



## COBB COUNTY PURCHASING DEPARTMENT

1772 County Services Parkway  
Marietta, Georgia 30008-4012  
(770) 528-8400 /FAX (770) 528-1154  
Email: [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org)  
[www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov)

# IMPORTANT NOTICE – PLEASE READ CAREFULLY!!

ALL bids **MUST** be received at the Cobb County Purchasing Department.

**BIDS MUST BE RECEIVED BEFORE 12:00 (NOON)  
ON BID OPENING DAY**

Any bid received later than 12:00 (noon) will not be accepted. The County accepts no responsibility for delays in the mail. Bids are to be mailed or delivered to:

**COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GA 30008-4012**

**PLEASE CHECK bid specifications and advertisement for document requirements.**

Documents/Forms listed below **MUST** be submitted when required.

Omission of these documents /forms will cause your bid/proposal to be declared **NON-RESPONSIVE**.

- **BID SUBMITTAL FORM**
  - ▶ *Official Signature is required on this form guaranteeing the quotation.*
- **CONTRACTOR AFFIDAVIT and AGREEMENT – Exhibit A (Not Required)**
  - ▶ *Affidavit **MUST** be signed, notarized and submitted with any bid requiring the performance of physical services. If the affidavit is not submitted at the time of the bid, bid will be determined non-responsive and will be disqualified.*
- **BID BOND (Not Required)**

**If your firm is classified as a Disadvantaged Business Enterprise (DBE) please complete Exhibit B** with bid response. A Disadvantaged Business Enterprise (DBE) is generally defined as a Female, Black American, Hispanic American and any other minority owned business.

All vendors are required to submit the ORIGINAL AND AT LEAST one (1) duplicated copy of any bid submitted to Cobb County. Please refer to your bid specifications to determine if more than one (1) copy is required. Non-submission of a duplicate copy may disqualify your bid/proposal.

A “**SEALED BID LABEL**” has been enclosed to affix to your bid. This label **MUST** be affixed to the outside of the envelope or package, **even if it is a “NO BID” response**. Failure to attach the label may result in your bid being opened in error or not routed to the proper location for consideration. No bid will be accepted after the date and time specified.

**Thank you in advance for your cooperation.**

ADVERTISEMENT FOR BIDS  
COBB COUNTY PURCHASING DEPARTMENT

**BID OPENING DATE: MARCH 10, 2011**

Cobb County will receive Sealed Bids before 12:00 NOON, March 10, 2011 in the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008 for:

**SEALED BID # 11 – 5562  
ANNUAL CONTRACT  
PRINTING OF VARIOUS TAX BILLS AND INSERTS  
COBB COUNTY TAX COMMISSIONERS OFFICE**

**No bids will be accepted after the 12:00 noon deadline.**

Bids are opened at 2:00 p.m. at Cobb County Purchasing Department, 1772 County Services Parkway, 2nd Floor, Bid/Meeting Room, Marietta, GA 30008

No bid may be withdrawn for a period of sixty (60) days after date of bid opening, unless otherwise specified in the bid documents. Cobb County will consider the competency and responsibility of bidders in making the award. Cobb County reserves the right to reject any and all bids, to waive informalities and technicalities, to reject portions of the bids, and to award contracts in a manner consistent with the County and the laws governing the State of Georgia.

**The Georgia Security and Immigration Compliance Act Affidavit form must be submitted with all bid packages involving the “performance of physical services” in order to be considered**

This solicitation and any addenda are available for download in PDF format on the Cobb County purchasing website. [www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov)

Advertise: FEBRUARY 25, 2011  
MARCH 4, 2011



## BID SUBMITTAL FORM

SUBMIT BID/PROPOSAL TO:  
COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GA 30008-4012

**BID/PROJECT NUMBER: 11-5562**  
**ANNUAL CONTRACT**  
**PRINTING OF VARIOUS TAX BILLS AND INSERTS**  
**COBB COUNTY TAX COMMISSIONER'S OFFICE**

**DELIVERY DEADLINE: MARCH 10, 2011 BEFORE 12:00 (NOON) EST**  
**(NO BIDS/PROPOSALS WILL BE ACCEPTED AFTER THIS DEADLINE).**

BID OPENING DATE: MARCH 10, 2011 @ 2:00 P.M. IN THE PURCHASING DEPARTMENT BID ROOM.

BUSINESS NAME AND ADDRESS INFORMATION:

Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Company address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

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**NAME AND OFFICIAL TITLE OF OFFICER GUARANTEEING THIS QUOTATION:**

(PLEASE PRINT/TYPE)      NAME      TITLE

**SIGNATURE OF OFFICER ABOVE:** \_\_\_\_\_  
(SIGNATURE)

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

BIDDER WILL INDICATE TIME PAYMENT DISCOUNT: \_\_\_\_\_

BIDDER SHALL INDICATE MAXIMUM DELIVERY DATE: \_\_\_\_\_

Bids received after the date and time indicated will not be considered. Cobb County reserves the right to reject any and all bids, to waive informalities, to reject portions of the bid, to waive technicalities and to award contracts in a manner consistent with the county and the laws governing the state of Georgia.

The enclosed (or attached) bid is in response to Bid Number 11-5562; is a firm offer, **as defined by section O.C.G.A. (s) 11-2-205 of the code of Georgia (Georgia laws 1962 pages 156-178)**, by the undersigned bidder. This offer shall remain open for acceptance for a period of 60 days calendar days from the bid opening date, as set forth in this invitation to bid unless otherwise specified in the bid documents.

**NOTICE TO BIDDERS - - BID QUOTES MUST INCLUDE INSIDE DELIVERY CHARGES**

Advertise Dates: FEBRUARY 25, 2011  
MARCH 4, 2011

## SEALED BID LABEL

### **SEALED BID ENCLOSED**

DELIVER TO:  
COBB COUNTY PURCHASING  
1772 County Services Parkway  
Marietta, GA 30008-4012

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**SEALED BID # 11-5562 DATE: March 10, 2011**

**BIDS MUST BE RECEIVED BEFORE 12:00 NOON**

**DESCRIPTION: Annual Contract  
Printing of Various Tax Bills and Inserts**

**PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE**



*Cobb County...Expect the Best!*

**"STATEMENT OF NO BID"**

COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GA 30008

TO ALL PROSPECTIVE BIDDERS:

Because of the many requests to be placed on our vendors' list, we are continuously updating the list. While we want to include all bona fide vendors, we do not want to mail bids to those vendors who may no longer be interested in participating in our bidding process.

If you do not choose to respond to the attached Invitation to Bid/Request for Proposal, please fill out the form below indicating whether or not you want to be retained on our current vendor list.

Vendors who do not respond in any way (by either submitting a bid or by returning this form) over a period of one year may be removed from the current vendor list.

**Vendors who do not wish to bid often return the entire bid package, sometimes at considerable postage expense. Returning the entire bid package is not necessary. Simply return this form.**

Thank you for your cooperation.  
Cobb County Purchasing Department

**"STATEMENT OF NO BID"  
SEALED BID NUMBER 11-5562  
ANNUAL CONTRACT  
PRINTING OF VARIOUS TAX BILLS AND INSERTS**

If you do not wish to respond to the attached Invitation to Bid/Request for Proposal, please complete this form and mail/fax to: **Cobb County Purchasing Department, Attention: Sealed Bid Department, 1772 County Services Parkway, Marietta, GA. Fax # 770-528-1154**

I do not wish to submit a bid/proposal on this solicitation.

