



**DEPARTMENT OF PURCHASING AND CONTRACT
COMPLIANCE**

**Winner 2000- 2006 Achievement of Excellence in Procurement Award
National Purchasing Institute**



Jerome Noble, Director

**ADDENDUM NO. 1
Invitation to Bid – 07ITB59032-YC
Office Supplies
Fulton County, Georgia**

November 20, 2007

Dear Vendors:

This addendum is in reference to the ITB – 07ITB59032-YC
Office Supplies

1. **Section 6, Specifications**, has been revised and attached.

For additional information regarding this addendum contact Malcolm Tyson,
Assistant Purchasing Agent at (404) 730-5811.

The undersigned propose acknowledges receipt of this addendum by returning
one (1) copy with their bid. Failure to return a signed copy of this addendum with
your bid may render your bid to be non-responsive.

Except as provided herein, all terms and conditions in the bid referenced above
remain unchanged and in full force and effect.

Sincerely,

Malcolm Tyson
Assistant Purchasing Agent

ACKNOWLEDGEMENT OF ADDENDUM

COMPANY NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

SECTION 6

SPECIFICATIONS

Quantities are being requested at a unit cost. No quantity is guaranteed. Respondent agrees to provide any quantity ordered at the unit price bid.

Provide percentage off discount _____% for procurement of office supplies not identified.

Respondent must indicate must be able to delivery goods/supplies to the following addresses:

115 Martin Luther King Drive 3rd & 4th Floors
Atlanta, GA 30303

Dorothy Benson Senior Center
6500 Vernon Woods Drive
Sandy Springs, GA 30328

Harriett G. Darnell Senior Center
611 Fairburn Road
Atlanta, GA 30331

H.J.C. Bowden Senior Center
2885 Church Street
East Point, GA 30344

Jefferson Place Transitional Housing/Homeless Shelter
1135 Jefferson Place
Atlanta, GA 30318

Helene S. Mills Senior Center
515 John Wesley Dobbs Avenue, S.E.
Atlanta, GA 30312

South Fulton Comprehensive Career Center
5710 Stonewall Tell Road, Suite 160
College Park, GA 30349

North Fulton Career Center
8610 Roswell Road, Suite 660
Roswell, GA 30350

One-Stop Career Center
4842 Old National Highway
College Park, GA 30349

Vendor shall delivery service during normal business hours: _____AM to
_____PM.

Please indicate if delivery charge is applicable and the amount:

Delivery Charge: \$_____

Respondent can provide delivery within _____minutes/hours/days after
receipt of order.

The contract resulting from this bid will be for use by the Human Services
Department. Bidder agrees to offer the same terms and conditions indicated
herein to any other departments within Fulton County.

YES _____ NO _____

In addition to day-to-day requirements procurement of supplies will be utilized to
support various programs:

1. Call-To-Womanhood
2. Call-To-Manhood
3. Older Americans Month
4. Super Summer
5. Workforce Development

Respondent agrees to operate and maintain storage of equipment and supplies
at the following address:

_____.

Fulton County reserves the right to visit the respondent's location stated above,
without prior notice, to inspect and evaluate stock maintenance.

The successful bidder must submit invoices against the contract that contain:

- 1) Part or item number
- 2) Part or item description
- 3) Manufacturer's name and suggested retail price
- 4) Applicable discount.

CONTRACTOR SHALL SUBMIT INVOICES IN A MANNER DESIGNATED BY
THE FULTON COUNTY HUMAN SERVICES DEPARTMENT. ALL SUCH

INVOICES SHALL BE ACCOMPANIED BY SUPPORTING DOCUMENTATION AND OTHER BACK-UP MATERIAL SUCH AS SHALL BE REASONABLY REQUIRED BY THE COUNTY. IN THE EVENT AN INVOICE DOES NOT CONTAIN THE INFORMATION, IT WILL BE RETURNED UNPAID TO THE VENDOR.