

**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 (the "DOP"), a Bid for **FC-8230, Security Guard Services**. This solicitation will require the successful Bidder to furnish all labor, materials, tools, equipment and incidentals required for security guard services throughout the Department of Watershed Management and the Department of Public Works.

A **Pre-Bid Conference** will be held on **Tuesday, June 30, 2015, at 10:00 A.M. EDT**, at 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303. The purpose of the Pre-Bid Conference is to provide Bidders with detailed information regarding the Procurement process and to address questions and concerns. There will be representatives from the Department of Watershed Management, Department of Public Works, Risk Management, Office of Contract Compliance and the Ethics Office available at the conference to discuss this project and to answer any questions. Attendance at the Pre-Bid Conference is strongly encouraged. The site visit is scheduled for **Wednesday July 1, 2015, at 9:00 A.M. EDT**, to visit three (3) facilities. All bidders interested in the site visit must meet at the RM Clayton Water Reclamation Facility at **9:00 A.M. EDT**.

Bidders will be allowed to ask questions during the Pre-Bid Conference. However, please note that oral answers to questions during the Pre-Bid Conference are not authoritative. Authoritative responses to all written questions will be published and made available to all bidders in the form of an addendum. The deadline to submit questions in writing is **Friday, July 3, 2015, at 1:00 P.M. EDT**.

Your response to this Invitation to Bid ("ITB") must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303, **no later than 2:00 P.M. EDT, on Wednesday, July 15, 2015**.

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

Bids will be publicly opened and read at 2:01 P.M. EDT on the respective due date in Suite 1900, 1st Floor, 55 Trinity Avenue SW, City Hall, Atlanta, GA 30303.

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 Bid in the Bidder's possession and the version maintained by the 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, email address and the project number to Derek East, Contracting Officer, at deast@atlantaga.gov, to be placed on the Plan Holders List. Failure to do

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so will prevent you from receiving any addenda that are issued and may deem you non-responsive.

The bid document may also be obtained from the Department of Procurement, Plan Room, 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303, at a cost of \$75.00 per package, beginning on **Wednesday, June 24, 2015**. All purchased solicitation documents include a solicitation package; scope of work booklet and full size drawings (if applicable).

If you have any questions regarding this project, please contact Derek East, Contracting Officer, at (404) 330-6486 or by email at deast@atlantaga.gov 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 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.