**I wish to be retained on the vendor list for this commodity or service: Yes \_\_\_\_\_ No \_\_\_\_\_**

Please PRINT the following:

\_\_\_\_\_ Company

\_\_\_\_\_ Representative

You are invited to list reasons for your decision not to bid: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



*Cobb County...Expect the Best!*

**INVITATION TO BID**

**SEALED BID # 11-5562  
ANNUAL CONTRACT  
PRINTING OF VARIOUS TAX BILLS AND INSERTS  
COBB COUNTY TAX COMMISSIONER'S OFFICE**

**BID OPENING DATE: MARCH 10, 2011**

BIDS ARE RECEIVED IN THE  
COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GEORGIA 30008  
**BEFORE 12:00 (NOON) BY THE BID OPENING DATE**

BIDS WILL BE OPENED IN THE COBB COUNTY PURCHASING DEPARTMENT  
**BID/MEETING ROOM AT 2:00 P.M.**

**VENDORS ARE REQUIRED TO SUBMIT THE ORIGINAL AND 1 COPY OF BID  
(UNLESS OTHERWISE SPECIFIED IN BID SPECIFICATIONS)**

**N.I.G.P. COMMODITY CODE: 96635**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL \_\_\_\_\_

**NOTE: The Cobb County Purchasing Department will not be responsible for the accuracy or completeness of the content of any Cobb County Invitation to Bid or Request for Proposal or subsequent addenda thereto received from a source other than the Cobb County Purchasing Department.**

**Invitation to Bid**  
**Printing of Various Tax Bills and Inserts**  
**Cobb County Tax Commissioner's Office**  
**Sealed Bid #11-5562**

**Scope of Services**

Vendors are invited to submit a bid for the Purchase Printing of Various Tax Bills and Inserts for the Cobb County Tax Commissioner's Office.

Bids are due to the Cobb County Purchasing Department located at 1772 County Services Parkway, Marietta, Georgia. 30008, before 12:00 (Noon) on **March 10, 2011**. Late bids will not be accepted.

Please submit an original and one (1) copy to:  
Cobb County Purchasing Department  
1772 County Services Parkway  
Marietta, GA 30008

**Cobb County Georgia 2011 Tax Bill Specifications**

**Summary:**

Vendor is required to process, print and mail approximately 259,000 property tax bills based on Vendor's data interpretation and analysis of County's tax calculation flat file. Vendor must have the ability to print and/or pick up inserts and include appropriate inserts in tax bills as specified by business rules.

<b><u>Estimated Quantity</u></b>	<b><u>Description</u></b>
<b>96,000 + samples</b>	<b>Real Property bills</b>
<b>15,000 + samples</b>	<b>Personal Property bills</b>
<b>136,000 + samples</b>	<b>Mortgage bills</b>
<b>12,000 + samples</b>	<b>Multi bills</b>

**Composition:**

Litho printing 4 color face and 2 color back of bills (black/blue/gold/red for Real Property, Mortgage and Multi bills and black/green/gold/red for Personal Property bills); laser printed variable information; one or more lines of variable information must be printed in red; Vendor must utilize advanced imaging technology and equipment to produce *high quality* bar code (3 of 9 font) on payment coupon (not less than 240 x 240 DPI) readable by Cobb County scanner; payment coupon bar code must determine roll type, tax year and parcel ID and must be visible through window envelope. Composition of each bill type is different. Vendor must also utilize advanced technology and equipment to produce *high quality* 2D bar code on payment coupon to the right of (3 of 9) bar code; bar code must determine roll type, tax year, parcel ID, exemption code, total amount due, back tax years and appeal amount. Coupon to include automatic data capture lay out; location of boxes or shading must be consistent on forms to ensure data readability with option to be printed using "no-repro" drop-out ink specified by Cobb County.

#10 window outgoing envelope printed 2 color (black/green for Personal Property and black/blue for others); option for additional color graphics on back of envelope; #9 business reply envelope for (Real and Personal Property bills only) printed 1 color with black band at left top and side and bar coded to meet postal regulations. All typesetting and design work to be done by Vendor. Vendor to process *all* printed materials through approved spell check software.

**Construction:**

Printed on white 32# OCR Bond/Ledger 8 ½ x 11” paper folded to 8 ½ x 3 ⅔” when finished; cross perf at bottom third to create coupon; inserted in #10 window envelope (24# White Wove) *with* #9 business reply envelope (Real and Personal Property bills only) and up to two inserts.

**Tax file processing/Mail preparation:**

Vendor must have onsite USPS Certified NCOALink processing. Vendor must process tax bill extract file against USPS certified CASS software and a USPS recognized address correction service must be performed in order to obtain 1<sup>st</sup> Class Automation Mailing Rates or best possible postage rates. Vendor must supply Cobb County with text file electronically and hard copy of address changes. Cobb County will review address changes and instruct Vendor which records will receive changes.

**Vendor will utilize a Cobb County indicia preprinted permit on outgoing envelope. Bills must be mailed from Vendor’s production site by August 13, 2011.** Vendor must process, print, sort and deliver bills to Post Office with completed required USPS forms in compliance with USPS regulations to achieve best discount mail rates. Foreign mail pieces must include appropriate postage. “Multi” tax bills are bills for multiple (more than 5) properties owned by one taxpayer. Vendor will sort “Multi” bills in alpha order by owner, combine in one envelope, and match with correct mailing label (owner last name and first 4 digits of mailing address) provided by Vendor and mail with appropriate postage. Only one Tax Bill Brochure insert will be mailed with each envelope of multi bills.

Vendor must provide Tori Steele and Beth Martin, Cobb County Tax Commissioner’s Office with postal breakdown prior to production and copies of government #3600 USPS Postage Statement of mailing with permit subsequent to mailing. Vendor must notify Tori Steele fourteen (14) working days in advance of amount needed for postage. Postage will be paid by Cobb County separate from printing project. A report by the Vendor must be provided upon completion of the printing of tax bill showing the number of bills mailed along with a breakdown of mailing pieces in each price point.

**Project Requirements:**

Vendor will work with designated Cobb County representatives as necessary to facilitate project. Vendor must be willing to devote the time and personnel resources necessary to work as needed within the timeline established by Cobb County. Vendor must base all computation of time required to print tax bills on calendar days, not work days, to ensure tax bills are mailed on schedule. Vendor selected must be flexible and accommodate reasonable Cobb County changes in scheduling. Vendor must ensure quality control of printed tax bills. Cobb County will provide Business Rules to be used by Vendor to print variable information. Upon request Cobb County will provide a copy of the 2011 business rules outlining multiple requirements relating to data placement. For security purposes, Vendor must have onsite programming and development and not utilize contract developers. Cobb County will send test/sample tax bill fixed length text file via e-mail; Cobb County will proof and approve all printed materials including changes and/or

corrections. Real time proofs and document viewing must be available through an online customer secure portal. Proofs must receive sign-off by Tori Steele, Chief Clerk, Beth Martin, Executive Secretary or Gail Downing, Tax Commissioner. Cobb County may supervise printing of bills and will require “live” documents from each run for test purposes. Additionally, a minimum of 50 “live” samples of each bill type will be shipped to Cobb County. The test documents and samples will be billed only on a per unit basis. Bid must include *all project costs excluding postage* (extra inventory of forms and envelopes for error margin; mailing of multis and foreign pieces, delivery to Post Office, overnight mailing or courier of samples and live samples; all mailing services such as folding and stuffing; live test runs; destroy and/or return fees for surplus materials and postal tax file processing). Exact quantities will be provided based on the tax bill extract. Vendor is requested to submit a bid for printing of *Inserts and 85% letter*, as per enclosed specs, as separate items.

Invoices shall be processed *tax exempt* (tax exempt # will be provided) and mailed no later than August 31, 2011 to Tori Steele or Beth Martin, Cobb County Tax Commissioner’s Office. Vendor must provide at least three (3) references from similar tax bill printing projects or large volume printing jobs (at least one must be from a Georgia public sector Tax Assessor or Tax Commissioner’s Office) with contact person and specific information.

**Data Requirements:**

Data (4-5 separate files) will be supplied to Vendor electronically along with a file layout. Vendor must have the ability to print variable information based on the content of particular data fields within the guidelines, rules and exceptions established by Cobb County. Vendor must have a working knowledge of IAS data extract tables and fields. Vendor must provide electronic bill layout with static data to facilitate dynamic bill generation for web or intranet.

**Final Tax Data:**

Vendor must have the ability to produce a soft copy of the final variable tax data on CD including variable colors.

## **Cobb County Georgia 2011 85% Letter Specifications**

Letter – Estimated quantity 6,000 + samples

### **Construction:**

Letter printed on white 8 ½ x 11 paper with Tax Commissioner seal in black ink. Paper folded as an insert to fit in #10 tax bill window envelope. All typesetting and design work to be done by Vendor. Vendor to process *all* printed materials through approved spell check software. Vendor must have ability to print and include in specific tax bills as specified by business rules.

### **Letter and mail preparation:**

Text will be provided via e-mail as a word document. Mailing/address information will be provided via e-mail as a tab delimited text file.

