



## CITY OF ATLANTA

Kasim Reed  
Mayor

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DEPARTMENT OF PROCUREMENT  
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP,  
CIPC, CISCC, CIGPM, CPPC  
Chief Procurement Officer  
[asmith@atlantaga.gov](mailto:asmith@atlantaga.gov)

March 9, 2016

Dear Potential Bidders:

**Re: FC-8590, IT Service Management Project**

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 Mr. Clinton L. Johnson, Contracting Officer, at (404) 330-6099 or by email at [cljohnson@atlantaga.gov](mailto:cljohnson@atlantaga.gov).

Sincerely,

Adam L. Smith

ALS/clj

**FC-8590, IT Service Management Project**

**Addendum No. 1**

**March 9, 2016**

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**ADDENDUM NO. 1**

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

1. In part 1, Section I, Titled: Instructions to Bidders, under Minimum Qualifications, bullet "E" requesting Georgia General Contractors License, is not applicable to this ITB, FC-8590, IT Service Management Project; and
2. In Part 2, Exhibit E, Titled: Scope of Services, under Section C -Minimum Qualifications, bullet number "5", requesting Georgia General Contractors License, is not applicable to this ITB, FC-8590, IT Service Management Project.

Addendum No. 1 for FC-8590, IT Service Management Project on behalf of the Department of Atlanta Information Management is available for pick-up in the Plan Room: City Hall, 55 Trinity Avenue, Suite 1900.

**Bids are due on Wednesday, April 6, 2016 and should be time stamped in no later than 2:00 p.m. and delivered to the address listed below:**

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP,  
CIPC, CISCC, CIGPM, CPPC  
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\*\***

**FC-8590, IT Service Management Project**

**Addendum No. 1**

**March 9, 2016**

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**Acknowledgment of Addendum No. 1**

Bidders must sign below and return this form with their bid 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-8590, IT Service Management Project on behalf of the Department of Atlanta Information Management** on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Legal Company Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date