

September 28, 2017

CITY OF ATLANTA Solid Waste Management Services Opportunities INDUSTRY OUTREACH EVENT



Agenda

- **Welcome & Purpose** – Commissioner William Johnson, DPW
- **Project Goals and Objectives** – Deputy Commissioner Larry King, DPW
- **Project Overview** – John Wood, CH2M-Rohadfox, JV
- **Procurement** – Jill Watkins, DOP
- **Contract Compliance** – Larry Scott, OCC
- **Meet and Greet**

Welcome and Purpose of this Meeting

- Provide an overview of the City's approach to solicit proposals from qualified proponents to procure a JV to manage the waste collected by the City:
 - Residential Solid Waste
 - Yard Trimmings
 - Recyclables
 - Water and Wastewater Residuals, and
 - Other wastes (Dead Animals, Street Sweeping Debris, Asbestos, Tires, and Construction & Demolition Debris)
- Meeting is informational, discussion today is non-binding
- Items discussed today may change

City of Atlanta Project Goals

- Consolidate the number of contracts and service providers
- Increase waste diversion for continued progress
- Manage future costs through a longer-term, higher-volume contract
- New infrastructure investment by partnering with the private sector
- Balance diversion, contracted cost, and cost of City trucks traveling to facilities

Project Goals: City Programs – Department of Public Works (DPW)

- DPW provides weekly Residential Solid Waste collection to approximately 96,000 single-family units, 7,000 multi-family units, and roll-off collections for community events
- The City provides weekly curbside collection of Recyclable Materials to its single family residential customers. In 2016, more than 15,000 tons of residential solid waste were recycled
- Bulky Items are collected monthly by dedicated Bulky Items crews
- Separate collection of Yard Trimmings is provided weekly to all residential units.

Project Goals: City Programs - Department of Watershed Management (DWM)

- DWM operates the Drinking Water System, Wastewater System and various other facilities in the metropolitan area.
- Identify Contractors capable of providing dewatering, hauling and disposal services for the Water Treatment Plants, Water Reclamation Centers, Water Quality Control Facilities, and Combined Sewer Control Facilities.
- Additionally, place contracts with Contractors for quick response in providing services on an as-needed basis.

Project Goals: 2016 Waste Stream

Group	Waste Stream	Waste Stream Components	Tons
1	Residential Solid Wastes	Putrescible and non-putrescible wastes Bulky Items (white goods, furniture, mattresses)	94,746 9,904
2	Recyclable Materials	Paper Plastic containers (Resin ID Codes 1, 2, 3, 4, 5, and 7) Glass containers Aluminum containers Steel and tin containers	15,124
3	Yard Trimmings	Vegetative wastes	25,006
4	Water and Wastewater Residuals	Wastewater Residuals (e.g., Biosolids) Water Residuals Screenings/Grit/Debris/Clay/Silt/Settled Solids/ Ashes/Stabilized Liquid Wastes	5,347 493 5,473
5	Other Wastes	Dead Animals Street Sweep Debris Tires Construction & Demolition Debris	32 204 373 4,815
TOTAL			161,517

Project Overview: Waste Management Service Opportunity

- Waste streams currently controlled by the City
 - Residential Solid Waste, Yard Trimmings, Recyclables, Water and Wastewater Residuals, and Other wastes
 - Commercial waste may be added to the contract in the future
- Proposal procurement with comparative evaluation criteria
- Long-term contract with extensions
- Vendor may propose new facility, to be developed at their cost
- Disposal/processing site(s) to be provided by Vendor
- Proposal to manage all Waste Groups
- Alternate Proposal (provides innovation, flexibility, cost savings and risk reduction) must manage all Waste Groups

Project Overview: Scope

- Waste Group 1 and 5: Solid Waste Diversion, Beneficial Use and/or Disposal
 - Receive and accept solid waste from City at a solid waste receiving facility;
 - If the solid waste receiving facility is a transfer station, then the Contractor is to transport the solid waste from the transfer station to the Diversion, Beneficial Use and/or Disposal facility; and
 - Divert, beneficially use, or dispose of solid waste at a permitted facility.

- Bulky waste drop-off center - Provide and operate a bulky waste drop-off center for use by City residents. Have the facility operational within one year of contract execution.

