# DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

**Winner 2000- 2009 Achievement of Excellence in Procurement Award**
**National Purchasing Institute**

**Cecil S. Moore, Director**

OUTSTANDING AGENCY ACCREDITATION ACHIEVEMENT AWARD NIGP

## REQUEST FOR QUOTE NUMBER: 11RD78362YB

**WILL BE RECEIVED UNTIL 4/29/2011 at 2:00 P.M., EST**

**DESCRIPTION: Preprinted Paper Forms**

**DEPARTMENT OF INFORMATION TECHNOLOGY**

**Effective September 1, 2008, the Department of Purchasing & Contract Compliance will only accept responses to quotes electronically using our on-line Vendor Self Service system at www.fultonvendorselfservice.co.fulton.ga.us. You must be a registered vendor in order to respond to quotes.**

**ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.**

| CONTACT NAME: | E-Mail Address : | Telephone Number: |
|---|---|---|
| Rodney E. Dority | Rodney.dority@fultoncountyga.gov | 404-612-5821 |

**All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.**

**Company Name:**

**Company Address:**

**City** **State** **Zip Code**

**Telephone Number:** **Fax Number:** **E-Mail Address:**

**RESPONSES MUST BE SUBMITTED ON-LINE AT www.fultonvendorselfservice.co.fulton.ga.us BY THE TIME AND DATE INDICATED.**

**Person submitting QUOTE: (Please Print)** **Date**

**Title**

***Signature of the person submitting QUOTE:**

***Person submitting this e-quote has binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.**

## REQUEST FOR QUOTE
## GENERAL TERMS AND CONDITIONS

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**

2. **SUBMISSION OF RESPONSES.** Responses must be submitted for quotes on-line via the Vendor Self Service system at https://fultonvendorselfservice.co.fulton.ga.us/webapp/VSSPROD/Advantage. Response to quotes must be received no later than 2:00 p.m. on the date indicated.

3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.

4. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.

5. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.

6. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

7. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.

8. **NEW.** All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.

9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.

10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.

11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.

12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.

13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.

14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.

15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.

16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.

17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.

18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.

19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.

20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing & Contract Compliance, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing & Contract Compliance in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

# REQUEST FOR QUOTE SPECIFICATIONS
**Quote Number: 11RD78362YB**
**Opening Date: 4/29/2011 at 2:00 p.m. EST.**

**Preprinted Paper Forms**
**Tax Commissioner's Department**

## 1. DESCRIPTION

Fulton County Department of Purchasing & Contract Compliance is soliciting quotes from qualified vendors to provide preprinted paper forms and envelopes to the Department of Information Technology on an as-needed basis throughout the remainder of calendar year 2010.

## 2. CONTACT PERSON

Please contact Rodney E. Dority, Procurement Officer at (404) 612-5821 or by e-mail rodney.dority@fultoncountyga.gov, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

You must be registered in the County's AMS System in order for the Department of Purchasing & Contract Compliance to issue your company a Purchase Order or to receive payments. If you are not a registered vendor you may access and complete the vendor application via the County's Vendor Registration website (www.fultonvendorselfservice.co.fulton.ga.us). You must provide a copy of your current Business License in order to complete the vendor registration process.

If your company is a registered vendor, you can respond to all quotes online and in real time on this website.

## 3. PRODUCT/SERVICE SPECIFICATIONS

**The Tax Commissioner's Department requires a variety of custom preprinted paper forms for tax bills to be supplied on an as/when needed basis throughout the remainder of the 2010 calendar year. Specific quantities listed in the pricing sheets (section 4) are only an estimate of anticipated requirements. Actual quantities purchased may differ from stated quantities on the price sheet. However, the successful vendor must provide items at quoted unit price regardless of actual quantities purchased. Items must be delivered within 14 days of Fulton County placing order. Samples of the required items are available during normal business hours for vendor pickup from the Fulton County Department of Purchasing and Contract Compliance, 130 Peachtree St. SW, Atlanta, GA 30303.**

## 4. PRICING SHEET

**1.** Tax Bills –

- 8.5"X11"
- One-Part Laser Sheet
- White w/5 Green (PMS #3145) Pre-Printed Ink Bars
- 24# White MICR Paper
- Two (2) Full Horizontal Perforations
- Pre-printed back
- Pre-printed logo on front
- FOB; Inside Delivery 9th Floor Data Center

**Quantity: 750 each (lot of 1000 sheets)**

**Unit Price: $_____ Total Price: $_____**

**2.** Intent Notices –

- 8.5"X11"
- One-Part Laser Sheet
- White w/4 Green (PMS #3145) Pre-Printed Ink Bars
- 24# White MICR Paper
- Two (2) Full Horizontal PERTs
- Pre-printed back in Dark Grey ink
- Pre-printed logo on front in 2 colors
- FOB; Inside Delivery 9th Floor Data Center

