

**City of Roswell
Purchasing Division**

**Kay G. Love
City Administrator**

**Jere Wood
Mayor**

ADDENDUM NUMBER 1

REQUEST FOR PROPOSAL #17-095-C

Building code Administration and Code Enforcement Services

March 30, 2017

To All Prospective Bidders:

The deadline for questions has passed. The due date for the RFP remains Wednesday, April 5, 2017 at 2:00 PM.

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

- In section 1.4.1 Part A-3 it says Standard Contract – Offeror’s authorized representative(s) shall execute the contract provided upon award and return it with the proposal. Is this a mandatory item? **Answer: No, you are not required to return an executed contract. The contract is provided so that you may become familiar with the City’s Terms and Conditions.**
- In Section 1.4.1 Part A-2 it says *Section 3, Scope of Project/Specifications* – Offeror shall respond comprehensively and clearly to the requirements of *Section 3.1* and shall include all documents, information, exceptions, clarifications, etc., as requested therein. Number the responses so they are keyed to the paragraph of the RFP that the response addresses. If the Offeror cross-references supplemental materials as enclosures or appendices or annexes to the proposal, be sure that this information is numbered in the supplemental materials showing exactly what paragraph in the RFP the supplemental material is addressing. This appears to differ slightly from what is in Section 4 Submittals in the back of the document. Which is the correct format to follow? **Answer: follow the format of Section 4 Submittals in the back of the document.**
- What are the recent revenues for Building Permits? **Answer: (2012-\$505,905), (2013- \$630,400), (2014-\$1,111,133), (2015-\$1,340,721), (2016-\$1,842,095), (2017-to date \$1,108,926)**
- Who is the incumbent vendor for this service? **Answer: Safebuilt**

- Describe the level of service for Code Enforcement? **Answer: Code Enforcement is reactive in that it is complaint driven. The officers do also have the freedom to be proactive with blatant violations that they come across.**
- How many employees will be required for these services? **Answer: Eleven (11) full time employees.**
- Will you post the sign in sheet from this meeting? **Answer: Yes.**

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP to:

**City of Roswell – Purchasing Division
Roswell City Hall
38 Hill Street, Suite 130
Roswell, GA 30075**

I hereby acknowledge receipt of Addendum 1 and have incorporated the changes into my proposal response for the above mentioned RFP.

COMPANY NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** ____ **ZIP:** ____

PHONE: _____ **FAX:** _____ **EMAIL ADDRESS:** _____

SIGNATURE: _____ **DATE:** _____