



Request for Information RFI-5120-22-DD

Lockbox Services for Tax Collection

RESPONSES DUE:

September 30, 2022 Prior to 2:00 PM MDT

Accepting Electronic Responses Only **Responses Only Submitted Through the Rocky Mountain E-Purchasing** **System (RMEPS)**

(Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, the vendor must contact RMEPS to resolve the issue before the response deadline. 800-835-4603)

www.bidnetdirect.com/colorado

PURCHASING REPRESENTATIVE:

Dolly Daniels; Senior Buyer

dollyd@gjcity.org

This solicitation is a Request for Information (RFI) intended to solicit competitive responses and budgetary pricing for this solicitation and may not be the same as previous City of Grand Junction solicitations. All offerors should review this solicitation before submitting.

Issuing Office: This Request for Information (RFI) is issued by the City of Grand Junction. All contact regarding this RFI shall be directed to:

Dolly Daniels; Senior Buyer
dollyd@gjcity.org

Submission: *Each proposal shall be submitted in electronic format only, and only through the Rocky Mountain E-Purchasing website (www.bidnetdirect.com/colorado).* *This site offers both “free” and “paying” registration options that allow for full access of the Owner’s documents and for electronic submission of proposals. (Note: “free” registration may take up to 24 hours to process. Please plan accordingly.)* Please view our “**Electronic Vendor Registration Guide**” at <http://www.gjcity.org/business-and-economic-development/bids/> for details. (The City does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue before the response deadline. **800-835-4603**)

RFI Response Opening Lockbox Services for Tax Collection RFI-5120-22-DD
Sep 30, 2022, 10:00 – 10:30 AM (America/Denver)

Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/232115333>

You can also dial in using your phone.
Access Code:
232-115-333
United States:
[+1 \(571\) 317-3112](tel:+15713173112)

Join from a video-conferencing room or system.
Meeting ID:
232-115-333
Dial in or type:
67.217.95.2 or inroomlink.goto.com
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232115333@67.217.95.2 or 67.217.95.2##232115333

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Addenda: All questions shall be submitted in writing. Interpretations, corrections, and changes to this RFI or extensions to the opening/receipt date will be made by a written Addendum to the RFI by the Owner. Addenda will be issued electronically through the Rocky Mountain E-Purchasing website at www.bidnetdirect.com/colorado, and [Purchasing Bids | Grand Junction, CO \(gjcity.org\)](#) Offerors shall acknowledge receipt of all addenda in their proposal.

PURPOSE AND BACKGROUND

The City of Grand Junction (COGJ) is currently transitioning to GenTax, a complete, integrated tax processing software package designed to support an agency implementing multiple taxes

and monthly tax returns (returns). The COGJ is looking for a lockbox service provider that will complete data entry including entering return and payment data, scanning return and payment images, processing correspondence, flagging errors, and identifying different types of returns. The form results, returns, and payments are expected to post automatically to GenTax.

This RFI is seeking lockbox service information and budgetary pricing for tax collection that will allow for custom integration with GenTax.

Contract Term

These contract terms are for a period of one (1) year with the option to extend for three (3) additional years.

1. PROJECT GOALS

City of Grand Junction lockbox service goals include:

- Lockbox service provider will:
 - Furnish all labor, materials, equipment, and tooling to furnish COGJ lockbox services.
 - Furnish COGJ/GenTax with access to electronic daily reports containing information related to the COGJ's tax returns and collections. This will include the number of daily transactions/deposits, the identity of taxpayer(s) submitting payments, and the respective timing of the collective daily deposits to a COGJ bank account.
 - Work with the COGJ to define the following:
 - Format and size of envelopes, payment stubs and other tax coupon formatting/appearance issues related to the City's tax return documents. Examples of current forms attached include:
 - Attachment A - General Use Tax Return
<http://trimview.gjcity.org/?=SOLDOC/24638>
 - Attachment B - Sales Tax Return
<http://trimview.gjcity.org/?=SOLDOC/24639>
 - Attachment C - Enhanced 911 Fee Return
<http://trimview.gjcity.org/?=SOLDOC/24640>
 - Methods, procedures, protocols, deadlines, joint computer system connectivity testing, sample test processes involving exchanges of test files of data, frequency of reports, and associated security measures for both accessing and transmitting electronic data related to COGJ payment deposits.
 - Electronic access to images of original documents, as deemed required by the COGJ.
 - Jointly develop and implement a mutually acceptable format for all reports generated for the COGJ on behalf of the lockbox service provider related to payments collected from taxpayers.
 - Perform all lockbox services with strict confidence and only disclose details of COGJ return and payment receipt information with designated COGJ representatives.
- 2022-2023 anticipated lockbox receipt volume levels, approximated, are as follows:

