

**NORTH PENN SCHOOL DISTRICT**  
Lansdale, PA 19446

**Property Tax Bill Printing and Mailing**

**Bid Summary**

The North Penn School District is hereby soliciting bids to submit bids for: Property Tax Bill Printing Services

All bids shall be submitted on the enclosed district forms. The sealed bid proposal package should also include:

- A Bid Bond or Certified Check for 10% of the total bid price.
- Completed and notarized Non Collusion Affidavit.
- Completed and notarized Vendor's Qualification Statement.
- 3 Signed copies (1 original and 2 photocopy)

The North Penn School District is exempt from Pennsylvania state sales tax.

Property Tax Bill Printing Services will be for fiscal year 2022 and 2023. Property Tax Bill Printing and Mailings must be completed by June 30th for each year.

**Sealed bids** will be accepted for “**Property Tax Bill Printing and Mailing**” until **May 4, 2021 at 1:00 p.m.** **Sealed bids must be clearly labeled “Property Tax Bill Printing and Mailing” and delivered to Kristin Johnson at the Educational Service Center, 401 E. Hancock St., Lansdale, PA.** The bids will be publicly opened via Zoom meeting at **3:00 p.m.** the same day. Directions to the Zoom meeting will be posted 30 minutes prior to the opening at [www.npenn.org/bidspec](http://www.npenn.org/bidspec).

**A PREBID MEETING WILL OCCUR VIRTUALLY ON WEDNESDAY APRIL 28<sup>TH</sup> 9:00AM.**  
**LOGIN INSTRUCTIONS WILL BE POSTED TO [WWW.NPENN.ORG/BIDSPEC](http://WWW.NPENN.ORG/BIDSPEC) 30 MINUTES PRIOR**  
**TO THE MEETING START TIME.**

All questions regarding this bid should be directed to:

Kristin Johnson  
Assistant Director of Business Administration  
401 E. Hancock St.  
Lansdale, PA 19446  
[johnsok@npenn.org](mailto:johnsok@npenn.org)  
215-853-1015

## General Conditions for Bid

1. The North Penn School District Board of School Directors invites bidders to submit sealed bids for the furnishing and delivery of **Property Tax Bill Printing & Mailing**.
2. **Bids will be accepted until 1:00 PM on Tuesday, May 4, 2021.** The bids will be **opened at 3:00 PM on May 4, 2021 via Zoom**. Please see NPSD website, [www.npenn.org/bidspec](http://www.npenn.org/bidspec), for Zoom meeting details one hour prior to the bid opening.
3. The bid must be submitted in a sealed envelope and clearly marked on the outside, **“Property Tax Bill Printing and Mailing”**.
4. Bids shall be submitted on the enclosed Bid Proposal Form. Bids must be typewritten or written with ink and signed by the individual, partners, or corporate officer.
5. The successful bidder shall bid in strict accordance with the specifications as set forth. **No substitutions or alternates are permitted.**
6. A BID BOND OR CERTIFIED CHECK IN FAVOR OF THE NORTH PENN SCHOOL DISTRICT IN THE AMOUNT OF 10% OF THE TOTAL BID IS REQUIRED FROM EACH BIDDER AND MUST BE ENCLOSED WITH THE BID. THE BOND MUST BE ISSUED BY AN INSURANCE COMPANY.  
Only the bid bonds or certified checks of the successful bidders will be held until all terms of the contract are completed. The bid bonds or certified checks of the unsuccessful bidders will be returned at the time of the awarding of the contract.
7. **Property Tax Bill Printing and Mailings must be completed by June 30<sup>th</sup> for each year.**
8. The North Penn School District reserves the right to reject or accept any or all bids or any portion thereof and to waive any informalities permitted by law. Bids must remain firm for a period of ninety (90) days from the date of bid opening.
9. Bidder shall insert the price per stated unit and the total cost extension against each item in the schedule hereto annexed, which the bidder has proposed to furnish and deliver. The unit price inserted must be net and must include all charges – No Exceptions. In the event of a discrepancy between the unit prices and the total cost extension, the unit price will govern. The total bid is to be the sum of the quantity times the unit price for each item.
10. A purchase order issued by the School District covering any or all items included in this bid shall constitute a contract binding upon the bidder and the School District.
11. No charge will be allowed for federal, state, or municipal sales or excise taxes, for which the school district is exempt by law. The bid price shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder.
12. The bidder agrees, if awarded an order, to furnish and deliver the said articles at such time, to such place, and in such quantities as specified, and that all of the articles shall be subject to the inspection and approval of the School District. Acceptance of delivery of materials or equipment to the site shall not constitute final acceptance by the School District. In the event that any articles are rejected as damaged, or not in conformance with these specifications, such articles shall be removed immediately and other articles of proper quality as set forth in these specifications shall be furnished in place thereof, all at the expense of the successful bidder.
13. In the event that the successful bidder should neglect or refuse to furnish or deliver any articles or any part thereof, or to replace any articles which are rejected as stated in the preceding paragraph, then the School District is authorized and empowered to purchase articles in conformity with this order from such party or parties, and in such manner as it shall select, at the expense of the successful bidder, or to cancel the contract reserving to itself, nevertheless, all rights for damages which may be incurred by the School District.
14. Invoicing: Invoices must be submitted for each municipality. They should show North Penn School District item numbers, the same as packing slips. No photocopy of a Bid or Purchase Order will be accepted in lieu of an itemized invoice.

