



Purchasing Department
140 Stonewall Avenue West, Ste 204
Fayetteville, GA 30214
Phone: 770-305-5420
www.fayettecountyga.gov

April 1, 2026

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

Gentlemen/Ladies:

Fayette County, Georgia invites you to submit a quote for the above listed solicitation in accordance with the information and specifications contained herein.

Address any questions you may have about this request for quotes to Tamia Carnell via email to tcarnell@fayettecountyga.gov or fax to (770) 719-5534. **Questions will be accepted until 3:00pm on Wednesday, April 15, 2026.**

Quotes will be accepted until 3:00pm on Wednesday, April 22, 2026. Please provide your quote and other information via email to Tamia Carnell, Buyer & Contract Coordinator at tcarnell@fayettecountyga.gov or fax to (770) 719-5534.

Purchasing Department office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The office telephone number is (770) 305-5420.

Sincerely,

Ted L. Burgess
Chief Procurement Officer

TLB/tc

Attachment

GENERAL TERMS AND CONDITIONS

RFQ 26122-A: Annual Contract for Printing and Mailing of Tax Assessors Notices

1. **Definitions:**
 - a. **Responder:** A company or individual who submits a quote in response to this RFQ.
 - b. **Successful Responder:** The Responder that is awarded a contract.
 - c. **Contractor:** The Successful Responder, upon execution of the contract.
 - d. **County:** Fayette County, Georgia.

2. **Quote is Offer to Contract:** Each quote constitutes an offer to become legally bound to a contract with the County, incorporating the Request for Quotes and the Responder's quote. The binding offer includes compliance with all terms, conditions, special conditions, specifications, and requirements stated in the Request for Quotes, except to the extent that a Responder takes written exception to such provisions, and the County agrees to the exceptions. All such terms, conditions, special conditions, specifications, and requirements will form the basis of the contract. The Responder should take care to answer all questions and provide all requested information, and to note any exceptions in the quote submission. Failure to observe any of the instructions or conditions in this Request for Quotes may result in rejection of the quote.

3. **Binding Offer:** To allow sufficient time for a contract to be awarded, each quote shall constitute a firm offer that is binding for ninety (90) days from the received by date to the date of award.

4. **References:** Include with your quote a list of three (3) jobs that your company has done that are of the same or similar nature to the work described in this Request for Quotes, on the form provided. Include all information as requested on the form.

5. **Preparation Costs:** The Responder shall bear all costs associated with preparing the quote.

6. **More Than One Quote:** Do not submit alternate quotes or options, unless requested or authorized by the County in the Request for Quotes. If a Responder submits more than one quote without being requested or authorized to do so, the County may disqualify the quotes from that Responder, at the County's option.

7. **Defects or Irregularities:** The County reserves the right to waive any defect or irregularity in any quote received. In case of a discrepancy between unit prices and extended prices, the unit price will govern unless the facts or other considerations indicate another basis for correction of the discrepancy.

8. **Prices Held Firm:** Prices quoted shall be firm for the period of the contract, unless otherwise specified in the quote. All prices for services, printing, mailing, and related deliverables shall be quoted FOB Destination, Fayette County or job site.

9. **Quantities are Estimates:** Quantities listed herein are estimates for the period specified. This will be an indefinite-quantity type contract, with County requirements fulfilled on an "as ordered" basis. No guarantee to purchase the amounts shown is intended or implied. The

County reserves the right to order larger or smaller quantities at the prices stated in the quote.

10. **Responder Substitutions:** Responders offering substitutions or deviations from specifications stated in the Request for Quotes, shall list such substitutions or deviations on the “Exceptions to Specifications” sheet provided, or on a separate sheet to be submitted with the quote. The absence of such list shall indicate that the Responder has taken no exception to the specifications. The evaluation of quotes and the determination as to equality and acceptability of products or services offered shall be the responsibility of the County.
11. **Non-Collusion:** By responding to this Request for Quotes, the Responder represents that the quote is not made in connection with any competing Responder, supplier, or service provider submitting a separate response to this Request for Quotes, and is in all respects fair and without collusion or fraud.
12. **Ethics – Disclosure of Relationships:** Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the Contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest in the business, as described in Fayette County Ordinance Chapter 2, Article IV, Division 3 (Code of Ethics).

If such relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Director of Purchasing. You must include the letter with any bid, proposal, or price quote you submit to the Purchasing Department.

In the event that a Contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and including rejection of the bid or offer, cancellation of the contract in question, or debarment or suspension from award of a County contract for a period of up to three years.

