

CITY OF ATLANTA
ADVERTISEMENT FOR INVITATION TO BID

Your firm is hereby invited to submit to the City of Atlanta (the “City”), Department of Procurement (the “DOP”), a bid for **FC-10332**. The City is soliciting bids from qualified firms to repair, replace and maintain HVAC systems in City of Atlanta buildings.

A **Pre-bid Conference** will be held on **Thursday, July 19, 2018 at 11:00 A.M. EDT**, at Atlanta City Hall located at 55 Trinity Avenue, S.E. Atlanta, Georgia 30303 in Committee Room No. 2. 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 Office of Enterprise Asset Management, Office of Contract Compliance, the Ethics Office and Risk Management available at the conference to discuss this project and to answer any questions. Attendance at 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 are not authoritative. Authoritative responses to all written questions will be published and made available to all proponents in the form of an addendum. The deadline to submit questions in writing is **Thursday, July 26, 2018, by 2:00 P.M. EDT**.

Your response to this Invitation to Bid 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., Thursday, August 16, 2018**.

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

Bids will be publicly opened and read at 2:00 P.M. on the respective due date in Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303.

Potential Bidders may submit the Contractor Affidavit to the Department of Procurement (“DOP”) not less than ten (10) days prior to the due date for responses to a solicitation. Submission of the Contractor Affidavit after that date will NOT extend the time for submitting Bids and DOP is not required to review Contractor Affidavits submitted less than ten (10) days prior to the due date for responses to a Solicitation.

This Bid 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 Bid. In the event of conflict between a version of the Bid in the Bidder’s possession and the version maintained by DOP, the version maintained by 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 Art Smalls, Contracting Officer, at 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 and may deem you non-responsive.

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 Monday, July 9, 2018. All purchased solicitation documents include a solicitation package; scope of work booklet and full size drawings.

If you have any questions regarding this project, please contact Shaun Mabry, Contracting Officer, at 404-546-1492 or by email at asmalls@atlantaga.gov. Any questions regarding the

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procedure for purchasing a copy of the document or obtaining a copy of the Plan Holders List should be directed to the Plan Room at 404-330-6204.

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.