

AGENDA
PRE-BID CONFERENCE (DOP/GENERAL FUND)

Date: November 8, 2016

Time: 11:00 a.m.

FC# 9310, Citywide Wrecker Services Over & Under 10k Pounds

1. Opening and Introduction

Ms. Shonda Bryant, Contracting Officer

Bid Process -- Information & Instructions to Bidders, Bid Format, Bid Deadline, Etc.

2. Ethics Department

Ms. Jabu Sengova, Ethics Officer

Mr. Carlos Santiago, Ethics Officer

Ethical Guidelines

3. Enterprise Risk Management (Appendix B)

Mr. Navarone Dozier, Risk Management Analyst

Insurance Requirements

4. Office of Contract Compliance (Appendix A)

Mr. Bruce Bell, Senior Contract Compliance Manager

EBO/EEO Requirements, Eligible Bidder, etc.,

5. User Department

Major Stacie Gibbs, APD

Lt. Mark Cotter, APD

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 Ms. Shonda Bryant, Contracting Officer, by e-mail klbryant@atlantaga.gov. **All questions or inquiries pertaining to this project are due no later than 10:00 A.M., Friday, November 11, 2016.** All replies will be made in writing. **Oral responses are not authoritative.**

BIDS DUE: Wednesday, November 30, 2016, no later than 2:00 P.M.

BIDS ARE TO BE RECEIVED AT THE:

Department of Procurement

55 Trinity Avenue

Suite 1900

Atlanta, Georgia 30303

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.