



ISSUE DATE: MONDAY, JANUARY 27, 2025

TO: ALL POTENTIAL RESPONDENTS

**SUBJECT: ADDENDUM NUMBER 4
REQUEST FOR PROPOSALS - 2025-0041
FACILITIES MANAGEMENT AND RELATED SERVICES**

This Addendum, including all articles and corrections listed below, shall become a part of the original Request for Proposals ("RFP") package and shall be taken into account in preparing your Proposal response. Please note that the **deadline for receipt of Proposals has been changed to February 3, 2025, at 3:00 P.M., EST (Local Time)**.

The above numbered solicitation is amended as set forth below. Respondents must acknowledge receipt of this addendum by signing and completing the ***Addenda Acknowledgement Form***, under *Event Attachments page of the solicitation*. The Addenda Acknowledgement Form must be submitted with the Firm's response to this RFP. *Failure to include the Form in the Proposal response may subject your firm to disqualification.*

In order to ensure that all firms are given an equal opportunity to submit a competitive Proposal, the following are responses to questions and/or requests for clarification concerning **RFP #2025-0041**.

TO ALL PROSPECTIVE RESPONDENTS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

The above-numbered solicitation is amended as set forth below:

- a. Revisions to existing text are identified by a vertical line in the right margin of the line in which a revision occurs.
- b. The page replaced by this Addendum are identified by a number "A4" in the top right corner of the replaced pages.


Addendum No. 4
2025-0041 – Facilities Management and Related Services
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<u>REVISED</u> <u>DOCUMENT</u>	<u>ADDED/MODIFIED</u> <u>PAGE(S)</u>	<u>REVISED</u> <u>PAGE(S)</u>
1. PART 1 – GENERAL INFORMATION: SECTION 1.3. SCHEDULE OF EVENTS	---	A-4

Please utilize the Addenda Acknowledgement Form attached to the Event Attachments to acknowledge receipt of this Addendum #4. Please upload the form from the Event Attachments page in Jaggaer acknowledging Addendum #4. The Form must be included in the Firm's response to the RFP.

Addenda to this RFP will only be issued and posted on AH's website at <https://www.atlantahousing.org/doing-business-with-ah/>. Addenda **will not** be mailed to potential Vendors. It is the responsibility of the Vendor to monitor AH's website and Business Management Portal for any addenda issued. Each Respondent must acknowledge all addenda issued by completing and signing the Addenda Acknowledge Form. The Form must be included in the Firm's response to the RFP.

THE HOUSING AUTHORITY OF THE CITY OF ATLANTA, GEORGIA

DocuSigned by:

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Albert Murillo
Senior Vice President, Contracts & Procurement

Attachments

cc: File

1.3 Schedule of Events

The following Schedule of Events represents AH's estimate of the timetable that will be followed in connection with this solicitation:

EVENTS	DATE AND/OR TIME
RFP Released	Tuesday, December 17, 2024
Pre-Proposal Conference Date and Time *Virtual Zoom Meeting Details	<p>Monday, January 6, 2025, at 11:00 A.M., EDT (Local Time). All firms and interested parties are required to register in advance for this meeting through this link:</p> <p>https://atlantahousing.zoom.us/meeting/register/tZwtd--sqD0uGdX4J-7y_f3CKbPDL_J1tuWL</p> <p>After registering, you will receive a confirmation email containing information about joining the meeting. While this meeting is not mandatory, attendance is strongly encouraged.</p>
Deadline for Questions and/or Comments	<p>Thursday, January 9, 2025, by 3:00 P.M., EDT (Local Time) Tuesday, January 14, 2025, by 3:00 P.M., EDT (Local Time)</p>
Proposal Due Date and Time	<p>Wednesday, January 22, 2025, by 3:00 P.M., EDT (Local Time) Thursday, January 30, 2025, by 3:00 P.M., EDT (Local Time) Monday, February 3, 2025, by 3:00 P.M. EDT (Local Time)</p>

1.4 Communications

In order to maintain a fair and impartial competitive process, AH and any outside consultants assisting AH with this solicitation, shall avoid private communication concerning this procurement with prospective Respondents during the entire procurement process. From the issue date of this RFP until the final award is announced, Respondents are not allowed to communicate about this RFP for any reason with any AH staff and/or outside consultants assisting AH with this solicitation except:

- through the RFP Point of Contact named below;
- as otherwise specified in this RFP; and / or
- as provided by existing work agreement(s) (if any)

Prohibited communication includes all contact, including but not limited to, telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. AH reserves the right to reject the quote of any Respondent violating this provision.

- Questions must be submitted via the Q&A Board on AH's Business Management Portal. **AH will receive requests for additional information and/or clarification relative to this solicitation between Tuesday, December 17, 2024, and 3:00 P.M., ~~Thursday, January 9, 2025~~ Tuesday, January 14, 2025.**
- Responses to these questions will be addressed in writing via the AH's electronic procurement system. **AH will not** respond to requests for information after the date stated above. **It is the responsibility of the Respondent to monitor AH's website for any addenda issued.** All Respondents are encouraged to frequently check AH's website/portal for additional information.