



ADDENDUM NO. 1

DATE: **August 9, 2017**
REQUEST FOR PROPOSAL (RFP): **W170026485 - Lobbyist Services for City Council**
DATED: **August 3, 2017**
RECEIPT DATE: **Thursday, August 31, 2017 @ 3:30 P.M.**
SUBJECT: **Changes and Additions**

Ladies/Gentlemen:

Please take note of the following:

Please include and replace the following documents in the RFP with the documents provided in Addendum I.

1. Response to the RFP shall include the attached document:
 - Attachment A – Section IV: Special Terms and Conditions
2. Response to the RFP shall include the revised document:
 - Attachment B – Sample Goods and Services Contract

Vendor must take due notice and be governed accordingly. This addendum must be acknowledged and included in the proposal(s) submission as indicated in the RFP or your response may not be considered.

Sincerely,

Tillie W. Jackson

Tillie W. Jackson, VCO, P&C
Contracting Officer

RESPECTFULLY SUBMITTED:

Company

BY: _____

Title

Date

**PART IV
SPECIAL TERMS AND CONDITIONS**

1.0 Price Adjustments.

- A. Price adjustments may be permitted for changes not to exceed two percent only at the end of the initial term and each renewal period. No price increases will be authorized for 365 calendar days after the effective date of the Contract. Price escalation may be permitted only at the end of this period and each 365 days thereafter and only where verified to the satisfaction of the Department of Procurement Services. However, “across the board” price decreases are subject to implementation at any time and shall be immediately conveyed to the City.
- B. The Contractor shall give not less than 30 days’ advance written notice of any price increase to the Department of Procurement Services. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30-day notification period. The Contractor shall document the amount and proposed effective date of any general change in prices. The Contractor shall include documentation with the Contractor’s request for a price increase that (i) verifies that the requested price increase is general in scope and not applicable just to the City and (ii) verify the amount or percentage of increase which is being passed on to the Contractor by any of the Contractor’s suppliers or subcontractors.
- C. The Department of Procurement Services will notify the using agencies and the Contractor in writing of the effective date of any increase which it approves. However, the Contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The Contractor is further advised that decreases which affect the cost of materials and labor are required to be communicated immediately to the Department of Procurement Services.

END OF SPECIAL TERMS AND CONDITIONS

**CITY OF RICHMOND
GOODS AND SERVICES CONTRACT**

This Contract, dated this _____ day of _____, 20____ (the “Commencement Date”) between the City of Richmond, Virginia (the “City”) and <CONTRACTOR NAME> (the “Contractor”), is binding among and between these parties as of the date of the City’s final signature.

WHEREAS, the City has awarded the Contractor this Contract pursuant to Request for Proposals No. <NUMBER>, as modified by <LIST ADDENDA WITH DATES SEPARATED BY COMMAS> (the “Request for Proposals”), for <SUBJECT MATTER OF REQUEST FOR PROPOSALS>.

THEREFORE, in consideration of the Recital set forth above and good and valuable consideration as set forth below, the parties agree as follows:

1. **Scope of Contract.** The Contractor shall provide the goods and services to the City as set forth in the Contract Documents enumerated in Section 3 below.
2. **Contract Amount.** The maximum authorized contract amount for this Contract is <AMOUNT IN WORDS> U. S. dollars (\$<AMOUNT IN NUMERALS>). The aggregate of all payments by the City under this Contract shall not exceed this amount. All payments shall be as provided in the Contract Documents.
3. **Contract Documents.** This Contract shall consist of the following Contract Documents, listed in order of precedence from highest to lowest:
 - A. This Goods and Services Contract between the City and the Contractor.
 - B. Special Terms and Conditions attached to the Request for Proposals.
 - C. The General Terms and Conditions attached to the Request for Proposals.
 - D. The Statement of Needs attached to the Request for Proposals.
 - E. The Contractor’s proposal dated <DATE>.
 - F. The Instructions to Offerors attached to the Request for Proposals.

All of these documents are incorporated herein by reference.

IN WITNESS WHEREOF, the parties hereto on the latest day and year written below have executed this Contract.

For the CONTRACTOR:

For the CITY:

By: _____
(signature in ink) *Date*

(typed name)

(typed title)

By: _____
Mimi Terry *Date*
Interim Director of Procurement Services

IF A CORPORATION, AFFIX CORPORATE SEAL