



Fulton County, GA

Department of Purchasing & Contract Compliance

August 21, 2013

Re: **13ITB88658YB-BL, Bestseller Book Leasing Plan**

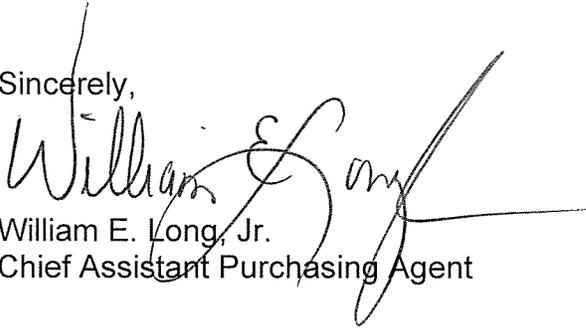
Dear ***Bidder***:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced 13ITB88658YB-BL, Bestseller Book Leasing Plan.

Except as provided herein, all terms and conditions in the 13ITB88658YB-BL, Bestseller Book Leasing Plan

referenced above remain unchanged and in full force and effect.

Sincerely,



William E. Long, Jr.
Chief Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in Procurement Award • National Purchasing Institute



**13ITB88658YB-BL, Bestseller Book Leasing Plan
Addendum No. 1
Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

Questions and **RESPONSE**

Question 1: Page 1 of 14 states bidders shall submit one original and two copies of their response. Page 2 of 14 states one original and three copies shall be submitted. Will you please clarify how many copies of our response should be submitted?

RESPONSE: One original and two copies total

Question 2: A surety bond is requested on page 3 of 14 and page 14 of 14. Will you please clarify the value of the bond that is to be sent with our bid response?

RESPONSE: No surety bonds are required

Question 3: Can you please clarify how many copies need to be submitted. Instructions to Bidders section 2. (Page 1 of 14) shows in bold type that one original and two copies (total 3) are required. Instructions to Bidders section 3. (Page 2 of 14) indicates the original signed Bid with three copies (total 4) should be submitted. Which is correct?

Can you also please confirm if the list of Submittals (section 2, Page 13 of 14) is complete? I find these forms in the 110-page pdf file but not listed as submittals. It is confusing when there is a list that is not all-inclusive. Please confirm if the following must be submitted or are not necessary for this particular ITB.

“Indemnification and hold harmless agreement” in the Insurance and risk management section (p. 4 of 4)

Schedule C - “Schedule of Intended Subcontractor Utilization” (our response will be 0%)

Schedule E – “Declaration regarding Subcontracting”

RESPONSE: Submit one original and two copies of the bid submittal. The forms identified in Section 1, #32 Page 13 of 14 requires execution and

submitting. However, once you execute originals, then simply make two copies of the originals. There are also Purchasing Forms and Contract Compliance Forms that must be executed and submitted also.

Question 4: I am attempting to complete Form F (Georgia Security and Immigration Contractor Affidavit and Agreement) to accompany our response to the above referenced ITB for Books for Auburn Avenue Research Library.

I find it listed as a required submittal (#1) but am perplexed by the language that refers to “Physical performance of services” . . . If awarded, YBP will not be performing physical services at the library, instead shipping books from our NH headquarters. *Is this form required for this situation?*

Also, if I am to complete this form, is it appropriate to modify the language beneath the signature line (BY:) and that of Title of Authorized Officer or Agent (deleting *sub*); alternatively will you supply a replacement form? In both cases the supplied form uses the word “subcontractor” and it is my understanding that a separate form (#2) would be used if a subcontractor would be involved.

Finally the #2 submittal listed does not include the notation “if applicable” – is this Georgia Security and Immigration Subcontractor Affidavit and Agreement required where no subcontractor will be used (as noted on subsequent forms)?

RESPONSE: This form is requested to determine if your firm uses staff that is not authorized to work in the United States. It is a state requirement and we have no control over the language. Please execute to the best of your knowledge and ability. Language must not be modified.

Question 5: In the Instructions to Bidders, Item 8, you state that a performance and payment bond, each in an amount not less than the total amount payable under the Agreement, will be required. We would like to request a waiver for this requirement. Would you agree to waive the performance and payment bond requirement for this bid?

RESPONSE: No Payment or Performance bond is required.

Question 6: Can you please confirm that the “Base Bid Amount” to be entered on the bid form should be the total cost from the Cost Proposal Sheet on page 3?

RESPONSE: Yes

Question 7: The Atlanta-Fulton County Library System's ITB requires that new cataloging records conform to AACR2 standards. The new cataloging standard is RDA - Resource Description and Access, which will be replacing AACR2. CLS is currently providing available RDA records. Is the Atlanta-Fulton County Library planning to accept RDA records?

RESPONSE: The Atlanta-Fulton Public Library System accepts MARC records using OCLC Bibliographic Input standards which includes RDA.

Question 8: In the Instructions to Bidders, Item 12, you indicate that bidders shall examine the contract documents. The contract documents are not included in this bid. Should we use the same contract document that was included with the Book Leasing and Non-Book Materials bids for our review of the contract?

RESPONSE: *The contract document was not attached. However, it is the same contract document that was included with the Non-Book Materials bid.*

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **September 10, 2013, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2013.

Legal Name of Bidder

Signature of Authorized Representative

Title