

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

October 5, 2018

**ATTENTION INTERESTED BIDDERS:**

Your firm is hereby invited to submit to the City of Atlanta (the “City”), Department of Procurement (the “DOP”), a proposal for **FC-10642, ANNUAL CONTRACT FOR TRAVELING SCREENS SERVICE & REPAIR**. The City's DOP, on behalf of the Department of Watershed Management (“DWM”), is seeking bids for traveling screens which filter leaves, sticks, and other debris from the water preventing damage to critical raw water pumping operations.

A **Pre-Bid Conference** will be held on **Wednesday, October 17, 2018 at 2:00 P.M. EST**, at the Chattahoochee Water Treatment Plant, Administration Building Training Room, 2532 Bolton Road, Atlanta, GA 30310. The purpose of the Pre-Bid Conference is to provide Bidders with detailed information regarding the Procurement process and to address questions and concerns. There will be representatives from the DWM, Risk Management, and the Ethics Office available at the conference to discuss this project and to answer any questions. A **Site Visit** is scheduled immediately following the Pre-Bid Conference on **Wednesday, October 17, 2018**. The purpose of the Site Visit is to provide Bidders with an opportunity for a visual inspection of the site. Attendance at the Pre-Bid Conference and Site Visit is strongly encouraged for each Bidder desiring to submit a bid.

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 **Wednesday, October 17, 2018**, are not authoritative. **The last date to submit questions in writing is Friday, October 19, 2018, by 12:00 p.m. EST.**

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. EST, on October 30, 2018.

**\*\*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 at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, 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 Proposal due date of **October 30, 2018**. 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 to insure that no changes are made to the ITB. In the event of conflict between a version of the ITB 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 Ms. Briana Triplett, Contracting Officer, at [brtripllett@atlantaga.gov](mailto:brtripllett@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 \$100.00 per package, beginning on October 5, 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.