



PURCHASING DEPARTMENT  
1772 County Services Parkway  
Marietta, Georgia 30008-4012  
(770) 528-8400/FAX (770) 528-1154

Mark Kohntopp  
INTERIM DIRECTOR

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**ADDENDUM No. 1**

**Sealed Bid # 12-5658  
Request for Proposal  
Printing and Mailing of Annual Assessment Notices  
Cobb County Tax Assessor**

**DATE: March 22, 2012**

Page 1 of 7

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

**Proposers shall acknowledge receipt of this addendum.**  
Include this original form inside your proposal package.

**This Addendum consists of:**

- **Questions submitted in writing**
- **Attachment A**

**All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008.**

**Electronic / faxed bid response will not be considered.**

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**I acknowledge that I have received Addendum No. 1**

**Sealed Bid # 12-5658  
Request for Proposal  
Printing and Mailing of Annual Assessment Notices  
Cobb County Tax Assessor**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Sent to Purchasing

\_\_\_\_\_  
Please Print Name

Please sign, date, and return this form ONLY to:  
Cobb County Purchasing Department  
Fax #: 770-528-1154  
E-Mail: [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org)

Please note: The deadline for questions is: March 20, 2012 by 5:00 pm  
Any questions received after this deadline will not be considered.

**Addendum 1**  
**Sealed Bid #12-5652**  
**Request for Proposal**  
**Printing and Mailing of Annual Assessment Notices**  
**Cobb County Tax Assessor**

**Question 1**

Do you require duplex printing with variable data printed on both sides of the sheet?

**Answer 1**

Yes.

**Question 2**

Does it matter if 18 x 11 continuous roll forms are used...or is 8.5 x 11 finished the ultimate goal?

**Answer 2**

We require an ultimate product that is 8.5 x 11.

**Question 3**

Is it acceptable to print on 8 ½ x 11, 24# Form, folded and inserted into a #10 Double window envelope?

**Answer 3**

Yes you could print on the 8 ½ x 11 but we do not have a need for envelopes.

**Question 4**

We would like to propose printing on 8.5 x 11 cut sheet, is this acceptable?

**Answer 4**

Yes.

**Question 5**

Is the notice folded in half or in thirds prior to tabbing and mailing?

**Answer 5**

The notice will be folded in half prior to tabbing and mailing.

**Question 6**

Regarding the Real Property Tax Notices continuous roll forms (page 9), would the County consider choosing a vendor that uses cut-sheet forms and printers? Additionally, would the County consider having Tax Assessment Notices mailed in envelopes instead of tabbed and mailed?

**Answer 6**

Yes we would consider cut sheet.

No envelopes.

**Question 7**

Will all of the notices be tabbed?

**Answer 7**

Yes

**Question 8**

Would the County consider mailing notices in a #10 envelope?

**Answer 8**

Please see the answer to question 3.

**Question 9**

Do the notices preprint on the backs, or is printing on the backside variable only?

**Answer 9**

Data will be printed on both sides of the form. (Data on one and mailing on the other)

**Question 10**

Would the County be open to alternative methods of generating assessment notices? For example, The Master's Touch, LLC usually preprints an 8-1/2" x 11" sheet of 24# white stock and then imprints variable info, then folds and inserts into a #10 window envelope with taxpayer's name and address showing through the window. Would this be an option that the County would be open to?

**Answer 10**

No

**Question 11**

Do all versions of the notices use the same stock?

**Answer 11**

Yes.

**Question 12**

"Section III. Requirements" specifies that the "successful vendor shall deliver mail to a Post Office in Georgia." Would the county be willing consider a vendor who initially mails directly to a USPS bulk mail center within a neighboring state of Georgia.

**Answer 12**

NO.

**Question 13**

When will you have final data to us? When do you expect it will be in customer's mailbox?

**Answer 13**

Mail date is going to be May 18, 2012. As soon as contract is awarded we could begin the process of sending samples of data for the chosen vendor to start printing data. Must be mailed within the State of Georgia.

**Question 14**

What is the required mailing date?

**Answer 14**

Mail date is going to be May 18, 2012.

**Question 15**

What is the estimated production time available from the time of County approval of live test documents to final submittal at the USPS?

**Answer 15**

The time frame would be between April 1 and May 1, 2012.

**Question 16**

Is it acceptable to use the soft copy of the "Sealed Bid Label" or do I need to ask you to send me original labels for my sealed bid and subsequent 5 required copies?

**Answer 16**

Use the soft copy provided.

**Question 17**

Is there a specific form for pricing or is it okay to use our own format within our response to your RFP?

**Answer 17**

No, there is not a standard bid form for this RFP. Please respond with your own format.

**Question 18**

Would you please provide your current (or last processing) COST of the project?

