

**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"), on behalf of Office of Enterprise Assets Management, a bid for **FC-10016, CITY WIDE FACILITY LANDSCAPING SERVICES** providing commercial landscaping services to designated city owned buildings.

**A Pre-Bid Conference will be held on Monday, December 18, 2017, at 11:00 A.M., EST in the Department of Procurement's Main Bid Room at City Hall-South, 55 Trinity Avenue, SW, 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 available at the conference from the Office of Enterprise Assets Management, the Office of Contract Compliance, the Office of Risk Management, and the Ethics Office to discuss this project and to answer any questions. Bidders are urged to attend the Pre-Bid Conference is strongly encouraged.

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 on Monday, December 18, 2017 at 11:00 A.M., EST are not authoritative. **The last date to submit questions in writing is Thursday, December 21, 2017 by 1:00 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 **2:00 P.M. EST, WEDNESDAY, JANUARY 10, 2018.**

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

Bids will be publicly opened and read at **2:01 P.M. EST** on the respective due date in Suite 1900, 1<sup>st</sup> 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](mailto:iireapreview@atlantaga.gov) not less than ten (10) days prior to the Bid due date of Wednesday, January 10, 2018 at 2:00 p.m., EST. The IIREA Preview Participation Form is set forth in Part 6, included in the Request for Proposal.

This ITB is being made available by electronic means. If accepted by such means, then the Proponent acknowledges and accepts full responsibility for monitoring the DOP website for any addenda to the RFP. In the event of a conflict between a version of the Proposal in the Proponent'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. Jesse R. Dagen, Contracting Officer, at [jdagen@atlantaga.gov](mailto:jdagen@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 December 6, 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 proposals when it is for good cause and in its best interest.

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