



**Contracts and Procurement Division**

1526 East Forrest Avenue, Suite 400  
East Point, Georgia 30344  
Telephone: 404.270.7045  
Fax: 404.270.7824  
Website: www.eastpointcity.org

**DATE: November 9, 2016**  
**TO: All Prospective Providers**  
**FROM: Stacy E. Hobson, Junior Contract Specialist**  
**RE: RFP No. 2017-1629 – Contract for the Procurement and Installation of an Enterprise Resource Planning System**

**ADDENDUM NUMBER 1**

Prospective Providers are hereby notified that this Addendum shall be attached to and made part of the above named Solicitation and Contract Documents.

**Instructions:** Acknowledgement of receipt of **ADDENDUM NUMBER 1** is required from each and every participating Prospective Provider. An original signed copy and the specified number of photocopies of **ADDENDUM NUMBER 1** are required to be included with your valid solicitation submittal. Omission of this acknowledgement or failure to supply the correct number of copies may result in a Prospective Provider's submission being deemed as "non-responsive" in nature.

Prospective Providers have submitted the following **one (1) inquiry** to the City that required additional information. The City's response to this inquiry is provided below for your consideration in the preparation of your solicitation response.

**Question #1**

Will the City allow Prospective Providers to attend the Pre-Bid Meeting via tele-conference or any other type of distance attendance or participation?

**Answer #1**

The City **will not** allow Prospective Providers to attend the Pre-Bid Meeting via teleconference, audio, audiographic, computer, video, business television (BTV), or any other type of distance attendance or participation. Prospective Providers must be physically represented at the Mandatory Pre-Bid Conference held by City, **promptly at 3:00 P.M.**

on Tuesday, November 15, 2016, stipulated in this solicitation. Please reference **Part I, Solicitation Terms and Conditions, Section 5.0, PRE-PROPOSAL SUBMITTAL CONFERENCE**, which provide a detailed description of the City's requirements.

**"A Mandatory Pre-Bid Conference shall be held promptly at 3:00 P.M. on Tuesday, November 15, 2016. Prospective Providers shall meet in Suite 400 at 1526 East Forrest Avenue, East Point, Georgia 30344. Prospective Providers are expected to be prompt and to arrive on time. Those who arrive late shall NOT be admitted to the Pre-Bid Conference or Site Visit and shall be excluded from participating in this solicitation."**

Any and all other terms, conditions, requirements, responsibilities and / or expectations contained in the original solicitation shall remain "as is", and shall not be altered, edited and / or changed in any manner by the inclusion of **ADDENDUM NUMBER 1** in the original solicitation package, except as specifically referenced in the addenda.

**END OF ADDENDUM NUMBER 1**

This is to acknowledge receipt of and adherence to ADDENDUM NUMBER 1, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

---

Printed Legal Name of Authorized Representative / Title

---

Signature of Authorized Representative / Date