMENTS OR POSSESSORY INTEREST OF THE ASSESSEE.

TEAR HERE

SONOMA COUNTY UNSECURED PROPERTY TAXES - PAYMENT STUB			
ASSESSMENT #	820-004-120-000	2023	UNSECURED TAX PAYMENT
FEE NUMBER	059-260-010-000		
DESCRIPTION	Airplane #175MG		
CURRENT OWNER	425 CALIFORNIA ST 10TH FL SAN FRANCISCO CA 94104-2102		
			MAKE CHECK PAYABLE TO: Sonoma County Tax Collector 585 Fiscal Drive, Suite 100 Santa Rosa, CA 95403

2023-2024**IF PAID BY 08/31/23 \$66,536.55**

AFTER 08/31/23, PAY DELINQUENT AMOUNT OF \$73,190.20 (INCLUDES 10% PENALTY OF \$6,653.65)

8200041200005 20230 000066536558 1 000073190209 20230

IMPORTANT INFORMATION FOR TAXPAYERS

BEST PAYMENT METHOD

PAY ONLINE AT sonomacounty.ca.gov/ACTTC
with **FREE e-Check** ✓

Other Forms of Payment:

WEB/PHONE (Vendor fees apply with credit/debit card)

sonomacounty.ca.gov/ACTTC OR 1-888-636-8418

Have your 12 digit assessment number and card/account information ready.

MAIL (Make payable to Sonoma County Tax Collector)

PO BOX 3879

SANTA ROSA, CA 95402

IN PERSON (Monday-Friday 8am-5pm)

585 Fiscal Drive, Suite 100

Santa Rosa, Ca 95403

MAKE YOUR PAYMENT EARLY If paid by mail, the postmark of the U.S. Postal Service determines the payment date. Payments not bearing a U.S. Postmark delivered after the delinquency date will be assessed the penalty. Checks and e-checks returned by the bank **FOR ANY REASON** will incur a \$30.00 return check fee. If returned after the penalty date, the penalty will also be assessed.

Delinquency Dates and Attachment of Penalties Taxes on the unsecured roll as of July 31st, if unpaid, are delinquent at 5:00 p.m., Aug 31st and thereafter a penalty of 10% attaches to the tax. Mobile homes on the secured tax roll as of June 30th if unpaid, are moved to the unsecured tax roll and are delinquent as of 5:00 p.m. on June 30th. Taxes added to the unsecured roll after Aug. 31st, if unpaid, are delinquent and subject to a penalty of 10% at 5:00 p.m. on the last day of the month succeeding the month the bill was added to the roll. Unsecured taxes remaining unpaid at 5:00 p.m. on the last day of the second month after the 10% penalty attaches shall be subject to an additional penalty of 1.5%, attaching on the first day of each succeeding month, calculated on the original tax amount. This additional penalty shall continue to accrue until the time of payment. When the last day of a month falls on Sat., Sun., or legal holiday, the penalty shall attach at 5:00 p.m. the next business day.

Ownership on the Lien Date Determines the Obligation to Pay Taxes:

The disposal (sale, loss, damage or destruction, etc.) of property after the lien date does not relieve the assessee of his/her tax liability. A non-delivered or lost tax bill does not waive penalties, nor does it excuse the taxpayer from the tax liability. Any prorating of the tax liability is a matter between the buyer and the seller. The owner at 12:01a.m. on January 1, **2023**, is liable to the Tax Collector for the entire amount of this bill.

Cost of Collection: Accounts, which are referred to Central Collections, are subject to a \$100.00 collection fee in addition to all taxes, penalties, and interest that apply, pursuant to Section 2922 (e) of the R & T Code.

Release of Lien Charges: The collection process also allows the Tax Collector to file a tax lien, which will attach to all property owned by the taxpayer. If a lien is recorded, an additional fee of \$20.00 will be required to release the recorded lien. Allow a 4-5 week period for the release of lien to be recorded, unless payment is made with certified funds.

Enforcement of Payment: Taxes on the unsecured roll may be collected by seizure and sale of any of the following property belonging or assessed to the assessee: (a) personal property, (b) improvements and (c) possessory interest (Section 2951 R & T Code). The collection process for delinquent unsecured taxes may adversely affect your credit.

QUESTIONS?

Assessed Values: (707) 565-1330

Collection of Taxes: (707) 565-2281

Address Changes: email

businessproperty@sonoma-county.org

Address changes are not accepted over the phone.

Assessment Appeal Application: If you disagree with the assessed value of your property shown on the face of this bill, you have the right to appeal the assessment by obtaining and filing an "Assessment Appeal Application" during the period from July 2nd through November 30th inclusive. A \$30.00 processing fee will be charged. **An assessment made outside the regular assessment period can be appealed 60 days from the date of notice (not necessarily the mailing of the tax bill).** You may obtain an application by contacting the Clerk of the Assessment Appeals Board at (707) 565-2241, by mail at 575 Administration Drive, Room 100A, Santa Rosa, Ca 95403, or at sonomacounty.ca.gov/Board-of-Supervisors/Services/Assessment-Appeals.