**Quantity- 750 each (lot of 1000 sheets).**

**Unit Price: $_____ Total Price: $_____**

3.Temporary Tax Bills –

- 8.5"X11"
- One-Part Laser Sheet
- Green w/5 Green (PMS #3145)Pre-Printed Ink Bars
- 24# White MICR Paper
- Two (2) Full Horizontal Perforations
- Pre-printed back in Dark Grey ink
- Pre-printed logo on front in 2 colors
- FOB; Inside Delivery 9th Floor Data Center

**Quantity- 750 each (lot of 1000 sheets).**

**Unit Price: $_____ Total Price: $_____**

4. Solid Waste Bills –

- 8-1/2"X11"
- One-Part Laser Sheet
- White w/Yellow Pre-Printed Ink Bar
- 24# White MICR Paper
- One (1) Full Horizontal Perforations
- FOB; Inside Delivery 9th Floor Data Center

**Quantity- 300 each (lot of 1000 sheets).**

**Unit Price: $_____ Total Price: $_____**

**GRAND TOTAL $_____ (sum of "total price" for items #1 thru #4)**

## 5. SPECIAL CONDITIONS/INSTRUCTIONS

Delivery to:
Department of Information Technology - Data Center
Government Center
141 Pryor Street, S.W., Suite 9001
Atlanta, Georgia 30303
Attention: Gregory Crayton

## 6. INSURANCE & RISK MANAGEMENT PROVISIONS

Not applicable for this quote.

| Property Owner | Parcel Identification | Description | User ID |
|---|---|---|---|

| Property Address | Account Number | Fair Market Value | Assessed Value |
|---|---|---|---|

Intent Bill

| Parcel Identification | Property Address | Interest Thru | Total Due |
|---|---|---|---|

| Parcel Identification | Property Address | Interest Thru | Total Due |
|---|---|---|---|

## EXEMPTION, TAX RETURN, TAX PAYMENT INFORMATION AND INSTRUCTIONS

**Exemptions**: Some property owners are eligible for certain homestead exemptions from ad valorem taxation. In addition to the regular homestead exemption authorized for all qualifying homeowners, certain elderly persons are entitled to additional homestead exemptions. The full law relating to each exemption must be referred to in order to determine eligibility for the exemptions. If you believe you are eligible for one of these exemptions and currently not receiving the benefit, you must apply for the exemption. There is no deadline to apply, however, to receive the exemption for the current year, applications must be filed by April 1 of the current year. Applications filed after April 1 will be considered for the following year. Once granted, the exemption will remain on the bill until our records indicate a change in ownership or residence. For more information on eligibility or the proper method of applying for an exemption, you may call the Tax Assessors' office at (404) 612-6440.

**Appeal of Assessment**: If you feel your property value is not reflective of fair market value, you should file a Property Tax Return requesting a change in assessment between January 1 and April 1 to have an opportunity to correct the assessment for next year's taxes. For information on filing a return, please contact the Tax Assessors' office at (404) 612-6440.

**New Owner**: A Property Tax Return must be filed between January 1 and April 1 of the year following the purchase or acquisition of property. A Tax Return and/or Application for Regular Homestead Exemption can be requested by calling the Tax Assessors' office at (404) 612-6440, or by visiting their website at www.fultonassessor.org.

**Tax Bills**: The Tax Commissioner's Office automated customer service telephone number (404) 730-6100 may be used 24 hours. To obtain automated information on a tax bill, you will need the seven digit account number found on the front of the tax bill. You also may visit our website at www.fultoncountytaxes.org or one of the following locations between the hours of 8:00 a.m. and 4:30 p.m.:

| Government Center | North Service Center | South Service Center | Alpharetta Service Center | Greenbriar Mall Center |
|---|---|---|---|---|
| 141 Pryor Street, S.W. | 7741 Roswell Road | 5600 Stonewall Tell Road | 3155 Royal Drive | 2841 Greenbriar Pkwy |
| Atlanta, GA | Sandy Springs, GA | College Park, GA | Suite 165 | Suite 106 |
| | | | Alpharetta, GA | Atlanta, GA |

**Make Checks Payable to**: FULTON COUNTY TAX COMMISSIONER
Total City and County Payment: Enclose both coupons and remit total due by the due date on the City coupon.
Atlanta Payment: Enclose the Atlanta coupon and remit total Atlanta payment by the due date on the Atlanta Coupon.
County Payment: Enclose the Fulton coupon and remit total Fulton payment by the due date on the Fulton coupon.
Other Years Payments: Mail a separate check for the total amount by the due date noted for other years to:
Fulton County Tax Commissioner, 141 Pryor St., S.W. Room 1111, Atlanta, GA 30303.

Please Mail Coupon(s) and Payment To:

Fulton County Tax Commissioner
P.O. Box 105052
Atlanta, GA 30348-5052
(Use Enclosed Envelope)

Indicate the Correct Billing Address for this property, if different from the address on the face of this bill.

_____

_____

_____

Please Mail Coupon(s) and Payment To:

Fulton County Tax Commissioner
P.O. Box 105052
Atlanta, GA 30348-5052
(Use Enclosed Envelope)

Indicate the Correct Billing Address for this property, if different from the address on the face of this bill.

