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DATE: September 22, 2020  
TO: All Contractors  
FROM: Angela R. Young  
Executive Director  
FCS Capital Program Contracts  
RE: RFP No. 407-21, Sweet Apple Elementary School Renovation

The Fulton County Schools ("FCS") is seeking a qualified and experienced firm to provide **Construction Services for Sweet Apple Elementary School Renovation located at 12025 Etris Road, Roswell GA, 30075.** Specific duties are more specifically described in **Section 00700 – General Conditions.**

A pre-proposal conference will be held in accordance with Section 002216 on **Friday, October 2, 2020 at 10:00 a.m. local time at 12025 Etris Road, Roswell GA, 30075.** Site visit will be held immediately following the pre-proposal conference.

Questions regarding the Request for Proposal process should be directed to Angela R. Young, Executive Director, Contracting via facsimile at (470) 254-1248 or email [cpcontracts@fultonschools.org](mailto:cpcontracts@fultonschools.org). Only questions received by **Thursday, October 8, 2020 by 4:00 p.m.** (per the 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, seven (7) copies and a flash drive must be mailed to the office of the Capital Program Contracts, 6201 Powers Ferry Road, NW Atlanta, Georgia 30339.

All proposals must be received by **Thursday, October 22, 2020 by 2:30 p.m.** local time (per the FCS Capital Program Contracts 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

Proposal Documents may be obtained Monday through Friday from:

Kenneth M. Moore  
Manley Spangler Smith Architects, P.C.  
525 East Taylor Street  
Griffin, GA 30224  
Phone: (770) 227-5473  
Fax: (770) 228-3342  
Email: kmoore@mssarchitects.com

- A. Documents will be sent through e-mail request only.
- B. Proposal Documents including drawings and project manuals can be obtained from the Architect. Hard copies of documents will be \$150 non-refundable for delivery.
- C. 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. "407-21" 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)