



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Winner 2000- 2007 Achievement of Excellence in Procurement Award
National Purchasing Institute

Jerome Noble, Director



May 16, 2008

Re: RFP# 08RFP61575YB-BR
Graphic Design Services for the Library Newsletter "Access"

Dear proposers:

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced RFP.

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

Sincerely,

A handwritten signature in cursive script that reads "Brian Richmond".

Brian Richmond
Assistant Purchasing Agent

**RFP# 08RFP61575YB-BR Graphic Design Services for the Library
Newsletter "Access"
Addendum No. 2
Page Two**

This Addendum forms a part of the contract documents and answers questions asked by interested vendors:

1. **Question:** If the form calls for a business name and I'm a sole proprietor, do I put in my name where it calls for business name? i.e. Form B (pg. 31) Non-Collusion Affidavit of Bidder. **Answer:** You will put down whatever name your business is registered as having and the name you use when filing taxes for your business.

2. **Question:** Section 3.4.4 requires Proposer Financial Information as well as the checklist on pg. 45:

- a) copy of most recent annual report & financial statement for last 3 years
- b) Dun & Bradstreet Report
- c) latest quarterly financial report
- d) documentation and discussion of financial condition and capability of proposer
- e) statement regarding proposer's team filing for bankruptcy

I do not have any of the above since I'm a sole proprietor so what do I submit?

Answer: What you can submit is the financial information for your business that you do have.

3. **Question:** The checklist on pg. 45 asks for Qualification of Key Personnel, is this a paragraph of what I've accomplished? **Answer:** The qualifications of key personnel are the past accomplishments, educational background, credentials and references, of all those individuals who will be responsible for carrying out the project.

4. **Question:** The checklist on pg. 45 asks for Availability of Key Personnel - what does this consist of since I'm the sole proprietor? **Answer:** How available is staff to work on this project? Will it be 100%? Or do you have other projects and will spend only 30% of your time on this project?

5. **Question:** Will Atlanta-Fulton Public Library System want the public to have the ability to obtain the Newsletter from their website? **Answer:** Yes

6. **Question:** If there are forms that do not apply to a sole proprietor, what do I put on the form to indicate that I'm turning in the form, but it does not apply? i.e. Form F on pg. 39-41 for Georgia Security and Immigration Contractor Affidavit and Form G on pg. 42-24 the form, but it does not apply? i.e. Form F on pg. 39-41 for Georgia Security and Immigration SubContractor Affidavit & Exhibit 6.2.1 to 6.2.6 pgs.

50-57. I plan on doing all my own work and not hiring subcontractors.

Answer: You can put NA in those blanks that do not apply to your company.

7. **Question:** One of the forms to include with the bid is the Prime Contractor/ Subcontractor Utilization Report which is an invoice form. Do we turn it in with the top part filled out (from, to, project name, number & location) since the bid has not been awarded yet? **Answer:** **That particular form, EXHIBIT G, will actually be used if your company has been awarded the contract.**

8. **Question:** Insurance and Risk Management Provisions on pgs. 63-65 asks for Certificates of Insurance to include:

- a) Workers Compensation/Employer's Liability Insurance: since I'm a sole proprietor, do I need Workers Compensation insurance? **Answer: YES. We can however reduce the "Employers Liability" requirements to the state minimum of 100 - 500 - 100**
- b) Commercial General Liability Insurance: is this the same as home insurance? I work out of my home and do have insurance for my home. **Answer: NO. Based on the Scope of Work we can accept a GL Policy with \$250,000 each occurrence limits**
- c) Business Automobile Liability Insurance: I do have car insurance but not a separate car for business vs. personal. I use the same car for both. Do I just make sure that my auto insurance is at least the limit listed? **Answer: Most personal vehicle insurance policies exclude the business use of a personal vehicle, however if she can provide proof of coverage (business use) that would be acceptable. The policy limit must be a minimum of \$250,000 (Combined Single Limits).**
- d) Umbrella Liability: what is this? **Answer: This coverage would not be applicable based on the Scope of Work.**
- e) Fidelity Bond and Crime: I'm a sole proprietor so do I need this? **Answer: This coverage would not be applicable based on the Scope of Work.**

9. **Question:** Do I need the insurance prior to winning the bid? Can I wait till I've won the bid before getting the insurance? **Answer: The insurance certificate can be submitted once the bid is awarded. Keep in mind that the purchase order won't be generated until Fulton County receives the insurance certificate from your insurance carrier.**

10. **Question:** Equal Business Opportunity Plan (EBO Plan) on pg. 47 is required but if the vendor is not planning on utilizing any subcontractors & doing all the work myself which is what is required on the EBO plan, what do we submit? **Answer: The required EBO Plan is a statement submitted on company letterhead and is specific to each solicitation. If you do not plan to utilize any subcontractors for this solicitation, please explain why, whatever that reason may be. Fulton County encourages diversity and equality in procurement opportunities. Please also detail your efforts to subcontract with minority vendors and why or why not your efforts were realized. Explanation is key.**

11. **Question:** Once the bid is announced, do we find out online? If someone else gets the bid, could I contact them to see if they need help and will subcontract work to me? **Answer: Yes, the winning vendor will be posted on line and you could contact that vendor to see if the vendor could use you as a subcontractor.**

12. **Question:** With the proposal, do we need to include 5 sets of samples with each of our 5 applications or will one set suffice? **Answer: One set.**

13. **Question:** Will our samples be returned after the proposal project is complete?
Answer: Yes
14. **Question:** Do we need to have business insurance? **Answer:** The insurance that is part of the bid specifications is what will be needed.
15. **Question:** Do we need to be registered county vendors? **Answer:** No, you do not need to be a registered County vendor to submit a proposal; however, if you are the successful vendor you must become a registered vendor before you can start the project.
16. **Question:** Is there a chance that the number of pages of the newsletter will be increased? It is possible different issues will have different numbers of pages.
Answer: The number given was the average and used so that all estimates will be comparable.
17. **Question:** If there are any additional pages to added, how should the cost be figured?
Answer: Vendors may provide a “Per additional page cost.”
18. **Question:** How long does it take to process designs? **Answer:** Although that question cannot be answered exactly, the vendor can expect no longer than 7 working days.
19. **Question:** How would you want the samples that will be submitted with the proposal to be labeled? **Answer:** Include the samples under a separate tab marked Sample Portfolio or place in an envelope also mark as Sample Portfolio.
20. **Question:** Do you want photographs in digital form? **Answer:** Yes
21. **Question:** Are you looking for redesigns with the proposal? **Answer:** No
22. **Question:** Is there any ability to change redesigns? **Answer:** See #21; no design with proposal.
23. **Question:** How are the newsletters distributed to the public? **Answer:** Currently, they are distributed at the branch libraries; it is possible that some will be mailed with future issues.
24. **Question:** Is there a production budget? **Answer:** Not at this time, printing is handled from the library’s printing budget.
25. **Question:** If my company does not have the information asked for the financial part, what can I submit? **Answer:** please see question #2.

26. **Question:** What does an introduction for the contents of the cost proposal on pg. 24 consist of? **Answer:** **The introduction can be an in depth description of how your company will provide Fulton County with each of the services requested.**

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the **RFP due date and time of Tuesday, May 20, 2008, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 2, _____ day of _____, 2008.

Legal Name of Bidder

Signature of Authorized Representative

Title