



**ADDENDUM #1
RFP # R09-100JJ
October 19, 2009**

NAME OF PROJECT: "RECORDS STORAGE AND MANAGEMENT SERVICES"

PROPOSAL DUE DATE: REMAINS: FRIDAY, NOVEMBER 6, 2009 at 3:00 PM

This document shall become as fully a part of the above named RFP and Contract Documents as if included and shall take full and complete precedence over anything stated or shown to the contrary in them.

Acknowledgment: Each Offeror shall indicate in the place provided acknowledgment of receipt of this Addendum.

Each and every Offeror, subcontractor, and material supplier shall be responsible for reading each and every item in this Addendum to ascertain the extent and manner it affects the work in which he is interested.

*****CHANGES TO THE PUBLICATION NOTICE*****

The following items and information are corrections and additions to the above referenced project.

1. Sign-in Sheets for the pre-proposal conference held on 10/14/09 are attached.
2. No re-boxing will be completed unless it is requested and signed off by the City.
3. Revised Proposal Check Sheet – see below. Please use this when submitting your proposal
4. Odd shaped pieces will be priced on an as needed basis.
5. As part of your cost proposal please include a price sheet that details all costs.
6. Cost proposal – all quoted prices should be all inclusive to include all labor, etc.

Any questions pertaining to this notice should be directed to Jennifer Jones at (719) 385-5265. Receipt of this Addendum One (1) should be acknowledged at the time proposals are received. Proposer shall acknowledge receipt of this addendum by signing below, and this addendum shall be returned as part of the proposal.

Signature

Date

Firm

REVISED

EXHIBIT 1 PROPOSAL CHECK SHEET
PLACE A CHECK BY EACH ITEM SUBMITTED.

1. ___ The ability to provide a certificate of insurance evidencing the required coverage types and limits specified in exhibit 4. (It will be necessary that this certificate reflect the City of Colorado Springs as an Additional Insured.)

Indicate your ability to comply with the following requirements:

The City shall be added as an Additional Insured to all liability policies:

Yes___ No___

Your property and liability insurance company is licensed to do business in Colorado:

Yes___ No___

Indicate the name of your property and liability insurance company here:

Name: _____

Your property and liability insurance company has an AM best rating of not less than B+ and/or VII:

Yes___ No___

2. NA One (1) copy of the current financial statements (if required). Enclose financial information in a separate envelope; do not bind with the other proposal copies. If review of the information is to be restricted to the City's financial officer, it must be marked accordingly.

Provide a response to the following: Are any lawsuits; federal, state or local tax liens; or any potential claims or liabilities pending against you, the firm, or the officers of the firm at this time?

Yes___ No___

If yes, provide details on a separate piece of paper and attach to your proposal.

3. ___ The completed and signed proposal. (Proposals must be identified according to the outline of this RFP document.)

4. ___ The completed Exhibits included in the RFP.

- ___ Exhibit 1 Proposal Check Sheet/Business Questionnaire
- ___ Exhibit 2 Exceptions
- ___ Exhibit 3 Reference
- ___ Exhibit 4 Insurance Requirements
- ___ Exhibit 5 Cost Proposal

