

REQUEST FOR QUALIFIED CONTRACTORS FOR TASK ORDER MAINTENANCE SERVICES

February 12th 2026

RESPONSES DUE: March 12th, 2026



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**SECTION I
INTRODUCTION**

Invest Atlanta (“IA”) is soliciting competitive, sealed responses (“Responses”) from interested and qualified individuals and/or teams (“Respondents”) to provide a variety of property maintenance services. The intent and purpose of this request for qualifications is to identify a pool of property maintenance service providers to provide property maintenance and facility maintenance related services for Invest Atlanta’s portfolio of properties. Specifically, Invest Atlanta, is seeking to qualify a pool of individuals or teams that can perform one or more of the general activities or property maintenance related services described in Section III Scope of services, on an ongoing and as-needed basis.

Respondents shall be selected and determined through IA’s review of each response, considering the factors identified in this Request for Proposals (“RFQC”) and any other factors that it considers relevant to serving the best interest of IA and its mission. Nothing in this RFQC shall be construed to create any legal obligation on the part of Invest Atlanta or any respondents. Invest Atlanta reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFQC in whole or in part, at any stage. In no event shall Invest Atlanta be liable to respondents for any cost or damages incurred in connection with the RFQC process, including but not limited to, any and all costs of preparing a response to this RFQC or any other costs incurred in reliance on this RFQC. No respondent shall be entitled to repayment from Invest Atlanta for any costs, expenses or fees related to this RFQC. All supporting documentation submitted in response to this RFQC will become the property of Invest Atlanta. Respondents may also withdraw their interest in the RFQC, in writing, at any point in time as more information becomes known.

BACKGROUND

Invest Atlanta has been created and exists under and by virtue of the Development Authorities Law, activated by a resolution of the City Council of Atlanta, Georgia (the “City”), and currently operates as a public body corporate and politic of the State of Georgia. Invest Atlanta was created to promote the revitalization and growth of the city and serves as the City’s Economic Development Agency. Invest Atlanta represents a consolidation of the City’s economic and community development efforts in real estate, finance, marketing, and employment, to provide a focal point for improving the City’s neighborhoods and the quality of life for all its citizens. Invest Atlanta is the cornerstone of an overall effort to provide economic and development services more effectively.

The Asset Management team is a vital function within Invest Atlanta, tasked with the oversight, preservation, and strategic enhancement of the organization’s real estate portfolio. This portfolio may include a diverse range of properties such as vacant land, commercial buildings, industrial parks, and community facilities. The team’s primary goal is to ensure these assets are well maintained, financially sound and aligned with Invest Atlanta’s broader mission.

**SECTION II
TIMELINE OF EVENTS AND SUBMISSION INSTRUCTIONS**

INQUIRIES AND PROCESS TIMELINE

Only inquiries received electronically will receive a response. Do not contact any Invest Atlanta staff with any questions or comments pertaining to this RFQC. All such inquiries must be delivered by **5:00 p.m., February 22nd, 2026 to the issuing officer at taskordermaintenanceservices@investatlanta.com**. Inquiries received after such date and time will not receive a response. Invest Atlanta will publish all timely received written inquiries and Invest Atlanta’s responses to those inquiries as an Addendum to this RFQC on Invest Atlanta’s website (www.investatlanta.com) on or before the close of business on **September 26th, 2025**.

Due Date	Action Required
February 12th, 2026	Release of RFQC
February 19, 2026 @ 1:00pm-2:00pm EST	Informational Session _Microsoft Teams meeting Join: https://teams.microsoft.com/meet/22949246920838?p=3FxtTOmKtTN0ej8y2G Meeting ID: 229 492 469 208 38

	Passcode: mY6CZ9rd Dial in by phone +1 470-571-3959 , 984193327# United States, Atlanta Find a local number Phone conference ID: 984 193 327#
February 23, 2026	Written questions due to Invest Atlanta
February 26, 2026	Responses to written questions posted
March 12th, 2025	Responses due to Invest Atlanta

SUBMISSION INSTRUCTIONS

A. Responses to this Request for Qualified Contractors must be submitted in electronic Portable Document Format (PDF) no later than **5:00 p.m., March 12th, 2026, to the issuing officer at taskordermaintenanceservices@investatlanta.com**. Proposals should include all identified components (Responses to Mandatory Requirements, Mandatory Scored Requirements and Exhibit A Fee Proposal). Proposals received after the deadline, time and date will not be considered.

