

COUNTY OF LAKE AGREEMENT FOR PROFESSIONAL SERVICES

This agreement, is made and entered into by and between the County of Lake, hereinafter referred to as "County" and RT Lawrence Corporation, hereinafter referred to as "Contractor", collectively referred to as the "parties".

1. **SERVICES.** Subject to the terms and conditions set forth in this Agreement, Contractor shall provide the County the services described in the Scope of Services attached hereto and incorporated herein as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A-Scope of Services, Exhibit B-Fiscal Provisions, and Exhibit C-Compliance Provisions, the Agreement shall prevail.

2. **TERM.** This Agreement shall commence on June 6, 2023, and shall terminate on June 30, 2024, unless earlier terminated as hereinafter provided. In the event County desires to temporarily continue services after the expiration of this Agreement, such continuation shall be deemed on a month-to-month basis, subject to the same terms, covenants, and conditions contained herein.

3. **COMPENSATION.** Contractor has been selected by County to provide the services described hereunder in Exhibit "A" (Scope of Services), attached hereto.

The County shall compensate Contractor for services rendered, in accordance with the provisions set forth in Exhibit "B" (Fiscal Provisions), attached hereto, provided that Contractor is not in default under any provisions of this agreement. Compensation to Contractor is contingent upon appropriation of federal, state and county funds.

4. **TERMINATION.** This Agreement may be terminated by mutual consent of the parties or by County upon 30 days written notice to Contractor.

In the event of non-appropriation of funds for the services provided under this Agreement, County may terminate this Agreement, without termination charge or other liability.

Upon termination, Contractor shall be paid a prorated amount for the services provided up to the date of termination.

5. **MODIFICATION.** This Agreement may only be modified by a written amendment hereto, executed by both parties; however, matters concerning scope of services which do not affect the compensation may be modified by mutual written consent of Contractor and County executed by the Treasurer-Tax Collector.

6. **NOTICES.** All notices between the parties shall be in writing addressed as follows:

County of Lake/Treasurer-Tax Collector
Attn: Patrick Sullivan
255 N. Forbes St. Room 215
Lakeport CA 95453

RT Lawrence Corporation
Attn: Wingloon Lawrence Tong
7740 Painter Ave, Suite 100
Whittier, CA 90602

7. **EXHIBITS.** The Agreement Exhibits, as listed below, are incorporated herein by reference:

- Exhibit A – Scope of Services
- Exhibit B – Fiscal Provisions
- Exhibit C – Compliance Provisions

8. **TERMS AND CONDITIONS.** Contractor warrants that it will comply with all terms and conditions of this Agreement and Exhibits, and all other applicable federal, state and local laws, regulations and policies.

9. **INTEGRATION.** This Agreement, including attachments, constitutes the entire agreement between the parties regarding its subject matter and supersedes all prior Agreements, related proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties.

Executed at Lakeport, California on June 6, 2023.

COUNTY OF LAKE

CONTRACTOR

Jessica Pyska
Jessica Pyska (Jun 7, 2023 19:40 PDT)

DocuSigned by:
Wingloon Lawrence Tong
62B0DB6BAED14D7...
Wingloon Lawrence Tong,
RT Lawrence Corporation

CHAIR, Board of Supervisors

ATTEST:
SUSAN PARKER
Clerk to the Board of Supervisors

APPROVED AS TO FORM:
LLOYD GUINTIVANO
County Counsel

By: Johanna Delong
Johanna Delong (Jun 7, 2023 17:40 PDT)

By: _____



AGREEMENT FOR PROFESSIONAL SERVICES

EXHIBIT “A”-SCOPE OF SERVICES

- 1. CONTRACTOR RESPONSIBILITIES.** Contractor shall provide payment processing professional services as quoted in the attached (1) “RTL Annual Cost Option for Remittance Processing Services and Lockbox Services Combined” and further detailed in in the attached (2) “Lockbox Services Proposal”.

