



CITY OF ATLANTA

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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

May 19, 2016

Dear Potential Bidders:

Re: FC-8953, 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.

Sincerely,

Adam L. Smith

ALS/clj

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. **Rescheduling the Pre-Bid Conference.** The Pre-Bid Conference date has been rescheduled for **Tuesday, May 31, 2016 at 11:00 a.m. EST;** and
2. **Rescheduling the Deadline to submit questions.** The new deadline to submit Addendum Questions has been extended to **Thursday, June 2, 2016 at 10:00 a.m. EST.**

Addendum No. 1 for **FC-8953, 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.

The bid due date has not been modified. Bids are due on Wednesday, June 8, 2016 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, 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****

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-8953, 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