

AN ORDINANCE BY FINANCE/EXECUTIVE COMMITTEE TO AMEND CHAPTER TWO, ARTICLE X (THE PROCUREMENT AND REAL ESTATE CODE) SECTION 2-1188 OF THE ATLANTA CITY CODE SO AS TO CHANGE THE TIME FOR THE DELIVERY AND RECEIPT OF COMPETITIVE SEALED BIDS AND FOR OTHER PURPOSES.

Review List:

Procurement	Completed	09/03/2013 4:43 PM
Adam Smith	Completed	09/03/2013 4:49 PM
Angela Hinton	Completed	09/03/2013 4:56 PM
Mayor's Office	Completed	09/03/2013 4:57 PM
Office of Research and Policy Analysis	Completed	09/04/2013 12:16 PM
Finance/Executive Committee	Pending	
Atlanta City Council	Pending	
Mayor's Office	Pending	

LEGISLATION HISTORY – BLUE BACK

Certified by Presiding Officer	Certified by Clerk
Mayor's Action <i>See Authentication Page Attachment</i>	

**AN ORDINANCE
BY FINANCE/EXECUTIVE COMMITTEE**

AN ORDINANCE BY FINANCE/EXECUTIVE COMMITTEE TO AMEND CHAPTER TWO, ARTICLE X (THE PROCUREMENT AND REAL ESTATE CODE) SECTION 2-1188 OF THE ATLANTA CITY CODE SO AS TO CHANGE THE TIME FOR THE DELIVERY AND RECEIPT OF COMPETITIVE SEALED BIDS AND FOR OTHER PURPOSES.

WHEREAS, Chapter Two, Article X, Section 2-1188 (c) of the Atlanta City Code mandates advertisement of City bid solicitations “on an Internet website of the City of Atlanta, or a website designated by the City of Atlanta for such purpose”; and

WHEREAS, the daily operational and practical needs of the DOP often necessitate advertisement of solicitations in venues beyond the City’s website; and

WHEREAS, the Georgia Procurement Registry is a free service, maintained by the Department of Administrative Services for the State of Georgia, that hosts procurement solicitations of other municipalities, county governments and K-12 Public School Districts; and

WHEREAS, the DOP can achieve broader outreach by supplementing the advertisement of solicitations on the City’s website with advertisements on the Georgia Procurement Registry; and

WHEREAS, the Georgia Procurement Registry is configured such that advertisers may only select Bid Closing Times that are established in 15-minute increments; and

WHEREAS, Section 2-1188 (d) requires all bids to be delivered to and received by the Chief Procurement Officer or designated Department of Procurement staff at the bid opening and stamped no later than 1:59 p.m. Eastern Time; and

WHEREAS, the City Code requirement does not allow the DOP to receive bids at 2:00 p.m. and, thus, precludes the DOP’s use of the Georgia Procurement Registry to advertise City procurement solicitations; and

WHEREAS, it is necessary to amend the City Code to authorize receipt of offers at a time that is compatible with the Georgia Procurement Registry.

THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY ORDAINS AS FOLLOWS:

SECTION ONE: That Chapter Two, Article X, Section 2-1188 (d) of the Code of Ordinances, City of Atlanta, Georgia, which currently reads as follows:

(d) *Receipt of competitive sealed bids.* All bids must be delivered to and received by the Chief Procurement Officer or designated Department of Procurement staff at the bid opening and stamped no later than 1:59 p.m. Eastern Time.

Is hereby amended to read as follows:

(d) *Receipt of competitive sealed bids.* All bids must be delivered to and received by the Chief Procurement Officer or designated Department of Procurement staff at the bid opening and stamped no later than 2:00 p.m. Eastern Time.

