



Dinwiddie County Procurement

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ADDENDUM #1

Date: September 15, 2023

Request for Proposals #24-082923

Printing and Direct Mailing Services

Deadline: Tuesday, October 10, 2023 at 2 p.m.

TO ALL POTENTIAL OFFERORS:

The following information is being provided for purposes of clarification or in response to questions received from potential offerors. In the event that any of these specifications conflict with previous specifications, the specifications in this addendum shall control. Prepare your proposals accordingly:

1. The deadline for proposals has been extended to October 10, 2023 at 2 p.m.
2. Attached are samples of all documents.
3. Add the following to Section 3.1 of the RFP.
Business Tangible Property Statement
 - Frequency – Mailed twice a year, the first week of April and October.
 - Due dates – June 5 and December 5
 - Estimated quantity – 500 each mailing
4. Perforated paper is not needed for Tangible Filing Forms, the last two documents in the samples provided.

The following are answers to questions received:

5. Could you verify what stock (pound, white offset)?
Answer: Paper shall be white, minimum 20 lb paper with perforation as needed. County would like the option to purchase stock if needed for printing of individual bills as-needed in the office.

6. What are the specifications on the envelopes?
Answer: Attached are scans of the envelopes currently being used. They include a #10 double window envelope and a #9 standard return envelopes with a right window. **Change: No printing is required on the envelopes.**
7. Is the variable on the forms black and white or color?
Answer: See samples for form colors. All filled in data on the forms prints in black ink.
8. Do these mail indicia, stamp, or meter?
Answer: Documents shall be meter mailed unless a cheaper option is available.
9. Can you please confirm what type of data files are typically transmitted?
Answer: PDF files
10. How many files are typically transmitted?
Answer: One file or zip file per document per mailing
11. Are data files provided Monday through Friday or are weekends required?
Answer: Files will be submitted during working hours only, Monday through Friday 8:30 am to 5:00 p.m.
12. What time of day are files generally available for production?
Answer: There is no set time of day.
13. Can samples of envelopes and inserts for supplied?
Answer: All samples are attached to this addendum.
14. Can sample data files be supplied for review?
Answer: Sorry due to the files containing personal information, we are unable to supply a sample data file.
15. Would the County be willing to print the “due date in red” on the form so it can be visible through the double window or is it a requirement to print on the outside envelopes?
Answer: Change – No printing is needed on the outside of the envelopes.
16. Are any “e” services required?
Answer: No
17. What is the average number of sheets per package?
Answer: Unknown
18. Are there any special handling requirements?
Answer: No
19. Are custom reports required?
Answer: No

20. Will the County need NCOA/Move update services?

Answer: Yes

21. What is the required file format?

Answer: Unknown

22. How will files be delivered to the vendor?

Answer: Documents shall be transferred using a secure portal or application that is provided by the vendor.

23. Who performs the composition of documents? i.e. is raw data provided and the vendor expected to compose the documents or are PDFs (or equivalent) of composed documents provided? What is the format of the data? How many file layouts?

Answer: The County will provide PDF files of composed documents. See Section 3 of the RFP for the different types of documents.

24. If PDFs are being supplied, are the bulk PDFs – i.e. one PDF for all recipients, or one PDF per recipient?

Answer: Bulk PDFs are provided. Sometimes multiple files may be provided for a document.

25. What is the most important for the County? Is it quality, is it price, or a combination?

Answer: The County is looking for a vendor that provides a combination of quality products/services and good customer service at a reasonable price.

26. Has there been any change in the way the County is producing its bills?

Answer: The County recently implemented a new Tax and Revenue Management System. We switched from BAI to Avenity.

27. Is there a specific reason for the County to release an RFP at this time?

Answer: The County has been using cooperative contracts for some time for printing services. We decided to put out our own RFP to review the current market and have a contract custom to our exact needs.

28. Who is the company's current provider for these services?

Answer: The County is currently piggy backing off of the City of Lynchburg's contract with BMS Direct, Inc.

29. Are any taxpayers currently receiving their tax bill, statements, notices, etc. electronically? If so, how many and who is sending to the taxpayer?

Answer: Yes, the County offers that ability for bills to be sent electronically. About 10 people so far take advantage of that. The County's Treasurer's office sends those out.

30. Are you interested in learning about other services to reduce cost and improve efficiency, such as electronic bill presentment, online/digital payments, lockboxes, etc.?

Answer: The County already offers these services.

Note: A signed acknowledgement of this addendum must be received by this office prior to the due date and time, or must be attached to your proposal. Signature on this addendum does not constitute signature on the original proposal. The original proposal document must also be signed per RFP instructions.

Company Name: _____

Signature: _____

Type/Print Name: _____

Title: _____

Date: _____