13. **Evaluation:** Award will be made to the lowest responsive, responsible Responder, taking into consideration payment terms, vendor qualifications and experience, quality, references, any exceptions listed, and/or other factors deemed relevant in making the award. The County may make such investigation as it deems necessary to determine the ability of the Responder to perform, and the Contractor shall furnish to the County all information and data for this purpose as the County may request. The County reserves the right to reject any item, any quote, or all quotes, and to re-solicit for pricing.
14. **Payment Terms and Discounts:** The County’s standard payment terms are Net 30. Any deviation from standard payment terms must be specified in the resulting contract, and both parties must agree on such deviation. Cash discounts offered will be a consideration in awarding the quote, but only if they give the County at least 15 days from receipt of invoice to pay. For taking discounts, time will be computed from the date of invoice acceptance by the County, or the date a correct invoice is received, whichever is the later date. Payment is deemed made, for the purpose of earning the discount, on the date of the check.
15. **Trade Secrets – Confidentiality:** If any person or entity submits a quote that contains trade secrets, an affidavit shall be included with the quote. The affidavit shall declare the specific

included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See O.C.G.A. § 50-18-72 (A)(34).

16. **Trade Secrets – Internal Use:** In submitting a quote, the Responder agrees that the County may reveal any trade secret materials contained in the quote to all County staff and officials involved in the selection process, and to any outside consultant or other third parties who may assist in the selection process. The Responder agrees to hold harmless the County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material which the Responder has designated as a trade secret.

17. **Contract Execution & Notice to Proceed:** After an award is made, and all required documents are received by the County, and the contract is fully executed with signature of both parties, the County will issue a written Notice to Proceed. The County shall not be liable for payment of any work done or any costs incurred by any Responder prior to the County issuing the Notice to Proceed.

18. **Term of Contract:** The term of this agreement shall begin July 1, 2026 and continue for a period of one (1) year through June 30, 2027. Thereafter, this agreement may be renewed by the County for two additional one-year renewal terms (each a “Renewal Term” and together with the Initial Term, the “Term”), which renewal will be by letter or other written correspondence from the County to the Contractor ninety (90) days prior to expiration of the Initial Term or the then-current Renewal Term. If the County fails to provide notice of renewal, this Agreement will terminate at the end of the Initial Term or the then-current Renewal Term. This agreement is subject to the multi-year contractual provisions of O.C.G.A. 36-60-13(a).

19. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under the contract.

20. **Unauthorized Performance:** The County will not compensate the Contractor for work performed unless the work is authorized under the contract, as initially executed or as amended.

21. **Assignment of Contract:** Assignment of any contract resulting from this Request for Quotes will not be authorized, except with express written authorization from the County.

22. **Indemnification:** The Contractor shall indemnify and save the County and all its officers, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of the contract. The Contractor shall pay any judgment with cost which may be obtained against the County growing out of such damages, losses, or expenses.

23. **Severability:** The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.
24. **Delivery Failures:** If the Contractor fails to deliver contracted goods or services within the time specified in the contract, or fails to replace rejected items in a timely manner, the County shall have authority to make open-market purchases of comparable **services or printed materials**. The County shall have the right to invoice the Contractor for any excess expenses incurred, or deduct such amount from monies owed the Contractor. Such purchases shall be deducted from contracted quantities.
25. **Inspection and Acceptance of Deliveries:** The County reserves the right to inspect all Services and printed materials. The County will decide whether to accept or reject items delivered. The inspection shall be conclusive except with respect to latent defects, fraud, or such gross mistakes as shall amount to fraud. Final inspection resulting in acceptance or rejection of the products will be made as soon as practicable, but failure to inspect shall not be construed as a waiver by the County to claim reimbursement or damages for such products which are later found to be in non-conformance with specifications. Should public necessity demand it, the County reserves the right to use or consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Director.
26. **Termination for Cause:** The County may terminate the contract for cause by sending written notice to the Contractor of the Contractor's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the County's rights or remedies by law.
27. **Termination for Convenience:** The County may terminate the contract for its convenience at any time with 10 days' written notice to the Contractor. In the event of termination for convenience, the County will pay the Contractor for services performed. The County will compensate partially completed performance based upon a signed statement of completion.
28. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.
29. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in proper venue in Fayette County, Georgia.
30. **Open Records Act:** In the event that the Contractor receives, and responds to, a request for information as provided in Georgia's Open Records Act (O.C.G.A. § 50-18-70 *et seq.*), the Contractor shall promptly provide the County the same information provided to the initiator of the

request for information. Contractor shall email such information to the county's Custodian of Records at tsmith@fayettecountyga.gov.

Checklist of Required Documents

*(Be Sure to Return This Checklist and
the Required Documents in the order listed below)*

RFQ 26122-A: Annual Contract for Printing and Mailing of Tax Assessors Notices

Company information – on the form provided _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) _____

Pricing sheet _____

List of exceptions, if any – on the form provided _____

References – on form provided _____

Addenda, signed, if any are issued _____

COMPANY'S NAME: _____

COMPANY INFORMATION

RFQ 26122-A: Annual Contract for Printing and Mailing of Tax Assessors Notices

A. COMPANY

Company Name: _____

Physical Address: _____

Mailing Address (if different): _____

Website (if applicable): _____

B. AUTHORIZED REPRESENTATIVE

Signature: _____

Printed or Typed Name: _____

Title: _____

E-mail Address: _____

Phone Number: _____

C. PROJECT CONTACT PERSON

Name: _____

Title: _____

E-mail Address: _____

Phone Number: _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

26122-A: Annual Contract for Printing Tax Notices
Name of Project

Fayette County, Georgia _____
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20____.

