



FULTON COUNTY PURCHASING DEPARTMENT

Mr. Jerome Noble
Director

ADDENDUM #2
RFP NUMBER: 05RFP10A26YA

PRINT, REPROGRAPHICS AND MAIL SERVICES

Fulton County, Georgia

December 2, 2005

Dear Vendors:

This addendum is in reference to Request for Proposal Number 05RFP10A26YA for print, reprographics and mail services as requested by the General Services Department.

1. The following changes, additions and/or deletions are hereby made:

The closing date and time of December 8, 2005 11:00 AM local prevailing time is changed to December 22, 2005 11:00 PM local prevailing time.

All references to contract period stating the contract award date from "January 1, 2006 through December 31, 2006" is changed to read, "from date of award through one year later".

Exhibit 1, entitled "COST PROPOSAL" attached hereto, shall be submitted in a separate sealed envelope with the proposal and clearly marked "COST PROPOSAL".

Exhibit 2, attached hereto provides a listing of equipment and supplies currently being used under the existing contract.

2. The following are questions submitted by various vendors with a response to those questions.

Incoming mail

1. What % of the 6000 inbound USPS will be handled by the Government and Judicial Center complexes and what % will be handled by the on site Central post office for other departments.

100%

2. Will the proposer be responsible for screening all mail or just mail for the GCC/JCC?

All mail

3. What time does the mail arrive at the Pryor Street entrance?

The delivery time varies, but the expectation is that mail will be delivered within four (4) hours of receipt.

4. What is the distance between the Pryor street entrance and the Mail Sort Area? Are they connected by tunnels?

The distance is 300 feet and all within the building.

5. How many department reps will still come and pick up mail from the Central Post office?

Not any. Once we implement the new procedures (mail will be delivered to the departments).

6. How is inbound USPS mail provided to the 24 remote sites?

This mail is still delivered by the USPS directly.

7. Are inter-office envelopes used for internal mail? What does inter-office mail consists of and is it of great priority?

Yes, interoffice envelopes are used for internal mail. Inter office mail mainly consists of letters; however, all mail is of great priority, because certain mail is associated with County business.

8. Newspapers

What is the volume of newspapers/periodicals? Are they part of the daily USPS count.

Newspapers will not be a part of the contract. Periodicals account for 15% of the USPS mail volume and are a part of the daily count.

- a) Are newspapers preaddressed or is the mail center staff required to address the papers; if so, how much time is taken for this process?

Newspapers are part of the USPS mail.

- b) Is there a special delivery for newspapers? If so, how long does it take?

Yes, newspapers are delivered by newspapers staff and will not be a part of this contract.

9. Mystery Mail (Look Up)

- a) What is the volume of Mystery mail?

This is not currently covered under the contract. Successful vendor will determine the volume.

- b) What % is looked up and what % is opened?

Same as #9 above.

c) What is the process? (Manual look up or computerized)

Manual look-up is the process; however, proposers are encouraged to provide other solutions

Internal Distribution

1. How many floors and mail stops will be serviced by the delivery person(s) in GCC?

15 mail stops, 12 floors

2. How many floors and mail stops will be serviced by the delivery person(s) in JCC?

7 mail stops, 3 floors

3. Will all the other departments still send reps down to the Central Post Office for mail pick up?

No, all mail is to be delivered to the departments.

Courier Distribution

1. Does the courier route(s) start at the mail center and terminate at the mail center?

Yes

2. At what times does the courier run(s) leave the mail center?

There is a run in the morning and one in the afternoon; however, a specific time is not mandated. Successful proposer/s can change this time if desired.

3. On the average, how long does it take to complete a run?

Approximately three (3) hours.

Incoming/Outbound Accountable/Express mail

1. There is no mention of accountable mail (Airborne, Fed Ex, express mail etc.)

What is the process for this kind of mail, who performs these activities, and what are the volumes?

At present, this mail is delivered directly to the offices office by the outside courier (Airborne, Fed Ex, & UPS, etc.). As part of the RFP, we are asking proposer to separate cost-out providing personnel for screening at central screening point separate from Judicial and Government Centers. The volume is less than 200 packages per month.

