



24 January 2022

**ADDENDUM NO: ONE**

**TO ALL BIDDERS:**

**REFERENCE:** RFP No: 2022-RFP-4020433  
Commodity: **Print and Mailing Services**  
RFP Closing On: February 4, 2022

1. Please note the questions/clarifications made to this solicitation.
  - a. Updated Pricing Sheet (Attachment A), vendors must use the pricing sheet included in this **Addendum One** and not the pricing sheet included in the RFP dated January 15, 2022. Please review the updating pricing sheet carefully.
  - b. RFP Section VI. Proposal Preparation and Submission Instructions: In addition to the RFP instructions, please note “ links will not be accepted in any form, only pdf’s per the RFP instructions”.
  - c. **Q 1:** Per your pricing pages you’re requesting postage type 1 and postage type 2 pricing. Postage discounts are determined by processing data through USPS approved software. Can you provide presort reporting for each of the previous mailing so we can estimate future postage?  
  
**A 1:** The county does not receive presorting reports.
  - d. **Q 2:** Also please provide clarification: On the pricing matrix, you request column F and column H be left blank. Your total price column, (which should probably be labeled I) asks to calculate using columns F & H. If columns F & H are left blank, or “0”, the calculation remaining is column “(B x D) + 0 + 0” . Can you confirm this is correct?  
  
**A 2:** Please see the updated pricing sheet (Attachment A) included with this Addendum One.
2. All other terms and conditions of the solicitation remain unchanged. Sealed proposals must be received in accordance with the solicitation requirements by **3:00 PM** EDT on **February 4, 2022**. Late proposals will not be considered.

3. A signed acknowledgement of this addendum must be received by this office attached to your proposal. Signature on this addendum does not constitute your signature on the original proposal document. The original proposal document must be signed also.

Sincerely,

*Lisa Thomas*

**Lisa Thomas, VCO**

Buyer

Phone: (434) 296-5854

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Name of Firm

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Signature/Title

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Date

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Printed Name

**ATTACHMENT A- Updated / VENDORS ARE TO USE THIS UPDATED PRICING SHEET**

**Addendum One/January 24, 2022**

RFP 2022-RFP-4020433/PRINT AND MAILING SERVICES

**VENDOR NAME:** \_\_\_\_\_

\* May use different color ink in some sections

\*\* Provide a separate sheet for pricing if needed. May provide additional specifications of other existing or new features and offerings

**NOTE #1: Refer to section VI K. for renewal maximum for all categories to include postage**

**NOTE #2: Price per unit must be an exact number (no price changes or alterations to Attachment A)**

<b>Pricing Sheet – Print &amp; Bind (Material, Printing, Folding, Inserting, Packaging), Postages and Other</b>								
A. Description of Notices	B. Quantity of Notices Per Year	C. Mail Dates	D. Price Per Unit (Material, Printing, Folding, Inserting, and Packaging)	E. Price for Postage Type 1 (Please explain. Attach additional sheet if needed)	F. Quantity of Notices Applicable to Postage Type 1:  Use 50% of column B in the applicable row ( <b>Arbitrary percentage solely for calculation purpose to evaluate total pricing in Column I</b> )	G. Price for Postage Type 2 (Please explain. Attach additional sheet if needed.)	H. Quantity of Notices Applicable to Postage Type 2:  Use 50% of column B in the applicable row ( <b>Arbitrary percentage solely for calculation purpose to evaluate total pricing in Column I</b> )	I. Total Price (B x D+E x F + G x H)
1. Personal Property Regular Tax Bills	165,000	May and October						
2. Real Estate Regular Tax Bills	92,000	May and October						
3. Personal Property Supplemental Tax Bills	12,000	March, and September						
4. Real Estate Supplemental Tax Bills	550	March, September, and December						
5. Delinquent Property Tax Bills (PP, RE) *	31,000	January and July						
6. Business License Invoice	2500	May						
7. Delinquent Business License Tax Bills*	1,200	July						

8. Business License Renewal Reminder Notification	8,000	December						
9. Tangible Personal Property Filing Reminder Notification	4,000	April						
10. Food and Beverage Tax Coupons	300	January						
11. Transient Occupancy Tax coupons	230	January						
12. Tax Relief Applications	1,400	January						
13. RBO Tenant Letters	2,000	December						
14. Informational brochures and inserts	26,000	Along with regular and supplemental bill mailings						
15. Real Estate Reassessment Notices	46,000	January						
16. Forestry/ Open space/ Agricultural Letters	4,500	June every other year						
17. No/Incomplete Application Postcards	2,000	August						
<b>Other Services</b>								
A.Description	B. Frequency Per Year (Filled by Contractor)	C.Price Per Frequency	D.N/A	E.N/A	F.N/A	G.N/A	H.N/A	I.Total Price (Per Year) (B x C)
18. CASS Certification								
19. NCOA Processing								
20. Set Up, Formatting								
21. Internet Tracking System or PDF file								

22. Electronic Billing Services **								
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**TOTAL Column I:** \_\_\_\_\_

**Pricing Notes:**

- Cost Award based on criteria column F item #'s 1-22
- See section VII for Evaluation and Award criteria
- Offerors **must** complete pricing sheet as posted in RFP/ **No deviations**

NOTE: Quantity on pricing sheet is closely estimated and may go up or down depending on mailing needs.