

November 15, 2021

**Subject: RFQ #2031-A: Mailroom Equipment Lease
Addendum #1**

Gentlemen/Ladies:

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

1. Are you utilizing barcode optical marks?

Yes, there is a barcode to be scanned at the bottom of the bill.

2. Can you provide an image of the barcodes you are using?

Yes, see attached document (Attachment 1).

3. How is the bar code generated?

The barcode is generated through the Postal One Lorton Program when postal is exported from Tyler Munis before bills are printed.

4. The new postage meter shall be an Intelligent Mail Indicia (IMI) Meter.

5. Are you doing any kind of pre-sort?

Within the postal software, before bill printing.

6. On the mail side, do you do any parcel shipments?

No.

7. Are you using any software to track department usage with your postage meter?

Currently, Pitney Bowes.

8. Do you want a stand for the machine included?

Yes.

9. Do you send out notices on a regular basis?

Delinquent notices as well as paper bills, eight times each month.

10. What is the daily maximum volume?

Our maximum volume is by billed cycle. Our largest cycle prints approximately 6,000 bills at one time.

11. What is the largest monthly cycle?

6,000 bills at one time.

12. The scope & specification requires a four-hour guaranteed response time. Define "guaranteed."

Guaranteed response is assistance over the phone, with a scheduled visit onsite if necessary.

13. Samples of the water bills and water quality reports are available by request.

14. The specs call for a Four Station Folder/Inserter but list 3 feeders required:

- 1 High-Capacity Sheet Feeder (a minimum 725 sheet feeder)
- 1 Flex-Capacity Sheet Feeder (a minimum 325 sheet feeder)
- 1 High-Capacity #9 Return Envelope Feeder (minimum 325 envelopes)

Can you confirm that a system that can accommodate the above three feeders is acceptable? If a 4th station is required or preferred, what type of feeder are you wanting – Hi-cap, Flex, or Envelope/Insert?

A 4th station is needed for envelopes/inserts.

15. You list an Infra-red Double Document Detector for feeders. Would a dual electro-mechanical double document detection that precisely measures document thickness at each feeder be acceptable? We find this type of detection is not affected by dust, smudges, paper color or thickness.

Yes.

16. The current agreement includes a guaranteed 4-hour response time onsite. If the 4-hour response onsite is not met, \$150 per hour is paid to the Fayette County Water for every hour late. Is this something that is to be included with the new agreement?

The fee is not in the scope and specification for this contract.

17. Please confirm that the spec requires the ability to insert documents with addresses at the bottom of a page.

Yes, the ability to insert documents with addresses at the bottom of a page shall be required.

Received by (Name): _____ Company _____

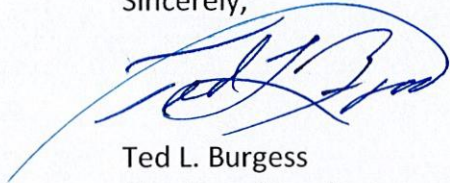
Note: If this addendum is not returned to the Fayette County Purchasing Department or if it is returned not signed, responding individuals, companies or other organizations will still be responsible for the requirements of this addendum and the specifications or changes herein.

The opening date for this RFQ has not changed. **The opening time and date are 2:00 p.m., Friday, November 19, 2021.** 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.

If you have questions, please contact Natasha Duggan, Contract Administrator at (770) 305-5150, fax (770) 719-5534 or email at nduggan@fayettecountyga.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ted L. Burgess", is written over a horizontal line.

Ted L. Burgess
Director of Purchasing

Attachment 1



Fayette County Water System
PO Box 190
Fayetteville, GA 30214
(770) 461-1146

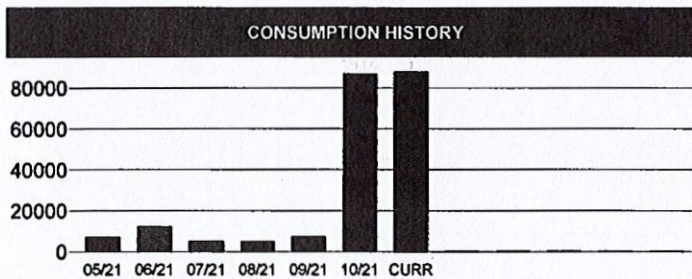
HOURS
Monday - Friday
8:00 a.m. - 5:00 p.m.

WATER BILL

Customer Copy

Please keep this portion for your records

CUSTOMER NAME				SERVICE LOCATION			
BILL NUMBER	BILL DATE	ACCOUNT #	CUSTOMER #	DUE DATE			
5971978	11/08/2021	122689		11/27/2021			
CHARGE DESCRIPTION	METER NUMBER	READ CODE	PREVIOUS READ DATE	CURRENT READ DATE	PREVIOUS READING	CURRENT READING	USAGE
WATER 3/4" METER CONSERVATION	16734289	A	10/07/2021	11/05/2021	1723966	1811722	87756
SEWAGE-RESIDENTIAL 3/4"			10/07/2021	11/05/2021	1723966	1811722	87756
LEAK PROTECTION PROGRAM			10/07/2021	11/05/2021			
TOTAL WATER USAGE							87756



READ CODE	Total Current Billing	\$811.14
A = Actual	Previous Balance	\$802.05
E = Estimate	Adjustments	\$0.00
F = Final	Less Payments Received	\$802.05
W = Water	Total Amount Due	\$811.14

BANK DRAFT DO NOT PAY

FOR INQUIRIES ON YOUR SEWER SERVICE PLEASE CONTACT

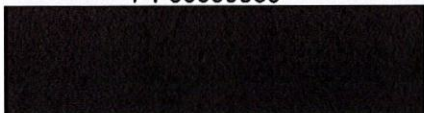
Peachtree City Water and Sewerage Authority, 1127 Hwy 74 South, Peachtree City, Georgia 30269, (770) 487-7993



Promptly Send Payment To:
Fayette County Water System
PO Box 190
Fayetteville, GA 30214

Please write your Account Number on your check
and enclose this portion of bill with your payment.
Make checks payable to: Fayette County Water System

1 1 00000930

**WATER BILL**

Remittance Copy

Return this portion with your payment

Account Number:	122689
Customer Number:	
Bill Number:	5971978
Pay By:	11/27/2021
Total Due:	\$811.14

BANK DRAFT DO NOT PAY

Payments made after 11/27/2021 add 10% Penalty
and Pay \$891.95

Service Location:

00006042022205971978100000811141