15. **DISCRIMINATION PROHIBITED:** According to Section 755, Public School Code of Pennsylvania, 1949 as amended, the contractor agrees:
  - 15.1 That in the hiring of employees for the performance of work under this contract, or any sub-contract hereunder, no contractor, sub- contractor, nor any person acting on behalf of such contractor or sub-contractor, shall, by reason of race, creed or color, discriminate against any citizen who is qualified and available to perform the work to which the employment relates;
  - 15.2 That no contractor, sub-contractor, nor any person on his behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on the account of race, creed or color;
  - 15.3 That there may be deducted from the amount payable to the contractor under this contract, a penalty of five dollars (\$5) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of this contract; and,
  - 15.4 That this contract may be canceled or terminated by the School District, and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms and conditions of the contract.
16. **HUMAN RELATIONS ACT:** The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951 et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of this Act as amended that are made part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA Code 349.101.
17. **COMPETENT WORKERS:** According to Section 752 of the Public School Code of 1949, no person shall be employed to do work under such contract except competent and first class workmen and mechanics. No workmen shall be regarded as competent and first class, within the meaning of this Act, except those who are duly skilled in their respective branches of labor, and who shall be paid not less than such hours by employers of organized labor in doing of similar work in the district where the work is being done.
18. **STANDARD OF QUALITY:** The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. It is not the intent to limit the acceptance to any one material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words "or as approved equal," they shall be subject to equals only as approved by the architect, engineer and/or School District.
19. **COMPLIANCE WITH POLICY/LAW:** Contractor shall comply with all policies, procedures and regulations of the District as established and amended from time to time as well as all applicable state and federal laws and regulations, including but not limited to the provisions of the Pennsylvania Right to Know Law, 65 P.S. 67.101 et seq., regarding possession of public records by agency contractors. In the event the District receives a request for access to a public record that is in the possession of Contractor, the District shall notify Contractor of the request and Contractor shall provide the District with the requested record in a timely manner so as to enable District compliance with the Pennsylvania Right to Know Law.
20. **TERMINATION PROVISIONS.** The District has the right to terminate this Contract for any of the following reasons. Termination shall be effective upon written notice to the Contractor.
  - 20.1. **Termination for Convenience.** The District shall have the right to terminate the Contract for its convenience and without any cause, at any time if the County determines termination to be in its best interest. The Contractor shall be paid for work satisfactorily completed prior to the effective date of the termination, but in no event shall the Contractor be entitled to recover loss of profits.

- 20.2 Non-Appropriation. The District's obligation to make payments during any District fiscal year succeeding the current fiscal year shall be subject to availability and appropriation of funds. When funds (county, state and/or federal) are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year period, the District shall have the right to terminate the Contract. The contractor shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the supplies or services delivered under this Contract. Such reimbursement shall not include loss of profit, loss of use of money, or administrative or overhead costs. The reimbursement amount may be paid for any appropriations available for that purpose.
- 20.3 Termination for Cause. The District shall have the right to terminate the Contract for Contractor default. Default, upon written notice to Contractor. The District shall also have the right, upon written notice to the Contractor, to terminate the Contract for other cause as specified in this Contract or by law. The Contractor has 30 days from notice to remedy any default. Failure to remedy will result in termination at day 30.

**North Penn School District**  
Lansdale, Pennsylvania 19446

**Non-Collusion Affidavit**

**Instructions:**

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et sec., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false SWORN statement in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the associated approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "Complementary Bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the bid.

**Non-Collusion Affidavit**

**For Bid for Property Tax Bill Printing and Mailing**

State of \_\_\_\_\_ County of \_\_\_\_\_

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of my Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its Owners, Directors, and Officers.  
I am the person responsible in my firm for price(s) and the amount of this bid.

**I state that:**

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of competitive bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.
5. \_\_\_\_\_, its affiliates, subsidiaries, officers, directors, and employees are not currently  
(name of my firm)  
under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that the above representations are material  
(name of my firm)  
and important, and will be relied on by North Penn School District in awarding the contract for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the North Penn School District of the true facts relating to the submission of bids for this contract.

\_\_\_\_\_  
(Name)

and

\_\_\_\_\_  
(Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS \_\_\_\_\_ DAY

OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

**North Penn School District**  
Lansdale, PA 19446

**Vendor's/Contractor's Qualification Statement**

The Undersigned certified under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

Submitted by:	_____	Corporation	_____
Name:	_____	Partnership	_____
Address:	_____	Individual	_____
Principal Office:	_____	Joint Venture	_____
Phone:	_____	Other	_____

1. How many years has your organization been in business as a vendor/contractor?
  
2. How many years has your organization been in business under its present business name?
  
3. If a corporation, answer the following:
  - a. Date of Incorporation: \_\_\_\_\_
  - b. State of Incorporation: \_\_\_\_\_
  - c. President's name: \_\_\_\_\_
  - d. Vice President's name(s): \_\_\_\_\_
  - e. Secretary's or Clerk's name: \_\_\_\_\_
  - f. Treasurer's name: \_\_\_\_\_
  - g. List names and address of all parties holding greater than 10% interest in the corporation.

4. Trade References:

5. Bank References:

6. Name of bonding company and name and address of agent:

7. Dated at

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

8. \_\_\_\_\_ being duly sworn deposes and says that he/she is the  
\_\_\_\_\_ of Vendor/Contractor and that answers to the foregoing questions  
and all statements therein contained are true and correct.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public:

My commission Expires:

Vendor's Contractor's Qualification State Abbrev.



## NORTH PENN SCHOOL DISTRICT

### Property Tax Bill Printing and Mailing Services Bid Specifications

The North Penn School District desires to contract with a vendor furnishing all labor, materials, postage, equipment and transportation necessary to print, fold, stuff (including inserts) and mail all items set forth below. The District estimates that approximately 35,000 Real Estate tax bills will be issued for the 2021-2022 and 2022-2023 tax years. Billing data will be electronically provided to the vendor from the North Penn School District in a excel file format at least one week prior to the required mailing date of June 30th.