NOTARY PUBLIC
My Commission Expires: _____

PRICING SHEET
RFQ 26122-A: Annual Contract for Printing and Mailing of Tax Assessors Notices

Responder agrees to perform all the work described in the Request for quote for the following prices:

DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE EACH	EXTENDED TOTAL PRICE
ASSESSMENT NOTICE (REAL PROPERTY) PT306	46,500 EACH	\$	\$
ASSESSMENT NOTICE (CONSERVATION) PT306	700 EACH	\$	\$
ASSESSMENT NOTICE (PERSONAL PROPERTY) PT-306	3,000 EACH	\$	\$
Postcards PT-50P Business Personal Property	5,200 EACH	\$	\$
Postcards PT-50M Marine Equipment	600 EACH	\$	\$
Postcards PT-50A Aircraft	200 EACH	\$	\$
FREEPORT EXEMPTION (FORM PT-50PF)	100 EACH	\$	\$
NATIONAL CHANGE OF ADDRESS (NCOA) REPORT	1 EACH	\$	\$

TOTAL (NOT INCLUDING POSTAGE)	\$
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ALLOWANCE FOR ESTIMATED POSTAGE COSTS (THIS AMOUNT CAN ONLY BE INCREASED WITH COUNTY APPROVAL)	\$
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NOT-TO-EXCEED TOTAL INCLUDING POSTAGE ALLOWANCE	\$
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STATE # DAYS TO COMPLETE PERSONAL PROPERTY POSTCARDS _____ DAYS

STATE # DAYS TO COMPLETE ASSESSMENT NOTICES _____ DAYS

STATE PAYMENT TERMS, IF DIFFERENT THAN NET 30 DAYS _____

(As per General Terms and Conditions #14)

ALL APPLICABLE CHARGES SHALL BE INCLUDED IN YOUR TOTAL QUOTED PRICES,
INCLUDING POSTAGE, MAILING, SORTING, FORMS/PAPER, ENVELOPES, PRINTING SETUP
CHARGE, ETC.

COMPANY NAME _____

REFERENCES

RFQ 26122-A: Annual Contract for Printing and Mailing of Tax Assessors Notices

Please list three (3) references for current or recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferable.

1. Government/Company Name _____

City & State _____

Work or Service Provided _____

Approximate Completion Date _____

Contact Person and Title _____

Phone _____ Email _____

2. Government/Company Name _____

City & State _____

Work or Service Provided _____

Approximate Completion Date _____

Contact Person and Title _____

Phone _____ Email _____

3. Government/Company Name _____

City & State _____

Work or Service Provided _____

Approximate Completion Date _____

Contact Person and Title _____

Phone _____ Email _____

COMPANY'S NAME: _____

EXHIBIT A
ANNUAL NOTICE OF ASSESSMENT

SPECIFICATIONS

EXHIBIT A

Official Tax Matter – Assessment Notice (Conservation Use, Personal and Real):

Assessment Notices are typically mailed around the First Week of May Each Year. Assessment Notices are to be printed and mailed within 5 business days of approval of proofs.

Each form shall contain:

- Fayette County Board of Assessors Address and Telephone Number
- Owner(s) Name and Complete Address
- Date Notice is being mailed
- Last Date to File Appeal in **bold**
- Text for information for property record cards and web address (see attached example)
- OFFICIAL TAX MATTER – Tax Year ASSESSMENT in **bold**
- Text as specified by law – which includes the basis for notice, right to appeal, appeal options (includes website for Georgia Department of Revenue – see attached example)
- Filing appeal information (includes website address, specific contact information – see attached example)
- Property ID Number (Map Number for Conservation and Real; Account Number for Personal)
- Acreage (if any)
- Tax District
- Covenant Year (if any)
- Homestead (if any)
- Property Description
- Property Address
- Values (see attached for examples):
 - Fair Market Value 100% (Return Value (if any) / Previous Year Value / Current Year Value / Other Value (if any))
 - Conservation Use Value 100% ((Return Value (if any) / Previous Year Value / Current Year Value / Other Value –(if under covenant))
 - Assessed Value (40%) - (Return Value (if any) / Previous Year Value / Current Year Value / Other Value (if any))
- Reason(s) for Notice
- Estimate of ad valorem tax bill – total county tax due in **bold**
- 20lb Paper
- **AS PER THE ATTACHED SAMPLE (Fayette County Assessment Notices are all one-sided and will be sent over as .pdf files; there will be up to 5 separate files)**

Official Tax Matter - 2025 Tax Year

This correspondence constitutes an official notice of ad valorem assessment for the tax year shown above.

