

**CITY OF ATLANTA
ADVERTISEMENT FOR REQUEST FOR PROPOSALS**

ATTENTION INTERESTED PROPONENTS:

Your firm is hereby invited to submit to the City of Atlanta (the "City"), Department of Procurement ("DOP"), a proposal for **FC-8919 Annual Contract for Security Guard Services**. The City's DOP, on behalf of the Department of Watershed Management ("DWM") and the Department of Public Works ("DPW"), is seeking proposals from qualified firms to provide security services. Services will include security for the City's Department of Watershed's Waste and Drinking Water Facilities as well as additional DPW sites. Provider will be responsible for access control at the facility gates, roving patrols, reports and recordings.

A **Pre-Proposal Conference** will be held on **Tuesday, June 28, 2016, at 10:00 a.m. EDT**, at the DOP's Conference Room in Suite 1900. The purpose of the Pre-Proposal Conference is to provide Proponents with detailed information regarding the project and to address questions and concerns. There will be representatives from the DWM, the DPW, the Ethics Office, the Office of Contract Compliance and the Office of Risk Management available at the conference to discuss this project and to answer any questions. A site tour is scheduled immediately following the Pre-Proposal Conference on Tuesday, June 28, 2016, and will include a visit to three (3) of the project facilities, beginning at the first site, 14th Street (651 14th Street, NW), RM Clayton Reclamation Center (2440 Bolton Road, NW), Hemphill Water Treatment Center (650 17th Street, NW). Proponents attending the tour will be required to sign a release form for the Site Visit (See Part 4 of the Request for Proposals). Further details regarding the Site Visit will be provided at the Pre-Proposal Conference. Attendance at the Pre-Proposal Conference and Site Visits is **encouraged** for each Proponent desiring to submit a proposal.

Proponents will be allowed to ask questions during the Pre-Proposal Conference. However, please note that oral answers to questions during the Pre-Proposal Conference on Tuesday, June 28, 2016, are **not** authoritative. The last date to submit questions in writing is **Wednesday, June 29, 2016, by 5:00 p.m. EDT**. Questions may be sent via email to kwalbrook@atlantaga.gov or facsimile at (404) 494-6893.

Your response to this Request For Proposal ("RFP") will be received by designated staff of the Department of Procurement at City Hall South, 55 Trinity Avenue, S.W., Suite 1900, Atlanta, Georgia 30303, **no later than 2:00 p.m. EDT, Friday, July 8, 2016.**

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M.****

Proposals will be publicly opened and read at 2:01 p.m., EDT on the respective due date in the Department of Procurement, City Hall South, 55 Trinity Avenue, S.W., Suite 1900, Atlanta, Georgia 30303.

This RFP is being made available by electronic means. If accepted by such means, then the Proponent acknowledges and accepts full responsibility to insure that no changes are made to the Proposal. In the event of conflict between a version of the Proposal in the Proponent's possession and the version maintained by DOP, the version maintained by the DOP shall govern.

The Proposal document may also be obtained from the Department of Procurement's Plan Room, City Hall South, 55 Trinity Avenue, S.W., Suite 1900, Atlanta, Georgia 30303, at a cost of **\$75.00** per package, beginning on **Friday, June 17, 2016.**

You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to the DOP's Plan Room at dop@atlantaga.gov, to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive. Any questions regarding the procedures for purchasing a copy of the document or obtaining a copy of the Plan Holder's list should be directed to the Plan Room at (404) 330-6204.

All questions and inquiries concerning this project should be directed in writing to Karl Walbrook, Contracting Officer, Department of Procurement, 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303 or questions may be e-mailed to kwalbrook@atlantaga.gov.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals when it is for good cause and in its best interest.

Thank you for your interest in doing business with the City.