



Authorized by Alex S. Cohilas
City Manager

ADDENDUM #1
Issued July 1, 2019

**RFP No. 2019-100 City Wide VoIP Telecommunications System
for the City of Hampton, Georgia**

The following revisions of the referenced portions of the solicitation documents for the above named project replace or supplement the previously issued document.

1. The Schedule of Event page of the RFP (page #1) has been revised and replaced in its entirety and is attached hereto.
2. **Information and Instruction to Proponents**, has replaced the following items:
 - a) Item #1.9 Proposal Submission Deadline
 - b) Item #1.11 Solicitation Questions
 - c) Item #1.18 Oral Presentation/Interviews [if applicable]
3. Section 6 **Proposal Preparation and Guidelines**, 6.1.3 and 6.1.4 has been revised to request Proponents to submit one (1) original and five (5) copies of their proposal and Cost Proposal.
4. Vendor's Execution of Proposal Form, of the required form submittals, has been revised and replaced entirely and is attached hereto.

Where any original item, term or requirement is not specifically amended, voided or superseded by this addendum, it will remain in effect. This clarification is being provided to all known respondents.

This **Addendum** must be **completed, signed, and attached** to the RFP to acknowledge receipt of Addendum. **FAILURE TO ACKNOWLEDGE THIS ADDENDUM MAY RESULT IN REJECTION OF PROPOSAL.**

Name Business

Signature Date Authorized

Name & Title Typed



Revised

REQUEST FOR SEALED PROPOSALS

RFP No. 2019-100

City Wide VoIP Telecommunications System for the City of Hampton, Georgia

SCHEDULE OF EVENTS

DATE

	DATE
PRE-PROPOSAL CONFERENCE: A non-mandatory conference will be held at The Hampton City Hall Conference Room 17 East Main Street South Hampton, GA 30228	Thursday June 27, 2019 10:00 a.m. (EST)
DEADLINE FOR QUESTIONS: Submit questions to the attention of Alex S. Cohilas, acohilas@hamptonga.gov	Monday July 8, 2019 3:00 p.m. (EST)
ANSWERS WILL BE POSTED ON THE CITY WEBSITE: https://www.hamptonga.gov/293/Bid-Opportunities	Friday July 12, 2019
DELIVERY OF PROPOSAL LOCATION AND PUBLIC OPENING DATE (Hand or Special Delivery) : City of Hampton Attn: Office of the City Manager 17 East Main Street Hampton, GA 30228	Friday July 19, 2019 1:00 p.m. (EST)
ORAL PRESENTATIONS AND INTERVIEWS (IF APPLICABLE): Hampton City Hall Conference Room, 17 East Main Street South, Hampton, GA 30228	July 29, 2019

1. INFORMATION AND INSTRUCTION TO PROPONENTS

- 1.9 Proposal Submission Deadline:** Responses to this RFP will be received until **1:00 P.M., Eastern Standard Time (E.S.T.) on Friday, July 19, 2019** at 17 East Main Street South, Attn: Office of the City Manager, Hampton, Georgia. Late Proposals will not be considered.
- 1.11 Solicitation Questions/Prohibited Contacts:** Any questions regarding this RFP should be submitted in writing to City of Hampton, Attn: Office of the City Manager, 17 East Main Street South, Hampton, Georgia 30228 or emailed **to the attention of Alex S. Cohilas**, acohilas@hamptonga.gov, on or before **Monday, July 8, 2019 at 3:00 P.M., E.S.T.** Questions received after the designated period may not be considered. Responses made by the City will be provided in writing to all Proponents by addendum. It is the responsibility of each Proponent to obtain a copy of any Addendum issued for this solicitation by monitoring the City's website at <https://www.hamptonga.gov>. No Proponent may rely on any verbal response to any question submitted concerning this RFP. All Proponents and representatives of Proponents are strictly prohibited from contacting any other City employees, City Officials or any third-party representatives of the City on any matter having to do with this RFP.
- 1.18 Oral Presentations/Interviews:** Responsive Proponents may be required to make an oral presentation of their proposed solution to the City's Evaluation Committee. Representatives of the Key Personnel as identified in the Proponent's proposal, and those with decision making ability and authority speak on behalf of and to bind the Proponent, must be active participants in the oral presentation. If required, oral presentations will be held on **July 29 2019**. The City will notify responsive proponents of the date, time and location for the presentation, and will supply an agenda or topics for discussion.

VENDOR'S EXECUTION OF PROPOSAL FORM

Date: _____

The potential Contractor certifies the following by placing an "X" in all blank spaces:

_____ That this Request for Proposal was signed by an authorized representative of the firm.

_____ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.

_____ That all labor costs associated with this project have been determined, including all direct and indirect costs.

_____ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

_____ That the potential Contractor agrees this Request for Proposal with the following exceptions:

RFP Section # & Page #	Exceptions

Therefore, in compliance with the foregoing proposal, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (60) days from the date of opening, to furnish the services for the prices quoted within the timeframe required.

Business Name

Authorized Signature

Date

Typed Name & Title

This page must be completed and submitted with proposal