



ADDENDUM No. 1

**Sealed Bid # 09-5363
Request for Proposal
Water Bill Services
DATE: November 3, 2008**

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The following addendum hereby amends and/or modifies the Proposal Documents and Specifications as issued for this project. All proposers are subject to the provisions of this Addendum. **Proposers shall acknowledge receipt of this addendum.**

This Addendum consists of:

- **Minutes of the October 28, 2008 Pre-Proposal Conference**
- **Questions submitted in writing**
- **Pre-proposal Conference Attendee List**
- **Appendix "B" in Word Format**

Include this original form inside your proposal package when submitted.

If you have any questions concerning this addenda please contact: John Flood @ 770-528-8418

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids should be sent/delivered to Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008. Bids will be opened at 2:00 p.m. in the Cobb County Purchasing Department, 1772 County Services Parkway, Bid/Meeting Room, 2nd Floor, Marietta, GA 30008.

I acknowledge that I have received Addendum No. 1

Sealed Bid # 09-5363
Request for Proposal
Water Bill Services

Company Name

Signature

Date Sent to Purchasing

Please Print Name

**Please sign, date, and fax back this form ONLY to:
Fax #: 770-528-1154
Attn.: John Flood
Please call 770-528-8400 for questions regarding this addendum.**

**Water Bill Services
Sealed Bid #09-5363**

Introduction:

Mark Kohntopp – Purchasing Division Manager

All attendees must sign the sign in sheet.

Bids are due November 13, 2008 at 12:00 noon to Purchasing; no late bids will be accepted.

Bid opening will be in the Purchasing Bid Room, County Services Parkway on November 13 at 2:00 EST p.m., broadcast on TV23 or on streaming video at www.cobbcounty.org

Vendors must submit one (1) original hardcopy and it must be marked as original, six (6) hardcopies

Additional questions shall be submitted in writing before Tuesday, November 4, 2008 at 5pm. Submit to purchasing@cobbcounty.org or FAX to 770-528-1154. No questions are to be submitted to the Cobb County Water System.

Minutes and addenda will be sent to all vendors that have asked for the bid. Any questions that we do not answer today, we will get the answer to all vendors as part of an addendum.

If a statement is made in here, or an answer given and you receive a written addendum that gives a different statement or answer, the written addendum is the rule.

Introduction of Cobb County Staff

Kathy Brown (Water), Judie Mazih (Water), Linda Burke (Water), Brian Jett (Water), Keith Kellett (Water), Caron Barton (Water), Mark Tucker (Information Services), Mannie Leung (Information Services), David Fisher (Information Services)

Open up for Questions

1.

Q: Is the vendor responsible for mailing out postcards and how do these get mailed out?

A: Yes – it is an insert sent out with a letter. Customers reply via the postcard at no charge to the customers.

2.

Q: Do we need six (6) copies of the full document (i.e. spiral bound)? Can the vendor copy the specific Appendix?

A: We need six (6) copies of the proposal along with one (1) original.

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3.

Q: Will the County use the vendors standard negotiable contract as it applies this industry?

A: Yes. We will use the vendors standard contract as a base but it will be negotiated through the County legal department.

4.

Q: Are you requesting e-bills?

A: We are looking for the Vendors to propose their solution. We have EBPP (electronic bill presentment payment). We do not currently have e-bill services, however we are interested in e-bill services as an option.

5.

Q: Is the 4PM negotiable as long as it gets to the Post Office by their (Post Office) required cut off.

A: No. It must be at the Post Office as stated in the RFP water bill services.

6:

Q: Is a double window #10 (generic type) mailing envelope acceptable?

A: No. The current bill design does not allow for double window #10.

7:

Q: When will the County provide all the information required to the vendor?

A: The County will contact and provide the information to the selected vendor as soon as the evaluation process is complete.

8:

Q: Are inserts required to be viewed on-line?

A: No. Inserts are not required to be viewed on-line. However, we are looking to evaluate options.

9:

Q: Is the bill format to remain the same?

A: Yes. The bill format will remain the same.

10:

Q: Do we require two (2) colors on the bill?

A: Yes. We require two colors on the bill.

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Questions in Writing:

11:

Q: Is it possible to get a “soft” copy of the RFP so that we can insert our responses?

A: An electronic version (PDF) of the entire RFP is available on the Cobb County website. A MS Word form version of Appendix B **ONLY** is available via email. The vendor’s proposal, however, must contain a printed, hard copy of Appendix B complete with answers to the questions.

12:

**Q: How much are you currently paying to have your bills printed and mailed each month?
What is the postage rate you are paying?**

A: The responses to the 2004 RFP are available by making an appointment with Purchasing to review the file.

**PRE-CONFERENCE
 REQUEST FOR PROPOSAL
 WATER BILL SERVICES
 SEALED BID #09-5363
 COBB COUNTY WATER SYSTEM**

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
Aaron Barton	660 South Cobb Dr. Marietta, Ga. 30060 Cobb Co. Water	7-419-6289	7-419-6224	Aaron.Barton@cobbco.org
Vic Saylor	Arista Information Systems 2220 Northmont Pkwy Ste 100 Duluth, GA 30096	678 906-2380	678-473-1051	VSaylor@ Arista.info.com
Judie Mazzi	CCWS 6605 Cobb Dr Marietta, GA 30060	7-419-6247		jmazi.h@cobbcounty.org
Mamie Leung	Information Services	7-528-8718	7-528-8706	mamie.leung@ cobbcounty.org
Brian Jeff	CCWS PBWS	7-419-6274	7-419-6300	brian.jeff@ cobbcounty.org
Mike Lee	2030 Powers Ferry Road	(678) 875-0213	7-9429200	michael.lee@ cobbcounty.org

PRE- CONFERENCE
REQUEST FOR PROPOSAL
WATER BILL SERVICES
SEALED BID #09-5363
COBB COUNTY WATER SYSTEM

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
MIKE DAVENFIELD	SUREBILL ENVELOPES & FORMS 2505 MEMPHIS BASK PLAY DUNWOODY GA 30096	770 380- 2977 2440		MIKEB@surebill.NET
Kathy Brown	CCWS	770 419 6283		Kathleen.brown@cobbcountry.org
Mark Tucker	CCIS	770 528 8750		MARK.TUCKER@cobbcountry.org
Linda Burke	CCWS	770 528-6291		Linda.Burke@cobbcountry.org
Keith Kelleff	CCWS	770-419-6294		Keith.Kelleff@cobbcountry.org
Tom Womble	3146 Northmont Highway, NE ATLANTA, GA 30341 DATAMAX	770.936.5600		twomble@datamax.com