



Independent Procurement Review Report

Why We Did This Review

In accordance with Atlanta City Charter Article 8, Section 8-107, the Independent Procurement Review Division of the Office of the Inspector General must review all solicitations with an aggregate value of \$1,000,000 or greater, seeking approval by the Atlanta City Council, for file completeness, conflicts of interest, and other areas of perceived deficiency.

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|----------------------------|---|
| Solicitation# | SP-S/DOA-2210-1230114 |
| Estimated Dollar Amount: | \$18,000,000- three (3) years with one (1) renewal option for two (2) years |
| Type of Procurement: | Special Procurement |
| Contract Description: | Airfield Markings & Rubber Removal (On Call Contractor) Services at H-JAIA |
| Requesting Department: | Department of Aviation |
| All Proponents: | Hi-Lite CBI JV |
| DOP Responsive Proponents: | Hi-Lite CBI JV |
| Recommended Awardee: | Hi-Lite CBI JV |

TABLE OF FINDINGS

| Review Area | Risk/Criteria | Results | DOP Response |
|-----------------------------|--|------------------------|--------------|
| Conflict of Interest | The city's standards of conduct prohibit employees from having financial conflicts of interests. Contracts must be awarded and administered free from improper influence or the appearance of impropriety. | No findings identified | N/A |
| Award | <ul style="list-style-type: none"> • A contract file should include all project items, to confirm that each phase of the procurement was facilitated appropriately and audit-ready (DOP SOP Sec. 3.18) • Special Procurements require the following documentation, according to City Code Section 2-1214, DOP SOP Sec 4.8: <ul style="list-style-type: none"> ○ Procurement request form from user agency ○ Department memo to CPO detailing the unusual and/or unique situation ○ CPO's written determination/approval for special procurement ○ Original IRREA form ○ Statement of work and corresponding competitive quotes (at a minimum three (3) quotes shall be reflected or justification otherwise) ○ Insurance (if applicable) ○ Approved requisition ○ Conflict of interest form ○ SAM verification ○ Authority to Transact Business in Georgia (DOP SOP Sec. 4.8) | No findings identified | N/A |