



**Purchasing Department**

140 Stonewall Avenue West, Ste 204  
Fayetteville, GA 30214  
Phone: 770-305-5420  
[www.fayettecountyga.gov](http://www.fayettecountyga.gov)

November 3, 2022

**Subject: RFQ #2169-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 Request for Quote. You will need to consider this information when preparing your quote.

**Questions Received:**

**1. Do you have a previous bid tabulation?**

Yes, See exhibit G.

**2. Do you have a start date for this project?**

See term and condition #16.

**3. Is there a specific amount of letters that need to be mailed out monthly?**

The Assessment Notices are mailed annually, not monthly.

**4. What are the days of operation? Monday - Friday?**

Yes, are days of operation are Monday - Friday

**5. Do you want these letters sent out priority or standard business days?**

These letters shall be sent out standard business days.

**6. I know that Fayette county pays on net 30 terms. Since the project is broken down into mailings with different dates, does that also mean that there will be a payment 30 days after each mail date?**

Yes, there are different time schedules of mailings, so it is net 30 after each mailing.

- 7. Also on the samples in the documentation, is the one in color the one that is to be duplicated on those that have two samples attached?**

The set of personal property forms with the least or no writing are the sets to be created and mailed. The sets with all the additional information just lets the vendor know where the data should be placed.

- 8. If I submit my bid before the deadline date and time and find that my submission has an error, would I be able to resubmit another bid as long as it is in before the deadline date and time?**

Yes

- 9. Are the PP column sheets a part of the property tax forms that will need to be printed?**

Yes, the forms that the taxpayer receives will need to look just like the samples including the columns and rows. I hope I understood both questions correctly.

- 10. On the unit price column on the pricing sheet do we include all charges except postage or just the printing cost?**

Yes, include all charges except postage.

- 11. Who is the current or incumbent vendor currently provided the services that the County is requesting quotes for?**

The previous contract was awarded to the Masters Touch, LLC.

- 12. What is the current pricing that the County is receiving for the services that the County is requesting quotes for?**

See Exhibit G for the previous contract pricing.

- 13. Why is the County seeking quotes from vendors at this time?**

The previous contractor was unable to hold prices for another year.

- 14. Would the County like potential vendors to provide a narrative for each of the bulleted items under Exhibit E, prior to the Aircraft PP samples, or will only the 7 items listed on the Checklist Of Required Documents be required and/or considered?**

The required documents are the only items required for submittal. Other documents may be included for consideration. The bulleted items under Exhibit E, prior to the Aircraft PP samples, are guidelines on how the forms should be printed and mailed.

- 15. In regards to the estimated quantities on the pricing sheet, are those annual (estimated) quantities for each type of notices? In other words, for example, the Annual Notice of Assessment (PT306) has an estimated quantity of 46,000 each, with the specifications sheet indicating up to 5 separate files. Does "each" mean every file has 46,000 or does that indicate the total for the year?**

Yes. The Estimated Quantities are the annual amounts for each document type. No "each" does not mean that every file has 46,000 documents. For instance, Exhibit A pertains to the Assessment Notices, but the list of estimated quantities shows 3 different types of Assessment Notices (Real Property, Conservation, and Personal Property). Real Property would have 46,000 notices, Conservation would have 700, and Personal Property would have 2,000 notices.

**16. Would I be able to view a previous contract?**

Yes, see Exhibit H

**17. Do you provide the software platform for the contracts?**

No

**18. When providing references, would it matter that they are out of state?**

No

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 or companies will still be responsible for the requirements of this addendum and the specifications or changes herein.

**The due date and time has not changed. The date is 2:00 p.m., Thursday, November 10, 2022.**

You may drop it off in person, there will be a large metal parcel drop box located outside the front door of the Purchasing Department, Suite 204, in the county complex at 140 Stonewall Avenue West, Fayetteville, Georgia. You may also provide your quote and other information via e-mail to [tcrumbley@fayettecountyga.gov](mailto:tcrumbley@fayettecountyga.gov) or fax to (770) 719-5509 on or before the received by date and time.

The time allowed for question has expired.

Sincerely,



Ted L. Burgess  
Director of Purchasing



## EXHIBIT G

QUOTE NUMBER & NAME: #1977-A ANNUAL CONTRACT FOR PRINTING AND MAILING OF TAX ASSESSORS NOTICES

RESPONDENTS NAME	EST. QTY.	UOM	HARRIS LOCAL GOVERNMENT		DOVE MAILING INC. DBA DOVE DIRECT		VARIVERGE, LLC		DATA INTEGRATORS		CATHEDRAL CORPORATION		THE MASTERS TOUCH, LLC	
	QTY.		UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
ASSESSMENT NOTICE (REAL PROPERTY)	45,000	EACH	\$0.2200	\$9,900.00	\$0.1460	\$5,470.00	\$0.126	\$5,670.00	\$0.11	\$4,950.00	\$0.0914	\$4,113.00	\$0.089	\$4,005.00
ASSESSMENT NOTICE (CONSERVATION)	700	EACH	\$0.2200	\$154.00	\$0.1380	\$96.60	\$0.126	\$88.20	\$0.15	\$105.00	\$0.0914	\$63.98	\$0.377	\$263.90
ASSESSMENT NOTICE (PERSONAL PROPERTY)	2,000	EACH	\$0.2200	\$440.00	\$0.1380	\$276.00	\$0.126	\$252.00	\$0.20	\$400.00	\$0.0914	\$182.80	\$0.17	\$340.00
PROPERTY TAX (FORM PT-50P)	4,800	EACH	\$0.2200	\$1,056.00	\$0.338	\$1,622.40	\$0.343	\$1,646.40	\$0.15	\$720.00	\$0.28	\$1,344.00	\$0.377	\$1,809.60
PROPERTY TAX (FORM PT-50M)	400	EACH	\$0.22000	\$88.00	\$0.338	\$135.20	\$0.324	\$129.60	\$1.00	\$400.00	\$0.28	\$112.00	\$0.377	\$150.80
PROPERTY TAX (FORM PT-50A)	300	EACH	\$0.2200	\$66.00	\$0.338	\$101.40	\$0.324	\$97.20	\$0.75	\$225.00	\$0.28	\$84.00	\$0.377	\$113.10
FREEPORT EXEMPTION (FORM PT-50PF)	100	EACH	\$0.2200	\$22.00	\$0.328	\$32.80	\$0.346	\$34.60	\$1.00	\$100.00	\$0.28	\$28.00	\$0.377	\$37.70
NCOA PROCESSING	53,300	EACH					\$0.01	\$533.00						
TOTAL (NOT INCLUDING POSTAGE)				\$11,726.00		\$8,834.40		\$8,451.00		\$6,900.00		\$5,927.78		\$6,720.10
ESTIMATED POSTAGE CHARGE	1	LOT		\$23,671.75		\$22,982.96		\$22,705.80		\$22,705.80		\$22,705.80		\$20,152.60
TOTAL PRICE				\$ 35,397.75		\$ 31,817.36		\$ 31,156.80		\$ 29,605.80		\$ 28,633.58		\$ 26,872.70