



# PURCHASING DEPARTMENT

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## ADDENDUM # 1

TO: ALL PROSPECTIVE BIDDERS

Date: 2/24/2015

Subj: RFQ 15-0306 –Mail Merge and Mailing of Real Property, Personal Property and Tax Returns

**All bidders should note on the bid form the following: I have read and understand Addendum 1.**

The following questions were posed and the responses are below.

From: Diversified Companies, LLC. (1 Question)

### **Question 1**

A question came up when we were reviewing your RFQ that we were hoping you could help clear up for us. On page 2 it states that the contractor must be able to mix black print with some colored text on the forms. Would you mind clarifying this? Will you be wanting color on both the Assessment Notices and the Personal Property Returns? Currently we process for a large percentage of the counties on WinGAP as well as some, like Gwinnett, who are independent of WinGAP. All of our current Assessors prefer to print in black ink only, saving a significant cost. We are happy to send some samples if you would like to see these.

**RESPONSE: This RFQ is amended and ALL FORMS and DATA will be printed in Black and White**

From: Dove Mailing (10 Questions)

### **Question 1**

On all forms what is the weight of the paper

**RESPONSE: Minimum #20 Copy Paper**

### **Question 2**

Are all forms black ink only or will there be a second color and on which ones?

**RESPONSE: This RFQ is amended and ALL FORMS and DATA will be printed in Black and White**

### **Question 3**

On all forms, is it a Standard #10 double window and common to all forms or can you provide a sample showing the position of the windows?

**RESPONSE: Return and Addressee should be able to fit within a Standard #10 Double window envelope.**

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## **ADDENDUM # 1 (continued Page 2)**

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### **Question 4**

On the Real Property Division, Is the 50,000 printed in one color on one side (no back printing) and is there, or will there be, a secondary flyer sheet?

**RESPONSE: No Flyers in Real Property Assessment Notices**

### **Question 5**

On the Personal property 5000 quantity – same as the Personal Property Division form

**RESPONSE: Personal Property is the Personal Property Division form**

### **Question 6**

On the Business Personal Property Tax Return form

A. Quantity if known

**RESPONSE: Business approx. 4000 Business Lease approx. 325 – 350 Marine approx. approx. 2600 -2800 Aircraft approx. 100 Freeport approx. 100**

B. Color Inks **black and red**

**RESPONSE: This RFQ is amended and ALL FORMS and DATA will be printed in Black and White**

C. Is the General Info page a single added sheet or is it back printed?

**RESPONSE: Can be depending is mailing page is used.**

D. Are the Notice, Schedule A, Schedule B and Instruction single sheets or will some, all, or none have back printing?

**RESPONSE: Instruction sheet can be back page. Schedule A is front and back. Notice is page 5 on certain accounts about 300 to 350 accounts this is Business Lease accounts**

### **Question 7**

On the Freeport Exemption Inventory

A. Quantity if known

**RESPONSE: Approximately 100**

B. Is the Explanation page a backer or

**RESPONSE: Can be depends on how the front page is done.**

C. Is it a 2 or 3 page letter

**RESPONSE: 2 page if mailing page is not used and a notice attached as third page**

### **Question 8**

On Aircraft, any back printing or a 2 or 3 page letter?

**RESPONSE: 2 page if mailing page is not used.**

## **ADDENDUM # 1 (continued Page 3)**

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### **Question 9**

On Marine, Same questions as Aircraft

**RESPONSE: Marine has another page**

### **Question 10**

Please be advise that the postage will be based on 1<sup>st</sup> Class presort and not Bulk Mail

**RESPONSE: All mail will be 1<sup>st</sup> class presort**

*END OF ADDENDUM 1*