### **Project Requirements:**

Vendor must meet with designated Cobb County representatives as necessary to facilitate project. Vendor must be willing to devote the time and personnel resources necessary to work within the timeline established by Cobb County. Vendor must base all computations of time required to print letters on calendar days, not work days, to ensure letters are mailed on schedule. Cobb County must ensure the Vendor selected is flexible and can accommodate changes in scheduling and work within timeline. Vendor must ensure quality control of printing. Cobb County will proof and approve all printed material including changes and/or corrections. Proofs must receive sign-off by Tori Steele, Chief Clerk, Beth Martin, Executive Secretary or Gail Downing, Tax Commissioner. Cobb County will supervise printing of letters and will require “live” samples for test purposes. Real time proofs and document viewing must be available through an online customer secure portal. Test samples will be billed only on a per unit basis. Bid must include *all project costs*. Invoices should be processed *tax exempt* (tax exempt # will be provided) and mailed no later than August 31, 2011 to Tori Steele or Beth Martin, Cobb County Tax Commissioner’s Office.

### **Data Requirements:**

Data will be supplied to vendor electronically along with file layout or a specific method to be determined by Vendor and Cobb County. Data can be selected from tax billing file or they may be e-mailed to Vendor as a separate file. Final letter count is determined from tax billing file. All accounts that have data in the appeal amount field would receive a letter.

### **Final Tax Data:**

Vendor must have the ability to produce a soft copy of the final 85% letters on CD.

**Tax Bill Insert Specifications**  
**TAG AND TAX BROCHURE 2011**  
**(Optional)**

- Description:** Tag Tips (Tax Bill Stuffer)
- Size and paper stock:** 7" x 8.5" folds to 3.5" x 8.5" on 60 lb. White House Matte Text
- Pre-press:** PDF text file provided by e-mail. Type changes will be required. Proofs required. Proofs must be signed off by Executive Secretary, Chief Clerk or Tax Commissioner. Cobb County will provide sample for layout purposes only, new text will be provided.
- Press:** 4/4 – four color process on both sides, no bleeds
- Bindery:** Trim and fold to finished size.
- Shipping:** Bundle, band and carton pack – 30 lbs. max. for inside delivery. Boxes must be sized to fit number of inserts contained so that the boxes do not collapse or split when stacked or shipped.
- Quantity:** 280,000 copies
- Delivery:** Finished product or samples of final insert proof must be delivered for approval of print quality and any changes and/or corrections.
- Split shipment: 1000 to Tax Commissioner's Office with remainder to mailing facility (possibly out of state). Inserts must arrive at mailing facility by August 1, 2011.
- Requirements:** Vendor must be willing to devote the time and personnel resources necessary to work within the timeline established by Cobb County. Vendor must base all computations of time required to print inserts on calendar days, not work days, to ensure inserts are mailed on schedule. Vendor must ensure quality control of printing.

## **SPECIAL TERMS AND CONDITIONS**

### **I. Contract Period:**

Contract awarded as a result of bids submitted under this Sealed Bid shall extend from the date of award for a period of 12 full months.

### **II. Pricing:**

Prices shall remain firm for the duration of the initial Contract period. Reasonable price changes based on market conditions and price/cost analysis may be made after the initial Contract period. The Contractor shall supply documentation satisfactory to Cobb County, such as: documented changes to Producers Price Indexes; Consumer Price Indexes; or a manufacturer's published notification of price change(s).

Cobb County will evaluate this information to determine if revising the pricing is considered fair and reasonable to the satisfaction of Cobb County. Requests for any such change must be received in writing by the Cobb County Purchasing Department thirty (30) days prior to the expiration of the original contract term. The County may cancel the contract if the price increase request is not approved.

All price reductions at the manufacturers' or distributors' level shall be reflected in a reduction of the contract price(s) to Cobb County retroactive to the effective date of the price reduction(s).

### **III. Option to Extend the Term of Contract:**

Contract is renewable, at the option of Cobb County Government, and upon written agreement by the vendor. However, the total duration of this contract, including the exercise of any options, shall not exceed three (3) years (basic year and two (2) one (1) year options).

# Cobb County General Instructions for Bidders, Terms and Conditions

## I. Preparation of Bids

Each bidder shall examine the drawings, specifications, schedule and all instructions. Failure to do so will be at the bidder's risk, as the bidder will be held accountable for their bid response.

Unit price for each quotation shall be shown and such price shall include packing unless otherwise specified, along with a total and grand total where applicable. In case of discrepancy between a unit price and extended price, the unit price will be presumed correct.

Each bidder shall furnish all information required by the bid form or document. Each bidder shall sign the bid and print or type his or her name on the schedule. The person signing the bid must initial erasures or other changes. An authorized agent of the company must sign bids.

Invitations to Bid (ITB) issued by Cobb County are advertised on the Cobb County Internet site, [www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov) and every Friday in the Marietta Daily Journal.

## II. Delivery

Each bidder should state the time of proposed delivery of goods or services. Words such as "immediate", "as soon as possible", etc. shall not be used. The known earliest date or the minimum number of calendar days required after receipt of order (delivery A.R.O.) shall be stated (if calendar days are used, include Saturday, Sunday and holidays in the number).

## III. Explanation to Bidders

Any explanation desired by a bidder regarding the meaning or interpretation of the invitation for bids, drawings, specifications, etc. must be **received by 5:00 pm on March 1, 2011** in order for a reply to reach all bidders before the close of the bid. Any information concerning an Invitation to Bid (ITB) will be furnished to all prospective bidders as an addendum if such information is necessary or if the lack of such information would be prejudicial to uninformed bidders.

**Submit questions in writing to:**

**Cobb County Purchasing**

**1772 County Services Parkway**

**Marietta, GA 30008**

**Fax: 770-528-1154**

**Email: [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org)**

The written bid documents supersede any verbal or written communication between parties. Addenda are posted on the Purchasing web site: [www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov). Receipt of addenda should be acknowledged in the bid. It is the bidder's ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal.

#### **IV. Submission of Bids**

Bids shall be enclosed in sealed envelopes, addressed to the Cobb County Purchasing Department with the name of the bidder, the date and hour of opening and the invitation to bid number on the face of the envelope. Bids must be received in the Purchasing Department no later than the date and time (determined by the date/time stamp in the department) set forth in the Invitation to Bid. It is the sole responsibility of the bidder to ensure that his or her bid reaches the Purchasing Department. Telegraphic/faxed bids will not be considered. Any addenda should be enclosed in the sealed envelopes as well. The bids will be publicly opened and read at the time and place set forth in the Invitation to Bid.

Samples of items, when required, must be submitted within the time specified and, unless otherwise specified by the County, at no expense to the County. Unless otherwise specified, samples will be returned at the bidder's request and expense if items are not destroyed by testing. Items offered must meet required specifications and must be of a quality, which will adequately serve the use and purpose for which intended.

Full identification of each item bid upon, including brand name, model, catalog number, etc. must be furnished to identify exactly what the bidder is offering. The bidder must certify that items to be furnished are new and that the quality has not deteriorated so as to impair its usefulness.

If no items are bid on, the "Statement of No Bid" must be returned, with the envelope plainly marked "No Bid" including the bid number. Where more than one item is listed, any items not bid upon must be indicated "No Bid".

Unsigned bids will not be considered except in cases where bid is enclosed with other documents, which have been signed. The County will determine this.

Cobb County is exempt from federal excise tax and Georgia sales tax with regards to goods and services purchased directly by Cobb County. Suppliers and contractors are responsible for federal excise tax and sales tax, including any taxes for materials incorporated in county construction projects. Suppliers and contractors should contact the State of Georgia Sales Tax Division for additional information. Tax Exemption Certificates will be furnished upon request.

Information submitted by a bidder in the bidding process shall be subject to disclosure after the public opening in accordance with the Georgia Open Records Act. Each page of proprietary information must be identified. Entire bid may not be deemed proprietary.

#### **V. Withdraw Bid Due To Errors**

The bidder shall give notice in writing of his claim of right to withdraw his bid without penalty due to an error within two (2) business days (48 hours) after the conclusion of the bid opening. Bids may be withdrawn from consideration if the price was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of

work, labor or material made directly in the compilation of the bid, which unintentional arithmetic or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. The bidder's original work papers shall be the sole acceptable evidence of error and mistake if he elects to withdraw his bid. If a bid is withdrawn under the authority of this provision, the lowest remaining responsive bid shall be deemed to be low bid. Bid withdrawal is not automatically granted and will be allowed solely at the discretion of Cobb County.

