

# MEMORANDUM

**DATE: 06/02/2015**  
**TO: Interested Vendors for Tax Billing and Printing**  
**FROM: Robin S. James, CLGPO**  
**Chatham County Purchasing Agent**  
**SUBJECT: Addendum No 1: RFP Tax Billing and Printing**

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***This addendum is being issued in response to questions that have been asked concerning the current posted RFP for the project***

Questions with conflicts or clarifications between Bid Form and Exhibit A: Chatham County Tax Materials Type and Frequency Estimates

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Q. 1.) Item #1 on Bid Form– “No window, preprinted return envelope printed 1 color– **non white**”.

**What’s meant by NON white?**

A.1.) Envelopes should be white.

Q.2.) Item # 4 on Bid Form– “No return envelope”

**County other Exhibit A sheet says : no window, preprinted one color plus red (sample will be useful);which is it, please clarify**

A.2.) No return envelope needed.

Q.3.) Item #5 on bid Form – ‘1/3 Page Bucksip Insert - Color Paper’

**What sample volume basis to use as benchmark?**

A.3.) 50,000 (inserts for original tax bills)

Q.4.) Item #9 –**What is Unqualified statements? And what is the volume per year?**

A.4.) Unqualified statements refers to statements being mailed that won’t qualify for reduced postage. We don’t know what the estimated volume would be.

Q.5.) Item #22 –“ Double Window #10 Mailing Envelope – Custom Text on Back”

**This pertains to what forms?**

A.5.) No text on the back. Same as #21.

Q.6.) Item #23 on Bid Form –“ Double Window #10 Mailing Envelope – Custom Text Front & Back”, **pertains to what forms?**

A.6.) Text on front only for annual and delinquent tax bills.

Q.7.) Item #24 on Bid Form-“Single Window Standard Mailing Envelope w/preprinted return address”, **pertains to what forms**

A.7.) Listing forms and value notice.

Q. 8.) Item #25 on Bid Form-“ Single Window Return Envelope (no special printing at all?)”  
**Pertains to what forms?**

A.8.) Tax bills, both- annual and delinquent tax bills.

Q.9.) Item #27 on Bid Form –“No Window , **Non White** Return Envelope – preprinted address”. :

**What color paper? And or which notices/forms**

A.9.) White envelopes. This is same as #26 and for all listing forms.

Q.10.) **What is the current contract price?**

A.10.) The previous pricing bid form is attached.

As a result of the Bid Form Clarifications, a Modified Bid Form is attached.

The new date for the submittal deadline is Monday, June 8<sup>th</sup> at 4:00 PM.

***Please provide two (2) paper copies and one (1) electronic copy submitted no later than 4:00 PM EST on Monday, June 8th, 2015.*** All proposals must be received in the Chatham County Finance Office, Attn: Robin James, Courthouse Annex, 12 East Street, P.O. Box 608, Pittsboro, NC 27312. Proposal packets must be labeled. “Chatham County Tax Print and Mail Services”. No late submittals will be accepted.

The period for questions has ended and this will be the final Addendum for this RFP. Bids must be submitted on the Modified Bid Form.

## Chatham County Modified Bid Form

*Completion of this form is required*

*By providing quotes in the requested breakout variations below, will have consistent data for comparison*

