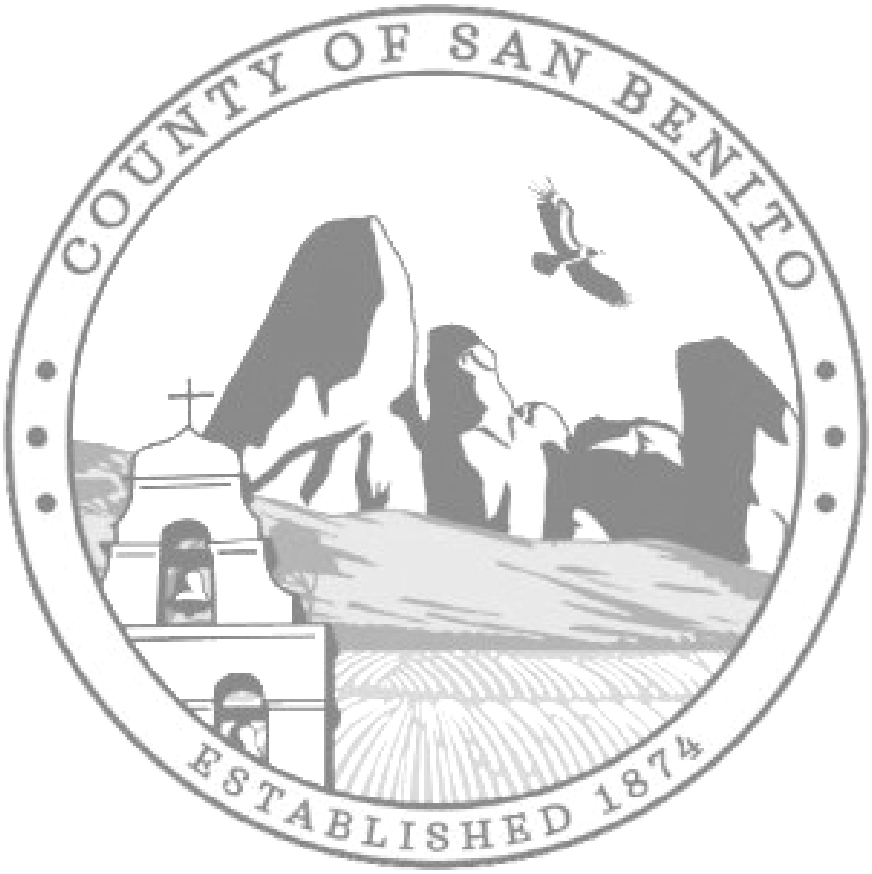

COUNTY OF SAN BENITO
TREASURER-TAX COLLECTOR

1131 San Felipe Road ♦ HOLLISTER, CA 95023 ♦ (831) 636-4034
mcasillas@sanbenitocountyca.gov

REQUEST FOR PROPOSAL (RFP)

PRINTING AND MAILING SERVICES

San Benito County is pleased to invite you to respond to a Request for Proposal for professional services for property tax related printing and mailing services.

RFP No.	**TC 2026-1**
RFP Issue Date:	**August 10, 2026**
RFP Submission Deadline:	**September 30, 2026**
Issued by:	**Treasurer-Tax Collector/PA**

REQUEST FOR PROPOSAL

PRINTING AND MAILING SERVICES

COUNTY OF SAN BENITO

RFP No.	**TC 2026-1**
RFP Issue Date:	**August 10, 2026**
RFP Submission Deadline:	**September 30, 2026**

A. Introduction/Purpose

This Request for Proposal (RFP) announces the intent of the County of San Benito to seek proposals from interested and qualified Proposers to provide Printing and Mailing Services.

The San Benito County Treasurer/Tax Collector/Public Administrator hereinafter referred to as "TTCPA" is issuing this RFP to solicit proposals from qualified firms, hereafter referred to as "Proposer", to provide printing and mailing services that include annual property tax bill printing and mailing services as described in the **Project Scope attached hereto as Attachment A.** Proposers must be capable of providing all core services set forth in the Project Scope and incorporated herein by this reference. A contract, if any, will be awarded to one qualified firm that best demonstrates the ability to meet the needs of the TTCPA.

1. Project Background and Description

The TTCPA bills and collects property taxes on behalf of San Benito County. Approximately 24,600 Annual Secured Property Tax Bills are mailed each year beginning in late September. By California statute, all bills must be mailed by November 1st . The Annual Secured Property Tax Bill mail job is the largest mail job.

Approximately 1,550 Annual Unsecured Property Tax Bills are mailed each year in mid- to late-July. By California statute, all unsecured bills must be mailed by July 31st•

The Proposer shall be required to print, assemble, sort, track, meter, and deliver approximately 26,150 documents annually to the United States Postal Service (USPS). The Proposer shall be required to furnish all necessary facilities, supplies, materials, equipment, and vehicles required to perform the services pursuant to the Contract. The TTCPA shall furnish funds for postage.

2. Desired Goals/Objectives/Outcomes

Upon selection of a successful Proposer, in accordance with the provisions of this RFP the TTCPA will recommend the award of a three (3) year contract, with two (2) one-year options to renew the agreement, for a total of up to five (5) years.

The Contract will include, but is not limited to, the standardized provisions and the format set forth in the **Sample Agreement in Attachment B** of this RFP. The TTCPA makes no representation or warranty that any provisions in the Sample Agreement will not be excluded or modified, or that other provisions will not be included in any resultant contract. Upon approval and execution of the Contract, the TTCPA will administer and monitor same on behalf of the County.

B. Statement of Requirements - Services Required of Successful Proposer

Services required by the successful proposer are outlined in the **Project Scope attached hereto as Attachment A.**

C. Local Preference

San Benito County has a local vendor preference which covers the acquisition of requested services. Local vendors will be awarded contracts for services where qualifications are determined by the reviewing panel to be otherwise equal; unless such preference is not allowable by law. For this matter, a local vendor is a vendor who has a billing address located within San Benito County.

Where appropriate, out-of-country vendors are encouraged to subcontract with qualified local vendors.

D. Schedule*

Proposed Date	Event
August 10, 2026	Release Request for Proposals
August 24, 2026	Questions Due by 5:00 pm PST
August 31, 2026	County's Responses to Questions Due
September 30, 2026	Proposals Due by 5:00pm PST
Week of October 5-9, 2026	Proposals Evaluated by County
October 12, 2026	Interviews Conducted, if necessary
October 19, 2026	Negotiations and Contract Development
October 21, 2026	Notice of Intent to Award
October 23, 2026	Contract Awarded

***These dates may be changed at the discretion of San Benito County. Changes to the due date for questions or due date for proposal submittal will be made by written addendum.**

E. Questions

Question about this RFP shall be submitted via email and be referred to:

Melinda L Casillas, Treasurer/Tax Collector/Public Administrator
Email: mcasillas@sanbenitocountyca.gov

Questions will not be answered that would tend to constitute an evaluation of a response being prepared or that might give an unfair advantage to a potential respondent. Except for the above named, potential respondents should not contact San Benito County officials or staff regarding any aspect of this RFP. If such contact is made, the County reserves the right to reject the proposal.

No prior, current, or post award verbal conversations or agreements with any officer, agent, or employee of the County or any other person or entity shall affect or modify any terms or obligations of this RFP or any agreement resulting from this process.

Questions must be submitted in written or email format and received before 5:00 PM Pacific Standard Time on August 24, 2026 The questions and answers pertaining to this RFP will be posted on the County's website at www.sanbenitocountyca.gov no later than 5:00PM Pacific Standard Time August 31, 2026. All questions and answers will be attached to the RFP as an addendum.

F. Corrections and Addenda

Any changes to the RFP requirements and answers to questions submitted pursuant to the provisions of this RFP will be made by addendum.

All addenda shall include an acknowledgment of receipt that must be returned. The acknowledgement form must be signed and attached to the final response.

Failure to attach any acknowledgement form may result in the rejection of the final response. Addenda will be provided to all known interested firms and posted on the County website.

G. Proposal Submittal

A. Proposers must submit one (1) original signed proposal and three (3) copies. Proposals must be enclosed in a sealed envelope or package and clearly marked PROPERTY TAX RELATED PRINTING AND MAILING SERVICES RFP, number TC2026-1
Proposals shall be submitted to:

Melinda L Casillas,
San Benito County Treasurer-Tax Collector /Tax Collector/PA
1131 San Felipe Road, Hollister, CA 95023

B. Due Date: Proposals must be received no later than 5:00 p.m. on September 30, 2026.

C. General Instructions: To receive consideration, proposals shall be made in accordance with the following general instructions:

I. The completed proposal shall be without alterations or erasures.

II. No oral or telephonic proposals will be considered.

III. The submission of a proposal shall be an indication that the proposer has investigated and satisfied him/herself as to the conditions to be encountered, the character, quality and scope of the work to be performed, and the requirements of the County, including all terms and conditions contained within this RFP.

IV. All proposals submitted shall be printed double sided (duplex).

D. Proposal Format and Contents: For ease of review and to facilitate evaluation, the proposals for this project must be organized and presented in the order requested as follows:

I. Section I - Organizational Information:

Firm Description
Provide a description of the firm, number of years in business, and its core competencies.

Provide specific information concerning the firm in this section, including the legal name, address and telephone number of your company and the type of entity (sole proprietorship, partnership, or corporation and whether public or private). Include the name and telephone number of the person(s) in your company authorized to execute the proposed contract. If two or more firms are involved in a joint venture or association, the proposal must clearly delineate the respective areas of authority and responsibility of each party.

All parties signing the Agreement with the County must be individually liable for the completion of the entire project even when the areas of responsibility under the terms of the joint venture or association are limited.

Key Personnel
Identify the key personnel and their back-ups that will be assigned to the program.

II. Section II - Qualifications and Experience:

Provide specific information in this section concerning the firm's experience in the services specified in this RFP, preferably within the State of California.

Examples of completed projects, as current as possible, should be submitted as appropriate. References are required. Please provide names, addresses, and telephone numbers of contact within three (3) client agencies for whom similar services have been provided.

Please provide a list of counties that utilize the Megabyte Property Tax System with names, addresses, and telephone numbers for which you have provided tax bill/envelope stock printing and tax bill printing and mailing services. Must have performed property tax related printing for counties for minimum of 3 years and be currently servicing at least 3 Megabyte counties.

Proposals not demonstrating the current service of a minimum of three Megabyte counties will be disqualified from further review.

Debarment or Other Disclosures

A complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Proposer or a verification of no responsive incidents. Failure to comply with the terms of this provision may disqualify any proposal. The County of San Benito reserves the right to reject any proposal based upon the Proposer's prior history with the County of San Benito or with any other party, which documents, without limitation, unsatisfactory performance, significant failures to meet contract milestones or other contractual failures.

If there are no disclosures to report, this section must still be included in submittal with the indication that there are no reportable disclosures.

III. Section III - Project Approach and Work Schedule:

Provide a description of the methodology developed to perform all required services, with an aggressive schedule that will complete the project before the deadlines specified in the Project Scope for each job, if possible.

This schedule should contain specific milestones and dates of completion, which will be used to set schedules. Also, identify the extent of County personnel involvement deemed necessary, including key decision points at each stage of the project.

Information as to the type of what is to be used in the planning process should also be discussed.

Proposers shall identify all subcontractors they intend to use for the proposed scope of work. For each subcontractor listed, proposers shall indicate (1) what products and/or services are to be supplied and, (2) what percentage of the overall scope of work that subcontractor will perform.

IV. Section IV - Cost of Service:

The proposal shall clearly state ALL of the costs associated with the project, broken down by category of products and services, and all on-going costs for recommended or required products and services, such as maintenance.

The project costs must be broken out and include all expenses that will be charged to the County, including but not limited to hourly rates for labor, software costs, software maintenance costs, implementation fees, shipping, insurance, communications, documentation reproduction, and all expenses including travel, meal reimbursement, hotel per diems, taxes, etc. Failure to clearly identify all costs associated with the proposal may be cause for rejection of the proposal.

V. Section V - Insurance:

This section shall contain a written statement indicating proposer's willingness and ability to meet all of the County's insurance requirements as indicated in **Attachment B, Section 7.**

Respondents who are unable to meet all of the County's insurance requirements may submit with their proposal an alternative plan for obtaining insurance that will adequately mitigate the risks associated with providing the services detailed above. Any alternative insurance coverage request is subject to review and approval by County Counsel.

Failure to meet the County's insurance requirements (as determined by County Counsel) may be sufficient reason for disqualification from the selection process.

VI. Section VI - Additional Information:

Include any other information you believe to be pertinent but not required.

VII. Section VII- Contract Terms:

Proposers must include a statement acknowledging their willingness to accept the sample contract terms **(Attachment B)** or identify specific exceptions to the sample agreement.

H. Selection Process

A. All proposals received by the specified deadline and meeting the minimum qualifications will be reviewed by the County for content, including but not limited

to related experience and professional qualifications of the submitting proposers. Proposals not meeting the minimum qualification or received after the specified deadline will not be considered.

B. County employees will not participate in the selection process when those employees have a relationship with a person or business entity submitting a proposal, which would subject those employees to the prohibition of California Government Code Section 87100. Any person or business entity submitting a proposal who has such a relationship with a County employee who may be involved in the selection process shall advise the County of the name of the County employee in the proposal.