Project Overview: Scope

- Waste Group 2: Recyclable Materials Processing
 - Receive and accept recyclable materials, including residue, from the City;
 - If the recyclable receiving facility is a transfer station, then the Contractor is to transport the recyclable materials from the transfer station to a materials recovery facility; and
 - Process and market recyclable materials accepted from the City.
- City is currently at 25% waste diversion, City encourages private-sector innovation to increase waste diversion
 - Contractor will be asked to identify and commit to future diversion rates
- City is interested in revenue sharing from the sale of recyclables, based on an Indexed Value approach

Project Overview: Scope

- Waste Group 3: Yard Trimmings Processing
 - Receive and accept vegetative waste from the City at a facility;
 - If the receiving facility is a transfer station, then the Contractor is to transport the vegetative waste from the transfer station to the Yard Trimmings processing facility; and
 - Process and market Yard Trimmings accepted from the City.

Project Overview: Scope

- Waste Group 4: Wastewater and Water Residuals Processing
 - Accept and dewater wastewater residuals (biosolids) and water treatment residuals at generating facilities throughout the City;
 - Transport the wastewater and water treatment residuals to the processing, utilization or disposal facility;
 - Dispose of wastewater and water treatment residuals received from the City at a processing, utilization or disposal facility.

Department of Procurement

HOW TO DO BUSINESS WITH THE CITY OF ATLANTA



Department of Procurement

Solid Waste Management Services Opportunities Industry Outreach Event

- This is NOT a Pre-Proposal Conference
- Oral/written comments made today are NOT authoritative
- Authoritative information is forth coming and will be published in a Request for Proposals.
- Required Submittal Forms Presentation



Brief Overview of Department of Procurement Divisions

- **Office of the Chief Procurement Officer**

Provides leadership, administrative oversight and management to the operations of the divisions that comprise the Department of Procurement.

- **Commodity and Small Purchases for Goods and Services**

This Division manages and oversees the process of solicitations related to Goods/commodities and Small Purchases (under \$20,000).



Brief Overview of Department of Procurement Divisions

- **Watershed Management/Public Works/Quality of Life Fund/General Fund**

This division oversees the process of soliciting and issuing contracts within the Departments of Watershed Management, General Fund Departments, and Public Works including the Quality of Life Program.

- **Aviation Division/Parks and Recreations/OEAM**

The Aviation Division manages and oversees the process of soliciting and issuing of contracts in support of Hartsfield-Jackson Atlanta International Airport, Department of Parks and Recreations and the Office of Enterprise Asset Management.

The background of the slide features a blurred image of the Atlanta skyline, including prominent buildings like the Georgia State Capitol and the West Tower. In the top left corner, there is a decorative graphic of a grid of squares in various shades of blue and white.

www.atlantaga.gov

■ BUSINESS

- Click “Bids”
- Click “Current Bid Opportunities”

Bid Opportunities

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Can we help you find something?

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Enter Solicitation Number to begin search

Solicitation Statuses

Open— The solicitation submission period is open and responsive bids are being accepted for consideration.

Under Evaluation— The solicitation submission period is closed and all responsive bids are being evaluated against the solicitation criteria.

Awarded— The evaluation period has concluded and a preferred bidder has been determined, but the contract has not been executed.

Canceled— The solicitation was canceled before a contract was executed.

Executed— The contract has been executed and the goods/services are being provided to the city by the vendor in accordance with the terms of the contract.

The City of Atlanta (the "City") does not warrant, represent or guarantee the accuracy or completeness of information provided at this website. Information provided here is simply for your convenience. There may be recent addenda or changes in the Request for Proposals ("RFP") or bid documents including, among other things, the bidding instructions, general conditions, technical specifications, and exhibits that may not be currently reflected at this site. The City shall not be responsible or liable in any way for errors, inaccuracies or omissions in any documents or information retrieved or downloaded from this site.

For a complete set of specifications and the applicable RFP or bid documents, all interested bidders are directed to the City's Plan Room ("Plan Room") located at the [Department of Procurement, Atlanta City Hall, 55 Trinity Avenue, S. W., Suite 1900, Atlanta, Georgia 30303](#).

In the event of a conflict or discrepancy between the information or documents posted at this website and the RFP or bid documents published and contained in the Plan Room, the RFP or bid documents in the City's Plan Room shall control.

