

CHATHAM COUNTY PURCHASING & CONTRACTING DEPARTMENT

ADDENDUM NO. 1 TO BID NO. 19-0030-6

**FOR: ANNUAL CONTRACT FOR PRINTING AND MAILING SERVICES FOR CHATHAM COUNTY BOARD OF ASSESSORS**

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**PLEASE SEE THE FOLLOWING FOR ADDITIONS, CLARIFICATIONS AND/OR CHAGES:**

1. **QUESTION:** Sections 4.2.2, Does the vendor have to be located in Chatham County/State of Georgia?  
**RESPONSE:** No, but you must obtain a County Tax Certificate within the State of Georgia.
  
2. **QUESTION:** Who is the current vendor providing these services and at what cost(s) is the County currently paing for these services?  
**RESPONSE:** Diversified Companies, LLC. Was the previous vendor used. See the attached bid tabulation for their pricing.
  
3. **QUESTION:** Please clarify line item #6 Annual Assessment Notice Cost. Is there a difference between this item and item #2 - #4?  
**RESPONSE:** Line item #6 is a summary of the total cost of line items #2 - #4 and will not be needed. A revised bid sheet will show the necessary change.
  
4. **QUESTION:** Is there printing on the back of the notices?  
**RESPONSE:** No
  
5. **QUESTION:** What is required for each bond (surety, performance, and payment)?  
**RESPONSE:** There are no bond requirements for this bid.
  
6. **CHANGE: REVISED** Bid Sheet is attached. All bidders must use the revised bid sheet. (2 pages)

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**THE BID DUE DATE REMAINS 2:00PM, MARCH 21, 2019**

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**THE BIDDER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES AND MUST ACKNOWLEDGE RECEIPT OF ADDENDUM.**

3/11/19  
DATE

  
MARGARET H. JOYNER, PURCHASING DIRECTOR  
CHATHAM COUNTY, GEORGIA

**REVISED BID SHEET**

**BID NO. 19-0030-6**

**ANNUAL CONTRACT FOR PRINTING AND MAILING SERVICES FOR CHATHAM  
COUNTY BOARD OF ASSESSORS**

<b>Item No.</b>	<b>Service Description</b>	<b>Estimated Annual Volume</b>	<b>Unit Price</b>	<b>Total Price</b>
1	<b>Edit Charge</b> - Hourly rate for layout charges after County has given initial approval	1	\$	\$
2	<b>Processing &amp; Printing</b> Laser Print Assessment Notice in <b>color</b> as depicted in the template (PDF Format)	130,000	\$	\$
3	<b>Mail Service</b> Fold, Insert, Sort, & Deliver to Post Office Front - black - 8 1/2 x 11 white paper - 20 lb.	130,000	\$	\$
4	<b>Envelope</b> #10 double window	130,000	\$	\$
5	<b>Postage</b> (Subject to postal rate change)	130,000	\$	\$
6	<b>Personal Property Postcards - Annually</b> 4.25in. x 6in. 110# Index Printed front and back in black ink only with <b>postage included</b>	10,000	\$	\$
7	<b>Additional Optional Services</b> Combining Multiple Bills (per additional notice). Multiple bill matching begins at two bills and can include up to six bills in our standard #10 envelope.	Per additional notice		\$
8	9 x 12 multiple envelopes used for over six statements.	Per envelope		\$
9	<b>NCOA Services</b> - Annual Fee covers all records submitted and error code reports.	Annual		\$
10	<b>File Delivery</b> - via physical media or download (DVD, Flash Drive, etc.)	Per Delivery		\$
11	Client Website Access, Address Cleansing Reports, Data Processing, Setup & Form Design			\$
			<b>TOTAL BID</b>	\$

**\*Estimated quantities are for bid purposes only. There is no guarantee to usage amounts.**

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

Signature: \_\_\_\_\_

BID 17-0002-6

ANNUAL CONTRACT FOR PRINTING AND MAILING SERVICES FOR  
BOARD OF ASSESSOR'S OFFICE

BID DUE: FEBRUARY 7, 2017 @ 2:00 P.M.

<b>Diversified Companies, LLC Chattanooga, TN</b>			
<b>Service Description</b>	<b>Estimated Volume</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Edit Charge</b>	1	No Charge	\$0.00
<b>Processing &amp; Printing</b>	130,000	\$0.0411 color	\$5,343 color
<b>Mail Service</b>	130,000	\$0.02	\$2,600
<b>Envelope Printing</b>	130,000	\$0.0279	\$3,627
<b>Postage</b>	130,000	\$0.37	\$48,100
<b>Annual Assessment Notice Cost</b>	130,000		\$11,570 color
<b>Personal Property Postcards</b>	20,000 25,000 30,000 35,000	\$0.33 \$0.33 \$0.33 \$0.33	\$6,600 \$8,250 \$9,900 \$11,550