- 2. RECORDS RETENTIONS.** Contractor shall prepare, maintain and/or make available to County upon request, all records and documentation pertaining to this Agreement, including financial, statistical, property, recipient and service records and supporting documentation for a period of five (5) years from the date of final payment of this Agreement. If at the end of the retention period, there is ongoing litigation or an outstanding audit involving the records, Contractor shall retain the records until resolution of litigation or audit. After the retention period has expired, Contractor assures that confidential records shall be shredded and disposed of appropriately.

AGREEMENT FOR PROFESSIONAL SERVICES

EXHIBIT "B" – FISCAL PROVISIONS

1. **CONTRACTOR'S FINANCIAL RECORDS.** Contractor shall keep financial records for funds received hereunder, separate from any other funds administered by Contractor, and maintained in accordance with Generally Accepted Accounting Principles and Procedures and the Office of Management and Budget's Cost Principles.

2. **INVOICES.**

2.1 Contractor's invoice shall be submitted in arrears on a monthly basis, or such other time that is mutually agreed upon in writing, and shall be itemized and formatted to the satisfaction of the County.

2.2 County shall make payment within 30 business days of an undisputed invoice for the compensation stipulated herein for supplies delivered and accepted or services rendered and accepted, less potential deductions, if any, as herein provided. Payment on partial deliverables may be made whenever amounts due so warrant or when requested by the Contractor and approved by the Assistant Purchasing Agent.

3. **AUDIT REQUIREMENTS AND AUDIT EXCEPTIONS**

3.1 Contractor warrants that it shall comply with all audit requirements established by County and will provide a copy of Contractor's Annual Independent Audit Report, if applicable.

3.2 County may conduct periodic audits of Contractor's financial records, notifying Contractor no less than 48 hours prior to scheduled audit. Said notice shall include a detailed listing of the records required for review. Contractor shall allow County, or other appropriate entities designated by County, access to all financial records pertinent to this Agreement.

3.3 Contractor shall reimburse County for audit exceptions within 30 days of written demand or shall make other repayment arrangements subject to the approval of County.

4. **EXPENDITURE OF FUNDS.**

4.1 County reserves the right to refuse payment to Contractor or disallow costs for any expenditure determined to be unreasonable, out of compliance, or inappropriate to the services provided hereunder.

AGREEMENT FOR PROFESSIONAL SERVICES

EXHIBIT "C" – COMPLIANCE PROVISIONS

1. **INFORMATION INTEGRITY AND SECURITY.** Contractor shall immediately notify County of any known or suspected breach of personal, sensitive and confidential information related to Contractor's work under this Agreement.

2. **NON-DISCRIMINATION.** Contractor shall not unlawfully discriminate against any qualified worker or recipient of services because of race, religious creed, color, sex, sexual orientation, national origin, ancestry, physical disability, mental disability, medical condition, marital status or age.

3. **DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

3.1 The Contractor certifies to the best of its knowledge and belief, that it and its subcontractors:

A. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

B. Have not, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in the preceding paragraph; and

D. Have not, within a three-year period preceding this Agreement, had one or more public transactions terminated for cause or default.

3.2 Contractor shall report immediately to County, in writing, any incidents of alleged fraud and/or abuse by either Contractor or Contractor's subcontractor. Contractor shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by County.

4. **AGREEMENTS IN EXCESS OF \$100,000.** Contractor shall comply with all applicable orders or requirements issued under the following laws:

4.1 Clean Air Act, as amended (42 USC 1857).

4.2 Clean Water Act, as amended (33 USC 1368).

4.3 Federal Water Pollution Control Act, as amended (33 USC 1251, et seq.)

4.4 Environmental Protection Agency Regulations (40 CFR, Part 15 and Executive Order 11738).

5. **INDEMNIFICATION AND HOLD HARMLESS.** Contractor shall indemnify and hold harmless County from any and all claims, demands, actions, liability or loss which may arise from or be incurred as a result of the negligent performance of this Agreement by Contractor.

