



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

**Winner 2000- 2007 Achievement of Excellence in Procurement Award
National Purchasing Institute**

Jerome Noble, Director



October 11, 2007

Re: 07RFP57773YA-CC Print Reprographic and Mail Services

Dear Proposers:

Attached is one (1) copy of Addendum 5, hereby made a part of the above referenced Request for Proposal No. 07RFP57773YA-CC - Print Reprographic and Mail Services.

Except as provided herein, all terms and conditions in the Request for Proposal (RFP) referenced above remain unchanged and in full force and effect.

Sincerely,

Cheryl Cochran

Cheryl Cochran
Chief Assistant Purchasing Agent

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

The due date and time specified in the above Request for Proposal No. 07RFP57773YA-CC remains **Thursday, October 25, 2007 at 11:00 AM legal** prevailing time at the same location specified in the RFP.

The following are the final answers and/or clarifications to questions submitted:

1. Who is the final authority for disputed invoices between the selected vendor and a county department or agency?

Please see the "Dispute" clause under Article 13 of the sample contract of the RFP.

2. Who is the final authority for disputed invoices between the vendor and a county employee functioning on their own behalf as a retail customer?

Not applicable. County employees are prohibited from using County property for personal use.

3. Where do we place the monthly minimum for the print services in the cost proposal document?

There is no monthly base management fee needed for print services; only the \$16.00 per square feet.

4. In question 30 you state your offset volume is \$7000 per month. Please clarify the volume associated with this amount.

Under question #30 on addendum 4, the volume varies for each offset work order makes of the total (e.g. business cards with foil lettering (1box of 500); and or brochures with embossing 500 or 1000).

5. In question 39 please clarify the mail operations in the judicial complex. Is there a need for a person in that location and if so how much time would be required? Are mail bins located in that location?

Under question 39 of addendum 4, yes there is a need for a person in that location; possibly four (4) hours per day. Several Courts have an internal and external operation in their offices which would require support for

mail delivery. Currently the mail is transferred from these locations to the main mail station in the Government Center. No. There are no mail bins currently in this location.

6. In question 44 is the mail delivery software used internal or external, and what is the source and name of the provider?

Under question 44 of addendum 4, the mail delivery software used is external and the source and name of the provider is Hassler Neopost.

7. In question 64, is the volume listed monthly, weekly, annual, or daily? And, if so how many drop boxes are in use and where are they?

To clarify answer to question #64 on addendum 4, the volume is listed annually. There is one (1) drop box located at the Government Center with approximately 30 regular sites on an "as needed" basis throughout Fulton County (i.e. Airport, Superior Court, Health Departments, Government Center, Libraries, Police Department, Fire Stations, County Attorney's Office, etc.). Drop boxes restrictions based upon security protocol.

ACKNOWLEDGEMENT OF ADDENDUM NO. 5

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **October 25, 2007 11:00 A.M legal prevailing time.**

This is to acknowledge receipt of Addendum No. 5, _____ day of _____, 2007.

Legal Name of Bidder

Signature of Authorized Representative

Title