



Purchasing Division

## ADDENDUM NO. 1

**DATE:** September 23, 2022  
**FROM:** City of Grand Junction Purchasing Division  
**TO:** All Offerors  
**RE:** RFI-5120-22-DD Lockbox Services for Tax Collection

Offerors responding to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

Please make note of the following clarifications:

1. **Question:** Will the City want one (1) transmission file for ALL taxes paid, or will they want three (3) separate transmission files for the three (3) different tax types?

**Answer:** One (1) transmission file should be fine as we should be able to determine the tax type based on the information received. We will likely need to define that items will be accepted as a "standard" return and what will be rejected as non-conforming.

2. **Question:** Will the City want the envelopes scanned in order to capture the postmark date?

**Answer:** We would like to have envelopes scanned to verify the postmark date.

3. **Question:** Will the City require different reports/documents than what is provided to Gentax? i.e. will two (2) different sets of reports need to be generated?

**Answer:** Our understanding of the process is that there will be an image file and a data file generated by the service and imported to Gentax. We do not also need these items sent to us as we can access the details from the software. We would like to ensure that we receive statements of activity on a monthly basis.

The original solicitation for the project noted above is amended as noted.

All other conditions of subject remain the same.

Respectfully,

A handwritten signature in blue ink that reads "Dolly Daniels". The signature is written in a cursive, flowing style.

Dolly Daniels, Senior Buyer  
City of Grand Junction, Colorado