<b>Municipality</b>	<b>#Parcels 2020-21</b>	<b>#Parcels 2019-20</b>	<b>#Parcels 2018-19</b>
Hatfield Borough	921	920	920
Hatfield Township	5,728	5,692	5,683
Lansdale Borough	5,344	5,295	5,249
Hilltown Township	15	15	15
New Britain Township	64	64	64
Montgomery Township	9,956	9,935	9,919
North Wales Borough	1,210	1,209	1,209
Towamencin Township	6,150	6,153	6,152
Upper Gwynedd Township	5,946	5,915	5,900
<b>Total Bills Sent</b>	<b>35,334</b>	<b>35,198</b>	<b>35,111</b>

To that end, North Penn School District is soliciting bids from entities engaged in the business of bill printing, insertion, and delivery for public entities in the state of Pennsylvania. The objective is to establish a contractual relationship resulting in secure, consistent service to the office and the taxpayers it serves. We are seeking timely, accurate delivery of tax bills, cost effective mailing services, and clear reporting of turn-around times.

#### A. GENERAL

- a. Confidentiality of Data: The data, or any portion, provided to the successful Vendor is for the sole purpose of programming and printing the tax bills and creation of the tax duplicates and may not be used for any other purpose or sold by the Vendor.
- b. No Guaranteed Quantities: The District makes no representations nor guarantees the Vendor any minimum or maximum number of bills to be printed or mailed under this Contract. Printing and mailing quantities referred to in this request for bid constitute a best estimate only.
- c. Sample Data: North Penn School District will provide sample raw data files available via email or ftp upon request containing all of the tax information that is to be printed on the forms.
- d. The Vendor will provide full back up of equipment and software to ensure timely service.

#### B. PRINTING

- a. Tax Bill Format, layout, data import: The vendor will meet with District staff to establish design, set up, data import, and sample bill after bid award. Final product template will be completed no later than June 1, 2021.
- b. Tax Bills: The Vendor is expected to print and mail Real Estate bills tailored to each of the District's nine municipalities.

- i. Tax bill samples: Samples (mock ups) of each document to be printed and mailed are provided as exhibits. This configuration assumes a single page mailer with printing on both sides that is folded, sealed and mailed without a separate envelope. Examples of format for Real Estate bills are attached and marked Attachment B. The standard bill format will be finalized before printing.

Real Estate Tax Bills (Exhibit 2 - standard)

- Unique tax collector contact/payment details
  - Page: 8 1/2 x 11 Inch White Sheets
  - Must be printed on a minimum 20 pound, maximum 28-pound paper
  - Folding to make “thirds”
  - Quantity: estimated to be approximately 35,000
  - The printing must be laser with a minimum of 300 x 300 densities or higher.
  - Bill to be printed in black ink.
  - The District can have installment options that vary by year. However, the installment number will fall between two and six, with no more than three installments being printed on one page.
- ii. Acceptable alternative Tax bill format: Tax bills may be printed on plain paper with three equal folds mailed in a standard window envelope (with the address repositioned to accommodate a standard window. The following information must be printed on the envelope or visible through a window on the envelope: taxpayer’s mailing address, Tax Collector’s return address, “TAX BILL ENCLOSED”, and “Temp-Return Service Requested” below the return address.
  - iii. Alternative formats: Bidders are welcome to provide alternative (in addition to the format requested and acceptable alternative format) with suggested reformatting of information for clarity or cost reduction. The District reserves the right to choose which option best suits its needs. The bid price shall not be dependent upon options and all bidders are required to bid one price, irrespective of the option chosen by the District.
  - iv. Information regarding the Tax Bills will be printed in a message area on the back of the Tax Bill. Back printing is to be done in a way to prevent show-through onto the front side of the Tax Bill.
  - v. The Bidder must have the ability to print bar coding on the Tax Bill. This bar code is to be information designated by the Tax Collector and must be read by the scanners currently being used by the Tax Collector.
- c. Tax Duplicates: The Vendor will provide a Real Estate Tax Duplicate, in searchable .pdf format, for each municipality, in taxpayer numerical parcel order. Examples of acceptable Tax Duplicate formats for Real Estate bills are attached and marked Attachment A.
  - d. Copy of Tax Bills: The vendor must provide a copy of all tax bills in PDF format for each municipality.
  - e. Proofing:
    - i. The Vendor will provide a sample Real Estate Tax bill for final format approval of each format variation (e.g. municipality) by the District by June 23rd. The District will provide approval before printing.

- ii. The Vendor will perform reconciliation to the bill totals provided by the District prior to printing the bills. Those totals must match before the District will approve the printing of the bills.
- f. Blank Forms: The vendor must provide blank forms to each municipality, quantities will be finalized before printing.

C. MAILING

- a. Mailing Services: Mailing is to be First Class United States Postal Service. All tax bills must be mailed at the same time. The District reserves the right to contact the Vendor requesting that certain tax bills be pulled from the mailing at no additional charge.
- b. Postage for Mailing Tax Bills: The District will reimburse actual postage costs for the mailing.
- c. Proof of mailing: The Vendor must provide a USPS proof of mailing within 24 hours of entry into the USPS system. The vendor shall provide an itemized list of postage costs per municipality separating foreign pieces, 1st class pieces and bulk rate piece counts. The total piece count must match the total number of records in the production file. Mailing is permitted to be performed by Presorted First Class mail.
- d. Shared Savings: The mailing Vendor is encouraged to use any available bulk mailing techniques (e.g. carrier sorts; zip code + four; pre-sorts; bar coding) to reduce postage costs. The vendor will NOT, however, change any addresses. Those pieces will be mailed 1st class. Where possible, the vendor should consolidate billings into one mailing.
- e. Mailing and Penalties: All Tax Notices must be mailed by the scheduled mailing date (June 30). If there are extraordinary circumstances that prevent the North Penn School District from meeting production file delivery data, the Vendor and the North Penn School District will arrive at a mutually agreeable mailing schedule.