Item #	Description	Unit Price	Comments/Scope	Job Types (for use by Client)
Pricing for Items 1-6 should assume one form per envelope and <b>no special inserts</b> . Price quoted would be total cost to place item in mail stream, less postage.				
1..	Laser printed, folded duplex form Black and one additional color ink No perforated tear off coupon Single window mailing envelope print 1 color, No window, preprinted return envelope printed 1 color — <del>non white</del> —WHITE Address verification			Real Prop, Business & Farm Listings
2..	Laser printed, folded duplex form Black and one additional color ink Perforated tear off coupon Custom double window mailing envelope Single window return envelope Address verification			Regular & Final notices
3..	Laser printed, folded DUPLEX form (paper does not have to be lockbox quality) Black ink only No perforated tear off coupon No mailing or return envelopes No address verification		Printing cost is based on volume	BUS Instructions And PL instructions, and Farm Instructions
4.	Laser printed, folded, simplex form (paper does not have to be lockbox quality) Black and one additional color ink No perforated tear off coupon Double window mailing envelope <b><u>No return envelope (This is Correct)</u></b> Address verification			Value Notice
5.	1/3 Page Buckslip Insert – Color Paper			Original Tax Billing abt: 50K
6.	Address Verification PAVE/CASS (note any minimum volumes)			
7.	Address Verification NCOA (note any minimum volumes)			
8.	Insertion fees – 1/3 Page, Letter, Legal size (per piece)			
9.	Unqualified Statements –(does not qualify for reduced postage)			

Item #	Description	Unit Price	Comments/Scope	Job Types (for use by Client)
10.	Handling Fees – Multiple Pages			
11.	Online Document Samples/Proofing			
12.	Initial Form Set Up – Existing Forms (per hour)			
13.	New Form Setup (per hour) (note any minimums)			
14.	Form Design Changes (per hour)(note any minimums)			
15.	Programming/Coding Changes (per hour) (note any minimums)			
16.	Lockbox Scan Line Testing (Successful/Unsuccessful Results)			
17..	Low Volume Count Charge			
18.	Electronic Reporting			
19.	File Transfers			
20.	File Tracking			
21.	Double Window #10 Mailing Envelope			
22.	<del>Double Window #10 Mailing Envelope – Custom Text on Back</del> Use #21. Custom Text not used.			
23.	Double Window #10 Mailing Envelope – Custom Text Front & <del>Back</del>			Annual Tax Billing Delinquent Billing
24.	Single Window Standard Mailing Envelope w/preprinted return address			Listing Forms Value notices
25.	Single Window Return Envelope			
26.	No Window Return Envelope – preprinted address			
27.	<del>No Window Non White Return Envelope – preprinted address</del>			Include in #26
28.	Double Window Flat Pack Envelope for Multiple Form Mailing			

	<b>Other – Attach additional page(s) if necessary</b>			
29.	DVD of final file			
30.	Create a blank form for internal use in PDF format			

# Addendum A

Item #	Description	Unit Price	Comments/Scope	Job Types (to use by Client)
<b>Pricing for Items 1-6 should assume one form per envelope and no special inserts. Price quoted would be total cost to place item in mail stream plus postage.</b>				
1..	Laser printed, folded duplex form Black and one additional color ink No perforated tear off coupon Single window mailing envelope print 1 color, No window, preprinted return envelope printed 1 color – non white Address verification	\$0.119 ea		Real Prop, Business & Farm Listings
2..	Laser printed, folded duplex form Black and one additional color ink Perforated tear off coupon Custom double window mailing envelope Single window return envelope Address verification	\$0.108 ea		Regular & Final notices
3..	Laser printed, folded DUPLEX form (paper does not have to be lockbox quality) Black ink only No perforated tear off coupon No mailing or return envelopes No address verification	\$0.050 ea		BUS Instructions And PL Instructions, and Farm Instructions
4.	Laser printed, folded, simplex form (paper does not have to be lockbox quality) Black and one additional color ink No perforated tear off coupon Double window mailing envelope No return envelope Address verification	\$0.112 ea	Printing cost is based on volume	Value Notice
5.	1/4 Page Buckslip Insert – Color Paper	\$0.035 ea		
6.	Address Verification PAVE/CASS (note any minimum volumes)	\$0.00		
7.	Address Verification NCOA (note any minimum volumes)	\$600 per yr		
8.	Insertion fees – 1/4 Page, Letter, Legal size (per piece)	\$0.005 ea	SouthData will do the printing	
9.	Unqualified Statements	\$0.00		