

April 8, 2020

TO: All Bidders Under Addendum No. 3, ITB 20-101238, Print and Mail Service for Property Tax and Appraisal Statements and Election Documents (Annual Contract with 2 Options to Renew)

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. # 3

ITB 20-101238, Print and Mail Service for Property Tax and Appraisal Statements and Election Documents (Annual Contract with 2 Options to Renew), is hereby amended as follows:

1. **We have received questions pertaining to this ITB. The questions and their resulting answers (in *italics*) appear below:**

A. Question: Are you able to share the current contract pricing in place for this work?

Answer: Please refer to the Open Records Request instructions located at the Purchasing & Contracting Department website (<https://www.dekalbcountyga.gov/purchasing-contracting/about-purchasing-and-contracting>)

B. Question: Bid Package Delivery Clarification: Per the instructions on Page 3 of the ITB, please confirm the County wants all 113 pages of this solicitation back as part of the response from vendors?

Answer: Submit one original bid package (inclusive of the entire Invitation to Bid document and required documents with the exception of the price schedule) stamped "Original" and one (1) sealed identical copies stamped "Copy" of the bid package to the address listed on Page 3, Invitation To Bid Overview, Item B. General Information (1) of the solicitation.

Failure to return all pages of this Invitation to Bid may result in bid being deemed nonresponsive as stipulated on Page 5, Invitation to Bid Procedures, Item No. 2 of the solicitation.

C. Question: Page 23, Item L Additional Services: It states that the contractor shall pick up or accept the envelopes and brochures. Can you re-confirm that the Tax Commissioners Office will be supplying these materials and the contractor does not have to supply these, but the contractor DOES have to supply the envelopes for the Property Appraisal Department?

Answer: Tax Commissioner's Office will supply the envelopes, as specified on Page 23 of the solicitation. Property Appraisal requires the contractor print and supply envelopes with indicia/permit number, as specified on Page 28 of the solicitation. Voter Registration & Elections requires Contractor shall supply envelopes, as specified on Page 33 of the solicitation.

- D. Question: Page 28, Item A 1. – DeKalb County will supply 250,000 static letters that will be the backside of the Annual Assessment Notices. Can you please confirm that this means the contractor will not supply the paper for the Annual Assessment Notices and we will be printing the variable information on the front side of this notice?

Answer: Property Appraisal will supply template of form and a data file which we prefer to upload if possible via FTP to a secure website provided by contractor. The contractor will provide paper for printing assessment notices, the referenced printing will occur on the back of the assessment notice.

- E. Question: Page 28, Item C Pickup Location: will there be only one pick-up of all materials, or multiple pick-ups requested throughout the term of the contract?

Answer: Property Appraisal does not require any materials to be picked up on site.

- F. Question: The bid states a Decatur, GA mail drop location OR an authorized USPS facility. Is the County requiring the mail to be dropped in a Georgia location or location within a certain proximity to DeKalb County? Are there limits to the location distance?

Answer: Property Appraisal accepts any USPS location drop off as long as the mail meets mailing deadline.

- G. Question: Attachment A – Checklist: LSBE Exhibits A and/or B of Attachment G – Please clarify if this form is still required? Are there portion of this contract that require showing a good faith effort if a majority of the materials are being supplied by the County and this work is primarily done in one location?

Answer: ITB 20-101238 clearly states that "Bidders shall complete and submit Attachment A - Required Documents Checklist and all documents responsive to this requirement with the bid submittal." The checklist referenced in the aforementioned ITB procedure specifically list pages 49-57 ("LSBE – Exhibits A and/or B of Attachment G") as required documentation; therefore, every page applicable, requesting information is required. Exhibit A is inclusive of the following documents: SCHEDULE OF DEKALB FIRST LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION OPPORTUNITY

TRACKING FORM, DEKALB COUNTY CHECKLIST FOR GOOD FAITH EFFORTS, and the Bidder/Proposer Statement of Compliance; EXHIBIT B only includes the: LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR PROVIDING MATERIALS OR SERVICES. Please fully-complete all that apply.

The DeKalb First LSBE Ordinance, Section 2-206 (Good Faith Efforts in Lieu of Meeting Benchmarks), states that “A prime contractor must meet the required LSBE benchmark of 20% (unless otherwise modified in the qualified sealed solicitation) unless it can demonstrate that good faith efforts yielded no qualified LSBEs and document those good faith efforts in writing.” Thus, Prime Contractors failing to meet the LSBE benchmark must document and demonstrate Good Faith Efforts in accordance (please reference portion of “Exhibit A” as previously mentioned: “DEKALB COUNTY CHECKLIST FOR GOOD FAITH EFFORTS”). Failure to achieve the LSBE benchmark or demonstrate good faith efforts shall result in a bid or proposal being rejected.

