

**Kay G. Love
City Administrator**

**Jere Wood
Mayor**

ADDENDUM 1

City of Roswell Purchasing Division

INVITATION TO BID #17-117-E

April 20, 2017

To All Prospective Offerors:

The Due Date remains as 2:00 p.m. on Thursday, April 27, 2017.

Questions

1. Are you able to provide quantities for the coffee products, in order to estimate the correct spend?

Answer: Yes, an approximate monthly average consumption is provided for the following:

Coffee 144 lbs.

Coffee Decaf: 15 lbs.

Sugar:41 lbs.

Creamer: 25.5 lbs.

Non-Dairy Creamer 27 lbs.

Splenda 1.75 lbs.

Cocoa 182 packs for 6oz serving

Tea 385 packs for 6oz serving

2. The cost proposal is showing the counts for the hot cocoa at 25 and 100, but most offerings are packaged as 24(Sugar Free) and 50 count (Regular/Marshallows). Can you confirm the count requested?

Answer: Participating vendors can provide pricing based on the quantities that your organizations uses.

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the ITB 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 ITB.

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

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

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

SIGNATURE: _____ **DATE:** _____