



PURCHASING DEPARTMENT

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MEMORANDUM

To: Consultants
From: Nancy Lam, Purchasing Director
Date: May 10, 2012
Subject: Communication Asset Lease Plan

Floyd County Emergency Management is requesting quotes for a consultant to prepare a detailed plan for leasing communication assets which is crucial to ensure current tenants and new applicants are afforded the protection necessary to provide communication commitments to their customers. Likewise, a solid plan for managing communication assets protects the county's investment and mitigates the possibility of landlord tenant issues. Floyd County desires the development of a Communication Asset Lease Plan that addresses all aspects of Floyd County leasing options. The plan should include the intent of Floyd County to rent and protect certain space and technology. It should also identify a step-by-step application process, fee schedule and areas for mitigating pitfalls such as tower structural integrity, intermodulation, interference and the ability for the County as the landlord to make adjustments to existing tenants to maximize future rental space. As technology advances, a solid plan is essential to maintaining communication capability for the tenants while maximizing the county's ability to lease space.

Quote should include a minimum of one day on-site services. Submittal should include references of past similar jobs and qualifications of key person(s) who would be assigned to this project.

Address all questions in writing to Scotty Hancock hancocks@floydcountyga.org questions must be received by 1:00PM May 17, 2012.

Quotes must be received no later than May 24 , 2012 @ 2:00PM legally prevailing time,

Quotes accepted by; Email - lamn@floydcountyga.org Fax – 706 290-6099 Mail – Floyd County Purchasing Dept, Suite 106, 12E 4th Ave, Rome Ga. 30161, or Hand delivered to this office. Late quotes will not be accepted. Completed Contractor Affidavit and W-9 required with quote.

Invoices are paid within 30 days of the invoice date unless terms pre approved by both the County and the provider. Invoices submitted for payment will reference the Purchase Order Number given.

TOTAL PRICE: \$ _____ Additional on site visits if required \$ _____ per day

Estimated Completion _____ calendar days from time of order.

Company _____ Ph _____

Contact _____ Fax _____ Email _____

Does your company accept Credit Cards for payment _____

Authorized Signature: _____ Date: _____