SONOMA COUNTY

Clerk-Recorder-Assessor

<http://sonomacounty.ca.gov/cra>

Assessor Division
Business Property
585 Fiscal Dr., Rm. 104
Santa Rosa, CA 95403
Tel: (707) 565-1330
Fax: (707) 565-3317

Enclosed please find your unsecured property tax bill for a vessel. By law (Revenue & Taxation Code 405(a)), the owner of the vessel on the lien date, January 1, is responsible for paying the current year's tax bill.

If you sold the vessel or permanently moved it out of Sonoma County or the State of California, please complete the information below and return this notice to:

County of Sonoma
Assessor's Office
585 Fiscal Dr, Rm 104
Santa Rosa, CA 95403

Contact us at (707) 565-1330 or BusinessProperty@sonoma-county.org if you have any questions.

Vessel #: CF _____ or DV _____

Assessment #: 830- ____ - ____ -000

If Sold: New Owner's Name _____

Address _____ City _____ State _____

Exact Date of Sale _____ Sale Price of Vessel _____

Sale Price of Motor _____ Sale Price of Trailer _____

Condition of Vessel at Time of Sale _____

Please provide a copy of the Bill of Sale.

If Moved: Date Moved to New Location _____

Address _____ City _____ State _____

If your vessel was permanently moved out of the State of California, please provide our office with a copy of the registration from the new state.

Signed _____ Date _____

Address _____ City _____ State _____

Phone # _____ Email _____



SONOMA COUNTY

Clerk-Recorder-Assessor

<http://sonomacounty.ca.gov/cra>

Assessor Division
Business Property
585 Fiscal Dr., Rm. 104
Santa Rosa, CA 95403
Tel: (707) 565-1330
Fax: (707) 565-3317

Enclosed please find your unsecured property tax bill for an aircraft. By law (Revenue & Taxation Code 405(a)), the owner of the aircraft on the lien date, January 1, is responsible for paying the current year's tax bill.

If you sold the aircraft or permanently moved it out of Sonoma County or the State of California, please complete the information below and return this notice to:

County of Sonoma
Assessor's Office
585 Fiscal Dr, Rm 104
Santa Rosa, CA 95403

Contact us at (707) 565-1330 or BusinessProperty@sonoma-county.org if you have any questions.

Aircraft #: N_____

Assessment #: 820- ___ - ___ -000

If Sold: New Owner's Name_____

Address_____City_____State_____

Exact Date of Sale_____Sale Price of Aircraft_____

Condition of Aircraft at Time of Sale_____

Please provide a copy of the Bill of Sale.

If Moved: Date Moved_____New Location_____

Airport_____County_____City_____

Signed_____Date_____

Address_____City_____State_____


Phone #_____Email_____

SONOMA COUNTY 2023 - 2024 PROPERTY TAX BILL

1/2/2024
8:12:51AM

Erick Roeser

Auditor-Controller Treasurer-Tax Collector 585 Fiscal Drive, Suite 100 Santa Rosa, CA 95403
SECURED SUPPLEMENTAL TAX ROLL FOR FISCAL YEAR JULY 1, 2023 - JUNE 30, 2024

PROPERTY INFORMATION - TAX YEAR: 2022		IMPORTANT MESSAGES
ASMT NUMBER:	990-364-883-000	TAX RATE AREA: 007-018
FEE NUMBER:	159-640-104-000	ACRES:
LOCATION:	5746 KNIGHT RD	
ASSESSED OWNER:		
		
5746 KNIGHT RD ROHNERT PARK CA 94928		
		Supplemental Notice Date: 06/14/2023 Original bill date 12/29/2023 THIS BILL WILL NOT BE SENT TO YOUR LENDER *****THIS BILL IS YOUR RESPONSIBILITY***** Corrected bill. Ownership change on 09/16/2022 Bill for 288 days/prorate of 0.750000/% of 1.00000 Ownership From: 09/16/2022 through 06/30/2023 Allow Homeowners Exemption

COUNTY VALUES, EXEMPTIONS AND TAXES				
PHONE #S	VALUE DESCRIPTION	PRIOR	CURRENT	THIS BILL
TAX COLLECTOR	LAND	58,463	58,463	58,463
QUESTIONS (707) 565-2281	STRUCTURAL IMPROVEMENTS	474,168	474,168	474,168
PAYMENTS (888) 636-8418	H HOMEOWNERS EXEMPTION		-7,000	-7,000
ASSESSOR	NET TAXABLE VALUE			525,631
VALUATION (707) 565-1888				
EXEMPTIONS (707) 565-1888				
BUS EQUIP (707) 565-1330				
ADDR CHG sonomacounty.ca.gov/CRA/Assessor				


