CITY OF ATLANTA
OFFICE OF THE INSPECTOR GENERAL
LADAWN BLACKETT
INTERIM INSPECTOR GENERAL

INDEPENDENT PROCUREMENT REVIEW DIVISION

Independent Procurement Review Report

TO: Atlanta City Council

DATE: April 30, 2025

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

Background

The Department of City Planning requested a Sole Source Procurement for the project and scope shown below. Sole Source Procurements are approved by the Chief Procurement Officer after determining that there is only one source for the required item or service. This project was not previously cancelled.

Solicitation#	SSP/PS/DCP/DPR/2501-1250115
Project Name:	Smart Tree Inventory
Estimated Dollar Amount:	$1,895,000.00
Term:	Three years with one one-year renewal option
Recommended Awardee:	Davey Resource Group, Inc.
DOP Responsive Bidders:	Davey Resource Group, Inc.
All Bidders:	Davey Resource Group, Inc.

Observations and Responses

Award

Observation 1: The procurement file is missing an approved requisition.

> DOP Response: A survey of tree inventory must be conducted for the vendor to generate a quote, which is necessary for issuing a requisition. This service requires an accurate assessment of available resources before a Requisition can be issued.

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.