



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**  
**Winner 2000- 2008 Achievement of Excellence in Procurement**  
**Award**  
**National Purchasing Institute**



**Cecil S. Moore, Director**

September 15, 2011

**Re: 11RFP79745YB-BR**  
**Delinquent Tax Sales Preparation Services**

Dear Proposers:

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced Request for Proposal (RFP).

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

Sincerely,

Brian Richmond  
Assistant Purchasing Agent

**11RFP79745YB-BR Delinquent Tax Sales Preparation Services**  
**Addendum No. 2**  
**Page Two**

This Addendum forms a part of the contract documents, makes some changes to the specifications, and answers questions asked by interested vendors:

On page 3-5 of the bid under **Deliverables**, the first paragraph now reads as follows,

The chain of title or abstract must provide all necessary documentation that will allow the Sheriff to serve parties with interest in the property scheduled for levy and sale. The attorney must provide a property title search abstract, which is the official document of a title search. This document shows the liens and mortgages found to be recorded according to the title search. Such documentation **MUST** include, but is not limited to the following:

Please change the above to the following:

The chain of title or abstract must provide all necessary documentation that will allow the Sheriff to serve parties with interest in the property scheduled for levy and sale. The **vendor** must provide a property title search abstract, which is the official document of a title search. This document shows the liens and mortgages found to be recorded according to the title search. Such documentation **MUST** include, but is not limited to the following:

On page 1-4, under **Additional Deliverables** section c reads as follows:

c. The vendor shall prepare a statutory 20-Day notice of execution of tax levy directed to the defendant in fifa and the current record holder and the current mortgage or interest holders. The 20-Day notice shall contain a legal description of the property. The vendor shall effect process of service by certified mail.

Please change section c to read as follows:

c. The vendor shall prepare a statutory 20-Day notice of execution of tax levy directed to the defendant in fifa and the current record holder and the current mortgage or interest holders. The 20-Day notice shall contain a legal description of the property, and shall be sent by the Fulton County Sheriff's Office by certified mail.

**11RFP79745YB-BR Delinquent Tax Sales Preparation Services**  
**Addendum No. 2**  
**Page Three**

On page 1-5, under **Additional Deliverables** section e reads as follows:

- e. The vendor shall prepare a statutory 10-Day notice of pending tax sale for all parcels remaining unpaid. The 10-Day notice shall be sent by the vendor certified mail. The 10-Day notice shall be mailed according to statutory timeframes and dates.

Please change section e to read as follows:

- e. The vendor shall prepare a statutory 10-Day notice of pending tax sale for parcels remaining unpaid. The 10-Day notice shall be sent by the Fulton County Sheriff's Office by certified mail.

After the vendor or vendors have completed preparing the letters all final mail preparation will be performed by the Fulton County Sheriff's Office. The final mail preparation will include the following:

- Addressing the envelopes
- Stuffing the envelopes
- Sealing the envelopes
- Mailing the letters by certified mail.

1. **Question:** The RFP requests "audited financial statements for the last three (3) years, including income statements, balance sheets, and any changes in financial position." Considering that most potential proposers responding to this RFP likely do not maintain audited financial statements can this request be removed or would unaudited financial statements produced annually by a proposer be sufficient if they include income statements and changes in financial position? **Answer:** The information must be submitted based on the RFP.

2. **Question:** Page 3-5 of the RFP provides that "the attorney must provide a property title search abstract, which is the official document of a title search." Most title searches are performed by contractors or vendors who are not attorneys. Will the use of such contractors and vendors be acceptable to the County? **Answer:** Please see the changes above

**11RFP79745YB-BR Delinquent Tax Sales Preparation Services  
Addendum No. 2  
Page Four**

3. **Question:** At the pre-proposal conference, Fulton County stated that it is seeking a fee structure based on a flat fee per parcel. The flat fee structure is also referenced on Page 3-12 of the RFP. However, Page 3-11 of the RFP refers to the use of an hourly rate. Given that a flat fee structure would be more efficient for both the County and the successful proposer, will such a fee structure be acceptable to the County? **Answer:** Yes, we would like to see both price structures a single structure and a flat fee price structure. Both price structures are deemed necessary to perform the services listed in the Delinquent Tax Sales Title and Root Deed Title search services. Also, the taxpayer may pay before the legal advertisement and mailing. Therefore, it is necessary to include two price structures. Cost proposal should be per parcel.

Description	Cost
Flat Fee (Include all services)	
<b>Single Structure Rate</b>	
Title Search	
Root Deed	
Legal Advertisement	
Database/Preparing Letter	

4. **Question:** Page 3-1 of the RFP provides that “the Technical Proposal, the Cost Proposal, and Contract Compliance Exhibits shall be submitted in separate, sealed envelopes or packages.” Page 3-2 of the RFP provides that proposers shall submit “Contract Compliance Exhibits, one (1) original with the Technical Proposal marked “Original” and one (1) copy in a separate sealed envelope.” Should the Contract Compliance Exhibits be included with the Technical Proposal or only provided by themselves in a separate, sealed envelope?

