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DATE: 4 February 2010
TO: All Offerors
FROM: FCS Capital Program Contracts Department
RE: **RFP 413-10, MEP 2010 Group 1, Harriet Tubman ES**

The Fulton County Schools invites you to submit a proposal for furnishing any or all items as listed on the proposal forms provided herein for **MEP 2010 Group 1, Harriet Tubman ES** at 2861 Lakeshore Drive, College Park, GA 30349.

A pre-proposal conference will be held on **16 February 2010, at 10:00 a.m.** at The Meadows Operations Center, 5270 Northfield Boulevard, College Park, Georgia 30349

Sealed Proposals will be received subject to the attached terms specified in Section 00200 – Instructions to Offerors, the Operations Division, Capital Program Contracts Department, The Meadows Operations Center, 5270 Northfield Boulevard, College Park, Georgia 30349. The proposal will be received up to **2:30 p.m.** local time, as per the Capital Program Contracts Department time clock, **9 March 2010.**

Questions regarding the Request for Proposal process should be directed to Wilma A. Gibbs-Matthews, Capital Program Contracts Department via facsimile at (404) 305-2167 or email cpcontracts@fulton.k12.ga.us. Only questions received prior to **4:30 p.m., 23 February 2010** (as per the Capital Program Contracts Department time clock) will be considered.

Offer (commonly known as Bid) security in the amount of five percent (5%) of the lump sum base offer shall accompany each proposal. The surety issuing the bond shall meet the requirements set forth in Articles 5.10 of the General Conditions. A pre-proposal conference will be held in accordance with Section 00325. 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.

PLEASE BE AWARE OF RECENT REVISIONS TO SECTION 00700 – General Conditions, Paragraph 5.12, which requires certain subcontractors to provide payment and performance bonds. Please be sure to review this new Paragraph.

OBTAINING PROPOSAL DOCUMENTS

- A. Proposal Documents may be obtained Monday through Friday from:

Matheson-Ball & Associates, Inc.
11285 Elkins Road, Suite F-3
Roswell, GA 30076
Gregg Cox
Phone 770-751-0773
Fax 770-751-9210
gregg@mathesonball.com

The cost for a set of Proposal Documents is \$ 250 (Non-refundable). Check must be payable to Matheson-Ball & Associates, Inc. to obtain documents

- B. Offerors shall utilize a complete set of Proposal Documents in preparing a proposal.
- C. 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. RFP 413-10 ON THE OUTSIDE OF THE ENVELOPE, AS WELL AS DATE OF PROPOSAL SUBMISSION. "NO PROPOSAL" MUST BE INDICATED AS SUCH 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.fcscpccontracts.org