

April 18, 2022

**Subject: RFQ #2102-A: Water Bill Printing  
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. My understanding of what you our asking for is the bill to printed only. You do not want the bills cut to 8.5" x 11". Dove's printer sheet size is 29.5" x 20.123". We print five bills at one time, front and back. It is all printed at the same time. Will you be doing the cutting? If so, all we would do is deliver the sheet size with five bills of sheet the individual bills. Or do you want the vendor to cut the bills to the 8.5" x 11" and present them that way? Do you want them in presort order for you to presort yourself?**

This is for the printing of bill paper, not an actual water bill. It should be in the form of a single, letter size sheet. There is no sorting involved.

- 2. Could you please give me the address that the 8.5" x 11" forms (Water Bills) will be shipped to so that we can get a better shipping estimate?**

245 McDonough Road, Fayetteville, GA 30214

- 3. The quote has that "a pdf is not acceptable for proof approval. An actual proof size of the product is required for approval on all shipments." Does that mean we have to send a printed sample for approval?**

For the first printing, a printed sample is required for approval. After verifying set up and print, the remaining two shipments may be approved by PDF.

- 4 How are these to be boxed? 2,500 sheets per box?**

They shall be boxed in 2,500 sheets per box or less.

- 5. In the RFQ, the attachment (2) you want printed and the new logo attachment (1) in place of the sample?**

We will be updating the logo on the new water bill printing, along with a few sentence changes. The format will stay the same as the example.

- 5. Do you want any addressing or mailing of the bill?**

No. The RFQ is only for printing services.

**6. Do you want any mailing services like Automated Presorting & Bar-code services or inserting services?**

No. The RFQ is only for printing services.

**7. Will there be any changes on the bill itself other than the logo change?**

We will be updating the logo on the new water bill printing, along with a few sentence changes. The format will stay the same as the example.

**8. What is the time frame for the deliveries? Weekly, monthly, quarterly?**

Three times between July 1, 2022 – June 30, 2023. We expect the first delivery within the first two months.

**9. Each delivery would be 113,334. Is this correct?**

The deliveries may be: first one with 114,000 and remaining two with 113,000.

**10. Will you be Addressing, Automation Presorting, Bar-coding and mailing of the bill?**

Yes, the Water System will be doing the addressing, automated presorting, bar-coding and mailing. The RFQ is only for printing services.

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 3:00 p.m., Thursday, April 21, 2022.** 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](mailto:nduggan@fayettecountyga.gov).

Sincerely,



Ted L. Burgess  
Director of Purchasing