VALUES X TAX RATE PER \$100 1.000000 X PRORATION FACTOR 0.75 3,942.23

VOTER APPROVED TAXES, TAXING AGENCY DIRECT CHARGES AND SPECIAL ASSESSMENTS						
PHONE #S	CODE	DESCRIPTION	ASSESSED VALUES	X	TAX RATE PER \$100	= AGENCY TAXES
(707) 521-6214	06700	WS DAM-RUSSIAN RIVER PROJ	525,631		0.007000	27.59
(707) 792-4705	39500	COTATI-RP UNIF 1990 BONDS	525,631		0.037500	147.83
(707) 792-4705	39510	COTATI-RP UNIF 2014 BONDS	525,631		0.037000	145.86
(707) 792-4705	39511	COTATI-RP UNIF 2016 BONDS	525,631		0.040000	157.68
(707) 527-4421	39900	SOCO JR COLLEGE 2002 BOND	525,631		0.012000	47.30
(707) 527-4421	39901	SOCO JR COLLEGE 2014 BOND	525,631		0.023000	90.67

AGENCY TAXES 616.93

AGENCY TAXES + DIRECT CHARGES + FEES + PENALTY + COST + DELINQUENT PENALTIES 616.93


1ST INSTALLMENT \$2,309.92 PAID ON 11/29/2023	2ND INSTALLMENT \$2,249.24 DELINQUENT AFTER 5/31/2024	TOTAL TAXES \$4,559.16
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SONOMA COUNTY SECURED SUPPLEMENTAL PROPERTY TAXES - 2ND INSTALLMENT PAYMENT STUB		
ASMT NUMBER:	990-364-883-000	2022
ORIG ASMT:	159-640-104-000	
FEE NUMBER:	159-640-104-000	
LOCATION:	5746 KNIGHT RD	
CURRENT OWNER:		
	5746 KNIGHT RD ROHNERT PARK CA 94928	
MAKE CHECK PAYABLE TO: Sonoma County Tax Collector 585 Fiscal Drive, Suite 100 Santa Rosa, CA 95403		

IF PAID BY 5/31/2024 \$2,249.24

DELINQUENT AFTER 5/31/2024 (INCLUDES 10% PENALTY OF \$224.92 AND \$20.00 COST) \$2,494.16

9903648830004 20230 000002249241 2 000002494169 20222

SONOMA COUNTY SECURED SUPPLEMENTAL PROPERTY TAXES - 1ST INSTALLMENT PAYMENT STUB		
ASMT NUMBER:	990-364-883-000	2022
ORIG ASMT:	159-640-104-000	
FEE NUMBER:	159-640-104-000	
LOCATION:	5746 KNIGHT RD	
CURRENT OWNER:		
	5746 KNIGHT RD ROHNERT PARK CA 94928	
MAKE CHECK PAYABLE TO: Sonoma County Tax Collector 585 Fiscal Drive, Suite 100 Santa Rosa, CA 95403		

PAID ON 11/29/2023 \$2,309.92

9903648830004 20230 000002309920 1 000002540912 20222

IMPORTANT INFORMATION FOR TAXPAYERS

Assessment Date: Annually the Assessor shall assess all the taxable property in the county except state assessed property, to the persons owning, claiming, possessing or controlling it at 12:01 A.M. January 1st (Section 405 R & T Code). Any prorating of the tax liability is a matter between the buyer and the seller.

Improvement Valuations: Improvement valuations on the bill cover buildings, pools, fixtures, orchards, vineyards, etc. Requests for information concerning improvements should be directed to the County Assessor's Office.

Mailing of Bills: The mailing of tax bills is a courtesy extended to those taxpayers who have provided the County Assessor with the proper mailing address.

Failure to receive a tax bill does not relieve the responsibility for payment, nor constitute cause for cancellation of penalty and/or cost charges if the tax bill becomes delinquent.

Special Assessment Lien: As required by formation of an assessment district, if payments are not paid timely, foreclosure proceedings will be initiated.

Payment of Taxes: Pay by check, e-check, cashier's check, money order, or credit card. Make all remittances payable to and mail to Sonoma County Tax Collector, P.O. Box 3879, Santa Rosa, CA 95402. If paid by mail, the postmark of the U.S. Postal Service determines the payment date. Checks returned by the bank **FOR ANY REASON** will incur a \$30.00 return check fee; if returned after the penalty date, the penalty will also be assessed. You may pay your taxes by credit card or e-check through HEARTLAND from our website, or by dialing 1-888-636-8418. Have your 12-digit assessment number and credit card information available and follow the prompts. Credit/Debit transactions are subject to an additional convenience fee charged by the vendor, e-checks are free.

