

# AGENDA

## Mandatory Pre-Bid Conference & Site Visits

### Invitation To Bid (ITB) No. 25-23: Landscape & Grounds Maintenance for Parks & Recreation

Rockdale County JP Carr Gym, 1090 Hardin St., SW, Conyers, GA 30012

Thursday, August 28, 2025 @ 9:00 A.M., Local Time

#### 1. Opening and Introductions

Finance Department - Purchasing Division

Adrienne Brown, Tina Malone

#### 2. Overview and Scope of Work

Description & Key Points of Project

Director Christine Carney

Deputy Director Tahira Wilson

Parks Manager Reginald Camon

#### 3. Questions

#### 4. Conclusion and Adjournment

---

- Sealed Flash Drives will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, September 18, 2025**. Bids received after this time will not be accepted.
- All bids must be sealed and properly identified with the ITB # and vendor name on the outside of the envelope.
- The successful bidder shall be required to furnish OWNER with Insurance in accordance with the provisions in the Invitation to Bid.
- All questions and/or inquiries pertaining to this project are due no later than **2:00 P.M., Local Time, Thursday, September 11, 2025**. All replies will be addressed via an addendum. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.
- It is the bidder's responsibility to check the Rockdale County website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov) under bid opportunities, for any addenda that may be issued prior to submitting a bid for the ITB.
- This ITB qualifies for Rockdale County Government Equal Business Opportunity program. For questions regarding the EBO program, please contact Adrienne Brown at [Adrienne.m.brown@rockdalecountyga.gov](mailto:Adrienne.m.brown@rockdalecountyga.gov) or 770-278-7557.
- All questions and/or inquiries, concerning this invitation, after this meeting are to be emailed to the Procurement Buyer at the email address below:

Rockdale County Finance Department  
**Attn: Adrienne Brown, Procurement Buyer**  
958 Milstead Avenue  
Conyers, GA 30012  
Phone: (770) 278-7557, Fax (770) 278-8910  
**E-mail: [Adrienne.m.brown@rockdalecountyga.gov](mailto:Adrienne.m.brown@rockdalecountyga.gov)**

To maintain a "level playing field", and to assure that all bidders receive the same information, bidders are requested **NOT** to contact anyone other than the contact above until after the award of the contract. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award.