City of Atlanta
Department of Procurement
55 Trinity Avenue - Ste. 1900
Atlanta, GA 30303
Phone: 404.330.6204
Fax: 404.658.7705
Mon-Fri, 8:15am - 5pm ET

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PROCUREMENT PROCESS

Solicitation Phase

ADVERTISEMENT

- Anticipate issuance of an RFP in the near future - Monitor the Department of Procurement website:
<http://procurement.atlantaga.gov>
- Construction projects are required by law to be published/advertised for a minimum of 28 days
- Pre-Proposal Conference is generally scheduled about 10 days following issuance of RFP

Required Procurement Submittals

- Form 1 - Illegal Immigration Reform and Enforcement Act Forms (IIREA)
- Form 2 - Contractor Disclosure and Declaration Form
- Form 3 - Proponent Financial Disclosure Form
- Form 4.1 - Certification of Insurance Ability
- Form 4.2 - Certification of Bonding Ability
- Form 5 - Acknowledgement of Addenda
- Form 6 - Proponent Contact Directory
- Form 7 - Reference List
- Form 8 - Proposal Bond

Appendix A - Office of Contract Compliance Forms

Required Submittal Forms

All Respondents, including, but not limited to, corporate entities, limited liability companies, joint ventures, or partnerships, that submit a Proposal or Bid in response to this solicitation must fill out all forms in their entirety, and all forms must be signed, notarized or sealed with the corporate seal (if applicable), as required per each form's instructions.

If Respondent intends to be named as a Prime Contractor(s) with the City, then Respondent must fill out all the forms listed in this solicitation document; otherwise, Respondent may be deemed non-responsive.

Illegal Immigration Reform and Enforcement Act Forms (Page 2 of 3)

Contractor Affidavit under O.C.G.A. § 13-10-91 (b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Atlanta has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization through the contract period and the undersigned contractor for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91 (b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____ (Also known as eVerify Company ID)
Federal Work Authorization User Identification Number (Not Tax ID or SS Number)

Date of Authorization (This is the date the Company ID was issued by the Federal eVerify system)

Name of Contractor (Legal name of Contractor, not an abbreviated version)

Name of Project

City of Atlanta
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, _____, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

Form 2: Contractor Disclosure Form

Required Submittal (FORM 2) Contractor Disclosure Form (Page 1 of 7)

DEFINITIONS FOR THE PURPOSES OF THIS DISCLOSURE AFFIDAVIT

"Affiliate"	Any legal entity that, directly or indirectly through one of more intermediate legal entities, controls, is controlled by or is under common control with the Respondent or a member of Respondent.
"Contractor"	Any person or entity having a contract with the city.
"Control"	The controlling entity: (i) possesses, directly or indirectly, the power to direct or cause the direction of the management and policies of the controlled entity, whether through the ownership of voting securities or by contract or otherwise; or (ii) has direct or indirect ownership in the aggregate of fifty one (51%) or more of any class of voting or equity interests in the controlled entity.
"Respondent"	Any individual or entity that submits a Bid in response to a solicitation. If the Respondent is an individual, then that individual must complete and sign this Disclosure Affidavit where indicated. If the Respondent is an entity, then an authorized representative of that entity must complete and sign this Disclosure Affidavit where indicated. If the Respondent is a newly formed entity (formed within the last three years), then an authorized representative of that entity must complete and sign this Disclosure Affidavit where indicated, and each of the members or owners of the entity must also complete and sign separate Disclosure Affidavits where indicated.

Instructions: Provide the following information for the entity or individual completing this Statement (the "Individual/Entity").

A. Basic Information:

1. Name of Individual/Entity responding to this solicitation:
2. Name of the authorized representative for the responding Entity:

B. Individual/Entity Information:

1. Principal Office Address:
2. Telephone and Facsimile Numbers:
3. E-Mail Address:
4. Name and title of Contact Person for the Individual/Entity:
5. Is the individual/Entity authorized to transact business in the state of Georgia?

Yes (Attach Certificate of Authority to transact business in Georgia from Georgia Secretary of State.)

No

Instructions: Provide the following information for the entity or individual completing this Statement (the "Individual/Entity").