Delinquent Tax Default and Publication: Each parcel of land having unpaid taxes on or about the 30th day of June shall be tax defaulted. A listing of these delinquent properties shall be published on or before September 8th of the third annual year following the default, if the taxes remain unpaid. If the "PRIOR YEAR TAXES EXIST ON THIS PROPERTY" notation is printed on your bill it is an indication that the Tax Collector shows delinquent taxes for a prior year. If all prior taxes are not paid within five years of the date of the default, the Tax Collector is required by law to record a notice of power to sell tax defaulted property and then property will be subject to sale at public auction. For information on redemption procedures and amounts, write to **Sonoma County Auditor-Controller Treasurer-Tax Collector**, P.O. Box 3879, Santa Rosa, CA 95402, email taxcollector@sonoma-county.org, or call (707) 565-2281.

Assessment Review: If you disagree on the assessed value, you have the right to file, during the period from July 2nd to November 30th inclusive, an application for reduction in assessment, with the County Assessment Appeals Board, on forms obtained from the Clerk of the Assessment Appeals Board, County Administration Building, 575 Administration Drive Room 100A, Santa Rosa, CA 95403, or at sonomacounty.ca.gov/Board-of-Supervisors/Services/Assessment-Appeals. You may also request an informal assessment review from the Assessor's Office from January 1 through June 30 inclusive. Additional information can be obtained online at sonomacounty.ca.gov/CRA/Assessor.

Payments on Incorrect Property: The Tax Collector is not responsible for payments made on wrong property. Please examine your property description carefully, and should you discover that you have no interest in this property, kindly mail the tax statement to the proper parties, if known. If not known, return the statement to this office.

Additional Information - Secured

Payment of Taxes: Taxes are due by December 10th and April 10th 5 P.M. If the due date falls on a Saturday, Sunday or legal holiday, the hour of delinquency is 5 P.M. on the next business day. When paying by mail, include stub(s) with payment. The postmark of the U.S. Postal Service determines the payment date. Payments not bearing a U.S. postmark and delivered after the delinquent date will be assessed a penalty. Checks returned by the bank **FOR ANY REASON** will incur a \$30.00 returned check fee; if returned after a penalty date, the penalty and costs will also be assessed. If taxes are unpaid after December 10th (1st installment) and/or April 10th (2nd installment), then it will be necessary, as provided by law, to pay a 10% penalty on each installment that is unpaid. The 2nd installment will also have a \$20.00 cost charge added on any unpaid tax after April 10th. Redemption penalties and fees, as provided by law, are charged on all taxes remaining unpaid after the last business day of June of the fiscal year (June 30th). Penalties are computed at the rate of 1-1/2% per month beginning July 1st of the new fiscal year and continue until redeemed, plus a flat \$15.00 redemption fee.

HOMEOWNER'S EXEMPTION INELIGIBILITY NOTICE

If you filed a claim for the homeowner's property tax exemption, you declared under a penalty of perjury that you are the owner of this property and it is your principal place of residence. You are required by law to terminate this claim if either or both of the following events occur prior to 12:01 A.M., on January 1st:

- (1) Ownership of the property transfers to another party.
- (2) Your principal place of residence changes to another location.

If you are not eligible for the exemption as of 12:01 A.M. on January 1st, you must notify the Assessor in writing on or before December 10th or you will be subject to the payment of the amount of taxes the exemption represents including a 25% penalty, also, applicable penalties and cost charges. If you have questions regarding the homeowner's exemption, please contact the County Assessor's Office at (707) 565-1888, email assessor@sonoma-county.org, or write to 585 Fiscal Dr., Room 104, Santa Rosa, CA 95403.

Additional Information - Unsecured

Ownership on the Lien Date Determines the Obligation to Pay Taxes: The disposal (sale, loss, damage or destruction, etc.) of property after the lien date does not relieve the assessee of his/her tax liability.

Delinquency Dates and Attachment of Penalties (Section 2922 R & T Code): (A) Taxes on the unsecured roll as of July 31st, if unpaid, are delinquent at 5:00 P.M., August 31st and thereafter a penalty of 10% attaches to the tax. Taxes added to the unsecured roll after July 31st, if unpaid, are delinquent and subject to a penalty of 10% at 5:00 P.M. on the last day of the month succeeding the month the bill was added to the roll. * (B) Unsecured taxes remaining unpaid at 5:00 PM on the last day of the second month after the 10% penalty attaches shall be subject to an additional penalty of 1-1/2% attaching on the first day of each succeeding month on the amount of the original tax. * This additional penalty shall continue to accrue until the time of full payment.

* When the last day of a month falls on Saturday, Sunday, or legal holiday, the penalty shall attach at 5:00 P.M. the next business day.

Cost of Collection: In addition to the penalties mandated by statute, when delinquent, actual cost of collection may be added pursuant to Section 2922(e) of the R & T Code.

Release of Lien Charges: If a lien is recorded, an additional fee of \$20.00 will be required to release the recorded lien. **YOUR PAYMENT SHOULD BE MADE BY CASH, CASHIER'S CHECK OR MONEY ORDER.** Payment by personal check will be accepted, however, you must allow for a 4-5 week period for the release of lien to be recorded.