Annual Assessment Notice Date:

May 19, 2025

Last date to file a written appeal:

July 3, 2025

*** This is not a tax bill - Do not send payment ***

County property records are available online at:
www.qpublic.net/ga/fayette/

**Official Tax Matter
 2025 Real Assessment**

FORWARDING SERVICE REQUESTED

****THIS IS NOT A BILL****

JOHN SMITH
 123 MAIN STREET
 ANYWHERE USA 00000

The amount of your ad valorem tax bill for the year shown above will be based on the **Appraised** (100%) and **Assessed** (40%) values specified in **BOX 'B'** of this notice. **You have the right to submit an appeal regarding this assessment to the County Board of Tax Assessors.** You must appeal no later than 45 days after the date of this notice, or your right to file an appeal will be lost. Forms and additional information on the appeal process may be obtained at <http://dor.georgia.gov/documents/property-tax-appeal-assessment-form>.

At the time of filing your appeal you must select one of the following appeal methods:

- (1) County Board of Equalization (value, uniformity, denial of exemption, or taxability)
- (2) Arbitration (value)
- (3) County Hearing Officer (value or uniformity, on non-homestead real property or wireless personal property valued in excess of \$500,000)

All documents, records and methods used to determine the current value are available upon request. For further information regarding this assessment and filing an appeal, you may contact the county Board of Tax Assessors which is located at 140 Stonewall Ave W - Suite 108 Fayetteville, GA 30214 or by telephone at 770-305-5891. **Your staff contacts are Denise West and Residential Staff.**

Additional information on the appeal process may be obtained at <http://dor.georgia.gov/property-tax-real-and-personal-property>

Account Number	Property ID Number	Acreage	Tax Dist	Covenant Year	Homestead
14299	052914013	0.00	01		L1
Property Description	LOT 51 DORSETT PLACE UN 2				
Property Address	215 WATERFORD DR N				
	Taxpayer Returned Value	Previous Year Fair Market Value	Current Year Fair Market Value	Current Year Other Value *	
100% Appraised Value	0	458,480	490,574	0	
40% Assessed Value	0	183,392	196,230	0	

* The "Current Year Other Value" reflects appraised and assessed value of any preferential assessment for properties or any portion of properties meeting certain requirements. The exemptions to "Current Year Fair Market Value" assessed values for these types of properties are provided under "Other Exemption Value".

Reasons for Change of Assessment Notice

Revaluation of Property

The following Taxing Authority did not provide a certified Estimated Roll-Back Millage Rate to the Taxing Authority's general operation and maintenance fund to the county board of tax assessors for inclusion on your annual notice of assessment. Pursuant to O.C.G.A. § 48-5-306(b)(1)(i)(ii), the Taxing Authority must include the Previous Year's Millage Rate and an Estimated Tax.

Taxing Authority	Other Exemption Value	Homestead Exemption Value	Net Taxable Value	Previous Year's Millage Rate	Estimated Tax
Fayette Oper	0	17,838	178,392	0.003763	671.29
BOE Oper	0	71,749	124,481	0.019600	2,439.83

The "Estimated Tax" provides only an estimate of your current year's taxes for that Taxing Authority using your "Net Taxable Value" multiplied by the "Previous Year's Millage Rate" and may not be reflective of your actual tax bill.

The "Other Exemption Value" and "Homestead Exemption Value" may not reflect all exemptions provided locally by municipal authorities.

EXHIBIT B

**PERSONAL PROPERTY POSTCARD FOR ACCESSING
ELECTRONIC PT-50A, PT-50M, AND PT-50P**

EXHIBIT B

Official Tax Matter – Personal Property Postcard for Accessing Electronic PT50

“To Be Printed and Mailed no later than the First Business Day of January Each Year”

Personal Property Postcard for Accessing Electronic PT50A, PT50M, or PT50P

The following specified pages should be completed according to the instructions below and the layout shown in the sample postcard which illustrates the numbered fields.

a) Front of Postcard

1) LEFT SIDE

- i. From:
Fayette County Board of Assessors
Personal Property Division
140 Stonewall Ave. West, Suite 108
Fayetteville, GA 30214
- ii. County Logo

2) RIGHT SIDE

- i. Account Number: PERSKEY (1)
- ii. Owner name and mailing address

b) Back of Postcard

1) LEFT SIDE:

- i. County Name:
Fayette County Board of Assessors (**bold**, centered)
- ii. OFFICIAL TAX INFORMATION (**bold**, centered, ALL CAPS)
- iii. Your Personal Property Return Form is now available and can be accessed online. (centered)
- iv. Please go online to: **www.fayettecountyga.gov** to **E-FILE** your (**TAX YEAR**) return. (centered)
- v. You will need the following to search for your specific return: (centered)
- vi. Filing Type – (ACCOUNT TYPE) - centered
(e.g., AIRCRAFT, BOAT, or BUSINESS) – (ALL CAPS)
- vii. Tax Account Number – (PERSKEY) - centered
- viii. Divider: Asterisks (centered)
- ix. The deadline to file is **April 1st** of the tax year. (centered)
- x. Please contact our office should you need a paper copy mailed to you.
(centered)