SECTION TWO: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

Part II: Legislative White Paper:

(This portion of the Legislative Request Form will be shared with City Council members and staff)

A. Committee of Purview: FINANCE/EXECUTIVE**Caption:**

AN ORDINANCE
BY FINANCE/EXECUTIVE COMMITTEE

AN ORDINANCE TO AMEND CHAPTER TWO, ARTICLE X (THE PROCUREMENT AND REAL ESTATE CODE) SECTION 2-1188 OF THE ATLANTA CITY CODE SO AS TO CHANGE THE TIME FOR THE DELIVERY AND RECEIPT OF COMPETITIVE SEALED BIDS AND FOR OTHER PURPOSES.

Council Meeting Date: Monday, September 16, 2013

Requesting Dept: Procurement

B. To be completed by the department:**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

The Department of Procurement (“DOP”) would like to advertise its solicitations on the Georgia Procurement Registry which is maintained by the Department of Administrative Services. This registry will allow DOP to advertise solicitations to a larger population of potential bidders/proponents. The anticipated benefit is a larger number of responses to solicitations. To take advantage of this free service requires that the City changes the time bids/proposals are due.

2. Please provide background information regarding this legislation

The Georgia Procurement Registry is configured such that advertisers may only select Bid Closing Times that are established in 15-minute increments. Section 2-1188 (d) of the City of Atlanta Code requires all bids be delivered to and received by the Chief Procurement Officer or designated Department of Procurement staff at the bid opening and stamped no later than 1:59 p.m. Eastern Time. The City Code requirement does not allow the DOP to receive bids at 2:00 p.m. and, thus, precludes the DOP’s use of the Georgia Procurement Registry to advertise City procurement solicitations. This ordinance would amend the City Code to allow DOP to use the Georgia Procurement Registry.

Recommendation

The Chief Procurement Officer recommends approval of the Ordinance to increase the number of submittals received in response to Invitations to Bids and Requests for Proposals.

3. If Applicable/Known:

- (a) Contract Type (e.g. Professional Services, Construction Agreement, etc): N/A
- (b) Source Selection: N/A
- (c) Bids/Proposals Due: N/A
- (d) Invitations Issued: N/A
- (e) Number of Bids: N/A
- (f) Proposals Received: N/A
- (g) Bidders/Proponents: N/A
- (h) Term of Contract: One (1) year of Consultant services.

4. Fund Account: N/A

5. Source of Funds: N/A

6. Fiscal Impact: None

7. Method of Cost Recovery: Not applicable

This Legislative Request Form Was Prepared By: Keith O. Brooks, Deputy Chief Procurement Officer

LEGISLATIVE SUMMARY

Amendment to the Atlanta City Codes so as to change the time for the delivery and receipt of competitive sealed bids and for other purposes.

TO: FINANCE EXECUTIVE COMMITTEE

CAPTION

AN ORDINANCE TO AMEND CHAPTER TWO, ARTICLE X (THE PROCUREMENT AND REAL ESTATE CODE) SECTION 2-1188 OF THE ATLANTA CITY CODE SO AS TO CHANGE THE TIME FOR THE DELIVERY AND RECEIPT OF COMPETITIVE SEALED BIDS AND FOR OTHER PURPOSES.

Committee Meeting Date:	September 10, 2013
Council Meeting Date:	September 16, 2013
Legislation Title:	Change the time for the delivery and receipt of competitive sealed bids and other purposes.
Requesting Dept.:	Department of Procurement
Contract Type:	N/A
Advertisement:	N/A
Bids/Proposals Due:	N/A
Invitations Mailed:	N/A
Bids/Proposals Received:	N/A
Bidders:	N/A
Contractor:	N/A
Estimated Value:	N/A
Scope Summary:	N/A

Background:

The Department of Procurement would like to advertise its solicitations on the Georgia Procurement Registry which is maintained by the Department of Administrative Services. This registry will advertise to solicitation to larger population of potential bidders/proponents. The anticipated benefit is a larger number of responses to solicitations. To take advantage of this free service requires that the City changes the time bids/proposals are due.