2. What about outbound accountable mail?

Outbound USPS mail from the Government and Judicial Centers is processed through the mail room by vendor. There are approximately 4,000 accountable pieces per month.

3. It is stated that packages will be delivered by Fulton County drivers. Does this hold true for Express/Accountable mail?

See answer number 1 above

4. Is this mail tracked and traced and by who?

Yes, by the vendor.

Outgoing mail

1. Is all outbound mail processed at the Mail Sort Center?

Yes

2. What time does USPS arrive for pick up?

All mail must be processed by 5:00 P.M. for pick up.

Equipment

1. Please list the mail equipment that would have to be replaced from the existing vendor?

The existing mail equipment is as follows:

Two (2) DM 1000

The replacement schedule, if any, is the responsibility of successful proposer.

2. What equipment does Fulton County own that would be made available to the successful vendor?

See Exhibit 2 of equipment list under this addendum.

Misc Questions – Mail and Reprographics

1. Are there any other activities that take place in the mail center or by the mail center staff that is not part of volume processing, or delivery i.e. records management, moving furniture, admin, etc?

No

2. If so how much time is spent on these duties by mail center staff?

Activities are determined by the Service Level Agreements (SLA).

3. Is there a requirement for a full time dock person?

No

4. Within the proposal requirements of the RFP, there is mention of packages, priority and accountable mail. Please provide volumes for the above mentioned categories of mail.

This cannot be provided because it is not currently under the contract. Successful proposer will determine the volume.

5. In the RFP, Fulton requires the successful vendor to begin operation January 1, 2006. Will there be time in late December to install the required equipment to begin operation at that time?

Award will be from date of award through one-year later. Installation of equipment will be based on contract award date which is to be determined at that time.

6. Page 23 3.3.10.05 How heavy are the packages that need to be unloaded?

Up to 50lbs

7. Page 27 3.4.3.3 Are the mail, copy, and print volumes quoted here monthly or year to date?

Per month

8. Page 35 3.5.8.5, what does the County use for a General Ledger System? Product Name, Version, etc. What file format can the current General Ledger System receive if we want to export our data to it?

Currently, using 3.3.2 AMS and will be at 3.5.1 after the 1st of the year (2006).

The file format is Advantage 3.3.2. This would also require an interface from the software into the AMS system that will have to be completed by the vendor and not the County staff.

9. Page 26 3.4.3.2.3 Who provides supplies for the equipment such as laminating material, shrink wrap material, padding glue, and boards for oversize printing and mounting for courts?

Vendor

10. Page 26 3.4.3.2.3 Who maintains the current system used for web submission of prints jobs? What is the program? Is it on a server in the Print facility?

Fulton County Information Technology (IT) Department

Server is not in the print facility it is located on the 9th floor of the Government Center (same facility print shop).

11. Page 27 3.4.3.3 Does Fulton provide the paper for use in the print shop?

Yes

12. Page 27 3.4.3.3 What do the asterisks represent on Press impressions (envelopes) and two-color press work?

Most common

13. Page 26, 3.4.3.2.3 Services that are currently provided?

Yes

14. How much volume is completed for each finishing activity?

i.e. 500 shrink wraps per month
850 GBC binds per month
400 Tape binds per month
2500 collations per month
44,000 folds per month

15. Are all vended items subject to negotiation with the end-user (i.e. promotional items—clocks, badges, pens etc)

Fulton County expects the awarded proposer to utilize their expertise in selecting market-driven, best price/value vendors for promotional items.

16. Page 27, 3.4.3.3 Reprographics/ Printing

The 1,334,255 B/W print volume –is this all 8 ½ X 11 and does this include offset press printing?

This volume is not all 8 ½" x 11", and does not include the offset press volume. Please see RFP for press volumes. Approximately 20% is 8 1/2 by 14 or 11X17. None of this is done by offset press.

17. What is the storage footage for storage room and site manager office area.

Storage area: 1400 feet
Office: 120 feet

18. What are the expected Service Level Agreements (SLA's) for inbound mail?

Mail is delivered within four (4) hours of receipt.

The undersigned proposer acknowledges receipt of this addendum by returning an original and five (5) copies with their proposal. Failure to submit a signed copy of this addendum with your proposal may render your proposal non-responsive.

