



Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Interim Director

Fulton County, GA

June 12, 2013

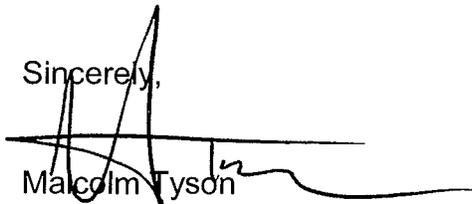
Re: 13ITB88428C-MT – Printing & Mailing Water and Sewer Bills

Dear Bidders:

Attached is one (1) copy of **Addendum 1**, hereby made a part of the above referenced 13ITB58963C-MT – Uninterrupted Power Supply (UPS) System Maintenance Service.

Except as provided herein, all terms and conditions in the Bid referenced above remain unchanged and in full force and effect.

Sincerely,



Malcolm Tyson
Assistant Purchasing Agent

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130 Peachtree Street, S.W., Suite 1168 • Atlanta, GA 30303 • (404) 612-5800



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

1. Do we need to be present at the pre-bid conference to participate?

Response: No

2. Is there a conference call that will be set up?

Response: No

3. Is there anything specific we need to do to register for this bid?

Response: No

4. Is it preferred that the awarded vendor mail out of Georgia?

Response: No

5. How many different bill templates to map and design?

Response: One

6. Please provide most recent bid tabulation from last bid?

Response: See Exhibit 1

7. Who is incumbent vendor?

Response: Pinnacle Data Systems

8. Is their highlight color variable data or preprinted on the bills?

Response: Yes

9. Can a double-window mailing envelope be used?

Response: Yes

10. Can a windowed return envelope be used?

Response: Yes

11. Who is your CIS system where export file will be generated?

Response: Advanced Systems.

12. How much is the County paying for these services currently? How much are you paying for postage?

Response: \$189,000 per year including postage.

13. Can you provide a copy of the ITB in Word so we can type-in the requested information on the required forms?

Response: Yes, please e-mail this request.

14. Can you please confirm the specifications on the bill packages? For example,

a. #10 double window carrier envelope (no printing).

Response: Yes

b. #9 window return envelope printed blk/01.

Response: Yes.

c. No preprinted form.

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Response: That is an option – preprinted or not.

d. Bill Lasered on both sides. Static backer.

Response: Yes. Static back is currently pre-printed.

15. What weight is the paper used for the bills?

Response: 20#

16. Are your #10 mailing envelopes single window with pre-printed return address or double window with the return address on the bill visible in the window?

Response: Double

17. From the bill sample, it appears that you use a single window #9 remittance envelope. Please confirm.

Response: Confirmed.

18. What ink colors are used?

Response: Black, Light Blue and Dark Blue

19. Is any variable data printed in color?

Response: No

20. How often do the water rates change, which would require reprinting the backer of your bills?

Response: The backer rarely changes.

21. Is being a Full Service NCOA provider an absolute requirement, and if so, why?

Response: Yes Most public utilities use the 18 month NCOA database of NCOA Limited Service Providers, since they are mailing regularly to their customers, such as your bi-monthly bills. The NCOA Full Service 48 month is mainly used for old accounts where there has been no contact for over a year or more. Could you mean a Full Service Intelligent Mail Provider, which will be required to receive discounted postage starting in January 2014?

Response: Further information is needed.

22. What is your average monthly or annual volume of EFT transactions that the vendor will be required to format and submit to the bank?

Response: None

23. Is the Performance Bond a requirement if Pinnacle |Data wins the bid?

Response: Only a bid bond is required. A performance and payment bond is not required for this bid from anyone.

24. Is the Pre-Bid Conference Mandatory? Is there a call-in number?

Response: The Pre-Bid Conference is not mandatory. There is not a call-in line for the meeting.

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25. Please describe the hardware and software platforms you currently use to perform the utility billing processing.

Response: Advanced CIS – Harris Product

26. Can you provide the specs for the files that you will be transmitting to the vendor?

Response: This information is unavailable.

27. What time of day will the County transmit the files to the vendor? This is important since the vendor must email the billing register and other reports to the County by 6am the next day.

Response: It would be sent in a timely manner.

28. How often do you transmit ACH files to the bank? Daily? Weekly?

Response: Daily

29. According to the Post Office: All FASTforward/LPE software and data fulfillment have been discontinued as of Jan. 27, 2013. After that date all FASTforward licensees must seek other alternatives to meet the Move Update requirement. How does this affect this bid item?

Response: Please refer to question # 7

30. You state the vendor "MUST BE" a Full Service Provider. This limits the vendor possibilities because this annual license fee is \$190,000. Is this a "MUST"?