- xi. Address: (left column)
140 Stonewall Ave. West, Ste 108
Fayetteville, GA 30214
- xii. Phone: (right column)
770-305-5892
770-305-5402

2) RIGHT SIDE:

- QR Code (County to provide link to E-File website)
- 3) 4.25" x 6" Postcard, White, 80#, Gloss Cover Stock
- 4) AS PER THE ATTACHED SAMPLE

Fayette County Board of Assessors
Personal Property Division
140 Stonewall Avenue West, Ste. 108
Fayetteville, GA 30214

**ADDRESS
SERVICE
REQUESTED**

PRESORT
FIRST CLASS
US POSTAGE
PAID
divcodata



Account Number: 20128651

SAULAT ENTERPRISES INC
1129 NORTH WAY
FAYETTEVILLE, GA 30214



Fayette County Board of Assessors
OFFICIAL TAX INFORMATION

Your Personal Property Return Form is now available which can be completed, submitted and printed online.

Please go online to: www.fayettedcountyga.gov to E-FILE your **2026** return.

You will need the following to search for your specific return:

Filing Type - BUSINESS

Tax Account Number - 20128651

The deadline to file is **April 1st** of the tax year.

Please contact our office should you need a paper copy mailed to you.

Address: 140 Stonewall Ave. West, Ste. 108
Fayetteville, GA 30214

Phone: 770-305-5892
770-305-5402



EXHIBIT C
APPLICATION FOR FREEPORT EXEMPTION INVENTORY
FORM:PT-50PF

EXHIBIT C

Official Tax Matter – Application For Freeport Exemption Inventory

“To Be Printed and Mailed no later than the First Business Day of January Each Year”

Application For Freeport Exemption Inventory: PT-50PF

The following specified pages should be completed with the following information as designated below in each numbered section.

a) Mailer Page

1) From:

Fayette County Board of Assessors
140 Stonewall Ave. West St 108
Fayetteville, GA. 30214

2) To:

Owner name and mailing address in **bold**

b) Back of Mailer Page – BLANK

c) Page 1 – Application for Freeport Inventory Exemption

1) County Name and Return Address:

Fayette County Board of Assessors
140 Stonewall Ave. West St 108
Fayetteville, GA. 30214

2) Tax Year:

2027

3) If assistance needed call:

770-305-5274

4) Account Number:

(Six-digit Account Number Ex. P2002-1111)

5) Due Date

(04/01/2024)

6) Map and Parcel I.D NO.

(Tax District Name)

7) NAICS NO.

(Business Type)

8) Taxpayer Name and Address:

(Owner name and mailing address)

9) Business Physical Location

(Business site address)

- 10) 24lb Paper
- 11) **AS PER THE ATTACHED SAMPLE**

d) Page 2 – Explanation of What is Exempted by Freeport

Fayette County Board of Assessors
140 Stonewall Ave W Suite 108
Fayetteville, GA 30214

