

Addendum (Page 1 of 3)

Request for Proposal to Bid FY14-0620 Assessment Notices – Mailing/Printing –Orangeburg County

Addendum No. 2 (herein referred to as “Addendum”)

This Addendum revises the above-described procurement, and is hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents. Addendum posted on website at www.orangeburgcounty.org-Purchasing/Bids-Solicitations

The addendum is as follows: Question/Answer – June 5, 2014

[Responses in Blue](#)

- 1) We process and drop mailings in Spokane, WA on behalf of customers from as far east as Georgia and Massachusetts to as far west as Hawaii – will the County allow a vendor for this project that is not local? [Yes. However the drop date may need to be adjusted so the majority of notices are delivered as if they were mailed within SC.](#)
- 2) Who is the County’s current vendor, and what are the most recent contract prices? [There is not a current vendor. This mailing occurs once every five years. I do not have the cost from the last mailing.](#)
- 3) Is the County interested in online Notices (we offer a service called eNotices where taxpayers can securely review their forms online)? [No.](#)
- 4) I see postage is called for in the quote, as a separate line item
 - a. I only see one space for the quote price – should postage be written to the right of that space? [See revision – Request for Proposal Bid Sheet.](#)
 - b. One of our specialties is obtaining the highest discounts possible through the USPS. That being said, postage prices are very difficult to quote without a final address and data file, as there are several criteria used to determine final postage prices. We are able to offer a range of postage prices, though – would that be acceptable? [We want and/or looking for a costs on the postage. To assist in this here a breakdown of last years tax roll \(check website for spreadsheet version under Addendums for No. of Taxpayers and Notices per taxpayer.](#)

- 5) I see in item 9 that there is a breakdown of outgoing mailing envelopes – to further break that down:
- a. Are the 51,800 mailing envelopes containing just one form (1 sheet)?
Yes. Based on last years tax roll this number should be revised to an estimate of 45,165
 - b. How many total forms (sheets of paper) are used to comprise the 13,900 mailing envelopes? **Based on last years roll this number should be revised to an estimate of 20,518. There will be 20,518 forms, but the number of envelopes is unknown (see above table). If there is too many for a particular owner to fit in a #10 envelope, they can be put in a 9x12 as long as the other envelope standards are followed.**
- 6) Envelopes
- a. We have developed a custom size/position similar to what is shown in the samples, but slightly larger to assist in meeting postal requirements for discounted postage – would the County be willing to consider a slightly different window size? **Yes**
 - b. Is there any printing on the back of the mailing envelope? **No**
 - c. Is the mailing envelope made with white stock? **Yes**
 - d. I don't see mention of a #9 reply envelope – am I correct in understanding the County does not include response devices? **Correct**
- 7) Forms
- a. I don't see an attachment showing data – will one be supplied later?
Yes, with data fields mapped to their approximate location
 - b. Does the County use OCR scanning on **No**
 - c. 20# paper is a standard stock, but we've found customers (and our equipment) tend to be happier with a slightly heavier 24# text weight – would the County possibly be willing to consider this? **Yes**
 - d. Does the County use white paper for the form? **Yes**
 - e. On the back of the form, is the printing just black? **Yes**
- 8) I see there's a requirement for Certificate of Insurance Liability if installation is required – as we would process everything at our own facility, I assume we do not need to have this, then? **Only if anything is done on Orangeburg County property.**
- 9) How many originals and copies of our response will be required to be submitted? **One (1) original and One (1) copy**
- 10) Based on the frequency of mailing, would this be for a 1-year contract? **This is a one-time mailing.**

