

GRIFFIN & STRONG

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FULTON COUNTY/CITY OF ATLANTA LAND BANK AUTHORITY

ADDENDUM No.1

Request for Proposal for Property Management Services

Please note the following changes to the RFP for Property Management Services for the Fulton County/City of Atlanta Land Bank Authority (LBA):

1. SCOPE OF WORK is amended to remove the following requirement: “Conduct, or have conducted, property appraisals as directed.”
2. EVALUATION OF PROPOSALS, Step 2, third bulleted item, is replaced with the following: *Has the proposer demonstrated sufficient stability, continuity of operations, and resources to provide reasonable assurance of its ability to perform the required services over at least a two year period? (0-10)*
3. PROPOSAL FORMAT AND REQUIREMENTS, ninth bulleted item, is replaced with the following:

A section detailing the cost for the work, including cost estimates for out-of-pocket expenses and a proposed payment schedule based on the work plan. If proposers base their costs on the size of the structure(s) on the property, proposers are asked to establish pricing according to the following ranges:

- a. 1,200 square feet or fewer
- b. 1,2001 to 2500 square feet
- c. 2,501 to 4,000 square feet
- d. 4,001 to 5,000 square feet
- e. Over 5,000 square feet

4. Withdrawal of RFP (page 5) is amended to read as follows:

WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn before the due date by submitting a written request to the Contact Person. Proposals may be resubmitted before the due date; however, resubmittals will not be accepted after the due date.

5. Infringement and Indemnification (page 7) is amended to read as follows:

INFRINGEMENT, INDEMNIFICATION, AND INSURANCE:

The firm awarded this contract agrees to protect, defend and hold harmless the LBA against any demand for payment for use of any patented materials, process, article, or device that it may enter into the rendering of the necessary services. Furthermore, the selected firm agrees to indemnify and hold harmless the LBA, their employees and the LBA Board of Directors from suits or actions of every nature and description arising out of, or in connection with, the performance of this contract, or on account of any injuries or damages received or sustained by a party or parties by or from any act of the selected firm, or its agents.

Before contract award, any firm selected to perform services hereunder must provide proof that it has sufficient insurance to meet the following minimum coverage requirements:

- a. *Commercial General Liability Insurance*
 - i. \$500,000 per person
 - ii. \$1,000,000 per occurrence
- b. *Business Automobile Liability Insurance*
 - i. \$500,000 per person
 - ii. \$1,000,000 per occurrence
- c. *Workers' Compensation Insurance, including Coverage B-Employer's Liability limits of \$500,000 each accident and each employee*

Excess liability coverage may be used in combination with the base policy to obtain the limits stated above.

6. The due date for submission has been changed to Monday, May 11, 2009, and proposals will be accepted until 4:30 PM (EST), at the offices of Griffin & Strong, P.C., 235 Peachtree Street, Suite 400 Atlanta, GA 30303.
7. Answers to all questions raised at the Pre-Proposal Conference have been posted with this Amendment.
8. All requirements of the original Request for Proposal that have not been specifically addressed in this document remain as originally stated.

A COPY OF THIS ADDENDUM **MUST** BE INCLUDED IN ALL PROPOSALS
SUBMITTED