

April 17, 2025

**Subject: RFQ #2548-A: Mailroom Equipment Lease
Addendum #2**

Gentlemen/Ladies:

Below, please find responses to questions, clarification, or additional information for the above referenced **RFQ**. You will need to consider this information when preparing your quote.

- 1. Would Fayette County consider moving the quote acceptance date to all vendors time to test materials for line item 4 to guarantee inserter performs properly? Will you be able to move date to April 30th?**

The due date has been extended to April 22, 2025, at 3:00p.m.

- 2. A line item for the folder/inserter references Infra-red Double Document Detectors on feeders. Quadient inserting technology utilizes Electro-mechanical Double Document detection that is not susceptible to impact of light or document color. This is similar technology as the current model being used by Fayette County Water System. Will this be acceptable?**

Yes. Add this item to the exception form.

- 3. A line item references 20 Programable Fold Settings. There are four basic fold types utilized: C-fold, Z-fold, Half-fold and Double Half-fold. Is it possible the 20 refers to programable jobs and not folds?**

Yes. Z-fold should be included as a setting.

- 4. The RFQ states that the response – “Shall have the following minimum features or abilities” and lists some items. In previous discussion and visits with the office prior to the procurement process, it was discussed that additional feeding functionality would greatly benefit the department. Our concern is that per the RFQ the “Award will be made to the lowest responsive, responsible responder, taking into consideration payment terms, vendor qualifications and experience, quality, references, any exceptions listed, and/or other factors deemed relevant in making the award.” If we include any items deemed to be in the best interest of Fayette County based on previous discussions that may cause Quadient not to be the lowest responder, will we be penalized for this or will consideration be given to reflect the reason and judge accordingly? Please advise if there is a better way to handle this.**

Please bid to the specifications of the RFQ.

5. For the mailing system, the RFQ references "Ability to pay for postage digitally". Is this in reference to how the department pays for postage today?

Yes, an account credit is allocated for postage and this is tracked digitally from the machine.

Received by (Name): _____ Company _____

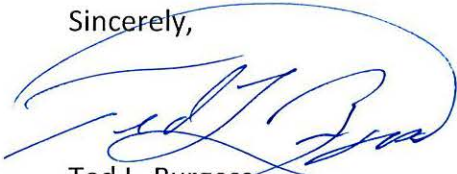
Note: If this addendum is not returned to the Fayette County Purchasing Department or if it is returned not signed, responding individuals, companies or other organizations will still be responsible for the requirements of this addendum and the specifications or changes herein.

The opening date for this RFQ has changed. **The opening time and date are 3:00p.m., Tuesday, April 22, 2025.** Quotes must be received by the Purchasing Department at the address above, Suite 204, at or before the opening date and time. Please advise that quotes can be accepted through email.

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 Colette Cobb, Contract Administrator at (770) 305-5115, fax (770) 719-5544 or email at ccobb@fayettecountyga.gov.

Sincerely,



Ted L. Burgess
Chief Procurement Officer

TLB/cc