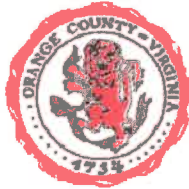


ORANGE COUNTY, VIRGINIA  
PROCUREMENT DIVISION

STEPHANIE STRAUB  
PROCUREMENT & GRANT COORDINATOR

sstraub@orangecountyva.gov  
PHONE: (540) 661-5407  
FAX: (540) 672-0900



MAILING ADDRESS:  
PO BOX 111  
ORANGE, VA 22960

PHYSICAL ADDRESS:  
112 WEST MAIN STREET  
ORANGE, VA 22960

**Reference: RFP#2014-02 Tax & Personal Property Bill Preparation Services**  
**Dated: October 25, 2013**  
**Proposal Due: November 12, 2013**

**Please review the attached No.9 and No.10 envelope samples.**

**Additionally, the Delinquent Personal Property bills are printed on 24# yellow pastel stock variable printing on the front and static printing on the back with one (1) perforation. Delinquent bills are mailed twice a year in the winter and summer.**

**Note: A signed copy of this addendum must be received at the location indicated in the RFP either prior to the proposal due date and hour or attached to your proposal documents. A signature on this addendum does not substitute for your signature on the original proposal documents. The original proposal documents must be signed. PROPOSALS NOT RECEIVED IN THE ORANGE COUNTY FINANCE OFFICE BY THE DATE AND TIME REQUESTED, FOR ANY REASON WAHTSOEVER, WILL BE REJECTED AS UNTIMELY.**

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature/Title of Representative

\_\_\_\_\_  
Date


Best,

**Stephanie Straub  
Procurement Coordinator  
Orange County Finance Department**

**No. 10 Double Window Envelope used by Commissioner of Revenue and Treasurer's Office:**

PRESORTED  
FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID

#022586

  
**COUNTY OF ORANGE**  
COMMISSIONER OF THE REVENUE  
PO BOX 389  
ORANGE VA 22960-0227  
Phone: (540) 672-4441 Fax: (540) 672-5461  
*Window*  
PLEASE CHECK PLACE OF RESIDENCE 1-1-2013

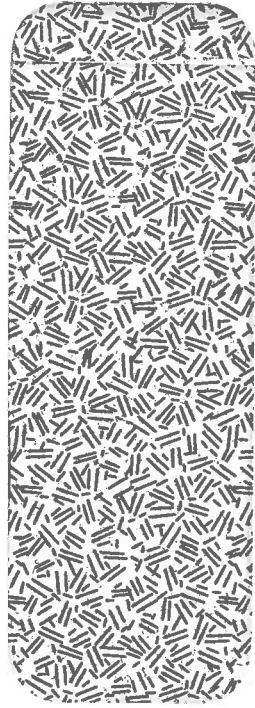
*Window*



222505

**No. 9 Envelope used by Commissioner of Revenue:**

**PLACE STAMP  
HERE**  
THE Post Office  
will not deliver  
mail without  
Postage.



**FROM**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**No. 9 Envelope used by Treasurer's Office:**

PLACE  
STAMP  
HERE

|||  
|||

PHYLLIS M YANCEY TREASURER  
COUNTY OF ORANGE  
PO BOX 469  
ORANGE VA 22960-0276

|||||