

February 7, 2020

TO: ALL PROPOSERS UNDER RFP NO. 19-500537

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 1

Request for Proposals (RFP) No. 19-500537 for Lou Walker Senior Center Aquatic Services is hereby modified as follows:

1. The deadline for the receipt of proposals has been extended to February 14, 2020 at 3:00 p.m. ET.
2. We have received questions pertaining to this RFP. The questions and their resulting answers appear below:
 - A. Question: I see that there are no fees with the aquatic classes- would there ever be fees AND if so do we as the company collect the fees or does the center do this?

Answer: The seniors that attend the Lou Walker Senior Center pay a membership fee that covers the cost of certain classes. The DeKalb County Human Services Department must approve all fees assessed to the seniors. Any fees for aquatics classes must be discussed with the management team of the Lou Walker Senior Center and approved by the DeKalb Human Services Department.

- B. Question: Do we handle the class registration and is the schedule online or only in the printed catalog?

Answer: The Lou Walker Senior Center staff are responsible for class registration for all classes. The registration process is available online, and seniors may also come into the senior center to register in person using the hard copy catalog as a guide. The selected Aquatics vendor would work with the Lou Walker Senior Center staff to develop the aquatics classes and schedule the days and times for the classes to be held.

The class schedule is not available online; it is only available in the printed catalog.

- C. Question: Does the center have a pool vacuum on site, or do we need to supply this?

Answer: The Lou Walker Senior Center does not have a pool vacuum. This item would need to be supplied by the selected vendor.

- D. Question: What documents are required on each individual scan disk?

Answer: Each disk or flash drive must contain an identical copy of the Technical Proposal. Responders should complete Attachment B, Proposal Cover Sheet, and include this as the first page of the Technical Proposal, followed by the Introduction, Technical Approach, Project Management, Personnel, Organizational Qualifications, Financial Statements, References, and the remaining

required documents (see Section II.B. for the list of required documents). The Technical Proposal shall not contain any cost/fee information or else the proposal will be deemed non-responsive.

To provide further clarification, do not include any cost/fee information in the original Technical Proposal or on the discs or flash drives. Any cost information shall ONLY be submitted on the Cost Proposal Form, Attachment A, in a separate, sealed envelope with the Responder's name and "Cost Proposal for Request for Proposals No. 19-500537 for Lou Walker Senior Center Aquatic Services (Multi-Year Contract)" on the outside of the envelope. The responder shall not alter the Cost Proposal Form in any manner. Do not include fees or costs in any area outside of the Cost Proposal.

E. Question: 1 or 7 scan disk per envelope (# of envelopes)?

Answer: Technical Proposals shall be submitted in a sealed envelope(s) or box(es) with Responder's name and "Request for Proposals No. 19-500537 for Lou Walker Senior Center Aquatic Services (Multi-Year Contract)" on the outside of each envelope or box. Do not include any costs of any kind in the Technical Proposal.

As referenced on page 16 in Section VI. **Contract Administration**, Subsection B. **Submittal Instructions**, one (1) original Technical Proposal stamped "Original" and seven (7) compact discs or flash drives --with each containing an identical copy of the Technical Proposal-- must be submitted to the DeKalb County Department of Purchasing and Contracting.

The Cost Proposal shall ONLY be submitted on the Cost Proposal Form, Attachment A, in a separate, sealed envelope with the Responder's name and "Cost Proposal for Request for Proposals No. 19-500537 for Lou Walker Senior Center Aquatic Services (Multi-Year Contract)" on the outside of the envelope.

Because the sealed envelope/box containing the Cost Proposal is requested to be included in the sealed envelope/box containing the Technical Proposal, the expectation is that each respondent will submit a single sealed envelope/box that contains both of the following:

1. One separate, sealed envelope/box containing one (1) original Technical Proposal stamped "Original" and seven (7) compact discs or flash drives --with each disc or drive containing an identical copy of the Technical Proposal
 - a. This envelope/ box shall bear the Responder's name and "Request for Proposals No. 19-500537 for Lou Walker Senior Center Aquatic Services (Multi-Year Contract)" on the outside of the envelope/box.
2. One separate, sealed envelope/ box containing one (1) original Cost Proposal with the Responder's name and "Cost Proposal for Request for Proposals No. 19-500537 for Lou Walker Senior Center Aquatic Services (Multi-Year Contract)" on the outside of the envelope/box

F. Question: Other than the written/filled out (and notarized if need be) information inside the pages 21-41, what else is required for each envelope submission?

Answer: Technical proposals shall be submitted in a sealed envelope(s) or box(es) with Responder's name and "Request for Proposals No. 19-500537 for Lou Walker Senior Center Aquatic Services (Multi-Year Contract)" on the outside of each envelope/box. Responders should complete Attachment B, Proposal Cover Sheet, and include this as the first page of the Technical Proposal, followed by the Introduction, Technical Approach, Project Management, Personnel, Organizational

Qualifications, Financial Statements, References, and the remaining required documents (see Section II.B. for the list of required documents). The Technical Proposal shall not contain any cost/fee information or else the proposal will be deemed non-responsive.

The Cost Proposal shall ONLY be submitted on the Cost Proposal Form, Attachment A, in a separate, sealed envelope with the Responder's name and "Cost Proposal for Request for Proposals No. 19-500537 for Lou Walker Senior Center Aquatic Services (Multi-Year Contract)" on the outside of the envelope/box.

- 3. All other conditions remain in full force and effect.
- 4. It is the responsibility of each proposer to ensure that he/she is aware of all addenda issued under this RFP. Please sign and return this addendum. You may call Kyheem Bristol, Procurement Agent, at 404-371-7063 before the proposals are due to confirm the number of addenda issued.

Kyheem Bristol
 Procurement Agent
 Department of Purchasing and Contracting

ACKNOWLEDGEMENT

Date

The above Addendum is hereby acknowledged:

(Name of Bidder)

(Signature)

(Title)

CH:kb