Evaluation Team:

N/A

Term of Contract:

N/A

Fund Account Centers:

N/A

Prepared By:

Keith O. Brooks

Contact Number:

(404) 865-8650

<p>(Do Not Write Above This Line)</p> <p>A ORDINANCE BY FINANCE EXECUTIVE COMMITTEE</p> <p>AN ORDINANCE TO AMEND CHAPTER TWO, ARTICLE X (THE PROCUREMENT AND REAL ESTATE CODE) SECTION 2-1188 OF THE ATLANTA CITY CODE SO AS TO CHANGE THE TIME FOR THE DELIVERY AND RECEIPT OF COMPETITIVE SEALED BIDS AND FOR OTHER PURPOSES.</p>	<p>Committee _____ Date _____ Chair _____ Referred To _____</p>	<p>Committee _____ Date _____ Chair _____ Action _____ Fav, Adv, Hold (see rev. side) _____ Other _____ Members _____</p>	<p>Committee _____ Date _____ Chair _____ Action _____ Fav, Adv, Hold (see rev. side) _____ Other _____ Members _____</p>	<p>FINAL COUNCIL ACTION</p> <p><input type="checkbox"/> 2nd <input type="checkbox"/> 1st & 2nd <input type="checkbox"/> 3rd</p> <p>Readings <input type="checkbox"/> V Vote <input type="checkbox"/> RC Vote</p>
<p>CERTIFIED</p>	<p>Committee _____ Date _____ Chair _____ Action _____ Fav, Adv, Hold (see rev. side) _____ Other _____ Members _____</p>	<p>Committee _____ Date _____ Chair _____ Action _____ Fav, Adv, Hold (see rev. side) _____ Other _____ Members _____</p>	<p>Committee _____ Date _____ Chair _____ Action _____ Fav, Adv, Hold (see rev. side) _____ Other _____ Members _____</p>	<p>MAYOR'S ACTION</p>
<p><input type="checkbox"/> CONSENT REFER</p> <p><input type="checkbox"/> REGULAR REPORT REFER</p> <p><input type="checkbox"/> ADVERTISE & REFER</p> <p><input type="checkbox"/> 1ST ADOPT 2ND READ & REFER</p> <p><input type="checkbox"/> PERSONAL PAPER REFER</p> <p>Date Referred _____ Referred To: _____</p> <p>Date Referred _____ Referred To: _____</p> <p>Date Referred: _____ Referred To: _____</p>	<p>Committee _____ Date _____ Chair _____ Action _____ Fav, Adv, Hold (see rev. side) _____ Other _____ Members _____</p>	<p>Committee _____ Date _____ Chair _____ Action _____ Fav, Adv, Hold (see rev. side) _____ Other _____ Members _____</p>	<p>Committee _____ Date _____ Chair _____ Action _____ Fav, Adv, Hold (see rev. side) _____ Other _____ Members _____</p>	<p>MAYOR'S ACTION</p>

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: Candace Byrd

Dept.'s Legislative Liaison: Keith O. Brooks *KO Brooks*

Contact Number: 404.865.8650

Originating Department: Department of Procurement

Committee(s) of Purview: Finance Executive

Chief of Staff Deadline August 23, 2013

Anticipated Committee Meeting Date(s): September 10, 2013

Anticipated Full Council Date: September 16, 2013

Legislative Counsel's Signature: Keith O. Brooks *KO Brooks*

Commissioner Signature: _____

Chief Procurement Officer Signature: *Adam J. Smith* CPO

CAPTION

AN ORDINANCE TO AMEND CHAPTER TWO, ARTICLE X (THE PROCUREMENT AND REAL ESTATE CODE) SECTION 2-1188 OF THE ATLANTA CITY CODE SO AS TO CHANGE THE TIME FOR THE DELIVERY AND RECEIPT OF COMPETITIVE SEALED BIDS AND FOR OTHER PURPOSES.

FINANCIAL IMPACT: None

Mayor's Staff Only

Received by CPO: _____ Received by LC from CPO: _____
(date) (date)

Received by Mayor's Office: 7/1 8/26/13 Reviewed by: *[Signature]*
(date) (date)

Submitted to Council: _____

Attachment: Transmittal for Change to Time for the Delivery and Receipt of Competitive Sealed Bids (13-O-1277 : Receipt of Competitive