No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.

#### **VI. Testing and Inspection**

Since tests may require several days for completion, the County reserves the right to use a portion of any supplies before the results of tests are determined. Cost of inspections and tests of any item, which fails to meet specifications, shall be borne by the bidder.

#### **VII. F.O.B. Point**

Unless otherwise stated in the Invitation to Bid and any resulting contract or unless qualified by the bidder, items shall be shipped F.O.B. Destination. The seller shall retain title for the risk of transportation, including the filing for loss or damages. The invoice covering the items is not payable until items are delivered and the contract of carriage has been completed. Unless the F.O.B. clause states otherwise, the seller assumes transportation and related charges either by payment or allowance.

#### **VIII. Patent Indemnity**

The contractor guarantees to hold the County, its agents, officers or employees harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of contract, for which the contractor is not the patentee, assignee or licensee.

#### **IX. Award**

Award will be made to the lowest responsive and responsible bidder. Conditional bids are not be acceptable. The quality of articles to be supplied, their conformity with the specifications, their suitability to the requirements of the County and the delivery terms will be taken into consideration in making the award. The County may make such investigations as it deems necessary to determine the ability of the bidder to perform and the bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract. The County reserves the right to reject or accept

any or all bids and to waive technicalities, informalities and minor irregularities in bids received.

The Bidder does not have the exclusive right to fill all of the County's requirements for the goods or services awarded nor will the County be obligated to purchase the estimated annual quantity or any quantity contained in the bid document.

The County reserves the right to make an award as deemed in its best interest, which may include awarding a bid to a single bidder or multiple bidders; or to award the whole bid, only part of the bid or none of the bid to single or multiple bidders, based on its sole discretion of its best interest. In case of a tie bid, the award will be made as follows:

1. The bid will be awarded to the in-county vendor.
2. The bid will be awarded to the in-state vendor.
3. The bid will be awarded to the vendor with the lesser total dollar volume.

The County reserves the right to award by line item to more than one vendor. The County reserves the right to negotiate a lower price than the bid award price on any line item with the successful vendor, should the quantity required significantly exceed those on the Invitation to Bid. If the County is unable to negotiate an acceptable price, it reserves the right to rebid the item(s) involved. If after the award of the bid there is a decrease in the price of a product from the manufacturer or a rebate, the successful bidder will pass that price decrease and/or rebate onto the County.

Time payment discounts will be considered in arriving at net prices and in award of bids. Offers of discount for payment within ten (10) days following the end of the month are preferred.

## **X. Delivery Failures**

Failure of a contractor to deliver within the time specified or within reasonable time as interpreted by the Purchasing Director or failure to make replacement of rejected articles/services when so requested, immediately or as directed by the Purchasing Director, shall constitute authority for the Purchasing Director to purchase in the open market articles/services of comparable grade to replace the articles/services rejected or not delivered. On all such purchases, the contractor shall reimburse the County within a reasonable time specified by the Purchasing Director for any expense incurred in excess of contract prices or the County shall have the right to deduct such amount from monies owed the defaulting contractor. Alternatively, the County may penalize the contractor one percent (1%) per day for a period of up to ten (10) days for each day that delivery or replacement is late. Should public necessity demand it, the County reserves the right to use or consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Director.

## **XI. County Furnished Property**

No material, labor or facilities will be furnished by the County unless so provided in the invitation to bid.

## **XII. Rejection of Bids**

Failure to observe any of the instructions or conditions in this invitation to bid may constitute grounds for rejection of bid.

## **XIII. Contract**

Each bid is received with the understanding that the acceptance in writing by the County of the offer to furnish any or all commodities or services described therein shall constitute a contract between the bidder and the County which shall bind the bidder on his part to furnish and deliver the articles quoted at the prices stated in accordance with the conditions of said accepted bid. The County, on its part, may order from such contractor, except for cause beyond reasonable control and to pay for, at the agreed prices, all articles specified and delivered. Payment terms are net thirty (30) days after receipt of invoice.

The Price and all unit prices shown shall be deemed to include all costs of Contractor's performance of the Work as set forth in the Bid Documents, including, but not limited to, the costs of labor, supervision, travel, services, materials, equipment, tools, scaffolds, hoisting, transportation, storage, insurance and taxes.

Upon receipt of a bid package, containing a Cobb County "Sample Contract" as part of the requirements, it is understood that the bidder has reviewed the documents with the understanding that Cobb County requires all agreements between the parties must be entered into via this document. If any exceptions are taken to any part, each must be stated in detail and submitted as part of the bid. If no exceptions are stated, it is assumed that the bidder fully agrees to the provisions contained in the "Sample Contract" in its entirety. The County reserves the right to make alterations to Sample Contracts.

## **XIV. Non-Collusion**

By submission of a bid, the Vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the proposal have been arrived at independently without collusion, consultation, communications or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.
- (c) No attempt has been made or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Collusions and fraud in bid preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

## **XV. Conflict of Interest, Etc.**

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this ITB, and
2. That no employee of the County, nor any member thereof, not any public agency or official affected by this ITB, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this ITB.

By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

- a) The prices in the bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- b) Unless other wise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
- c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or cooperation to submit or not to submit a bid for the purpose of restricting competition.

For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

The successful responding firm shall require each of its sub-consultant(s) to sign a statement certifying to and agreeing to comply with the terms of the Sub-sections above.

## **XVI. Default**

The contract may be cancelled or annulled by the Purchasing Director in whole or in part by written notice of default to the contractor upon non-performance or violation of contract terms. An award may be made to the next low responsive and responsible bidder or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting contractor (or his surety) shall be liable to the County for costs to the County in excess of the defaulted contract prices; provided, however, that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the contractor to deliver materials or services within the time stipulated on his bid, unless extending in writing by the Purchasing Director, shall constitute contract default.

## **XVII. Disputes**

Except as otherwise provided in the contract documents, any dispute concerning a question of fact arising under the contract which is not disposed of shall be decided after a hearing by the Purchasing Director, who shall reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the contractor. The decision of the Purchasing Director shall be final and binding; however, the contractor shall have the right to appeal said decision to a court of competent jurisdiction.

## **XVIII. Substitutions**

Bidders offering and quoting on substitutions or who are deviating from the attached specifications shall list such deviations on a separate sheet to be submitted with their bid. The absence of such a substitution list shall indicate that the bidder has taken no exception to the specifications contained herein.

## **XIX. Ineligible Bidders**

The County may choose not to accept the bid of a bidder who is in default on the payment of taxes, licenses or other monies due to the County. Failure to respond three (3) consecutive times for any given commodity/service may result in removal from the supplier list under that commodity/service.

## **XX. Alterations of Documents**

Alterations of County documents are strictly prohibited and will result in automatic disqualification of the firm's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the firm may make notes to those areas, but may not materially alter any document language.

## **XXI. Termination for Convenience**

The County, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the County shall be liable only for goods or services delivered or accepted. The County Notice of Termination may provide the contractor thirty (30) days prior notice before it becomes effective. However, at the County's sole option a termination of convenience may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole.

## **XXII. Inter-governmental Agreement**

Other cities and Authorities located in Cobb County will be allowed to purchase identical items at the same price and upon the same terms and conditions, pursuant to the Intergovernmental Cooperative Purchasing Agreements entered into between the BOC and Cobb County Governmental entities listed under the Intergovernmental Cooperative Purchasing Program. These entities include the Cobb County Board of Education and Cities of Acworth, Austell, Kennesaw, Smyrna, Marietta and Powder Springs and the Cobb

County-Marietta Water Authority and the Cobb-Marietta Coliseum and Exhibit Hall Authority.

