

# INVITATION TO BID

BID NUMBER: 20191-WS-A4  
RTG DATE: Monday, January 28, 2019  
DEPARTMENT OF FLEET SERVICES

## SEALED BIDS FOR:

**ADDENDUM #4 - CITY OF ATLANTA (COA) SPECIFICATION FOR BULK GASOLINE AND DIESEL FUEL TO BE ORDERED AS NEEDED FOR A PERIOD OF THREE (3) YEARS FROM DATE OF AWARD IN ACCORDANCE WITH THE ATTACHED SPECIFICATION.**

Sealed bids, for furnishing the supplies or services contained herein will be received by:

**CITY OF ATLANTA  
DEPARTMENT OF PROCUREMENT  
CITY HALL SOUTH, SUITE 1900  
55 TRINITY AVENUE, S.W.  
ATLANTA, GEORGIA 30303-0307**

The Department of Procurement office is located on the first floor. **Bids are due no later than 2:00 P.M., Tuesday, February 05, 2019** and at that time will be publicly opened and read in Suite 1900. The Department of Procurement bid clock time is verified and calibrated with the National Institute of Standards and Technology time prior to each bid opening.

**A pre-bid conference was not held for this solicitation.** The deadline for bidders to submit questions regarding the bid was **Friday, January 11, 2019**. **Questions** should be submitted via email to **Wanda V. Smith**, Procurement Specialist Senior at [wvsmith@atlantaga.gov](mailto:wvsmith@atlantaga.gov).

This form **MUST** be returned with all bids. Bids must be typed or printed in **blue ink**. All bids must be hand delivered, delivered by courier service or mailed via United States Postal Service. No facsimile will be accepted. One (1) original ITB in **blue ink** must be submitted and must be marked as an original as well as one (1) ITB copy which must be marked as copy. **If you quote, please sign each "Bid Sheet" in blue ink. Do not 'white out' entries or your bid may be deemed non-responsive. Put the name of your company on each of the bid sheets or your bid may be deemed non-responsive.** If you do not quote, return signed bid invitation sheet and state reason; otherwise, your name may be removed from our mailing list. **Failure to follow these instructions could result in your bid being rejected.**

**ALL COMMUNICATION PERTAINING TO THIS BID MUST BE DIRECTED TO THE DEPARTMENT OF PROCUREMENT REFERENCING BID THE NUMBER. BIDDER MAY NOT CONTACT OTHER BUREAUS OR CITY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN NON-ACCEPTANCE OF YOUR BID.**

_____	_____
Legal Name of Firm	Authorized Representative/Please Type/Print
_____	_____
Address	Signature/Title
_____	_____
City State Zip Code	Area Code/Telephone Number/Email Address
_____	_____
Date Submitted	COA Supplier ID#

In compliance with the aforementioned, the bidder agrees to furnish and deliver the goods and/or services at the prices indicated. It is agreed that this bid shall constitute an offer, and if accepted by the City, delivered to the designated point(s) within the time specified.

**PRICES CONSIDERED F.O.B. DESTINATION UNLESS OTHERWISE STATED.**

**MERCHANDISE/SERVICE TO BE DELIVERED: AS DIRECTED**

**NOTE:** Read all instruction, conditions, specifications, etc., in detail. Acceptance of your quotation guarantees your price and it cannot be withdrawn. Check all figures before submitting bid. UPON REQUEST, A COPY OF THE BID TABULATION WILL BE MADE AVAILABLE TO YOU AT A COST OF \$.10 PER PAGE.

**All Bids are subject to the following:**

1. Compliance with City of Atlanta Code, Section 2-1413, Requirements for execution of City contracts and Section 2-1414, Equal Employment Opportunity clause. In conjunction with these Code sections, a completed Contract Employment Report or a current letter of certification from the City of Atlanta Office of Contract Compliance must accompany each bid.
2. Compliance with bidding instructions, terms, and conditions (pages 3 and 4).
3. Other provisions, certifications, Insurance, Payment and/or Performance Bonds, if incorporated by reference in this schedule.
4. Additional instructions, special conditions applicable to indefinite quantity invitations on Annual Contracts.
5. A completed W-9 Request for taxpayer identification number and Certification Form.
6. A Notarized **Illegal Immigration Reform and Enforcement Act (IIREA) Form 1**, only if applicable.
7. Enter your City of Atlanta Supplier ID number on page one (1) of the ITB. A Supplier number can be obtained by registering at [www.atlantaga.gov](http://www.atlantaga.gov).
8. The **Contractor Disclosure and Declaration Form (Form 2)** completed in its entirety. Attach business license and all documents supporting any response marked "Yes".
9. **All submissions must utilize forms included in this ITB package. No modified or substitute forms are allowed.**

\_\_\_\_\_   
Compliance

\_\_\_\_\_   
Exception

FIRM NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**\*\*\*\*\*ADDENDUM #4\*\*\*\*\***

**BID NUMBER 20191-WS-A4  
BULK GASOLINE AND DIESEL FUEL  
Changes/Additions to this Specification**

**\*\*\*\*\* BIDS ARE DUE FEBRUARY 5, 2019 \*\*\*\*\***

**\*\*ALL PAGES OF THIS ADDENDUM MUST BE RETURNED WITH YOUR ORIGINAL BID \*\***

**\*\*FAILURE TO RETURN ALL PAGES OF THIS ADDENDUM WITH YOUR ORIGINAL BID, MAY DEEM BID AS INCOMPLETE AND COULD BE CAUSE FOR REJECTION OF BID AND AN AWARD.\*\***

We apologize for any inconvenience this may have caused.

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

Bids will be publicly opened and read at 2:00 P.M., in Suite 1900, 1<sup>st</sup> Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia.

**\*\*ALL PAGES OF THIS ADDENDUM MUST BE SIGNED AND SUBMITTED WITH YOUR ORIGINAL BID \*\***

FIRM NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_