C. Proposals will be evaluated using the following criteria:
   i. Demonstrated ability to perform the services described (50 points);
   ii. Experience, qualifications and expertise (30 points);
   iii. Costs relative to the scope of services (30 points);
   iv. A demonstrated history of providing similar services to comparable entities (20 points);
   v. Willingness to accept the County's contract terms (10 points); and

D. The County reserves the right, in its sole discretion, to take any of the following actions at any time before Board approval of an award: waive informalities or minor irregularities in any proposals received, reject any and all proposals, cancel the RFP, or modify and re-issue the RFP.

   Failure to furnish all information requested or to follow the format requested herein may disqualify the proposer, in the sole discretion of the County. False, incomplete, misleading or unresponsive statements in a proposal may also be sufficient cause for a proposal's rejection.

   An individual who is authorized to bind the agency contractually shall sign the proposal. The signature must indicate the title or position that the individual holds in the firm.

E. The County may, during the evaluation process, request from any proposer additional information which the County deems necessary to determine the proposer's ability to perform the required services.

F. The County reserves the right to select the proposal, which in its sole judgment best meets the needs of the County. The lowest proposed cost is not the sole criterion for recommending contract renewal.

I. Finalist Interviews

After initial screening, the evaluation committee will select all firms scored within ten (10) points of the highest rated proposal submission. Interviews of these selected firms, as well as the firm submitting the highest rated proposal, will be conducted as part of the final selection process and will be worth ten (10) points.

J. General Information

1. Rules and Regulations

i. The information provided is genuine and not a sham, collusive, or made in the interest or in behalf of any party not therein named, and that the Respondent has not directly or indirectly induced or solicited any other respondent to put in a sham proposal, or any other respondent to refrain from presenting information and that the prospective provider has not in any manner sought by collusion to secure an advantage; and the Respondent has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of an exclusive operating area, to any employee, official, or existing contracting consultant of the County.

ii. The issuance of this solicitation does not constitute an award commitment on the part of the County, and the County shall not pay for costs incurred in the preparation or submission of proposals. All costs and expenses associated with the preparation of this proposal shall be borne by the Proposer.

iii. San Benito County reserves the right to reject any or all proposals or portions thereof if the County determines that it is in the best interest of the County to do so.

iv. The County may waive any deviation in a proposal. The County's waiver of a deviation shall in no way modify the RFP requirements nor excuse the successful proposer from full compliance with any resultant agreement requirements or obligations. San Benito County reserves the right to reject any or all proposals, or to waive any defect or irregularity in a proposal. The County further reserves the right to award the agreement to the proposer or proposers that, in the County's judgment, best serves the needs of San Benito County.

v. This solicitation and related information can be found at www.sanbenitocountyca.gov . San Benito County does not guarantee the accuracy of information posted on or obtained from third party organizations.

vi. The County reserves the right to incorporate its standard language into any contract resulting from this RFP. The County's contract template is attached for reference only and does not need to be signed or returned with proposal.

vii. The County reserves the right to reject any and all proposals or any part of a proposal if it is determined it is not in the best interest of the County.

viii. The County reserves the right to contract for a part of the proposal if it is determined it is in the best interest of the County.

ix. All proposals become the property of the County. The County reserves the right to reject any and all submittals; to request clarification of information submitted; to request additional information from competitors; and to waive any irregularity

in the submission and review process. None of the materials submitted will be returned to the Respondent unless they were not submitted in a timely manner.

x. All Proposals, protests, and information submitted in response to this solicitation will become the property of the County and will be considered public records. As such, they may be subject to public review. Proposers should not include trade secrets and if, do so at their own risk.

Any contract arising from this RFP will be a public record. Submission of any materials in response to this RFP constitutes:

i) Consent to County release of such materials under the Public Records Act without notice to the person or entity submitting the materials

ii) Waiver of all claims against County and/or its officers, agents, or employees that County has violated a Proposer's right to privacy, disclosed trade secrets or caused any damage by allowing the proposal or materials to be inspected

iii) Agreement to indemnify and hold harmless County for release of such information under the Public Records Act

iv) Acknowledgment that the County will not assert any privileges that may exist on behalf of the person or entity submitting the materials.

xi. Any persons entering a San Benito County building may be required to complete a privacy declaration form.

2. Non-liability of County

The County shall not be liable for any pre-contractual expenses incurred by the proposer or selected contractor or contractors. The County shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

3. Alternatives

Proposers may not take exception or make material alterations to any requirement of the RFP. Alternatives to the RFP may be submitted as separate proposals and so noted on the cover of the proposal. The County reserves the right to consider such alternative proposals, and to award an agreement based thereon if it is determined to be in the County's best interest and such proposal satisfies all minimum qualifications specified in the RFP. Please indicate clearly in the proposal that the proposal offers an alternative to the RFP.

4. Lobbying

   Any party submitting a proposal or a party representing a proposer shall not influence or attempt to influence any member of the selection committee, any member of the Board of Supervisors, or any employee of San Benito County, with regard to the acceptance of a proposal. Any party attempting to influence the RFP process through ex-parte contact may be subject to rejection of their proposal.

5. Form of Agreement

   a. No agreement with the County shall have any effect until a contract has been signed by both parties. Pursuant to San Benito County Code, County personnel are without authorization to waive or modify agreement requirements.

   b. A sample of the agreement is included as **Attachment B** hereto. Proposers must be willing to provide the required insurance and accept the terms of this sample agreement. With few exceptions, the terms of the County's standard agreement will not be negotiated.

   c. Proposals submitted shall include a statement that (i) the proposer has reviewed the sample agreement and will agree to the terms contained therein if selected, or (ii) all terms and conditions are acceptable to the proposer except as noted specifically in the proposal.

      A proposer taking exception to the County's sample agreement must also provide alternative language for those provisions considered objectionable to the proposer. Please note that any exceptions or changes requested to the Agreement may constitute grounds to reject the proposal.

   d. Failure to address exceptions to the sample agreement in your proposal will be construed as acceptance of all terms and conditions contained therein.

   e. Submission of additional contract exceptions after the proposal submission deadline may result in rejection of the proposal.

6. Duration of Proposal; Cancellation of Awards; Time of the Essence

   a. All proposals will remain in effect and shall be legally binding for at least one-hundred twenty (120) days from the submittal due date.

   b. The County intends to award a contract to the firm who distinguish themselves as capable of the type and breadth of services provided for in **Attachment A** as evident in submitted proposals. Selection and determination of qualifications is at the sole discretion of the County.

The County will attempt to negotiate a contract with the firm submitting the top ranked proposal. If no contract can be successfully negotiated with the top ranked respondents, then the County may, enter into negotiations with the next highest ranked respondent; and move down the list of respondents in order of scoring until a contract can be negotiated.

7. Withdrawal and Submission of Modified Proposal

a. A proposer may withdraw a proposal at any time prior to the submission deadline by submitting a written notification of withdrawal signed by the proposer or his/her authorized agent. Another proposal may be submitted prior to the deadline. A proposal may not be changed after the designated deadline for submission of proposals.

K. Protest and Appeals

1. STANDING
A bidder or proposer who is not selected for contract award may protest the award of the contract to another bidder or proposer by submitting a written protest. Subcontractors, subconsultants, and members of the public may not submit a protest.

2. PROTEST DEADLINE

(a) For contracts awarded pursuant to an RFP or RFQ (Request for Qualifications), the protest must be received by the Treasurer/Tax Collector/PA no later than 5:00 p.m. on the seventh calendar day after the County notifies all proposers via the Intent to Award Notification.

(b) Notwithstanding subsections (a) and (b) above, if a bid or proposal is rejected as nonresponsive or because the bidder is not a responsible bidder, the protest must be received by the Treasurer/Tax Collector/PA no later than 5:00 p.m. on the seventh calendar day after the County notifies the bidder or proposer that their bid or proposal is being rejected.

(c) The County's notification under subsections (a) and (b) above may be by any reasonable means, including but not limited to U.S. mail, e-mail, facsimile, or internet posting. The effective date of notice by mail is the date that the notice is deposited in the mail. The effective date of all other means of notice is the date it is transmitted.

(d) If the seventh calendar day falls on a weekend or County holiday, the deadline to submit a protest shall be extended to 5:00 p.m. on the first business day following such weekend or holiday.

(e) Written protests must be delivered to:

San Benito County Treasurer/Tax Collector/PA
1131 San Felipe Road
Hollister, CA 95023

3. CONTENTS OF PROTEST

The protest must be identified as a "bid protest" in the subject line or title of the document and shall clearly state all legal and factual grounds claimed for the protest. Any grounds not raised in the written protest are deemed waived by the bidder or proposer.

4. RESOLUTION PROCESS

(a) Upon timely receipt of a written protest, the TTCPA will convene a meeting with the protesting party and appropriate County staff to see informal resolutions and/or to clarify the issues.

(b) If the protest is not resolved at the informal meeting, the TTCPA shall provide a written response to the protesting party within fifteen (15) business days following the informal meeting. County Counsel may be consulted before the written response is issued. The response shall state the TTCPA decision and facts and law supporting that decision.

(c) Notwithstanding subsection (b) above, if the protest is not resolved at the informal meeting and the protest is to the County's determination that the bidder is not a responsible bidder, the bidder may request a hearing to present evidence contesting the County's determination. The request for a hearing must be in writing and received by the TTCPA no later than 5:00 p.m. on the third business day after the date of the informal meeting in subsection (a). The TTCPA shall serve as the hearing officer and issue a written decision within fifteen (15) business days following the conclusion of the hearing.

(d) The County shall not award the contract being protested until after the TCCPA issues a written decision on the protest, unless the TCCPA, in consultation with County Counsel and the Director of the Department administering the contract, makes a written determination that the award of the contract without further delay is necessary to protect public health, safety, or welfare. The TCCPA written decision on the protest shall be final and exhaust the protestor's administrative remedies.

5. EXCLUSIVE REMEDY

(a) The procedure and time limits set forth in this Section are mandatory and are the protestor's sole and exclusive remedy. Failure to comply with these

procedures and time limits shall constitute a waiver of any right to further pursue a protest.

(b) The submission of a protest shall not preclude the County from rejecting all bids or proposals and re-advertising or canceling the contract. Rejecting all bids or proposals shall render a protest moot and terminate all protest proceedings.

Attachments:

Attachment A: Project Scope
Attachment B: Sample Professional Services Agreement

ATTACHMENT A
PROJECT SCOPE

The Request for Proposal is to provide full printing and mailing services integrated with USPS for mailing 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-SA	1	14,500	Exhibits 1, 3, 4
2	Annual Current Secured Property Tax Bills-AA	1	10,100	Exhibits 1, 3, 4
3	Annual Current Unsecured Property Tax Bills - UA	1	1,550	Exhibits 2, 3
4	Annual Bill Backers – AA, SA, UA	1	26,150	Exhibits 1, 2
5	Annual Inserts – Pamphlet – AA, SA	1	24,600	Exhibit 4
6	#10 White Window for Secured and Unsecured Annual	1	26,150	Exhibit 3
7	#9 Remittance Envelopes	1	90,000	Exhibit 3
8	Library Donation Envelopes	1	14,500	Exhibit 3
9	Secured Property Tax Bills Pre-Printed Stock	1	5,000	Exhibit 5
10	Supplemental Property Tax Bills Pre-Printed Stock	1	5,000	Exhibit 5
11	Pre-Printed Stock Backers	1	5,000	Exhibit 5
12	Pre-Printed Supplemental Bill Inserts	1	5,000	Exhibit 4

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

<u>The County will:</u>

• Transmit files to the vendor which include Bill Print, Bill Message and Tax Code data.

• 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 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 tax bills, inserts, envelopes and some variable data.
- Print envelopes to be used for mailing bills 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. 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, remittance envelopes, and other inserts as required into master envelopes per County instructions.
- Provide for up to six pieces to be inserted into each envelope.
    - Tax Bills 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 household.
    - 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 to reduce 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 CASS and LACSLink 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.
    - Vendors use their own indicia and/or meter to apply postage.
    - If an item does not qualify for IMB as addressed, but there is a better address available through NCOA, vendor 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, 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 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.

See specific requirements for each type of job on pages which follow.

Annual Current Secured Property Tax Bills- Job #1,2,4

These bills are printed and mailed once each year.

- Approximately 26,150 Tax Bills must be printed and mailed to unique addresses, together with inserts as specified.

- Please refer to **PRINTING (SAMPLE SHOWN IN EXHIBIT 1, 2 and 4)**

  Each envelope or package contains:

  - One or more Tax Bills
  - Two, one, or no #9 remittance envelopes
  - One 8 ½" x 11" insert
  - Library Donation Envelope

  Tax bills will be 8-1/2" x 14" sheet with:

  - Two Perforations
  - Color and variable data on one side.
  - Color and static information on the backside.
  - Processing data through CASS, LACS, Link

- 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.

County requires IMB to be printed for each unique name and address. Multiple items to exact same name and address may be coded only once.

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.
- Makes sure IMB applied to the bill must be in address field.
- 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.
- 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.
- 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.

- Please refer to **MAILING (SAMPLE SHOWN IN EXHIBIT 3)**
  - Householding multiple page tax bills
  - Folding
  - Sealing

- Metering
- Automated Pre-Sort
- Delivery to USPS
- #10 Double Window Envelope
- #9 Return Envelope, red and black ink, 2 sides (printing 25,000)
- #9 Return Envelope, red and black ink, 2 sides (printing 50,000)
- Envelopes to be stored and inventoried at facility

For bills going in the #10 envelopes, folds must occur on each perforation on the Tax Bill.