FAILURE TO MAIL TAX BILLS ON TIME SHALL BEAR A PENALTY OF ONE THOUSAND DOLLARS (\$1,000) PER DAY UNTIL MAILED. NORTH PENN SCHOOL DISTRICT WILL PROOF BILLS PRIOR TO PRINTING. ERRONEOUS PRINTING, AS A RESULT OF CHANGES BY THE VENDOR AFTER DISTRICT PROOFING, WILL RESULT IN A PENALTY OF 50% OF THE BILLABLE CHARGES (EXCLUDING POSTAGE) ASSOCIATED WITH THE CONTRACT. IN ADDITION, THE VENDOR MUST MAIL CORRECTED NOTICES AT NO CHARGE TO NORTH PENN SCHOOL DISTRICT.

(Example: mailing the Real Estate bills and the cost to the District was \$10,000 for printing; any percentage of the bills erroneously mailed would result in a penalty of 50% of the District's cost (\$5,000)).

- f. Mail Forwarding: The Vendor is required to print the USPS approved "Temp-Return Service Requested" on all tax bill envelopes.
- g. Each tax bill will include up to four (4) double-sided pages to be included in the mailing.
  - i. one (1) page tax bill,
  - ii. Up to two (2) pages for installment bills
    - 1. one (1) page if up to three (3) installments and two (2) pages if between four (4) and six (6) installments.

2. Installment pages may vary from year to year. The number of pages will be determined based on the school board approved installment options for the tax year.
- iii. Up to one (1) pages for informational fliers

**North Penn School District**  
Lansdale, PA 19446

**Bid Proposal Form**

**Property Tax Bill Printing and Mailing**

We, the undersigned, have reviewed the specifications herein for the supply of the above listed item(s). We propose to furnish and deliver all materials and accessories to complete the work, in accordance with the attached Bid Specifications and General Conditions. We understand that the North Penn School District reserves the right to reject or accept any or all bids or any portion thereof and to waive any informalities permitted by law.

Company Name		Date
Company Address		
Authorized Signature	Printed Name	Title
Phone Number	Fax Number	Email Address

**All bidders shall provide a cost per bill, inclusive of programming, printing, stuffing envelopes, and all related services except postage.**  
**Postage will be paid for cost at time of mailing.**

<b>Fiscal Year</b>	<b>Estimated Number of Tax Bills</b>	<b>Cost Per Bill w/ Inserts (max. 4 Double-sided pages)</b>	<b>Estimated Annual Cost</b>	<b>Cost for Each Additional Double-sided Page (If needed)</b>
2021-2022	35,000			
2022-2023	35,000			
Total Contract Cost				

- **ANTICIPATED BID AWARD WILL BE MAY 20, 2021.**

**ATTACHMENT A**

**Duplicate Tax Report Example**

Type: Sch RE  
 Fiscal Year: 2020  
 Bill Type: R  
 Bill Date: 07/01/2020  
 Month: N/A  
 Millage: 34.51000

**REAL ESTATE TAX DUPLICATE LIST**  
 TOWNSHIP: Municipality Name

DATE PRINTED 6/30/2020 9:35:56AM  
 Page 515 of 521

NAME/ADDRESS	DESCRIPTION	ASSESSMENT	DISCOUNT 2.00%	FLAT	PENALTY 10.00%	BILL NUMBER
PIN #: 48-00-02383-15-6 BELL KEITH & ANNE 18 WYNNEWOOD DR COLLEGEVILLE PA 19426	18 WYNNEWOOD DR PROPERTY #: 0.48 ACR DB 5495 P 01599	266,590 Install 1: 2,242.02 HS: 6,721 34.51000 SR	8,788.72 Install 2: 2,242.02 FS: 0 8,788.72	8,968.08 Install 3: 2,242.02 Relief: 231.94 8,968.08	9,864.89 Install 4: 2,242.02 9,864.89	3148
PIN #: 48-00-02383-16-5 HART MICHAEL W & LAURA A 16 WYNNEWOOD DR COLLEGEVILLE PA 19426	16 WYNNEWOOD DR PROPERTY #: 0.46 ACR DB 5371 P 01966	271,210 Install 1: 2,281.88 HS: 6,721 34.51000 SR	8,944.97 Install 2: 2,281.88 FS: 0 8,944.97	9,127.52 Install 3: 2,281.88 Relief: 231.94 9,127.52	10,040.27 Install 4: 2,281.88 10,040.27	3149

**ATTACHMENT B**

**Sample Tax Bill Format – Page 1**

If serviced by a Mortgage Company, promptly send them a copy of this bill.

**2020 NORTH PENN SCHOOL DISTRICT REAL ESTATE TAX BILL**  
**TOWAMENCIN TOWNSHIP**  
 FOR THE TAX PERIOD 7/01/2020 - 6/30/2021

BILLING DATE 7/01/2020

**TOWAMENCIN TOWNSHIP TAX COLLECTOR**

**PARCEL # 53-00-05996-03-5**

Robert A. Di Domizio Jr. Certified Pennsylvania Tax Collector

Mailing Address: PO Box 1415  
 Kulpsville PA 19443-1415

Tax Office: 1804 Robin Drive  
 Hatfield PA 19440

Office Visitations by Appointment Only  
 (see reverse side for more information)

**TAXPAYER:**  
 SHIPLEY LISA ANN & LEO JOSEPH  
 43 WALDEN POND WAY  
 HARLEYSVILLE PA 19438

MILLAGE RATE	26.7742
COUNTY ASSESSMENT	556,000
HOMESTEAD EXCLUSION ASMT	7,954
FARMSTEAD EXCLUSION ASMT	0
NET ASSESSMENT	548,046

**PROPERTY INFORMATION:**  
 43 WALDEN POND WAY  
 121 X IRR 2.07 AC

**TAX CALCULATION:**

SCHOOL	14,886.46
HOMESTEAD Exemption (Deduct)	212.95
FARMSTEAD Exemption (Deduct)	0.00
NET SCHOOL TAX	14,673.51

A drop-box is located at the curb in the front of the tax office.