A. Basic Information:

1. Name of Individual/Entity responding to this solicitation:
2. Name of the authorized representative for the responding Entity:

B. Individual/Entity Information:

1. Principal Office Address:
2. Telephone and Facsimile Numbers:
3. E-Mail Address:
4. Name and title of Contact Person for the Individual/Entity:
5. Is the individual/Entity authorized to transact business in the state of Georgia?

Yes (Attach Certificate of Authority to transact business in Georgia from Georgia Secretary of State.)

No

Form 2: Contractor Disclosure Form

Required Submittal (FORM 2) Contractor Disclosure Form (Page 2 of 7)

C. Questionnaire

If you answer "YES" to any of the questions below, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your Bid.

1. Please describe the general development of the Respondent's business during the past ten (10) years, or such shorter period of time that the Respondent has been in business.

2. Are there any lawsuits, administrative actions or litigation to which Respondent is currently a party or has been a party (either as a plaintiff or defendant) during the past ten (10) years based upon fraud, theft, breach of contract, misrepresentation, safety, wrongful death or other similar conduct? YES NO

3. If "yes" to question number 2, were any of the parties to the suit a bonding company, insurance company, an owner, or otherwise? If so, attach a sheet listing all parties and indicate the type of company involved. YES NO

4. Has the Respondent been charged with a criminal offense within the last ten (10) years? YES NO

5. Has the Respondent received any citations or notices of violation from any government agency in connection with any of Respondent's work during the past ten (10) years (including OSHA violations)? Describe any citation or notices of violation which Respondent received. YES NO

6. Please state whether any of the following events have occurred in the last ten (10) years with respect to the Respondent. If any answer is yes, explain fully the circumstances surrounding the subject matter of the affirmative answer:

(a) Whether Respondent, or Affiliate currently or previously associated with Respondent, has ever filed a petition in bankruptcy, taken any actions with respect to insolvency, reorganization, receivership, moratorium or assignment for the benefit of creditors, or otherwise sought relief from creditors? YES NO

(b) Whether Respondent was subject of any order, judgment or decree not subsequently reversed, suspended or vacated by any court permanently enjoining Respondent from engaging in any type of business practice? YES NO

(c) Whether Respondent was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to Respondent which directly arose from activities conducted by Respondent. YES NO

Required Submittal (FORM 2) Contractor Disclosure Form (Page 2 of 7)

C. Questionnaire

If you answer "YES" to any of the questions below, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your Bid.

1. Please describe the general development of the Respondent's business during the past ten (10) years, or such shorter period of time that the Respondent has been in business.

Form 3: Proponent Financial Disclosure

Required Submittal (FORM 3)

Part A - General Information:

Name of the Proponent: _____

Name of individual, entity or partnership completing this Form: _____

Relationship of individual, entity or partnership completing this Form to the Proponent: _____

Contact information of individual, entity or partnership completing this Form: _____

Address _____

Phone Number(s) _____

Email: _____

Required Submittal (FORM 3)

Proponent Financial Disclosure (Page 3 of 5)

Part B: Financial Information:

1. The Proponent, and its owners, if applicable, should demonstrate its financial capability and stability by selecting and providing documentation from one of the following three groups of requests (see below). Please circle which group, (a), (b), or (c), is selected and provide the supporting documentation with the proposal/Proposal.
 - (a) Financial statements for the three (3) most recent consecutive fiscal years, audited by a Certified Public Accountant ("CPA"), including:
 - (i) Income Statement;
 - (ii) Balance Sheet; and
 - (iii) Statement of Cash Flows.
 - (b) Financial statements for the three (3) most recent consecutive fiscal years, either reviewed or compiled by a Certified Public Accountant ("CPA"), including:
 - (i) Income Statement;
 - (ii) Balance Sheet; and
 - (iii) Satisfactory proof of Proponent's ability to obtain a Performance Bond for the amount described in Appendix B, if applicable.
 - (c) Unaudited, self-prepared financial statements for the three (3) most recent consecutive fiscal years, including:
 - (i) Income Statement;
 - (ii) Balance Sheet;
 - (iii) Satisfactory proof of Proponent's ability to obtain a Performance Bond for the amount described in Appendix B, if applicable;
 - (iv) Two (2) banks or other institutional lenders' references; and
 - (v) Dunn and Bradstreet report for the last two (2) years.

