

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 10/7/13 \_\_\_\_\_

Via: Patrick Wussow, County Administrator

From: Lori Grams, County Treasurer \_\_\_\_\_

Title of Item:

Automated Tax Payment Processing System \_\_\_\_\_

Requested Meeting Date: 10/22/13 Estimated Presentation Time: 15 minutes

Presenter: Lori Grams \_\_\_\_\_

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget?  Yes  No (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents

# AITKIN COUNTY TREASURER


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**Aitkin County Courthouse**  
**Lori A. Grams**  
209 Second St NW Room 203  
Aitkin, MN 56431  
218-927-7325  
Fax 218-927-7357

## MEMO

October 7, 2013

To: County Board of Commissioners  
County Administrator

From: Lori Grams, County Treasurer 

Re: Automated Tax Payment Processing System

The Treasurer's office is responsible for the processing of all current and delinquent tax payments. This is currently done by hand in a manual process. We annually process over 54,000 individual transactions for tax payments. I am proposing to purchase an automated tax payment processing system which would increase efficiency in my office and improve customer service to all taxpayers.

This is a system which automates the function of accounts receivable. The system will "read" the tax form along with the check payment. It then compares the anticipated amount with the actual amount received along with other pertinent information from the tax form. The software will flag any item requiring operator assistance (such as un-balanced transactions), but will allow all other balanced transactions to proceed to the next step at read rates of up to 190 items per minute. Once all items are scanned and balanced an output file will be created for the tax system. In addition, all items scanned will be archived on our system giving us immediate access to all data and images.

This program will allow my office to process transactions rapidly and efficiently. Individual checks will clear accounts faster, thus eliminating many phone calls from taxpayers calling to see if we received their payment. It will also allow my staff to complete other tasks in a timely and thorough manner. Our research capabilities will be greatly increased for overpayments and with regards to taxpayer questions on how payments were applied; we will have the ability to view the entire transaction in one centralized location. It will also improve return check processing.

I am proposing to purchase the Jaguar system from GIRARD'S Business Solutions out of Burnsville, MN for a total of \$14,793.98 including the first year maintenance charge. This is a user friendly system and is currently being used by two other county's within

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the MCIS (Minnesota Counties Information Systems) tax system group and is being looked at by a third county within our group. Both counties which have been using this automated posting system for a number of years highly recommend it.

Please contact me with any questions.



## MI System Pricing - Aitkin County

Customer Information			
Customer: Aitkin County Treasurer	Accounting System:		
Contact: Lori Grams	Number of Coupon Types:	1	
Address: 209 2nd Street NW Room 203	Volume:	20,000	
City, State, ZIP Aitkin, MN 56431	Bank:	TBA	
Phone: 218-927-7325	Additional Offices:		
Email: lgrams@co.aitkin.mn.us	Web Site Address:		

Software Module	Unit Cost	Quantity	Extended Price	Annual Maintenance
MI Payment Processing	\$ 6,775.00	1	\$6,775.00	\$1,422.75
MI-PPS Archive Server	\$ 2,250.00	0	\$0.00	\$0.00
CAR/LAR & IQA100k Items / Year	\$ 313.00	1	\$313.00	\$65.73
ICR / Barcode100k Items / Year	\$ 125.00	2	\$250.00	\$52.50
MI Research PPS (Single User)	\$ 845.00	0	\$0.00	\$0.00
MI Research PPS (5 User)	\$3,800.00	0	\$0.00	\$0.00
MIResearch Browser (Unlimited User)	\$ 5,200.00	0	\$0.00	\$0.00
CD/DVD Archive	\$ 2,275.00	0	\$0.00	\$0.00
CD/DVD Distribution	\$ 2,275.00	0	\$0.00	\$0.00
MIRepair (Additional License)	\$ 2,950.00	0	\$0.00	\$0.00
MIPayment Processing (Additional or Remote)(Capture/Repair/Research)	\$ 4,875.00	0	\$0.00	\$0.00
MI-PPS Acctg. Interface	\$ 1,235.00	1	\$1,235.00	\$300.00
<b>Software Subtotal:</b>			<b>\$8,573.00</b>	<b>\$1,840.98</b>

