

**CITY OF ATLANTA
ADVERTISEMENT FOR INVITATION TO BID**

ATTENTION INTERESTED BIDDERS:

Your firm is hereby invited to submit to the City of Atlanta (the “City”), Department of Procurement, a bid for **FC-8171, Yard Debris Processing and Diversion Program**. The City is soliciting bids from qualified firms to complete services associated with the City’s yard debris process including volume reduction, final processing, reuse, transportation, and disposal of yard debris. The successful bidder will be responsible for providing all material, equipment, labor, and ancillary items for the required Scope of Work.

A Pre-Bid Conference and Site Visit are scheduled for Tuesday, May 19, 2015. The Pre-Bid Conference will be held at 1:00 p.m. EDT, in the Department of Procurement’s Conference Room, at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303. The purpose of the Pre-Bid Conference is to provide bidders with detailed information regarding the project and to address questions and concerns. There will be representatives from the Department of Public Works, Office of Risk Management, and the Office of Contract Compliance available at the conference to discuss this project and to answer any questions.

Subsequent to the Pre-Bid Conference, the City will host a **Site Visit, at 2:30 p.m.**, at the City’s facility located at 2175 James Jackson Parkway, Atlanta, GA 30318. Each bidder is responsible for securing travel to the facility. The central location for meeting the designated staff member will be at the gate of the facility between 2:15 p.m. and 2:30 p.m.. Please be prompt to avoid delaying the Site Visit beyond the allotted time. The purpose of the Site Visit is to provide bidders with an opportunity to tour the City’s operations. Bidders will be required to sign a release form for the Site Visit. Refer to the Instructions to Bidders for the Site Tour Release form required for entry. Further details regarding the Site Visit will be provided at the Pre-Bid Conference. Bidders are urged to attend both the Pre-Bid Conference and the Site Visit.

The last date to submit questions is Thursday, **May 21, 2015, at 2:00 p.m. EDT**. Questions will be responded to in the form of an addendum.

Your response to this Invitation to Bid (“**ITB**”) will be received by 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, Thursday, May 28, 2015**.

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

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

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This ITB is being made available by electronic means. If accepted by such means, then the bidder acknowledges and accepts full responsibility to insure that no changes are made to the ITB. In the event of conflict between a version of the ITB in the bidder's possession and the version maintained by the Department of Procurement, the version maintained by the Department of Procurement shall govern.

You are required to email your business name, contact person, address, phone number, fax number, email address, and project number to LaVern F. Tate, Esq., Contracting Officer, at lftate@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.

The bid document may be obtained from the Department of Procurement, Plan Room, 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303, at a cost of **\$55.00** per package as of **Tuesday, May 12, 2015**, between the hours of 8:15 a.m. to 5:00 p.m. Payment for the documents represents production cost; therefore, payment is non-refundable.

If you have any questions regarding this project, please contact **LaVern F. Tate, Esq., Contracting Officer**, at (404) 865-8996, or by email at lftate@atlantaga.gov. Any questions regarding the procedures for purchasing a copy of the document or obtaining a copy of the plan holder's list should be directed to the Plan Room at (404) 330-6204.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all bids when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.