



Vision

We strive to cultivate an educational foundation that empowers students to realize their full potential, thrive as productive global citizens, ignite positive change, and create a more just and equitable world.

ADDENDUM NO.1

DATE: November 14, 2024

TO: All Bidders

FROM: Lonita Broome, PhD.
Chief Financial Officer

RE: RFP 25-003 System Wide Secure Vestibule Upgrade Design - Revised Dates

Addendum No. 1 for the above-referenced solicitation.

ADDENDUM NO. 1

RFP 25-003 SYSTEM-WIDE SECURE VESTIBULE UPGRADE DESIGN BUILD SERVICES

- A. The following pages have been revised:
- Page 1 - Cover Sheet: **Revised Dates.**
 - Page 5-8 - Section I - Request for Proposal Overview and Procedures (for the following letters): **Revised Dates**
 - C. - Information to Offerors, RFP Timeline
 - D. - Proposal Submission,
 - E. - RFP Questions and Request for Information
 - M.- contact with CSD Staff
 - U. - Site Visit

All other terms and conditions remain the same.

James Herndon
Chair

Carmen Sulton
Vice Chair

Tracey Anderson
Board Member

Hans Utz
Board Member

Jana Johnson-Davis
Board Member



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TO: All Offerors

FROM: Lonita S. Broome, PhD
Chief Financial Officer

DATE: November 14, 2024

SUBJECT: **Request for Proposals (RFP) No. 25-003 System - Wide Secure Vestibule Upgrade Design Build Services**

City Schools of Decatur ("CSD") invites you to submit a submittal for furnishing and all goods and/or services required for system-wide secure vestibule upgrade design-build services.

Proposals are to be sealed, marked with the offeror's name and address and labeled: **RFP # 25-003 System Wide Secure Vestibules Design Build Services** and delivered to:

City Schools of Decatur
Elizabeth Wilson School Support Center
Attention: Kattina Abram
125 Electric Avenue.
Decatur, Georgia 30030

no later than 1:30 P.M. E.S.T., **Friday, December 13, 2024**. Submissions received after this date and time will not be considered. Having the wrapper or envelope postmarked by Friday, December 13, 2024, does not meet the requirements of this Request for Proposals. Delivering the document to a commercial delivery service is also insufficient until the offer is received at the designated location.

The written requirements contained in this RFP shall not be changed or superseded except by a written addendum from the City Schools of Decatur. CSD reserves the right to reject any and all proposals deemed to be non-responsive and also reserves the right to reject any and all proposals, to waive any technicalities, informalities, or irregularities, and to ultimately award a contract to the firm that is deemed to have presented the best and most advantageous proposals for the School District, resulting from an evaluation process using criteria outlined in Section III of this RFP.

A **Mandatory Pre-Proposal site visit** will be held on **Thursday, December 5, 2024, at 9:30 am E.S.T.** at the City Schools of Decatur, 125 Electric Avenue, Decatur, GA 30030.

Any questions regarding this RFP shall be submitted in writing no later than, **Friday, December 6, 2024, at Noon**, to Kattina Abram via email: csdpurchasing@csdecatur.net. Questions received after noon on **Friday, December 6 2024**, will not receive a response.

PROPOSALS SHALL BE SUBMITTED IN A SEALED ENVELOPE AND MARKED "REQUEST FOR PROPOSAL NO. 25-003" ON THE OUTSIDE OF THE ENVELOPE, AS WELL AS THE DATE OF THE PROPOSAL OPENING. FOR IDENTIFICATION PURPOSES, THE OFFEROR'S NAME AND COMPLETE ADDRESS SHALL BE PRINTED OR TYPED ON THE OUTSIDE OF THE ENVELOPE.