- Please refer to **ADDITIONAL INSERTS (SAMPLE SHOWN IN EXHIBIT 5)**
  Printing 8 ½ x 11 black insert
  Printing 8 ½ x 11 color insert

Annual Current Unsecured Property Tax Bills- Job #3, 4, 6

These bills are printed and mailed once each year.

- Approximately 1,550 Tax Bills must be printed and mailed to unique addresses, together with inserts as specified.

- Please refer to **PRINTING (SAMPLE SHOWN IN EXHIBIT 3 AND 4)**

  Each envelope or package contains:

  - One or more Tax Bills
  - Two, one, or no #9 remittance envelopes
  - One 8 ½" x 11" insert
  - Library Donation Envelope

  Tax bills will be 8-1/2" x 11" sheet with:

  - One Perforation
  - Color and variable data on one side.
  - Color and static information on the backside.
  - Processing data through CASS, LACS, Link

- 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.

County requires IMB to be printed for each unique name and address. Multiple items to exact same name and address may be coded only once.

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.
- Makes sure IMB applied to the bill must be in address field.
- 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.
- 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.
- 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.

- Please refer to **MAILING (SAMPLE SHOWN IN EXHIBIT 3)**
  - Householding multiple page tax bills
  - Folding
  - Sealing

- Metering
- Automated Pre-Sort
- Delivery to USPS
- #10 Double Window Envelope
- #9 Return Envelope, red and black ink, 2 sides (printing 25,000)
- #9 Return Envelope, red and black ink, 2 sides (printing 50,000)
- Envelopes to be stored and inventoried at facility

For bills going in the #10 envelopes, folds must occur on each perforation on the Tax Bill.

- Please refer to **ADDITIONAL INSERTS (SAMPLE SHOWN IN EXHIBIT 5)**
  Printing 8 ½ x 11 black insert
  Printing 8 ½ x 11 color insert

Secured Tax Bills & Perforated Stock

- Vendor to provide stock as follows:
  24,600 sheets of 8 ½" x 14" 60# paper stock (two micro perforations) to be used for Job numbers 1-2.
    - 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.
    - One perforation will be 3" from the bottom of the bill. The second perforation will be 6" from the bottom of the bill.
    - The front side of each bill will be unique.
    - The backside of this bill will be fixed.
    - County will provide verbiage for backside of bill form. This verbiage is subject to change each year. Shown in Exhibit 4.

  1,550 sheets of 8 ½" x 11" 60# paper stock (one perforation) to be used for Job number 3.
    - 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.
    - Only one perforation is located 3" from the bottom of the bill.
    - The front side of each bill will be unique.
    - The backside of this bill will be fixed. County will provide verbiage for backside of bill form. This verbiage is subject to change each year. Shown in Exhibit 4.

  5,000 sheets of 8 ½ " x 14" 60# paper stock (two micro perforations) to be used for Job number 9, 10 and 11.
    - 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.
    - One perforation will be 3" from the bottom of the page. The second perforation will be 6" from the bottom of the page.
    - The front side of each shell will not be printed.
    - The backside of this shell will be fixed. County will provide verbiage for backside of shell (same as bill form). This verbiage is subject to change each year. Shown as Exhibit 5.
    - Shells to be delivered to County sealed in packages of 500.

  5,000 sheets of 8 ½ " x 11" yellow paper stock to be used for Job number 11.
    - The front side of each insert will have 3 columns of English. County will provide verbiage for front side of insert. This verbiage is subject to change each year. Shown as Exhibit 4.

- The backside of this insert will have 3 columns of Spanish. County will provide verbiage for backside of insert. This verbiage is subject to change each year. Shown as Exhibit 4.
- Inserts to be delivered to County sealed in packages of 500.

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 3. Approximately 26,150 printed one time per year.
  - #9 Remittance envelopes – two holes drilled. Approximately 90,000 printed one time per year. Shown as Exhibit 6. Portion of stock to be shipped to County; see Job number 8 & 9.
  - Library Donation Envelopes, shown in Exhibit 8. Approximately 14,500 printed one time a year. (Library billed directly)
  - County reserves right to order envelope stock separately and ship to vendor.

- 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.

EXHIBT 1
SECURED PROPERTY TAX BILLS

SA/ANNUAL SECURED

2025-2026 SECURED ANNUAL TAX BILL

SAN BENITO COUNTY
MELINDA L. CASILLAS
TREASURER - TAX COLLECTOR
1131 SAN FELIPE ROAD
HOLLISTER, CA 95023-3843
propertytaxes@sanbenitocountyca.gov

FOR INQUIRIES REGARDING:
Valuations, Exemptions and Personal Property Address Changes call the Assessor: (831) 636-4030.
Taxing Entity and Tax Rates call the Auditor: (831) 636-4090.

FISCAL YEAR JULY 01, 2025 TO JUNE 30, 2026

TAX RATE AREA	PARCEL/ASSESSMENT NUMBER
002-000	002-330-010-000

DISCOVER MasterCard VISA ELECTRONIC CHECK

WWW.cosb.us/tax to View, Print or Pay Online
To Pay By Phone Call 1-844-392-3649
SEND THE STUB(S) BELOW WITH YOUR INSTALLMENT OR FULL PAYMENT
PARTIAL PAYMENTS ARE NOT ACCEPTED

ASSESSED OWNER AS OF JANUARY 1, 2025	
LOCATION OF PROPERTY	699 FOURTH ST
ACREAGE	0.00

ASSESSED VALUES	TAXABLE VALUES	TAXING ENTITY	CONTACT	TAX RATE PER $100	GROSS TAXES
LAND	15,116	GENERAL PROPERTY TAX		1.000000	$ 519.46
STRUCTURAL IMPROVEMENTS	36,830	AROMAS-SJ UNIFIED SCH BOND	831-636-4090	0.049137	25.52
		SB HOSPITAL BOND #2014	831-636-4090	0.015900	8.24
		GAVILAN 3-2-04 D.S.	408-299-5200	0.014400	7.48
		GAVILAN D.S. 11-6-18	408-299-5200	0.021500	11.16
		AROMAS-SJ USD E2020 SER A	831-636-4090	0.011711	6.08
		AROMAS-SJ USD E2010 2025 RFND	831-636-4090	0.013746	7.14
		AROMAS-SJ USD E2020 2025 SERIES A	831-636-4090	0.052915	27.48
		SB WATER-SAN FELIPE O&M CHARGE (LAND VALUE ONLY)	831-637-8218	0.250000	37.78
NET TAXABLE	51,946	SBC MOSQUITO ABATEMENT	800-273-5167	DIRECT CHARGE	15.78
		ADVANCED LIFE SUPPORT	831-636-4168	DIRECT CHARGE	20.00

FIRST INSTALLMENT	SECOND INSTALLMENT	TOTAL TAX DUE
$ 343.06	$ 343.06	$ 686.12
DUE 11/01/25	DUE 02/01/26	

SAN BENITO COUNTY
Secured Annual Tax Bill
Fiscal Year July 01, 2025 to June 30, 2026

2025-2026
2ND INSTALLMENT

PARCEL/ASSESSMENT NUMBER	ASSESSED OWNER
002-330-010-000	

MAKE CHECK PAYABLE TO:
MELINDA L. CASILLAS, TAX COLLECTOR
SAN BENITO COUNTY
1131 SAN FELIPE ROAD
HOLLISTER, CA 95023-3843
Phone: (831) 636-4034

PAY THIS AMOUNT BY

04-10-2026	$343.06
PAYMENTS POSTMARKED BY 04-10-2026 ARE CONSIDERED TIMELY	
AFTER 04-10-2026	$403.36
2ND INSTALLMENT PLUS 10% PENALTY, PLUS $26 COST	
AFTER 04-30-2026	$413.36
2ND INSTALLMENT PLUS 10% PENALTY, PLUS $26 COST AND $10 NOTICE FEE	

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SAN BENITO COUNTY
Secured Annual Tax Bill
Fiscal Year July 01, 2025 to June 30, 2026

2025-2026
1ST INSTALLMENT

PARCEL/ASSESSMENT NUMBER	ASSESSED OWNER
002-330-010-000	

MAKE CHECK PAYABLE TO:
MELINDA L. CASILLAS, TAX COLLECTOR
SAN BENITO COUNTY
1131 SAN FELIPE ROAD
HOLLISTER, CA 95023-3843
Phone: (831) 636-4034

PAY THIS AMOUNT BY

12-10-2025	$343.06
PAYMENTS POSTMARKED BY 12-10-2025 ARE CONSIDERED TIMELY	
AFTER 12-10-2025	$377.36
1ST INSTALLMENT PLUS 10% PENALTY	
AFTER 12-31-2025	$ 387.36
1ST INSTALLMENT PLUS 10% PENALTY AND $10 NOTICE FEE	

TO PAY BOTH INSTALLMENTS PAY THIS AMOUNT BY

12-10-2025	$ 686.12

00233001000072025500000034306010000003773632025 5

AA/ANNUAL SECURED - LENDER

(PLEASE NOTE WATERMARK)

2025-2026 SECURED ANNUAL TAX BILL

SAN BENITO COUNTY
MELINDA L. CASILLAS
TREASURER - TAX COLLECTOR
1131 SAN FELIPE ROAD
HOLLISTER, CA 95023-3843
propertytaxes@sanbenitocountyca.gov

FOR INQUIRIES REGARDING:
Valuations, Exemptions and Personal Property Address Changes call the Assessor: (831) 636-4030.
Taxing Entity and Tax Rates call the Auditor: (831) 636-4090.

(TAXES PAID BY LENDER)

FISCAL YEAR JULY 01, 2025 TO JUNE 30, 2026

TAX RATE AREA	PARCEL/ASSESSMENT NUMBER
002-000	002-400-025-000

DISCOVER MasterCard VISA ELECTRONIC CHECK

WWW.cosb.us/tax to View, Print or Pay Online
To Pay By Phone Call 1-844-392-3649
SEND THE STUB(S) BELOW WITH YOUR INSTALLMENT OR FULL PAYMENT
PARTIAL PAYMENTS ARE NOT ACCEPTED

ASSESSED OWNER AS OF JANUARY 1, 2025	
LOCATION OF PROPERTY	309 SEVENTH ST
ACREAGE	0.00

ASSESSED VALUES	TAXABLE VALUES	TAXING ENTITY	CONTACT	TAX RATE PER $100	GROSS TAXES
LAND	297,668	GENERAL PROPERTY TAX		1.000000	$ 6,602.82
STRUCTURAL IMPROVEMENTS	362,614	AROMAS-SJ UNIFIED SCH BOND	831-636-4090	0.049137	324.44
		SB HOSPITAL BOND #2014	831-636-4090	0.015900	104.98
		GAVILAN 3-2-04 D.S.	408-299-5200	0.014400	95.08
		GAVILAN D.S. 11-6-18	408-299-5200	0.021500	141.96
		AROMAS-SJ USD E2020 SER A	831-636-4090	0.011711	77.32
		AROMAS-SJ USD E2010 2025 RFND	831-636-4090	0.013746	90.76
		AROMAS-SJ USD E2020 2025 SERIES A	831-636-4090	0.052915	349.38
		SB WATER-SAN FELIPE O&M CHARGE (LAND VALUE ONLY)	831-637-8218	0.250000	744.16
NET TAXABLE	660,282	SBC MOSQUITO ABATEMENT	800-273-5167	DIRECT CHARGE	15.78
		ADVANCED LIFE SUPPORT	831-636-4168	DIRECT CHARGE	20.00

TAXES PAID BY LENDER

FIRST INSTALLMENT	SECOND INSTALLMENT	TOTAL TAX DUE
$ 4,283.34	$ 4,283.34	$ 8,566.68
DUE 11/01/25	DUE 02/01/26	

SAN BENITO COUNTY
Secured Annual Tax Bill
Fiscal Year July 01, 2025 to June 30, 2026

2025-2026
2ND INSTALLMENT

PARCEL/ASSESSMENT NUMBER	ASSESSED OWNER
002-400-025-000	

MAKE CHECK PAYABLE TO:
MELINDA L. CASILLAS, TAX COLLECTOR
SAN BENITO COUNTY
1131 SAN FELIPE ROAD
HOLLISTER, CA 95023-3843
Phone: (831) 636-4034

PAY THIS AMOUNT BY

04-10-2026	$4,283.34
PAYMENTS POSTMARKED BY 04-10-2026 ARE CONSIDERED TIMELY	
AFTER 04-10-2026	$4,737.67
2ND INSTALLMENT PLUS 10% PENALTY, PLUS $26 COST	
AFTER 04-30-2026	$4,747.67
2ND INSTALLMENT PLUS 10% PENALTY, PLUS $26 COST AND $10 NOTICE FEE	

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SAN BENITO COUNTY
Secured Annual Tax Bill
Fiscal Year July 01, 2025 to June 30, 2026

2025-2026
1ST INSTALLMENT

PARCEL/ASSESSMENT NUMBER	ASSESSED OWNER
002-400-025-000	

MAKE CHECK PAYABLE TO:
MELINDA L. CASILLAS, TAX COLLECTOR
SAN BENITO COUNTY
1131 SAN FELIPE ROAD
HOLLISTER, CA 95023-3843
Phone: (831) 636-4034

PAY THIS AMOUNT BY

12-10-2025	$4,283.34
PAYMENTS POSTMARKED BY 12-10-2025 ARE CONSIDERED TIMELY	
AFTER 12-10-2025	$4,711.67
1ST INSTALLMENT PLUS 10% PENALTY	
AFTER 12-31-2025	$ 4,721.67
1ST INSTALLMENT PLUS 10% PENALTY AND $10 NOTICE FEE	
TO PAY BOTH INSTALLMENTS PAY THIS AMOUNT BY	
12-10-2025	$ 8,566.68

00240002500012025500000428334710000047116772025 5

SA & AA/ANNUAL SECURED BACKER

www.cosb.us/tax

PAYMENT OPTIONS/ OPCIONES DE PAGO

IN PERSON/ EN PERSONA

For better service, please bring the entire bill with your payment. We accept payments over the counter in the forms of cash, money order, check, cashier's check and credit cards.