6. **STANDARD OF CARE.** Contractor represents that it is specially trained, licensed, experienced and competent to perform all the services, responsibilities and duties specified herein and that such services, responsibilities and duties shall be performed, whether by Contractor or designated subcontractors, in a manner according to generally accepted practices.

7. **INTEREST OF CONTRACTOR.** Contractor assures that neither it nor its employees has any interest, and that it shall not acquire any interest in the future, direct or indirect, which would conflict in any manner or degree with the performance of services hereunder.

8. **DUE PERFORMANCE – DEFAULT.** Each party agrees to fully perform all aspects of this agreement. If a default to this agreement occurs then the party in default shall be given written notice of said default by the other party. If the party in default does not fully correct (cure) the default within 30 days of the date of that notice (i.e. the time to cure) then such party shall be in default. The time period for corrective action of the party in default may be extended in writing executed by both parties, which must include the reason(s) for the extension and the date the extension expires.

Notice given under this provision shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable time period. No such notice shall be deemed a termination of this Agreement, unless the party giving notice so elects in that notice, or so elects in a subsequent written notice after the time to cure has expired.

9. **INSURANCE.**

9.1 Contractor shall procure and maintain Workers' Compensation Insurance for all of its employees.

9.2 Contractor shall procure and maintain Comprehensive Public Liability Insurance, both bodily injury and property damage, in an amount of not less than one million dollars (\$1,000,000) combined single limit coverage per occurrence, including but not limited to endorsements for the following coverage: personal injury, premises-operations, products and completed operations, blanket contractual, and independent contractor's liability.

9.3 Contractor shall procure and maintain Comprehensive Automobile Liability Insurance, both bodily injury and property damage, on owned, hired, leased and non-owned vehicles used in connection with Contractor's business in an amount of not less than one million dollars (\$1,000,000) combined single limit coverage per occurrence.

9.4 Contractor shall procure and maintain Professional Liability Insurance for the protection against claims arising out of the performance of services under this Agreement caused by errors, omissions or other acts for which Contractor is liable. Said insurance shall be written with limits of not less than one million dollars (\$1,000,000).

9.5 Contractor shall not commence work under this Agreement until it has obtained all the insurance required hereinabove and submitted to County certificates of insurance naming the County of Lake as additional insured. Contractor agrees to provide to County, at least 30 days prior to expiration date, a new certificate of insurance.

9.6 In case of any subcontract, Contractor shall require each subcontractor to provide all of the same coverage as detailed hereinabove. Subcontractors shall provide certificates of insurance naming the County of Lake as additional insured and shall submit new certificates of insurance at least 30 days prior to expiration date. Contractor shall not allow any subcontractor to commence work until the required insurances have been obtained.

9.7 For any claims related to the work performed under this Agreement, the Contractor's insurance coverage shall be primary insurance as to the County, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by County, its officers, officials, employees, agents or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.

9.8 The Commercial General Liability and Automobile Liability Insurance must each contain, or be endorsed to contain, the following provision:

The County, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds and shall be added in the form of an endorsement to Contractor's insurance on Form CG 20 10 11 85. Contractor shall not commence work under this Agreement until Contractor has had delivered to County the Additional Insured Endorsements required herein.

Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under subdivision (b) of California Civil Code Section 2782.

9.9 Insurance coverage required of Contractor under this Agreement shall be placed with insurers with a current A.M. Best rating of no less than A: VII.

Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve the Contractor for liability in excess of such coverage, nor shall it preclude County from taking other action as is available to it under any other provision of this Agreement or applicable law. Failure of County to enforce in a timely manner any of the provisions of this section shall not act as a waiver to enforcement of any of these provisions at a later date.

9.10 Any failure of Contractor to maintain the insurance required by this section, or to comply with any of the requirements of this section, shall constitute a material breach of the entire Agreement.