FORWARDING SERVICE REQUESTED



U802

ALTERNATE ENERGY SYSTEMS INC
P O BOX 2469
PEACHTREE CITY, GA 30269

OFFICIAL TAX MATTER

FREPORT EXEMPTION FORM



PT50PF Rev 12/4/17	APPLICATION FOR FREEPORT INVENTORY EXEMPTION See O.C.G.A. 48-5-48.1, 48-5-48.2, 48-5-48.5, and 48-5-48.6 RETURN COMPLETED FORM TO ADDRESS LISTED BELOW	TAX YEAR 2026	IF ASSISTANCE NEEDED CALL (770) 305-5274	ACCOUNT NUMBER 19780226
		DUE DATE April 1, 2026	MAP AND PARCEL I.D. NO	NAICS NO. 333410
COUNTY NAME AND RETURN ADDRESS		TAXPAYER NAME AND ADDRESS		
Fayette County Board of Assessors 140 Stonewall Ave W Suite 108 Fayetteville, GA 30214 <small>*UG00*</small>		ALTERNATE ENERGY SYSTEMS INC P O BOX 2469 PEACHTREE CITY, GA 30269		
The last day for filing this application to receive full exemption is shown in the DUE DATE box above. If filing after the DUE DATE, a reduced exemption amount may be applicable as follows: if filed April 2- April 30 (66.67% of the full exemption), if filed May 1- May 31 (58.33%), if filed on June 1 (50%). Failure to file by June 1 shall constitute a waiver of the entire exemption for the year (0.0%)		BUSINESS PHYSICAL LOCATION 210 PROSPECT PARK		
		IF NAME OR MAILING ADDRESS IS INCORRECT, PROVIDE CORRECT DATA		
		NAME:		
		ADDRESS:		
		CITY, STATE, ZIP:		
1. Describe the type of business: _____ 2. Inventory values must be reported at 100% full cost at level of trade which includes freight, burden, overhead, and other charges as of January 1 of taxable year 3. List the method of inventory valuation used: _____ List the method of inventory cost identification: _____				
4. SUMMATION OF INVENTORY				
a. Total value of 'All Inventory' held on January 1 of taxable year				\$ _____
b. Total value of all inventory held as 'Stock in Trade of a Retailer' as of January 1 of taxable year				\$ _____
5. FREEPORT LEVEL '1' (NOTE: Not all counties offer Level 1 Freeport – check with county for appropriate exemption % for each category)				
a. "Finished Goods" held longer than 12 months				\$ _____
b. Packaging materials (boxes, cartons, cases, fillers, labels, liners, pallets, plastic trays, shrink wrap, tape, etc.)				\$ _____
c. Other expensed supplies (i.e. gasoline, medical supplies, office supplies, production supplies, safety gear, uniforms, etc.)				\$ _____
d. Spare parts inventory				\$ _____
e. Enter the 'FULL COST' for each category below and enter the combined 'FULL COST' for all categories here: →				\$ _____
Category 1 – Raw materials and Goods in Process of a MANUFACTURER				
_____	X*	_____	=	_____
'FULL COST' Category 1		Exemption %		'EXEMPTION AMOUNT'
Category 2 – "Finished Goods" manufactured in Georgia held by original MANUFACTURER less than 12 months				
_____	X*	_____	=	_____
'FULL COST' Category 2		Exemption %		'EXEMPTION AMOUNT'
Line 5e - Category 3 – "Finished Goods" of DISTRIBUTOR held less than 12 months destined for out-of-state shipment				
_____	X*	_____	=	_____
'FULL COST' from Page 2, Line 8(e)		Exemption %		'EXEMPTION AMOUNT'
Category 4 – "Stock in Trade of a FULLFILLMENT CENTER" held less than 12 months				
_____	X*	_____	=	_____
'FULL COST' Category 4		Exemption %		'EXEMPTION AMOUNT'
f. Apply the appropriate Level 1 exemption percentages above and enter the combined 'EXEMPTION AMOUNT' on this line.				\$ _____
This represents the total Freeport Level '1' Exemption amount.				
6. FREEPORT LEVEL '2' (NOTE: Not all counties offer Level 2 Freeport – check with county for appropriate exemption %)				
a. Enter total cost of all merchandise held as inventory from Line '4a' excluding amounts entered on Lines '5b', '5c', '5d', and '5e'				\$ _____
b. Multiply Line '6a' by 'appropriate exemption %' for Level 2 Freeport and enter amount on this line.				\$ _____
This represents the total applicable Freeport Level '2' Exemption amount.				
7. ATTACH AND FILE THIS FORM WITH PT50P-TAXPAYER RETURN				
a. Total Freeport '1' & '2' Exemption (add Lines '5f' and '6b' and enter amount here and on PT50P, Page 1, Line 'P')				\$ _____
b. Total Taxable Inventory (Subtract Line '7a' from Line '4a and enter amount here and on PT50P, Page 1, Line 'I')				\$ _____

8. EXPLANATION OF WHAT IS EXEMPTED BY FREEPORT

FREEPORT LEVEL 1 - MANUFACTURING OR PRODUCTION BUSINESS (see O.C.G.A. 48-5-48.1 and 48-5-48.2)

CATEGORY 1. Inventory of goods in the process of manufacture or production which shall include all finished goods and raw materials held for direct use or consumption in the ordinary course of the taxpayers manufacturing or production business in this state. This exemption shall apply to tangible personal property which is substantially modified, altered or changed in the ordinary course of the taxpayer's manufacturing, processing or production operations in this state. For purpose of this exemption "Raw Materials" shall mean any material, whether crude or processed, that can be converted by manufacturing, processing, or a combination thereof into a new and useful product but shall not include unrecovered, unextracted or unsevered natural resources or packing materials.

CATEGORY 2. Inventory of "Finished Goods" manufactured or produced within this state in the ordinary course of the taxpayer manufacturing or production business when held by the original manufacturer or producer of such goods. This exemption shall be for a period not exceeding (12) months from the date such property is produced or manufactured.

FREEPORT LEVEL 1 - WHOLESALE OR DISTRIBUTION BUSINESS (see O.C.G.A. 48-5-48.1 and 48-5-48.2)

CATEGORY 3. Inventory of "Finished Goods" which, on January 1, are stored in a warehouse, dock, or wharf, whether public or private, and which are destined for shipment to a final destination outside this state and inventory of finished goods which are shipped into this state from outside this state and stored for transshipment to a final destination outside this state. The exemption shall be for a period not exceeding (12) months from the date such property is stored in this state. Such period shall be determined based on application of a first-in, first-out method of accounting for the inventory. The official books and records of the warehouse, dock, or wharf where such property is being stored shall contain a full, true, and accurate inventory of all such property, including the date of the receipt of the property, the date of withdrawal of the property, the point of origin of the property, and the point of final destination of the same, if known.

