



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**Winner 2000- 2010 Achievement of Excellence in Procurement Award  
National Purchasing Institute**

**CECIL S. MOORE, Director**



**NOVEMBER 3, 2011**

Re: **ADDENDUM I**  
**12CR107026C-Certified Instructor for Heartsaver CPR/AED**  
**Certification Courses**

Dear **QUOTERS:**

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced: **12CR107026C-Certified Instructor for Heartsaver CPR/AED Certification.**

Except as provided herein, all terms and conditions in the **12CR107026C** referenced above remain unchanged and in full force and effect.

Sincerely,

*Cynthia Richardson*

Cynthia Richardson  
Procurement Officer

**12CR107026C**

**Certified Instructor for Heartsaver CPR/AED Certification Courses**

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

1. Question: Do you know approximately what date the classes are going to start and how many days, weeks or months do we have to get all 450 people trained? Each class should last approximately 3 hours.

*Response: The contract period is from January 2012 through December 2012. The expected start date shall be the 2nd week in January 2012. The minimum number of classes shall be "30" and the maximum shall be "37" within the contract period. These numbers shall be based on student/instructor ratio per class.*

2. Question: Are there set days/times for the classes to be held or will the class dates and times be scheduled with the instructor that's awarded the bid?

*Response: A final and binding schedule shall be made with the input from both parties; and the instructor will have some flexibility in scheduling in regard to which day of week to conduct the training. However, the expectation is that classes shall be scheduled weekly in order to adhere to the number of required classes within the contract period. Note: Exceptions shall be made for holidays.*

**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 Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFQ due date and time November 14, **2011, 2:00 P.M.**

This is to acknowledge receipt of Addendum No.1, \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title