10. **ATTORNEY'S FEES AND COSTS.** If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.

11. **ASSIGNMENT.** Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the same without the prior written consent of County except that claims for money due or to become due Contractor from County under this Agreement may be assigned by Contractor to a bank, trust company, or other financial institution without such approval. Written notice of any such transfer shall be furnished promptly to County. Any attempt at assignment of rights under this Agreement except for those specifically consented to by both parties or as stated above shall be void.

12. **PAYROLL TAXES AND DEDUCTIONS.** Contractor shall promptly forward payroll taxes, insurances, and contributions to designated governmental agencies.

13. **INDEPENDENT CONTRACTOR.** It is specifically understood and agreed that, in the making and performance of this Agreement, Contractor is an independent contractor and is not an employee, agent or servant of County. Contractor is not entitled to any employee benefits. County agrees that Contractor shall have the right to control the manner and means of accomplishing the result contracted for herein.

Contractor is solely responsible for the payment of all federal, state and local taxes, charges, fees, or contributions required with respect to Contractor and Contractor's officers, employees, and agents who are engaged in the performance of this Agreement (including without limitation, unemployment insurance, social security and payroll tax withholding.)

14. **OWNERSHIP OF DOCUMENTS.** All non-proprietary reports, drawings, renderings, or other documents or materials prepared by Contractor hereunder are the property of County.

15. **SEVERABILITY.** If any provision of this Agreement is held to be unenforceable, the remainder of this Agreement shall be severable and not affected thereby.

16. **ADHERENCE TO APPLICABLE DISABILITY LAW.** Contractor shall be responsible for knowing and adhering to the requirements of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, (42 U.S.C. Sections 12101, et seq.). California Government Code Sections 12920 et seq., and all related state and local laws.

17. **HIPAA COMPLIANCE.** Contractor will adhere to Titles 9 and 22 and all other applicable Federal and State statutes and regulations, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and will make his best efforts to preserve data integrity and the confidentiality of protected health information.

18. **SAFETY RESPONSIBILITIES.** Contractor will adhere to all applicable CalOSHA requirements in performing work pursuant to this Agreement. Contractor agrees that in the

performance of work under this Agreement, Contractor will provide for the safety needs of its employees and will be responsible for maintaining the standards necessary to minimize health and safety hazards.

19. JURISDICTION AND VENUE. This Agreement shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue of any action or proceeding regarding this Agreement or performance thereof shall be in Lake County, California. Contractor waives any right of removal it might have under California Code of Civil Procedure Section 394.

20. RESIDENCY. All independent contractors providing services to County for compensation must file a State of California Form 590, certifying California residency or, in the case of a corporation, certifying that they have a permanent place of business in California.

21. NO THIRD-PARTY BENEFICIARIES. Nothing contained in this Agreement shall be construed to create, and the parties do not intend to create, any rights in or for the benefit of third parties.

22. PUBLIC RECORDS ACT. Contractor is aware that this Agreement and any documents provided to the County may be subject to the California Public Records Act and may be disclosed to members of the public upon request. It is the responsibility of the Contractor to clearly identify information in those documents that s/he considers to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

**RTL Annual Cost Option for Remittance Processing
Services and Lockbox Services Combined**



Client Name: Lake County Tax Collector, CA
Address: 2nd Floor Room 215 Lakeport, CA 95453
Attention: Patrick Sullivan
Date: April 12, 2023
RTL Account Manager: Bernadette Padilla