By submitting a response to the RFQC, the Respondent is acknowledging that the Respondent:

1. Has read the information and instructions,
2. Agrees to comply with the information and instructions contained herein.

From the time of release of this RFQC through the conclusion of the selection process, there shall be no communication between any Respondents and/or their lobbyist or authorized/unauthorized agent(s) with any staff of the City, IA or the Atlanta Development Authority ("ADA"), any elected or appointed official of the City, IA, ADA and/or their staff or financial advisor, except as provided for in the RFQC, unless such communication is initiated by IA and is unrelated to this RFQC process. Any violation of this provision by any Respondent and/or its lobbyist or authorized/unauthorized agent(s) shall be immediate grounds for disqualification for award of a contract in connection with this RFQC.

The laws of the State of Georgia, including the **Georgia Open Records Act**, as provided in O.C.G.A §50- 18-70, et seq., require certain public records be made available for public inspection. Even though information (financial or other information) submitted by a Respondent may be marked as "confidential", "proprietary", etc., Invest Atlanta will make its own determination regarding what information may or may not be withheld from disclosure.

**SECTION III
SCOPE OF SERVICES**

Successful Respondents will be deemed qualified to provide services in a particular type of maintenance or maintenance category. The responsibilities of the qualified Respondents are provided per category below. Respondents shall comply with the requirements for each category in which they intend on providing services.

Current list of properties

- Please see Exhibit A Parcels for Services.

Maintenance Category	Definition	General Activities
Routine Maintenance	Routine maintenance refers to the frequent, simple, and ongoing tasks necessary for the general upkeep, cleanliness, and functionality of a property. These tasks address normal wear and tear and maintain the property(ies) in a presentable state.	<ul style="list-style-type: none"> Trash removal Grounds Maintenance Landscaping Gutter Cleaning Minor Repair/Handyman Services Pest Control Security

		<ul style="list-style-type: none"> • Other routine maintenance activities as requested.
Preventative Maintenance	Preventative maintenance is a scheduled, systematic approach focused on maintaining the operational health of critical, high-value assets. Its primary goal is to extend asset lifespan and prevent unexpected breakdowns by addressing the root causes of failure.	<ul style="list-style-type: none"> • Facility maintenance • Fire & Safety Checks • Building/structural Inspections • HVAC Inspections • Plumbing Inspections • Elevator Servicing • Other preventative maintenance activities as requested
Corrective & Emergency Maintenance	<p>Corrective maintenance: is a non-urgent repair of an asset that has either broken down or is malfunctioning. It addresses problems that do not pose an immediate threat to safety, health, or significant property damage.</p> <p>Emergency maintenance: is a type of corrective maintenance that is unplanned and requires immediate action to prevent injury or death, protect property and maintain the structure or property.</p>	<ul style="list-style-type: none"> • Plumbing Repairs and Emergencies • HVAC Repairs and Emergencies • Electrical Repairs and Emergencies

Task-Order Model

Work will be authorized only through written task orders issued by IA. Each task order may include:

- Scope of Work
- Required Timeline
- Site Specific walkthrough (if needed)
- Pricing Request
- Deliverables

The firm(s) selected for this RFQC will handle the following responsibilities per awarded category and must meet the designated service levels for each awarded category:

1. Routine Maintenance:

- Vendor must complete tasks on a pre-defined schedule agreed upon by Invest Atlanta.
- Vendor must meet a defined standard of quality, typically measured through checklists and inspections.

2. Preventative Maintenance:

- Vendor must adhere strictly to the agreed upon maintenance schedule for each all-applicable system.
- Vendor must provide detailed reports documenting all work performed.

3. Corrective & Emergency Maintenance

- Vendor must acknowledge and respond to a service request in accordance with the following tiers:
 - Tier 1 (Emergency- Risk to health, safety, or property):* respond within 30 minutes and be resolved or a temporary fix implemented within 2 hours of arrival. Must be available 24/7.
 - Tier 2 (Urgent – Major inconvenience):* respond to service request in 4 hours within business hours.
 - Tier 3 (Non-Urgent – Minor issue):* Acknowledge service request within 24 hours and within 42-72 hours to resolve

All maintenance requests require the vendor to provide an immediate verbal update upon arrival and a written summary of the work completed upon departure. Service Level Agreements (SLA) may be negotiated for certain services within a maintenance type. The above are minimum service levels.