Para mejor servicio, por favor traiga la factura completa con su pago. Aceptamos pagos en forma de efectivo, giro postal, cheque, cheque de caja y tarjetas de crédito.

U.S. MAIL/UPS/FED EX

Return the bottom portion with your payment made payable to:
Melinda L Casillas
San Benito County - Tax Collector
1131 San Felipe Road
Hollister, CA 95023-3843

TO PAY BY PHONE, ONLINE OR WITH ELECTRONIC CHECK/ PARA PAGAR POR TELÉFONO, O EN LÍNEA CON CHEQUE ELECTRÓNICO

Call 1-844-392-3649 to pay by phone or visit www.cosb.us/tax instructions are on the webpage to make a payment. All major credit cards/debit cards are accepted. PARTIAL PAYMENTS ARE NOT ACCEPTED. The third-party vendor imposes a Convenience Fee of 2.25% on all major credit card payments, with a minimum of $2.00. Any debit cards (VISA/MC) will be charged a flat fee of $3.95. Each E-check transaction will be charged $1.25. The fee is reported to you before submitting your payment.

Llame al 1-844-392-3649 para pagar por teléfono o visite www.cosb.us/tax instrucciones están en la página web para hacer un pago. Se aceptan todas las principales tarjetas de crédito/débito. NO SE ACEPTAN PAGOS PARCIALES. El proveedor externo impone una tarifa de conveniencia de 2.25% en todos los pagos principales con tarjeta de crédito, con un mínimo de $ 2.00. Cualquier tarjeta de débito (Visa/MC) se le cobrará una tarifa fija de $ 3.95. A cada transacción de cheque electrónico se le cobrará $1.25. La tarifa se le informa antes de enviar su pago.

DROP BOX BUZON DE PAGOS

For your convenience, a drop box is located inside our lobby for quick drop off of payments. PLEASE, DO NOT LEAVE CASH.

Para su comodidad, hay un buzón dentro de nuestro vestíbulo. POR FAVOR, NO DEJE DINERO EN EFECTIVO.

CHECK CLEARING/PROCESSING/ PROCESO DE COMPENSACIÓN DE CHEQUES

All checks may be deposited on the date received. To avoid bank charges for non-sufficient funds, have available funds in your account before writing your check. You are responsible for ensuring your check clears. Returned Check Fee $50.00/ $25.00 (E-Checks).

Todos los cheques podrán depositarse en la fecha de recepción. Para evitar cargos bancarios por fondos insuficientes, tenga fondos disponibles en su cuenta antes de escribir el cheque. Usted es responsable de asegurarse de que su cheque se liquide. **Cargo por cheque de devolución $ 50.00 / $ 25.00 (cheques electrónicos)**

REVISED SEPTEMBER 2025

www.cosb.us/tax

PROPERTY INFORMATION/ INFORMACIÓN DEL CONTRIBUYENTE

ENSURE THIS BILL IS FOR THE PROPERTY YOU WISH TO PAY: An abbreviated legal description on the face of this bill issued when the full description exceeds the space available.

FAILURE TO RECEIVE A TAX Bill: "Failure to receive a tax bill shall not relieve the lien of taxes, nor shall it prevent the imposition of penalties, R& T Code §2610.S. If you don't receive a tax bill you may print a copy from the Tax Collector's web page at www.cosb.us/ tax.

ASEGÚRESE DE QUE ESTA FACTURA ES PARA LA PROPIEDAD QUE DESEA PAGAR: Descripción legal y numero de parcela/evaluacion dado por el Assesor.

NO RECIBIR UNA FACTURA DE IMPUESTOS: "La falta de recepción de una factura de impuestos no aliviará el gravamen de impuestos, no evitará la imposición de sanciones" Código R&T §2610.5 Si no recibe una factura de impuestos, puede imprimir una copia de la página web del Recaudador de Impuestos en www.cosb.us/tax.

EXEMPTIONS/ EXENCIONES

Contact the County Assessor at (831) 636-4030 for Exemptions information, Veteran's- Homeowner's - Church - Welfare, etc. may apply.

Comuníquese con el Asesor del Condado al (831) 636-4030 para exenciones Información; Veteranos – Propietario -Iglesia-Bienestar, etc. puede aplicarse.

ASSESSMENT APPEALS/ APELACIONES DE EVALUACIÓN

The County Board of Supervisors has authorized the Assessment Appeals Board to equalize assessments on the local roll. Property owners may file an application for reduction of assessments with the Clerk of the Assessment Appeals Board. Contact the Clerk of the Board at (831) 636-4000.

La Junta de Supervisores del Condado ha autorizado a la Junta de Apelaciones de Evaluación a igualar las evaluaciones en la lista local. Los propietarios pueden presentar una solicitud de reducción de evaluaciones ante el Secretario de la Junta de Apelaciones de Evaluación. Póngase en contacto con el secretario de la Junta al (831) 636-4000.

SPECIAL ANNOUNCEMENTS/ ANUNCIOS ESPECIALES

Agricultural Community Disclosure Statement/
La Declaración de Divulgación de la Comunidad Agrícola

https://www.sanbenitocountyca.gov/departments/agriculture/contact-us or call (831) 637-5344.

Property Tax Postponement (PTP) Program/
Programa de Aplazamiento de Impuestos a la Propiedad (PTP)

www.ptp.sco.ca.gov for more information, (800) 952-5661, or email postponement@sco.ca.gov.

Proposition 19, Property Tax Transfers/
Proposición 19, Transferencias de impuestos a la propiedad

"All homeowners who are over 55 (or meet other requirements) may be eligible for property tax savings when they move (831) 636-4030 or www.cosb.us/assessor.

EXHIBIT 2
UNSECURED PROPRTY TAX BILLS

UA/ANNUAL UNSECURED

SAN BENITO COUNTY

MELINDA L. CASILLAS
TREASURER - TAX COLLECTOR
1131 SAN FELIPE ROAD
HOLLISTER, CA 95023
www.cosb.us/tax
PHONE: (831) 636-4034

TAX RATE AREA	ASSESSMENT NUMBER
073-003	800-003-870-000

VISIT www.cosb.us/tax, to View, Print & Pay Online or to Pay By Phone Call 1-844-392-3649

MAIL ON OR PRIOR TO AUGUST 31, 2025 TO AVOID PENALTIES

FOR PAYMENT QUESTIONS:
Tax Collector: (831) 636-4034
propertytaxes@sanbenitocountyca.gov

FOR INQUIRIES REGARDING:
VALUATIONS, EXEMPTIONS
PERSONAL PROPERTY,
ADDRESS CHANGES
Assessor: (831) 636-4030
www.cosb.us/assessor

TAXING ENTITY AND TAX RATES
Auditor: (831) 636-4090

2025-2026 UNSECURED PROPERTY TAX

ASSESSED VALUES		TAX DEFAULTED
PERSONAL PROPERTY	26,510	
NET TAXABLE	26,510	

LOCALLY ASSESSED VALUES ARE DETERMINED BY THE ASSESSOR IN ACCORDANCE WITH STATE LAW

TAXING ENTITY	TAX RATE PER $100	GROSS TAXES
GENERAL PROPERTY TAX	1.000000	$ 265.10
SB HOSPITAL BOND #2014	0.016531	4.38
NORTH COUNTY ELEM BOND 2006	0.022886	6.06
GAVILAN 3-2-04 D.S.	0.015800	4.18
GAVILAN D.S. 11-6-18	0.021700	5.75
SBHSD MEASURE G 2014	0.018301	4.85
SBHSD MEASURE U 2016	0.022550	5.97

IMPORTANT MESSAGES, ADDRESS AND/OR DESCRIPTION OF PROPERTY

TAX DUE $ 296.29

2025 - 2026

UNSECURED PROPERTY TAX

TAX RATE AREA	ASSESSMENT NUMBER
073-003	800-003-870-000

DUE BY: 08/31/2025 **$ 296.29**

AFTER 08/31/2025	Add 10% Penalty And $10.00 Notice Fee	29.62 + 10.00

ADDITIONAL PENALTIES INCUR AFTER 10/31/2025

RETURN THIS STUB WITH YOUR PAYMENT BY MAIL.

AND MAKE CHECK PAYABLE TO:
MELINDA L. CASILLAS, TAX COLLECTOR
SAN BENITO COUNTY
1131 SAN FELIPE ROAD
HOLLISTER, CA 95023

8000038700003202550000000296290100000032591820255

UA/UNSECURED BACKER

IMPORTANT INFORMATION

This information will help you understand the enclosed unsecured property tax bill. It is the property tax owner's responsibility to obtain and pay the bill. The Tax Collector is required by law to send the unsecured bill to the owner of the record as of the lien date (January 1, 12:01 a.m.) The disposal of property after the lien date does not relieve the assessed owner from the obligation to pay unsecured taxes.

An unsecured property tax bill is issued on the assessment of property such as aircraft, boats, business personal property, possessory interest, pro-rated supplemental taxes on real estate property that has changed ownership prior to issuance of the tax bill.

PAYING YOUR TAX BILL

San Benito has three convenient payment options:

1) **TO PAY BY PHONE, ONLINE OR WITH ELECTRONIC CHECK (E-CHECK):** Call **1-844-392-3649** to pay by phone or visit **www.cosb.us/tax** Instructions are on the web page to make a payment. All major credit/debit cards are accepted. PARTIAL PAYMENTS ARE NOT ACCEPTED. The third-party vendor imposes a Convenience fee of 2.25% on all major credit card payments with a minimum of $2.00. Any debit cards (VISA/MC) will be charged a flat fee of $3.95. Each E-check transaction will be charged $1.25. The fee is reported to you before submitting your payments. For customer service call 1-888-891-6064.

2) **BY MAIL:** You may mail your taxes by using the payment stub from your current tax bill along with your check made payable to Melinda L. Casillas, San Benito County Tax Collector. Our payment mailing address is **1131 San Felipe Road, Hollister, CA 95023.** To avoid penalties please mail early. Tax payments must be received or postmarked by the delinquency date printed on the bill. If a payment is received after the delinquency date, with no postmark, the payment is considered late and penalties will be imposed in accordance with State Law.

3) **IN PERSON:** You may pay your taxes in person at **1131 San Felipe Road, Hollister, CA 95023** we accept Cash, Check, Credit and Debit card payments for taxes paid in office. Debit and Credit card payments will incur a convenience fee.

MOVE, SOLD, OR CLOSED

If you moved, sold, or closed your business prior to January 1, 2025, you must submit a paper filing and a supplemental form to the Assessor's Office. If you moved, sold, or closed your business after December 31, 2024, you are still required to file for that location.

DUE DATE

If the delinquent date falls on a Saturday, Sunday or County recognized legal holiday, no penalty will be charged if payment is made or postmarked (U.S. Postal Service postmark) by 5 p.m. on the next business day.

ADDITIONAL CHARGES

All checks returned by the bank are subject to a non-sufficient (NSF) fee of $50.00 including E-Checks with a fee of $25.00. The Tax Collector reserves the right allowed by law to refuse personal checks in payment of taxes. Penalties, fees, and interest will apply to the unsecured bill if not paid by the delinquency date of August 31. Collection and/or legal action cost incurred by the County after the delinquency date will be added to the tax liability. Legal action may include, but is not limited to, recording a Certificate of Lien with the County Recorder.

BOAT OWNERS

The Tax Collector will notify DMV if a boat bill remains unpaid after the delinquent date. DMV will then withhold the renewal of the registered vessel number until receiving notice from the Tax Collector that the property tax has either been paid or canceled. Property taxes must be paid before the renewal of boat registration from the DMV.

INFORMACIÓN IMPORTANTE

Esta información ayudara a usted a entender su factura de impuestos no garantizados. La responsabilidad es del propietario de obtener y pagar la factura. El Recaudador de Impuestos es requerido por ley enviar la factura a el dueño de registro y tiene fecha de retención de (Enero. 1, 12:01 a.m.) El derecho de propiedad después de la fecha de retención no exime al dueño de la obligación a pagar los impuestos no garantizados.

Se emite una factura de impuestos no garantizados a la propiedad sobre la evaluación de bienes tales como aeronaves, barcos, bienes personales comerciales, intereses posesorios, impuestos suplementarios prorrateados sobre bienes inmuebles que han cambiado de propietario antes de la emisión de la factura de impuestos.