CALCULATE INVENTORY QUALIFIED FOR FREEPORT LEVEL 1 - CATEGORY 3:

(a) Total "Finished Goods" inventory shipments from this county during the last complete calendar year:	(a) \$
(b) Total "Finished Goods" inventory shipments from this county during the last complete calendar year to an out-of-State destination:	(b) \$
(c) Percentage of Out-of-State shipments: ('b' divided by 'a')	(c) %
(d) Total "Finished Goods" inventory on January 1 of this year: (Exclude inventory stored over (12) months)	(d) \$
(e) Estimated out-of-State shipments this year: (multiply 'c' times 'd') Enter on Page 1, line 5e-Category 3	(e) \$

FREEPORT LEVEL 1 - FULFILLMENT CENTER (see O.C.G.A. 48-5-48.1 and 48-5-48.2)

CATEGORY 4. "Stock in Trade of a Fulfillment Center" meaning goods, wares, and merchandise held by one in the business of making sales of such goods when such goods are held or stored at a fulfillment center and held less than 12 months and which is made available to REMOTE purchasers who purchase by electronic, internet, telephonic, or other REMOTE means, and where such stock will be SHIPPED from the center to a location other than the fulfillment center.

For the purpose of Freeport Level 1:

"Finished Goods" means goods, wares, and merchandise of every character and kind but shall not include unrecovered, unextracted, or unsevered natural resources or raw materials or goods in the process of manufacture or production or the Stock-in Trade of a Retailer. "Stock in Trade of a Retailer" means finished goods held by one in the business of making sales of such goods at retail in this state, within the meaning of Chapter 8 of Title 48, when such goods are held or stored at a business location from which such retail sales are regularly made. Goods stored in a warehouse, dock, or wharf, including a warehouse or distribution center which is part of or adjoins a place of business from which retail sales are regularly made, shall not be considered stock in trade of a retailer to the extent that the taxpayer can establish, through a historical sales or shipment analysis, either of which utilizes information from the preceding calendar year, or other reasonable, documented method, the portion or percentage of such goods which is reasonably anticipated to be shipped outside this state for resale purposes. "Stock in Trade of a Fulfillment Center" means goods, wares, and merchandise held by one in the business of making sales of such goods when such goods are held or stored at a fulfillment center.

FREEPORT LEVEL 2 (see O.C.G.A. 48-5-48.5 and 48-5-48.6)

FREEPORT LEVEL 2. Inventory of finished goods held by one in the business of making sales of such goods in this state and which includes goods, wares, and merchandise of every character and kind constituting a business' inventory that would not otherwise qualify for a Level 1 freeport exemption

9. SUPPORTING INFORMATION: a. Physical location of inventory in this county. (List)

b. Does the taxpayer have written reports to support this Freeport exemption? NO () Yes () Provide the location of such books and records.

c. Provide NAME and CONTACT information for person responsible for answering questions pertaining to this inventory.

10. OATH OF PERSON MAKING APPLICATION FOR EXEMPTION: "I do solemnly swear, that I have carefully read (or have heard read) and have duly considered the questions propounded in the foregoing tax list, and that the value placed by me on the property listed as shown, is the true market value thereof, and I further swear, or affirm, that I returned, for the purpose of being taxed thereon, every species of inventory that I own in my right, or have control of, either as agent, executor, administrator, or otherwise; and in making this application, for the purpose of being taxed thereon, I have not attempted, either by transferring my property to another or by any other means, to evade the laws governing taxation in this state. I do further swear, or affirm, that in making this application, I have done so by estimating the true worth and value of every species of inventory contained therein."

(Taxpayer Signature)	(Title)	(Date)
(Preparers Signature)	(Title)	(Date)

