

March 8, 2022

TO: All Bidders under **ITB, 22-101481, Memorial Drive Corridor Branding**

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

ADDENDUM NO. # 1

Invitation to Bid (ITB) No.: 22-101481, Memorial Drive Corridor Branding, is hereby amended as follows:

1. The questions received and their resulting answers pertaining to this ITB appear below:

A. Question: Qualification requirements state Licensed Architectural Firm – The Branding and Signage Design Industry is not a licensed profession – if we do not have GA Licensed architect on the team, is the submittal considered non-responsive?

Answer: Please refer to the Minimum Specifications, Page 11, Section II, Qualification Requirements related to the requirements of the bidder to submit a bid.

B. Question: Does the prime firm have to be registered to do business in the state of Georgia even if we do not have an office in Georgia?.

Answer: Please refer to the Invitation to Bid Procedures, Page 7, No. 17, Business License, Sentence 3 for requirements for businesses that are not Georgia companies.

C. Question: The insurance requirements noted in the ITB are higher than typically needed for a signage design project. If we do not carry as much insurance as the sample agreement states, are we not qualified to submit?

Answer: Please refer to Invitation to Bid Procedures, Page 7, No. 14., Sample County Contract which have been revised per this Addendum to state:

The attached sample contract is the County’s standard contract document, which specifically outlines the contractual responsibilities and will be executed by the Successful Bidder. All bidders should thoroughly review the document prior to submitting a bid. Any proposed revisions to the terms, insurance, or language of this document must be submitted in writing with the bid. Since proposed revisions may result in a bid being rejected if the revisions are unacceptable to the County, bidders should review any proposed revisions with an officer of the firm having authority to execute the contract. No alteration can be made in the contract after an award is made.

D. **Question:** My firm is interested in submitting on the above referenced RFP. In reading all of the information on the web-site about the mandatory meetings, I just wanted to make sure that the times are listed in Eastern Time Zone. Houston is in Central, so I wanted to attend the LSBE meeting tomorrow at 2:00 but that is 1:00 Central Time. Is that correct – just wanted to be sure as none of the times listed in the purchasing web-site, that I could see, had the time zone indicated?

Answer: Yes, all times shown are Eastern Time Zone.

E. **Question:** I work for Phase 3 – a marketing, branding and in-house printing agency, here in Atlanta. We are interested in responding to your Memorial Drive Corridor Branding RFP. Are there any documents associated with this RFP.

Answer: The full requirement can be obtained from our website: <https://www.dekalbcountyga.gov/purchasing-contracting/bids-itb-rfps>. Scroll through to locate the Project No. 22-101481-ITB.

F. **Question:** This is with regard to your requirement for Request for Proposal for 22-101481-ITB Memorial Drive Corridor Branding. 1. Whether companies from Outside USA can apply for this? (like, from India or Canada) 2. Whether we need to come over there for meetings? 3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada) 4. Can we submit the proposals via email??

Answer: 1. Please refer to Question B above regarding Contractors that are not Georgia Companies.
2. Yes, there are meetings that will need to be conducted in-person.
3. No.
4. No, Bids must be submitted as required per the solicitation. Please refer to page 3 for submission instructions.

2. It is the responsibility of each bidder to ensure that he/she is aware of all addenda issued under this ITB. Please sign and return this addendum. You may call Jennifer Schofield, Procurement Agent, 404.687.4042; before the Proposals are due to confirm the number of addenda issued.

3. All other conditions remain in full force and effect.

Jennifer Schofield

Jennifer Schofield
Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGMENT
Invitation to Bid (ITB) No. 22-101481, Memorial Drive Corridor Branding

Date: _____

The above Addendum #1 is hereby acknowledged:

(NAME OF FIRM)

(Name and Signature)

(Title)

jjs/DR