COMO PAGAR SU FACTURA DE IMPUESTOS

El condado de San Benito tiene tres opciones de pago convenientes:

1) **PARA PAGAR POR TELÉFONO. EN LÍNEA O CON CHEQUE ELECTRÓNICO (E-CHECK):** Llame al **1-844-392-3649** para pagar por teléfono o visite **www.cosb.us/tax** instrucciones están en la página web para realizar un pago. Se aceptan todas las principales tarjetas de crédito/débito. NO SE ACEPTAN PAGOS PARCIALES. El proveedor externo impone una tarifa de conveniencia del 2.25% en todos los pagos principales con tarjeta de crédito, con un mínimo de $2.00. A cualquier tarjeta de débito (VISA/MC) se le cobrará una tarifa fija de $ 3.95. Cada cheque electrónico. La transacción se cobrará $ 1.25. La tarifa se le informa antes de enviar su pago. Para servicio al cliente llame al 1-888-891-6064.

2) **POR CORREO:** Puede enviar sus impuestos por correo utilizando el talón de pago de su factura de impuestos actual junto con su cheque pagadero a Melinda L. Casillas, Recaudadora de Impuestos del Condado de San Benito. Nuestra dirección postal de pago es **1131 San Felipe Road, Hollister, CA 95023.** Para evitar multas, envíe por correo temprano. Los pagos de impuestos deben recibirse o tener el sello postal antes de la fecha de morosidad impresa en la factura. Si se recibe un pago después de la fecha de morosidad, sin matasellos, el pago se considera atrasado y se impondrán sanciones, de acuerdo con la Ley Estatal.

3) **EN PERSONA:** Puede pagar sus impuestos en persona en **1131 San Felipe Road, Hollister, CA 95023;** aceptamos pagos en efectivo, cheque, tarjeta de débito y tarjeta de crédito para los impuestos pagados en la oficina. Los pagos con tarjeta de débito y crédito incurrirán en una tarifa de conveniencia.

MUDANZA, VENDIDA O CERRADO

Si se mudó, vendió o cerró su negocio antes del 1, 2025 de enero, debe presentar una presentación en papel y un formulario complementario a la Oficina del Asesor. Si mudó, vendió o cerró su negocio después del 31, 2024 de diciembre, aún debe presentar una solicitud para esa ubicación.

FECHA DE VENCIMIENTO

Si la fecha de morosidad cae en sábado, domingo o dia feriado legal, no se cobrará ninguna multa si el pago se realiza o tiene matasellos (matasellos del Servicio Postal de los Estados Unidos) antes de las 5 p.m. del siguiente día hábil.

CARGOS ADICIONALES

Todos los cheques devueltos por el banco están sujetos a un cargo insuficiente (NSF) de $50.00, incluidos los cheques electrónicos con un cargo de $25.00. El recaudador de impuestos se reserva el derecho permitido por la ley de rechazar cheques personales en el pago de impuestos. Se aplicarán multas, cargos e intereses a la factura no garantizada si no se paga antes de la fecha de morosidad del 31 de agosto. El costo de cobro y / o acción legal incurrido por el Condado después de la fecha de morosidad se agregará a la obligación tributaria. La acción legal puede incluir, pero no se limita a, registrar un Certificado de Gravamen con el Registrador del Condado.

PROPIETARIOS DE EMBARCACIONES

El recaudador de impuestos notificara al DMV si una factura de barco sigue sin pagarse después de la fecha de mora. El DMV retendrá la renovación del número de embarcación registrada hasta que reciba un aviso del recaudador de impuestos de que el impuesto a la propiedad ha sido pagado o cancelado. Los impuestos a la propiedad deben pagarse antes de la renovación del registro de embarcaciones del DMV.

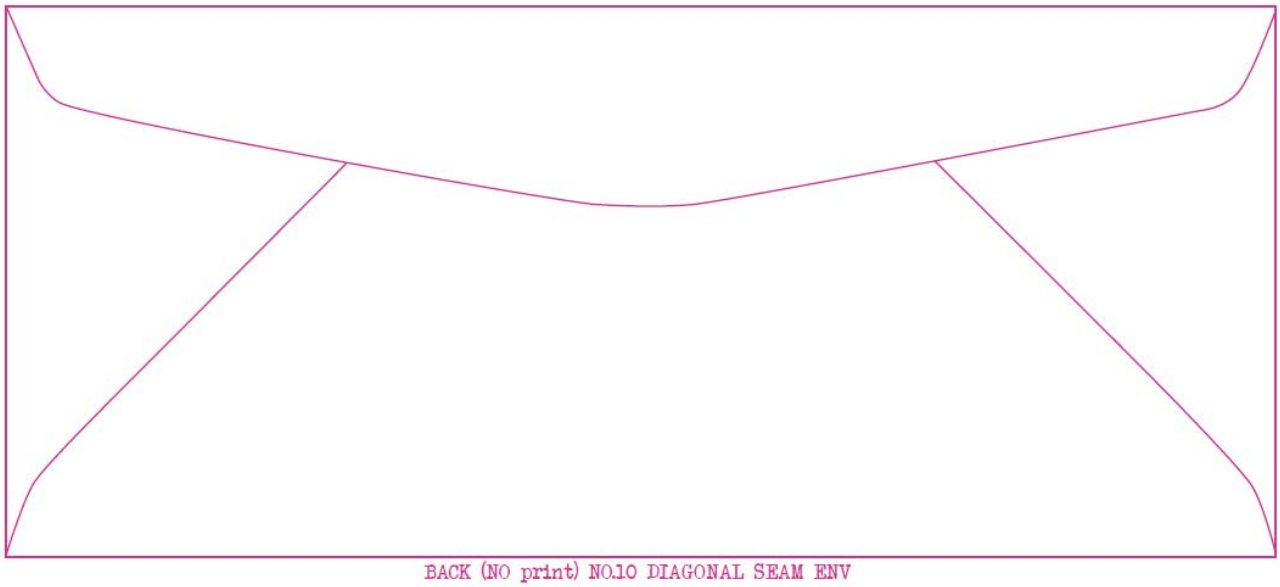
REVISED JULY 2025

ATTACHMENT 3
ENVELOPES

#10 WHITE WINDOW ENVELOPE

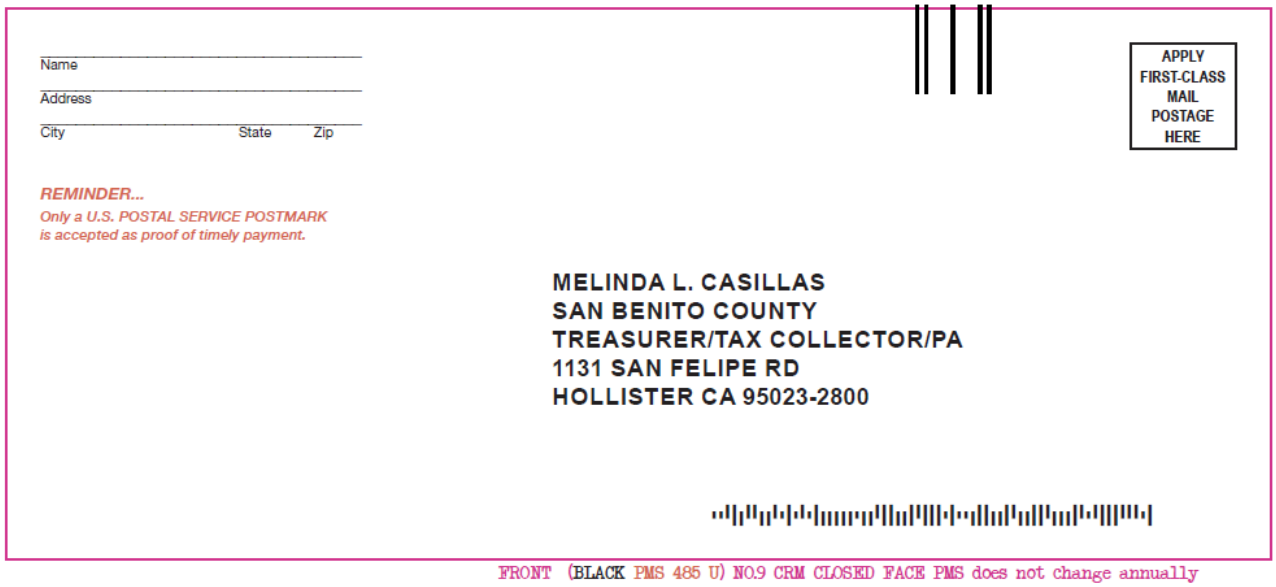
FOR SECURED AND UNSECURED TAX BILLS - VENDOR

Front (BLACK print) NO.10 Double Window
PDF <San Benito County> <NO.10 DOUBLE>



BACK (NO print) NO.10 DIAGONAL SEAM ENV

#9 REMITTANCE ENVELOPE



FRONT (BLACK PMS 485 U) NO.9 CRM CLOSED FACE PMS does not change annually

FREE LIBRARY DONATION ENVELOPE

OUTSIDE FLAPS (PMS 640 C print) 6 1/2 REMIT (6.25"x3.5") WHITE ENV LONG FLAP

DRY GUM SEAL

I would like to contribute to our County Library!

Friends of the San Benito County Free Library Membership

_____ ***NEW*** Membership ***OR*** _____ ***RENEWAL*** of Annual Membership

Please mark appropriate section below

___ **$10** Student, Senior or Teacher ___ **$15** Individual ___ **$25** Family

Donation to Friends of the Library

$** _____ Use As Needed **$ _____ New Library Fund

In Recognition or In Memory Of (Please print name below)

_____

TOTAL AMOUNT ENCLOSED **$**_____ (membership dues and/or donation)

Please make checks payable to:
FRIENDS OF THE SAN BENITO COUNTY FREE LIBRARY

FRIENDS of the San Benito County Free Library

NAME (Please Print) _____

Address _____

Phone _____ **Email** _____

AREA AFFECTED BY SEAL

INSIDE FLAPS (PMS 640 C print) 6 1/2 REMIT (6.25"x3.5") WHITE ENV LONG FLAP

EXHIBIT 4
TAX BILL INSERTS

(VARIES EACH YEAR)

PHAMPHLET

(FRONT - TRI-FOLD)

PHAMPHLET

(BACK- TRI-FOLD)

HOW TO PAY PROPERTY TAXES

PAY ONLINE

Making tax payments online is a safe, secure, and convenient way to pay your taxes. To make an online payment visit cosb.us/tax or scan the QR code on your tax bill. A convenience fee may apply.

e-checks	$1.95 flat fee
Debit cards	$3.95 flat fee
Credit cards	2.25% of total amount paid

PAY BY PHONE

To pay taxes by phone:
Call (844) 392-3649
A convenience fee may apply.

PAY BY MAIL

Make check or money order payable to SBC TAX COLLECTOR and mail to:

SAN BENITO COUNTY - TAX COLLECTOR
1131 San Felipe Road
Hollister, CA 95023

IMPORTANT MESSAGE

NEW ADDRESS
1131 San Felipe Road
Hollister, CA 95023

We NO LONGER have mail forwarding from old address.

PROPERTY TAX CALENDAR

October	Secured tax bills mailed
November 1	First installment of secured taxes due
December 10*	Last day to pay first installment of secured taxes without penalty
January 1	Lien date for property taxes
February 1	Second installment of secured taxes due
April 10*	Last day to pay second installment of secured taxes without penalty
June 30	End of fiscal year
July 1	Beginning of fiscal year and unpaid secured taxes become defaulted & subject to interest.
July	Unsecured tax bills mailed and due
August 31*	Last day to pay unsecured taxes without penalty

* If a delinquent date falls on a weekend or legal holiday, the delinquent date is the next business day.

POSTMARK YOUR PAYMENTS BY DUE DATE

Acceptable Only

Postage Postmarked

STANDARD POSTAGE STAMPS: Stamps purchased and affixed to mail as evidence of the payment of postage.

POSTMARKS are imprints on letters, flats, and parcels that show the name of the United States Postal Service (USPS) office that accepted custody of the mail, along with the state, the zip code, and the date of mailing. The postmark is generally applied, either by machine or by hand, with cancellation bars to indicate that the postage cannot be reused.

Taxpayers who send their payments by mail are cautioned that the USPS only postmarks certain mail depending on the type of postage used, and may not postmark mail on the same day deposited by a taxpayer.

ISSUES TO AVOID WHEN PAYING PROPERTY TAXES

Disregarding Supplemental Tax Bills

Supplemental tax bills are not mailed to lenders. Your lender will not pay the supplemental tax bill unless you have made specific arrangements.

- Supplemental bills are in addition to your annual secured bill & are your responsibility.

Unaware of Delinquent Dates

Some property taxes are not paid timely because new owners are unaware of the delinquent dates or did not receive a tax bill. Annual tax bills are mailed once a year and the due dates and delinquent dates are established by law. Penalties cannot be waived due to not receiving a tax bill.

- Visit cosb.us/tax for property tax information.

Online Bill Payment Through Bank

Banks will typically issue a paper check through the mail. Payments of this type can take many business days to arrive and often do not include an official United State Postal Service (USPS) postmark. The payment must be received by our office before the delinquent date to avoid the late penalty. Double check that our new address is on check.

- Pay online with an E-Check.

