



CITY OF ATLANTA

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Mayor

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

March 25, 2016

Dear Potential Proponents:

Re: FC-8744, Annual Contract for Major Mechanical Repairs & Service

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 Ms. Joyce Webb, Contracting Officer, at (404) 330-6893 or by email at jnwebb@atlantaga.gov.

Sincerely,

A handwritten signature in blue ink that reads "Adam L. Smith" with a date "3/25/16" written in the upper right corner of the signature.

Adam L. Smith

ALS/jnw



ADDENDUM NO. 1

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

- **Revision:** In Part 3, Evaluation of Proposals, replace the evaluation form with the following revised Evaluation Form.

RELATIVE WEIGHT	GRADED ITEM	SCORE
5	Executive Summary/ Organization	
15	Management Plan	
35	Key Personnel, Overall Experience, Qualifications and Performance on Previous Similar Projects	
10	Financial Capability	
20	Cost Proposal	
15	OCC Programs	
100%	TOTAL SCORE	

All questions and inquiries concerning this project should be directed in writing to Joyce Webb, Contracting Officer, Department of Procurement, 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303 or questions may be e-mailed to jwebb@atlantaga.gov.



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The Proposal due date has NOT been modified and Proposals are due on Tuesday, April 19, 2016 and should be time stamped in no later than 2:00 P.M. EDT 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****



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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-8744, Annual Contract for Major Mechanical Repairs and Service** on this the _____ day of _____, 20__.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