This RFQC serves as a preliminary screening process to establish a pool of qualified vendors who will then be invited to submit bids for specific maintenance in the future. These qualifications will serve as the source for future Invitations to bid (ITB), Requests for Quotes and/or Requests for Proposals (RFPs) from April 1, 2026 through December 31, 2027.

GENERAL BUSINESS REQUIREMENTS

- All Respondents shall have an active business license or if a joint venture, each entity must be registered to do business in the State of Georgia. Each firm must possess a valid Federal Taxpayer ID (TIN) or Employee Identification number (EIN). Respondents will be required to provide a W9 prior to contract execution.
- Vendors must be in good standing with the Secretary of State and have no recent bankruptcies, legal action, or judgements against them that would hinder their ability to fulfill the contract.
- Insurance: If selected, Respondent shall provide and maintain in full force and effect insurance, at its expense, the minimum insurance coverages which will be required at Contract, which shall protect Invest Atlanta, its respective agents, employees, officers, legal representatives, permitted successors and assigns, and related indemnified parties from all claims, liabilities, damages or loss to persons or property caused by, resulting from, arising out of or in connection with the acts or omissions of Consultant (or anyone acting on its behalf) under this Agreement, including without limitation, claims subject to the indemnification obligations hereunder.

It is also agreed and understood Respondent will be responsible for paying any deductible or retention under its policies and will remain solely and fully liable for the full amount of any claim, damage, liability, loss, or expense for which it is otherwise liable hereunder regardless of any failure or deficiency of insurance coverage or compensation. **Respondent shall have at minimum: general liability, automobile liability, Workers compensation (in accordance with state statute), and umbrella/excess liability.**

SECTION IV TECHNICAL REQUIREMENTS

The technical requirements below provide a framework of the minimum standards that must be upheld for firms providing Property maintenance-related services. Firms are encouraged to carefully review all requirements and tailor their proposals accordingly while ensuring compliance with applicable laws and regulations.

MANDATORY REQUIREMENTS

To be considered responsive, responsible, and eligible for award or for selection as a qualified contractor, **Respondents must answer all questions in this section in the affirmative (with a “Yes”) to pass and must be submitted as a part of your response.**

1. Vendors must be in good standing with the City of Atlanta in order to do business under this contract. **Does the Respondent, in whole or in part, agree that it does not have any delinquent loan payments with the City of Atlanta?**
2. Vendors must hold all required local, state, and federal business licenses to operate. **Does the Respondent agree that holds all required licenses to legally operate and do business in the State of Ga?**
3. Vendors must demonstrate a track record of stable operations to be considered for award. Respondents must be in business providing the proposed services for a minimum of 5 years. **Does the Respondent comply with this requirement?**
4. Vendors must comply with all relevant safety standards and regulations, including but not limited to, Occupational Safety and Health Act (OHA) requirements. **Does the Respondent agree to comply with this requirement?**
5. Vendors shall have a written policy confirming that all employees who will be on-site have passed or will pass a criminal background check. **Does the Respondent agree to comply with this requirement?**

MANDATORY SCORED REQUIREMENTS

The Respondent's technical proposal shall be structured in alignment with the framework provided below. To be considered responsive, responsible, and eligible for an award or for selection as a qualified contractor, you must answer all questions in this section. **Respondents shall provide responses on Attachment A Requirements Worksheet, Mandatory Scored Response Tab, in addition to the Cover letter and Additional Requirements and Forms.**

Multiple project concepts from proposers are permitted; however, each must fully conform to the RFQC requirements.

Proposers must sequentially label (e.g. Proposals #1, Proposals #2) and separately package each Proposals.

A. PROPOSAL OVERVIEW AND COVER LETTER

1. Respondents shall provide a cover letter summarizing the key points of their response. The cover letter shall be executed by an officer or employee of the firm who is authorized to commit the Respondent's resources to IA's proposed transaction. Please limit your transmittal letter to two pages.
 - a. Include name of business (include any dba names); headquarters and parent company locations; mailing address, contact person, telephone number for primary contact person, email address; and a principal or officer of the business authorized to execute contracts or other similar documents on the business' behalf.

B. COMPANY AND TEAM QUALIFICATIONS (20 PTS)

1. Describe your service area. Are you able to service all of our properties or just a portion. Please identify which properties you can service.
2. What are your standard business hours? Do you offer after-hours or emergency services?
3. Are you fully licensed and insured for all the services you offer? Provide proof of your license?

