



CITY OF ATLANTA

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Mayor

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
CIPC, CISCC, CIGPM
Chief Procurement Officer
asmith@atlantaga.gov

August 18, 2015

Dear Potential Proponents:

Re: FC-8354, Management and Operation of City of Atlanta Cafeterias

Attached is one (1) copy of **Addendum Number 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact James E. Crenshaw at (404) 865-8816 or by email at jecrenshaw@atlantaga.gov.

Sincerely,

Adam L. Smith

ALS/jec



ADDENDUM NO. 1

This Addendum No. 1 forms a part of the Request for Proposals and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

- **A total of Eleven (11) Questions and Answers (see page 4).**

The Proposal due date has NOT been modified and Proposals are due on Wednesday September 9, 2015 and should be time stamped in no later than 2:00 P.M. EST and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP CIPC,
CISCC, CIGPM
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S. W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

****All other pertinent information is to remain unchanged****

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Acknowledgment of Addendum No. 1

Proponents must sign below and return this form with Proposal response to the Department of Procurement.

Proponents must sign below and return this form with Proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-8354, Management and Operation of City of Atlanta Cafeterias, Addendum No. 1** on this the _____ day of _____, 20__.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

Questions and Answers

1. **Question:** Definition of the Proposal Bond (Form 8) amounts “penal sum of either: _____ Dollars and Cents (\$ _____) or 5% of Principal’s Proposal Amount?”

Answer: Please refer to the RFP, Part 1 Information and Instructions to Proponents, Item 9 Proposal Guarantee.

2. **Question:** Will the City change the requirement in minimum experience to allow proponents that only have only (1) operating location?

Answer: No.

3. **Question:** Can you provide the Current Service Provider information?

Answer: Henlil Food Service Group.

4. **Question:** Please provide complete details of the “Zero Waste Program”.

Answer: Please refer to the RFP, Exhibit A, Scope of Services Item 6.8.

5. **Question:** Please provide the Price Controlled requirements established by the city, and what is to be offered at each price point.

Answer: Please refer to the RFP, Exhibit A Scope of Services Items 2.0 and 6.5. The current price point is fixed at Seven Dollars (\$7.00) for a one meat and two side lunch.

6. **Question:** What are the ServSafe requirements for management/supervisory staff and hourly team members?

Answer: All Proponent management, supervisory staff and team members must be ServSafe Certified.

7. **Question:** Please provide CAD drawings in PDF format for both cafeterias.

Answer: Drawings can be found in Exhibit A2 of the RFP and as a separate attachment on the City of Atlanta Department of Procurement’s Website <http://procurement.atlantaga.gov/fc-8354-management-and-operation-of-city-of-atlanta-cafeterias/>.

8. **Question:** Please explain item 6.1 under Scope of Work Proponent must maintain a reserve fund equal to one month’s expenses.

Answer: The agreed monthly operating budget between the City of Atlanta and the proponent must be maintained by the proponent in an account at all times. The goal is

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to ensure the proponent is able to satisfy any financial obligations that may arise before the City's monthly reimbursement to the Proponent.

9. **Question:** Explain and define Fidelity Bond or Crime Policy listed in Appendix B.

Answer: The Fidelity Bond/Crime Policy will cover the dishonest acts of the policy holder's employees. They provide financial security.

10. **Question:** Can you please define, "satisfactory proof" to obtain a Performance Bond?

Answer: The Proponent's Surety Company must complete the Certification of Bonding Ability (Form 4.2), which must be submitted with the Proposal.

11. **Question:** Please provide a list of approved subcontractors that could support cafeteria operations.

Answer: OCC Registry of Certified Firms. To access OCC's real time registry of vendors (certified or non-certified), visit our PRISM Compliance Management portal at: <https://pro.prismcompliance.com/default.aspx>. Next, click the drop down arrow under "Visit a Jurisdiction", select "City of Atlanta", and click "go!" Once there, you may search by industry or Certification to obtain your desired results. You may also go to the website: www.atlantaga.gov/contractcompliance and scroll down to the section heading "Registry of Certified Firms". Click OCC's quarterly list to access the current directory of certified firms."