



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

October 14, 2021

Subject: RFQ #1977-A: Annual Contract for Printing and Mailing of Tax Assessors Notices Addendum #2

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.

Questions Received:

- 1. Number of envelopes required for the entire mailing would be 101,000 envelopes, will all the Assessment Notices and Property Tax & Freeport Exemption use the same envelope with mailing address's in the same window or will they be different?, If they are different please specify with different size envelope and window placement.**

#10 Envelopes shall be used for Assessment Notices, 6 X 9 Window Envelopes shall be used for all Personal Property Return Forms. Envelope Sizes may not be changed. A #10 envelope was included in addendum # 1 and a sample 6x9 envelope is attached as Exhibit A in this addendum.

- 2. Will Fayette County keep a postage account for the Postage mailing?
Will Postage be paid for before mailing or after?**

Postage can be paid before the mailing.

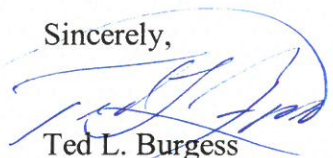
Received by (Name): _____ Company _____

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.

The time allowed for questions has expired.

Sincerely,



Ted L. Burgess
Director of Purchasing

EXHIBIT A

6 x 9 WINDOW ENVELOPE SAMPLE

U.S. Postage Paid
Spokane, Washington
The Master's Touch, LLC

↓ FROM ↓

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

RECEIVED
JUL 06 2021
FAYETTE COUNTY
Board of Assessors

OFFICIAL TAX MATTER

↓ MAIL TO ↓

1889*6**G50**0.891**1/3*****AUTO5-DIGIT 30215

[REDACTED]

320 LANIER AVE W STE 200
FAYETTEVILLE GA 30214-7443



NIXIE 500 PE 1270 0007/02/21

RETURN TO SENDER
NOT DELIVERABLE AS ADDRESSED
UNABLE TO FORWARD

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BC: 30214190499 *2091-03797-02-19