11. DISPOSITION OF THE COUNTY BOARD OF TAX ASSESSORS:

~ APPROVED ~

~ DISAPPROVED ~

- ❖ **THE FREEPORT APPLICATIONS SHALL BE PRINTED EXACTLY LIKE THE SAMPLES PROVIDED, THIS INCLUDES: COLORS, GRIDLINES, STATE OF GEORGIA EMBLEM, TYPE OF FORM, ETC.**
- ❖ **THE FREEPORT APPLICATIONS SHOULD BE PRINTED FRONT AND BACK (RED AND BLACK INK), WITH THE EXCEPTION OF THE MAILER PAGE. THE MAILER PAGE FOR THE APPLICATIONS SHOULD BE PRINTED AS A SINGLE PIECE.**
- ❖ INCLUDE IN PRICING THE COST TO PROVIDE THE TAX ASSESSOR'S OFFICE WITH A NATIONAL CHANGE OF ADDRESS (NCOA) REPORT PRIOR TO MAILING SO THAT THERE CAN BE A PREEMPTIVE CLEANUP OF BAD ADDRESSES PERFORMED BY TAX ASSESSOR'S STAFF. TAX ASSESSORS WILL PROVIDE AN EXCEL SPREADSHEET WITH CURRENT ADDRESSES FROM THE SYSTEM WHICH WILL CONTAIN PARCEL NUMBERS, OWNER NAMES AND ADDRESSES IN ORDER FOR SUCCESSFUL BIDDER TO GENERATE THE NCOA REPORT.
- ❖ IT IS PREFERRED TO BREAK OUT POSTAGE COSTS INTO A SEPARATE LINE ITEM.
- ❖ ALL REAL PROPERTY FILES WILL BE SENT OVER AT THE SAME TIME.
- ❖ ALL PERSONAL PROPERTY FILES WILL BE SENT OVER AT THE SAME TIME.
- ❖ COMBINING OWNERS WITH MULTIPLE PROPERTIES IS ACCEPTABLE.
- ❖ ADDING BAR CODES TO ADDRESSES IS ACCEPTABLE
- ❖ YOU SHALL NOT REDESIGN, MOVE DATA TO CLEAR THE CLEAR ZONE OR SHRINK THE SIZE OF THE DATA TO ACCOMMODATE THE CLEAR ZONE.
- ❖ #10 ENVELOPES SHALL BE USED FOR ASSESSMENT NOTICES (SEE EXHIBIT D) **ENVELOPE SIZES MAY NOT BE CHANGED.**
- ❖ DOUBLE WINDOW ENVELOPES MAY BE USED. HOWEVER, THE PHRASE **"OFFICIAL TAX MATTER"** SHALL BE PRINTED ON THE FRONT OF THE ENVELOPES.

- ❖ NO RETURN ENVELOPES SHALL BE INCLUDED WITH THE ASSESSMENT NOTICES
- ❖ ONLY THE PERSONAL PROPERTY POSTCARD DATA CAN BE PROVIDED ELECTRONICALLY (FLAT FILE) TO THE SUCCESSFUL BIDDER. NO ELECTRONIC FORMATS ARE AVAILABLE FOR THE ASSESMENT NOTICES (.PDF ONLY).
- ❖ DATES FOR TEST FILES SHALL BE COORDINATED BETWEEN THE SUCCESSFUL BIDDER AND FAYETTE COUNTY.
- ❖ LIVE PERSONAL PROPERTY DATA FOR POSTCARDS AND FREEPORT APPLICATIONS WILL BE SUBMITTED TO THE SUCCESSFUL BIDDER ELECTRONICALLY IN 'FLAT FILES' (aka, Delimited Text files) VIA CD OR FTP UPLOAD. ASSESSMENT NOTICE DATA WILL BE SUBMITTED TO THE SUCCESSFUL BIDDER ELECTRONICALLY IN 'PDF DOCUMENT' VIA CD OR FTP UPLOAD.
- ❖ THE SUCCESSFUL BIDDER WILL SUPPLY ELECTRONIC COPIES OF FINAL PRINTED PERSONAL PROPERTY POSTCARD PROOFS AT TIME OF MAILING.
- ❖ A SAMPLE OF EACH FORM SHALL BE SUBMITTED WITH YOUR QUOTE.
- ❖ INCLUDE WITH YOUR QUOTE A LIST OF THREE (3) JOBS THAT YOUR COMPANY HAS DONE THAT IS OF THE SAME OR SIMILAR NATURE TO THE WORK DESCRIBED HEREIN. FOR EACH JOB LISTED INCLUDE A BRIEF DESCRIPTION OF THE WORK, A CONTACT PERSON, MAILING ADDRESS, PHONE NUMBER AND THE DATE JOB WAS COMPLETED.
- ❖ THERE IS A MINIMAL TURN AROUND TIME FROM RECEIPT OF FILES AND DATE OF PRINTING AND MAILING OF USUALLY NO LESS THAN ONE WEEK AND NO MORE THAN **7 TO 10 WORKING DAYS**. TIME PARAMETERS INCLUDE SET UP AND THE REVIEW OF PROOFS.
- ❖ CONTRACTOR SHALL PROVIDE A DIGITAL COPY OF ALL ASSESSEMENT NOTICES (REAL AND PERSONAL) AS MAILED.
- ❖ CONTRACTOR SHALL PROVIDE A DIGITAL COPY OF ALL PERSONAL PROPERTY POSTCARDS AND FREEPORT APPLICATIONS AS MAILED.

EXHIBIT D
SAMPLE ENVELOPE

EXHIBIT D

Fayette County Board of Assessors
140 Stancwall Ave West, Suite 108
Fayetteville, GA 30214

Prepaid First Class
U.S. Postage
PAID
The Master's Touch, LLC

OFFICIAL TAX MATTER