Enforcement of Payment: TAXES ON THE UNSECURED ROLL MAY BE COLLECTED BY SEIZURE AND SALE OF ANY OF THE FOLLOWING PROPERTY BELONGING OR ASSESSED TO THE ASSESSEE: (a) PERSONAL PROPERTY; (b) IMPROVEMENTS; or (c) POSSESSORY INTEREST (Section 2951 R & T Code).

Application For Change in Assessment: If you believe the taxable value of your property is less than the value shown on the face of this bill, you should present evidence to support a lower value to the Assessor's Office IMMEDIATELY. If a reduction is warranted, and the law permits, a reduction will be made. If the Assessment Roll has been completed and an agreement cannot be reached with the Assessor's office, you have the right to appeal the assessment by obtaining and filing an "Application for Changed Assessment" during the period from July 2 to November 30 inclusive. As of July 2, 2010 a \$30 Processing Fee will be charged. You may obtain an application by contacting the Clerk of the Assessment Appeals Board at 707-565-1561, or by mail at 575 Administration Drive, Room 100A, Santa Rosa, CA 95403, or by visiting their website at <http://sonomacounty.ca.gov/Board-of-Supervisors/Services/Assessment-Appeals/>.

*In the case of Supplemental Assessments, Correction to the 601 Assessment Roll, or Escaped Assessments, an "Application for Changed Assessment" must be filed no later than 60 days from the date of receipt of the notice or within 60 days of the mailing of the tax bill, whichever is earlier.

Additional Information - Supplemental

- Article XIIA, SEC. 2 of the California Constitution requires valuation of real property to its current full cash value whenever purchased, newly constructed, or a change in ownership occurs. In enacting provisions for immediate reassessment, the legislature's stated intent is to promote increased equity among taxpayers by eliminating the four-to-eighteen month period, which formerly elapsed between a change of ownership or completion of new construction and the revaluation of the property.
- Supplemental tax bills may have one installment or two installments.
- Supplemental tax bills are in addition to annual bills. Supplemental bills mailed during one fiscal year may pertain to a previous year or years.
- For individuals with impound accounts: Please note that supplemental bills are NOT forwarded or sent to mortgage companies and are not generally prorated by escrow companies.

IMPORTANT INFORMATION

WHEN USING PERSONAL ONLINE BANKING: Please be aware the postmark of the U.S. Postal Service determines the payment date, not the date on your check. Generally, online bill payment must occur no later than ten business days prior to the due date in order to be received timely. Please refer to "Payment of Taxes" paragraph above for important information regarding timeliness.

Visit our website at <https://sonomacounty.ca.gov/ACTTC/Revenue-Accounting/Property-Tax-Payments/>

11010202

ERICK ROESER

COUNTY OF SONOMA
AUDITOR -CONTROLLER
TREASURER - TAX COLLECTOR
585 FISCAL DRIVE, SUITE 100
SANTA ROSA, CA 95403-2824

ADDRESS SERVICE REQUESTED

IMPORTANT:
DATED TAX INFORMATION ENCLOSED



Enclosed is your supplemental tax bill(s). Supplemental tax bills are in addition to any other tax bills that may have been issued. Please note that supplemental tax bills may not be paid by your lender. You must contact your lender directly for information regarding payment.

Supplemental taxes arise based on changes in ownership and/or new construction. Please see the "IMPORTANT MESSAGES" section on your supplemental tax bill regarding proration information.

For details regarding supplemental taxes, please visit our website at [http:// www.sonoma-county.org/tax/faq.htm](http://www.sonoma-county.org/tax/faq.htm). If you do not have access to a computer, please contact our office at 707-565-2281 or write to the Sonoma County Tax Collector, 585 Fiscal Drive, Room 100, Santa Rosa, CA 95403, and supplemental tax information will be mailed to you upon request.



SONOMA COUNTY SECURED PROPERTY TAX BILL 2023-2024
Erick Roeser, Auditor-Controller-Treasurer-Tax Collector
585 Fiscal Drive, Suite 100 Santa Rosa, CA 95403
TAX ROLL FOR FISCAL YEAR JULY 1, 2023 THROUGH JUNE 30, 2024

OFFICE HOURS
Monday-Friday
8am-5pm

PROPERTY INFORMATION		IMPORTANT MESSAGES	
ASSESSMENT #	010-252-023-000	TAX RATE AREA	004-188
FEE NUMBER	010-252-023-000	ACRES:	0.18
LOCATION	613 OLIVE ST	SEE THE REVERSE SIDE OF THIS STATEMENT FOR ADDITIONAL IMPORTANT INFORMATION	
LIEN DATE ASSESSEE	MILKS JOYCE S TR		
*****AUTO**SCH 5-DIGIT 95405 SA-SA 48282-1/1-P169 T145		Original bill date 09/19/2023	
		View & Pay Your Taxes On-line: www.sonomacounty.ca.gov/acttc Or Call: (888) 636-8418 - Additional Fees Apply for Credit/Debit	

