



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

Kasim Reed
Mayor

October 21, 2015

Dear Potential Proponents:

Re: FC-8509, 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 Five (5) Questions and Answers (see page 4).**
- **Clarification: The Proponent must possess three (3) years' experience within the last seven (7) years owning, managing or operating a concession or food services establishment.**

The Proposal due date has NOT been modified and Proposals are due on Friday November 6, 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****

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-8509, 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:** Exhibit A: Scope of Services indicates that "The Proponent must possess an active alcoholic beverage license for use during Catering events only and reflected evidence in proposal submitted." Is the RFP requiring that the Proponent have a yearly liquor license (as required for bars, restaurants, and liquor stores) or a special event permit for daily functions? What type of evidence is required if the special event permit is acceptable to meet this requirement? A proponent or caterer provisioning an event on behalf of the City would be required to obtain a Special Events permit specifically for the function just prior to the event and not a yearly permit? Please clarify this requirement.

Answer: For catered events that require alcohol, the proponent must be able to obtain an alcoholic beverage license. No exceptions. Proponents must indicate in their proposals of their ability and qualifications (as specified by the state licensing and or permitting body) to obtain a license to serve alcohol at City catered events for the duration of the contract.

2. **Question:** If the Proponent chooses not to include any subcontractors, how should the OCC forms be handled? Submitted with a notation of no subcontractors, submitted blank, or omitted?

Answer: If a proponent chooses not to include any certified SBE subcontractors with its proposal, the bidder will not have to fill out forms SBE 2 and/or SBE 3 in Appendix A. All other Appendix A forms must be filled out in its entirety.

3. **Question:** Form 4.2 is listed as "not applicable," but is included on the Required Proposal Submittal Check Sheet. Should the blank form be included in the submission or should it be omitted?

Answer: Form 4.2 is not required; however you may include the blank form in your proposal.

4. **Question:** Form 8 indicates that it is a required submittal "unless a proponent elects to submit an alternative form of payment" yet it is listed on the Required Proposal Submittal Check Sheet. We will be submitting the Proposal Guarantee of \$1500, so should the blank form be included in the submission or should it be omitted?

Answer: Form 8 is not required only if you are submitting an alternative form of payment.

5. **Question:** Appendix E (page 1) indicates that the proponent must provide "evidence of three (3) years' experience within the last seven (7) years owning, managing and operating a newsstand concessions or retail operation." Is this a typographical error? Should this experience be related to managing and operating a cafeteria or restaurant location instead?

Answer: Yes. Please refer to the RFP Part 1. Instructions to Proponents Item 4.1. Minimum Qualifications.