



**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: September 13, 2023

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

### **Background**

The Department of Enterprise and Asset Management requested a Request for Proposals for the project and scope shown below. Requests for Proposals are typically evaluated based on a variety of evaluation factors including price, understanding of scope and objectives, and expertise.

|                          |   |
|--------------------------|---|
| Solicitation#            | RFP-DEAM-1230225  |
| Project Name:            | Citywide Janitorial Services  |
| Estimated Dollar Amount: | \$2,000,000   |
| Term:                    | Three years with two one-year renewal options   |
| Recommended Awardee:     | 3H & 3H, Inc.   |
| DOP Responsive Bidders:  | 3H & 3H, Inc.<br>A-Action Janitorial Service<br>American Facility Services, Inc.                                    |
| All Bidders:             | 3H & 3H, Inc.<br>A-Action Janitorial Service<br>American Facility Services, Inc.<br>Kleanpro Facility Services LLC. |

### **Observations and Responses**

#### *Solicitation*

Observation 1: DOP canceled this solicitation within the last year “in the best interest of the city” without additional justification.

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

## *Responsive Review*

Observation 2: The recommended awardee failed to provide full executed dates on Form 1; Illegal Immigration Reform and Enforcement Act Form and Form 2; Contractor Disclosure Form as required on the forms.

The undated Responsive Review checklist notes these observations and notes a future E-Verify date on the IIREA form.

DOP Response: The missing dates and future date of authorization are not consequential on both forms. These instances are considered to be minor technicalities waivable by DOP.

Observation 3: The Financial Responsibility Review form for the proposed awardee was checked instead of initialed and not signed by the Contract Specialist to indicate verification of passing or failing, as required.

DOP Response: The form was signed by the Contract Specialist and other User agency representatives to identify the project tier selected which is to inform the proponents of the tier requirements. The evaluation of Form 3 is conducted by DOP on the responsive checklist initially, and Enterprise Risk Management provides a separate evaluation document.

## *Evaluation*

Observation 4: DOP did not provide the Collaborative Scoring Sign-In Sheet indicating whether the meeting was limited to approved evaluators.

DOP Response: The procurement team meeting was discussed with other procurement requests from User Agency. Sign in sheet was not obtain for specific procurement request. DOP is planning to institute a process to audit files throughout the project lifecycle and to improve on automatic sign-in through Microsoft Teams.

The review yielded no additional findings.

## **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.*