

**CITY OF ATLANTA  
ADVERTISEMENT FOR PROPOSAL**

Please be advised that sealed Proposals for **FC-7954, Inventory of Capital Assets** will be accepted by the Department of Procurement ("DOP"), Suite 1900, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303-0307, on **Wednesday, July 15, 2015**. All proposals submitted must be sealed, and time stamped in no later than 2:00 p.m. on the stated date.

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

Proposals will be publicly read at 2:01 p.m. on the respective due date in Suite 1900, at the above address.

**SCOPE OF WORK:** The City's DOP, on behalf of the Department of Finance ("DOF"), is seeking proposals from qualified proponents to perform a physical inventory of all assets that are City owned including moveable equipment, furnishings, vehicles, land and land improvements, and infrastructure.

A **Pre-Proposal Conference** will be held on **Tuesday, June 23<sup>rd</sup>, at 11:00 a.m.**, at 55 Trinity Avenue, Suite 1900, City Hall South, and Atlanta, Georgia 30303. The purpose of the Pre-Proposal Conference is to provide the proponents with information regarding the project and to address any questions and concerns. There will be City representatives from the DOF present to discuss the scope of services, the Office of Contract Compliance to address the Equal Business Opportunity and Equal Employment Opportunity Requirements, the Ethics Office to address the Ethical Guideline for Contract, the Office of Risk Management to address any bonding/insurance requirements and Atlanta Workforce Development Agency to address employment requirements. Proponents are strongly urged to attend the Pre-Proposal Conference to obtain general information regarding the solicitation document.

General instructions, plans and/or specifications for submitting proposal packages for this project will be available for review/purchase at a cost of **\$50.00** as of **Friday, June 5, 2015** between the hours of 8:15 a.m. - 5:00 p.m., in the DOP's Plan Room, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia. Payment for the documents represents production costs; therefore, payment is non-refundable.

**This Proposal is being made available by electronic means. If accepted by such means, then the Proponent acknowledges and accepts full responsibility to insure that no changes are made to the Proposal. In the event of conflict between a version of the Proposal in the Proponent's possession and the version maintained by DOP, the version maintained by 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 Krista A. Morrison, Esq., Contracting Officer, at [kamorrison@atlantaga.gov](mailto:kamorrison@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.**

FC-7954, Inventory of Capital Assets

Page 2

June 5, 2015

If you have any questions regarding this project, please contact Krista A. Morrison, Esq., Contracting Officer, at (404) 865-8709, or by e-mail at [kamorrison@atlantaga.gov](mailto:kamorrison@atlantaga.gov). Any questions regarding the procedure for purchasing a copy of the document or obtaining a copy of the plan holders list should be directed to the Plan Room at (404) 330-6204.

The City reserves the absolute right to reject any and all Proposals and to waive any technicalities.