COUNTY VALUES, EXEMPTIONS AND TAXES			
PHONE NUMBERS	VALUE DESCRIPTION	ASSESSED VALUES	X TAX RATE/100 = COUNTY TAXES
ASSESSOR	LAND	245,000	TEMPORARY PROP 8 VALUE (SEE REVERSE)
VALUATION	(707) 565-1888		
EXEMPTIONS	(707) 565-1888		
BUSINESS EQUIP	(707) 565-1330		
TAX COLLECTOR			
QUESTIONS	(707) 565-2281		
PAYMENTS	(888) 636-8418		

NET TAXABLE VALUE	245,000	X	1.000000	=	\$2,450.00
VOTER APPROVED TAXES, TAXING AGENCY DIRECT CHARGES AND SPECIAL ASSESSMENTS					
PHONE NUMBERS	TAX CODE	DESCRIPTION	ASSESSED VALUES	X TAX RATE/100	= AGENCY TAXES
(707) 521-6214	06700	WS DAM-RUSSIAN RIVER PROJ	245,000	0.007000	17.14
(707) 890-3800	18302	SANTA ROSA ELEM 2002 BOND	245,000	0.008000	19.60
(707) 890-3800	18303	SANTA ROSA ELEM 2014 BONDS	245,000	0.017000	41.64
(707) 890-3800	18304	SANTA ROSA ELEM 2022 BONDS	245,000	0.027000	66.14
(707) 890-3800	36702	SR HIGH DIST 2002 BOND	245,000	0.010000	24.50
(707) 890-3800	36703	SR HIGH DIST 2014 BOND	245,000	0.018000	44.10
(707) 890-3800	36704	SR HIGH DIST 2022 BOND	245,000	0.028000	68.60
(707) 527-4421	39900	SOCO JR COLLEGE 2002 BOND	245,000	0.011500	28.16
(707) 527-4421	39901	SOCO JR COLLEGE 2014 BOND	245,000	0.022000	53.90
(800) 273-5167	74200	MS-SONOMA MOSQUITO #1			12.00
(707) 543-3868	82800	SR STORM WATER ASMT			10.00
(888) 508-8157	96200	SF BAY RESTORATION AUTH			12.00
TOTAL VOTER APPROVED TAXES, DIRECT CHARGES, AND SPECIAL ASSESSMENTS ->					\$397.78
1ST INSTALLMENT DUE 11/1/2023 DELINQUENT AFTER 12/11/2023	\$1,423.89	2ND INSTALLMENT DUE 2/1/2024 DELINQUENT AFTER 4/10/2024	\$1,423.89	TOTAL TAXES	\$2,847.78

TEAR HERE

SONOMA COUNTY SECURED PROPERTY TAXES - 2ND INSTALLMENT PAYMENT STUB			
ASSESSMENT #	010-252-023-000	2023-2024	MAKE CHECK PAYABLE TO: Sonoma County Tax Collector PO Box 3879 Santa Rosa, CA 95402-3879
FEE NUMBER	010-252-023-000		2 nd INSTALLMENT
DESCRIPTION	613 OLIVE ST		
CURRENT OWNER			
PAYMENTS MUST BE RECEIVED IN TAX OFFICE BY 5:00 P.M. OR POSTMARKED BY 4/10/24. LATE PAYMENTS WILL BE RETURNED FOR PENALTY.		THIS AMOUNT DUE 2/1/2024 \$1,423.89	
		AFTER APRIL 10, 2024 ADD 10% PENALTY + \$20 COST CHARGE	
		\$162.38	
		TOTAL DELINQUENT INSTALLMENT DUE	
		\$1,586.27	
		ADDITIONAL PENALTIES ARE CHARGED IF TAXES ARE NOT PAID BY JUNE 30, 2024	

0102520230008 20230 000001423896 2 000001586270 20230

SONOMA COUNTY SECURED PROPERTY TAXES - 1ST INSTALLMENT PAYMENT STUB			
ASSESSMENT #	010-252-023-000	2023-2024	MAKE CHECK PAYABLE TO: Sonoma County Tax Collector PO Box 3879 Santa Rosa, CA 95402-3879
FEE NUMBER	010-252-023-000		1 st INSTALLMENT
DESCRIPTION	613 OLIVE ST		
CURRENT OWNER			
PAYMENTS MUST BE RECEIVED IN TAX OFFICE BY 5:00 P.M. OR POSTMARKED BY 12/11/23. LATE PAYMENTS WILL BE RETURNED FOR PENALTY.		THIS AMOUNT DUE 11/1/2023 \$1,423.89	
		AFTER DECEMBER 11, 2023 ADD 10% PENALTY	
		\$142.38	
		TOTAL DELINQUENT INSTALLMENT DUE	
		\$1,566.27	
		TO PAY TOTAL DUE RETURN BOTH STUBS BY DECEMBER 11, 2023 WITH PAYMENT OF	
		\$2,847.78	

