



**ADDENDUM NUMBER 1**

**REQUEST FOR PROPOSAL  
CITY OF SANDY SPRINGS GENERAL GOVERNMENT SERVICES**

**RFP # FN-FY19 FINANCIAL SERVICES / TSPLOST SERVICES**

**PROPOSALS DUE:  
JANUARY 31, 2019 NO LATER THAN 2:00 P.M.**

**COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP.**

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**To All Prospective Offerors:**

In reference to the RFP listed above, the following answers to questions, additions, deletions and changes are hereby incorporated into the Request for Proposal:

**Questions:**

1. For a position that we feel is important but is not listed, can we submit a proposal with slight variations to the positions list? **Answer: Proposals with variations may be submitted as an alternate.**
2. Can we submit requested changes to the standard contract? Our insurance attorneys have reviewed the document and have a few suggested changes that we would like the City to consider. It is our understanding that the suggested changes by our insurance attorneys will improve the contract for both parties? **Answer: Yes, changes may be requested. The City will consider each request and will determine, in its sole discretion, whether to revise the contract in the best interest of the City. .**
3. Section L. 8. 3. 1. Bidding Alternatives only discusses that bidders may bid on one or more departments independently. Would the City allow an alternative bid when a bidder bids on more than one department? In other words, a bidder must submit a stand-alone bid for each department that they bid on, but could they provide an alternative bid if they wish if the City would consider awarding more than one department to a single bidder? **Answer: A bidder must submit a stand-alone bid for each department they wish to be considered for.**

4. Would you clarify you are referring to the City's contract when you say you will not accept Proposals with alternate terms & conditions on page L-4/L.8.1? [Answer: Yes, this section refers to the City's contract.](#)
  
5. Would it be acceptable for us to include a web address that the reader could visit on their own? [Answer: Yes, if the web address is provided in order to provide additional information and is not a substitute for the response to what is being requested in the RFP.](#)
  
6. Will you be providing a conference line for the pre-proposal conference meeting 12/12/18? (J-1-7)? [Answer: No](#)
  
7. Can we submit the proposals via email? [Answer: No](#)
  
8. Section 6.0 City Furnished Property mentions the city will provide all furniture, computers and software, etc. Can you clarify if this means at the City or at the vendor's location? [Answer: The City will provide all of the equipment for the departments located at a City facility.](#)

**I hereby acknowledge receipt of Addendum Number 1 for the City of Sandy Springs General Government Services RFPs listed above and have incorporated the changes into my response for the above mentioned Request for Proposal.**

**COMPANY NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_