



Fulton County, GA

# Department of Purchasing & Contract Compliance

October 23, 2012

Re: **12ITB85338C-DR, Modular Workstations & Free Standing Furniture**

Dear **Bidder(s)**:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced **12ITB85338C-DR, Modular Workstations & Free Standing Furniture**.

Except as provided herein, all terms and conditions in the **12ITB85338C-DR** referenced above remain unchanged and in full force and effect.

Sincerely,

*Donald R. Riley*

**Donald R. Riley, CPPB  
Assistant Purchasing Agent**

Winner 2000 - 2009 Achievement of Excellence in  
Procurement Award • National Purchasing Institute



**12ITB5338C-DR, Modular Workstations & Free Standing Furniture Addendum No. 1  
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This Addendum forms a part of the contract documents and modifies the original ITB documents as noted below:

1. Questions are attached for all bidders to review before submittal of their responses.
2. Removal of Section 4 Bid Bond Requirements
3. Extension of this bid document see instructions below:

The submittal deadline for the bid listed above has been extended from October 24, 2012 to the date listed below. The new opening bid date is as follows:

**Wednesday, October 31, 2012 at 11:00 A.M. EST**

For additional information regarding this addendum, contact Donald R. Riley, Assistant Purchasing Agent at (404) 612-7916.

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

Failure to return a signed copy of this addendum could render your bid non-responsive.

**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 Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the ITB due date and time **October 31, 2012, at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

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

\_\_\_\_\_  
Title

**12ITB5338C-DR, Modular Workstations & Free Standing Furniture Addendum No. 1**  
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- (1) Exhibit B states “monolithic panels” however Section 7 Item #1 indicates a frame and tile system. What is expected?

Response: Normally, Facilities and Transportation Services Department (FTSD) have monolithic panel system in use, and FTSD have purchased frame and tile with mono-tiles. Vendors should quote monolithic panel system so FTSD can compare apples to apples as best as possible. If vendors have monolithic panels and frame and tile system or one of either, they should note what type of system they have and note it clearly on their bid submission

- (2) Section 11 Item # 4: We need more information on this. Where would the station be re-located?

Response: This variable each job/project is different... price as a relocation within the same facility, if transportation is required, this will be identified under miscellaneous labor, unit cost per hour.

- (3) In Exhibit 1; Item 5 on page 17 is the ‘Bid Break Down form’ the same as the ‘Pricing Form’?

Response: No. The bid break down form is not applicable to this procurement.

- (4) Will there be an addendum released for the removal of the bid bond?

Response: See page 5 - 8 of this document. Removal of the Bid Bond Requirements.

- (5) What power and data requirements are needed for these stations?

Response: Provide powered panels and electrical base feed in materials list per station or cluster.

- (6) As stated during the pre-bid meeting, this will be awarded based on price.

Response: The lowest price that meet Fulton County Government’s responsiveness and responsible needs.

- (7) Please define how the ‘base bid amount’ should be presented and calculated.

Response: Vendors should quote monolithic panel system so we can compare apples to apples as best as possible, installation should be shown separately.

- (8) At the pre Bid conference which we attended on October 3, 2012 it was stated that the bid bond requirement would be waived. Will this be done through an addendum? To date we have not seen any addendums.

Response: See last page of this addendum.

- (9) Please reference the bid submittal check list; Item #s 13 & 14 request General Contractor and utility licenses. Furniture installation and reconfiguration services typically are not licensed functions. Please clarify your requirements in this regard.

Response: A General Contractor's and utility licenses are not applicable to this bid; therefore, those items are not required.

(10) Does Fulton County require the vendor to make final building electrical connections to workstations?

Response: No, all electrical connection to building will be done by FTS personnel.

This section has been removed from the bid document in its entirety.

#### **SECTION 4**

##### **BID BOND REQUIREMENTS**

No bid for a contract in Fulton County for work to be done shall be valid for any purpose unless the Contractor shall give a Bid Bond with good and sufficient surety payable to, in favor of, and for the protection of Fulton County. The Bid Bond shall be in the amount of not less than 5% of the total amount payable by the terms of the Contract. No bid shall be read aloud or considered if a proper bid bond has not been submitted.

Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Georgia.

Attestation for the corporation must be by the corporate officer; for a partnership by another partner; for an individual by a notary with the corporate seal.

**BID BOND**

**12ITB85338C-DR, Modular Workstations & Free Standing Furniture**

**FULTON COUNTY GOVERNMENT**

KNOW ALL MEN BY THESE PRESENTS, THAT WE \_\_\_\_\_

\_\_\_\_\_ hereinafter called the PRINCIPAL, and \_\_\_\_\_

\_\_\_\_\_ hereinafter call the SURETY, a corporation chartered and existing under the laws of the State of \_\_\_\_\_ and duly authorized to transact Surety business in the State of Georgia, are held and firmly bound unto the Fulton County Government, in the penal sum of \_\_\_\_\_ Dollars and Cents (\$ \_\_\_\_\_) good and lawful money of the United States of America, to be paid upon demand of the Fulton County Government, to which payment well and truly to be made we bind ourselves, our heirs, executors, and administrators and assigns, jointly and severally and firmly by these presents.

WHEREAS the PRINCIPAL has submitted to the Fulton County Government, for [INSERT PROJECT # AND PROJECT TITLE], a Bid;

WHEREAS the PRINCIPAL desires to file this Bond in accordance with law:

NOW THEREFORE: The conditions of this obligation are such that if the Bid be accepted, the PRINCIPAL shall within ten (10) calendar days after receipt of written notification from the COUNTY of the award of the Contract execute a Contract in accordance with the Bid and upon the terms, conditions and prices set forth therein, in the form and manner required by the Fulton County Government, and execute sufficient and satisfactory Performance and Payments Bonds payable to the Fulton County Government, each in the amount of one hundred (100%) percent of the total contract price in form and with security satisfactory to said Fulton County Government, then this obligation to be void; otherwise, to be and remain in full force and virtue in law; and the SURETY shall upon failure of the PRINCIPAL to comply with any or all of the foregoing requirements within the time specified above immediately pay to the Fulton County Government, upon demand the amount hereof in good and lawful money of the United States of America, not as a penalty but as liquidated damages.

In the event suit is brought upon this Bond by the COUNTY and judgment is recovered, the SURETY shall pay all costs incurred by the COUNTY in such suit, including attorney's fees to be fixed by the Court.

Enclosed is a Bid Bond in the approved form, in the amount of

\_\_\_\_\_ Dollars

(\$\_\_\_\_\_) being in the amount of five (5%) percent of the CONTRACT Sum. The money payable on this bond shall be paid to the Fulton County Government, for the failure of the Bidder to execute a CONTRACT within ten (10) days after receipt of the Contract form and at the same time furnish a Payment Bond and Performance Bond.

IN TESTIMONY THEROF, the PRINCIPAL and SURETY have caused these presents to be duly signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Signatures on next page)

ATTEST:

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
BY \_\_\_\_\_ (SEAL)

**CERTIFICATE AS TO CORPORATE PRINCIPAL**

I, \_\_\_\_\_, certify that I am the Secretary of the Corporation named as principal in the within bond; that \_\_\_\_\_,  
Who signed the said bond of said corporation; that I know this signature, and his/her signature thereto is genuine; and that said bond was duly signed, sealed and attested for in behalf of said Corporation by authority of its governing body.

\_\_\_\_\_  
SECRETARY

(CORPORATE SEAL)

\_\_\_\_\_  
SURETY

\_\_\_\_\_  
(SEAL) BY \_\_\_\_\_

**END OF SECTION NO. 4**