	PAYMENT DUE	PAY THIS AMOUNT
DISCOUNT 2%	BY 8/31/2020	14,380.04
FACE	BY 10/31/2020	14,673.51
PENALTY 5%	AFTER 10/31/2020	15,407.19

MAKE CHECKS PAYABLE TO:  
 TOWAMENCIN TWP TAX COLLECTOR  
 PO BOX 1415  
 KULPSVILLE PA 19443-1415

**PAYMENT OPTIONS:**  
 PERSONAL CHECK, CASHIER CHECK, OR MONEY ORDER  
**NO CASH PAYMENTS**  
 AFTER 12/15/2020 CASHIER CHECK OR MONEY ORDER ONLY.  
 TAXES NOT PAID BY 12/31/2020 WILL BE SUBMITTED TO COUNTY  
 TAX CLAIM FOR COLLECTION.

THE U.S. POST OFFICE STAMPED & DATED SEAL IS USED AS PROOF OF PAYMENT.

**SEE REVERSE SIDE FOR IMPORTANT INFORMATION and MORE DETAILS ABOUT SCHEDULING OFFICE VISIT**

Date \_\_\_\_\_ Received By: \_\_\_\_\_

IF YOU WANT A RECEIPT, RETURN THIS ENTIRE PAGE WITH YOUR PAYMENT AND A SELF-ADDRESSED, STAMPED ENVELOPE. OTHERWISE, SEPARATE AND RETURN THE BOTTOM PORTION WITH YOUR PAYMENT AND KEEP THE TOP PORTION FOR YOUR RECORDS.



Robert A. Di Domizio Jr. Tax Collector  
 Towamencin Township  
 PO Box 1415  
 Kulpsville PA 19443-1415

NORTH PENN SCHOOL DISTRICT REAL ESTATE TAX 2020/2021  
 PARCEL # 53-00-05996-03-5  
 NET ASSESSMENT: 548,046 BILL DATE: 7/01/2020  
 FOR THE TAX YEAR 7/01/2020 - 6/30/2021

TEMP - RETURN SERVICE REQUESTED

	PAYMENT DUE	PAY THIS AMOUNT
DISCOUNT 2%	BY 8/31/2020	14,380.04
FACE	BY 10/31/2020	14,673.51
PENALTY 5%	AFTER 10/31/2020	15,407.19

IMPORTANT: TAX BILL ENCLOSED

  
 SHIPLEY LISA ANN & LEO JOSEPH  
 43 WALDEN POND WAY  
 HARLEYSVILLE PA 19438  
 99999  
 99999



CHECK THIS BOX IF YOU CHOOSE TO PARTICIPATE IN THE INSTALLMENT PLAN. SEND INSTALLMENT #1 BILL WITH PAYMENT. THE DEADLINE IS 7/31/2020. THE SIX (6) INSTALLMENT BILLS ARE ENCLOSED IF YOU DECIDE TO USE THEM.

## ATTACHMENT B CONT.

### Sample Tax Bill Format – Page 2

NORTH PENN SCHOOL DISTRICT REAL ESTATE PROPERTY TAX - TOWAMENCIP TOWNSHIP - 7/01/2020

FOR THE TAX PERIOD 7/01/2020 — 6/30/2021

ROBERT A. DI DOMIZIO JR. CERTIFIED PENNSYLVANIA TAX COLLECTOR

PHONE: 1-215-723-7297

EMAIL: tax@robertdidomizio.com

NEW OFFICE LOCATION: 1804 ROBIN DR

WEB: <http://www.robertdidomizio.com>

HATFIELD PA 19440

**Due to the current economic situation as a result of Covid-19, the North Penn Board of School Directors has acted to help taxpayers with the School Tax Bills, Tax Bill Installment Payments, and School Tax Rebates for the 2020-21 Tax Year.**

#### Tax Bill Penalties

- If you choose to pay the full amount of your tax bill, the following will apply:
- Tax bills paid in full between 7/01/2020 and 8/31/2020 will get a 2% discount if paid by 8/31/2020.
- Tax bills paid in full between 9/01/2020 and 10/31/2020 will pay the face amount of the bill if paid by 10/31/2020.
- Tax bills paid in full after 10/31/2020 will have a 5% penalty applied this year if paid in full by 12/31/2020.
- If the bill is not paid by 12/31/2020, in full, a 5% penalty will then be applied to the face amount and turned over to the County Tax Claim Office for collection. At that point in time, additional penalties and fees may be applied.

#### NPSD School Tax Rebate Program using your PA-1000 Rebate Application

- Eligible taxpayers may be able to take advantage of the Commonwealth's PA-1000 Tax/Rent Rebate program. For more details, call 1-888-PA-TAXES or visit them on the web at <https://www.revenue.pa.gov/>.
- If eligible for the Pennsylvania Property Tax and Rent Rebate Program (Form PA-1000 for 2019), the School District rebate will again be available to eligible homeowners, renters, hybrid owners, and supplemental payments in a rebate amount from North Penn School District of up to 50% of the rebate received through the PA-1000 Tax/Rent Rebate Program.
- Even if you were not eligible in prior years, you may be eligible this year. Please obtain and complete a NPSD Rebate Application form for the 2020-21 school tax year and submit it with the two required documents to see if you qualify. The form may be obtained at the District website by clicking on this below link and then clicking on the link to the form found towards the bottom of the webpage: <https://www.npenn.org/cms/one.aspx?pagelid=21818985>.

