

# Fayette COUNTY

“WHERE QUALITY  
IS A LIFESTYLE”

**PURCHASING DEPARTMENT**  
140 STONEWALL AVENUE WEST, STE 204  
FAYETTEVILLE, GEORGIA 30214  
PHONE: 770-305-5420  
[www.fayettecountyga.gov](http://www.fayettecountyga.gov)

October 13, 2016

**Subject: RFP #1164-P: Water Bill Remittance Processor – Addendum #1**

Gentlemen/Ladies:

Included herein is additional information and clarification for the above referenced request for proposals. Please consider all of this information when preparing your proposal.

1. **Can you please confirm the monthly number of remittance payments processed?**  
An average of 12,000 per month.

2. **Section C. Scope of Service: Number 5 reads; you will have a minimum of four output stackers. Could you clarify what your desired sort procedure would be? Would you like to scan envelopes and have them out-sorted?**

- Envelopes opened and sorted out
- stub sorted out
- check sorted out
- one output for indicating cut off and/or cash only payments

3. **What is the estimated date for providing responses to bidders' questions? Will the responses be made available online at [fayettecountyga.gov](http://fayettecountyga.gov) or sent via email to the individual bidder that submitted the questions?**

The Fayette County Purchasing Department must receive questions about this request for proposals in writing no later than 3:00pm, Friday, October 21, 2016. The county will post answers to questions and/or other information concerning this request for proposal in the form of an addendum on the county's website at [http://www.fayettecountyga.gov/purchasing/bids\\_and\\_proposals.asp](http://www.fayettecountyga.gov/purchasing/bids_and_proposals.asp). It is the responsibility of the prospective responders to check the website for any addenda issued for this request for proposals.

Yes; the addendum will be emailed to the submitter of the question(s).

It is the county's intentions to have all questions received by the stipulated deadline date and time above, answered and addendum advertised no later than 5:00pm, Monday, October 24, 2016.

**4. For the pre-proposal conference to be held on Thursday, 10/20 at 10am, how can those vendors from out of town participate in the conference?**

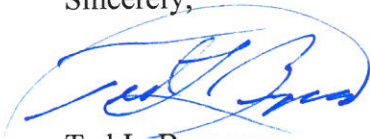
- It is the responsibility of those vendors to prepare a representative of their choice for the pre-proposal conference. This will be the opportunity to voice all questions, concerns and comments about the Request for Proposals and have them addressed.

Received by \_\_\_\_\_ Company \_\_\_\_\_

Note: If this addendum is not returned to the Fayette County Purchasing Department or if it is returned not signed, all responders shall still be responsible for the requirements of this addendum and the specifications or changes herein.

The opening date for this request for proposal has not changed. **The opening date is: 3:00pm, Thursday, October 27, 2016.** Bids must be received in the Purchasing Department at the address above in Suite 204 on or before the opening date and time.

Sincerely,



Ted L. Burgess  
Director of Purchasing

TLB/tcb