

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

FC-8508, Management and Operation of City of Atlanta Newsstands
FC-8509, Management and Operation of City of Atlanta Cafeterias



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

Tuesday, October 13, 2015

Location: Old Council Chambers

Time: 9:30 am

Site Visits Immediately to Follow



Conference Agenda

- 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. Boyd Leake, Zero Waste Manager, Mayor's Office of Sustainability
- 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, October 13, 2015, 11:15 a.m. to 1:45 p.m.**
- **Last Date for Addendum Questions:**
 - **Friday, October 16, 2015, 1:00 p.m. (eastern)**
- **Proposal Due Date:**
 - **Friday, November 6, 2015, 2:00 p.m. (eastern)**
- **Oral Interview Sessions (*at City's discretion*):**
 - **November 18-19, 2015**

Minimum Qualifications

▶ Newsstands

- Proponents must possess three (3) years' experience within the last seven (7) years owning, managing and operating a newsstand concessions or retail operation. Evidence of proponents experience must be reflected in his or her proposal.
- The Proponent's portfolio must include experience: managing and operating a concession (inclusive of multiple service centers) for a single entity, municipality or company. (Point of Sale System Required).

▶ Cafeteria

- The Proponent must possess three (3) years' experience within the last seven (7) years owning, managing or operating a concession or food services establishment.
 - 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.
- ▶ Proponents 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. Boyd Leake, *Zero Waste Manager, Mayor's Office of Sustainability***
- **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.

Newsstand Locations

| Newsstand Locations | Address | Square Footage | Site Visit Date & Time |
|--|---|-----------------------|-----------------------------|
| City Hall *Approximately 900 employees at this location and open to the general public. | 55 Trinity Avenue Atlanta, Georgia 30303 | Approximately 611 | Tuesday 10/13/15 11:45am |
| 2 City Plaza *Approximately 300 employees at this location and open to the general public. | 72 Marietta Street Atlanta, Georgia 30303 | Approximately 1427 | Tuesday 10/13/15 12:45pm |
| Municipal Court of Atlanta *Approximately 300 employees at this location and open to the general public. | 150 Garnett Street SW Atlanta, Georgia 30303 | Approximately 1072 | Tuesday 10/13/15 1:15pm |
| Atlanta Public Safety HQ. (Fire & Police) *Approximately 305 employees at this location. This site is NOT open to the general public. | 226 Peachtree St. SW Atlanta, Georgia 30303 | Approximately 604 | Tuesday 10/13/15 1:45pm |

Cafeteria Locations

| Cafeteria Locations | Address | Square Footage | Tuesday 10/13/15 |
|--|--|--------------------------------|--------------------------------|
| <p>City Hall *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>Time 11:15am</p> |
| <p>Atlanta Workforce Development Agency *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>Time 12:15pm</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 seven (7) copies.

II. Cost Proposal - Exhibit A.1

Proponents must submit one (1) stamped “original” and seven (7) 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, October 16, 2015, 1:00 p.m. (eastern)**

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

- **Proposal Due Date:**

- **Friday, November 6, 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

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