CITY OF ATLANTA
INVITATION FOR PROPOSALS
ADVERTISEMENT

Sealed Proposals for **Project Number: FC-7269, Rental Car Center Operation and Maintenance at Hartsfield-Jackson Atlanta International Airport (**"**ATL**"**)** 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 **Wednesday, April 23, 2014.**

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 provide operation and maintenance, as herein defined of physical building systems, mechanical systems, electrical systems, plumbing systems, and roof draining systems, fire protection/alarm systems, CCTV/security systems, specialty systems, miscellaneous equipment, and general maintenance for the Consolidated Rental Car Facility.

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.

P A **Pre-Proposal Conference** will be held on **Tuesday, April 8, 2014, at 2:00 P.M., at the Hartsfield-Jackson Technical Support Campus, 1255 South Loop Road, College Park, Georgia 30337.** An optional site tour will be held immediately following the Pre-Proposal Conference. The purpose of the Pre-Proposal Conference is to provide proponents with detailed information regarding the Procurement process and to address questions and concerns. There will be representatives from the Department of Aviation, Risk Management and the Office of Contract Compliance available at the conference to discuss this project and to answer any questions. Attendance to the Pre-Proposal Conference by each Proponent desiring to submit a proposal is encouraged.

This Request for Proposal ("**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 DOP, the version maintained by the Procurement Department 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. Any questions regarding the procedures for purchasing a copy of the plan holder's list should be directed to Ms. Jessica Boston, Administrative Assistant Senior at 404-330-6903, or via e-mail at jaboston@atlantaga.gov.

General instructions, plans and/or specifications for submitting proposal packages for this project will be available starting Tuesday March 25, 2014 and 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 11, 2014** 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.