Form 3: Proponent Financial Disclosure

Required Submittal (FORM 3)

Proponent Financial Disclosure (Page 4 of 5)

2. Fill in the blanks below to provide a summary of all of the Proponent's assets and liabilities for the three (3) most recent years (calculated from the date of the end of the fiscal year).

ALL FIGURES BELOW MUST BE REPRESENTED IN U.S. CURRENCY (\$).

Standard currency of Proponent's Financial Statements: _____

The exchange rate used: _____ = US \$ _____

Most recent three (3) years

	<u>Year: 201</u> (Thousands)	<u>Year: 201</u> (Thousands)	<u>Year: 201</u> (Thousands)
Current Assets	\$.....	\$.....	\$.....
Current Liabilities	\$.....	\$.....	\$.....
Property & Equip.	\$.....	\$.....	\$.....
Working Capital	\$.....	\$.....	\$.....
Sales/ Revenue	\$.....	\$.....	\$.....
Total Assets	\$.....	\$.....	\$.....
Total Liabilities	\$.....	\$.....	\$.....
Interest Charges	\$.....	\$.....	\$.....
Net Income	\$.....	\$.....	\$.....
Net-Worth	\$.....	\$.....	\$.....

3. Do you plan to use or require an open line of credit for the project? Yes or No.

If yes, the Proponent must provide the source of the line of credit on bank letterhead for the bank providing the line of credit. The bank contact information must include: contact name, title, address, telephone, fax and e-mail address.

Required Submittal (FORM 3)

Proponent Financial Disclosure (Page 5 of 5)

Declaration

Under penalty of perjury, I declare that I have examined this Affidavit Disclosure form and all attachments to it, if applicable, and, to the best of my knowledge and belief, and all statements contained in it and all attachments, if applicable, are true, correct and complete.

Whether you are an individual executing this form or you are an authorized representative of an entity executing this form, the person signing below must sign or affirm in the presence of a Notary Public. The Notary Public's signature and seal must be provided, together with the date of the notarial act.

Sign here if you are an individual:

Printed Name: _____

Signature: _____

Date: _____, 20__.

Subscribed and sworn to or affirmed by _____ (name) this ____ day of _____, 20__.

Notary Public of _____ (state)

My commission expires: _____

Sign here if you are an authorized representative of a responding entity:

Printed Name of Entity: _____

Signature of authorized representative: _____

Title: _____

Date: _____, 20__.

Subscribed and sworn to or affirmed by _____ (name), as the _____ (title) of _____ (entity name) this ____ day of _____, 20__.

Notary Public of _____ (state)

My commission expires: _____

Form 4.1: Certification of Insurance Ability

Required Submittal (FORM 4.1)

Certification of Insurance Ability Instructions:

Offerors MUST submit a completed copy of this form executed by their insurance company. Failure to submit completed form will result in the Offeror being deemed non-responsive.

I, _____ [insert an individual's name], on behalf of _____ [insert insurance company full name], a _____ [insert type of entity LLC, LLP, corporation, etc.] ("Insurer"), hereby represent and certify each of the following to the City of Atlanta, a municipal corporation of the State of Georgia ("City") on this _____ day of _____, 20____ [insert date]:

- (a) Insurer is licensed by the Insurance and Safety Fire Commissioner of the State of Georgia to transact insurance business in the State of Georgia;
- (b) Insurer has reviewed the Agreement attached to the solicitation for Project Number FC-____; _____ ("Project") and its corresponding Appendix for Insurance Requirements;
- (c) Insurer certifies that if, as of the date written above, ("Offeror") was selected as the successful Offeror for the Project, Insurer would provide insurance to Offeror for this Project in accordance with the terms set forth in the corresponding Appendix for Insurance Requirements; and

PLEASE NOTE: If this Form 4.1 is executed by an Attorney-in-Fact, then Insurer must attach a copy of a duly executed Power-of-Attorney evidencing such authority in addition to correctly completing this Form 4.1. If Offeror is unable to provide City with insurance that comply with the terms of the corresponding Appendix for Insurance Requirements within ten (10) days of receiving notice of intent to award the Project from the City, the City may, in its sole discretion, retain Offeror's security submitted with its offer and/or disqualify Offeror from further consideration for the award of the Agreement.