VISIT OUR WEBSITE AT www.csdecatur.net

- **Sustainability:** In pursuit of high-performing, healthy learning environments, City Schools of Decatur (CSD) is committed to incorporating environmentally sustainable practices in the planning, design, renovation, and/or construction of its facilities. This includes the conservation of energy and water, as well as natural and manufactured resources. CSD recognizes that high-performing schools enhance learning, and our goal is to maximize our students' educational experience through industry-standard sustainability strategies for optimizing energy efficiency, indoor air quality, acoustics, thermal comfort, and daylighting.

CSD facilities shall be designed, constructed, operated, and maintained in accordance with current green building standards. While Leadership in Energy and Environmental Design (LEED) certification is not a requirement for CSD projects, we recognize the sustainability principles of the U.S. Green Building Council's LEED for Schools program as the industry standard for the construction and/or renovation of green K-12 schools. These and other related sustainability strategies should be incorporated into the planning, design, and construction practices of all CSD projects, subject to the availability of funds.

C. INFORMATION TO OFFERORS

RFP TIMETABLE:

The anticipated schedule for the RFP and contract approval is as follows:

RFP available	Tuesday, November 12, 2024
Mandatory Pre-Proposal Site Visit	Thursday, December 5, 2024, 9:30 AM
Deadline for submission of questions	Friday, December 6, 2024, at 12:00 (Noon)
Deadline for receipt of proposals	Friday, December 13, 2024, at 1:30 PM
Anticipated Contract Award	TBD

D. PROPOSAL SUBMISSION

One original (1), four (4) copies, and (1) copy in electronic format on a USB flash drive of the complete signed proposal package must be received by **Friday, December 13, 2024, at 1:30 P.M.** E.S.T. Proposals must be submitted in a sealed envelope or container with the offeror's name, address, telephone number, the RFP number, and title:

CITY SCHOOLS OF DECATUR
Elizabeth Wilson School Support Center
ATTN: Kattina Abram – Purchasing Department
RFP 25-003 - System-Wide Secure Vestibule Upgrade
125 ELECTRIC AVENUE
DECATUR, GEORGIA 30030

Hand-delivered copies may be delivered to the above address only between 8:00 a.m. and 4:00 p.m. ET, Monday through Friday. If used, offerors are responsible for informing any commercial delivery service of all delivery requirements and ensuring the required address

information appears on the outer wrapper or envelope used by such a service. Submissions received after the said date and time will not be considered. Having the wrapper or envelope postmarked by **December 13, 2024**, does not meet the requirements of this Request for Proposal. Delivering the document to a commercial delivery service is also insufficient until the proposals are received at the designated location.

E. RFP QUESTIONS AND REQUESTS FOR INFORMATION

Any inquiries regarding this RFP must be submitted in writing no later than Noon, E.S.T. **December 6, 2024**, to Kattina Abram, City Schools of Decatur, 125 Electric Avenue, Decatur, GA 30030, or via email: csdpurchasing@csdecatur.net. Questions will be answered in writing by addendum. Questions received after this time will not receive a response.

F. ADDITIONAL INFORMATION/ADDENDA

CSD will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued before the proposal's due date. Offerors should not rely on any representations, statements, or explanations other than those made in this RFP, including the Appendix, or in any addendum to this RFP. The last addendum will prevail when there appears to be a conflict between the RFP and any addenda issued.

G. LATE PROPOSALS, LATE MODIFICATIONS, AND LATE WITHDRAWALS

Proposals and modifications received after the proposal's due date and time will not be considered. The City Schools of Decatur shall not be responsible for the premature opening of a proposal package that has not been properly addressed, identified, and/or delivered to the proper designation.

H. REJECTION OF PROPOSAL

CSD may reject any and all proposal packages submitted and reserves the right to waive any irregularities or informalities in any proposal packages submitted or in the proposal procedure. Proposals received after the said time or at any place other than the time and place stated in the notice will not be considered.