POSTMARK YOUR PAYMENTS BY DUE DATE

NOT Acceptable

Postage not Postmarked

METERED MAIL: Mail on which postage is printed directly on an envelope or label by a postage machine licensed by the USPS. Many private companies use these types of postage machines.

PRE-CANCELED STAMP: Stamps sold through a private vendor, such as stamps.com®.

AUTOMATED POSTAL CENTER (APC) STAMPS: Stamps, with or without a date, purchased from machines located within a USPS lobby.

PERMIT IMPRINT: Pre-sorted mail used by bill pay services, such as online home banking.

SUPPLEMENTAL INSERT

(ENGLISH-FRONT)

SUPPLEMENTAL PROPERTY TAX

A supplemental property tax is issued when a change in the property value is established. This usually occurs when ownership changes or there is an improvement to the existing property such as a pool or addition of a structure in completed. A Supplemental bill is essentially a catch up from the January 1st lien date value and the new value at the time of the recorded change. It is not unusual to receive 2 supplemental bills.

The County Assessor determines the new value of the property and calculates the difference between the old value and the new value. The owner is notified of this change value and that a supplemental bill is pending.

The County Auditor computes the amount of tax due by multiplying the difference in value by the applicable tax rates.

Supplemental taxes are due in two installments like a Secured tax bill; however, the dates can vary. The payments are made to the Tax Collector.

Supplemental bills are the responsibility of the homeowner. Unlike the annual tax bill, we do NOT sent them to your lender. In some cases the lender may be willing to pay the supplemental bill, however it is the responsibility of the homeowner to inquire with them.

Please contact the San Benito County Tax Collector for further information at (831) 636-4034.

SUPPLEMENTAL PROPERTY TAX

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SUPPLEMENTAL INSERT

(SPANISH-BACK)

IMPUESTOS SUPLEMENTARIOS

Impuestos suplementarios son emitidos cuando se establece un cambio en el valor de la propiedad. Esto suele ocurrir cuando cambia de dueño la propiedad o hay una mejor como una piscina o se completa una adición enstructural. Una factura suplementaria es esencialmente para capturarla diferencia del valor de fecha de enero y el nuevo valor en el momento del cambio. Es común, que esto resulte en 2 facturas suplementaras.

El Asesor del Condado determina el nuevo valor de la propiedad y calcula la diferencia entre el valor antiguo y el nuevo valor. El propietario es notificado de este cambio de valor y que debe estar pendiente de su próxima factura.

Auditor del Condado calcula la cantidad de impuesto debida multiplicando la diferencia de valor de las tasas de impuestos aplicables.

Impuestos suplementarios vencen en dos cuotas como una factura de impuestos de seguro, sin embargo las fechas pueden variar.

No se envían facturas suplementarias a la compañía de hipotecaria donde un propietario tiene una cuenta de embargo. En algunos casos la compañía hipotecariapuede estar dispuesta a pagar la factura suplementaria, sin embargo, es responsabilidad del propietariopara investigar con ellos.

Póngase en cantacto con el Recaudador de Impuesto del Condado de San Benito para obtener más información en (831) 636-4034.

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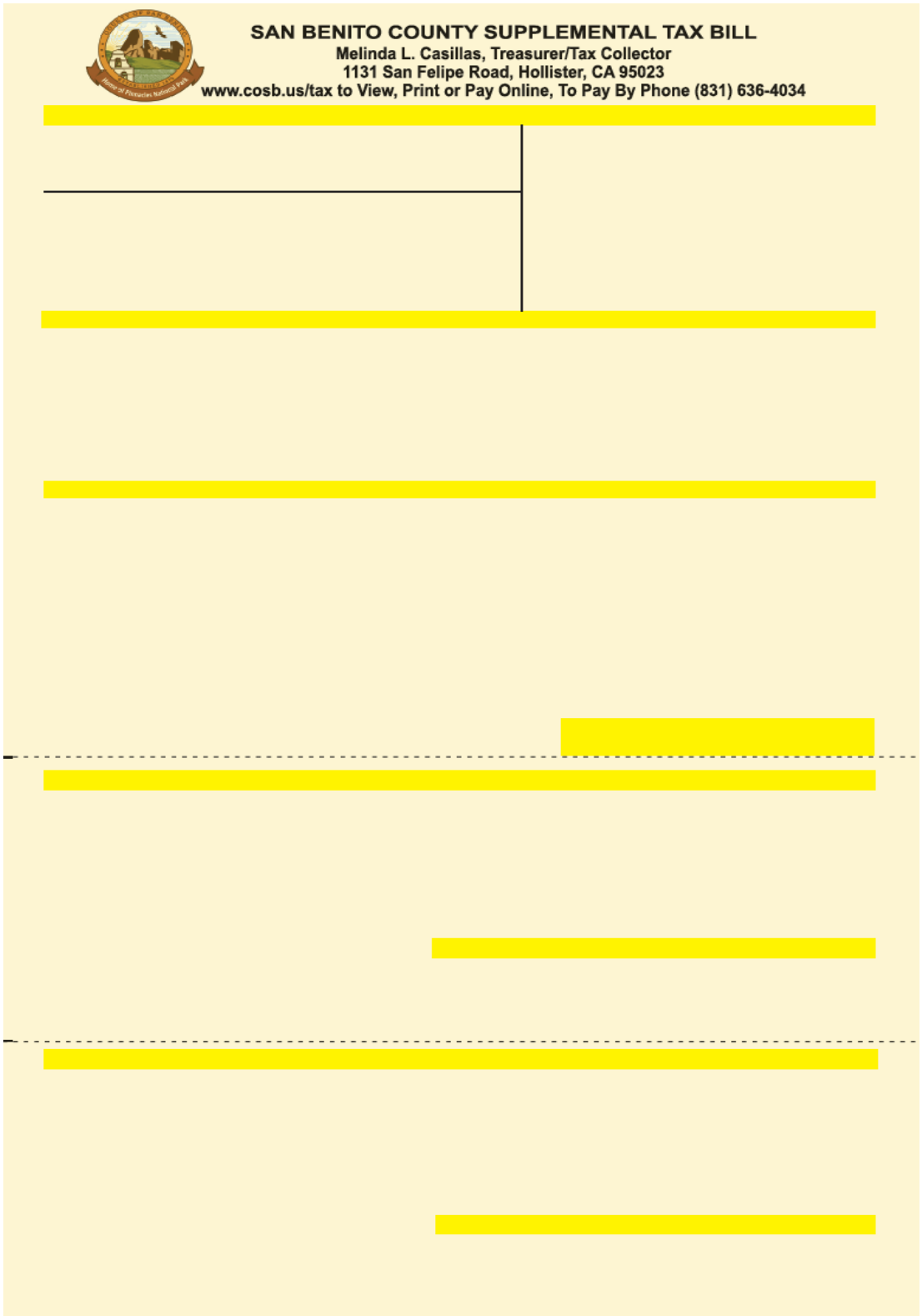
Póngase en cantacto con el Recaudador de Impuesto del Condado de San Benito para obtener más información en (831) 636-4034.

EXHIBT 5
PRE-PRINTED STOCK

(PERFORATED)

SUPPLEMENTAL TAX BILLS



SUPPLEMENTAL TAX BILLS BACKER

SUPPLEMENTAL PROPERTY TAX BILL

Please be advised that Supplemental Taxes due are IN ADDITION to the annual Secured Tax Bill.
They are two distinct types of bills with due dates that may coincide. Remember to observe the due dates noted on each bill.
If you have an IMPOUND ACCOUNT YOUR LENDER WILL NOT RECEIVE A COPY OF THIS BILL.

IMPORTANT INFORMATION

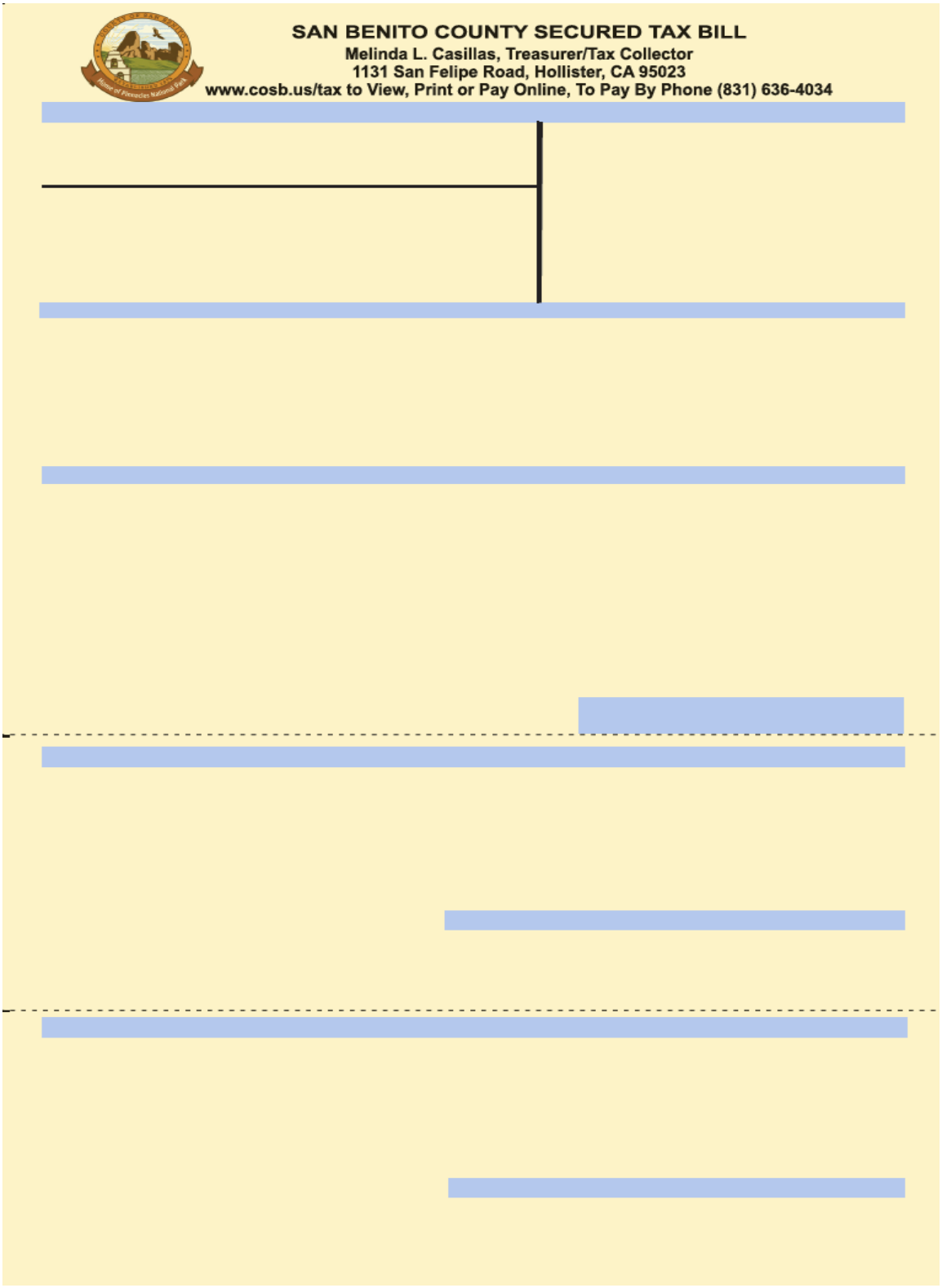
Visit www.cosb.us/tax, to View, Print or Pay Online or
To Pay By Phone (844) 392-3649
Office Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.

