



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**Winner 2000- 2008 Achievement of Excellence in Procurement Award  
National Purchasing Institute**

**Felicia Strong - Whitaker, Interim Director**



September 9, 2009

**Re: 10ITB69568YC-AP, Printing & Mailing Water and Sewer Bills**

Dear Proposers:

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced Invitation to Bid.

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

Sincerely,

Al Micah Phillips  
Assistant Purchasing Agent

**Addendum No. 2**  
**Page Two**

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

**The following information is a requirement for Bidders:**

**1). Response to Questions received on 10ITB69568YC-AP, Printing & Mailing Water and Sewer Bills**

**Proposal Questions:**

1. What is the amount required for the bid bond?  
No bid bond.
2. I don't see a category for a printer/mailer on Georgia's Secretary of State's web site for a professional license. What license is required? Vendor must be Licensee of the USPS (United States Postal Service) to provide NCOA processing as a Full Service Provider.
3. What format is the data sent (flat file or print image)?  
Flat File
4. Carrier Envelope - is this a standard window #10?  
Yes
5. Carrier Envelope - is there printing on the back of the envelope?  
No
6. Carrier Envelope - is there any color used, other than black for the printing?  
Yes
7. Return Envelope - is this a standard #9 envelope?  
Yes
8. Return Envelope - is there printing on the back of the envelope?  
No

9. Return Envelope - is there any color used, other than black for the printing?  
No
10. Bill Form - how many colors (including black) are used on the front side?  
Two colors (Blue and Black)
11. Bill Form - how many colors (including black) are used on the back side?  
One
12. How many days in advance does Fulton County give the vendor for the printing of inserts?  
Varies
13. Inserts - what size paper is used?  
Varies
14. Inserts - what paper weight is used?  
Varies
15. Inserts - are they simplex or duplex printed?  
Varies
16. Inserts - how many colors, including black are used on the front?  
Varies
17. Inserts - how many colors, including black are used on the back?  
Varies
18. Inserts - what color paper is used?  
Varies
19. Remittance coupon, is part of the bill form (customer would tear at the perforation and return)?  
Yes
20. Who is your current vendor?  
Pinnacle Data Systems
21. What is the current postal rate per item for postage, first class, pre sort?  
It varies lowest per unit \$0.315 all the way to \$0.089 per unit and higher depending on the weigh and size.

22. What is the current processing, printing, inserting, EFT, and materials (paper) cost per item?  
It varies depending on the insert size and type of materials (paper) cost per item also varies depending on the insert.
23. Are the bills printed in all black ink or are there a preprinted form required?  
Yes except Logo
24. Is there a backer? If there is a backer is it preprinted or variable information?  
Yes preprinted
25. Are envelopes custom printed?  
Preprinted
26. Are examples of bill and envelopes available?  
Yes
27. Will vendor be required to transmit only those bills indicated/flagged as EFTs to financial institution or all bills?  
All bills
28. Will you require NCOA for every file or bi-annually?  
Not sure what this is
29. What is the amount of the Performance Bond if awarded contract?  
No Performance Bond is needed.
30. Will you consider vendors outside GA?  
Yes
31. Are you currently outsourcing your production, if so who is your current vendor?  
Yes Pinnacle
32. Will vendor print your inserts?  
Yes
33. Which CIS (Customer Information System) will Fulton County be exporting their billing file from?  
Advanced CIS Infinity

**2). Attach is a sample copy of a Water and Sewer Bill.**

**3). Bid number 09ITB69250YC-AP was posted in era the correct bid number is 10ITB69568YC-AP.**

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

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 Bid due date and time **September 16, 2009 at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 2, \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title



FULTON COUNTY FINANCE DEPARTMENT

Water and Sewer Billing and Collections
Post Office Box 105300
Atlanta, Georgia 30348

E

ACCOUNT NUMBER: 000-08620-001 1
CUSTOMER NAME: CITY OF JOHNS CREEK
SERVICE ADDRESS: 10205 MEDLOCK BRIDGE PARKWAY

Table with columns: SERVICE FROM, SERVICE TO, METER READING PREVIOUS, METER READING PRESENT, CONSUMPTION. Includes a TOTAL row showing 139900 consumption.

Table with columns: TYPE CHARGE, AMOUNT. Rows include CURRENT WATER (596.78), CURRENT SEWER (704.10), TOTAL CURRENT CHARGES (1300.88), OTHER CHARGES (0.00), ADJUSTMENTS (0.00), PREVIOUS BALANCE (0.00).

BILLING RATES
WATER - DOMESTIC
\$6.00 SERVICE CHARGE - RESIDENTIAL
\$2.63 / PER 1000 GALLONS UP TO 130%
\$3.29 / PER 1000 GALLONS FROM 131% - 200%
\$5.26 / PER 1000 GALLONS ABOVE 200%
SEWER
\$6.00 SERVICE CHARGE - RESIDENTIAL
\$4.99 / PER 1000 GALLONS
WATER - IRRIGATION
\$6.00 SERVICE CHARGE - RESIDENTIAL
\$2.63 / PER 1000 GALS. UP TO 11,340 GALS. / 60 DAYS
\$5.26 / PER 1000 GALS. OVER 11,340 GALS. / 60 DAYS

Summary table: BALANCE DUE 1300.88, DUE DATE 10/15/07

CUSTOMER SERVICE - BILLING QUESTIONS - RATE INFORMATION
TELEPHONE NUMBER (404) 730-6830

ACCOUNTS NOT PAID BY THE DUE DATE ARE SUBJECT TO SHUT OFF WITHOUT ADDITIONAL NOTICE.