#### Office Appointments, Tax Payments & Drop-Box

- All public officials, including tax collectors, must follow Governor Wolf's Executive Order during the COVID-19 Disaster Emergency to ensure the safety and health of government officials and the public (order issued 5/04/2020, updated 6/01/2020). For the full text of the Governor's Order visit <https://www.governor.pa.gov/covid-19/business-guidance/>.
- Office visits will be by appointment only, from 9 AM to 5 PM, starting 7/28/2020. Call 1-215-723-7297 to make an appointment.
- Appointments will be limited to 30-minute intervals. Only one person or one person with their care-giver may enter the office.
- Visitors are required to wear masks and follow safe distancing rules.
- A drop-box is located on the street in front of my office, where you may deposit your payment at any time. The drop-box will be emptied several times each day. Parking is permitted on the street, but not in the driveway.
- If you receive a bill in error, or if you received someone else's bill, please contact my office immediately.
- Anyone needing special assistance is encouraged to contact my office.
- Checks rejected for non-sufficient funds will be assessed a processing fee.
- If your primary residence is in the Towamencin Township, check your bill to see if the Homestead Exemption is listed. If it is not, I encourage you to apply for it. Forms are available at <https://www.montcopa.org/boa> and click on Homestead Application.
- If you want a receipt, return this ENTIRE PAGE with your payment and include a self-addressed envelope.
- School tax payments will NOT be accepted at the Towamencin Township Municipal Complex.
- I encourage taxpayers to submit payments via mail at the Kulpville Post Office. Ask the clerk to hand stamp the envelope. If that is inconvenient, go to any U.S. Post Office and have your payment envelope hand-stamped by the postal clerk at the counter. Otherwise, your envelope will be sent to the main central processing office in Philadelphia.
- Allow at least two weeks for e-check payments. They seldom carry a dated postmark, so allow plenty of time for their arrival.
- Kindly write your parcel number on the memo line of your check. Do not write anything below the memo and signature lines.
- Please make your check payable to TOWAMENCIN TWP TAX COLLECTOR. **DO NOT** make the check payable in my name only or the check will be rejected and returned to you.
- **TAXES ARE DUE AND PAYABLE AS PRESCRIBED BY LAW, WHETHER OR NOT A BILL HAS BEEN RECEIVED BY THE TAXPAYER.**
- Failure to receive a tax bill shall not relieve any property owner with real estate taxes to pay from the satisfaction of those taxes imposed by the North Penn School District. Failure to receive a bill does not entitle the taxpayer to discount or waiver of penalty.
- If you checked the Box for the optional Installment Program, please refer to the six (6) bills enclosed for additional information.
- Be advised that the Installment program DOES NOT offer the 2% discount.
- If applicable, your tax bill includes a tax reduction for your Homestead and/or Farmstead property. If you are an eligible owner, you have received tax relief through an exclusion provided under the PA Tax Payer Relief Act. The law was passed by the Pennsylvania General Assembly and signed by the Governor designed to reduce your property taxes.



**ATTACHMENT B CONT.**

**Sample Tax Bill Format – Page 3**

**INSTALLMENT # 1**

**NORTH PENN SCHOOL DISTRICT  
REAL ESTATE PROPERTY TAX**  
FOR THE TAX PERIOD 7/01/2020 — 6/30/2021  
ROBERT A. DI DOMIZIO JR. TAX COLLECTOR

**PROPERTY INFORMATION:**  
43 WALDEN POND WAY  
121 X IRR 2.07 AC

**PARCEL # 53-00-05996-03-5**

COUNTY ASSESSMENT 558,000  
HOMESTEAD EXEMPTION 7,954  
FARMSTEAD EXEMPTION 0  
NET ASSESSMENT 548,048

**MAKE CHECKS PAYABLE TO:**  
TOWAMENCIN TOWNSHIP TAX COLLECTOR  
PO BOX 1415 KULPSVILLE PA 19443-1415

**TAXPAYER:**  
SHIPLEY LISA ANN & LEO JOSEPH  
43 WALDEN POND WAY  
HARLEYSVILLE PA 19438

*FAILURE TO MAKE THIS FIRST INSTALLMENT PAYMENT ON TIME WILL RESULT IN BEING DENIED PARTICIPATION IN THE PROGRAM, YOUR PAYMENT WILL BE RETURNED, AND YOU WILL HAVE TO USE THE REGULAR BILL.*

<b>INSTALLMENT # 1 MUST BE REC'D OR POST-MARKED BY 7/31/2020</b>	<b>2,445.56</b>
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SEE IMPORTANT INFORMATION ON THE REVERSE & ON THE REGULAR BILL.

Date \_\_\_\_\_ Received By: \_\_\_\_\_

SEND THIS BILL ALONG WITH YOUR PAYMENT. IF YOU WANT A RECEIPT PLEASE INCLUDE A SELF-ADDRESSED, STAMPED ENVELOPE.

