

The Department of Procurement (the “DOP”)  
on behalf of the  
*Atlanta Police Department*

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



**Primary Point of Contact: Ms. Shonda Bryant, Contracting Officer**

Tuesday, November 8, 2016

Location: 55 Trinity Avenue, S.W. City Hall South, Suite 1900 (DOP Bid Room)

Time: 11:00 am

# City of Atlanta Panel



- ▶ **Welcome and Introductions**
  - Ms. Shonda Bryant, Contracting Officer
  
- ▶ **Ethics Department**
  - Ms. Jabu Sengova, Ethics Officer
  - Mr. Carlos Santiago, Ethics Officer
  
- ▶ **Enterprise Risk Management**
  - Mr. Navarone Dozier, Risk Management Analyst
  
- ▶ **Office of Contract Compliance**
  - Mr. Bruce Bell, Senior Contract Compliance Manager
  
- ▶ **User Department**
  - Major Stacie Gibbs, APD, Corporate Services Section
  - Lt. Mark Cotter, APD
  - Mr. William Echols, Public Works Fleet Management
  
- ▶ **Closing: Department of Procurement**
  - Ms. Shonda Bryant, Contracting Officer



# Be Mindful of.....

- **Prohibited Contacts**
- **Non-Authoritative Statements**
- **Plan Holders vs. Attendees at Pre-Bid Conference**
- **Bid Guarantee**
  - **Bidders are required to furnish a Bid Guarantee in the amount of five percent (5%) of the total Bid amount for the particular towing group(s) that the Bidder is electing to submit a bid submittal for. If the bidder elects to submit a total Bid amount for more than one group then a Bid Guarantee should be submitted to satisfy all groups, in the amount of five percent (5%) of the total Bid amount.**
- **Addendum Deadline:**
  - **Friday, November 11, 2016, 10:00 a.m. (eastern)**
- **Bid Due Date:**
  - **Wednesday, November 30, 2016, 2:00 p.m. (eastern)**

# Minimum Qualifications



- ▶ At the time of submission of a bid to the City of Atlanta, the Bidder must be in compliance with all State Laws and City Ordinances.
- ▶ At the time of submission of a bid to the City of Atlanta, the Bidder must possess an active business license and must provide evidence of such within their bid package to the City.
- ▶ The Bidder must be able to provide evidence within their bid submittal that their firm has been established for a **minimum of five (5) years** as a licensed company providing wrecker services.
- ▶ At the time of submission of a bid, the Bidder cannot possess a record of any outstanding **surcharges** that have not been paid to the City of Atlanta or any (Entity, State, County or Municipality). The City will verify if such records exist after receipt of bids.
  - **Definition for Surcharges:** Fees that are charged per tow. These fees are collected by the Contractor monthly; and subsequently a guaranteed revenue percentage is paid back to the City on a monthly basis. **Please refer to Part II. Exhibit E. Scope of Services for additional terms and conditions that will be associated with a future contract engagement between the City and the said Contractor(s).**
- ▶ At the time of submission of a bid, the Bidder cannot possess a record of any outstanding **overages** that were not reported to the Fulton County Magistrate Court **within seven (7) calendar days** of a reported auction sale for any (Entity, State, County or Municipality. This includes the City of Atlanta). The City will verify if such records exist after receipt of bids. Proof of any recent payments to the Fulton County Magistrate Court within fourteen (14) calendar days of submission of a bid to the City, must be included within your bid submittals as evidence of payment.
  - **Definition for Overages:** Contractors reserve the right to collect outstanding towing fees at auction. Once a sale is made of any impounded vehicle, those collected fees are categorized as overages and **must be** reported to the Fulton County Magistrate Court. Once overages are held for a term of one (1) year, the City is entitled to collect on fifty percent (50%) of those fees collected by the Contractor. **Please refer to Part II. Exhibit E. Scope of Services for additional terms and conditions that will be associated with a future contract engagement between the City and the said Contractor(s).**
- ▶ Adherence to all items listed under===**Exhibit E. Scope of Services**; and
- ▶ Adherence to all items listed under===**Exhibit G. Minimum Qualifications**.



# City of Atlanta Ethics Office

Ms. Jabu Sengova  
Mr. Carlos Santiago  
Ethics Officers



# Office of Enterprise Risk Management

Mr. Navarone Dozier  
Risk Management Analyst



# Office of Contract Compliance

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

# Atlanta Police Department



## ▶ Introduction of Department's Business Objectives

- Project Manager: Lt. Mark Cotter, APD

## ▶ Opening the Floor for Questions & Answers

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

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

# Contents of Bids

## *Required Submittals*



### ▶ Bids should be inclusive of:

#### I. Required Submittal Forms:

- Form 1 - Illegal Immigration Reform and Enforcement Act Forms (IIREA)
- Form 2 - Disclosure Form and Questionnaire
- Form 3 - Bid Bond
- Form 4 - Certification of Insurance/Bonding Ability
- Form 5 - Acknowledgement of Addenda
- Form 6 - Bidder Contact Directory
- Form 7 - Reference List
- Form 8 - Required Submittal Checklist
- **Exhibit G (Additional Required Qualifications & Submittals)**
- **Appendix A-Office of Contract Compliance Forms**

#### II. Bid Schedule: **Exhibit D (Bidder must submit (1) stamped “original” and nine (9) copies in a separate envelope.)**

**Note for Submission of Responsive Bid Packages: (1) Bid Package Should be Marked “Original” and nine (9) additional Copies of the Original Bid package must be submitted.**

# Next Anticipated Procurement Steps

## *After Bid Due Date*



| Evaluation of Bids | Action to be Taken  | Responsibility   |
|--------------------|---|------------------|
| Step 1             | (Responsiveness Review)   | DOP              |
| Step 2             | (Responsibility Review)<br>1) Site Visit (Checklist Used to Verify Qualifications Outlined Within Exhibit E. Scope of Services and Exhibit G. Additional Required Qualifications & Submittals Form)<br>2) Review of outstanding Surcharges and Overages<br>3) Reference Check (Verification of information reported on Required Submittal Form 7)   | APD              |
| Step 3             | The City seeks to make a single award to the highest bidder in Group 1, the (4) highest bidder's in Group 2, the lowest bidder in Group 3 and the lowest bidder in Group 4.   | APD/Public Works |
| Step 4             | Once the selection of the highest/lowest offers have been identified, the City will proceed with awarding the various zones to the most responsive and responsible Bidders at their sole discretion. The City intends to award zones in groups of two, ranked from the two with the highest number of tows over the last three years to the two with the lowest number of tows over the last three years for Group 2–under 10k pounds; beginning with the highest bid offered to the City and subsequently to the lowest. The following groupings do not reflect their rankings: Zones 1 & 2 will be awarded together to one Company; Zones 3 & 4 will be awarded together to one Company; Zones 5 & 6 will be awarded together to one Company. The City intends to award zone (7–Airport) considering all factors in addition to bid offer that are most advantageous to City business for that particular geographical location; specifically including the proximity of the storage lot to Hartsfield–Jackson Atlanta International Airport. | APD/Public Works |

# Reminders

▶ **Addendum Deadline:**

- **Friday, November 11, 2016, 10:00 a.m. (eastern)**

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

▶ **Bid Due Date:**

- **Wednesday, November 30, 2016 at 2:00 p.m. (eastern)**

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



**Primary Point of Contact: Ms. Shonda Bryant, Contracting Officer**

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**Direct Phone Number: 404-330-6983**