

AGENDA
PRE-PROPOSAL CONFERENCE (DOP/GENERAL FUND)

Date: April 14, 2015

Time: 11:00 a.m.

FC# 8023, Citywide Wrecker Services

1. Opening and Introduction

Mr. Arthur Smalls, Contracting Officer

Proposal Process -- Information & Instructions to Proponents, Proposal Format, Proposal Deadline, Etc.

2. Ethics Department

Ms. Nina Hickson, Ethics Officer

Ethical Guidelines

3. Enterprise Risk Management (Appendix B)

Mr. Jimmy Porter, Risk Management Analyst

Insurance Requirements

4. Office of Contract Compliance (Appendix A)

Mr. Bruce Bell, Senior Contract Compliance Manager

EBO/EEO Requirements, Eligible Proponent, etc.,

5. Atlanta Workforce Development Agency

Ms. Shirley Harris, Project Coordinator for First Source

6. User Department

Major Elder Dancy, Corporate Services Section Commander, APD

Lt. Mark Cotter, Fleet Services

Mr. William Echols, Public Works Fleet Management

Floor open for any questions pertaining to the Scope of Services

If you have additional questions concerning this project, please direct your inquiries in writing to Mr. Arthur Smalls, Contracting Officer, by e-mail asmalls@atlantaga.gov. All questions or inquiries pertaining to this project are due no later than 12:00 P.M., Friday, April 17, 2015. All replies will be made in writing. **Oral responses are not authoritative.**

PROPOSALS DUE: Wednesday, May 6, 2015, no later than 2:00 P.M.

PROPOSALS ARE TO BE RECEIVED AT THE:

Department of Procurement

55 Trinity Avenue

Suite 1900

Atlanta, Georgia 30335

Questions concerning the EBO/EEO requirements should be directed to the **Office of Contract Compliance**, (404) 330-6010.

Questions concerning any and all Insurance requirements should be directed to the **Risk Management Office**, (404) 658-7450.