

**CITY OF ATLANTA
ADVERTISEMENT FOR PROPOSAL**

Please be advised that sealed Proposals for **FC-9275, City of Atlanta Wellness Center on Behalf of DHR** on behalf of the Department of Human Resources (“DHR”), will be accepted by the Department of Procurement (“DOP”), Suite 1900, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303-0307, on **Wednesday, October 26, 2016**. All proposals submitted must be sealed, and time stamped in no later than 2:00 p.m. on the stated date.

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

Names of proponents will be publicly read at 2:01 p.m. on the respective due date in Suite 1900, at the above address.

SCOPE OF WORK: The City’s DOP, on behalf of DHR, is soliciting proposals from qualified proponent(s) to manage and operate the City of Atlanta’s Wellness Center.

A **Pre-Proposal Conference** will be held on **Tuesday, October 11, 2016, at 11:00 a.m.**, at 55 Trinity Avenue, Suite 1900, City Hall South, and Atlanta, Georgia 30303. The purpose of the Pre-Proposal Conference is to provide the proponents with information regarding the project and to address any questions and concerns. There will be City representatives from the OOM present to discuss the scope of services, the Office of Contract Compliance to address the Equal Business Opportunity and Equal Employment Opportunity Requirements, the Ethics Office to address the Ethical Guideline for Contract, the Office of Risk Management to address any bonding/insurance requirements and Atlanta Workforce Development Agency to address employment requirements. Proponents are strongly urged to attend the Pre-Proposal Conference to obtain general information regarding the solicitation document.

The City will be hosting a site visit on **Tuesday, October 11, 2016, at 1:00 p.m., located at 235 Central Avenue, Atlanta, GA**. The Site Visit is not mandatory but highly encouraged. The central location for meeting prior to the site visit; will be in the lobby of City Hall by the water fountain between the time of 12:45 p.m. and 12:55 p.m. From there, the group will walk over to the City building. Please be prompt so not to delay the site visit beyond the allotted time. Please also note, oral answers to questions during any scheduled site visit is not authoritative.

General instructions, plans and/or specifications for submitting proposal packages for this project will be available for review/purchase at a cost of **\$50.00** as of **Tuesday, October 4, 2016** between the hours of 8:15 a.m. - 5:00 p.m., in the DOP’s Plan Room, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia. Payment for the documents represents production costs; therefore, payment is non-refundable.

This Proposal 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.

Request for Proposal

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You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to Mr. Arthur Smalls, Contracting Officer, at asmalls@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.

If you have any questions regarding this project, please contact Mr. Arthur Smalls, Contracting Officer, at (404) 865-8521, or by e-mail at asmalls@atlantaga.gov. Any questions regarding the procedure for purchasing a copy of the document or obtaining a copy of the plan holders list should be directed to the Plan Room at (404) 330-6204.

The City reserves the absolute right to reject any and all Proposals and to waive any technicalities.

ALS/AS/lc