Item #	Description	Qty	Price/Item	Total
Annual Maintenance Costs (FY 23-24) Invoice 47946				
Canon-CR-190iII	Canon CR-190iII Check Transport	1	\$527.37	\$527.37
CAR-00	Mitek E-key License - 1MM C/Y	1	\$671.00	\$671.00
PRC-01	Process Module	1	\$575.14	\$575.14
SCN-01	Scan Module - 1 Canon CR-190i II	1	\$383.43	\$383.43
MOP-01	Initial Operation - Tax	1	\$0.00	\$0.00
MOP-01	2nd Operation	1	\$0.00	\$0.00
SVR-01	Supervisor/Verification License- 1st User	1	\$287.57	\$287.57
VRF-01	Verification License - 1st Users	1	\$287.57	\$287.57
VRF-01	Verification License - 2nd and 3rd Users	2	\$0.00	\$0.00
FVW-01	FiRSTView Imaging - 1st User	1	\$869.11	\$869.11
CHK 21-001	Check21 Module	1	\$862.72	\$862.72
CHK 21-IMS	Mitek Image Score - 1MM C/Y	1	\$383.43	\$383.43
CUS-LKPL	Real Time Lookup	1	\$1,150.29	\$1,150.29
	Sub-Total			\$5,997.63
	Sales Tax (8.75%)			\$524.79
	TOTAL			\$6,522.42
Lockbox Monthly				
	Transaction Based Charges			
	Single Stub			\$1,562.85
	Check Only			\$16.45
	Multiple Stub or Check			\$193.20
	Other Misc Payment			\$233.45
	Number of Full Page Attachments			\$11.50
	Third Party Check			\$39.24
	Total Number of Transaction - C21			\$230.00
	Total Transaction Base Charge			\$2,286.69
	Monthly Fixed Price Charges			
	Lockbox Monthly Fee (\$400) WAIVED			\$0.00
	Total			\$0.00
	Per Occurrence Charges			
	Mailbacks			\$89.60
	Bank Deposit (C21 Inelligibles)			\$15.00
	2-Year worth of Images and Data			\$200.00
	Total			\$304.60
	Sub-Total Monthly			\$2,591.29
	Sales Tax (8.75%)			\$226.74
	Monthly Total			\$2,818.03
	Annual Lockbox Total (Monthly Total * 12)			\$33,816.36
	Annual PO Box Setup Fee (Approximate)			\$1,960.00
	Annual Lockbox Contract Total			\$35,776.36
	Remittance Annual Maintenance (FY 2023-2024)			\$6,522.42
	Annual Lockbox Contract Total			\$35,776.36
	GRAND CONTRACT TOTAL			\$42,298.78



**Attachment A
Lockbox Services Proposal
Lake County Tax Collector**

RT Lawrence Corporation
7740 Painter Avenue, Suite 100
Whittier, CA 90602
626-838-5000
12-Apr-23

***** INSTRUCTIONS AND EXAMPLES TO HELP UNDERSTAND THE FOLLOWING SECTION 1 AND HOW WE APPLY/CALCULATE TRANSACTION CHARGES: *****

Single Stub/Single Check Example:

- Price Example: For single stub and single check payment that came in an envelope and the stub has a scanline, the cost to process the entire transaction is \$0.15 [Cost of a) Payment Coupon with Scanline + h) Check Mailed with Payment Coupon = \$0.10 + \$0.05 = \$0.15]
- Single stub and single check "Matched" (stub due amount = check amount) and "Unmatched" (stub due amount does not equal check amount) payments are priced the same.

Multiples Example:

- Price Example: For a "multiple" payment, which has two stubs and three checks, that came in an envelope and the stubs have a scanline, the cost to process the entire transaction is \$0.35 [Cost of a) Payment Coupon with Scanline x 2 + h) Check Mailed with Payment Coupon x 3 = (\$0.10x2) + (\$0.05x3) = \$0.35]
- Multiples "Matched" (total stub due amounts = total check amounts) and "Unmatched" (total stub due amounts does not equal total check amounts) payments are priced the same.

Wholesale or Statement-Based Payment Example:

- Price Example: For a payment, which has one letter-size statement/document listing 10 separate accounts and one check paying for all 10 accounts, that came in an envelope and the statement has no scanline, the cost to process the entire transaction is \$2.63 [Cost of d) Non-Standard Payment Coupon without Scanline + f) Each Additional Line-Item Account on Non-Standard Payment Coupon x 9 + h) Check Mailed with Payment Coupon = \$0.42 + (\$0.24x9) + \$0.05 = \$2.63]



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Section 1.