By executing this certification, Insurer represents that all of the information provided by Insurer herein is true and correct as of the date set forth above.

Insurer: [insert company name on line provided below]

By: _____

Print Name: _____

Title: _____

Corporate Secretary/Assistant Secretary
(Seal)

Form 4.2: Certification of Bonding Ability

Required Submittal (FORM 4.2)

Certification of Bonding Ability Instructions:

Proponents MUST submit a completed copy of this form executed by their surety. Failure to submit completed form will result in the Proponent being deemed non-responsive.

I, _____ [insert an individual's name], on behalf of _____ [insert surety company full name], a _____ [insert type of entity LLC, LLP, corporation, etc.] ("Surety"), hereby represent and certify each of the following to the City of Atlanta, a municipal corporation of the State of Georgia ("City") on this _____ day of _____, 20____ [insert date]:

- (a) Surety is licensed by the Insurance and Safety Fire Commissioner of the State of Georgia to transact surety business in the State of Georgia;
- (b) Surety has reviewed the Agreement attached to the solicitation for Project Number FC-____; _____ ("Project") and its corresponding **Appendix B for Insurance and Bonding Requirements**;
- (c) Surety certifies that if, as of the date written above, _____ ("Proponent") was selected as the successful Proponent for the Project, Surety would provide bonding to Proponent for this Project in accordance with the corresponding **Appendix B for Insurance and Bonding Requirements**; and
- (d) **Surety only:** The Surety states that Proponent's uncommitted bonding capacity (not taking into account this Project) is approximately \$ _____ (U.S.). Surety's statement set forth in this Section (d) does not represent a limitation of the bonding capacity of Proponent or that Proponent will have the bonding capacity noted above at the time of contract execution for this Project.

PLEASE NOTE: If this Form 4.2 is executed by an Attorney-in-Fact, then Surety must attach a copy of a duly executed Power-of-Authority evidencing such authority in addition to correctly completing this Form 4.2. If Proponent is unable to provide City with bonds that comply with the terms of the corresponding Appendix for Insurance Requirements within ten (10) days of receiving notice of intent to award the Project from the City, the City may, in its sole discretion, retain Proponent's security submitted with its offer and/or disqualify Proponent from further consideration for the award of the Agreement.

By executing this certification, Surety represents that all of the information provided by Surety herein is true and correct as of the date set forth above.

Surety: [insert company name on line provided below]

By: _____

Print Name: _____

Corporate Secretary/Assistant Secretary
(Seal)

Form 5: Acknowledgement of Addenda

Required Submittal (FORM 5)

Acknowledgment of Addenda

Bidders should sign below and return this form with their Bid(s) to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303, as acknowledgment of receipt of certain Addenda.

This is to acknowledge receipt of the following Addenda for FC-____;
_____:

1. _____;
2. _____;
3. _____; and
4. _____.

Dated the ____ day of _____, 20__.

Corporate Bidder:
[Insert Corporate Name]

By: _____

Print Name: _____

Title: _____

Corporate Secretary/Assistant
Secretary (Seal)

Non-Corporate Bidder:
[Insert Bidder Name]

By: _____

Print Name: _____

Title: _____

Notary Public (Seal)
My Commission Expires: _____



The Vendor/Contractor's Bid/Proposal Submittal

The contractor's bid submittals are due to DOP in accordance with the bid/proposal timeline at 2:00 p.m.

- Bids are publicly opened and amounts read by DOP staff. (Bid Opening)
- For proposals, the names of the proponents are read publicly. (Proposal Reading)

PROCUREMENT PROCESS

Evaluation and Award

- **REVIEW**

Bids and Proposals received are reviewed by the City to ensure that the submittals are Responsive and Responsible.

- **EVALUATION**

Bids and Proposals are evaluated by qualified COA evaluators to determine the most Responsible and Responsive bidder/proponent.

