

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

ATTENTION INTERESTED PROPONENTS:

Your firm is hereby invited to submit to the City of Atlanta (the "City"), Department of Procurement (the "DOP"), a bid for **FC-10050, Emergency Catering for the City of Atlanta**. The City on behalf of the Department of Public Works ("DPW"), seeks to secure Invitations to Bid ("ITB") for CATERING SERVICES from qualified Bidder(s). The Bidder(s) will provide catering services during inclement, severe, and/or hazardous weather events and thereby will assist the City in its unwavering support of first responders, emergency personnel, public safety officers, and those employees classified as essential personnel of the City of Atlanta.

A **Pre-Bid Conference** will be held on **Thursday, November 16, 2017, at 1:00 p.m., EST** at the DOP's Conference Room in Suite 1900. 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 available at the conference from the DPW, the Office of Contract Compliance, the Ethics Office, Risk Management, and the Atlanta Workforce Development Agency to discuss this project. Bidders are strongly urged to attend the Pre-Proposal Conference.

Bidders will be allowed to ask questions during the Pre-Bid Conference. However, please note that oral answers to questions during the Pre-Proposal Conference on **Thursday, November 16, 2017 at 1:00 p.m., EST** are not authoritative. **The last date to submit questions in writing is Monday, November 20, 2017 by 12:00 p.m. EST.**

Your response to this Invitation to Bid must be submitted to designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303, **no later than Monday, November 27, 2017 at 2:00 p.m., EST.**

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

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

Bidders may submit their Contractor Affidavit Forms for review via the City's IIREA Preview Participation Program, to iireapreview@atlantaga.gov not less than ten (10) days prior to the Bid/Proposals due date of **Monday, November 27, 2017 at 2:00 p.m., EST**. The IIREA Preview Participation Form is set forth in **Part 3**, included in the Invitation to Bid.

This ITB is being made available by electronic means. If accepted by such means, then the Bidder acknowledges and accepts full responsibility for monitoring the DOP website for any addenda to the ITB. In the event of a conflict between a version of the ITB in the Bidder's possession and the version submitted to the DOP, the version submitted to 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 Ms. Janett Adams, Contracting Officer, at jladams@atlantaga.gov, to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued.

The Bid document may also 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, beginning on November 8, 2017. All purchased solicitation documents include a scope of work booklet.

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 its best interest.

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