FULTON COUNTY

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

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

Jerome Noble, Director

OUTSTANDING AGENCY ACCREDITATION ACHIEVEMENT AWARD NIGP

October 3, 2007

Re: 07ITB57929YC-AP
Printing & Mailing Water and Sewer Bills

Dear *Vendors*:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced **07ITB57929YC-AP**.

07ITB57929YC-AP
Printing & Mailing Water and Sewer Bills

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

Response to Questions received on 07ITB57929YC-AP, Printing & Mailing Water and Sewer Bills Proposal Questions:

Question – Does Fulton County Water use a preprint for their bills? If yes, how many colors?
Answer – Yes, a preprint is used. Red and blue are used in addition to black and white.

Question – Is highlight color used on the statement?
Answer – No.

Question – Are custom envelopes used or can we use generic window envelopes?
Answer – Generic window envelopes that accommodate the bill are okay.

Question – Is there printing on the front and back of the document? If yes, is the back variable or static information?
Answer – Yes, static information.

Question – Are the billing statements for Fulton County color or black and white. Also, do you have samples?
Answer – Black and white with color in a couple of areas. Samples, yes.

Question – What are the specifications for the bills? Are they single or multiple pages, is a backer required, do they need to be printed in simplex (one –sided) or duplex (two sides) formats, is there color on the bills, etc? Can we get samples of the entire mailing package (forms, outer envelope, and reply envelopes) and samples of previously-printed bills?
Answer – Single page, duplex, color and samples are available.

Question – At what time is the billing file scheduled to be transmitted?
Answer – Before midnight.

Question – When is the message file transmitted to the vendor? How close is the sending of the billing file to the sending of the message file?
Answer – Message file is sent as changes are needed. There is no relationship in sending between the two files.

Question – Postage expense can be lowered by commingling the County's bills with letters and bills from other mailers. This means that a USPS postage receipt would not reflect only the bills mailed on behalf of the County, but would show the higher mailing volume of all the letters commingled into the mailing. Is this an option Fulton County will accept?
Answer – Fulton County must have a clear, documented counting.

Question – Can you confirm what print data stream?
Answer – It is a flat EBCDIC file.

Question - Will the County be providing a fully composed print ready data Stream?
Answer – No

Question – Can the copy supply a sample of the current work?
Answer – (bill?) Yes

Question – Can the County provide a sample of the Data Stream for testing and proof of concept purposes?
Answer – Maybe

Question - Can the County describe the format needed by the Financial Institution for the Electronic Fund Transfers?
Answer – No

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Question – Is it acceptable for bills to be generated out of State?
Answer - If delivery time will not be affected, yes.

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Answer – Maybe

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Answer – No

Question – ITB page 36 - Is the use of a MWBE partner a requirement or may we submit a proposal without a partner?
Answer – You may submit without a partner.

Question – ITB page 52, requirement #6 – Does this mean that Fulton County has remittance processing needs? If so, we anticipate submitting additional questions to address.
Answer – No.

Question – ITB page 52, requirement #7 - Does this mean that Fulton County has remittance processing needs? If so, we anticipate submitting additional questions to address.
Answer – No

Question – ITB page 52Please advise what file format Fulton County anticipates transmitting in. Will there be any requirements for document composition, data processing, or design services or will files come to us 'print ready'? Will Fulton County require presort services?
Answer – flat file – EBCDIC files will not be print ready.

Question – ITB page 52 – Does this mean that Fulton County will need us to print inserts on their behalf?
Answer – Yes

Question – ITB page 53 – Would Fulton County be willing to forward a data file via our secure FTP site for our analysis?
Answer – Maybe

Question – ITB page 53 –In the first year, we cannot guarantee that the costs for materials (forms/envelopes) would not increase. Is Fulton County negotiable on this request?
Answer – No.

Question – Please tell us if there are any language requirements beyond English, i.e.., Spanish, etc.
Answer – No.

Question – Should we expect multiple billing cycles within the same day?
Answer - No.

Question – Does Fulton County have any other billing related notices that would add additional volumes to these cycles?
Answer - No

Attach is a sample copy of a Water and Sewer Bill.

A color sample will be provided upon request.

Except as provided herein, all terms and conditions in the **07ITB57929YC-AP** referenced above remain unchanged and in full force and effect.

Sincerely,

Al Micah Phillips
Assistant Purchasing Agent

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 Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **October 10, 2007, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2007.

_____
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

SERVICE FROM	SERVICE TO	METER READING PREVIOUS	METER READING PRESENT	CONSUMPTION
05/17/07	09/06/07	51556	52955	139900
			TOTAL	139900

TYPE CHARGE	AMOUNT
CURRENT WATER	596.78
CURRENT SEWER	704.10
TOTAL CURRENT CHARGES	1300.88
OTHER CHARGES	0.00
ADJUSTMENTS	0.00
PREVIOUS BALANCE	0.00

BALANCE DUE	**1300.88**
DUE DATE	**10/15/07**

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

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

ACCOUNTS NOT PAID BY THE DUE DATE ARE SUBJECT TO SHUT OFF WITHOUT ADDITONAL 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

SERVICE ADDRESS			
10205 MEDLOCK BRIDGE PARKWAY			
ACCOUNT NUMBER	DUE DATE	BALANCE DUE	AMOUNT PAID
000-08620-001 1	10/15/07	1300.88	

MAKE CHECK PAYABLE TO:
FULTON COUNTY FINANCE DEPARTMENT

25

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

Customer Service - Billing Questions - Rate Information - (404) 730-6830

Emergency Service - *(770) 640-3040 or 3041*

Residential Water and Sewer billings are processed every two months. If you do not receive a timely billing, contact Customer Service.

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 re-connection 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.

*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. *

If the name or billing address on this account has changed or is incorrect, please notify CUSTOMER SERVICE - (404) 730-6830 or write the address referenced above.

FCW 3001P (05.04)