



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-C-1220307
Estimated Dollar Amount:	\$3,329,379.00
Type of Procurement:	Special Procurement
Contract Description:	Utoy Creek WRC UV Replacement
Requesting Department:	Department of Watershed Management
All Proponents:	Cleveland Electric Company
DOP Responsive Proponents:	Cleveland Electric Company
Recommended Awardee:	Cleveland Electric 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 ○ Authority to Transact Business in Georgia (DOP SOP Sec. 4.8) 	The proof of insurance provided by the recommended awardee expired as of August 31, 2021.	An updated Certificate of Insurance is requested from the vendor when a formal agreement is sent for signature. The insurance information submitted with the proposal is used to verify that the vendor will meet the insurance requirements.