



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 30, 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. This project was not previously cancelled.

Solicitation#	RFP/DEAM/2303-1230250
Project Name:	Citywide Electrical Services
Estimated Dollar Amount:	\$300,000 annually
Term:	Three years with two one-year renewal options
Recommended Awardees:	Brown Electrical Service, LLC. MWI Electrical Contractors, Inc.
DOP Responsive Bidders:	Brown Electrical Service, LLC. MWI Electrical Contractors, Inc.
All Bidders:	MWI Electrical Contractors, Inc Stephen's Mechanical Services Brown Electrical Services, LLC.

Observations and Responses

Initiation

Observation 1: 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.

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.