

AGENDA

Mandatory Pre-Bid Conference

Invitation To Bid (ITB) No. 25-28: 50KW Fixed Generator Project for Fire Station #4

Fire Station #4, 3601 Union Church Rd., Stockbridge, GA 30281

Monday, October 27, 2025 @ 10:00 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

Deputy Chief Richard Pickens

Assistant Chief Brandon Marlow

Fire Account & Contract Specialist Meagan Laseter

3. Questions

4. Conclusion and Adjournment

- Sealed bids 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, November 6, 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, October 30, 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 under bid opportunities, for any addenda that may be issued prior to submitting a bid for the ITB.
- 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
E-mail: 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.