**INSTALLMENT # 2**

**NORTH PENN SCHOOL DISTRICT  
REAL ESTATE PROPERTY TAX**  
FOR THE TAX PERIOD 7/01/2020 — 6/30/2021  
ROBERT A. DI DOMIZIO JR. TAX COLLECTOR

**PROPERTY INFORMATION:**  
43 WALDEN POND WAY  
121 X IRR 2.07 AC

**PARCEL # 53-00-05996-03-5**

COUNTY ASSESSMENT 558,000  
HOMESTEAD EXEMPTION 7,954  
FARMSTEAD EXEMPTION 0  
NET ASSESSMENT 548,048

**MAKE CHECKS PAYABLE TO:**  
TOWAMENCIN TOWNSHIP TAX COLLECTOR  
PO BOX 1415 KULPSVILLE PA 19443-1415

**TAXPAYER:**  
SHIPLEY LISA ANN & LEO JOSEPH  
43 WALDEN POND WAY  
HARLEYSVILLE PA 19438

<b>INSTALLMENT # 2 MUST BE REC'D OR POSTMARKED BY 8/31/2020</b>	<b>2,445.59</b>
<b>INSTALLMENT # 2 with PENALTY IF REC'D OR POSTMARKED AFTER 8/31/2020</b>	<b>2,567.87</b>



SEE IMPORTANT INFORMATION ON THE REVERSE & ON THE REGULAR BILL.

Date \_\_\_\_\_ Received By: \_\_\_\_\_

SEND THIS INSTALLMENT ALONG WITH YOUR PAYMENT. IF YOU WANT A RECEIPT PLEASE INCLUDE A SELF-ADDRESSED, STAMPED ENVELOPE.

**INSTALLMENT # 3**

**NORTH PENN SCHOOL DISTRICT  
REAL ESTATE PROPERTY TAX**  
FOR THE TAX PERIOD 7/01/2020 — 6/30/2021  
ROBERT A. DI DOMIZIO JR. TAX COLLECTOR

**PROPERTY INFORMATION:**  
43 WALDEN POND WAY  
121 X IRR 2.07 AC

**PARCEL # 53-00-05996-03-5**

COUNTY ASSESSMENT 558,000  
HOMESTEAD EXEMPTION 7,954  
FARMSTEAD EXEMPTION 0  
NET ASSESSMENT 548,048

**MAKE CHECKS PAYABLE TO:**  
TOWAMENCIN TOWNSHIP TAX COLLECTOR  
PO BOX 1415 KULPSVILLE PA 19443-1415

**TAXPAYER:**  
SHIPLEY LISA ANN & LEO JOSEPH  
43 WALDEN POND WAY  
HARLEYSVILLE PA 19438

<b>INSTALLMENT # 3 MUST BE REC'D OR POSTMARKED BY 9/30/2020</b>	<b>2,445.59</b>
<b>INSTALLMENT # 3 with PENALTY IF REC'D OR POSTMARKED AFTER 9/30/2020</b>	<b>2,567.87</b>



SEE IMPORTANT INFORMATION ON THE REVERSE & ON THE REGULAR BILL.

Date \_\_\_\_\_ Received By: \_\_\_\_\_

SEND THIS INSTALLMENT ALONG WITH YOUR PAYMENT. IF YOU WANT A RECEIPT PLEASE INCLUDE A SELF-ADDRESSED, STAMPED ENVELOPE.

**ATTACHMENT B CONT.**

**Sample Tax Bill Format – Page 4**

**NORTH PENN SCHOOL DISTRICT REAL ESTATE PROPERTY TAX - TOWAMENCIP TOWNSHIP - 7/01/2020**

**FOR THE TAX PERIOD 7/01/2020 — 6/30/2021**

**ROBERT A. DI DOMIZIO JR. , CERTIFIED PENNSYLVANIA TAX COLLECTOR**

**PHONE: 1-215-723-7297**

**EMAIL: tax@robertdidomizio.com**

**NEW OFFICE LOCATION: 1804 ROBIN DR  
HATFIELD PA**

**WEB: <http://www.robertdidomizio.com>**

**Due to the current economic situation as a result of Covid-19, the North Penn Board of School Directors has acted to help taxpayers with the School Tax Bills, Tax Bill Installment Payments, and School Tax Rebates for the 2020-21 Tax Year.**

**NPSD TAX BILL INSTALLMENT PAYMENT OPTION (Changing from 3 payments to 6 payments)**

Pursuant to the Taxpayer Relief Act, 53 P.S. § 6926.1502, taxpayers are given the option to use the installment payment program option under the following rules:

- Payment of Installment #1 by 7/31/2020 will constitute taxpayer election to pay tax in installments.
- Installment payments are permitted only if the taxpayer elects by paying the first installment payment by 7/31/2020.
- If the taxpayer fails to meet this requirement, the discount amount (the face amount of the tax bill less 2%) is due by 8/31/2020 or the amount of the entire real estate tax is due on or before 10/31/2020 at the face amount, and the real estate tax will be delinquent if not paid in full on or before 10/31/2020 and a 5% penalty will be applied.
- A taxpayer electing the installment payment option may pay the real estate tax in 6 equal installment payments of one-sixth (1/6) of the full FACE tax amount. The installments are due on or before 7/31/2020, 8/31/2020, 9/30/2020, 10/31/2020, 11/30/2020, & 12/15/2020. Any installment not paid by these dates is delinquent.
- Penalties on delinquent installments:
  - If a taxpayer makes the first installment payment by 7/31/2020 and fails to pay any subsequent installment by the installment due date, the installment not paid by the due date is delinquent, and a penalty will be added to the installment payment in the amount of five percent (5%) of the amount of the installment not paid by the due date.
  - If the 6<sup>th</sup> installment payment is not received by the due date of 12/15/2020, a 5% penalty will be assessed on the entire Face amount indicated on the original tax bill and it will then be turned over to the Montgomery County Tax Claim Bureau after 12/31/2020 collection. At that point in time, additional penalties and fees may be applied.

**Office Appointments, Tax Payments and Drop-Box**

- ◆ Please see the instructions printed on the main bill as they pertain to office appointments, payments, and drop-box.
- ◆ The same rules and regulations apply as to the Governor's Executive Order regarding the COVID-19 Disaster Emergency.
- ◆ Taxpayers must follow the precautions that are spelled out in greater detail on the first page of this bill.
- ◆ As an added convenience, a taxpayer can drive up to the drop-box and deposit their payment without having to exit their vehicle.
- ◆ Anyone needing special assistance to pay their tax bill is encouraged to contact my office.

