



**CITY OF ATLANTA**  
**OFFICE OF THE INSPECTOR GENERAL**  
SHANNON K. MANIGAULT  
INSPECTOR GENERAL

INDEPENDENT PROCUREMENT REVIEW DIVISION

## **Independent Procurement Review Report**

TO: Atlanta City Council

DATE: August 29, 2023

The purpose of this report is to communicate the results of the following solicitation.

### **Background**

The Department of Watershed Management requested an Invitation for Bids for the project and scope shown below. Invitations for Bids are to be awarded to the lowest responsive or responsible bidder. This project was not previously cancelled.

Solicitation#	IFB/DWM/2302-1220330
Project Name:	Annual Hauling and Disposal Services for DWM
Estimated Dollar Amount:	\$21,300,000
Term:	Three years with two one-year renewal options
Recommended Awardee:	Synagro South, LLC.
DOP Responsive Bidders:	Synagro South, LLC.
All Bidders:	Synagro South, LLC.

### **Observations and Responses**

#### *Initiation*

Observation 1: The evaluators packet was missing the resume for one evaluator. In addition, an evaluator failed to provide a signed ethics form. These omissions could inhibit the ability to (1) assess the evaluator's experience needed to evaluate proposals and (2) enforce ethical standards, respectively.

DOP Response: The resume for Debra Troutman and signed ethics form for Lew Puckett were provided for IPro after this observation. DOP will ensure that all forms for evaluators are attached per the approved evaluator memo.

Observation 2: DOP did not provide documentation the project team meeting occurred as required by DOP SOP Section 3.18.B. The purpose of this meeting is to discuss business objectives and risks associated with the procurement.

DOP Response: This project was previously managed by a different team member, and the sign in sheet was not included in the transition. DOP is planning to institute a process to audit files throughout the project lifecycle.

### *Solicitation*

Observation 3: Fewer than three submittals were obtained for this solicitation, which could indicate limited competition.

IPro does not require a response from DOP for this observation.

The review yielded no additional observations.

### **Methodology**

The Independent Procurement Division reviews the following stages of the procurement process:

- Initiation
- Solicitation
- Responsive Review
- Evaluation
- Award

*In accordance with Atlanta City Charter Article 8, Section 8-107, and Section 2-1604 of the Atlanta Code of Ordinances, 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; must review all cooperative purchase agreements and piggyback contracts with an aggregate value greater than \$1,000,000; and may conduct discretionary reviews of any value.*