**Answer:** One original should be included with the technical proposal marked original and one copy in a separate sealed envelope.

5. **Question:** Will this current RFP #11 RFP79745YB-BR supersede both the ITB for Title Search and Forensic Title Search for Fall Quarter 2011?

**Answer:** Yes

6. **Question:** What is the number of users from the Sherriff’s Dept. that may need to access the Vendor’s database? **Answer:** 15 users.

7. **Question:** What are expected policy limits for professional liability insurance? Section 3, page 3.5 states \$100,000.00 and Section 7, page 7.1 states \$1,000,000. **Answer:** You are expected to have both. Section 3.5 is for

## **11RFP79745YB-BR Delinquent Tax Sales Preparation Services**

### **Addendum No. 2**

#### **Page Five**

the work and errors and Omission coverage. Section 7 covers the General liability insurance which is a requirement from Fulton County Government Risk Management. This covers the vendor on the property.

8. **Question:** Who will calculate the cost (including taxes) for sale?

**Answer:** The Fulton County Sheriff's Office

9. **Question:** What is the turn around time for Sheriff Dept to provide calculation to vendors? **Answer:** The turn around time will be 10 days after the Affidavits has been served by the Fulton County Sheriff's Office. The Fulton County Sheriff's Office will provide you with a 2012 calendar which will include deadline dates.

10. **Question:** Where will attorneys/owners review the file, if necessary?

**Answer:** Files for review may be conducted in the Fulton County Sheriff's Office Property Tax Unit.

11. **Question:** What are criteria to opt out of the Contract? **Answer:** Refer to the RFP Section 2:9 on Termination of Negotiations

12. **Question:** Can I apply as a sub contractor and a prime contractor for the same RFP? **Answer:** Yes.

13. **Question:** Can a subcontractor be subcontracted to another subcontractor?

**Answer:** No.

14. **Question:** In the cost proposal Title Search and Root Deed Search the standards are the exact same is there a reason for separate costs?

**Answer:** Yes, the root deed is a more in depth title search

15. **Question:** Also in the proposal of cost are the cost for legal advertising and certified mail including when making cost proposals? **Answer:** The Fulton County Sheriff's Office will handle the certified mail cost. However, title work, legal advertisement and database/preparing letters should include a flat price structure and a single price structure in your cost proposal analysis.

16. **Question:** Since there will be additional duties for this RFP - how much training is the Sheriff's Dept providing? We will be responsible for quite a few new items and we need to know how the Sheriff's Dept. performs these duties currently. **Answer:** There is no training period we are looking for professional experience vendor who have the knowledge, skills and abilities necessary to be able to perform the duties listed in the RFP.

**11RFP79745YB-BR Delinquent Tax Sales Preparation Services**  
**Addendum No. 2**  
**Page Six**

17. **Question:** Is it legal for us to advertise and do mailings for the Sheriff's dept? And does this make us liable? **Answer:** Yes, in reference to legal advertisement the vendor is responsible for accuracy of work . Therefore, there is no problem with the vendor advertising because it is part of the notification process listed in the RFP. The Fulton County Sheriff's Office will be liable for mailing the letters.

18. **Question:** According to the code section the Sheriff has the duty to levy on property....Is it legal for us to perform a duty which is clearly an obligation of the Sheriff's office? **Answer:** The Sheriff's will levy all property. The Sheriff's Office will conduct the tax sale; we stand in the shoes of the Tax Commissioner. Tacking of the property will remain the responsibility of the Sheriff's Office. Please refer to the RFP for the services we are asking to be rendered by the vendor. Such services, as title work, legal advertisement, preparing the database and the letters.

19. **Question:** With any new responsibility that a job gives, there is a training period. How much time will be allotted for training? **Answer:** There is no training period we are looking for professional experience vendor who have the knowledge, skills and abilities necessary to be able to perform the duties listed in the RFP.

20. **Question:** Has the Sheriff's Office consulted with the FIFA holder's regarding their decision to place the levy responsibility on title vendors? **Answer:** No, The Tax sale levy responsibility is on the Sheriff's Office. We do not have to consult with FIFA holder regarding the services outline in the RFP.

21. **Question:** Since we will be obligated not only to produce the letters and advertisements, but also front the costs for this documentation, will the turn around time for us being paid be expedited quicker? **Answer:** Please see the changes above.

**11RFP79745YB-BR Delinquent Tax Sales Preparation Services**  
**Addendum No. 2**  
**Page Seven**

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 RFP due date and time of Tuesday, September 20, 2011, **11:00 A.M.**

This is to acknowledge receipt of Addendum No. 2, \_\_\_\_\_ day of \_\_\_\_\_, 2011.

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

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

\_\_\_\_\_  
Title