Department of Purchasing & Contract Compliance
Felicia Strong-Whitaker, Interim Director

Fulton County, GA

September 11, 2015

Re: 15ITB98977C-MT – Mail Service Operations

Dear Bidders:

Attached is one (1) copy of **Addendum 3**, hereby made a part of the above referenced 15ITB98977C-MT – Mail Services Operations.

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

Sincerely,

Malcolm Tyson

Malcolm Tyson
Assistant Purchasing Agent

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

1. Please clarify the correct total of bid document packets to be submitted. Also clarify whether hard copies or electronic documents via CD or flash drive are acceptable for the copies?
   Response: The vendor shall submit one (1) original and three (3) copies of the bid. Copies may be submitted as CD's or flashdrives.
2. Under 1. Total Management Fee, the cited volume is 60,000 + pieces; under 2.2 the volume is 55,000 pieces. Please confirm the number to use for determining the cost.
   Response: 60,000 plus pieces.
3. Please confirm the actual number of stops to be supported; Is it the County's intention to support offices for Public Works located in Alpharetta and Big Creek (Marietta Hwy)? Transportation Logistics at 895 Marietta Blvd?
   Response: Please refer to the current serviced locations in the bid document. However, the County may add or delete stops as needed.
4. Does the county plan to provide courier support to the new Tax Assessors office located in Peachtree Center?
   Response: The new Tax Assessors Office will require courier services.
5. In addition to the additional locations listed above, does the county plan on any other additions/relocations for the upcoming fiscal year?
   Response: Route stops may be added or deleted at no addition cost to the county.
6. Can the county provide historical Mail Volume data for the purpose of calculating the following: total Mail volumes for last 2 years; Pre-sort volumes; 3-digit volumes; Estimated Interoffice volumes.
   Response: Total mail volumes - Total - 1,109,772
   3 digit presort- postage Total - 1,343,980
   Estimated Interoffice – Total – 46,324
7. Please describe the current process for metering and charging back postage by department, and/or end user. What type of report is needed, along with the pertinent information, by Fulton County to complete the charge back process? Does Fulton County charge departments, and or end users for processing outbound mail and pre-sorted mail? How is this "processing" charge billed to end users?

Response: Reporting is conducted on a monthly basis for postage and pre-sort services. The finance department charges funding lines each month for postage and administration fees. Required funding lines on batch and individual pieces are required.

8. Please describe the current process that end users follow to order envelopes. What is the average volume over the previous 12 months? Which departments currently use this service? Is the vendor expected to assume cost and responsibility for additional departments that may need to order? If so, what will be the method to charge back this amount?
   Response: Currently, end users contact mail operations to request the ordering of certified envelopes. The vendor purchase is then invoiced to departments. Finance will process the chargeback. Each envelope request consist of 2 to 3 cases and is usually shipped UPS ground.
   - **Quantity per case – 1000 (one case holds 4 boxes of 250)**
   - **Cost per case - 650.00 each , (plus shipping charges)**
9. Please list, if any, the items that the couriers currently handle that may require secure handling such as currency, payroll checks, or cash? In addition please list any items the couriers currently handle that may be of high risk or time sensitivity such as legal documents, court orders, summons, warrants or Board of Health information. Also list any items, if any, which may be considered dangerous or hazardous material.
   Response: No currency, payroll checks or cash is handled by couriers. Time sensitive documents may include certified mail, W-2 Tax Notices, FIFA notices, etc. No biohazard or dangerous materials are handled by courier.
10. Is there a documented and published process for how Fulton County employees are to use the interoffice mail system along with what type of information/items is suitable and not suitable for the interoffice mail system? If so, please describe.
    Response: Yes. The internal procedures will be provided to the awarded vendor.
11. Since the vendor is to provide their own vehicles, is there a space for the vendor to park their vehicles? If so where, and if there is a monthly charge, what is the monthly charge per space, and who do we contract space from?
    Response: Parking is on ad hoc basis on Mitchell Street loading dock. Otherwise, Vendors would need to secure public parking.
12. Is it the intent of the County for the vendor to propose full time staffing coverage at the Judicial Complex? If not Full time, what is an acceptable level/schedule for coverage?
    Response: No full time staffing is required at the Judicial Complex.

ACKNOWLEDGEMENT OF ADDENDUM NO. 3

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the bid due date and time of **September 16, 2015 at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 3, _____ day of _____, 2015.

_____
Legal Name of Bidder

_____`
Signature of Authorized Representative

_____
Title