



**DeKalb County  
Department of Purchasing and Contracting**



Maloof Administration Building, 1300 Commerce Drive, 2<sup>nd</sup> Floor, Decatur, Georgia 30030

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**November 4, 2016**

TO: ALL BIDDERS UNDER REQUEST FOR PROPOSALS NO. **16-500409**  
FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

**ADDENDUM NO. 1**

Request for Proposals (RFP) No. 16-500409, *Document Management Services (Multi-Year Contract)*, is hereby amended as follows:

1. **The proposal due date has been extended to 3:00 p.m. EST on November 22, 2016.**
2. Questions submitted by vendors will be answered via Addendum No. 2.
3. It is the responsibility of each bidder to ensure that he or she is aware of all addenda issued under this ITB. Please sign and return this addendum. You may call Crystal Creekmore, Procurement Agent, at (404) 371-2710 before the bids are due to confirm the number of addenda issued. **Failure to acknowledge this addendum may result in your bid being deemed non-responsive.**
4. All other conditions remain in full force and effect.

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Crystal Creekmore  
Procurement Agent  
Department of Purchasing and Contracting

**ACKNOWLEDGEMENT**

Date: \_\_\_\_\_

Addendum No. 1 is hereby acknowledged:

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Printed Name of Responder's Authorized Signer)

\_\_\_\_\_  
(Signature of Responder's Authorized Signer)

\_\_\_\_\_  
(Title)