Please, let's all work together and help each other. We'll get through this trying time and life will get back to normal. Take care, stay calm, and stay safe.

Best regards from your Tax Collector,

***Bob Di Domizio***

**ATTACHMENT B CONT.**

**Sample Tax Bill Format – Page 5**

**INSTALLMENT # 4**

**NORTH PENN SCHOOL DISTRICT  
REAL ESTATE PROPERTY TAX  
FOR THE TAX PERIOD 7/01/2020 - 6/30/2021  
ROBERT A. DI DOMIZIO JR. TAX COLLECTOR**

**MAKE CHECKS PAYABLE TO:  
TOWAMENCIN TOWNSHIP TAX COLLECTOR  
PO BOX 1415 KULPSVILLE PA 19443**

TAXPAYER:

**SHIPLEY LISA ANN & LEO JOSEPH  
43 WALDEN POND WAY  
HARLEYSVILLE PA 19438**

**PROPERTY INFORMATION:  
43 WALDEN POND WAY  
121 X IRR 2.07 AC**

**PARCEL # 53-00-05996-03-5**

COUNTY ASSESSMENT 556,000  
HOMESTEAD EXEMPTION 7,954  
FARMSTEAD EXEMPTION 0  
NET ASSESSMENT 548,046

<b>INSTALLMENT # 4 MUST BE REC'D OR POSTMARKED BY 10/31/2020</b>	<b>2,445.59</b>
<b>INSTALLMENT # 4 with PENALTY IF REC'D OR POSTMARKED AFTER 10/31/2020</b>	<b>2,567.87</b>



SEE IMPORTANT INFORMATION ON THE REVERSE & ON THE REGULAR BILL.

Date \_\_\_\_\_ Received By: \_\_\_\_\_

SEND THIS BILL ALONG WITH YOUR PAYMENT. IF YOU WANT A RECEIPT PLEASE INCLUDE A SELF-ADDRESSED, STAMPED ENVELOPE.

**INSTALLMENT # 5**

**NORTH PENN SCHOOL DISTRICT  
REAL ESTATE PROPERTY TAX  
FOR THE TAX PERIOD 7/01/2020 - 6/30/2021  
ROBERT A. DI DOMIZIO JR. TAX COLLECTOR**

**MAKE CHECKS PAYABLE TO:  
TOWAMENCIN TOWNSHIP TAX COLLECTOR  
PO BOX 1415 KULPSVILLE PA 19443**

TAXPAYER:

**SHIPLEY LISA ANN & LEO JOSEPH  
43 WALDEN POND WAY  
HARLEYSVILLE PA 19438**

**PROPERTY INFORMATION:  
43 WALDEN POND WAY  
121 X IRR 2.07 AC**

**PARCEL # 53-00-05996-03-5**

COUNTY ASSESSMENT 556,000  
HOMESTEAD EXEMPTION 7,954  
FARMSTEAD EXEMPTION 0  
NET ASSESSMENT 548,046

<b>INSTALLMENT # 5 MUST BE REC'D OR POSTMARKED BY 11/30/2020</b>	<b>2,445.59</b>
<b>INSTALLMENT # 5 with PENALTY IF REC'D OR POSTMARKED AFTER 11/30/2020</b>	<b>2,567.87</b>



SEE IMPORTANT INFORMATION ON THE REVERSE & ON THE REGULAR BILL.

Date \_\_\_\_\_ Received By: \_\_\_\_\_

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**INSTALLMENT # 6**

**NORTH PENN SCHOOL DISTRICT  
REAL ESTATE PROPERTY TAX  
FOR THE TAX PERIOD 7/01/2020 - 6/30/2021  
ROBERT A. DI DOMIZIO JR. TAX COLLECTOR**

**MAKE CHECKS PAYABLE TO:  
TOWAMENCIN TOWNSHIP TAX COLLECTOR  
PO BOX 1415 KULPSVILLE PA 19443**

TAXPAYER:

**SHIPLEY LISA ANN & LEO JOSEPH  
43 WALDEN POND WAY  
HARLEYSVILLE PA 19438**

**PROPERTY INFORMATION:  
43 WALDEN POND WAY  
121 X IRR 2.07 AC**

**PARCEL # 53-00-05996-03-5**

COUNTY ASSESSMENT 556,000  
HOMESTEAD EXEMPTION 7,954  
FARMSTEAD EXEMPTION 0  
NET ASSESSMENT 548,046

<b>INSTALLMENT # 6 MUST BE REC'D OR POSTMARKED BY 12/15/2020</b>	<b>2,445.59</b>
<b>INSTALLMENT # 6 with PENALTY IF REC'D OR POSTMARKED AFTER 12/15/2020 (Pay with Cashier Check or Money Orders ONLY)</b>	<b>3,179.27</b>



SEE IMPORTANT INFORMATION ON THE REVERSE & ON THE REGULAR BILL.

Date \_\_\_\_\_ Received By: \_\_\_\_\_

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**ATTACHMENT B CONT.**

**Sample Tax Bill Format – Page 6**

**NORTH PENN SCHOOL DISTRICT REAL ESTATE PROPERTY TAX - TOWAMENCIP TOWNSHIP - 7/01/2020**

**FOR THE TAX PERIOD 7/01/2020 — 6/30/2021**

**ROBERT A. DI DOMIZIO JR. , CERTIFIED PENNSYLVANIA TAX COLLECTOR**

**PHONE: 1-215-723-7297**

**EMAIL: tax@robertdidomizio.com**

**NEW OFFICE LOCATION: 1804 ROBIN DR  
HATFIELD PA**

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***Bob Di Domizio***