Respond: Correct.

31. Since there will be programming costs to provide the County with the reports and ACH requirements, where on the bid do we place those item costs?

Response: This is a total lump sum bid.

32. Is the County open to alternative bill formats?

Response: No.

33. Items No. 6 & 7 of Section 3 page 2 of 3 have been deleted and is not applicable to this bid:

6. "Vendor must have the ability to translate Fulton County's billing data into the format required by the financial institution that processes electronic fund transfers (EFT) for Fulton County water and sewer bill payments".

7. "Vendor must have the ability to electronically transmit the translated billing data to the financial institution processing EFTs for Fulton County".

34. The contract term has been changed as follows:

a. Commencement Term

The "Commencement Term" of this Agreement shall begin on the date of execution of the Agreement in the year 2014, the starting date shall be January 1, and shall end absolutely and without further obligation on the part of the County on the 31st day of December, 2014. The Commencement Term shall be subject to events of termination and the County's termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the County's obligation to make payments provided under this Agreement shall be

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subject to the County's annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the County's governing body and such obligation shall not constitute a pledge of the County's full faith and credit within the meaning of any constitutional debt limitation.

b. Renewal Terms

Unless the terms of this Agreement are fulfilled with no further obligation of the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the County upon the approval of the County Board of Commissioners for **three (3) one-year** ("Renewal Terms"). However, no Renewal Term of this Agreement shall be authorized nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the County Board of Commissioners for the calendar year of such Renewal Term. If approved by the County Board of Commissioners, the First Renewal Term shall begin on the 1st day of January, 2015 and shall end no later than the 31st day of December, 2015. If approved by the County Board of Commissioners, the Second Renewal Term shall begin on the 1st day of January, 2016 and shall end no later than the 31st day of December, 2016. If approved by the County Board of Commissioners, the third Renewal Term shall begin on the 1st day of January, 2017 and shall end no later than the 31st day of December, 2017. If the County chooses not to exercise any Renewal Term as provided in this Section, then the Term of this Agreement then in effect shall also be deemed the "Ending Term" with no further obligation on the party of either party.

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ACKNOWLEDGEMENT OF ADDENDUM NO. 1

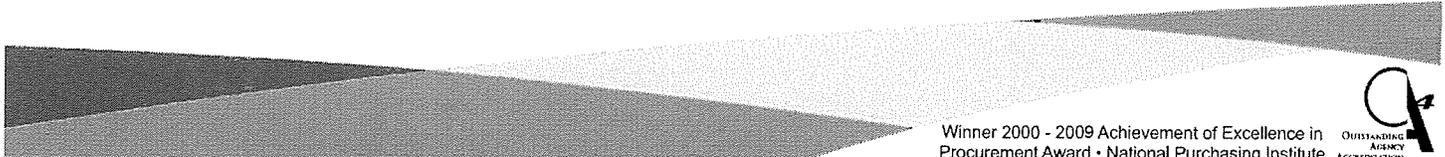
The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the **Bid** due date and time of **June 19, 2013 at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 20__.

Legal Name of Bidder

Signature of Authorized Representative

Title



BID TABULATION SHEET

BID NUMBER: #10ITB69588YC-AP OPENING DATE: 9/16/2009 PAGE NUMBER: 1 OF 1

BID DESCRIPTION: PRINTING & MAILING WATER AND SEWER BILLS REQUESTING DEPARTMENT: FINANCE

DESCRIPTION OF PRODUCT OR SERVICES DESIRED	VENDOR CODE		CONTACT		VENDOR CODE		NON RESPONSIVE VENDORS AND OTHER INFORMATION	
	UNIT	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL
BIDDER TO INDICATE THE CURRENT POSTAL RATE PER ITEM FOR POSTAGE, FIRST CLASS, PRE SORT:	1	\$ 0.3570	0.3570	\$ 0.3350	0.3350	\$ 0.3320	0.34	\$ 0.3350
	1	\$ 0.0915	0.0915	0.0870	0.0870	0.0950	0.10	\$ 0.0950
TOTAL COST PER ITEM		\$ 0.45		\$ 0.42		\$ 0.43		\$ 0.43

GRAND TOTAL:	\$201,825	\$193,500	\$189,900	\$192,150	\$195,300
BIDS MAILED:	154	ASSISTANT PURCHASING AGENT: AL MICAH PHILLIPS			
BIDS RECEIVED:	8	CHIEF ASSISTANT: WILLIAM E. LONG			
		DATE RECEIVED: 09/16/2009			
		DATE COMPLETED: 09/23/2009			
		COMPLETED BY: LISA MCKINE			