



CITY OF ATLANTA

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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

September 30, 2016

Dear Potential Proponents:

Re: FC-9224, 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 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 Request for Proposals and modifies the original solicitation package as noted below and is issued to incorporate the following:

Pre-Proposal Conference Location: The location of the Pre-Proposal Conference has been changed to the Old Council Chambers located at the City Hall Tower, 68 Mitchell Street, SW, 3rd Floor, Atlanta, GA 30303. The Pre-Proposal Conference date HAS NOT been modified. The Pre-Proposal Conference will be held on Tuesday, October 4, 2016 at 11:00 a.m. EST.

The Proposal due date HAS NOT been modified. Proposals are due on Wednesday, October 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****

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-9224, IT Service Management Project, Addendum No. 1** on this the _____ day of _____, 20__.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date