



Macon-Bibb County Government

Procurement Department

Government Center

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Macon, Georgia 31201

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Chauncey Wilmore
Senior Procurement Officer

April 1, 2016

ADDENDUM # 2

To: ALL PROSPECTIVE FIRMS

Re: INVITATION FOR BIDS: **16-049-CW Management and Operation of Macon-Bibb County Civic Facilities**

The Invitation for Bids, referenced above, is modified as follows:

1. Due date has been changed to **April 21, 2016**
2. Updated Price Proposal Form.
3. A pre-submittal conference is scheduled for 10:00 o'clock a.m., Wednesday, April 6, 2016 at Procurement Department at 700 Poplar Street Suite 308, Macon, Ga 31201. This conference is mandatory; vendor must be present in order to submit a proposal. If you were in attendance for the first pre-submittal conference it is not mandatory for you to attend this meeting. We will have a walk-thru of the Grand Opera House scheduled during this meeting as well.
4. Please refer to the following documents for the Answers to the Questions received, financial statements and current agreements.

Please incorporate this change into the Request for Proposal and acknowledge receipt of this addendum on your bid form.

Sincerely,

Chauncey K. Wilmore

Chauncey Wilmore
Senior Procurement Officer

PRICE FORM

1. We hereby certify that we have not, nor has any member of the firm(s) or corporation(s), either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this submitted bid.
2. We understand the total RFP price listed below to be inclusive of all materials, labor, equipment, and other provisions necessary to provide the services in accordance with the associated specification.

16-049-CW RFP for
Management and Operation of
Macon-Bibb County Civic
Facilities

Management Fee for Centreplex	\$ _____
Management Fee for Macon City Auditorium	\$ _____
Management Fee for Grand Opera House	\$ _____
Total Management Fees	\$ _____

I certify that my RFP meets these minimum specifications. This RFP shall be valid and may not be withdrawn for a period of one-hundred twenty (120) calendar days after the scheduled closing time for receiving RFP's.

Printed Name: _____

Authorized Signature: _____ Date: _____

Company Name: _____

Questions

1. Will Macon Bibb be providing a Price Proposal Form and can the County confirm if the contractual model is to be based on an annual fixed price or a "cost plus management fee" structure?

The Form is added to the Addendum # 2.

2. Can the County confirm the anticipated start date and duration of the agreement?

July 1, 2016

3. Can the legal terms and conditions of the contract be provided for review?

Attached with Addendum # 2

4. Can any previous operational expenses cost ledgers be provided?

Attached with Addendum # 2

5. Can the County provide an organizational chart illustrating the current staffing levels associated to the current contract?

Staffing is provided by existing Management Company.

6. Can the County confirm that Service Provider would be responsible for providing all facility maintenance services (i.e. janitorial, HVAC, exterior grounds maintenance)?

The County will cover all structural design projects, but the new company will be responsible for Janitorial and routine maintenance.

7. Can the County confirm if there are any specific IT systems or software that Service Provider would be expected to use?

Provider's Decision

8. Did the previous service provider use any IWMS (Integrated Workplace Management Software) to facilitate event planning and coordination, maintenance management and subcontractor management?

The County does not have that information.

9. Can the City confirm if a furnished office space will be supplied to Service Provider? And will the Service Provider be able to use any existing tools & equipment for event setup?

Service Provider will find office space within the facilities, and any existing tools & equipment owned by the County can be used for future event setup.

10. Has the City considered any energy and environmental management programs/initiatives for these facilities?

You can provide suggestions in your proposals.