I. NON-COLLUSION AFFIDAVIT

By submitting a proposal, the offeror represents and warrants he or she has not directly or indirectly prevented or attempted to prevent competition by any means, has not prevented or endeavored to prevent anyone from submitting a response to this RFP by any means, and has not caused or induced another to withdraw a proposal for the work. Before commencing the work, the successful offeror must make an oath in writing. By submitting proposals, the offeror represents and warrants no official, employee, or agent of the Owner or Authority has been offered, has accepted, or has been contracted to accept, either directly or indirectly, any part of the payer profit arising out of the contract(s) that may result from this RFP.

J. COST INCURRED BY OFFERORS

The offeror (s) is responsible for all expenses involved with preparing proposals and any work performed in connection with them.

K. MINORITY BUSINESS POLICY STATEMENT

The Board of Education of the City Schools of Decatur does not discriminate based on race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, or gender identity in employment practices, programs, activities, or student placement.

The City Schools of Decatur encourages Minority and Women Businesses to compete in the RFP process and encourages all businesses to provide for the participation of MBE/WBE businesses through partnerships, subcontracts, and other contractual opportunities.

L. PROJECT ORGANIZATION

The City of Decatur Board of Education is CSD's governing body and has authorized the district to administer this project.

M. CONTACT WITH CSD STAFF

Except for submitting written questions directed to Kattina Abram, as previously outlined in this RFP, on or after **December 6, 2024**, any contact regarding this solicitation made by an offeror with CSD Staff may immediately disqualify said entity.

N. RFP APPENDIX

The RFP documents consist of the following Appendix(s):

- a. **General Scope of Services**
- b. **Acknowledgment of Addendum Form**
- c. **Reference Survey Form**
- d. **Firm Business Information**
- e. **Contractor Security and Immigration Compliance Affidavit**
- f. **Debarment & Suspension Certificate**
- g. **Design Build Agreement (*Draft Template*)**

O. NON-EXCLUSIVE RIGHTS

The contract is not exclusive. During the term of this contract, CSD reserves the right to select other Contractors to provide services similar to those described in the request for proposals and the contract.

P. NO MINIMUMS GUARANTEED

The contract does not guarantee any minimum level of purchases or use of services.

Q. PERFORMANCE EXPECTATIONS

All such incidents must be disclosed if the vendor has terminated a contract for default during the past five (5) years. "Termination for default" is defined as notice to stop performance due to the vendor's non-performance or poor performance, and the issue was either (a) not

litigated or (b) litigated, and such litigation determined the vendor to be in default. Submit full details of all terminations for default experienced by the vendor during the past five (5) years, including the other party's name, address, and telephone number. Present the vendor's position on the matter. CSD will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that the completion of a contract resulting from this RFP may be jeopardized by a selection of the vendor. If the vendor has experienced no such termination for default in the past five (5) years, so declare. If the vendor has had a contract terminated for convenience, non-performance, non-allocation of funds, or any other reason, which termination occurred before completion of the contract during the past five (5) years, describe fully all such terminations, including the name, address, and telephone number of the other contracting party.

R. CHANGE OF SCOPE

A discretionary work Request shall be executed and filed with CSD for all changes and/or additional work or materials exceeding the contract's requirements. When endorsed by the vendor and CSD, the discretionary work request shall become binding on both parties.

S. GENERAL SCOPE OF SERVICES

Refer to Appendix "A"

T. CONTRACTOR AFFIDAVIT

The Vendor will be required to execute a Contractor Affidavit and require its subcontractors to execute Subcontractor Affidavits in accordance with O.C.G.A. § 13-10-91 (Security and Immigration Compliance).

U. SITE VISIT

A mandatory site visit will be held on **December 5, 2024, at 9:30 am**. CSD will provide transportation. This site visit will take between 3-4 hours to cover areas relevant to this proposal and should be able to give you a more accurate view of what is needed for a successful offeror. Transportation will leave promptly @ 10:30 am, contact Kattina Abram via email at csdpurchasing@csdecatur.net to reserve seating by **December 4, 2024 at noon**.

