

**CITY OF ATLANTA ADVERTISEMENT FOR
REQUEST FOR PROPOSALS**

ATTENTION INTERESTED PROPONENTS:

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 proposal for **FC-10314, CITY WIDE VENDING SERVICES** from qualified proponents to provide the installation, operation, and maintenance of vending/soft drink, coin and credit operated machines for use by the general public and employees at identified City of Atlanta locations.

A Pre-Proposal Conference will be held on Tuesday, March 20, 2018 at 11:00 A.M. EDT at the Department of Procurement, City Hall South, Suite 1900, 55 Trinity Avenue SW, Atlanta, Georgia 30303. The purpose of the Pre-Proposal Conference is to provide proponents with detailed information regarding the project and to address questions and concerns. There will be representatives available at the conference from the OEAM, the Office of Contract Compliance, the Ethics Office, Risk Management, and Workforce Atlanta to discuss this project and to answer any questions. Proponents are urged to attend the Pre- Proposal Conference.

Proponents will be allowed to ask questions during the Pre-Proposal Conference. However, please note that oral answers to questions during the **Pre-Proposal Conference on Tuesday, March 20, 2018 at 11:00 A.M. EDT** are not authoritative. The last date to submit questions in writing is **Friday, March 23, 2018 by 1:00 p.m. EDT**.

Your response to this Request for Proposals 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. EDT, Friday, April 6, 2018**.

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

Proposals 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, S.W., City Hall South, Atlanta, Georgia 30303.

Proponents 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 Friday, April 6, 2018, at 2:00 p.m., EDT. The IIREA Preview Participation Form is set forth in Appendix C, included in the Request for Proposal.

This RFP 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. Jessee R. Dagen, Esq., Contracting Officer, at 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 Proposal 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 March 9, 2018. 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.