1. **PAYMENT INFORMATION: FOR WALK IN PAYMENTS: PROVIDE STUBS.** We accept cash, checks, cashier's checks, credit/debit cards, or money orders for payment. Make checks payable to Melinda L. Casillas, San Benito County Tax Collector. Payment must be in U.S. funds drawn on a U.S. financial institution. Write assessment number on the face of your check. **PAYMENTS BY MAIL:** Property taxes are considered late if not postmarked by the due date. Each post office has different cutoffs for their mail and postmark differently, be aware of the one you choose.
2. **TO PAY BY PHONE. ONLINE OR WITH ELECTRONIC CHECK IE-CHECK):** Visit www.cosb.us/tax instructions are on the web page to make a payment. All major credit cards/debit cards are accepted. PARTIAL PAYMENTS ARE NOT ACCEPTED. The third-party vendor imposes a Convenience fee of 2.25% on all major credit card payments, with a minimum of $2.00. Any debit cards (VISA/MC) will be charged
a flat fee of $3.95. Each E-check transaction will be charged $1.25. The fee is reported to you before submitting your payment. After authorization of your payment, you will be provided with a confirmation number that confirms your payment was successfully posted.
3. **THIS TAX BILL INCLUDES (AD VALOREM TAXES. SPECIAL ASSESSMENTS AND FIXED CHARGES)** on the property described herein for the current fiscal year levied by the taxing agencies or revenue districts as itemized. Tax rates are determined by the governing boards of the various taxing agencies. Ad valorem tax is levied on the taxable value at a rate equal to one percent. The Tax Collector is not authorized to alter a bill. Contact the County Auditor at (831) 636-4090 for more information regarding levies or rates.
4. **GENERAL OBLIGATION BOND OR OTHER INDEBTEDNESS** is generally approved by the voters. Any amount shown on this tax statement for these items is equal to the amount required to make annual payments for the interest and principal on such bond.
5. **DUE DATES:** Supplemental taxes are due on the date the bill is mailed by the Tax Collector. Penalties will incur after the delinquent date, as required by state law. If any delinquent date falls on a legal holiday or weekend the next business day qualifies for paying timely without penalty.
6. **FAILURE TO RECEIVE A TAX BILL:** "Failure to receive a tax bill shall not relieve the lien of taxes, nor shall it prevent the imposition of penalties", R&T Code §2610.5. Mailing of the tax bill to the correct address is a service extended to those owners who have provided the County Assessor with the proper mailing address. If you don't receive a tax bill you may print a copy from the Tax Collector's web page by following the instructions at www.cosb.us/tax.
7. **ENSURE THIS BILL IS FOR THE PROPERTY YOU WISH TO PAY:** An abbreviated legal description on the face of this bill is used when the full description exceeds the space available. Any questions regarding the legal description must be referred to the County Assessor at (831) 636-4030. State law does not authorize the Tax Collector to refund payments made on the wrong property except under certain specified conditions. If you feel you do not owe this bill contact the Assessor (831) 636-4030.
8. **EXEMPTIONS:** Contact the County Assessor at (831) 636-4030 for Exemptions information; Veteran's - Homeowner's - Church - Welfare, etc. may apply.
9. **HOMEOWNERS EXEMPTION INELIGIBILITY NOTICE:** If you filed a claim for the Homeowner's Exemption you declared under penalty of perjury that you are the owner of the said 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 am January 1st of the next calendar year. (A) If ownership of the property transfers to another property. (B) If your principal place of residence changes to another location.
10. **TAX DEFAULTED PROPERTY:** Default #DEFOOOOOOOOO, if found on the face of this statement, signifies that unpaid prior year(s) taxes exist. The amount due for prior years is not included in this statement. View the Tax Collector's web page at www.cosb.us/tax for the tax default amount due. If all prior taxes are not paid before end of five years from the date of default the property will be subject to the Tax Collector's Power to Sell and may be sold at public auction. Tax defaulted property may be redeemed under an installment plan of redemption.
11. **ASSESSMENT APPEALS:** The County Board of Supervisors has authorized the Assessment Appeals Board to equalize assessments on the local roll. Property owners may file an application for reduction of assessments with the Clerk of the Assessment Appeals Board. Contact the Clerk of the Board at (831) 636-4000.

IMPORTANT REMINDERS

Property Tax Postponement (PTP) Program: 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 of each year.
Visit the SCO website at https://www.sco.ca.gov/ardtax_prop_tax_postponement.html for more information. If you have any questions, call (800) 952-5661, email at postponement@sco.ca.gov or you may also obtain this information in our office.

SECURED TAX BILLS RE-PRINT



SECURED TAX BILLS RE-PRINT BACKER

(831) 636-4034

PAYMENT OPTIONS/ OPCIONES DE PAGO

IN PERSON/ EN PERSONA

For better service, please bring the entire bill with your payment. We accept payments over the counter in the forms of cash, money order, check, cashier's check and credit cards.

Para mejor servicio, por favor traiga la factura completa con su pago. Aceptamos pagos en forma de efectivo, giro postal, cheque, cheque de caja y tarjetas de crédito.

U.S. MAIL/UPS/FED EX

Return the bottom portion with your payment made payable to:
Melinda L Casillas
San Benito County - Tax Collector
1131 San Felipe Road
Hollister, CA 95023-3843

TO PAY BY PHONE, ONLINE OR WITH ELECTRONIC CHECK/ PARA PAGAR POR TELÉFONO, O EN LÍNEA CON CHEQUE ELECTRÓNICO

Call 1-844-392-3649 to pay by phone or visit www.cosb.us/ tax instructions are on the web page to make a payment. All major credit cards/debit cards are accepted. PARTIAL PAYMENTS ARE NOT ACCEPTED. The third-party vendor imposes a Convenience Fee of 2.25% on all major credit card payments, with a minimum of $2.00. Any debit cards (VISA/MC) will be charged a flat fee of $3.95. Each E-check transaction will be charged $1.25. The fee is reported to you before submitting your payment.

Llame al 1-844-392-3649 para pagar por teléfono o visite www.cosb.us/tax instrucciones están en la página web para hacer un pago. Se aceptan todas las principales tarjetas de crédito/débito. NO SE ACEPTAN PAGOS PARCIALES. El proveedor externo impone una tarifa de conveniencia de 2.25% en todos los pagos principales con tarjeta de crédito, con un mínimo de $ 2.00. Cualquier tarjeta de débito (Visa/MC) se le cobrará una tarifa fija de $ 3.95. A cada transacción de cheque electrónico se le cobrará $1.25. La tarifa se le informa antes de enviar su pago.

DROP BOX BUZON DE PAGOS

For your convenience, a drop box is located inside our lobby for quick drop off of payments. PLEASE, DO NOT LEAVE CASH.

Para su comodidad, hay un buzón dentro de nuestro vestíbulo. POR FAVOR, NO DEJE DINERO EN EFECTIVO.

CHECK CLEARING/PROCESSING/ PROCESO DE COMPENSACIÓN DE CHEQUES

All checks may be deposited on the date received. To avoid bank charges for non-sufficient funds, have available funds in your account before writing your check. You are responsible for ensuring your check clears. Returned Check Fee $50.00/ $25.00 (E-Checks).

Todos los cheques podrán depositarse en la fecha de recepción. Para evitar cargos bancarios por fondos insuficientes, tenga fondos disponibles en su cuenta antes de escribir el cheque. Usted es responsable de asegurarse de que su cheque se liquide. **Cargo por cheque de devolución $ 50.00 / $ 25.00 (cheques electrónicos)**

(831) 636-4034

PROPERTY INFORMATION/ INFORMACIÓN DEL CONTRIBUYENTE

ENSURE THIS BILL IS FOR THE PROPERTY YOU WISH TO PAY: An abbreviated legal description on the face of this bill issued when the full description exceeds the space available.

FAILURE TO RECEIVE A TAX Bill: "Failure to receive a tax bill shall not relieve the lien of taxes, nor shall it prevent the imposition of penalties, R& T Code §2610.S. If you don't receive a tax bill you may print a copy from the Tax Collector's web page at www.cosb.us/ tax.

ASEGÚRESE DE QUE ESTA FACTURA ES PARA LA PROPIEDAD QUE DESEA PAGAR: Descripción legal y numero de parcela/evaluacion dado por el Assesor.

NO RECIBIR UNA FACTURA DE IMPUESTOS: "La falta de recepción de una factura de impuestos no aliviará el gravamen de impuestos, no evitará la imposición de sanciones" Código R&T §2610.5 Si no recibe una factura de impuestos, puede imprimir una copia de la página web del Recaudador de Impuestos en www.cosb.us/tax.

EXEMPTIONS/ EXENCIONES

Contact the County Assessor at (831) 636-4030 for Exemptions information, Veteran's- Homeowner's - Church - Welfare, etc., may apply.

Comuníquese con el Asesor del Condado al (831) 636-4030 para exenciones Información; Veteranos – Propietario -Iglesia-Bienestar, etc. puede aplicarse.

ASSESSMENT APPEALS/ APELACIONES DE EVALUACIÓN

The County Board of Supervisors has authorized the Assessment Appeals Board to equalize assessments on the local roll. Property owners may file an application for reduction of assessments with the Clerk of the Assessment Appeals Board. Contact the Clerk of the Board at (831) 636-4000.

La Junta de Supervisores del Condado ha autorizado a la Junta de Apelaciones de Evaluación a igualar las evaluaciones en la lista local. Los propietarios pueden presentar una solicitud de reducción de evaluaciones ante el Secretario de la Junta de Apelaciones de Evaluación. Póngase en contacto con el secretario de la Junta al (831) 636-4000.

SPECIAL ANNOUNCEMENTS/ ANUNCIOS ESPECIALES

Agricultural Community Disclosure Statement/
La Declaración de Divulgación de la Comunidad Agrícola

https://www.sanbenitocountyca.gov/departments/agriculture/contact-us or call (831) 637-5344.

Property Tax Postponement (PTP) Program/
Programa de Aplazamiento de Impuestos a la Propiedad (PTP)

www.ptp.sco.ca.gov for more information, (800) 952-5661, or email postponement@sco.ca.gov.

Proposition 19, Property Tax Transfers/
Proposición 19, Transferencias de impuestos a la propiedad

"All homeowners who are over 55 (or meet other requirements) may be eligible for property tax savings when they move (831) 636-4030 or www.cosb.us/assessor.

ATTACHMENT A
Scope of Services

CONTRACTOR, for the COUNTY'S benefit, shall provide the following services:

END OF ATTACHMENT A

C O N T R A C T

The COUNTY OF SAN BENITO ("COUNTY") and _____ ("CONTRACTOR") enter into this contract which shall be effective on the date stated in Paragraph 1.

1. Duration of Contract.

   This contract shall commence on _____, and end on _____, unless sooner terminated as specified herein.

2. Scope of Services.

   CONTRACTOR, for COUNTY's benefit shall perform the services specified on Attachment A to this contract. Attachment A is made a part of this contract.

3. Compensation for Services.

   In consideration for CONTRACTOR's performance, COUNTY shall pay compensation to CONTRACTOR according to the terms specified in Attachment B. Attachment B is made a part of this contract.

4. General Terms and Conditions.

   The rights and duties of the parties to this contract are governed by the general terms and conditions mutually agreed to and listed in Attachment C. Attachment C is made a part of this contract.

5. Insurance Limits.

   CONTRACTOR shall maintain the following insurance policy limits of coverage consistent with the further insurance requirements specified in Attachment C.

   (a) Comprehensive general liability insurance: $_____
   (b) Professional liability insurance: $_____
   (c) Comprehensive motor vehicle liability insurance: $_____

6. Termination.

   The number of days of advance written notice required for termination of this contract is _____.

7. Specific Terms and Conditions *(check one)*

   [ ] There are no additional provisions to this contract.

   [ ] The rights and duties of the parties to this contract are additionally governed by the specific, additional terms mutually agreed to and listed in Attachment D. Attachment D is made a part of this contract.

   [ ] The rights and duties of the parties to this contract are additionally governed by the specific, additional terms mutually agreed to and listed in Attachment E. Attachment E is made a part of this contract.

8. Information about Contract Administrators.

The following names, titles, addresses, and telephone numbers are the pertinent information for the respective contract administrators for the parties.

Contract Administrator for COUNTY:	Contract Administrator for CONTRACTOR:
Name: _____	Name: _____
Title: _____	Title: _____
Address: _____	Address: _____
Hollister, California 95023	_____
Telephone No.: _____	Telephone No.: _____
Fax No.: _____	Fax No.: _____

SIGNATURES

APPROVED BY COUNTY:	APPROVED BY CONTRACTOR:
_____	_____
Name: _____	Name: _____
Chair, San Benito County Board of Supervisors	Title: _____
Date: _____	Date: _____

APPROVED AS TO LEGAL FORM:
San Benito County Counsel's Office

_____

By: _____

Date: _____

ATTACHMENT B
Payment Schedule

B-1. BILLING

Charges for services rendered pursuant to the terms and conditions of this contract shall be invoiced on the following basis: (check one)

[ ] One month in arrears.
[ ] Upon the complete performance of the services specified in Attachment A.
[ ] The basis specified in paragraph B-4.

B-2. PAYMENT

Payment shall be made by COUNTY to CONTRACTOR at the address specified in paragraph 8 of this contract, net thirty (30) days from the invoice date.

B-3. COMPENSATION

COUNTY shall pay to CONTRACTOR: (check one)

[ ] a total lump sum payment of $_____, or

[ ] a total sum not to exceed $_____,

for services rendered pursuant to the terms and conditions of this contract and pursuant to any special compensation terms specified in this attachment, Attachment B.

B-4. SPECIAL COMPENSATION TERMS: (check one)

[ ] There are no additional terms of compensation.
[ ] The following specific terms of compensation shall apply: (Specify)

END OF ATTACHMENT B.

ATTACHMENT C
General Terms and Conditions

C-1. INDEMNIFICATION.

CONTRACTOR and COUNTY each agree to indemnify, defend and save harmless the other party and the other party's officers and employees, from and against any and all claims and losses whatsoever arising out of, or in any way related to, the indemnifying party's performance under this contract, including, but not limited to, claims for property damage, personal injury, death, and any legal expenses (such as attorneys' fees, court costs, investigation costs, and experts' fees) incurred by the indemnitee in connection with such claims or losses. A party's "performance" includes the party's action or inaction and the action or inaction of that party's officers and employees.

C-2. GENERAL INSURANCE REQUIREMENTS.

Without limiting CONTRACTOR's duty to indemnify COUNTY, CONTRACTOR shall comply with the insurance coverage requirements set forth in the contract and in this attachment. Those insurance policies mandated by Paragraph C-3 shall satisfy the following requirements:

(a) Each policy shall be issued by a company authorized by law to transact business in the State of California.

(b) Each policy shall provide that COUNTY shall be given notice in writing at least thirty (30) days in advance of any change, cancellation, or nonrenewal thereof.

(c) The comprehensive motor vehicle and comprehensive general liability policies shall each provide an endorsement naming the County of San Benito and its officers, agents and employees as additional insureds.

(d) The required coverage shall be maintained in effect throughout the term of this contract.

