



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

October 18, 2023

Subject: RFQ #2317-A: Annual Contract for Printing and Mailing of Tax Assessors Notices Addendum #3

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. Is there a schedule for the mail assessments?

There is no set schedule. Typically, real property assessments are mailed the first or second week of May. Personal property notices usually got out the first or second week of June. Personal property return forms must be mailed no later than the first business day of January.

2. What does Fayette county look for when renewing a contract with the current contract holder?

Fayette County would like every contractor to provide good service while being able to hold the original contract pricing.

3. Will all tax assessments need to be mailed out by June 30th, 2024?

Yes

4. Does fayette county pay by ACH? Also, what would decline a company from being paid by ACH transaction?

Currently, Fayette County does not support ACH payments for vendors.

5. What is the current per piece rate for the printing of the notices, and who currently print them now.

2023 mailing was processed at \$0.59 per piece by The Master's Touch

6. What is the paper size?

Letter (8 ½ x 11)

7. What size/number of envelopes?

#10 ENVELOPES SHALL BE USED FOR ASSESSMENT NOTICES (SEE EXHIBIT F), 6 X 9 WINDOW ENVELOPES SHALL BE USED FOR ALL PERSONAL PROPERTY RETURN FORMS. ENVELOPE SIZES MAY NOT BE CHANGED.

8. How many colors are the envelope?

White envelope with black writing

9. Are we inserting into envelopes?

The envelopes will only contain the tax returns, assessment notices or freeport applications. There are no additional inserts in the envelopes. The vendor is responsible for mailing the document.

10. When is each type of notice expected to be printed and mailed? E.g. will all notices be printed in a particular month or different months?

See response to question #1.

11. Will the county provide the artwork for the printing in electronic format e.g. PDF?

Yes. The county provides the artwork that should be included in the RFQ in Addendum #2.

12. Will any of the notices have a return mail envelope?

No

13. Are there any specific facility location or security requirements?

No

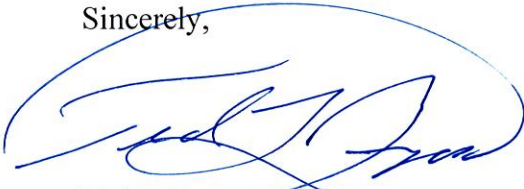
The time allowed for questions has expired.

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 changed. The new date and time is 2:00 p.m., Tuesday, October 24, 2023. You may drop it off in person at 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 or fax to (770) 719-5509 on or before the received by date and time.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ted L. Burgess", enclosed within a large, loopy blue oval.

Ted L. Burgess
Director of Purchasing