



CITY OF ATLANTA

Keisha Lance Bottoms
Mayor

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DEPARTMENT OF PROCUREMENT
Susan M. Garrett
Interim Chief Procurement Officer
singarrett@atlantaga.gov

July 9, 2018

ATTENTION INTERESTED BIDDERS:

Your firm is hereby invited to submit to the City of Atlanta (the “City”), Department of Procurement (the “DOP”), a Bid for **FC-10332, Citywide HVAC Services**. The City’s DOP, on behalf of the Office of Enterprise Asset Management (OEAM) is seeking bids from qualified firms for heating and air conditioning repair, replacement and maintenance of City of Atlanta owned and operated facilities.

A **Pre-Bid Conference** will be held on **Thursday, July 19, 2018, at 11:00 A.M. EDT**, at Committee Room No. 2 on the Second Floor of City Hall. The purpose of the Pre-Bid Conference is to provide proponents with detailed information regarding the project and to address questions and concerns. There will be representatives from the (“OEAM”), the Office of Contract Compliance, the Ethics Office and the Atlanta Workforce Development Agency available at the conference to discuss this project and to answer any questions. Bidders are 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 on **Thursday July 19, 2018, at 11:00 a.m. EDT.**, are not authoritative. **The last date to submit questions in writing is Thursday, July 26, 2018, by 12:00 p.m. EDT.**

Your response to this Invitation to Bid (“ITB”) must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303, **no later than 2:00 P.M. EDT, on Thursday, August 16, 2018.**

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

Bids 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, GA 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

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the Bid due date of August 16, 2018. The IIREA Preview Participation Form is set forth in Part 3, included in the Invitation for Bid.

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 ITB. In the event of a conflict between a version of the Bid 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 Mr. Art Smalls, Contracting Officer, asmalls@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 July 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 the best interest of the City.

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

Sincerely,



Susan M. Garrett

SMG/as