Also, please refer to all solicitation stipulations on Pages 6 and 7, Invitation to Bid Procedures, Item No. 13-LSBE Information; Page 43, Attachment A - Required Documents Checklist; and Pages 49-57, Attachment G - DeKalb First LSBE Information.

H. Question: Is a bid bond required for submittal?

Answer: A Bid Bond is not required for this solicitation.

I. Question: I attended a mandatory DeKalb First LSBE meeting in February for the first posting of this project. Can you confirm met the requirement and do not need to attend another session?

Answer: It is required that all responding Bidders attend the mandatory Prime/LSBE meeting within two-weeks of the solicitation’s advertisement. Bidders must attend 1 meeting on either of the dates listed within the solicitation requirements or per any issued Addenda. Each solicitation has meeting dates specifically assigned. This information can be found summarized on the front page of the solicitation, as well as, the DeKalb County’s Purchasing and Contracting website. Prime Contractors that fail to attend the mandatory Prime/LSBE meeting in person or via video conference shall mean that the Prime Contractor has not demonstrated sufficient good faith efforts and its bid or proposal if submitted, shall be deemed non-responsive without any further review.

Each solicitation is released solely and separately and including their mandatory LSBE meetings. Please refer to Pages 6 and 7, Invitation to Bid Procedures, Item No. 13-LSBE Information of the solicitation.

J. Question: Do you anticipate extending the bid due date?

Answer: The Bid Due Date was extended to Wednesday, April 15, 2020 by 3:00 P.M. (Eastern Time) by Addendum No. 2.

K. Question: What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

Answer: None.

L. Question: Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com?

Answer: No.

M. Question: Other than your own website, where was this bid posted?

Answer: This solicitation was posted at the State of Georgia Team Marketplace, the County's legal organ "The Champion" and emailed to vendors registered in the County's iSupplier system.

N. Question: Please let us know whether you have received this email, and when and how answers will be provided.

Answer: The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the bid opening date. Addenda issued for this ITB will be posted on DeKalb County's website, www.dekalbcountyga.gov/formalbids..Please refer to Page 4, Invitation To Bid Overview, Item B. General Information Items (2) Questions and (3) Additional Information/Addenda of the solicitation.

O. Question: I hope you are having a good day. I received a bid for print and mail from DeKalb Co. Are you guys looking to outsource the material or would you be looking to acquire equipment to process yourself. We do offer both, just trying to get an idea of what you are looking for.

Answer: Looking to outsource as required by the three (3) departments of this solicitation.

P. Question: What paper weight would you prefer them to be printed on?

- a. 70# Text
- b. 80# Text

Answer: The Tax Commissioner's Office- we are requesting our bills be printed on 24 lb. laser sheet with micro perforations (we have break-away stubs at the bottom of our bills). 60# Text

Q. Question: I just attended an LSBE meeting a few weeks ago for another bid. I can send you the attendance approval email. Do I need to attend another one?

Answer: It is required that all responding Bidders attend the mandatory Prime/LSBE meeting within two-weeks of the solicitation's advertisement. Bidders must attend 1 meeting on either of the dates listed within the solicitation requirements or per any issued Addenda. Each solicitation has meeting dates specifically assigned. This information can be found summarized on the front page of the solicitation, as well as, the DeKalb County's Purchasing and Contracting website. Prime Contractors that fail to attend the mandatory Prime/LSBE meeting in person or via video conference shall mean that the Prime Contractor has not demonstrated sufficient good faith efforts and its bid or proposal if submitted, shall be deemed non-responsive without any further review.

Each solicitation is released solely and separately and including their mandatory LSBE meetings. Please refer to Pages 6 and 7, Invitation to Bid Procedures, Item No. 13-LSBE Information of the solicitation.

- 2. It is the responsibility of each responder to ensure that he is aware of all addenda issued under this ITB. Please sign and return this addendum. You may call Michele L. Smith, Procurement Agent, at 404-371-6378 before the bids are due to confirm the number of addenda issued.
- 3. All other conditions remain in full force and effect.

Michele L. Smith
Procurement Agent
Department of Purchasing and Contracting

MLS:dr

ACKNOWLEDGMENT

Date: _____

The above Addendum No. 3 is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)