

March 1, 2023

**Subject: RFQ #2230-A: Water System Envelope Package
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. When bidding on this project how assured can the supplier be that there will be no manufacturers in the bid process?

The Request for Quotes is posted publicly. Anyone who is qualified may submit a quote. The County does not know if manufacturers will submit a quote.

2. I noticed that the details indicate a bar code is necessary for the services and refer to the attachment. I don't see the bar code in the attached exhibit provided. Can you please clarify?

Example included as Attachment A with this Addendum.

3. I also see that the Attachment 1 in the RFQ appears to have a double window. Are we bidding for double window or single window envelopes?

Single window, #10 "D" Commercial Window envelope. Window size: 1 3/8" x 4 1/2", Window locations: 7/8" from left, 1/2" from bottom.

4. The attachment #2 with the new logo is expected to be in place of the return address window, correct?

Correct. There is no return window.

5. Finally, we noticed the insert specifications. Are we providing the inserts as well as the envelopes?

The RFQ is for #10 window and #9 return envelopes only.

6. Will the delivery date be the same on both items or will it be staggered?

The delivery date is expected to be the same for both items.

7. Is the # 10 envelope only 2 pms color (Navy and Teal)?

The logo is two colors, other envelope print should be black.

8. On the # 9, it prints 3 pms colors on the face (navy, teal and black) with black on the back. Will this copy be subject to change thru out the year contract? This is a two-part question.

#9 print on front and back should not change during this contract.

9. Under Scope and specifications, it indicates there an attached copy of the #9 envelope- "on #9 envelopes, vendors will need to provide the barcode as shown in the attached example." I did not see a sample attached.

Example included as Attachment A with this Addendum.

10. Would you be open to receiving standard side seam envelopes versus diagonal seams?

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, 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., Tuesday, March 7, 2023.** 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,

Natasha Duggan for Ted Burgess

Ted L. Burgess
Director of Purchasing

Example: #10 Window envelope's front / back

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID
BROOKS, GA
PERMIT NO. 12

Fayette County
WaterSystem
P.O. Box 190
Fayetteville, GA 30214-0190

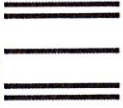
RETURN SERVICE REQUESTED

Water Bill Enclosed

Water Saving Tip:
Turn off the water to brush teeth, shave and soap up in the shower.

Example: #9 envelope's front / back

Put Stamp here.
The Post Office
will not deliver
mail without
postage.



Fayette County Water System
P.O. Box 190
Fayetteville, GA 30214-0190



THANK YOU

To help us serve you better, PLEASE...

1. Write your customer number on your check.
2. Include bottom portion of water bill with payment.
3. Do not fold, staple, or paper clip documents together.

Fayette County
Water System
245 McDonough Road
Fayetteville, GA 30214-0190