



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

October 4, 2021

Subject: RFQ #1977-A: Annual Contract for Printing and Mailing of Tax Assessors Notices Addendum #1

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.

Changes and Clarification:

See attached sample #10 window envelope. (Exhibit B)

Questions Received:

- 1. On the Business Personal Property Tax Returns, the list shows Mailer page, page 1, and page 3—where is page 2? (there are only 2 pages on one sheet of paper) Same for Marine and Aircraft—it has page 1,3,4? Where is page 2?**

The numbered pages are the page numbers as listed on the sample. In actuality, if you're counting contiguous pages, there is a Mailer Page (page 1), with the next page being the instruction page on the back (page 2). Then you have pages 1, 2, 3...etc. front and back. Which would be 3, 4, 5... etc.

- 2. Now the exhibits B shows 4 pages or two sheets of paper—so those then get inserted into and envelope and mailed? And I suppose the outside of the envelope must look like form PT-50P? which means the envelope is printed on two sides in black with a window.**

Same as question number one. Mailer Page (page 1), with the next page being the instruction page on the back (page 2). Then you have pages 1, 2, 3...etc. front and back. Which would be 3, 4, 5, Etc. All are inserted into an envelope and mailed. The envelope does not need printing on the front *and* back. See exhibit A which is a screenshot of a returned envelope.

- 3. So the only real variable data is the address and account numbers?**

There is other variable data pre-printed on the forms (i.e. Schedule A)

4. Could I receive a sample if I sent a prepaid usp label ?

The samples would appear the same as those provided in the request for quote. The Personal Property Returns samples can be emailed as a PDF now, but that's not how the data will be delivered to the vendor. Those files are delivered to the vendor as a flat file. All Assessment Notices are sent to the vendor as pre-filled PDF's.

5. How many pages are included in a residential tax notice?

Residential Tax notices are one page.

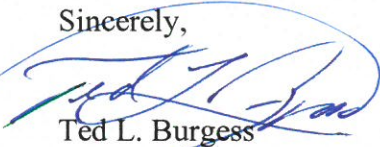
Received by (Name): _____ Company _____

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 not changed. The date is 2:00 p.m., Wednesday, October 20, 2021. You may drop it off in person, there will be a large metal parcel drop box located outside the front door of 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.

Questions are due Wednesday, October 13, 2020 at 2pm.

Sincerely,



Ted L. Burgess
Director of Purchasing

EXHIBIT A

PT-50P (revised 1/18/2017)

FAYETTE COUNTY BOARD OF TAX ASSESSORS
140 STONEWALL AVE WEST
STE 108
FAYETTEVILLE, GA 30214

RAZED BROW LLC
21 EASTBROOK BND STE 215
PEACHTREE CITY GA 30269-1546

9400921991189198

UTFWC

30214190499

P2019-0382

PRE-SORTED
FIRST CLASS

US POSTAGE
100.38



F

Not at this address

RECEIVED
AUG 02 2021
FAYETTE COUNTY
Board of Assessors

OFFICIAL TAX MATTER

NIXIE 100 FE 1270 0007 00/21

RETURN TO SENDER
NOT DELIVERABLE AS ADDRESSED
UNABLE TO FORWARD

BC: 30214190499 *1991-04477-17-42

30214190499

Exhibit B



Fayette County Board of Assessors

140 Stonewall Ave West, Suite 108

Fayetteville, GA 30214

OFFICIAL TAX MATTER

Presorted First Class
U.S. Postage
PAID
The Master's Touch, LLC