C. RELEVANT EXPERIENCE WITH PROJECTS SIMILAR IN SCOPE (30 PTS)

1. Provide a minimum of 5 references from current or former clients, with similar.

D. PROPOSED APPROACH AND METHODOLOGY (30 PTS)

1. How do you screen and train your employees? Please indicate if your company uses contractors and what the vetting process is for subcontractors?
2. Do you have a documented Safety program in place? Describe how you handle and report on-site incidents or injuries.
3. Describe your process for ensuring that your employees have completed a background check prior to coming onto our properties?
4. How do you communicate with clients regarding scheduling, service updates and completion of work?
5. Describe the type of technology, if any, you use for work orders, scheduling and communication? What software(s) is the technology able to integrate with?
6. Describe how you document completed work and provide a sample of reporting you have provided in the past. Please indicate if there are before-and-after photos or detailed work summaries included.

E. SERVICE OFFERING & RATES (20 PTS)

1. What specific property maintenance services do you specialize in?
2. Provide a detailed breakdown of your pricing for common services?
3. Do you offer any service guarantees or warranties on your work?
4. Please describe how materials and parts are handled for potential repairs. Is pricing included within your pricing or are they billed separately with a markup? If billed separately, please indicate the mark up percentage.

ADDITIONAL REQUIREMENTS & FORMS

F. CERTIFICATION STATEMENT

The following shall be repeated in the Respondent's Response and signed by an individual authorized to bind the Respondent. Failure to include and provide an original signature of the certification statement may result in rejection of Response.

"I agree to abide by the conditions of this RFQC and certify that all the information provided in this Response is true and correct, that I am authorized to sign this Response for the Respondent, and that the Respondent is in compliance with all requirements of the RFQC."

Authorized Signature: _____

Name:
Title:

G. E-VERIFY AFFIDAVIT & SAVE AFFIDAVIT

Provide notarized proof of compliance with Illegal Immigration Reform and Enforcement Act,

O.C.G.A. §13-10-90, et seq. (Appendix A) E-Verify. Respondents must comply with the Illegal Immigration Reform and Enforcement Act, O.C.G.A. §13-10-90, et seq. All services physically performed within the State of Georgia must be accompanied by proof of your registration with the E-Verify Program, as well as verification of your continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. A completed E-Verify Contractor Affidavit must be submitted to Invest Atlanta (Appendix A-1). To the extent there are subcontractors working on this contract, you are responsible for obtaining a fully signed and notarized subcontractor affidavit from those firms with whom you have entered into sub-contracts (Appendix A-2). In turn, should there be second-tier subcontractors on this project, you must require the subcontractors to obtain E-Verify Affidavits from those second-tier.

H. DIVERSITY, EQUITY INCLUSION POLICY

At Invest Atlanta, economic prosperity and competitiveness in Atlanta start with equality to opportunity and pathways to wealth creation. It is more than a goal; it is a guiding principle that drives us. We advance our work through this lens to ensure that all Atlantans are positioned to benefit from economic investments in our city, regardless of their zip code.

Invest Atlanta encourages all Respondents to promote opportunities for diverse businesses, including Minority Business Enterprises (“MBE”), Female Business Enterprises (“FBE”), and Small Business Enterprises (“SBE”) to compete for business as subcontractors and/or suppliers.

However, nothing herein should indicate that an MBE, FBE, or SBE may not apply and be selected independently, as MBEs, FBEs, and SBEs that meet the qualifications of this ITB are encouraged to submit their qualifications for consideration. For an MBE, FBE, or SBE to participate on the contract, said MBE, FBE, or SBE must be certified as an MBE or FBE and be registered with the City's Office of Contract Compliance M/FBE Register. SBEs must be registered with the City and are defined as businesses not 2.5 million in gross sales during the recent calendar or fiscal year.

- **City of Atlanta – Office of Contract Compliance (MBE/FBE):**
Jason Ingram
68 Mitchell St. SW, Suite 5100, Atlanta, Georgia 30303 Tel:
404.330.6010
Fax: 404.658.7359
email: jingram@AtlantaGa.Gov
- **Small Disadvantaged Business (SDB)** certification by the U.S. Small Business Administration provided they reflect certification because of minority or women-owned status.

If joint responses are permitted within this RFQC, a firm selected by the Respondent to jointly respond to this RFQC can only satisfy one of three categories. The same firm may not, for example, be listed for participation as an MBE organization and a SBE organization even if the level of participation exceeds each category's goal. All firms must be registered or certified prior to the submittal of the Response. A Respondent is at risk that there may be an issue of time to certify or register if it intends to use a firm that is not certified or registered at the time the Response is submitted. Invest Atlanta is an Equal- Opportunity Employer.

