

CHATHAM COUNTY PURCHASING DEPARTMENT

ADDENDUM NO. 2 TO BID NO. 17-0002-6

FOR: ANNUAL CONTRACT FOR PRINTING AND MAILING SERVICES FOR
CHATHAM COUNTY BOARD OF ASSESSORS

PLEASE SEE THE FOLLOWING ADDITIONS, CLARIFICATIONS AND/OR CHANGES:

The following are questions and answers pertaining to the bid for an annual contract for printing and mailing service for Chatham County Board of Assessor's Office:

1. **Who is currently printing and mailing your Assessment Notices?** *SouthData Innovative Solutions.*
2. **How much are you paying for the printing and mailing of a single page Assessment Notice?** *\$0.0782*
3. **How much are you paying for 1-2 ounce postage?** *Postage is at cost.*
4. **The sample provided in the Bid includes a color County logo, while the specifications indicate the notices are printed in black. Can you confirm whether the logo is printed in color or black?** *The specifications state black. Current contract has price for color at \$0.0882 if Chatham County choose to use color. On the bid sheet under processing and printing, provide the additional cost for each color print.*
5. **Can you confirm you will be sending us "print ready" PDF files versus data files to process?** *See addendum #1*
6. **Does 4.2.4 mean that the board will approve the values, send us the data, approve the proofs, and then have them mail same day?** *No. Our traditional process has been to provide the data ahead of Board approval, review/approve proofs, have Board approval, and approve the order in those steps.*
7. **What time will the board approve, data be sent, and proofs be approved?** *We generally provide the data a week ahead of Board approval. There have been rare scenarios where the review of proofs has happened after Board approval, but the data is always provided ahead of Board approval unless there is some sort of issue.*
8. **What is the total volume covered by 4.2.4 that would need to be mailed same day?** *The total volume approximates at 135,000 assessment notices.*

9. On 4.2.4, is the data sent, proofs approved, and jobs printed ahead of the approval date, and we drop in the mail on that date? If so, when will data and approval to print be provided? *We generally provide the data a week ahead of Board approval, We have previous agreed on 3 days of processing time from when we approve the order to have it mailed.*

**PLEASE NOTE: THE DUE DATE AND TIME WILL REMAIN
THE SAME AT 2:00 PM FEBRUARY 7, 2017**

January 31, 2017
DATE


MARGARET H. JOYNER,
PURCHASING DIRECTOR
CHATHAM COUNTY GOVERNMENT