



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.

Solicitation#	SP-DPW-2209-1230167
Estimated Dollar Amount:	\$1,000,000- two years with a one-year renewal option
Type of Procurement:	Special Procurement
Contract Description:	Garbage Trucks Maintenance and Repair
Requesting Department:	Department of Public Works
All Proponents:	Nextran Truck Centers Truck Service Depot Sansom Equipment Company
DOP Responsive Proponents:	N/A
Recommended Awardee:	Nextran Truck Centers Truck Service Depot Sansom Equipment Company

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 	<p>The Department of Procurement did not provide the following required documents:</p> <ol style="list-style-type: none"> An approved requisition identifying the source of funding The SAM verification for one proponent <p>In addition to the above, the IPro review revealed the following:</p> <ol style="list-style-type: none"> The transmittal form to OCC and Risk Management lists the incorrect project number (EP-DPW-2209-1230107) and incorrect estimated project cost (\$2,500,000). 	<ol style="list-style-type: none"> The user agency indicated it would create requisitions monthly based on invoiced amounts instead of providing an approved requisition. The vendor is working with SAM.gov to get a new EIN and is waiting to receive it. This vendor is current on contract for another commodities category. After IPro identified this as a finding, DOP obtained and provided an updated transmittal form from DPW.

Review Area	Risk/Criteria	Results	DOP Response
	<ul style="list-style-type: none"> ○ Authority to Transact Business in Georgia (DOP SOP Sec. 4.8) 	<p>4) The IIREA form for one proponent was dated May 30, 2019, and the notary's commission expired on September 10, 2021. An incorrect project name was also noted on this form.</p> <p>DOP provided a private employer affidavit (36-60-6 (d) in lieu of the required IIREA form (13-10-91 (b)(1).</p>	<p>4) After IPro identified this as a finding, DOP obtained and provided an updated IIREA form.</p>