

ADDENDUM NO: 1

REQ NO: 200943

FINAL SUBMITTAL: August 12, 2020 at 2:00 PM EST

FINAL QUESTIONS: August 4, 2020 at 2:00 PM EST

Department: Finance & Administration

Questions and Answers to Bid# 305949:

Question 1: Will you please send a copy of the tax bill, front and back?

Answer: See attached Property Tax Statement and back.

Question 2: Do you anticipate extending the bid due date?

Answer: No

Question 3: What additional details are you willing to provide, if any, beyond what is stated in the bid documents concerning how you will identify the winning bid?

Answer: Once the bids are evaluated, an award recommendation letter will be sent to all bidders of the solicitation. After that, the results will need to be approved by the City Council. After approval, a Blanket PO will be created.

Question 4: Was this bid posted to the nationwide free bid notification website at www.govwatch.com/free?

Answer: This was posted on the City of Chattanooga Purchasing Division at www.chattanooga.gov/purchasing/bidssolicitations and Vendor Registry, and advertised in the Chattanooga Times Free Press.

Question 5: Other than your own website, where was this bid posted?

Answer: See answer on question 4

**Question 6: What colors will be print on the number 9 and number 10 envelopes?
Can you provide a soft proof sample of the previous envelopes?**

Answer: Envelopes are Black & White. A copy is attached

Question 7: What was the previous bid award amount and quantity?

Answer: Department is not sure what the amount was but the quantity was approximately 65,000 to 90,000 tax bills in September or October each year, 200 tax bills in January. Approximately 30,000 past due notices in March, 3,000 to 6,000 summons each March.

Question 8: Does line item 11 term (Bulk) also known as Standard or Marketing Mail Postage?

Answer: Bulk mail is the discounted postage offered for multiple pieces of mail going to one zip code and the mail is presorted, is our understanding of Bulk mail.

Question 9: Is there a current contract for these services? And is that available for our review?

Answer: There is a current contract. You will need to go through the City Attorney's Office request a Tennessee Open Records Request, www.chattanooga.gov/attorney-office.

Question 10: On the first page it states the bid is due on August 11th, and then below that August 12th. I want to make sure it is August 12th?

Answer: The bid opening date is August 12, 2020 at 2:00 PM EST.

Question 11: Can the Contractor mail in another State as long as the permit or meter says Chattanooga, TN?

Answer: Yes

Question 12: Would the City pre-pay postage to the vendor, based on presorted first class rates?

Answer: If provided an invoice.

Question 13: The bid states the mail must go presorted first class, but also mentions Bulk rate in a few spots. I just want to make sure you mean presorted first class for all of it, if some pieces are unable to go presort- those will mail full rate first class.

Answer: presorted first class is my understanding of bulk rate and we understand that not all mail will have enough pieces to presort and will go out as first class mail.

Question 14: Will you consider an exception to pre-paid postage?

Answer: Not sure what they mean, but we will pay the postage with an invoice.

Question 15: Why are you doing an RFB?

Answer: To have companies bid for the services.

Question 16: Who is the current vendor? Or is this currently performed in house? Is this required at the conclusion of the contract period?

Answer: There is a current contract for this service. The current contract expires mid-September. This will be a new contract.

Question 17: How much did the County pay for postage in its latest mailing?

Answer: The City of Chattanooga paid approximately \$50,000

Question 18: How many envelopes did that include?

Answer: Approximately 100,000 envelopes a year

Question 19: Would like to offer both paper and paperless statements to your customers?

Answer: Yes

Question 20: Can you provide a PDF file for the current statements?

Answer: See answer to Question 1 and 6.

Question 21: Do you seek the lowest price or the most qualified vendor?

Answer: We are seeking a qualified vendor at the lowest cost meeting specifications

Question 22: Is there a service not being provided to you by your vendor that you would like? If so, what would that service be?

