

COUNTY OF KANE

KANE COUNTY ASSESSMENT OFFICE

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Request for Proposals: Legal Publications Services for the 2019-22 Taxable Years

This Request for Proposals is for the purpose of selecting one or more qualified newspapers that will publish legal notices for the Kane County Supervisor of Assessments for the 2019-2022 quadrennial years in accordance with the requirements of the Illinois Compiled Statutes. In each year, the Supervisor of Assessments will publish:

- A list of all parcels and their assessments, segregated by township (see *Figure A* for 2018 parcel count data). In 2019, this list will include all parcels. In 2020-22, this list will include all parcels that have had changes in their assessed valuations from the prior year, except for those changed only by equalization.
- A statutorily required preamble for each township's assessment list.
- Various and sundry legal notices as required by the Illinois Property Tax Code.

Before completing this submission, proposers are encouraged to familiarize themselves with the legal requirements for assessment publications:

- The *Notice by Publication Act* ([715 ILCS 5/0.01, et seq.](#));
- The *Newspaper Legal Notice Act* ([715 ILCS 10/0.01, et seq.](#));
- The *Legal Advertising Rate Act* ([715 ILCS 15/0.01, et seq.](#)); and
- The Assessment Notice and Publications Provisions of the *Property Tax Code*, including the statutory price of \$0.80 per parcel for assessment publications ([35 ILCS 200/12-10, et seq.](#)).

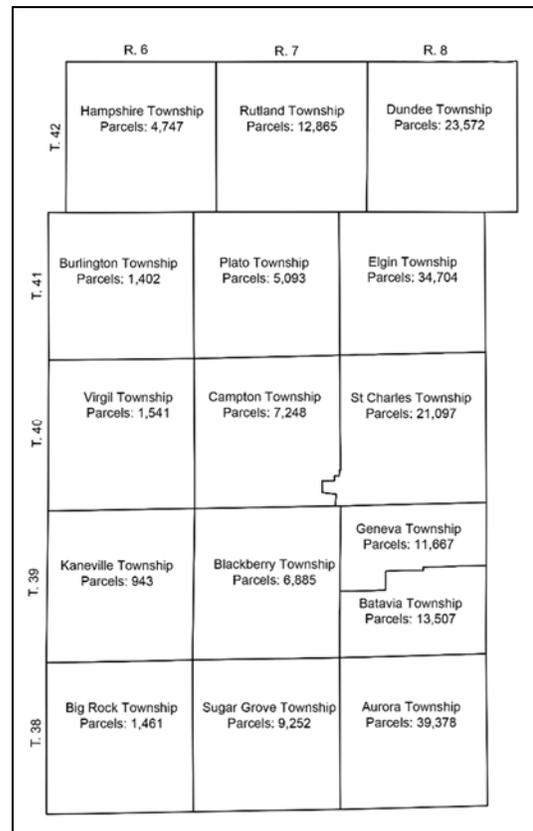


Figure A: 2018 Parcel Counts by Township

General Requirements Newspapers will submit sealed proposals, to be opened and evaluated in private. The proposals must include all requested information for the newspaper to be considered. All proposers must be able to receive submissions for publication via an e-mailed text (*.txt) file.

Submission Location All proposals must be submitted to:
Kane County Supervisor of Assessments
Mark D. Armstrong, CIAO
719 South Batavia Avenue
Geneva, IL 60134-3000
ArmstrongMark@co.kane.il.us

Submission Date Proposals must be received, irrespective of postmark, by noon on April 15, 2019. Proposals may be sent by e-mail in a PDF file at the sender's discretion. Proposals received after the time specified will not be considered.

Contents of Submission Each proposal must include the following information:

- Evidence that the newspaper is a “secular newspaper of general circulation” that meets the requirements of state law to accept legal publications; see *Notice by Publication Act* ([715 ILCS 5/0.01, et seq.](#)) and *Newspaper Legal Notice Act* ([715 ILCS 10/0.01, et seq.](#)).
- Evidence of a specific place of publication to show that the newspaper is published in Kane County. A copy of a publisher's certificate of publication that shows either *a specific Kane County address* or names *Kane County alone* as a location of publication is conclusive evidence of a place of publication¹ and will be given precedence over other evidence. Furthermore, it should be noted that a newspaper cannot have two places of publication² and no newspaper can lawfully publish assessment notices for more than one county.
- Evidence of current circulation in Kane County, broken down by ZIP code; audited figures are strongly preferred.
- The names of the townships for which the newspaper wishes to be considered.

¹*North Shore Savings v. Griffin*, 75 Ill. 2d 166, 172 (1979).

²*Garcia v. Tully*, 72 Ill. 2d 1 (1978).

- The price per column line for the publication of the preamble for each township (the width of the newspaper's column line must be included).
- The price per column line for the publication of other various and sundry notices, whether required by state law or not (the width of the newspaper's column line must be included).
- A list of typical lead times for publication (i.e., "an assessment list containing under 5,000 parcel can be published within 5 days receipt of the text file; a list containing 5,000 to 20,000 parcels can be published within 7 days," etc.).

GENERAL TERMS AND CONDITIONS

1. **Negotiations:** The Kane County Supervisor of Assessments (Supervisor) reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this Request for Proposals. It is understood that the final scope of work and proposal price will be negotiated with the successful proposer(s).
2. **Reserved Rights:** The Supervisor reserves the right at any time and for any reason to cancel this Request for Proposals or any portion thereof, to reject any or all proposals, or to accept an alternate proposal. The Supervisor reserves the right to waive any non-material defect in any proposal. The Supervisor may seek clarification from a newspaper at any time and failure to respond promptly is cause for rejection. The Supervisor may require submission of best and final offers.
3. **Incurred Costs:** The Supervisor will not be liable for any costs incurred by respondents in replying to this Request for Proposals.
4. **Discussion of Proposals:** The Supervisor may conduct discussions with any newspaper that submits a proposal. During the course of such discussions, the Supervisor shall not disclose any proprietary information derived from one proposal to any other newspaper.
5. **Responsibility & Default:** The newspaper shall be required to assume responsibility for all items listed in this Request for Proposals. Any newspaper not meeting with the terms of the award shall be considered to be in default, and the Supervisor, at the Supervisor's sole discretion, may move assessment publications to another newspaper.
6. **Interpretation or Correction of Request for Proposals:** Proposers shall promptly notify the Supervisor of any ambiguity, inconsistency or error, which they may discover upon

examination of the Request for Proposals. Interpretation, correction and changes to the Request for Proposals will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding. Questions regarding the request should be directed to the Supervisor. Any question answered by the Supervisor will be posted for all to view at www.KaneCountyAssessments.org/Publications.html.

7. **Submittal and Evaluation Factors:** Each proposal shall be evaluated by the Supervisor of Assessments, who shall have the complete authority to decide in which newspapers each township's preamble and assessment list shall be published. For all newspapers that are legally qualified to publish assessment lists in Kane County, the evaluation factors shall include:
- a. Whether a newspaper meets the legal requirements to publish assessment notices.
 - b. The circulation of the newspaper in the township(s) for which the newspaper is seeking to publish assessment notices.
 - c. Timely performance.
 - d. Price, to the extent permitted by law.

As part of its evaluation process, the Supervisor may seek the input of the respective Township Assessors.