0102520230008 20230 000001423896 1 000001566272 20230

County of SONOMA 2023 - 2024
Erick Roeser
Auditor-Controller Treasurer-Tax Collector
585 Fiscal Drive, Suite 100
Santa Rosa, Ca 95403
(707)565-2281 www.sonomacounty.ca.gov/ACTTC

11/6/2023
9:01:02AM

SUPPLEMENTAL SECURED REMINDER NOTICE
SECURED TAX ROLL FOR FISCAL YEAR JULY 1, 2023 THROUGH JUNE 30, 2024

REYNOLDS TYLER
201 CHAMPLAIN AVE
CLOVERDALE CA 95425

PROPERTY INFORMATION			
ASMT NUMBER:	990-359-376-000	TAX YEAR	2021
FEE NUMBER:	001-021-013-000	TAX RATE AREA:	001-000
LOCATION:	201 CHAMPLAIN AVE	ACRES:	0.12
LIEN DATE OWNER:	REYNOLDS TYLER		

As of Nov 06, 2023 our records indicate that the following current year taxes are unpaid. Please disregard this notice if payment was recently made. However, if you feel that this notice is in error, please contact our office as soon as possible so that we may research the payment.

Instl	Tax Amount	Penalty/Cost	Fees	Amount Due
1				PAID
2	314.18	51.41		365.59
TOTAL DUE :				365.59

IMPORTANT INFORMATION - Taxes that remain unpaid 06/30/2024 will default and additional penalties and fees will accrue.

Exhibit B
PAYMENT RATES

Job#	Job Name	Approx. Piece/Year	Cost per piece	Cost per 1000	Total Cost	Exhibit#
	Cost for Printing					
1	Annual Current Secured Property Tax Bills-AA	47,665	0.115	\$115.00	\$5,481.48	1
2	Annual Current Secured Property Tax Bills-SA	112,483	0.115	\$115.00	\$12,935.55	1
3	Annual Current Secured Property Tax Bills-CC	17,575	0.115	\$115.00	\$2,021.13	1
	Inserts for Annual Secured Bills:					
	8 1/2 x 11 Tri Fold multicolor (A/C & Childrens Trust)	179,000	0.052	\$52.00	\$9,308.00	3
	8 1/2 x 3 2/3 multi color Insert (SCEIP or TOT)	179,000	0.025	\$25.00	\$4,475.00	4
	8 1/2 x 3 2/3 multi color Insert (Impound - mail w/ Secured AA bills)	48,000	0.025	\$25.00	\$1,200.00	5
4	Annual Current Unsecured Property Tax Bills	21,928	0.135	\$135.00	\$2,960.28	2
	Inserts for Annual Unsecured Bills:					
	8 1/2 x 11 Tri fold, one sided, black & white (Vessels)	5,200	0.039	\$39.00	\$202.80	6
	8 1/2 x 11 Tri fold, one sided, black & white (Aircraft)	750	0.039	\$39.00	\$29.25	7
5	#10 White Window with County permit pre-printed	170,000	0.043	\$43.00	\$7,310.00	8
6	#10 White Window for non-presort	22,000	0.043	\$43.00	\$946.00	9
7	#9 green remittance envelopes	280,000	0.039	\$39.00	\$10,920.00	10
	Total cost for Printing				\$57,789.49	
	Cost for Inserting					
1	Annual Current Secured Property Tax Bills - AA	47,665	N/C	N/C	N/C	
2	Annual Current Secured Property Tax Bills - SA	112,483	N/C	N/C	N/C	
3	Annual Current Secured Property Tax Bills - CC	17,575	N/C	N/C	N/C	
	Inserts for Annual Secured Bills:					
	8 1/2 x 11 Tri fold multi color (A/C & Childrens Trust)	179,000	0.005	\$5.00	\$895.00	
	8 1/2 x 3 2/3 multi color insert (SCEIP or TOT)	179,000	0.005	\$5.00	\$895.00	
	8 1/2 x 3 2/3 multi color (Impound - mail with Secured AA bills)	47,000	0.005	\$5.00	\$235.00	
4	Annual Current Unsecured Property Tax Bills	21,928	N/C	N/C	N/C	
	Inserts for Annual Unsecured Bills:					
	8 1/2 x 11 Tri fold, one sided, black and white (Vessels)	5,200	N/C	N/C	N/C	
	8 1/2 x 11 Tri fold, one sided, black and white (Aircraft)	750	N/C	N/C	N/C	
	Total cost for Inserting				\$2,025.00	
8	Extra Blank Shells - Unsecured stock for in-house use	8,000	0.065	\$65.00	\$520.00	
	Shipping costs		\$65.00		\$65.00	
	Total cost extra shells				\$585.00	
**	Cost of CC manila mailing envelopes TBD after job completion					
	Estimated postage Unsecured mailing - to be placed on account with vendor		21,923	0.507	\$11,114.96	
	Estimated postage Secured mailing - to be placed on account with vendor		177,723	0.507	\$90,105.61	
	Total cost of estimated postage				\$101,220.57	
	Total Printing and Inserting (Including Postage)				\$161,620.06	
	Total Printing and Inserting (Not Including Postage)				\$60,399.49	

