



## CITY OF ATLANTA

Shirley Franklin  
Mayor

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DEPARTMENT OF PROCUREMENT  
Adam L. Smith, Esq.  
Chief Procurement Officer  
[asmith@atlantaga.gov](mailto:asmith@atlantaga.gov)

September 11, 2009

### ATTENTION INTERESTED BIDDERS:

Your firm is hereby invited to submit to the City of Atlanta (the "City"), Department of Procurement ("DOP"), a bid for **FC-5008, Emma Millican Park Tree Recompense at Various Sites**. The City is soliciting bids from qualified firms to provide the following service:

The scope shall include but not limited to the installation of trees and a one year maintenance of trees; according to the site plans, specifications and all local ordinances.

A **Pre-bid Conference** will be held on **Tuesday, September 22nd, at 11:00 a.m.** at the DOP Conference Room in Suite 1900. The purpose of the Pre-bid Conference is to provide bidders with detailed information regarding the project and to address questions and concerns. There will be representatives from the Department of Parks, Recreation, and Cultural Affairs and the Office of Contract Compliance available at the conference to discuss this project and to answer any questions. Bidders are urged to attend the Pre-bid Conference.

Your response to this invitation to bid will be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall South, Suite 1790, Atlanta, Georgia 30303, **no later than 1:59 p.m., Wednesday, October 21, 2009.**

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

This project is an eligible bidder project as defined in § 2-1443 of the Atlanta City Code of Ordinances, and no proposal shall be accepted unless the proposal is submitted by an eligible bidder as approved by the Office of Contract Compliance.

Bids will be publicly opened and read at 2:00 p.m. on the respective due date in Suite 1900, 1<sup>st</sup> Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303.

**Invitation to Bid**

**FC-5008, Emma Millican Park Tree Recompense at Various Sites**

September 11, 2009

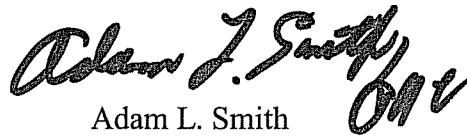
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**The bid document may be obtained from the Department of Procurement, Plan Room, City Hall South, Suite 1900, 55 Trinity Avenue, S.W., Atlanta, Georgia, 30303, at a cost of \$50.00 per package, beginning on Monday, September 14, 2009.**

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all bids when it is for good cause and in its best interest.

Thank you for your interest in doing business with the City.

Sincerely,

A handwritten signature in black ink that reads "Adam L. Smith". The signature is written in a cursive style with a large, stylized "A" and "S". To the right of the signature, there are some initials that appear to be "AL" or "AS".

Adam L. Smith