PROCUREMENT PROCESS

AGREEMENT PREPARATION

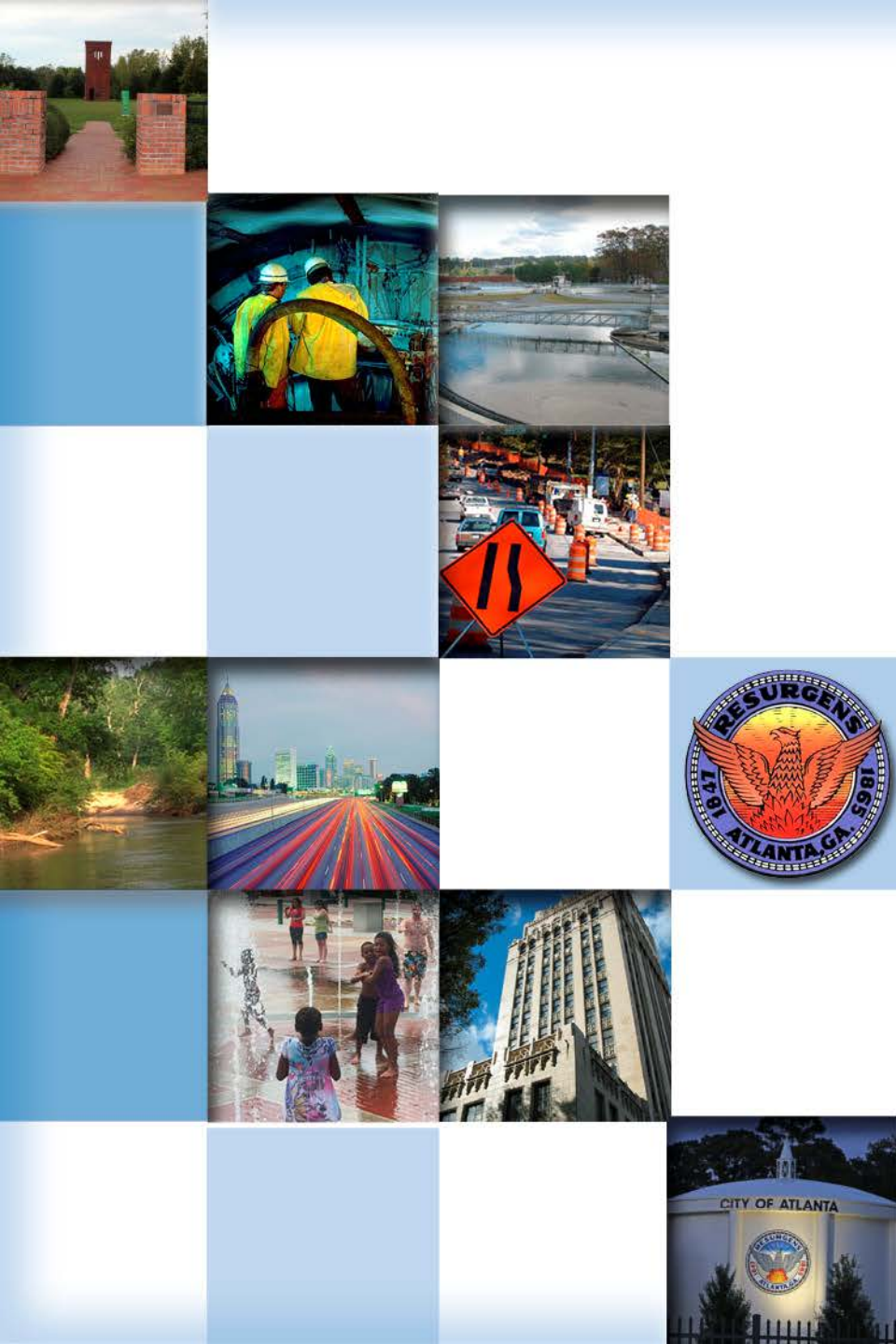
1. The agreement is prepared and forwarded to Prime Contractor for signature.
2. The Contractor returns the signed agreement to COA within 10 calendar days with the appropriate documents such as bonding, insurance, immigration compliance forms, signatory authority, etc.
3. The returned signed agreement is routed through COA's signature process and officially sealed by the Municipal Clerk for execution.

A background image of a city skyline with various skyscrapers under a clear blue sky. The buildings are in shades of blue and grey, with some greenery visible at the base.

Office of Contract Compliance

A vertical dashed orange line on the left side of the slide, extending from the top of the main content area to the bottom.

- **GENERAL OVERVIEW & EXPECTATIONS**



QUESTIONS