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: October 16, 2024

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

Background

The Department of Watershed Management requested a Special Procurement for the project and scope shown below. Special Procurements occur when unique situations exist that make traditional procurement methods contrary to the public interest. This project was not previously cancelled.

Solicitation#	SP/PS/DWM/2407-1250006
Project Name:	Large Meter Testing, Repair, and Calibration Services
Estimated Dollar Amount:	$1,000,000
Term:	One year with two one-year renewal options
Recommended Awardee:	Wade Coots Company
DOP Responsive Bidders:	Wade Coots Company
All Bidders:	Wade Coots Company

Observations and Responses

Award

Observation 1: The proposed awardee failed to provide the solicitation name/number on the Conflict of Interest Disclosure form.

> DOP Response: Upon IPRO's finding, the omission of the proposed awardee failing to provide the solicitation name/number on the Conflict of Interest Disclosure form was considered a minor, non-material oversight as the other documentation was submitted properly. DOP will continue to relay the importance of completing all forms during pre-conference meetings with suppliers.

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.