CITY OF ATLANTA
ADVERTISEMENT FOR REQUEST FOR PROPOSALS

Please be advised that sealed Proposals for **FC-5900, Citywide HVAC Services** will be accepted by the Department of Procurement ("**DOP**"), Suite 1900, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303, on **Tuesday, June 26, 2012**. All Proposals submitted must be sealed, and time stamped in no later than 1:59 p.m. on the stated date.

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

The names of the Proponents will be publicly read at 2:00 p.m. on the respective due date in Suite 1900, at the above address.

SCOPE OF WORK: The City of Atlanta (the "**City**") is soliciting proposals from qualified Proponents to consult with the Office of Enterprise Asset Management on the service, repair and replacement of HVAC equipment at various city-owned buildings. Details can be found in the Request for Proposal ("**RFP**") package.

A **Pre-Proposal Conference** will be held on **Tuesday, June 12, 2012, at 10:00 a.m.**, at 55 Trinity Avenue S.W., Suite 1900 Atlanta, Georgia 30303. The purpose of the Pre-Proposal Conference is to provide the Proponents with information regarding the project and to address any questions and concerns. There will be City representatives from the Department of Finance, the Office of Contract Compliance to address the Equal Business Opportunity and Equal Employment Opportunity Requirements, and the Office of Risk Management to address any bonding/insurance requirements. Proponents are strongly urged to attend the Pre-Proposal Conference to obtain general information regarding the solicitation document.

General instructions, plans and/or specifications for submitting proposal packages for this project will be available for review/purchase at a cost of **$25.00** as of **Thursday, May 31, 2012,** between the hours of 8:15 a.m. - 5:00 p.m., in the DOP's Plan Room, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia. Payment for the documents represents production costs; therefore, payment is non-refundable.

This RFP is being made available by electronic means. If accepted by such means, 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 DOP shall govern.

You are required to email your business name, contact person, address, phone number, fax number and the project number to Mr. Wendell Bryant, Contracting Officer at wambryant@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.

If you have any questions regarding this project, please contact Mr. Wendell Bryant, Contracting Officer, at (404) 330-6127, or by e-mail at wambryant@atlantaga.gov . Any questions regarding the procedure for purchasing a copy of the document or obtaining a copy of the plan holder's list should be directed to the Plan Room at (404) 330-6069.

The City reserves the absolute right to reject any and all Proposals and to waive any technicalities.