SECTION IV COST REQUIREMENTS

REMOVED

SECTION V EVALUATION CRITERIA AND SELECTION PROCESS

SELECTION CRITERIA

The Selection Committee comprised of Invest Atlanta staff will review qualifications in accordance with the evaluation criteria set forth herein and IA overall objectives and policies. Quotes that are submitted in a timely manner and comply with the mandatory requirements of the RFQC will be evaluated in accordance with the terms of the RFQC. Any

contract/purchase order resulting from this RFQC will not necessarily be awarded to the vendor with the lowest price. Instead, a contract/purchase order shall be awarded/issued to the vendor whose proposal best fits the needs and objectives of Invest Atlanta.

Evaluation Process	Weight of Eval. Process	Evaluation Criteria	Weights of Eval. Criteria
Technical	100 pts	<i>Company and Team Qualifications</i>	20 pts
		<i>Relevant Experience</i>	30 pts
		<i>Proposed Approach & Methodology</i>	30 pts
		<i>Service Offering & Rates</i>	20 pts

When evaluating proposals, IA reserves the right to:

- (1) Waive technicalities or irregularities in Responses at its discretion;
- (2) Accept or reject any or all Responses received as a result of this RFQC;
- (3) Obtain information concerning any and all Respondents from any source;
- (4) Schedule an oral interview before the Review Committee from any or all Respondents or Respondents identified within a Competitive Range;
- (5) Select for contract negotiation or award, a Response other than that with the highest score if, in the judgment of IA, it shall serve the public's best interests; and
- (6) Negotiate with the successful Respondent with respect to any additional terms and conditions of the contract.

IA may rely on all representations therein for 120 days from the date established for receipt of proposals.

TECHNICAL EVALUATION

As specified with each requirement listed in Section 4: Technical Requirements- Mandatory Requirements, the Respondent must answer all questions in this section in the affirmative (with a "Yes") to pass and must be submitted as a part of your response. To be considered responsive and eligible for an award, all mandatory requirements identified must be met.

Additionally, all requirements described within Mandatory Scored Requirements must be met and completed. The responses to the Mandatory Scored Requirements require a narrative description to be completed. The responses will be evaluated by a team, designated by Invest Atlanta, in accordance with the scoring rubric above. Specifically, the responses provided to the Mandatory Scored Requirements serve as the basis for the technical evaluation and score.

COST EVALUATION AND SCORE

REMOVED

OVERALL COMBINED SCORE

The Respondent's Overall Combined Score consists of the summation of the average technical scores per technical criteria by the selection/evaluation committee. Respondents will be ranked based on their Overall Combined Score. A Competitive Range may be determined by identifying any natural groupings or breaks within the pool of Respondents.

After evaluating all proposals in accordance with this section, IA may determine that the number of most highly rated proposals that might otherwise be included in the competitive range exceeds the number at which an efficient competition can be conducted. Therefore, IA may limit the number of proposals in the competitive range to the greatest number that will permit efficient competition among the most highly rated proposals.

SECTION VI GENERAL TERMS AND CONDITIONS

All qualifications and supporting materials as well as correspondence relating to this RFQC become property of Invest Atlanta when received. Any proprietary information contained in the Response should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored.

- A. All applicable State of Georgia and Federal laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the Respondent(s) and the scope of services. The engagement letter with the Respondent(s), and all questions concerning the execution, validity or invalidity, capability of the parties, and

the performance of the services, shall be interpreted in all respects in accordance with the laws of the State of Georgia.

- B. Professionals requiring special licenses must be licensed in the State of Georgia and shall be responsible for those portions of the work as may be required by law.
- C. No Response shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that (i) is in arrears to Invest Atlanta or the City with respect to any debt, (ii) is in default with respect to any obligation to Invest Atlanta or the City, or (iii) is deemed irresponsible or unreliable by Invest Atlanta. If requested, the Respondent shall be required to submit satisfactory evidence that they have the necessary financial resources to provide the proposed services.
- D. From the date Invest Atlanta receives a Respondent's proposal through the date a contract is awarded to a Respondent, no Respondent may make substitutions, deletions, additions, or other changes in the configuration of Respondent's proposal or members of Respondent's team.