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DATE: August 21, 2023  
TO: All Contractors  
FROM: Angela R. Young  
Executive Director  
FCS Capital Program Contracts  
RE: RFP No. 406-24, Medlock Bridge & Lake Windward Elementary Schools Roof Replacement

The Fulton County Schools (“FCS”) is seeking a qualified and experienced firm to provide **Construction Services for Medlock Bridge & Lake Windward Elementary Schools Roof Replacement located at multiple locations**. Specific duties are more specifically described in **Section 00700 – General Conditions** and in **Section 0011149 – Project Summary & Directory**

A pre-proposal conference will be held in accordance with Section 002216 on **Wednesday, August 30, 2023, at 10:00 a.m. local time at Medlock Bridge Elementary School located at 10215 Medlock Bridge Pkwy, Johns Creek, GA 30022**. A site visit will be held immediately after the pre-proposal conference.

Questions regarding the Request for Proposal process should be directed to Angela R. Young, Fulton County Schools Capital Program Contracts via facsimile at (470) 254-1248 or via e-mail at [cpcontracts@fultonschools.org](mailto:cpcontracts@fultonschools.org). Only questions received by **Thursday, September 7, 2023, by 4:00 p.m.** (Per FCS Contracting time clock) will be considered.

Sealed Proposals will be received subject to the attached terms specified in Section 002216 – Instructions to Offerors. Sealed Proposals consisting of one (1) original, four (4) copies, and a flash drive must be mailed to the office of Capital Program Contracts, 6201 Powers Ferry Road, Atlanta, GA 30339.

All proposals must be received by **Thursday, September 21, 2023, by 2:30 p.m.** local time, (per the FCS Capital Program Contract time clock). Proposals received after the date and time specified by the time clock in the FCS Capital Program Contracts office will not be considered.

The Offeror is responsible for ensuring that they have complete Proposal Documents including all Addenda provided by the Owner, prior to the proposal submission date.

Each Offeror is requested to register the Offeror’s company with FCS’ vendor database, on the FCS Capital Program Contracts website on the World Wide Web at [www.fcscpcontracts.org](http://www.fcscpcontracts.org).

## OBTAINING PROPOSAL DOCUMENTS

1. Electronic Proposal Documents may be obtained Monday through Friday at no charge from:

Jerry Fountain  
Foreman Seeley Fountain Architecture  
3091 Governors Lake Drive, Suite 150  
Peachtree Corners, GA 30071  
Phone: (770) 729-8433  
Fax: (N/A)  
Email: [braxton@FSFarchitecture.com](mailto:braxton@FSFarchitecture.com)

**Please note if you would like to purchase hard copies the cost is as follows:**

Hard copies of drawings are \$200.00.

2. Offerors shall utilize a complete set of Proposal Documents in preparing a proposal. The failure or omission of Offeror to receive any Proposal Document, form, instrument, Addendum, or other document shall not relieve Offeror from any obligations with respect to the proposal and/or Contract.

**PROPOSALS MUST BE SUBMITTED IN A SEALED ENVELOPE, ONE PROPOSAL PER ENVELOPE, PLAINLY MARKED "REQUEST FOR PROPOSAL NO. "406-24" ON THE OUTSIDE OF THE ENVELOPE, AS WELL AS DATE OF PROPOSAL SUBMISSION. IF OFFEROR DOES NOT INTEND TO SUBMIT A PROPOSAL, THEN RETURN AN ENVELOPE MARKED "NO PROPOSAL" INDICATED ACCORDINGLY ALONG WITH THE PROPOSAL NUMBER ON THE OUTSIDE OF ENVELOPE. FOR IDENTIFICATION PURPOSES, THE OFFEROR'S NAME AND COMPLETE ADDRESS MUST BE CLEARLY PRINTED OR TYPED ON THE OUTSIDE OF THE ENVELOPE. FAXED RESPONSES WILL NOT BE ACCEPTED.**

**VISIT US AT OUR WEBSITE [www.fcsepcontracts.org](http://www.fcsepcontracts.org)**