



BID DROP-OFF AND BID OPENING INSTRUCTIONS

WET WELL CLEANING AND DISPOSABLE SERVICES

BID OPENING: APRIL 7, 2020 AT 10:00 AM

Due to the current COVID-19 pandemic, the Clayton County Water Authority (CCWA) is closed to the public; however, we are still working to serve our community, while following state and local mandates, as well as taking all necessary precautions to stay safe and healthy during this crisis. For this reason, CCWA has issued the following bid drop-off and bid opening instructions:

BID DROP-OFF for Bid Opening Day, April 7, 2020:

Sealed bids may be dropped off at our main office, located at 1600 Battle Creek Road, Morrow, GA 30260. Between the hours of 8:00 am-10:00 am. Upon arrival to our locked Customer Service Entrance Door, a sign will be posted on the door with a list of staff and their respective phone numbers to call. Please follow the list of phone number until you get someone to answer at which time that CCWA staff member will meet you at the door to time stamp and accept your bid submittal package on behalf of CCWA.

As an option you may also drop your bid package off at CCWA, Building B, located at 7340 B Southlake Parkway, Morrow, GA 30260 (Building B-Warehouse which is on same campus as the main office) – See attached map. When using this location please keep in mind to press the gate call button to allow entrance. Do not follow the car in front of you to get through the gate, as the gate closes after each car. The gate call button looks like follows:



Once you hit the call button, please respond to the CCWA warehouse staff member with your name, company name and that you are dropping off your bid. CCWA staff will activate the gate to open and you can proceed to the Building B- Warehouse to hand your bid submittal package to a CCWA warehouse staff member.

Should you have any questions or require assistance on Tuesday, April 7, 2020 in dropping off your bid please call one of the following numbers:

Ms. Flores–770-960-5223

Ms. Staniel – 404-610-9960



BID OPENING on April 7, 2020 at 10:00 am local time:

Due to the Georgia Shelter in Place Declaration from the COVID-19 pandemic, CCWA will hold the bid opening via conference call, if you wish to participate please do so by dialing 1-912-483-5368 and using conference ID # 454917890.

Preliminary bid results will be posted in CCWA's website within 24 hours post bid opening and can be provided upon requests sent to the ccwa_procurement@ccwa.us email address.

CCWA appreciates your cooperation to complete the process the best way possible during this critical period.

