

April 20, 2026

Subject: RFQ 26122-A Annual Contract for Printing and Mailing of Tax Assessors Notices Addendum #1

Gentlemen/Ladies:

Below, please find responses to questions, clarification, or additional information for the above referenced quote. You will need to consider this information when preparing your quote.

1. What are the sizes and paper stock for each quoted item? Is there a place that lists the description?

Assessment notices and freeport applications are 8 ½" x 11" on typical stock paper. Personal property postcards are 4.25" x 6" Postcard, White, 80#, Gloss Cover Stock.

2. Please confirm whether the envelopes will be supplied by Fayette County or will the company that's awarded the contract will be responsible for acquiring the envelopes?

Awardee will be responsible for acquiring the envelopes

3. Can you provide estimated annual volumes for each mailing type (assessment notices, personal property postcards, and Freeport applications), as well as the expected mailing frequency?

50,000 assessment notices, 6,000 personal property postcards, 100 Freeport applications

4. Can you confirm the required or preferred paper stock (weight and finish) for postcards and Freeport applications?

Personal property postcards are 4.25" x 6" Postcard, White, 80#, Gloss Cover Stock. Freeport applications are 8 ½" x 11" on typical stock paper.

5. Can you confirm the required dimensions for personal property postcards?

4.25" x 6" Postcard

6. Please confirm whether the #10 envelopes are window or non-window, and provide window placement specifications if applicable.

Window

7. Should NCOA processing be completed by the contractor prior to mailing, and will updated address data be returned to the County for review before production?

NCOA processing should be completed and results returned to the County.

8. For assessment notices provided in PDF format, is a corresponding data file available to support address verification and NCOA processing?

Yes.

9. What is the expected turnaround time for proof review and approval within the 7–10 working day production schedule?

Proof review is typically within 24 to 48 hours.

10. For required digital copies of mailed items, does the County prefer a single combined file or multiple batch files, and what delivery method is preferred?

Multiple pdf files by parcel number are preferred.

11. Will the County provide a postage account (such as a USPS permit or EPS account), or will the contractor be required to fund postage and invoice the County for reimbursement?

The County will reimburse the contractor for postage.

12. If available, can you share current or previous contract pricing for similar services to help ensure competitive and accurate pricing?

The previous contract (2317-A) for similar services was awarded to DivcoData at a total annual amount of \$34,070.00. Additional information regarding the previous contract is publicly available on the Fayette County website at the following link:

https://www.fayettecountyga.gov/bid_detail_T5_R248.php Responders are encouraged to submit pricing based on the specifications outlined in this RFQ.

13. Is there a not to exceed amount for this quote?

No.

14. Who was the previous awardee?

DivcoData

15. How much was awarded to the previous awardee?

\$34,070.00

16. The sample that is to accompany the quote, should it be in color or in black and white. The samples are black and white.

See attached for current notice. The format will likely change for coming years.

17. What is the deadline to have all notices mailed out?

Notice date to be determined mid- to late- April 2027.

18. Postage estimates should be based on any particular zip code?

No.

19. When is the project expected to start?

Late April to early May 2027

20. For in order to submit an accurate bid quote for this project I am requesting the present cost for this service along with any quotes that has been submitted currently.

The previous contract (2317-A) for similar services was awarded at a total annual amount of \$34,070.00. Additional information regarding the previous contract is publicly available on the Fayette County website.

Quotes submitted in response to this RFQ are confidential and will not be disclosed prior to award. Responders are encouraged to submit pricing based on the specifications outlined in this RFQ.

- 21. Does the tax assessment notice need to match the sample provided exactly, or is the County open to a redesigned format, provided that all required information is included as specified?**

The Georgia Department of Revenue does not allow any alteration to the format of the assessment notice.

- 22. Could the County please provide a colored sample of the Freeport Exemption notice that includes both the red and black elements?**

Attached.

- 23. Is there a preferred envelope size for the Freeport Exemption mailing—#10 or 6x9?**
#10

- 24. Would the County consider the use of a large window #10 envelope that displays both the County return address and the property owner's mailing address, as a potential cost-saving option, assuming the "Official Tax Matter" statement remains printed on the face of the envelope?**

Yes.

Received by (Name): _____ Company _____

Note: If this addendum is not returned to the Fayette County Purchasing Department or if it is returned not signed, responding individuals, companies or other organizations will still be responsible for the requirements of this addendum and the specifications or changes herein.

The opening date for this RFQ has not changed. **The opening time and date are 3:00PM on Wednesday, April 22, 2026.** Quotes must be received by the Purchasing Department at the address above, Suite 204, at or before the opening date and time.

The deadline for inquiries has passed, so the Purchasing Department will not be able to accept any additional questions after this time.

For administrative matters or questions about the procurement process, please contact Tamia Carnell, Buyer/Contract Coordinator at (770) 305-5150 or email at tcarnell@fayettecountyga.gov.

Sincerely,



Ted L. Burgess
Director of Purchasing