

MAILING SERVICES AGREEMENT

AGREEMENT Upshur County's Tax Collectors Office (UCTCO) and Peregrine Services hereby enter into an agreement whereby Peregrine will print and mail UCTCO's tax bills throughout the year. UCTCO agrees to provide Peregrine with the appropriate electronic files in a timely manner for Peregrine to perform this service. The files will be transferred by UCTCO using a secure FTP site maintained by Peregrine Services. This arrangement is to commence with April 1, 2024 tax bills, based on satisfactory proofing and testing between Peregrine Services and UCTCO. UCTCO reserves the option to cancel this agreement should they be dissatisfied with Peregrine's performance.

POSTAGE ACCOUNT Peregrine will send UCTCO a postage deposit invoice 30 days prior to mailing. UCTCO will be required to submit their postage deposit prior to Peregrine dropping UCTCO's bills with USPS. The actual postage amount will be reconciled with the postage deposit amount on UCTCO's final invoice.

PROGRAMMING FEE Peregrine's initial program fee of \$1500 will be waived for this application. The waived programming fee is for the initial interface program written by Peregrine to take UCTCO's data file and be able to run the file through Peregrine's production system and provide a custom variable image template for bill printing.

DATA SECURITY AND INTEGRITY Each organization will take the necessary precautions to maintain the security and integrity of all data transmitted between the companies. As standard procedure Peregrine limits access to all files.

CONFIDENTIALITY AGREEMENT Peregrine will receive confidential customer information from UCTCO as a result of the production and development of this service and during the term of the agreement. Peregrine and all their employees hereby pledge to protect the confidentiality of this data. The information provided to Peregrine will only be used to prepare and mail the bills requested by UCTCO. Peregrine will not use this data for any other purpose nor divulge its content to any other parties.

AUDIT TRAIL FOR VERIFICATION OF MAILINGS The auditing of the information that will be used for these mailings is critical. After the transmission of the billing data file, Peregrine will send proofs and notify

UCTCO of the total number of accounts billed. With this information, Peregrine will perform audit functions during processing to insure that all individual accounts and total revenues have been mailed. Peregrine will send a job log document to UCTCO that provides audit totals so that UCTCO can verify each mailing is being produced accurately.

COST CONTAINMENT Our agreement is based upon the costs reflected in Appendix A. This will consist of an 8.5 x 11 bill, printed in color with a perforation and a bill backer. The cost of this service will remain at Appendix A level for a period of three years. The only adjustment would be tied to the USPS postal rate. Any increase would be in the amount of a published postal increase. Currently the published cost for First Class letter bill .66. Due to the printing and sorting methods employed by Peregrine the actual postage charged to UCTCO will be approximately .537.

CANCELLATION This agreement will remain in force until either party gives 90 days advance notice in writing.

This agreement is entered into this 1st Day of April 2024.

Tom Stith 5/6/24

Tom Stith
Sales Manager, Peregrine Services

Todd Tefteller
Upshur County Tax Collector Office

TODD TEFTELLER
UPSHUR CO, JUDGE

4-30-2024


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COST CONTAINMENT Our agreement is based upon the costs reflected in Appendix A. This will consist of an 8.5 x 11 bill, printed in color with a perforation and a bill backer. The cost of this service will remain at Appendix A level for a period of three years. The only adjustment would be tied to the USPS postal rate. Any increase would be in the amount of a published postal increase. Currently the published cost for First Class letter bill .66. Due to the printing and sorting methods employed by Peregrine the actual postage charged to UCTCO will be approximately .537.

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TODD TEFTELLER
UPSHUR CO, IOWA
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Appendix A

**Uphsur County, TX Tax Bill Pricing
April 1, 2024**

Component Parts:

8.5 x 11 bill printed in color with perforation and backer	.085
#10 wide window outgoing envelope for 1-6 pg bills	
6 x 9 outgoing envelope for 7-12 pg bills	
Catalog envelope for over 12 pg bills	
<u>Services (print/insert/sort)</u>	
Peregrine Pricing:	.085

* There are no set-up or programming fees.

**We guarantee the costs of the component parts and services for the period of three years. This would include the years 2024, 2025 and 2026.

*** USPS postage will be passed along at a presort discounted rate.