

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

Your firm is hereby invited to submit to the City of Atlanta, Department of Procurement (“DOP”), a bid for **FC-8688, Cleaning Sewage Spills Inside Dwellings**. The City of Atlanta (“City”) is soliciting bids from qualified firms to provide Clean up services inside dwellings affected by sewage spills and water system failure for the Department of Watershed Management, to include cleaning, disinfecting, deodorizing, removal and placement of furniture, sheetrock, etc., and disposal of objects damage by incidents.

A **Pre-bid Conference** will be held on **Wednesday, February, 24, 2016, at 11:00 A.M. EST**, at 55 Trinity Avenue, Suite 1900, City Hall South, 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 Watershed Management, Office of Contract Compliance, and Risk Management available at the conference to discuss this project and to answer any questions. Bidders are strongly urged to attend the Pre-bid Conference.

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. The last date to submit questions in writing is **Friday, February 26, 2016, at 2:00 P.M. EST**. 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. EST, on Friday, March 11, 2016**.

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

Bids will be publicly opened and read at 2:01 P.M. EST on the respective due date at 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303.

This ITB is being made available by electronic means via <http://procurement.atlantaga.gov/>. 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 DOP, the version maintained by the DOP shall govern.

You are required to email your business name, contact person, address, phone number, fax number and the project number to Jesse Wilson, Contracting Officer, at [jewilson@atlantaga.gov](mailto:jewilson@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.

A hard copy of the ITB document may be obtained from the Department of Procurement, Plan Room, City Hall South, Suite 1900, 55 Trinity Avenue, S.W. Atlanta, Georgia, 30303, at a cost of \$50.00 per package as of Wednesday, February 17, 2016 between the hours of 8:15 a.m. – 5:00 p.m., Monday through Friday. Payment for the documents represents production costs; therefore, payment is non-refundable.

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.