**Answer 18**

We currently are not using a vendor to print these forms.

**Question 19**

Do you have a specific form for our Response with the pricing? If so, please include it.

**Answer 19**

Please see answer #17.

**Question 20**

Is it acceptable to drop mail in a state other than Georgia?

**Answer 20**

All Notices must be mailed within the State of Georgia and it is preferred that they be mailed within the Metro Area.

**Question 21**

Mailing (Page 2 ) Successful vendor shall deliver mail to a Post Office in Georgia.

Are you referring to the palletizing of mail in trays as a drop shipment to a local Georgia postal facility?

**Answer 21**

Yes.

**Question 22**

Regarding the County's Mailing requirements (page 8), would the County consider mail drops outside of the state of GA. If needed, mail pieces would feature a GA indicia.

**Answer 22**

The Notices must be sent from a Post Office in Georgia and preferably the Metro Atlanta area.

**Question 23**

On page 2, under Section III.A, Mailing, it says: "Successful vendor shall deliver mail to a Post Office in Georgia on or by the date required by County." The Master's Touch, LLC has been doing Treasurer and Assessor mailings for over 70 counties in several states. We are currently looking at doing some mailings in Hall County, GA, as well. Would the County consider a vendor that is located in and mails from Spokane, Washington?

**Answer 23**

Please see the answer to question number 22.

**Question 24**

What is the turnaround expected for the Vendor to drop the mail?

**Answer 24**

Please see the answer to question number 14.

**Question 25**

What is the time difference between each file sent to the vendor? For example are all 12 files sent at the same time or will they be days, weeks, or months apart?

**Answer 25**

This can be worked out with the vendor according to what is best for both parties. The County can provide in one file or in groups.

**Question 26**

Does this mean the form can be any one of our design? Will the County give a direction or their input into the form as in your sample attached?

**Answer 26**

A sample is provided by the County. It is a State mandated form.

**Question 27**

What is the Vendor's name who completed the last Annual Assessment Notices?

**Answer 27**

Not using a vendor at this time.

**Question 28**

Will postage be prepaid?

**Answer 28**

No

**Question 29**

We will receive PDFs to print and mail. No mapping of data required. Is this correct?

**Answer 29**

We would prefer to use a flat file but we can use a .PDF.

**Question 30**

Is it possible to receive a sample file of the data format/layout, or PDF format that you will be providing the chosen vendor for the print and mail of the Assessment notices? What is the name of the software that you'll be pulling the data from?

**Answer 30**

The data is not available yet. However we have provided a sample of the Annual Notice of Assessment Form to the Purchasing Department. We are pulling our software from IAS 4.0 from Tyler Technologies.

**Question 31**

I see only the front page of the self mailer included in the RFP, is it possible to receive a sample of the back page of the mailer?

**Answer 31**

Please see Attachment B of the back page of mailer.

**Question 32**

Unit Price (Page2) Making suitable for mailing and a price for first class presorted postage If the use of another postal permit is proposed and include use of USPS Confirm service if proposed. Are you referring to the ability to presort the mail utilizing the county's local permit indicia from within a Georgia delivery area?

**Answer 32**

Postage is not prepaid. It will be paid by the vendor.

**Question 33**

Does Cobb County plan on awarding contract to local contractor within the local delivery area?

**Answer 33**

We will award the contract based on the best option for the County. This does not have to mean a local printer. Notices must be mailed within Georgia and preferably in the Metro Atlanta area.

**Question 34**

Because postage rates can vary depending on the presort discounts achieved, postage can vary quite a bit from vendor to vendor. It will be almost impossible for The Master's Touch, LLC to compute the County's postage rates without an address file and/or last year's postal paperwork.

**Answer 34**

This is our first year using a vendor for this project, information is not available.

**Question 35**

Will Cobb County consider alternate format options for the Assessor's notices that may reduce overall costs to the Assessor's Office and more importantly provide for a more secure mailing for the Tax Assessor; such as an 8 ½ x 11 simplex billing document printed on 24# paper in the document format provided in your RFP, folded in thirds head out to fit the mailing address information and/or return address in either a single or double window security tinted envelope?

**Answer 35**

Please see the answer to question number 3.

If not delivered, Return in five days to:

**COBB COUNTY BOARD OF TAX ASSESSORS**

P O Box 649

Marietta, GA 30061-0649

Address Service Requested

FIRST CLASS  
U.S. POSTAGE PAID  
MARIETTA, GA.  
PERMIT NO. 251

OFFICIAL TAX MATTER



16-0162-0-001-0

Tax Year: 2010

Division: R

CLAUS, SANTA & MRS  
4351 KEHELEY DR  
MARIETTA GA 30066