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


Cheryl Cochran

Chief Assistant Purchasing Agent

Acknowledgment of Addendum

Name: _____

Signature: _____

Company Name: _____

Signature: _____

Date: _____

Date: _____

EXHIBIT 1

1. **Labor Cost:**

Position	Quantity	Weekdays	Weekends	Holidays	Overtime
		\$ /hr	\$ /hr	\$ /hr	\$ /hr
		\$ /hr	\$ /hr	\$ /hr	\$ /hr
		\$ /hr	\$ /hr	\$ /hr	\$ /hr
		\$ /hr	\$ /hr	\$ /hr	\$ /hr
		\$ /hr	\$ /hr	\$ /hr	\$ /hr
		\$ /hr	\$ /hr	\$ /hr	\$ /hr
		\$ /hr	\$ /hr	\$ /hr	\$ /hr

2. **Printing Services:**

	Description	Cost
A	Base Management Fee	
	This is the recurring monthly compensation Fulton County will pay the Contractor for all personnel including personnel for internal and external mail delivery services (<i>exclude personnel for package screening at a central warehouse—this must be priced separately per # 3 below</i>), equipment and up to _____ black & white, one-sided copies/month)	\$ /month
B	Variable Compensation to Contractor (this is workload-based, driven by customers)	
	*1. Additional one-sided, black & white copies in excess of amount you listed in Item A above:	\$ /impression
	*2. Color Copies:	\$ /impression
	*3. Print (press) Impressions (flat—black & white):	\$ /impression
	*4. Print (press) Impressions (envelope—black & white)	\$ /impression
	*5. Two-Color Print (press) impressions	\$ /impression
C	Mailing Services	
	1. Pre-Sort Mailing Services (provide cost for a first-class letter)	\$ /letter
D	Other Compensation to Contractor (Itemize below):	

(*See note on next page)

* For price evaluation purposes, Fulton County will use the following volumes:

- B.1. Additional black & white copies: 250,000/month
- B.2. Color copies: 100,000/month
- B.3. Print (press) impressions (flat): 375,000/month
- B.4. Print (press) impressions (envelope): 287,000/month
- B.5. Two-Color Print (press) impressions: 50,000/month

3. **Screen Packages (ref. 3.3.10.05, page 23):**

Note: This is an option Fulton County may or may implement. **Proposers shall price this as a "stand-alone" option.**

Description	Cost
Screen packages upon receipt using proposer's personnel and County owned x-ray scanners at a centralized warehouse, and assist in loading packages on a County-owned vehicle for delivery to Fulton County Government or Judicial Center Complexes (Fulton County provides drivers).	\$ _____/per month

Total all inclusive cost (Lump Sum of items A, B1-5 [(use volumes shown above] and C, plus any items proposer includes in item D; for D indicate volumes as appropriate):

_____ (Dollars)

Total all inclusive cost (Lump Sum of items A, B1-5 [(use volumes shown above] and C, plus any items proposer includes in item D; for D indicate volumes as appropriate):

_____ (Words)

EXIHIBIT 2

1. Leased Equipment:

- 1512 Computer Equipment
- Optiplex GX260T, P4/2.00GHZ
- HS-2000 Business Card Splitt
- Jetplate System 3000
- Jetproof Print System w/ink
- Pisces RIP PC
- System Install/Startup Chem.
- Rhin-O Tuff HD6500
- Rhin-O Tuff C13000
- Brackett Padmaster 2000
- Challenge Handy-JOG JOGGER
- Quicksetter 46 Recorder
- QP46 Online G & J Quickset W/T
- IBM E-Series X200 RIP Station
- 1522 Plant Equipment
- 1523 Copies
- 1524 Duplicators
- 1528 Mail Equipment
- 2 DM 1000 Mailing Machine
- 1 Accutrax System for Billing
- PBI Z531

2. County Owned Equipment:

- Baum Cutter 2 each
- AB Dick Press 2 each
- Stitcher 1 each
- 3 Hole Drill 1 each
- Cutter 1 each
- Collator 1 each

3. Print Reprographic Supplies:

- Plates for the Press (600 avg. monthly)
- Ink Cartridges for Copiers
- Ink Cartridges for Postage Machine
- Staples for Copiers