- Tax returns (monthly, including increased volume in January, April, July, and October) – 898-2,335 returns:
 - Sales tax returns (monthly, including increased volume in January, April, July, and October) – 4-20 fields per return
 - Use tax returns (monthly, including increased volume in January, April, July, and October) – 3-5 fields per return
 - Construction use tax returns (monthly, including increased volume in January, April, July, and October) – 3-5 fields per return
 - Lodging tax returns (monthly, including increased volume in January, April, July, and October) – 3-5 fields per return
- Enhanced 911 fee returns (monthly, including increased volume in January, April, July, and October) – 110-125 returns; 4-5 fields per return

RFI Tentative Time Schedule:

- Request for Information available September 15, 2022
- Submittal deadline for RFI responses September 30, 2022

Rates and Pricing

Please provide information regarding the features, capabilities, and technical requirements of the proposed lockbox services, as well as a non-binding, potential fee schedule/cost information.

2. DESIRED OUTCOME:

The desired outcome of this RFI is to gather information on prospective lockbox service solutions.

PROPOSAL FORMAT

Submit your proposal in the following format and attachments as follows:

- A. Cover Letter:** Cover letter shall be provided which explains the Firm’s interest in the project. The letter shall contain the name/address/phone number/email of the Firm’s RFI response point of contact.
- B. Qualifications/Experience/Credentials:** Proposers shall provide their qualifications for consideration as a software provider to the City of Grand Junction and include prior experience in similar projects.
- C. Cybersecurity and Privacy:** Proposers shall briefly describe their solution’s cybersecurity mechanisms for ensuring system and data security, privacy, and high availability.
- D. Budgetary Pricing Estimate:** Provide a non-binding, potential fee schedule/cost information including any annual software licensing and maintenance.
- E. Additional Data (optional):** Provide any additional information that will aid in evaluation of your qualifications with respect to this project.



Finance
250 N. 5th Street, Grand Junction, CO 81501
(970) 244-1521 Fax (970) 256-4078

CITY USE TAX RETURN

NAME OF TAXPAYER:

ADDRESS: TELEPHONE #:

A. SCHEDULE OF TANGIBLE PERSONAL PROPERTY USED, STORED, CONSUMED WITHIN THE CITY OF GRAND JUNCTION FOR THE MONTH(S) OF 20 {COVERED IN THIS RETURN}:

Table with 5 columns: PURCHASE DATE, DESCRIPTION, VENDOR, VENDOR ADDRESS, PURCHASE PRICE. Includes rows 1-5 and a TOTAL PURCHASE PRICE row.

B. USE TAX DUE:
Total Purchase Price {line (A)}

City of Grand Junction Use Tax Rate x 3.25%

TAX DUE \$

Interest of 1.5% of Tax Due (For each month or portion of month overdue) \$

Penalty of 10% of Tax Due (Minimum \$15.00) \$

TOTAL AMOUNT DUE {Make check payable to City of Grand Junction} \$

Mail to: City of Grand Junction
Finance
250 N. 5th St
Grand Junction, Colorado 81501


I hereby certify that I have examined this return and that it is to the best of my knowledge and belief a true and complete return made in good faith for the period hereinabove stated.

Name: (please print)

Title:

Signed:

Date:

PERIOD COVERED	DUE DATE	ACCOUNT NUMBER
1.	GROSS SALES AND SERVICE <small>(TOTAL RECEIPTS FROM CITY ACTIVITY MUST BE REPORTED AND ACCOUNTED FOR IN EVERY RETURN INCL. ALL SALES RENTALS AND LEASES AND ALL SERVICES BOTH TAXABLE AND NON-TAXABLE.)</small>	
2A.	ADD: BAD DEBTS COLLECTED	
2B.	TOTAL LINES 1 & 2A	
3.	NON-TAXABLE SERVICE SALES <small>(INCLUDED IN ITEM 1 ABOVE)</small>	
A.	SALES TO OTHER LICENSED DEALERS FOR PURPOSES OF TAXABLE RESALE	
B.	SALES SHIPPED OUT OF CITY AND OR STATE <small>(INCLUDED IN ITEM 1 ABOVE)</small>	
C.	BAD-DEBTS CHARGED OFF <small>(ON WHICH CITY SALES TAX HAS BEEN PAID)</small>	
D.	TRADE-INS FOR TAXABLE RESALE	
E.	SALES OF GASOLINE AND CIGARETTES	
F.	SALES TO GOVERNMENTAL, RELIGIOUS AND CHARITABLE ORGANIZATIONS	
G.	RETURNED GOODS	
H.	PRESCRIPTION DRUGS / PROSTHETIC DEVICES	
I.	FOOD STAMPS	
J.	LODGING OVER 30 DAYS	
K.	FOOD FOR HOME CONSUMPTION	
L.	OTHER DEDUCTIONS (LIST)	
M.		
N.		
O.		
3. TOTAL DEDUCTIONS <small>(TOTAL OF LINES 3 A THRU O)</small>		
4.	TOTAL CITY NET TAXABLE SALES & SERVICE <small>(LINE 2B MINUS TOTAL LINE 3)</small>	

COMPUTATION OF TAX			
5.	AMOUNT OF CITY SALES TAX: 3.25% OF LINE 4		
6.	ADD: EXCESS TAX COLLECTED		
7.	ADJUSTED CITY TAX: (ADD LINES 5 AND 6)		
8.	DEDUCT: 3.333% OF LINE 7 (VENDOR'S FEE IF PAID BY DUE DATE) ***MAXIMUM DEDUCTION ALLOWED IS \$6,000***		
9.	TOTAL SALES TAX: (LINE 7 MINUS 8)		
10.	AMOUNT SUBJECT TO ORIGINAL LODGING TAX: X 3.00% =		
11.	DEDUCT: 3.333% OF LINE 10 (LODGING VENDOR'S FEE IF PAID BY DUE DATE - NO MAX)		
12.	AMOUNT SUBJECT TO 2019 LODGING TAX INCREASE: (NO VENDOR'S FEE APPLIED TO 3% INCREASE) X 3.00% =		
13.	TOTAL LODGING TAX: (LINE 10 MINUS 11 PLUS 12)		
14.	TOTAL SALES & LODGING TAX: (LINE 9 PLUS 13)		
15.	(FROM SCHEDULE B) CITY USE TAX - AMOUNT SUBJECT TO TAX X 3.25% =		
16.	TOTAL TAX DUE: (ADD LINES 14 AND 15)		
17.	LATE FILING IF RETURN IS FILED AFTER DUE DATE THEN ADD:	PENALTY: 10% OF LINE 16 OR \$15 MIN.	ENTER TOTAL
		INTEREST PER MONTH: 1.5% OF LINE 16	→
18.	TOTAL TAX, PENALTY AND INTEREST DUE: (ADD LINES 16 AND 17)		→
19.	ADJUSTMENT PRIOR PERIODS ATTACH COPY OF OVER OR UNDERPAYMENT NOTICE	A - ADD:	
		B - DEDUCT:	→
20.	TOTAL DUE AND PAYABLE: <small>(MAKE CHECK OR MONEY ORDER PAYABLE TO CITY OF GRAND JUNCTION)</small>		

PLEASE COMPLETE THIS FORM ON REVERSE SIDE

RETURN THIS COPY



Telecommunication Company

[Redacted]
[Redacted]
[Redacted]

Grand Junction Regional (Mesa County) E-911, CO

City of Grand Junction
250 North 5th Street

Grand Junction, CO 81501

FEIN No: [Redacted]
Date From: [Redacted]
Date To: [Redacted]

A. Gross Line Count	A. [Redacted]
B. Less Adjustments	B. [Redacted]
C. Net Line Count (A-B)	C. [Redacted]
D. Line Rate	D. 1.3000
E. Surcharge Billed (C*D)	E. [Redacted]
F. Administrative Fee Rate	F. 2.000%
G. Administrative Fee Taken (E*F)	G. [Redacted]
H. Net Surcharge Remitted (E-G)	H. [Redacted]

I declare under the penalty of perjury that to my knowledge, all information contained on this return is true and complete.

Signature: [Redacted]
Name: [Redacted]
Title: [Redacted]
Phone: [Redacted]

Date: [Redacted]