



CITY OF ATLANTA

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

September 30, 2015

Dear Proponents:

**Re: FC-8180, Concessions Audit Services – FY16 Project at
Hartsfield-Jackson Atlanta International Airport**

Attached is one (1) copy of **Addendum No. 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact Mr. Leslie H. Page, Contracting Officer, at (404) 330-6107, or via e-mail at lpag@atlantaga.gov.

Sincerely,

Adam L. Smith

ALS:LHP/jab



Addendum No. 1

**Re: FC-8180, Concessions Audit Services – FY16 Project at Hartsfield-
Jackson Atlanta International Airport**

September 30, 2015

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This Addendum No. 1 modifies and forms a part of the Request for Proposals for Project Number FC-8180 (“RFP”).

**Proposal due date changed from Wednesday, October 7, 2015 to
Wednesday, October 14, 2015.**

Questions and answers

Proposals are due **Wednesday, October 14, 2015**, should be time stamped in no later than 2:00 p.m., and delivered to the address below:

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

**** All other information remains unchanged ****

Addendum No. 1

Re: FC-8180, Concessions Audit Services – FY16 Project at Hartsfield-Jackson Atlanta International Airport

September 30, 2015

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Acknowledgment of Addendum No. 1

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 Addendum No. 1 for **FC-8180, Concessions Audit Services – FY16 Project at Hartsfield-Jackson Atlanta International Airport** on this the _____ day of _____, 2015.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

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	APPENDIX A: Office of Contract Compliance Requirements and Forms

MODIFICATIONS ARE INDICATED IN BOLD ITALIC FACE TYPE
PROJECT NUMBER FC-8180, CONCESSIONS AUDIT SERVICES – FY16 PROJECT

ADDENDUM #1

The following questions and/or clarifications were requested by various Contractors:

1.	Question:	What is the anticipated award date for this solicitation?
	Answer:	<i>There is no set date as of now.</i>
2.	Question:	Does this contract have any incumbent firms? If so, can you provide the name of the incumbent?
	Answer:	<i>No. This is a new contracting opportunity.</i>
3.	Question:	If the response to question number two is yes, is the incumbent eligible to compete for this RFP?
	Answer:	<i>No response needed.</i>
4.	Question:	If possible, can you provide the contract value for prior award of this contract?
	Answer:	<i>We will not disclose the contract value.</i>
5.	Question:	Under Part 1, Item 1 under “Services Being Procured”, it was noted there may be as many as fifty (50) audits. Is this an indication there may be as many as fifty (50) audits annually or fifty (50) audits over the course of the three (3) years Agreement.
	Answer:	<i>The first 50 audits are guaranteed during the first year of the Contract. Additional audits will be done on a per task order basis.</i>
6.	Question:	Exhibit A-1 List of Concessionaires, showed eighty two (82) concessionaires. Do you require an audit for all concessionaires annually?
	Answer:	<i>Refer to answer #5.</i>
7.	Question:	The “Required Proposal Submittal Check Sheet” (page 13 of 85) shows the Contractor Disclosure Form as Form 3, however on the table of contents and the actual Contractor Disclosure Form note this as Form 2 instead of Form 3.
	Answer:	<i>Replace current check sheet with attached check sheet</i>
8.	Question:	The Table of Contents, under Part 5, shows Exhibit B: as “Additional Compensation Terms and Cost Proposal”. However the actual Exhibit B is noted as “Authorizing Legislation”. Are there “Additional Compensation Terms and Cost Proposal” which have not been included in the Request for Proposal documents