THE DUE DATE AS INDICATED ABOVE DOES NOT APPLY TO ACCOUNTS WITH A PREVIOUS BALANCE WHICH ARE SUBJECT TO SHUT OFF WITHOUT ADDITIONAL NOTICE.

If you are receiving a bill for service charges only with zero consumption when water is being consumed, the meter may be stopped. Please contact Customer Service 404-730-6830.

Detach here and return this portion with payment in the enclosed reply envelope.

Fulton County Finance Department
Water and Sewer Billing and Collections
141 Pryor Street S.W.
Suite 7001
Atlanta, Georgia 30303



Table with columns: SERVICE ADDRESS, ACCOUNT NUMBER, DUE DATE, BALANCE DUE, AMOUNT PAID. Includes address 10205 MEDLOCK BRIDGE PARKWAY and balance due of 1300.88.

MAKE CHECK PAYABLE TO:
FULTON COUNTY FINANCE DEPARTMENT



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CITY OF JOHNS CREEK
CITY OF JOHN'S CREEK
12000 FINDLEY RD STE 400
JOHNS CREEK GA 30097-1407

FULTON COUNTY FINANCE DEPARTMENT
Water and Sewer Billing and Collections
Post Office Box 105300
Atlanta, Georgia 30348-5300



00008620001 1 000130088

**Please address correspondence to:** Fulton County Finance Department  
 Water-Sewer Billing, Suite 7001  
 141 Pryor Street SW  
 Atlanta, Georgia 30303

For customer service, billing questions, or rate information call the **Main Customer Service Line at (404) 730-6830**. For water emergencies call our **Emergency Service Line at (770) 640-3040 or (770) 640-3041**.

**Please see the current rates below:**

Service	Service Period	Type of Charge	Rate
<b>Water</b>	Service charge does not vary by Service Period	Service Charge	Residential - \$6.90 Commercial - varies by meter size
	November 1 <sup>st</sup> - March 31 <sup>st</sup>	Flat Rate	\$3.02 / 1,000 gals of water
	April 1 <sup>st</sup> - October 31 <sup>st</sup>	Conservation Rate	Tier 1: \$3.02 / 1,000 gals of water Tier 2: \$3.78 / 1,000 gals of water Tier 3: \$6.05 / 1,000 gals of water
<b>Sewer</b>	Service charge does not vary by Service Period	Service Charge	Residential - \$6.90 Commercial - \$6.90
	Rate does not vary by Service Period	Flat Rate	\$5.74 / 1,000 gals of water
<b>Irrigation</b>	Service charge does not vary by Service Period	Service Charge	Residential - \$6.90 Commercial - varies by meter size
	November 1 <sup>st</sup> - March 31 <sup>st</sup>	Flat Rate	\$3.02 / 1,000 gals of water
	April 1 <sup>st</sup> - October 31 <sup>st</sup>	Conservation Rate	Tier 1: \$3.02 / 1,000 gals of water Tier 3: \$6.05 / 1,000 gals of water

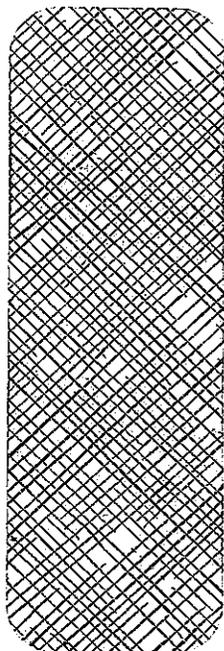
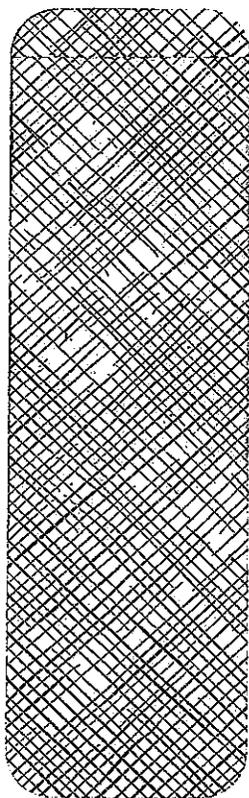
Residential water and sewer billings are processed every two months; commercial water & sewer billings are processed every month. If you do not receive a timely billing, please call the Main Customer Service Line.

The due date indicated on the front of your bill does not apply to accounts with a previous balance. Accounts not paid by the DUE DATE are subject to termination of water service without further notice.

If water service is terminated for non-payment, a disconnection fee will be charged to your account. Water service cannot be restored until the account balance is received in full at Fulton County Finance Department, 141 Pryor Street SW, Suite 7001, Atlanta, GA 30303. Please contact the Main Customer Service Line for your current account balance and other payment locations.

If the name or billing address on this account has changed or it is incorrect, please notify the Main Customer Service Line at (404) 730-6830 or write to the address referenced above.

**\*FULTON COUNTY RESOLUTION ADOPTED 12/22/82, SEC 28-7-40 REQUIRES THAT ALL CHARGES BECOME LIENS UPON THE PROPERTY BENEFITED IF NOT PAID BY THE DUE DATE.**



RETURN ADDRESS

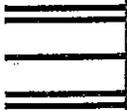
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PLACE  
STAMP  
HERE