Exhibit B.2
Estimated Annual Contract Totals

	FY 24-25	FY 25-26	FY 26-27	Agreement Totals
Estimated Printing & Inserting*	\$ 60,399	\$ 62,513	\$ 64,701	
Estimated Postage - Secured Mailing**	\$ 101,221	\$ 111,203	\$ 121,185	
Estimated Base Printing/Inserting & Postage	\$ 161,620	\$ 173,716	\$ 185,887	
Allowance for Additional Jobs as Listed in RFP (all costs)	\$ 15,000	\$ 15,000	\$ 15,000	
Estimated Not-to-Exceed Cost for Agreement	\$ 176,620	\$ 188,716	\$ 200,887	\$ 566,223

* 3.5% CPI included for Year 2 and 3

**Projected postage increases are based on supplier suggested rate increase of \$0.05 per year

Exhibit C

With respect to performance of work under this Agreement, Consultant shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain insurance as described below unless such insurance has been expressly waived by the attachment of a *Waiver of Insurance Requirements*. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

County reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Consultant from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

1. Workers Compensation and Employers Liability Insurance

- a. Required if Consultant has employees as defined by the Labor Code of the State of California.
- b. Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
- c. Employers Liability with minimum limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
- d. Required Evidence of Insurance: Certificate of Insurance.

If Consultant currently has no employees as defined by the Labor Code of the State of California, Consultant agrees to obtain the above-specified Workers Compensation and Employers Liability insurance should employees be engaged during the term of this Agreement or any extensions of the term.

2. General Liability Insurance

- a. Commercial General Liability Insurance on a standard occurrence form, no less broad than Insurance Services Office (ISO) form CG 00 01.
- b. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance. If Consultant maintains higher limits than the specified minimum limits, County requires and shall be entitled to coverage for the higher limits maintained by Consultant.
- c. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$100,000 it must be approved in advance by County. Consultant is responsible for any deductible or self-insured retention and shall fund it upon County's written request, regardless of whether Consultant has a claim against the insurance or is named as a party in any action involving the County.
- d. County of Sonoma Officers, Agents and Employees shall be endorsed as additional insureds for liability arising out of operations by or on behalf of the Consultant in the performance of this Agreement.

- e. The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.
- f. The policy definition of “insured contract” shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the “f” definition of insured contract in ISO form CG 00 01, or equivalent).
- g. The policy shall cover inter-insured suits between the additional insureds and Consultant and include a “separation of insureds” or “severability” clause which treats each insured separately.
- h. Required Evidence of Insurance:
 - i. Certificate of Insurance.

3. Automobile Liability Insurance

- a. Minimum Limit: \$1,000,000 combined single limit per accident. The required limit may be provided by a combination of Automobile Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance.
- b. Insurance shall cover all owned autos. If Consultant currently owns no autos, Consultant agrees to obtain such insurance should any autos be acquired during the term of this Agreement or any extensions of the term.
- c. Insurance shall cover hired and non-owned autos.
- d. Required Evidence of Insurance: Certificate of Insurance.

4. Standards for Insurance Companies

Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.

5. Documentation

- a. The Certificate of Insurance must include the following reference: Sonoma County Auditor-Controller-Treasurer-Tax Collector.
- b. All required Evidence of Insurance shall be submitted prior to the execution of this Agreement. Consultant agrees to maintain current Evidence of Insurance on file with County for the entire term of this Agreement and any additional periods if specified in Sections 1, 2 or 3 above.
- c. The name and address for Additional Insured endorsements and Certificates of Insurance is: County of Sonoma, Officers, Agents and Employees: Attn: Auditor-Controller-Treasurer-Tax Collector, 585 Fiscal Drive, Suite 100, Santa Rosa, CA 95403.
- d. Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.
- e. Consultant shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
- f. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

6. Policy Obligations

Consultant's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

7. Material Breach

If Consultant fails to maintain insurance which is required pursuant to this Agreement, it shall be deemed a material breach of this Agreement. County, at its sole option, may terminate this Agreement and obtain damages from Consultant resulting from said breach. Alternatively, County may purchase the required insurance, and without further notice to Consultant, County may deduct from sums due to Consultant any premium costs advanced by County for such insurance. These remedies shall be in addition to any other remedies available to County.