### **XXIII. Indemnification and Hold Harmless**

By submission of a bid, the selected responding firm agrees to the fullest extent permitted by law to indemnify Cobb County and protect, defend, indemnify and hold harmless Cobb County, its officers, officials, employees and volunteers from and against all claims, actions, liabilities, losses (including economic losses) or costs arising out of any actual or alleged a) bodily injury, sickness, disease or death; or injury to or destruction of tangible property including the loss of use resulting there from; or any other damage or loss arising out of or resulting claims resulting in whole or part from any actual or alleged act or omission of the responding firm, sub-consultant, anyone directly or indirectly employed by any firm or sub-consultant; or anyone for whose acts any of them may be liable in the performance of work; b) violation of any law, statute, ordinance, governmental administrative order, rule, regulation or infringements of patent rights or other intellectual property rights by the responding firm in the performance of work; or c) liens, claims or actions made by the responding firm or other party performing the work, as approved by Cobb County. The indemnification obligations herein shall not be limited by any limitation on the amount, type of damages, compensation or benefits payable by or for the responding firm or its sub-consultant(s), as approved by the County, under workers' compensation acts, disability benefit acts, other employee benefit acts or any statutory bar or insurance.

### **XXIV. Special Terms and Conditions**

Should these General Terms and Conditions be in conflict with any attached Special Terms and Conditions, the Special Terms and Conditions will control.

**XXV. Disadvantaged Business Enterprises (DBE): The following provisions should be carefully read to determine applicability to your business.**

Cobb County Government encourages the participation of all businesses in offering their services and/or products. The Cobb County Government has the goal to fairly and competitively procure the best product at the most reasonable cost.

A Disadvantaged Business Enterprise (DBE) is generally defined as a Female, Black American, Hispanic American and any other minority owned business. The Federal Government has long had program in place to ensure participation of DBE vendors and suppliers. The State of Georgia has established a similar program whereby DBE firms are defined, certified and made known. This effort is managed by the Georgia Department of Transportation (GDOT). More information can be obtained from GDOT web site:

1. <http://www.dot.state.ga.us/eo-div/index.shtml>

The Cobb County Government addresses DBE business participation (frequency and dollar value) in the following ways:

1. Cobb County wishes to identify all DBE participation; both at the contractor and sub-contractor levels in the following ways.
  - a. DBE businesses are requested to identify such status at the time they register as a vendor.
  - b. DBE businesses are requested to identify themselves at the time they propose to do business. Please complete **EXHIBIT B** if applicable and return with bid submittal.
  - c. All businesses will receive with each Purchase Order an instruction sheet for use of the furnished *Cobb County Government DBE Participation Report*, **EXHIBIT C**. Businesses are requested to complete this report and submit it with each invoice for the time period billed.
2. Cobb County has established a Disadvantaged Business Enterprise Plan in accordance with the regulations of the U.S. Department of Transportation (U. S. Department of Transportation (USDOT), 49 CFR Part 26.) The Cobb County Department of Transportation is the lead agency for implementing the USDOT DBE Program for the County.

*The Plan applies only to projects which are clearly indicated by the County.*

**EXHIBIT B**

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) IDENTIFICATION FORM**

A Disadvantaged Business Enterprise (DBE) is generally defined as a Female, Black American, Hispanic American and any other minority owned business. If your firm is classified as a Disadvantaged Business Enterprise (DBE), please complete this form and submit with bid response or send to:

Cobb County Purchasing Department  
Attn: Purchasing Director  
1772 County Services Parkway  
Marietta, GA 30008  
Fax: 770-528-1154  
Email: [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org)

Name of Business: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

Certification Number: \_\_\_\_\_

Name of Organization Certification \_\_\_\_\_

**This information is acquired for informational purposes only and will have no bearing on the award unless otherwise stated**

**Instructions for Completing Exhibit C**  
**Disadvantaged Business Enterprise (DBE)**  
**Participation Report**

**All Cobb County Government contractors or vendors are requested to complete a report descriptive of any DBE subcontractor involvement in work for which the government is making payment. If otherwise specified in an RFP/ITB or contract, additional reporting forms may be required as well.**

The objective of this request is to assist in the identification of Disadvantaged Business Enterprise (DBE) business participation with the Cobb County Government and to quantify that participation.

The Cobb County Government does not administer a DBE Certification Program. The principle certification agency for the State of Georgia is the Georgia Department of Transportation. As a Contractor/Vendor you are not responsible for verification of any DBE Certification information of your subcontractor.

**\*\*\* Instructions \*\*\***

1. Contractor/Vendor is furnished the one-page ***DBE Monthly Participation Report*** with each Cobb County Government-issued Purchase Order.
2. Contractor/Vendor completes this report for each billing period and attaches it to the invoice to then be sent to the County department/agency receiving the service or product.
3. Upon receipt of a Contractor/Vendor invoice and DBE report, the County department/agency receiving the service or product should keep a copy of the completed DBE report for their reporting process. In order to add or verify the prime contractor is registered as a DBE vendor in AMS, the County department/agency should send a copy of the DBE report to:

Cobb County Purchasing Division  
Attn.: DBE Report

A Disadvantaged Business Enterprise (DBE) is a firm that is under the control of someone in an ownership position (at least 51%) that:

1. Has membership in one or more of the following groups: Female, Black American, Hispanic American, Native American, Subcontinent Asian American and Asian-Pacific America. There may be other groups that may be eligible to be certified as DBE.
2. Is a U.S. citizen or lawfully admitted permanent resident of the U.S.
3. Has a personal net worth which does not exceed \$750,000.
4. The business meets the Small Business Administration's size standard for a small business. Its annual gross receipts for the three previous fiscal years cannot have exceeded \$22,410,000. Depending on the type of work the business performs, other size standards may apply.
5. The business is organized as a for-profit business.
6. The business may also be DBE eligible as a certified U.S. Small Business Administration 8 (a) program.

**Exhibit C**  
**Cobb County Government Disadvantaged Business Enterprise Participation**  
**Monthly Report**

**Contractor/Vendor:** Please keep this blank report to make copies as needed. Print or type in the report, then send the completed report to the County department/agency receiving the service or product.

**County Departments:** Keep a copy of this completed report and use the dollar figures to input into your quarterly DBE report to the DBE Liaison (Records Management Division). If you already have a similar reporting method of gathering the dollar figures continue to use it. Send a copy of this completed report to the Purchasing Division (Attn: DBE Report) to add or verify the prime contractor is registered as a DBE vendor in AMS.

Submitted by: \_\_\_\_\_ Month Invoiced: \_\_\_\_\_  
Name of Prime Contractor/Vendor From/To:

Cobb County Project Name: \_\_\_\_\_ Bid or P.O. Number: \_\_\_\_\_

Cobb County Department or Agency receiving service or product: \_\_\_\_\_

Description of Purchased Service/Product: \_\_\_\_\_

Full Contracted Amount: \$ \_\_\_\_\_ Payment amount requested at this time: \$ \_\_\_\_\_

1. Are YOU, the Prime Contractor a DBE business? YES \_\_\_\_\_ NO \_\_\_\_\_
2. Are YOUR subcontractors DBE vendors? YES \_\_\_\_\_ NO \_\_\_\_\_

**Please provide information below for each participating DBE subcontractor(s).**

DBE Subcontractor Business Name	Type Service or Product Supplied	DBE Subcontractor Business/Contact Tel. Number	Actual Dollar Value of DBE Subcontractor Participation this Reporting Month
			\$
			\$
			\$
			\$
			\$
			\$

Submitted by: \_\_\_\_\_  
Printed Name

Title or position: \_\_\_\_\_

Signature of Authorized Representative

Date Completed: \_\_\_\_\_

## **VENDOR'S QUALIFICATION STATEMENT**

### **I. VENDOR**

Name of Vendor \_\_\_\_\_

Address of Vendor \_\_\_\_\_

\_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

### **II. BANK REFERENCE**

Primary Bank: \_\_\_\_\_

Relationship officer responsible for account: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### **III. BACKGROUND**

Has Contractor ever done business under a different name? \_\_\_\_\_

If so, provide names: \_\_\_\_\_

Prior projects with Cobb County: \_\_\_\_\_

### **SIMILAR PROJECT EXPERIENCE**

1. Name of project: \_\_\_\_\_

Address of project: \_\_\_\_\_

Contact person with Owner: \_\_\_\_\_

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

2. Name of project: \_\_\_\_\_

Address of project: \_\_\_\_\_

Contact person with Owner: \_\_\_\_\_

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

3. Name of project: \_\_\_\_\_  
Address of project: \_\_\_\_\_  
Contact person with Owner: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

CONTRACTOR ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDUMS:

# \_\_\_\_\_, Dated \_\_\_ / \_\_\_ / \_\_\_  
# \_\_\_\_\_, Dated \_\_\_ / \_\_\_ / \_\_\_  
# \_\_\_\_\_, Dated \_\_\_ / \_\_\_ / \_\_\_

The undersigned understands and agrees also to comply with and be bound by the entire contents of the Project Manual.