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PROJECT NUMBER FC-8180, CONCESSIONS AUDIT SERVICES – FY16 PROJECT

ADDENDUM #1

	Answer:	Replace current table of contents with attached table of contents
9.	Question:	Is there a limitation on number of resumes to submit per staff category?
	Answer:	See section 2.4.1 of the RFP.
10.	Question:	The Table of Content shows Exhibit E (under part 5) as “Authorizing Legislation”. However the actual Exhibit E (in the RFP documents) shows it as “Dispute Resolution Procedures”.
	Answer:	See answer to #8.
11.	Question:	Table of Content shows Exhibit F (under part 5) as “Dispute Resolution Procedures”. However the actual Exhibit F (in the RFP documents) shows it as “City Security Policies”.
	Answer:	See answer to #8
12.	Question:	What was the name of the last firm that provided concessions audit services for the Department of Aviation for Hartsfield-Jackson Atlanta International Airport?
	Answer:	Tax & Accounting Solutions, Inc.
13.	Question:	What was the total price per audit charged by the prior audit firm?
	Answer:	We will not disclose prior contract value.
14.	Question:	Will the business license be sufficient evidence to show authorization to conduct business in the State of Georgia?
	Answer:	The business license will be sufficient evidence.
15.	Question:	Where do the DOA expect the audits to take place (i.e. auditor’s office, concession location, airport offices)
	Answer:	Contractor is required to request, collect, and return records. DOA will provide temporary space within DOA Audit Unit area if requested; however the Contractor may work at their office if chose to.
16.	Question:	The scope of services states six (6) months of the gross receipts reported by Airport concessionaires to the DOA must be validated and determined to be accurate. Will the DOA specify the 6 months to be audited or will that be at the auditors choosing and will it be six consecutive or random months?
	Answer:	The DOA will specify both Concessionaires and the six consecutive months to be validated.

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ADDENDUM #1

17.	Question:	Of the concessions selected for audit, will you provide a copy of the prior concessions audit report?
	Answer:	<i>Yes, only if concessionaire was previously audited by/or on behalf of DOA.</i>
18.	Question:	Is there a timeframe in which the DOA requires the auditor to maintain all work papers?
	Answer:	<i>Within 30 days after completion of assignment.</i>
19.	Question:	In regards to the First Source Jobs Agreement, what if none of the individual(s) participating in the First Source program doesn't have the experience or education, such as, an accounting or bookkeeping background for jobs/positions created by the project? Will the company still be required to hire someone from the program?
	Answer:	<i>First Source program has individuals with all levels of skills. If there is creation of any entry level position, 50 percent of those positions must be filled thru the First Source program.</i>
20.	Question:	SECTION 4.3 – Does this mean that we need eight (8) binders, with each binder containing Volume 1 and 2?
	Answer:	<i>No. Volume 1 and Volume 2 must be contained in <u>separate</u> 3-ring binders. A total of 16 binders</i>
21.	Question:	Please explain the breakdown for the compensation for each draft report.
	Answer:	<i>Contractor will submit one draft report per audit via invoice and receive 50%. Upon approval of draft report, Contractor will submit final report, via invoice, and receive remaining 50%</i>
22.	Question:	Is it twenty-five percent (25%) for each draft submission?
	Answer:	<i>No. 50% of cost per audit for draft report. 50% for final. Total payment not to exceed total cost per audit</i>
23.	Question:	Are two (2) draft reports required?
	Answer:	<i>No. One draft report and one final report.</i>
24.		

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ADDENDUM #1

1. REVISION TO PART I, INFORMATION AND INSTRUCTIONS TO BIDDERS

Delete: Table of Contents

Replace with: Revised Table of Contents, attached to this Addendum

Delete: Required Bid Submittal Check Sheet, in its entirety.

Replace with: Required Bid Submittal Check Sheet, attached to this Addendum.

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	EXHIBIT E: Dispute Resolution Procedures
	EXHIBIT F: City Security Policies
	APPENDIX A: Office of Contract Compliance Requirements and Forms

6. **Proposal Submittals¹:**

Item #	Required Proposal Submittal Check Sheet	Check (✓)
1.	Form 1: Illegal Immigration Reform and Enforcement Act Forms	
2.	Form 2: Disclosure Form and Questionnaire	
4.	Form 4: Proponent Financial Statements and Other Financial Information	
5.	Form 5: Acknowledgement of Insurance and Bonding Requirements	
6.	Form 6: Non-Applicable for this RFP	
7.	Form 7: Acknowledgement of Addenda	
8.	Form 8: Cost Proposal	
9.	Form 9: Proponent Contact Directory	
10.	Form 10: List of Clients	
11.	Form 11: Conflict of Interest Disclosure	
A	Appendix A: City's Office of Contract Compliance Submittals	

¹ This table is included solely for Proponent's convenience and may be used to track the preparation and submittal of certain required information with its Proposal.