



## RFP-17-11 for Code Enforcement Services

### ADDENDUM 1

Please note this Addendum 1 provides the **Answers to the Questions** received by the deadline for receipt of questions for the Request for Proposals for Code Enforcement Services for the City of Doraville.

Question	City of Doraville Answer
<p>Is there an expatiation [expectation?] of business license inspection's? are they part of this RFP?</p>	<p>The Code Enforcement staff do not conduct the business license inspection. Those inspections are conducted by the City's Building Services contract staff which are <b>not</b> a part of this RFP. However, the Code Enforcement employees, do check for current business license certificates when they are performing other code compliance activities at business properties. If a business does not have a current business license, a violation is issued by the Code Enforcement Officer.</p>
<p>Clean up? Will the city require the incumbent to address all outstanding citations? Keep in mind that the officer is usually required to go to court for every citation they write.</p>	<p>The City will have a contract with the current company to close out all <b>citations</b> through the end of the Court phase. However, in those open cases that are not citations (requiring appearance before the City Solicitor and/or Judge) case reports will be made available by the City and the successor Code Enforcement Officer will be required to follow up to gain compliance and bring those cases to closure.</p>

Question	City of Doraville Answer
<p>Office space/computer access to city system. Will the accommodations promote a healthy work environment for our staff? Also, will we be able to interface with the cities [city's?] computer system?</p>	<p>The City will provide adequate office space for the contract employees. This space is of sufficient size for all staff to have their own work space. The City provides a work environment where our employees and contract employees are part of one Team. The two categories of employees (contract and direct hire) are seamless and collaboration and coordination is part of our fundamental approach to public service.</p> <p>The Code Enforcement function uses the City iworQ software application. The City will also provide access to the City email system and each contract employee will have a City email address. For additional information, see answer below regarding the information system.</p>
<p>Is the City providing the software to be used by the selected vendor? If so, can you provide a description of it? Or, is the vendor expected to bring a software solution along with them as a part of their proposal?</p>	<p><b>Internally</b>, the City uses iWorQ software. The City requests that the respondents to this RFP incorporate the license fee of \$2,000 into their cost proposal. The \$2,000 fee may be less, but using the \$2,000 number allows for a consistent amount, unless a respondent wishes to assume the risk and would like to use a lower license fee number.</p> <p>The City does not expect the respondent to incorporate any other software as the City will not change software applications for now, as it is also used in other City functions such as Building/Permit Services and Public Works task orders.</p> <p>For your information, iWorQ has web-based capability to have interface with the public. Under discussion is the future implementation of this feature city-wide for all types of complaints so that residents may communicate complaints in a timelier manner and view the status of their complaints.</p>

<b>Question</b>	<b>City of Doraville Answer</b>
Will there be a multi-year contract for the Code Enforcement Services?	The City contemplates the contract will be for a period of one year, with a provision to extend the contract based on proper notices and satisfactory performance for another one (1) year, by mutual agreement. At the end of the first extension, a second extension may be granted. Under the extension provision, if granted, the contract may ultimately go for three (3) years.