



CITY OF ATLANTA

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Mayor

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DEPARTMENT OF PROCUREMENT
Susan M. Garrett
Interim Chief Procurement Officer
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February 9, 2018

ATTENTION INTERESTED PROPONENTS:

Your firm is hereby invited to submit to the City of Atlanta (the “City”), Department of Procurement (the “DOP”), a proposal for **FC-10310, Food Services at the Atlanta Detention Center**. The City of Atlanta (the “City”) on behalf of the Department of Corrections (“DOC”) seeks to secure Request for Proposals (“RFP”) from qualified proponent(s) to provide food services at the Atlanta Detention Center.

A **Pre-Proposal Conference** will be held on **Tuesday, February 20th, 2018, at 10:00 a.m.**, at the auditorium affixed on the right side of the **Atlanta City Detention Center (“ACDC”)** at 150 Garnett Street, Atlanta GA. 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 City representatives from the DOC, the Office of Contract Compliance, the Office of Risk Management, the Ethics Office, and Atlanta Workforce Development Agency available at the conference to discuss this project and to answer any questions. Proponents are urged to attend the Pre-Proposal Conference.

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, February 20th, 2018, at 10:00 a.m. EDT.**, are not authoritative. **The last date to submit questions in writing is Thursday, February 22nd, 2018, by 12:00 p.m. EDT.**

The City will be hosting a site visit on Tuesday, February 20th, 2018, immediately following the Pre-Proposal Conference. The Site Visit is not mandatory but highly encouraged. 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. Additional instructions for attending the City’s Detention Center have been outlined out page two of this invitation letter.



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All participants must adhere to the following security requirements while on the premises:

1. No weapons (everyone must clear metal detector);
2. No cell phones or cameras;
3. No tobacco, or tobacco related paraphernalia;
4. No bags (items such as purses, briefcases, etc. can be secured in a locker for \$.50); and
5. Must have a valid state issued ID.

Depending on the size of the group, participants may have to be broken down into two groups.

Your response to this Request for Proposals must be submitted to designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303, **no later than 2:00 p.m. EDT, Wednesday, March 14th, 2018.**

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

Proposals will be publicly opened and read at 2:01 p.m. on the respective due date in Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303.

Proponents may submit their Contractor Affidavit Forms for review via the City's IIREA Preview Participation Program, to iireapreview@atlantaga.gov not less than ten (10) days prior to the Proposal due date of **March 14th, 2018**. The IIREA Preview Participation Form is set forth in Part 6, included in the Request for Proposal.

This RFP is being made available by electronic means. If accepted by such means, then the Proponent acknowledges and accepts full responsibility for monitoring the DOP website for any addenda to the RFP. In the event of a conflict between a version of the Proposal in the Proponent's possession and the version submitted to the DOP, the version submitted to the DOP shall govern.

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. Jeremias Cirilo, Contracting Officer, at jcirilo@atlantaga.gov, to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued.

The Proposal document may also be obtained from the Department of Procurement, Plan Room, City Hall South, Suite 1900, 55 Trinity Avenue, S.W., Atlanta, Georgia, 30303, at a cost of \$50.00 per package, beginning on February 9th, 2018. All purchased solicitation documents include a scope of work booklet.



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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.

Sincerely,



Susan M. Garrett
Interim Chief Procurement Officer

SMG/jc

