ADDENDUM #2 (FINAL) TO IFB 2017-18-001

SOLICITATION NUMBER: 2017-18-001 ISSUE DATE: Wednesday, June 20, 2018

OPENING DATE: Friday, July 06, 2018 OPENING TIME: 3:00 PM (NIST Eastern)

Bid Opening Location: Horry County Procurement Office, 3230 Hwy 319E, Conway, SC 29526
Pre-Bid Conference/Site Inspection: Not Applicable

PROCUREMENT FOR: Term Contract to Print/Process/Mail Electronic Forms for Horry County Assessor, Auditor and Treasurer

This addendum will amend Solicitation #2017-18-001 (Term Contract to Print/Process/Mail Electronic Forms for Horry County Assessor, Auditor and Treasurer, originally issued on Wednesday, June 13, 2017. This clarification is being provided to all known and registered correspondents in response to questions received. All addenda and original bid documents are also available online at: https://www.horrycounty.org/Departments/Procurement/Bids

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Question 1: Who is the current vendor providing these services and at what cost breakdown is the County currently paying?

Response: Please reference the information as provided in the attachment to Addendum 01 yesterday. This information is available on the County website at: https://www.horrycounty.org/Departments/Procurement/Bids

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Question 2: Will you accept proposals from vendors outside of South Carolina?

Response: Yes, with the considerations that:
   i. (Page 12) ¶ 21. Vendor must obtain a permit with the Conway, SC Post Office; however, the notices may be mailed from any post office.
   ii. (Page 12) ¶ 18. Vendor must be accessible to assist Horry County in design of various forms if changes are requested by Horry County prior to the printing of the forms. [Such access as having local representation could be considered as an element of “Responsiveness” during evaluation.]

[continued]
**Question 3:** What are the frequencies of all the mailings (weekly, daily, monthly, etc).

**Response:** **Treasurer:** Real Property tax notices are mailed to the owner of record October 1st of the given tax year. Payment is due in full on or before January 15th of the following year. Other tax notices mailed in October in addition to real property tax notices include: mobile homes, watercraft, outboard motors, documented vessels, aircraft, furniture-fixture-appliance-equipment (FFAE), S.C. Department of Revenue and campers. Vehicles are mailed around the 20th of each month for the next month. In other words July vehicle tax notices will be printed around June 20th and mailed.

**Assessor:**
Assessment Notices- mailed once per year in October on non-reassessment years and July on reassessment years (every fifth year)

Courtesy Copies of Original Tax Notice- mailed once per year in December

NCOA Post Card For Address Changes- mailed once per year in October

**In addition, please make note of the following item in the original solicitation:**

Page 11, ¶ 6: The County requires the selected vendor to print/process/mail receipts for paid tax notices. The County shall deliver files to the vendor on a daily basis and vendor shall print and mail receipts within twenty-four (24) hours after receipt of file. *The vendor may be required to print small quantities of these files, even down to a single receipt per daily file.* (Italics added.)

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**Question 4:** Please clarify what you mean on page 15, Delivery of Proposals, #2 – County must receive 6 identical packages for redistribution. Page 17, Required forms states there should be 1 hard copy and 1 PDF of our response.

**Response:** For clarification, item 6 a) in the Required Forms on Page 17 may remain as written, to include one (1) hare copy and one (1) digital copy. Please also include within your package one (1) hard copy set of sample forms as proposed. The County reserves the right to request up to six (6) additional hard copy samples for review from the apparent low bid offeror.

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**Question 5:** Price Sheet – inserting and barcoding: Typically these prices are included in our processing/printing/mailing pricing. Can we present our pricing that way or is it mandatory to break out these figures?

**Response:** It would be preferable if each bidder included the same information for “like as like” comparison. While I realize that it would also provide an equivalent total if those lines were marked as “included”, if for some reason forms were printed but were discovered to have an error that made them unacceptable for distribution, the County and the contractor would have a basis for adjustment of these ancillary costs.

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No other changes are made by this Addendum.