



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

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

Jerome Noble, Director



October 18, 2007

Re: 07RFP57773YA-CC Print Reprographic and Mail Services

Dear Proposers:

Attached is one (1) copy of Addendum 6, hereby made a part of the above referenced Request for Proposal No. 07RFP57773YA-CC - Print Reprographic and Mail Services.

Except as provided herein, all terms and conditions in the Request for Proposal (RFP) referenced above remain unchanged and in full force and effect.

Sincerely,

Cheryl Cochran

Cheryl Cochran
Chief Assistant Purchasing Agent

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

The due date and time specified in the above Request for Proposal No. 07RFP57773YA-CC remains **Thursday, October 25, 2007 at 11:00 AM legal** prevailing time at the same location specified in the RFP.

The following are the answers and/or clarifications to questions submitted in reference to Addendum 6. This is the final receipt and response to questions submitted.

FOLLOW-UP QUESTIONS AND ANSWERS
TO ADDENDUM 4 DATED 10/5/2007

Question 2: What part of this space is used for production mail?

See Copy / Mail Center Layout (Mail Slots) Addendum 4

How does Fulton County differentiate between production mail and other mail services?

Metered/Interoffice Mail vs. Courier, etc.

Can the County provide a volume history for production mail?

See RFP under Mail Services

Question 11: Does Fulton County expect any noticeable or significant change in the courier runs or activities verses what is occurring now? (This question is trying to anticipate whether there may be any change in locations or usage of courier service in the next year and beyond within Fulton County.)

No substantial changes are anticipated in the next year.

Question 16: Is the County currently using an automated tracking system for mail such as PBMS Arrival or Neo-Post Neo-Trak?

No

Does the County have a future need for such systems?

Yes, this would be considered a value added solution (e.g. tracking certified mail).

Should this be included in the price proposal?

Yes, this should be included in the mail base management fee.

Question 18: Can the County give reasons and/or history behind why the majority of print jobs are submitted in hard copy rather than digitally?

No, the County cannot give reasons why the majority of print jobs are submitted in hard copy rather than digitally.

Question 20: Will Fulton County allow vendors to place a server and applications behind their Firewall and on their Intranet to provide various support applications for Mail and Print services?

Yes with IT restrictions

If so, do all Fulton County employees/locations have access to the County's Intranet?

Yes, the current vendor has a web based Print services system which has the ability to track express mail packages as well and all employees have intranet access.

Question 20: Can outside firms (subcontractors) integrate with the applications that sit on Fulton County's intranet via a trust in order to provide a seamless workflow process for special requests?

No. Administrative rights would have to be approved by Fulton County.

Question 48: What software is currently being used for the Fulton County P-card processing? No Software needed. Will the chosen vendor have access to this software or need to provide their own copy? No software needed (Please note: This question does not pertain to Visa/Mastercard purchases.) Standard Visa / Mastercard Processing will only be needed. The P-Card is not the normal procurement processing for contracted services. Standard Visa / Mastercard Processing will only be needed in compliance with standard transactions under your current arrangement as a vendor remitter with your chosen institution.

Question 64:

- Are the item counts listed in the response to this question daily, monthly or other?
- Approximate Annual Amounts
- Does UPS, as an example, deliver their packages to the various Fulton Co. departments directly or are they dropped off in the Mail Room and the service provider is responsible for delivering to the departments?
- UPS delivers packages to the various Fulton County departments directly.

Attachment 5(Exhibit 2 Cost Proposal):

- Under Domestic Express Mail – outside of Metro Atlanta Area; is it expected that departments will be taking advantage of the discount the

service provider has negotiated with the services(UPS, other) and is why the table asks for discounts, or does Fulton County have existing agreements and negotiated rates?

Yes, discounts are expected against published rates.

- Destinations within 10 County Area; please confirm that this would be the price that the service provider charges (NOT using UPS/other express services) for delivering to ANY address within the 10 counties listed via a courier?

This is for express mail delivery / Same Day / Next Day within certain zip codes.

- In the Exhibit under Pre-Sort Mailing Services, the figure used is 27,500 pieces per month. The 2007 figures in Section 3.3.11.4 of the RFP states 2400 pieces per day, which leads to a much larger figure per month for pre-sort pieces. Can Fulton County please confirm which figure it would like the vendors to cost for?

2007 Figures

ACKNOWLEDGEMENT OF ADDENDUM NO. 6

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 25, 2007 11:00 A.M legal prevailing time.**

This is to acknowledge receipt of Addendum No. 6, _____ day of _____, 2007.

Legal Name of Bidder

Signature of Authorized Representative

Title