_____

_____

_____

| Property Owner | Parcel Identification | Description | User ID |
|---|---|---|---|

| Property Address | Account Number | Fair Market Value | Assessed Value |
|---|---|---|---|

| Levies | Assessment | Exemptions | Net Assessment | Net Rate | Net Tax |
|---|---|---|---|---|---|

TAX Bill

| Parcel Identification | Property Address | Due Date | Amount Due |
|---|---|---|---|

| Parcel Identification | Property Address | Due Date | Amount Due |
|---|---|---|---|

## EXEMPTION, TAX RETURN, TAX PAYMENT INFORMATION AND INSTRUCTIONS

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**Tax Bills**: The Tax Commissioner's Office automated customer service telephone number (404) 730-6100 may be used 24 hours. To obtain automated information on a tax bill, you will need the seven digit account number found on the front of the tax bill. You also may visit our website at www.fultoncountytaxes.org or one of the following locations between the hours of 8:00 a.m. and 4:30 p.m.:

| Government Center | North Service Center | South Service Center | Alpharetta Service Center | Greenbriar Mall Center |
|---|---|---|---|---|
| 141 Pryor Street, S.W. | 7741 Roswell Road | 5600 Stonewall Tell Road | 3155 Royal Drive | 2841 Greenbriar Pkwy |
| Atlanta, GA | Sandy Springs, GA | College Park, GA | Suite 165 | Suite 106 |
| | | | Alpharetta, GA | Atlanta, GA |

**Make Checks Payable to**: FULTON COUNTY TAX COMMISSIONER
Total City and County Payment: Enclose both coupons and remit total due by the due date on the City coupon.
Atlanta Payment: Enclose the Atlanta coupon and remit total Atlanta payment by the due date on the Atlanta Coupon.
County Payment: Enclose the Fulton coupon and remit total Fulton payment by the due date on the Fulton coupon.
Other Years Payments: Mail a separate check for the total amount by the due date noted for other years to:
Fulton County Tax Commissioner, 141 Pryor St., S.W. Room 1111, Atlanta, GA 30303.

Please Mail Coupon(s) and Payment To:

Fulton County Tax Commissioner
P.O. Box 105052
Atlanta, GA 30348-5052
(Use Enclosed Envelope)

Indicate the Correct Billing Address for this property, if different from the address on the face of this bill.

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Please Mail Coupon(s) and Payment To:

Fulton County Tax Commissioner
P.O. Box 105052
Atlanta, GA 30348-5052
(Use Enclosed Envelope)

Indicate the Correct Billing Address for this property, if different from the address on the face of this bill.

_____

_____

_____

| Property Owner | Parcel Identification | Description | User ID |
|---|---|---|---|

| Property Address | Account Number | Fair Market Value | Temporary Value |
|---|---|---|---|

| Levies | Temporary Assessment | Exemptions | Net Assessment | Net Rate | Net Tax |
|---|---|---|---|---|---|

Green Tax Bill

| Parcel Identification | Property Address | Due Date | Amount Due |
|---|---|---|---|

| Parcel Identification | Property Address | Due Date | Amount Due |
|---|---|---|---|

## TEMPORARY TAX BILL

This bill must be paid by the due date(s). Georgia Law O.C.G.A. 48-5-311 requires that you are given the following information. This Temporary Ad Valorem Tax Bill has been issued because of an unresolved Appeal.

As required by law, the value used in computing the Temporary Tax Bill is **the greater of**:

- The Taxpayer's return value filed on the property tax return, or
- 85% of the value proposed by the Board of Tax Assessors.

The computation of this Temporary Tax bill is not affected by an appeal pending for any other year. Once the appeal is resolved, you will be mailed a final tax bill based on the final assessment and/or a refund, when applicable.

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The Tax Commissioner's Office automated customer service telephone number **(404) 730-6100** may be used 24 hours. To obtain automated information on a tax bill you will need the seven digit account number found on the front of the tax bill. You also may visit our website at www.fultoncountytaxes.org or one of the following locations between the hours of 8:00 a.m. and 4:30 p.m.:

| Government Center | North Service Center | South Service Center | Alpharetta Service Center | Greenbriar Mall Center |
|---|---|---|---|---|
| 141 Pryor Street, S.W. | 7741 Roswell Road | 5600 Stonewall Tell Road | 3155 Royal Drive | 2841 Greenbriar Pkwy |
| Atlanta, GA | Sandy Springs, GA | College Park, GA | Suite 165 | Suite 106 |
| | | | Alpharetta, GA | Atlanta, GA |

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**County Payment**: Enclose the Fulton coupon and remit total Fulton payment by the due date on the Fulton coupon.
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**Atlanta, GA 30348-5052**
**(Use Enclosed Envelope)**

**Indicate the Correct Billing Address for this property, if different from the address on the face of this bill.**

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**Atlanta, GA 30348-5052**
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