CONTRACTOR shall require all subcontractors performing work under this contract to obtain substantially the identical insurance coverage required of CONTRACTOR pursuant to this agreement.

C-3. INSURANCE COVERAGE REQUIREMENTS.

If required by paragraph 5 of the contract, CONTRACTOR shall maintain the following insurance policies in full force and effect during the term of this contract:

(a) Comprehensive general liability insurance. CONTRACTOR shall maintain comprehensive general liability insurance, covering all of CONTRACTOR's operations with a combined single limit of not less than the amount set out in paragraph 5 of this contract.

(b) Professional liability insurance. CONTRACTOR shall maintain professional liability insurance with liability limits of not less than the amount set out in paragraph 5 of this contract.

(c) Comprehensive motor vehicle liability insurance. CONTRACTOR shall maintain comprehensive motor vehicle insurance covering all motor vehicles (including owned, non-owned and hired) used in providing services under this contract, with a combined single limit of not less than the amount set out in Paragraph 5 of this contract.

(d) Workers' compensation insurance. CONTRACTOR shall maintain a workers' compensation plan covering all of its employees as required by California Labor Code Section 3700, either through workers' compensation insurance issued by an insurance company or through a plan of self-insurance certified by the State Director of Industrial Relations. If CONTRACTOR elects to be self-insured, the certificate of insurance otherwise required by this contract shall be replaced with a consent to self-insure issued by the State Director of Industrial Relations.

C-4. CERTIFICATE OF INSURANCE.

Prior to the commencement of performance of services by CONTRACTOR and prior to any obligations of COUNTY, CONTRACTOR shall file certificates of insurance with COUNTY, showing that CONTRACTOR has in effect the insurance required by this contract. CONTRACTOR shall file a new or amended certificate promptly after any change is made in any insurance policy which would alter the information on the certificate then on file. In lieu of providing proof of insurance, CONTRACTOR may provide proof of self-insurance meeting requirements equivalent to those imposed herein. CONTRACTOR warrants that CONTRACTOR's self-insurance provides substantially the same protection to COUNTY as the insurance required herein. CONTRACTOR further agrees to notify COUNTY in the event any change in self-insurance occurs that would alter the obligations undertaken in this contract within thirty (30) days of such change.

C-5. RECORDS TO BE MAINTAINED.

CONTRACTOR shall keep and maintain accurate records of all costs incurred and all time expended for work under this contract. CONTRACTOR shall contractually require that all of CONTRACTOR's subcontractors performing work called for under this contract also keep and maintain such records. All such records, whether kept by CONTRACTOR or any subcontractor, shall be made available to COUNTY or its authorized representative, or officials of the State of California for review or audit during normal business hours, upon reasonable advance notice given by COUNTY, its authorized representative, or officials of the State of California.

C-6. RETENTION OF RECORDS.

CONTRACTOR shall maintain and preserve all records related to this contract for a period of three years from the close of the fiscal year in which final payment under this contract is made. CONTRACTOR shall also contractually require the maintenance of such records in the possession of any third party performing work related to this contract for the same period of time. Such records shall be retained beyond the three-year period, if any audit involving such records is then pending, until the audit findings are resolved. The obligation to insure the maintenance of the records beyond the initial three year period shall arise only if the COUNTY notifies CONTRACTOR of the commencement of an audit prior to the expiration of the three year period.

C-7. TITLE TO DOCUMENTS; COPYRIGHT.

All reports and other materials collected or produced by the CONTRACTOR or any subcontractor of CONTRACTOR shall, after completion and acceptance of the contract, become the property of COUNTY, and shall not be subject to any copyright claimed by the CONTRACTOR, subcontractor, or their agents or employees. CONTRACTOR may retain copies of all such materials exclusively for administrative purposes. Any use of completed or uncompleted documents for other projects by CONTRACTOR, any subcontractor, or any of their agents or employees, without the prior written consent of COUNTY is prohibited.

C-8. INDEPENDENT CONTRACTOR.

CONTRACTOR and its officers and employees, in the performance of this contract, are independent contractors in relation to COUNTY and not officers or employees of COUNTY. Nothing in this contract shall create any of the rights, powers, privileges or immunities of any officer or employee of COUNTY. CONTRACTOR shall be solely liable for all applicable taxes or benefits, including, but not limited to, federal and state income taxes, Social Security taxes, or ERISA retirement benefits, which taxes or benefits arise out of the performance of this contract. CONTRACTOR further represents to COUNTY that CONTRACTOR has no expectation of receiving any benefits incidental to employment.

C-9. CONFLICT OF INTEREST.

CONTRACTOR covenants that it presently has no interest and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. CONTRACTOR further covenants that, in the performance of this contract, no subcontractor or person having such an interest shall be used or employed. CONTRACTOR certifies that no one who has or will have any financial interest under this contract is an officer or employee of COUNTY.

C-10. COMPLIANCE WITH APPLICABLE LAWS.

CONTRACTOR shall comply with all applicable federal, state and local laws now, or hereafter, in force, and with any applicable regulations, in performing the work and providing the services specified in this contract. This obligation includes, without limitation, the acquisition, and maintenance of any permits, licenses, or other entitlements necessary to perform the duties imposed expressly or impliedly under this contract.

C-1 1. NONDISCRIMINATION.

CONTRACTOR shall not discriminate in the employment of persons necessary to perform this contract on any legally impermissible basis, including on the basis of the race, color, national origin, ancestry, religion, age, sex, or disability of such person.

C-12. BANKRUPTCY.

CONTRACTOR shall immediately notify COUNTY in the event that CONTRACTOR ceases conducting business in the normal manner, becomes insolvent, makes a general assignment for the benefit of creditors, suffers or permits the appointment of a receiver for its business or assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors.

C-13. PROHIBITION AGAINST ASSIGNMENT AND DELEGATION OF DUTIES.

Except as specifically authorized herein, no rights under this contract may be assigned and no duties under this contract may be delegated by CONTRACTOR without the prior written consent of COUNTY, and any attempted assignment or delegation without such consent shall be void.

C-14. NEGOTIATED CONTRACT.

This contract has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this contract within the meaning of California Civil Code Section 1654.

C-1 5. SEVERABILITY.

Should any provision herein be found or deemed to be invalid, this contract shall be construed as not containing such provision, and all other provisions which are otherwise lawful shall remain in full force and effect. To this end, the provisions of this contract are declared to be severable.

C-16. ENTIRE CONTRACT.

This contract is the entire agreement of the parties. There are no understandings or agreements pertaining to this contract except as are expressly stated in writing in this contract or in any document attached hereto or incorporated herein by reference.

C-17. TIME IS OF THE ESSENCE.

Time is of the essence in the performance of this contract.

C-18. TERMINATION.

Either party may terminate this contract, with or without cause, at any time. In order to terminate this contract, the terminating party shall give advance written notice to the other party. The termination shall be effective no earlier than the expiration of the number of days specified in paragraph 6 of this contract. The termination notice shall be made as specified in paragraph C-19, below. In the event of termination, COUNTY shall pay CONTRACTOR for all work satisfactorily performed prior to the effective date of the termination.

C-19. NOTICES.

Notices to the parties in connection with the administration of this contract shall be given to the parties' contract administrator personally, by regular mail, or by facsimile transmission as more particularly specified in this paragraph. Notices will be deemed given on:

(a) The day the notice is personally delivered to the contract administrator or the office of the party's contract administrator; or

(b) Five days after the date the notice is deposited in the United States mail, addressed to a party's contract administrator as indicated in this contract, with first-class postage fully prepaid; or

(c) On the day that the notice is transmitted by facsimile to a party's facsimile number specified in paragraph 8 of this contract, provided that an original of

such notice is deposited in the United States mail, addressed to a party's contract administrator as indicated in this contact, on the same day as the facsimile transmission is made.

C-20. RESPONSIBILITY OF CONTRACT ADMINISTRATORS.

All matters concerning this contract which are within the responsibility of the parties shall be under the direction of, or shall be submitted to, the respective contract administrators or to the party's employee specified, in writing, by the contract administrator. A party may, in its sole discretion, change its designation of its contract administrator and shall promptly give written notice to the other party of any such change.

C-21. MATERIALITY.

The parties consider each and every term, covenant, and provision of this contract to be material and reasonable.

C-22. WAIVER.

Waiver by either party of a breach of any covenant of this contract will not be construed to be a continuing waiver of any subsequent breach. COUNTY's receipt of consideration with knowledge of CONTRACTOR's violation of a covenant does not waive its right to enforce any covenant of this contract. The parties shall not waive any provisions of this contract unless the waiver is in writing and signed by all parties.

C-23. AUTHORITY AND CAPACITY.

CONTRACTOR and CONTRACTOR's signatory each warrant and represent that each has full authority and capacity to enter into this contract.

C-24. BINDING ON SUCCESSORS.

All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of CONTRACTOR. CONTRACTOR and all of CONTRACTOR's heirs, successors, executors, administrators, and assigns shall be jointly and severally liable under this contract.

C-25. CUMULATION OF REMEDIES.

All of the various rights, options, elections, powers and remedies of the parties shall be construed as cumulative, and no one of them exclusive of any other or of any other legal or equitable remedy which a party might otherwise have in the event of a breach or default of any condition, covenant or term by the other party. The exercise of any single right, option, election, power or remedy shall not, in any way, impair any other right, option, election, power or remedy until all duties and obligations imposed shall have been fully performed.

C-26. INDEPENDENT ADVICE.

Each party hereby represents and warrants that in executing this contract it does so with full knowledge of the rights and duties it may have with respect to the other. Each party also represents and warrants that it has received independent legal advice from its attorney with

respect to the matters set forth in this contract and the rights and duties arising out of this contract, or that such party willingly foregoes any such consultation.

C-27. NO RELIANCE ON REPRESENTATIONS.

Each party hereby represents and warrants that it is not relying, and has not relied, upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this contract may hereunder turn out to be other than, or different from the facts now known to such party as true, or believed by such party to be true. The parties expressly assume the risk of the facts turning out to be different and agree that this contract shall be effective in all respects and shall not be subject to rescission by reason of any such difference in facts.

C-28. REDUCTION OF CONSIDERATION.

CONTRACTOR agrees that COUNTY shall have the right to deduct from any payments specified in Attachment B any amount owed to COUNTY by CONTRACTOR as a result of any obligation arising prior to the execution of this contract. For purposes of this paragraph, obligations arising prior to the execution of this contract may include, without limitation, any property tax, secured or unsecured, which tax is in arrears. If COUNTY exercises the right to reduce the consideration specified in Attachment B, COUNTY shall give CONTRACTOR notice of the amount of any off-set and the reason for the deduction.

C-29. COUNTERPARTS.

This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

C-30. FACSIMILE AND ELECTRONIC DIGITAL SIGNATURES

The Parties hereby acknowledge and agree that facsimile or scanned signatures or signatures transmitted by electronic mail in so-called "PDF" format shall be legal and binding and shall have the same full force and effect as if an original of this Agreement had been delivered. The Parties (a) intend to be bound by the signatures on any document sent by facsimile or electronic mail, (b) are aware that the other Party will rely on such signatures, and (c) hereby waive any defenses to the enforcement of the terms of this Agreement based on the forgoing forms of signature

The parties further agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement (if electronic signatures are used) are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

C-31. COMPLIANCE WITH FEDERAL AND STATE DIRECTIVES REGARDING ECONOMIC SANCTIONS AGAINST RUSSIA

Contractor shall comply with California Governor Newson's Executive Order N-6-22, (available online at: https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf) regarding economic sanctions against Russia. Contractor shall comply with existing and any newly issued economic sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The "economic sanctions" imposed in response to Russia's actions in Ukraine includes, but is not limited to, the federal executive orders identified in Executive Order N-6-22, and the sanctions specified on the U.S. Department of the Treasury website (https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions). Failure to comply shall result in the termination of contracts or grants, as applicable. Contractor must further ensure that this contract provision is included any applied to any agents, suppliers, subcontractors, or independent contractors Contractor retains in completing its work for the County of San Benito under this Agreement.

END OF ATTACHMENT C.

EXHIBIT "C"

[Company Name]
[Street Address]
[City, ST ZIP Code]
Phone [phone] Fax [fax]
Taxpayer ID #

SAMPLE
INVOICE

INVOICE #
DATE:

TO:
[Customer Name]
[Street Address]
[City, ST ZIP Code]

FOR:
[Project or service description]
Contract No.

Date	DESCRIPTION	Employee & Title	HOURS	RATE	AMOUNT
1/1/25	Site visit/investigation 123 Main St, San	Smith, Engineer	1.5	$165.00	247.50
1/1/25	Benito. Conf w/Owner	Smith, Engineer	1	$165.00	165.00
1/1/15	AutoCad, Bldg X, 3rd Floor	Smith, Engineer	4	$165,00	660.00
1/2/25	Rev plans, phone conf w/Owner	Jones, PE	1.75	$195.00	341.25
1/2/25	AutoCad Bldg X, 3rd Floor	Smith, Engineer	4	$165.00	660.00
1/2/25	Conf w/Owner re 2nd Floor	Smith, Engineer	.5	$165.00	82.50
1/3/25	Mtg w/Jones re 2nd Floor; conf w/Owner	Smith, Engineer	1.5	$165.00	247.50
1/3/25	Mtg w/Smith; conf w/Owner re 2nd Floor	Jones, PE	1.5	$195.00	292.50
				TOTAL	