

**CITY OF ATLANTA
INVITATION FOR PROPOSALS
ADVERTISEMENT**

Sealed Proposals for **Project Number FC-6542 MHJIT Closeout Audit at Hartsfield-Jackson Atlanta International Airport (“Airport”)** will be received by designated staff of the Department of Procurement (“DOP”), at 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303, on **Tuesday April 17, 2013.**

ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 1:59 P.M.

The name of proponents will be publicly read at 2:00 P.M., in Suite 1900, 1st Floor, City Hall South, and 55 Trinity Avenue, S.W., Atlanta, Georgia.

Scope of Services: The City is soliciting proposals from interested proponents to conduct contract compliance audit services, which includes, but is not limited to, verification that the projects completed in fulfillment of the Maynard Holbrook Jackson, Jr. International Terminal (“MHJIT”) Element were done in accordance with Planning and Development Policies and Procedures 09-900, Project Closeout, 02-126, Document Control Processing Functions, 09-217, Contract Closeout, and 09-240, Project Management Record. The objective of these closeout audits is to verify that the aforementioned MHJIT projects were conducted and closed out in adherence to the applicable Planning and Development Policies and Procedures.

Proponents must submit on the forms provided in the proposal document and shall be sealed in envelopes, clearly marked and labeled with the formal contract number FC-6542, the title of the project, full name and complete address of bidder and date and time proposals are due. All proposals must be hand delivered, mailed via United States Postal Services or delivered by courier service. No facsimile(s) will be accepted.

All forms required by the **NOTICE OF REQUIRED SUBMITTALS** must be included in the proposals. The proposals shall contain the full name of each person, firm or corporation and the complete address.

Pre-Proposal Conference will be held on **Wednesday, April 3, 2013 at 2:00 P.M.**, at the City of Atlanta, Technical Support Campus, and 1255 South Loop Road, College Park, Georgia 30337. There will be representatives from the Department of Procurement, Office of Contract Compliance and the Department of Aviation available at the conference to discuss the project and to answer any questions. Interested Proponents are urged to attend the Pre-Proposal Conference.

This RFP is being made available by electronic means. If accepted by such means, then the Proponent acknowledges and accepts full responsibility to insure 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 the DOP, the version maintained by the DOP shall govern.

You are required to email your business name, contact person, address, phone number, fax number and the project number to Mr. Leslie H. Page, Contracting Officer, at lpage@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.

General instructions, plans and/or specifications for submitting proposal packages for this project will be available starting Tuesday, Friday, March 22, 2013, thereafter, Monday through Friday 8:15 A.M. - 5:00 P.M., in the DOP's Plan Room, Suite 1900, City Hall.

The last date to submit questions is **Friday, April 5, 2013** at 5:00 P.M. If you have any questions regarding this project, please direct them to Mr. Leslie H. Page, Contracting Officer, at (404) 330-6107, or by email at lpage@atlantaga.gov. City reserves the absolute right to reject any and all proposals and waive any technicalities at any time.