Transaction-Based Charges

Minimum Total Monthly Transaction Charges

Pricing

\$800 per month

a) Payment Coupon with Scanline	\$0.10 per document
> Retail size (check-like size) document	
> Includes automatic or manual capture of up to 3 data fields of computer printed or written information	
b) Payment Coupon without Scanline	\$0.24 per document
> Retail size (check-like size) document	
> Includes automatic or manual capture of up to 3 data fields of computer printed or written information	
c) Non-Standard Payment Coupon with Scanline	\$0.33 per document
> 1 page letter-size or like-size document	
> Includes automatic or manual capture of up to 3 data fields of computer printed or written information	
d) Non-Standard Payment Coupon without Scanline	\$0.42 per document
> 1 page letter-size or like-size document	
> Includes automatic or manual capture of up to 3 data fields of computer printed or written information	
e) Each Additional Payment on Coupon	\$0.24 per account
> Posting of additional payment to a separate account/fund - Creation of virtual stub(s)	
> Includes automatic or manual capture of up to 3 data fields of computer printed or written information	
f) Each Additional Line-Item Account on Non-Standard Payment Coupon	\$0.24 per account
> Posting of additional payment to a separate account/fund - Creation of virtual stub(s)	
> Includes automatic or manual capture of up to 3 data fields of computer printed or written information	
g) Letters or Correspondence Sent with Payment	\$0.23 per document
> 1 page letter-size or like-size document without any payment information requiring posting or data entry and only requiring image capture	
h) Check Mailed with Payment Coupon	\$0.05 per check
> Check(s) that accompany the payment coupon (Not the same as check-only payment)	
i) Check-Only Payment	\$0.35 per transaction
j) Virtual Check	\$0.24 per check
> Cash processing	
k) Stub-Only	\$0.35 per transaction

**** Please see notes on following page. ****



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Notes:

- Transaction processing and pricing is based on client specifications as defined in Section 7 of this service proposal. Changes to lockbox service specifications and processing requirements may affect the prices listed above.
- If the items listed above does not meet all transaction processing needs, please contact your RTL sales representative for a more comprehensive price list.
- All Payment types will be fully processed by our lockbox, NOT simply sent back to client for processing.
- *We provide optional mail backs to our client's customers.*
- Matched and Unmatched Payments are priced the same.
- Unknown items are scanned in and presented via secured internet, along with the images, for client's immediate, remote, resolution without the need for "send-back".
- *RTL has a secure web portal for error checking and correction*

Section 2.

Monthly Fixed Price Charges

Pricing

Base Monthly Fee for Lockbox Services

\$400 per month

Monthly Services Include:

- **Daily Pickup of Mail** - Includes daily pickup of mail from Client-specific PO Box in local Whittier, CA post office
- **Data File Transmission** - Includes data transmission of one upload file via email and/or https download per day
- **Reporting** - Three management reports in pdf file format are provided via email and/or https site download
- **Web-based Payment Verification of "Holds"** - Web-based verification of unknown items by 3 of client's remittance staff
- **Imaging Storage and Retrieval via the Web** - Hosting and storing of one month worth of images on our server and the ability for five of client's customer service representative to perform imaging search and retrieval of payment documents via the internet
- **Delivery of Older Images** - For convenience, it is RTL's standard practice to put images of "older" payments per calendar month block onto our https site for a period of five days for client download onto their own server



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Optional, but Recommended, Services NOT Included In

- Client-Exclusive **PO Box** - A Client-Exclusive "Caller Services" P.O. Box number. This service ensures early mail delivery dedicated to the County's payments only. \$1,960
 - A fee of \$1,960 annually (PO Box renewal fee varies) which is a pass-through fee applies.
- > Sample client mailing address or return envelope address can be as follows:

Lake County Tax Collector
 Payment Processing Center
 P. O Box 6001
 Whittier CA 90607

Services NOT Included In the Monthly Fee:

- Courier fees to perform daily pick up of mail from Client site or Client-specific PO Box NOT located in local Whittier, CA post office
- Courier fees or bank deposit trip fees to perform daily drop-off of encoded checks for deposit to local bank branch office (or equivalent service). Note: We encourage the use of Electronic Deposit, which eliminates courier and bank fees.

