

The Department of Procurement (the “DOP”)  
on behalf of the  
*Office of Enterprise Assets Management , City of Atlanta*

**FC-8147, Citywide Plumbing Maintenance and Services  
On Behalf of Office of Enterprise Assets  
Management(OEAM)**



**Presentation By: Ms. Seipati Mogotsi, Contracting Officer**

Tuesday, June 9, 2015  
Location: DOP Bid Room, Suite 1900  
Time: 11:00 am

# FC-8147, Citywide Plumbing Maintenance and Services



- ▶ **Welcome and Introductions**
  - Ms. Seipati Mogotsi, Contracting Officer
  
- ▶ **Ethics Department**
  - Ms. Nina Hickson, Ethics Officer
  
- ▶ **Enterprise Risk Management**
  - Mr. Jimmy Porter, Risk Management Analyst
  
- ▶ **Office of Contract Compliance**
  - Mr. Bruce Bell, Senior Contract Compliance Manager
  
- ▶ **User Department: Office Enterprise and Assets Management (OEAM)**
  - Mr. Larry Williams, Project Manager
  
- ▶ **Closing: Department of Procurement**
  - Ms. Seipati Mogotsi, Contracting Officer



# Be Mindful of...

- **Prohibited Contacts**
- **Non-Authoritative Statements**
- **Plan Holders vs. Attendees at Pre-Conference**
- **Last Date for Addendum Questions:**
  - **Friday, June 12, 2015, Noon (eastern)**
- **Proposal Due Date:**
  - **Wednesday, June 24, 2015, 2:00 p.m. (eastern)**



# Minimum Qualifications

- Proponent must possess five (5) years of experience, within the last ten (10) years and outline evidence of such experience within their completed proposal;
- Proponent must employ at least one (1) Georgia Master Plumber and outline his/her credentials within their completed proposal;
- Proponent must employ at least one (1) Licensed Journeyman Plumber and outline his/her credentials within their completed proposal;
- Proponent must employ at one (1) Plumber helper and outline his/her credentials within their completed proposal; and
- Proponent must provide the Resumes and License numbers of all plumbers outlined within the completed proposal in order to satisfy all of the minimum qualifications listed above.



# City of Atlanta Ethics Office

**Ms. Nina Hickson**  
Ethics Officer



# Office of Enterprise Risk Management

**Mr. Jimmy Porter**  
Risk Management Analyst



# Office of Contract Compliance

**Mr. Bruce Bell**  
Senior Contract Compliance Manager

# Office of Enterprise Assets Management (OEAM)



## ▶ Introduction of Department's Business Objectives

- Office of Enterprise and Assets Management: **Mr. Larry Williams, Senior Maintenance Facilities Manager,**

## ▶ Opening the Floor for Questions & Answers

- **(Statements Made in this Forum Today are Not Authoritative)**

*All questions and responses provided are not considered authoritative until placed in writing to the appropriate point of contact within DOP, Ms. Seipati Mogotsi, Contracting Officer. She will ensure that a subsequent addendum is issued to all Plan Holders of record.*

# Contents of Proposals



- ▶ **Proposals should be inclusive of :**

## **I. Informational Proposal**

- ▶ **Volume I - Information drafted by Proponent**
  - **Executive Summary;**
  - **Organizational Structure;**
  - **Resumes of Key Personnel;**
  - **Overall Experience; and**
  - **Management Plan and Technical Approach.**
- ▶ **Volume II - Required Submittal Forms (Forms 1-9)**
  - **Include Appendix E – Functional Requirements**

**Proponents must submit one (1) stamped “original” and nine (9) copies of the Informational Proposal.**

## **II. Cost Proposal - Exhibit A.1**

**Proponents must submit one (1) stamped “original” and nine (9) copies in a separate sealed envelope.**

# Next Anticipated Procurement Steps – After Proposal Due Date



## ▶ **Step 1: DOP Will Review Proposal(s) for Responsiveness (within two business days)**

- Form 1 - Illegal Immigration Reform and Enforcement Act Forms (IIREA)
- Form 2 - Disclosure Form and Questionnaire
- Form 3 - Proponent Financial Disclosure
- Form 4.1 - Certification of Insurance Ability
- Form 4.2 - Certification of Bonding Ability
- Form 5 - Acknowledgement of Addenda
- Form 6 - Proponent Contact Directory
- Form 7 - Reference List
- Form 8 - Proposal Bond (**not applicable**)
- Form 9 - Required Submittal Checklist
- Appendix A - Office of Contract Compliance Forms
- Appendix E – Functional Requirements

## ▶ **Step 2: DOP Will Submit **ONLY** Responsive Proposals to Internal City Stakeholders to Review for Responsibility:**

- ✓ **Office of Contract Compliance** to Review Appendix A Submittals
- ✓ **Office of Enterprise Risk Management** to Review Form 3: Proponents Financial Disclosure Statements
- ✓ **Office of Enterprise and Assets Management** to Review for responsibility, and *assessment of a need* for Oral Interviews and Subsequent Scheduling of Collaborative Evaluation Session(s)

# Reminders

▶ **Addendum Deadline:**

○ **Friday, June 12, 2015, Noon (eastern)**

**\*\*QUESTIONS RECEIVED THEREAFTER MAY NOT BE CONSIDERED\*\***

▶ **Proposal Due Date:**

○ **Wednesday, June 24, 2015, 2:00 p.m. (eastern)**

**\*\*ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M.\*\***



**Primary Point of Contact: Ms. Seipati Mogotsi, Contracting Officer**

**Email: smogotsi@atlantaga.gov**

**Direct Phone Number: 404-330-6027**