

**City of Roswell
Purchasing Division**

**Kay G. Love
City Administrator**

**Jere Wood
Mayor**

ADDENDUM 1

INVITATION TO RFP #17-055-C

RECYCLING CENTER CLOTHES AND HARD GOODS DROP OFF SERVICES

February 21, 2017

To All Prospective Offerors:

The Due Date remains as 2:00 p.m. on Thursday, February 24, 2017.

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

1. **Where will the oral presentations be held?** Answer: In City Hall Room 220 on Thursday March 2nd.
2. **How long would each vendor have for their presentation?** Answer: Forty Five Minutes
3. **How many people can talk during an oral presentation?** Answer: As many as needed within the allotted time frame.
4. **Most important objective of the RFP?** Answer: To receive the most effective proposal that meets the needs of the City of Roswell.
5. **Who will provide communication for oral presentations?** Answer: Charise Glass, buyer of record for this solicitation.
6. **Does the oral presentation have a Q&A session?** Answer: Yes, to be included within the Forty Five (45) minutes.
7. **What is the relevance of asking for store locations & recycling needs?** Answer: To have a greater understanding of methodology of your Not for Profit Company and its day to day operations.

8. **Would this proposal go to committee?** Answer: Yes, it would then subsequently to the council.
9. **How will the proposals be graded?** Answer: Please see Section 5.0 Evaluation Criteria of the RFP on Page 18 for a complete description.

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:** _____