Section 3. E-Payment Services

Pricing

a) Check 21 Electronic Deposit Fees

(Please note that we also offer ACH payment processing of E-Checks from the Web, Phone, Front Counter, and auto-pay)

- | | |
|--------------------------------------------------------------------------------------------------------|-----------------------|
| 1) Bank Check 21 or Image Cash Letter Transaction Fee | TBD by Bank |
| 2) Bank Return Items Fee | TBD by Bank |
| 3) RTL Check 21 or Image Cash Letter Transaction Fee
<i>(In addition to Bank Check 21/ICL fees)</i> | \$0.02 per trans |
| 4) RTL Return Items Fee
<i>(In addition to Bank return item fees)</i> | \$0.00 per occurrence |

Check 21 Notes:

- Check 21 fees eliminate current bank charges for processing encoded checks for deposit.
- Check 21 approach will convert the check payment into an electronic transaction for deposit.
- Check 21 subject to bank credit approval
- Check 21 processing capabilities include complete stub-check transaction processing, in-line quality usability, duplicate check tracking, X9.37 generation and sanitization, closed-loop returned item stub-check integrity retention, returned item archive retag, block database, reversal file to back-end host system, etc.



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Section 4.	One-Time Setup Charges	Pricing
	a) New Lockbox Account Setup Fee	\$2,400 one-time fee
	Notes:	
	<ul style="list-style-type: none"> • Setup includes one standard operation • Setup includes one data file layout configuration service • Setup includes three standard reports 	
	b) New Check 21 Account Setup Fee for E-Payment	\$2,400 one-time fee
	Notes:	
	<ul style="list-style-type: none"> • Includes RTL E-Payment startup services: RTL E-Payment file testing with bank, payment processing operation setup and remote end-user training, if applicable. 	
	c) Additional Operation Setup Fee (optional)	\$1,200 one-time fee
	Notes:	
	<ul style="list-style-type: none"> • Setup includes one additional operation • Setup includes one data file layout configuration service • Setup includes three standard reports 	
	d) Real Time Lookup Setup Fee (optional)	\$1,200 one-time fee
	Notes:	
	<ul style="list-style-type: none"> • Setup includes system configuration service and testing. 	
	e) Epay Consolidator Module (optional)	\$1,200 one-time fee
	Notes:	
	<ul style="list-style-type: none"> • Setup includes system configuration service and testing. 	
Section 5.	Per-Occurrence Charges	Pricing
	a) Mailing of Items to Client	Paid By Client
	Notes:	
	<ul style="list-style-type: none"> • We anticipate only a once-a-week mailing, unless otherwise noted or requested, since the daily transactions are performed in real time mode via the use of images. • Per-Occurrence charges cover cost of labor (\$10.00/occurrence) and postage, if applicable. 	
	b) Additional Client Handling Requests	Paid By Client
	Notes:	
	<ul style="list-style-type: none"> • This covers additional per occurrence services required by the Client that is not part of our standard lockbox services as noted above (i.e. photo copying stubs and/or checks, cutting or modifying the stubs to a scannable size, etc.) 	