Bidder: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

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

License: # \_\_\_\_\_

Type of Business Entity:  
\_\_\_\_\_  
(corporation, sole proprietorship, partnership, p.c.)

Individual Members of the Firm  
\_\_\_\_\_  
\_\_\_\_\_

President of the Corporation  
\_\_\_\_\_

Secretary of the Corporation

---

Corporation is organized under the Laws of the State of \_\_\_\_\_

Bid dated this \_\_\_\_\_ day of \_\_\_\_\_ 2011

**BID FORM  
PRINTING OF VARIOUS TAX BILLS  
SEALED BID 11-5562**

<b>ITEM #</b>	<b>DESCRIPTION</b>	<b>ESTIMATED QUANTITY</b>	<b>UNIT OF MEASURE</b>	<b>UNIT COST</b>	<b>TOTAL COST</b>
1	PRINTING OF REAL PROPERTY BILLS	96,000	EACH	\$	\$
2	PRINTING OF PERSONAL PROPERTY BILLS	15,000	EACH	\$	\$
3	PRINTING OF MORTGAGE BILLS	136,000	EACH	\$	\$
4	PRINTING OF MULTI BILLS	12,000	EACH	\$	\$
5	PRINTING OF 85% LETTERS	6,000	EACH	\$	\$
6	PRINTING OF TAX BILL INSERTS – <b>Optional</b>	280,000	EACH	\$	\$

**Company Name:** \_\_\_\_\_

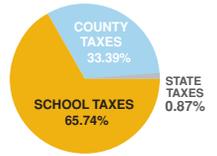


**GAIL DOWNING**  
COBB COUNTY TAX COMMISSIONER

**TORI STEELE**  
CHIEF CLERK

E-mail: tax@cobbtax.org  
Phone: 770-528-8600  
Fax: 770-528-8679

DISTRIBUTION OF  
COBB COUNTY TAX DOLLAR



**PAY BY E-CHECK OR CREDIT CARD AT  
WWW.COBBTAX.ORG OR 1-866-PAYCOBB (729-2622).  
FEES APPLY TO HELP OFFSET 3<sup>RD</sup> PARTY PROCESSING COSTS.  
COBB COUNTY DOES NOT RETAIN ANY PORTION OF THE FEES.**



**SEE BACK OF BILL FOR  
EXEMPTION AND PAYMENT  
INFORMATION.**

<b>PARCEL ID</b>	<b>Exemption Type:</b>				
<b>PROPERTY ADDRESS</b>					
<b>GROSS VALUE</b>	<b>40% GROSS ASSESSMENT</b>	<b>ACRES</b>	<b>DISTRICT</b>		
<b>TAXING AUTHORITY</b>	<b>GROSS ASSESSMENT</b>	<b>- LESS EXEMPTION</b>	<b>= NET ASSESSMENT</b>	<b>X RATE</b>	<b>= TAX</b>
<b>STATE</b>					
LEVIED BY THE STATE OF GEORGIA.					
<b>SCHOOL GENERAL</b>					
LEVIED BY THE COBB COUNTY BOARD OF EDUCATION. State law requires the Tax Commissioner to collect county school taxes which are included on this bill for your convenience.					
<b>COUNTY GENERAL</b>					
<b>COUNTY BOND</b>					
<b>COUNTY FIRE</b>					
LEVIED BY THE COBB COUNTY BOARD OF COMMISSIONERS					
					\$

PLEASE MAIL COUPON WITH PAYMENT  
**2010 COBB COUNTY TAX BILL**

PARCEL ID	DUE DATE	AMOUNT DUE	APPEAL AMOUNT	AMOUNT ENCLOSED

Complete for change of address or removal of exemptions - if you no longer reside at property, did not apply for exemptions or no longer qualify for exemptions.

CHANGE OF ADDRESS       REMOVE EXEMPTIONS

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

Daytime phone number: \_\_\_\_\_

Signature \_\_\_\_\_



# IMPORTANT TAX INFORMATION

HOMESTEAD EXEMPTION AND BILLING INQUIRIES  
COUNTY MILLAGE RATES  
SCHOOL MILLAGE RATES  
ASSESSED VALUES, APPEALS, TAX RETURNS AND OWNERSHIP CHANGES

TAX COMMISSIONER (770) 528-8600  
BOARD OF COMMISSIONERS (770) 528-1503  
BOARD OF EDUCATION (770) 426-3310  
BOARD OF TAX ASSESSORS (770) 528-3100

## HOMESTEAD EXEMPTIONS SAVE YOU MONEY

- COBB BASIC HOMESTEAD
- COBB AGE 62 SCHOOL TAX
- COBB DISABILITY
- STATE SENIOR AGE 65
- STATE VETERAN'S DISABILITY
- STATE SURVIVING SPOUSE
- STATE SURVIVING SPOUSE OF A PEACE OFFICER OR FIREFIGHTER KILLED IN THE LINE OF DUTY



**COBB COUNTY TAXPAYER REASSESSMENT RELIEF ACT** – when homestead property is reassessed the exemption in the county general tax category automatically increases or decreases proportionate to the amount of the assessment increase or decrease.

You must own, occupy, claim the property as a legal residence and meet all other legal requirements as of January 1 of the tax year. **Applications must be U. S. postmarked (a metered postmark is not accepted as proof of timely mailing) by April 1 to affect current year taxes.** Visit [www.cobbtax.org](http://www.cobbtax.org) for more details, eligibility and applications.

## BOARD OF TAX ASSESSORS (BTA)

736 Whitlock Avenue•Suite 200•Marietta, GA

- REAL AND PERSONAL PROPERTY TAX RETURNS
- VALUES AND ASSESSMENTS
- SPECIALIZED ASSESSMENT
- APPEALS OF VALUE
- TAX EXEMPT STATUS

Property tax returns and ownership changes must be filed between **January 1 to April 1**. If you feel your property has been assigned too high a value for tax purposes, you may file a **taxpayer's return of value** no later than April 1. Visit [www.cobbassessor.org](http://www.cobbassessor.org) or call 770-528-3100 for details, applications or a list of properties scheduled for site visits.

## HOURS AND LOCATIONS

8 a.m. to 5 p.m.

*Closed on County holidays*

9 a.m. to 6 p.m.

**Cobb County Tax Commissioner (MAIN office) \***  
736 Whitlock Avenue•Suite 100•Marietta, GA

**East Cobb Government Service Center \***  
4400 Lower Roswell Road•Marietta, GA

**Cobb County Tax Assessor**  
736 Whitlock Avenue•Suite 200•Marietta, GA

**South Cobb Government Service Center \***  
4700 Austell Road•Austell, GA

\* **DROP BOX LOCATIONS and Credit Union Branch** 100 Cherokee St., Marietta Square  
**MAIN office open until 6 p.m. Tuesdays, August 17 - October 12**

## PAYMENT INSTRUCTIONS

- Pay taxes on-line at [www.cobbtax.org](http://www.cobbtax.org) or by phone at 1-866-PAYCOBB (729-2622)
- Make check payable to: **COBB COUNTY TAX COMMISSIONER.**
- Mail payment with payment coupon in the enclosed envelope to: **COBB COUNTY TAX COMMISSIONER, P O BOX 100127, MARIETTA, GA 30061-7027.**
- Write parcel ID on check or money order.
- Payment must be U. S. postmarked (metered postmark not accepted as proof of timely mailing) by due date to avoid late fees.
- Do not send cash.
- Do not staple, tape or attach payment to coupon.
- We do not accept counter checks or two-party checks.
- We do not hold post dated checks.
- Late payments incur a 5% penalty plus 1% interest monthly until paid in full.
- A \$30 or 5% service fee (whichever is greater) per O.C.G.A. 16-9-20 plus an additional 5% fee per O.C.G.A. 13-6-15 is charged for any transaction not honored by your bank.
- If your mortgage company has recently changed, forward your new mortgage company a copy of your bill.
- Failure to receive a bill does not relieve liability to pay by the due date. Call 770-528-8600 or visit our web site to request a duplicate bill.