Hardware	Unit Cost	Quantity	Extended Price	Depot M/A
Canon CR 190i Scanner	\$2,895.00	1	\$2,895.00	
ShearTech Mini jogger	\$285.00	1	\$285.00	
Formax FD 452 Envelope Opener (optional)	\$2,095.00	0		
<b>Hardware Subtotal:</b>			<b>\$3,180.00</b>	

Professional Services <sup>1</sup>	Rate	Qty	Extended Price
Project Management	\$ 1,500.00	1	Included
System Customization (includes one coupon)	\$ 750.00	1	Included
System Customization additional coupon	\$ 250.00	0	
Accounting System Interface configuration (per interface)	\$ 300.00	0	
Bank Interface configuration (per interface)	\$ 500.00	0	
Remote Training (per day)	\$ 750.00	0	
Onsite Training (per day)	\$ 1,500.00	1	\$1,500.00 discounted to \$600.00
Onsite Installation (per day)	\$ 1,500.00	1	\$1,500.00 discounted to \$600.00
Custom Programming (per day)	\$ 1,500.00	0	\$ -
<b>Professional Services Subtotal:</b>			<b>\$ 3,000.00</b>

OPTIONAL		Software =	\$8,573.00
MSI - Internet Bill Pay Software		Hardware =	\$3,180.00
\$695.00 Software (1-time fee)		Professional Services =	\$ 3,000.00
\$50.00 Monthly Account Fee		Software Yearly M/A	\$1,840.98
\$0.10 Per Item Fee		PROFESSIONAL SERVICES DISCOUNT	-\$1,800.00

**Total Investment = \$14,793.98 \***

\* Price does NOT include factory freight, tax or insurance.

Fax Approval to:  
(952) 890-5530

**Accepted by:** \_\_\_\_\_

TERMS: 50% Down, 50% Net 30 Days

Proposed Installation Date: 1-3 weeks after approval

Valid for 30 Days from 09-27-2013



*Girard's Business Solutions, Inc.*  
[www.girardsinc.com](http://www.girardsinc.com)

(800) 536-4472



210-15800 Crabbs Branch Way, Rockville, MD 20855  
 100-2265 Upper Middle Road East, Oakville, ON L6H 0G5  
 400 S. Industrial Blvd. Suite 224, Euless, TX 76040

**SYSTEM PRICE QUOTATION SUMMARY**

9/19/2013  
 Aitkin County  
 217 2nd Street NW  
 Aitkin, MN 56431

No. of Systems: 1

<b>HARDWARE SUB-TOTAL:</b>	<b>\$4,722.00</b>
<b>APPLICATION SOFTWARE SUB-TOTAL:</b>	<b>\$9,700.00</b>
<b>SERVICES SUB-TOTAL:</b>	<b><u>\$6,900.00</u></b>
 <b>TRAVEL EXPENSES WILL BE BILLED AS INCURRED</b>	
<b>TOTAL SYSTEM PURCHASE PRICE:</b>	<b>\$21,322.00</b>
<b>Less Discount and Allowances</b>	<b>\$5,200.00</b>
<b>PURCHASE PRICE AFTER ALLOWANCE:</b>	<b><u><u>\$16,122.00</u></u></b>
 <b>ANNUAL HARDWARE MAINTENANCE:</b>	 <b>\$410.00</b>
<b>ANNUAL SOFTWARE MAINTENANCE:</b>	<b><u>\$3,335.00</u></b>
 <b>TOTAL ANNUAL MAINTENANCE:</b>	 <b><u><u>\$3,745.00</u></u></b>

**PAYMENT TERMS:**

Prices do not include applicable sales taxes. Terms are:

50% With Initial Order      **\$8,061.00** Upon Receipt  
 50% After Installation      **\$8,061.00** Net 30  
 Annual Maintenance      **\$3,745.00**

**or MONTHLY PAYMENT PLAN:**

10 month payment plan, includes first year's maintenance      **\$2,200 per month**

A PC is mandatory for this configuration. It must meet Creditron minimum specifications.  
 Prices valid for 30 calendar days. This quotation is subject to Creditron's Standard Terms and Conditions.

**Account Manager:** \_\_\_\_\_

**Customer Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_