CITY OF ATLANTA

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DEPARTMENT OF PROCUREMENT
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February 10, 2016

ATTENTION INTERESTED PROPONENT:

Your firm is hereby invited to submit to the City of Atlanta (the "**City**"), Department of Procurement (the "**DOP**"), a Proposal for **Project Number: FC-8462, On-Call Airport Marketing Consulting Services at Hartsfield-Jackson Atlanta International Airport**. This solicitation will require the successful Proponent to perform select marketing consulting services for the Department of Aviation at Hartsfield-Jackson Atlanta International Airport. A more detailed Scope of Services sought in this procurement is set forth in Exhibit A-Scope of Services.

A **Pre-Proposal Conference** will be held on **Thursday, February 25, 2016, at 11:00 A.M, at the Hartsfield-Jackson Technical Support Campus, 1255 South Loop Road, College Park, Georgia 30337.** The purpose of the Pre-Proposal Conference is to provide Proponents with detailed information regarding the Procurement process and to address questions and concerns. There will be representatives from the Department of Aviation, Risk Management and the Office of Contract Compliance available at the conference to discuss this project and to answer any questions. Attendance to the Pre-Proposal Conference is strongly encouraged.

The last date to submit questions will be **Tuesday, March 1, 2016, no later than 5:00 P.M.** Questions may be sent to **Philippe Jefferson, Contracting Officer,** via email at pejefferson@atlantaga.gov, or facsimile at 404-589-5494. Questions will be responded to in the form of an addendum.

Your response to this Request for Proposal (**"Proposal"**) must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall, Suite 1900, Atlanta, GA 30303, **no later than 2:00 P.M., on Thursday, March 17, 2016.** Any Proposal received after this time will not be considered and will be rejected and returned.

All Proposals will be publicly opened and read at 2:00 P.M. on the respective due date in Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall, Atlanta, GA 30303.

If you have any questions regarding this project, please contact **Philippe Jefferson, Contracting Officer,** at 404-865-8565, or by email at pejefferson@atlantaga.gov.

The Proposal document may also be obtained either online at the Procurement website which is procurement.atlantaga.gov or from the Department of Procurement, Plan Room, City Hall South, Suite 1900, 55 Trinity Avenue, SW, Atlanta, Georgia 30303, at a cost of $50.00 per package between 8:30 AM to 5 PM, Monday through Friday. Also, to be added to the plan holders list for updates of this project, please enter your information on the Procurement website or submit your name and company information to the Contracting Officer.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all Proposals 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.

Sincerely,

Adam L. Smith

ALS:pej