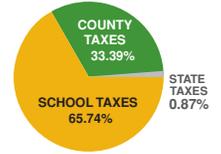


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E-mail: tax@cobbtax.org  
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DISTRIBUTION OF  
COBB COUNTY TAX DOLLAR



**PAY BY E-CHECK OR CREDIT CARD AT  
WWW.COBBTAX.ORG OR 1-866-PAYCOBB (729-2622).  
FEES APPLY TO HELP OFFSET 3<sup>RD</sup> PARTY PROCESSING COSTS.  
COBB COUNTY DOES NOT RETAIN ANY PORTION OF THE FEES.**



<b>PARCEL ID</b>			
<b>PROPERTY ADDRESS</b>			
<b>GROSS VALUE</b>	<b>40% GROSS ASSESSMENT</b>		<b>DISTRICT</b>

TAXING AUTHORITY	GROSS ASSESSMENT	- LESS EXEMPTION	= NET ASSESSMENT	X RATE	= TAX
STATE					

LEVIED BY THE STATE OF GEORGIA.

SCHOOL GENERAL					
----------------	--	--	--	--	--

LEVIED BY THE COBB COUNTY BOARD OF EDUCATION. State law requires the Tax Commissioner to collect county school taxes which are included on this bill for your convenience.

COUNTY GENERAL					
COUNTY BOND					
COUNTY FIRE					

LEVIED BY THE COBB COUNTY BOARD OF COMMISSIONERS


PLEASE MAIL COUPON WITH PAYMENT  
**2010 COBB COUNTY TAX BILL**

PARCEL ID	DUE DATE	AMOUNT DUE	APPEAL AMOUNT	AMOUNT ENCLOSED

Complete for change of address or if you no longer own business assets, aircraft or boat and motor.

CHANGE OF ADDRESS

NO LONGER OWN

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

Daytime phone number: \_\_\_\_\_

Signature \_\_\_\_\_



# IMPORTANT TAX INFORMATION

**HOMESTEAD EXEMPTION AND BILLING INQUIRIES**  
**COUNTY MILLAGE RATES**  
**SCHOOL MILLAGE RATES**  
**ASSESSED VALUES, APPEALS, TAX RETURNS AND OWNERSHIP CHANGES**

**TAX COMMISSIONER (770) 528-8600**  
**BOARD OF COMMISSIONERS (770) 528-1503**  
**BOARD OF EDUCATION (770) 426-3310**  
**TAX ASSESSORS (770) 528-3100**

## TAX RETURNS, FREEPORT EXEMPTIONS AND SPECIALIZED ASSESSMENTS

### PERSONAL PROPERTY:

Each year you must file a personal property tax return between **January 1 and April 1** with the Personal Property Division of the Tax Assessors' office. **Failure to file may result in a 10% penalty assessed by the Tax Assessors' office.**

This bill is for property used in conjunction with your business (furniture, fixtures, equipment, inventory), aircraft or boats and motors which are classified as personal property. Contact the Tax Assessors' office if you did not own this property on January 1.

The appraisal shown on this bill was determined from a personal property tax return filed by you or your agent, an on-site audit, a review of the previous year's return or other pertinent information. Under State law if the combined value of all inventory, machinery, equipment, furniture, fixtures, boats and airplanes owned and located in Cobb County is under \$7,500 then all assets are exempt; if the combined value is over \$7,500 then all assets are taxable (does not apply to motor vehicles, trailers and mobile homes).



### FREEPORT EXEMPTIONS:

Inventories of a Georgia manufacturer and wholesale inventories in transit on January 1 destined out-of-state may be eligible for Freeport Exemption. Applications must be filed no later than **April 1** to be considered for a full exemption and **June 1** to be considered for exemption at a reduced percentage.

### APPLICATIONS FOR SPECIALIZED ASSESSMENTS:

Applications for Forest Land, Conservation, Landmark Historic, Rehabilitated Historic, Environmentally Sensitive, Brownfield, Residential Transitional, Preferential Assessment and tax exempt status (churches, non profit hospitals, etc.) must be filed no later than **April 1**.

- If you have questions or need information on personal property values, appeals or specialized assessments visit [www.cobbassessor.org](http://www.cobbassessor.org) or call the Tax Assessors' office at 770-528-3120.

## HOURS AND LOCATIONS

*Closed on County holidays*

**8 a.m. to 5 p.m.**

**Cobb County Tax Commissioner (MAIN office) \***  
736 Whitlock Avenue•Suite 100•Marietta, GA

**Cobb County Tax Assessor**  
736 Whitlock Avenue•Suite 200•Marietta, GA

**9 a.m. to 6 p.m.**

**East Cobb Government Service Center \***  
4400 Lower Roswell Road•Marietta, GA

**South Cobb Government Service Center \***  
4700 Austell Road•Austell, GA

**\* DROP BOX LOCATIONS and Credit Union Branch 100 Cherokee St., Marietta Square**  
**MAIN office open until 6 p.m. Tuesdays, August 17 - October 12**

## PAYMENT INSTRUCTIONS

- Pay taxes on-line at [www.cobbtax.org](http://www.cobbtax.org) or by phone at 1-866-PAYCOBB (729-2622)
- Make check payable to: **COBB COUNTY TAX COMMISSIONER.**
- Mail payment with the payment coupon in the enclosed envelope to: **COBB COUNTY TAX COMMISSIONER, P O BOX 100127, MARIETTA, GA 30061-7027.**
- Write parcel ID on check or money order.
- Payment must be U. S. postmarked (metered postmark not accepted as proof of timely mailing) by due date to avoid late fees.
- Do not send cash.
- Do not staple, tape or attach payment to coupon.
- We do not accept counter checks or two-party checks.
- We do not hold post dated checks.
- Late payments incur a 5% penalty plus 1% interest monthly until paid in full.
- A \$30 or 5% service fee (whichever is greater) per O.C.G.A. 16-9-20 plus an additional 5% fee per O.C.G.A. 13-6-15 is charged for any transaction not honored by your bank.
- If your mortgage company has recently changed, forward your new mortgage company a copy of your bill.
- Failure to receive a bill does not relieve liability to pay by the due date. Call 770-528-8600 or visit our web site to request a duplicate bill.



**GAIL DOWNING**

COBB COUNTY TAX COMMISSIONER  
P O BOX 649  
MARIETTA, GA 30061-0649  
(770) 528-8600

**TORI STEELE**

CHIEF CLERK

- VERIFY BILLING NAME, MAILING ADDRESS AND PROPERTY ID
- FORWARD BILL TO NEW OWNER IF YOU SOLD PROPERTY

**OPEN IMMEDIATELY  
2010 PROPERTY TAX BILL  
YOU MUST ENSURE TIMELY PAYMENT.  
A COPY HAS BEEN SENT TO THE  
MORTGAGE COMPANY.**

PAY PROPERTY TAXES BY E-CHECK (MINIMAL FEE APPLIES) OR CREDIT CARD  
(FEE CHARGED BY PAYMENT PROCESSOR) AT [WWW.COBBTAX.ORG](http://WWW.COBBTAX.ORG)  
VISIT OUR WEBSITE FOR PAYMENT STATUS AND EXEMPTION INFORMATION

## ***IMPORTANT DATES***



**APRIL 1<sup>st</sup>**

Homestead Exemption applications due for 2011 tax year

**OCTOBER 15<sup>th</sup>**

Property tax payment deadline



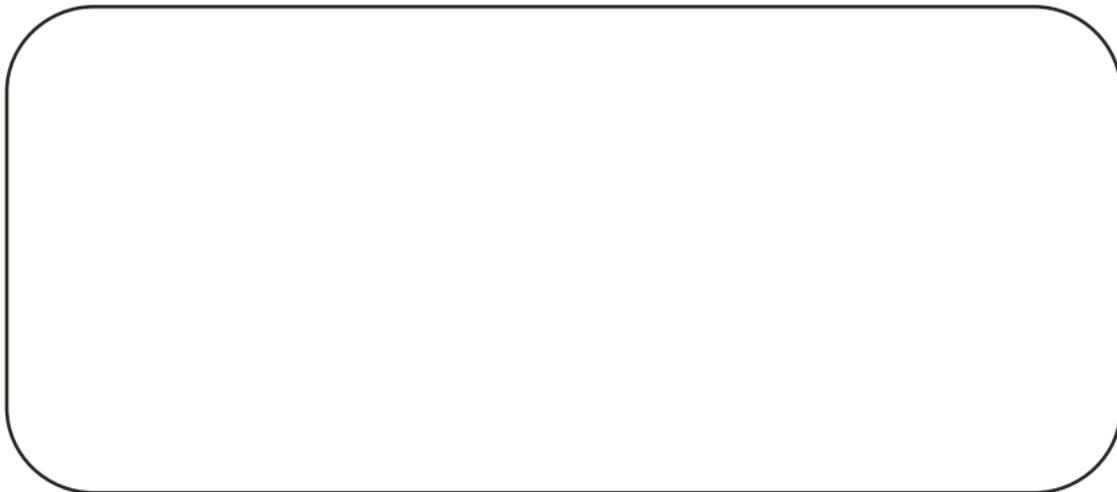
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## ***IMPORTANT DATES***