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c) **RTL Bank Deposit Trip Fee - for Check21 Ineligibles** \$5 per trip

Notes:

- Charges to manually deposit Check21 ineligible checks to a local bank branch office (within a 6-mile radius to payment center). Client can elect to have other courier services perform this task. If Client wishes for RTL to manually deposit the Check21 ineligible checks and current bank does not provide for a local branch office within a 6-mile radius, Client can consider opening an interim deposit account with an alternative financial institution with local branch office to RTL payment processing center.

d) **Daily Bank Deposit by Third Party Courier Service** TBD

Notes:

- Courier fees to perform daily deposit drop-off to local bank branch.

e) **Daily Mail Pickup Courier Fee** TBD

Notes:

- Courier fees to perform daily pick up of mail from Client site or Client-specific PO Box NOT located in local Whittier, CA post office

Section 6.

OPTIONAL IMAGE ARCHIVAL ALTERNATIVES

Pricing

a) **Additional Imaging Storage and Retrieval on the Web** - \$25/mo per month

Optional longer storage of images available upon request for an extra \$25/month for each additional month of extended online storage.

b) **Optional Imaging System** - Client may want to consider the Optional purchase of our "in-house imaging research" software FiRSTView to enable the fast searching and retrieval of the "older" images from the CD. Please refer to the following for additional pricing information.



**Attachment A
Lockbox Services Proposal
Lake County Tax Collector**

RT Lawrence Corporation
7740 Painter Avenue, Suite 100
Whittier, CA 90602
626-838-5000
12-Apr-23

Optional Additional In-House Imaging Research Software

- Single-User in-house FiRSTView Imaging Research Software \$3,250
- Installation and Training Service \$1,000
- Annual Support of the Imaging Software \$488 per year
- Applicable for Lockbox Services ONLY.

Notes:

- The optional purchase of this product will enable the client to perform fast search and retrieval of "older" images returned to the client on CDs.
- We recommend a server for imaging.
- PC hardware not included.

Section 7.

Client Specific Requirements

Pricing

(The following lists any tasks, special processing, conditions, etc. that we will comply with, provide or include in our lockbox services as part of the service proposal.)

Client payment processing requirements and specifications are yet to be determined, finalized and is pending discussion. Lockbox service pricing may be affected by Client's special payment processing needs.

Section 8.

Considerations

Proposal Notes

- Pricing is valid for 90 days only.

Payment Terms

- Lockbox Services are billed monthly by RTL with Net 30 terms.


RTL Lockbox Estimated Monthly Fee for Lake County Tax Collector
Average Monthly Volume **11,500**
Transaction-Based Charges **\$2,222.29**

	Count	Price	Total
Single Stub w/ scanline and 1 Check	10,419	\$ 0.15	\$ 1,562.85
Check Only, no stub	35	\$ 0.35	\$ 12.25
Multiple Stub or Check	552	\$ 0.35	\$ 193.20
Other Misc Payment	495	\$ 0.35	\$ 173.25
Number of Full Page Attachments	50	\$ 0.23	\$ 11.50
Third Party (Check free)	327	\$ 0.12	\$ 39.24
Total Number of Transactions- C21	11,500	\$ 0.02	\$ 230.00
Total Transaction-Based Charges			\$ 2,222.29

Per-Occurrence Charges **\$ 304.60**

	No. of Occurrence	Handling Fee	Postage Fee	Unit Price	Per Item Fee
Mailback (once a week)	8	10.00	1.20		89.60
Bank Deposit (Check 21 ineligible)	3	5.00	-		15.00
2-years worth of images and data	4	50.00			200.00
Total					304.60

Estimated Monthly Fee **\$2,526.89**
Annual P.O Box Setup Fee **\$1,960.00**

PO Box Setup Fee (pass-through fee) \$ 1,960

Lake County Tax Collector can send mail to be processed by RTL; if a P.O. Box is required, a fee of \$1,960 annually (PO Box renewal fee varies) will be applied and paid by the County.

Since Lake County Tax Collector's Office utilizes RTL for remittance processing, all setup and Base Monthly Fee for Lockbox Services (\$400) are waived, only per item charges for mail processed by RTL will be charged.

Existing Remittance Processing Annual Support remains.