

**AGENDA**  
**PRE-PROPOSAL CONFERENCE (DOP/GENERAL FUND)**

**Date: June 9, 2015**

**Time: 11:00 a.m.**

**FC# 8147, Citywide Plumbing Maintenance and Services**

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**1. Opening and Introduction**

Ms. Seipati Mogotsi, 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. User Department**

Mr. Larry Williams, Project Manager

**Floor open for any questions pertaining to the Scope of Services**

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If you have additional questions concerning this project, please direct your inquiries in writing to Ms. Seipati Mogotsi, Contracting Officer, by e-mail [smogotsi@atlantaga.gov](mailto:smogotsi@atlantaga.gov). All questions or inquiries pertaining to this project are due no later than 12:00 P.M., Friday, June 12, 2015. All replies will be made in writing. **Oral responses are not authoritative.**

**PROPOSALS DUE: Wednesday, June 24, 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 the any and all Insurance requirements should be directed to the **Risk Management Office**, (404) 658-7450.