**APRIL 1<sup>st</sup>**

Homestead Exemption applications due for 2011 tax year

**OCTOBER 15<sup>th</sup>**

Property tax payment deadline

August , 2010  
PAR ID:

Dear Fellow Taxpayer:

Our records indicate that you appealed your 2010 Cobb County property assessment. It may take several weeks for the Tax Assessors' office to process and finalize your appeal. Meanwhile, your 2010 property tax bill will be mailed by August 15 with a due date of October 15. Outlined below are the legal requirements for payments on property under appeal.

***What to pay while under appeal:***

- In accordance with O.C.G.A. 48-5-311, you may elect to pay either the full amount or the 'appeal amount' reflected on your tax bill. The 'appeal amount' is based on 85% of the new 2010 assessed value.
- **You must pay at least the appeal amount by October 15 to avoid a 5% penalty.** You cannot defer payment. The Tax Assessors' office is not authorized to extend the payment deadline. 1% interest per month (up to \$150) accrues on the remaining balance for non-homestead property. You may choose to pay the full amount of the bill by the October 15 due date to avoid paying interest. **Interest charges do not currently apply to homestead property;** however, in accordance with legislation passed this year interest charges will also apply to homestead property effective January 1, 2011.

***After the appeal is settled:***

- You **will not** receive a new bill if you withdraw your appeal or if the Board of Equalization does not change the 2010 assessed value. If this happens before October 15, you must pay the full amount by the October 15 due date to avoid penalty and interest. Otherwise, to avoid penalty and interest you must pay the full amount within 20 days of the date you withdraw your appeal or are notified of no change in value.
- You **will** receive an adjusted bill if your appeal results in a value change and a remaining balance is due. Payment must be received by the due date on the adjusted bill to avoid penalty and interest.
- If you are due a refund, you will receive interest of 1% per month (up to \$150) from the original due date. If your refund is not processed within 60 days of the appeal settlement date, you will receive additional interest at the rate of 1% per month.

***If you appeal to Superior Court:***

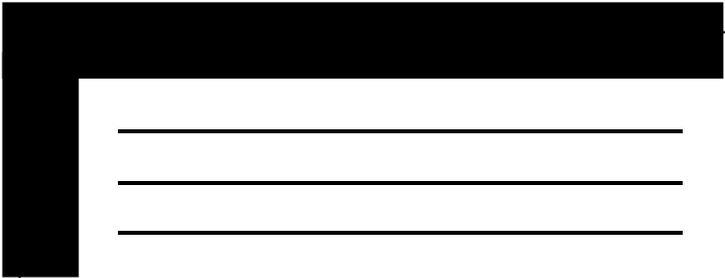
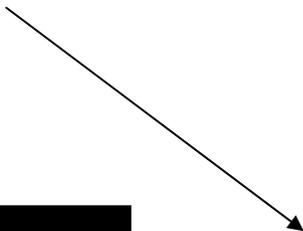
- In accordance with O.C.G.A. 48-5-29, you must still pay either the full amount of the 2010 bill or the full amount of a previous year's bill (based on the most recent uncontested value). Please contact our office if you need this amount.

You may contact the Tax Assessors' at 770-528-3100 to follow up on the status of your appeal. If you should have billing questions or need further assistance, please contact our office at 770-528-8600 or visit our web site [www.cobbtax.org](http://www.cobbtax.org).

Sincerely,

Gail Downing  
Tax Commissioner

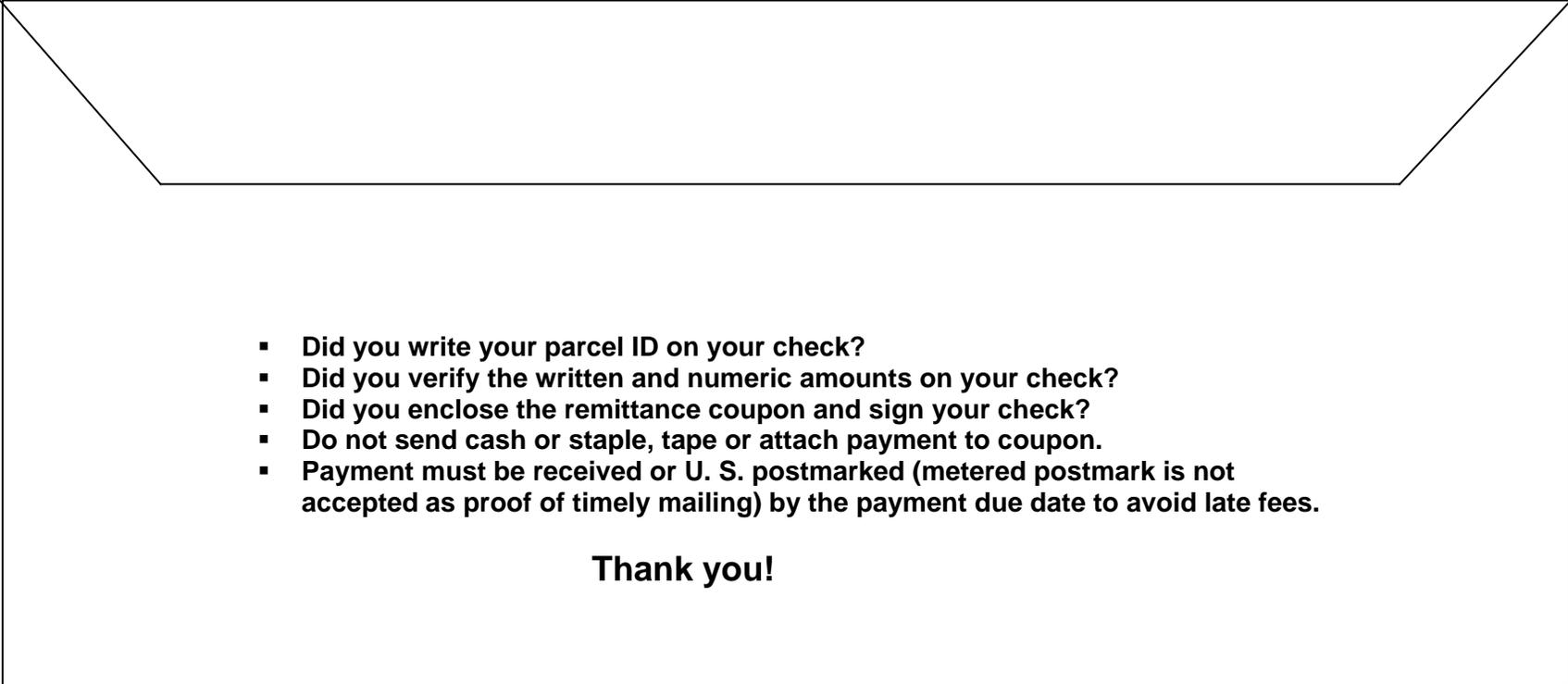
**COBB COUNTY TAX #9 RETURN**



**PLACE  
STAMP  
HERE**  
The Post Office  
will not deliver  
mail without  
postage

**GAIL DOWNING  
COBB COUNTY TAX COMMISSIONER  
P O BOX 100127  
MARIETTA GA 30061-7027**



- 
- **Did you write your parcel ID on your check?**
  - **Did you verify the written and numeric amounts on your check?**
  - **Did you enclose the remittance coupon and sign your check?**
  - **Do not send cash or staple, tape or attach payment to coupon.**
  - **Payment must be received or U. S. postmarked (metered postmark is not accepted as proof of timely mailing) by the payment due date to avoid late fees.**

**Thank you!**