Answer: Contract is expiring

**Req No: 200943 Printing, Folding, Stuffing, Mailing & Postage of Tax Bills, Summons
and Permit Invoices**

**PLEASE SIGN ONE (1) COPY OF ADDENDUM AND RETURN TO THE PURCHASING
DEPARTMENT. RETAIN THE OTHER COPY FOR YOUR FILES.**

Name: _____

Company: _____

**CITY OF CHATTANOOGA
PURCHASING DEPARTMENT
Mark McKeel
City Hall Suite G13
CHATTANOOGA, TN 37402
TELE: (423) 643-7236
FAX: (423) 643-7244**



City Treasurer
Tim Maddox

City of Chattanooga
CITY TREASURER CITY HALL
101 EAST 11TH STREET SUITE 100
CHATTANOOGA, TN 37402-4285

City of Chattanooga
2019 Property Tax Statement

Due October 1, 2019
Delinquent March 1, 2020
Phone (423) 643-7262
Email: ptax@chattanooga.gov

Mail Payments Oct. – Feb. To:
Chattanooga City Treasurer
P.O. Box 191
Chattanooga, TN 37401-0191

TAXPAYER MAILING ADDRESS		<div style="text-align: right;"> Pay online PAYPROPERTYTAX.CHATTANOOGA.GOV (423)643-7262 </div>	
DESCRIPTION OF PROPERTY		OWNER NAME	
PROPERTY ADDRESS		TAX MAP NUMBER	

TAX OR FEE	ASSESSMENT	TAX RATE	AMOUNT DUE
City of Chattanooga Property Tax			
Water Quality Fee – mandated by Congress			
Municipal Liens			
TOTAL CURRENT DUE			

* See Reverse Side for payment options **PARTIAL PAYMENTS ACCEPTED**

Tax Freeze and Tax Relief program (see insert)

If you are eligible for the Tax Freeze Program, or the State Tax Relief Program, you may also be eligible to receive payment assistance with your current 2019 City of Chattanooga water quality fees by the United Way of Greater Chattanooga

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR CHECK.
TO ENSURE PROPER CREDIT, PLEASE INCLUDE THE BILL NUMBER ON YOUR CHECK.

CITY OF CHATTANOOGA 2019 Remittance Advice	Tax Amount Due Water Quality Fee Municipal Lien TOTAL DUE	Bill Number Tax Map Number Property Address:
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CHATTANOOGA CITY TREASURER
P O BOX 191
CHATTANOOGA, TN 37401-0191

PAYMENT OPTIONS:

- Mail current bills to Chattanooga City Treasurer, P.O. Box 191, Chattanooga TN 37401-0191 Include bottom portion of bill, but no other correspondence.
- 2019 taxes may be paid in full by cash or check at any Chattanooga First Tennessee Bank location through February 29, 2020. (Separate check for each bill required)
(Present both portions of this tax notice)
- Pay online using your debit or credit card at <http://paypropertytax.chattanooga.gov>. (A State mandated bankcard service fee is added for online payments; the City retains no portion of this fee.)
- Pay in person at City Treasurer's Office 101 E 11th Street, Room 100, Chattanooga TN 37402
- Late payment subject to interest. Contact City Treasurer at (423)643-7262
- Returned Check Fee – \$20.00 fee on checks up to \$2,000, 1% fee on checks over \$2,000.

TAX RELIEF PROGRAM: Information concerning the State of Tennessee Property Tax Relief program for elderly or totally disabled with a total income of \$29,860 may be obtained from City Treasurer's office at (423)643-7262 or the state website: <http://www.comptroller.tn.gov/pa/patxr.asp>

Treasurer's Remarks:

- **PARTIAL PAYMENTS:** Unless specified in the payment information, partial payments will be posted as follows:
 - Applied in the following order beginning with the earliest year with a balance:
 - Water quality fee interest
 - Water quality fee (earliest year first)
 - Tax interest & penalty
 - Real or Personalty Tax
- **DELINQUENT TAX:**
 - 2018 property taxes unpaid on March 1, 2020 will be filed in Hamilton County Chancery Court.
 - On that date, 2018 past due water quality fees will be referred to a collection agency.
- **MUNICIPAL LIENS** are placed on property to secure costs incurred by the City to abate a nuisance (T.C.A. § 13-21-103). For more information, contact the City Attorney's office (423)643-8250.
- **ADDRESS CHANGE:** For permanent address changes, and assessment questions, contact Hamilton County Assessor of Property, phone (423)209-7300.

City of Chattanooga
City Treasurer • CITY HALL
101 EAST 11TH STREET • SUITE 100
CHATTANOOGA, TN 37402-4285

TAX BILL ENCLOSED

#10 Tax Bill left window envelope

FROM _____

POST
OFFICE
WILL NOT
DELIVER
WITHOUT
POSTAGE

#9 right window envelope

Return envelope for tax bills