

CITY OF ATLANTA ADVERTISEMENT

ATTENTION INTERESTED PROPONENTS:

REQUEST FOR PROPOSALS

Your firm is hereby invited to submit to the City of Atlanta's Department of Procurement ("DOP"), a proposal for **FC-10641, Job Order Contracting Services - Small**. The City, on behalf of the Department of Enterprise Assets Management ("DEAM"), is soliciting proposals from qualified firms for miscellaneous construction services throughout the City on a job order basis.

PRE-PROPOSAL CONFERENCE

A **Pre-Proposal Conference** will be held on **Tuesday, December 4, 2018, at 11:00 A.M. EST**, in the City Council Chambers, 55 Trinity Avenue, S.W., 2nd Floor, City Hall South, Atlanta, Georgia 30303. The purpose of the Pre-Proposal Conference is to provide Proponents with detailed information regarding the Procurement process and to address questions and concerns. Representatives from DEAM, Risk Management, and the Office of Contract Compliance will be available at the conference to discuss this project and to answer any questions. Proponents are urged to attend the Pre-Proposal Conference.

RFP QUESTIONS

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 are not authoritative. The last date to submit questions in writing is **Friday, December 7, 2018, at 1:00 P.M. EST**. Questions will be responded to in the form of an addendum.

PROPOSAL DEADLINE

Your response to this Request for Proposals ("RFP") 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, on Wednesday, January 9, 2019.**

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

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 Proposal due date. The IIREA Preview Participation Form is set forth in Appendix C, included in the solicitation document.

This RFP is being made available by electronic means via <http://procurement.atlantaga.gov/>. If accepted by such means, then the Proponent acknowledges and accepts full responsibility for monitoring the DOP website to ensure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Proponent's possession and the version maintained by DOP, the version maintained by the DOP shall govern. A hard copy of the RFP document may be obtained from the DOP Bid Room, at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303, at a cost of \$100.00 per package between the hours of 8:15 a.m. – 5:00 p.m., Monday through Friday.

You are encouraged to email your business name, contact person, business address, phone number, contact email address and the project number to Krista A. Morrison, Esq., Contracting Officer, Senior, at kamorrison@atlantaga.gov, to be placed on the Plan Holders List. Failure to do so may prevent you from receiving any addenda that are issued.

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.