

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

# FC-8354, Management and Operation of City of Atlanta Cafeterias



**Presentation Made By: Mr. James E. Crenshaw, Contracting Officer**

Tuesday, August 11, 2015  
Location: DOP Bid Room  
Time: 11:00 am  
Site Visits Immediately to Follow

# FC-8354, Management and Operation City of Atlanta Cafeterias



- ▶ **Welcome and Introductions**
  - Mr. James E. Crenshaw, 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
  
- ▶ **Atlanta Workforce Development Agency**
  - Mr. Amit Khanduri, Business Relations Manager
  
- ▶ **User Department: Office of Enterprise and Assets Management**
  - Mr. Curtis Bratton, Project Manager, Office of Enterprise and Assets Management
  - Mr. Jalal Slade, Senior Policy Advisor on Real Estate, Office of Mayor Kasim Reed
  
- ▶ **Closing: Department of Procurement**
  - Mr. James E. Crenshaw, Contracting Officer



# Be Mindful of...

- **Prohibited Contacts (Blackout Period)**
- **Non-Authoritative Statements**
- **Plan Holders vs. Attendees at Pre-Proposal Conference**
- **Site Tours**
  - **Tuesday, August 11, 2015, 12:30 p.m. to 1:45 p.m.**
- **Last Date for Addendum Questions:**
  - **Friday, August 14, 2015, 1:00 p.m. (eastern)**
- **Proposal Due Date:**
  - **Wednesday, September 9, 2015, 2:00 p.m. (eastern)**
- **Oral Interview Sessions (*at City's discretion*):**
  - **September 23-24, 2015**

# Minimum Qualifications

- ▶ The Proponent must possess five (5) years' experience within the last ten (10) years owning, managing or operating a concession or food services establishment that has generated a profitable revenue stream and evidence must be provided in proposal submitted;
- ▶ Proponent's proposal must reflect detailed experience in the management and operation of more than one (1) food service location in operation (simultaneously) for a municipality, company, or as a self-proprietor;
- ▶ The Proponent must provide concise documentation within their proposal that reflects a consistent profit margin over a minimum of three (3) consecutive years; and
- ▶ Proponent must have a valid Georgia business license and reflected within their proposal.



# 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



# Atlanta Workforce Development Agency

Mr. Amit Khanduri  
Business Relations Manager

# Office of Enterprise and Assets Management



## ▶ Introduction of Department's Business Objectives

- Mr. Curtis Bratton, *Project Manager, OEAM*
- Mr. Jalal Slade, *Senior Policy Advisor on Real Estate, Office of Mayor Kasim Reed*

## ▶ 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, James E. Crenshaw, Contracting Officer. He will ensure that a subsequent addendum is issued to all Plan Holders of record.*

# Cafeteria Locations

Cafeteria Locations	Address	Square Footage	Tuesday 8/11/15
<p><b>City Hall</b> *Approximately 900 employees at this location and open to the general public.</p>	<p>55 Trinity Avenue Atlanta, Georgia 30303</p>	<p>Approximately 5,233</p>	<p><b>Time</b> 12:30pm – 1:00pm</p>
<p><b>Atlanta Workforce Development Agency</b> *Approximately 200 employees at this location and open to the general public.</p>	<p>818 Pollard Blvd SW Ste. 200 Atlanta, Georgia 30315</p>	<p>Approximately 7,054</p>	<p><b>Time</b> 1:15pm – 1:45pm</p>

# 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, Qualification and Performance on Previous Projects
- Management Plan and Technical Approach

- ▶ **Volume II - Required Submittal Forms (Forms 1-9)**

- Include Appendix E. Additional Required Submittal Form

**Proponents must submit one (1) stamped “original” and ten (10) copies.**

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

**Proponents must submit one (1) stamped “original” and ten (10) copies**

# 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
  - Form 9 - Required Submittal Checklist
  - Appendix E - Additional Required Submittal Form
  
- ▶ **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 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 Question Deadline:**

○ **Friday, August 14, 2015, 1:00 p.m. (eastern)**

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

▶ **Proposal Due Date:**

○ **Wednesday, September 9, 2015, 2:00 p.m. (eastern)**

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



**Primary Point of Contact: Mr. James E. Crenshaw, Contracting Officer**

**Email: [jecrenshaw@atlantaga.gov](mailto:jecrenshaw@atlantaga.gov)**

**Direct Phone Number: 404-865-8816**