

PRE-PROPOSAL CONFERENCE SIGN-IN SHEET

FC-1190448

Name of Contract Officer: Mr. Clinton L. Johnson
PROJECT TITLE: Turnkey Auction Services

DATE: Tuesday, July 9, 2019 at 2pm

TOTAL NUMBER OF ATTENDEES: _____

ATTENDEE'S NAME & COMPANY NAME	ADDRESS	CONTACT #	PRIME CONTRACTOR/SUB CONTRACTOR	EMAIL INFO
Mark Lee PROPERTY ROOM / PROPERTY ROOM	1930 Rex Rd LAKE CITY, GA 30260	404-366-2298		mark.lee@raci.com
Jason Robinson GOV DEALS	100 Capital Commerce Blvd. Suite 1100 Montgomery, AL	334-300-9591		jrobinson@govdeals.com

AGENDA
PRE-PROPOSAL CONFERENCE

Date: Tuesday, July 9, 2019

Time: 2:00 P.M.

FC-1190448, Turnkey Auction Services

1. **Opening and Introduction**
Mr. Clinton L. Johnson, Senior Contracting Officer

2. **Ethics Department**
Ethics Guidelines

2. **Risk Management (Appendix B)**
Mr. John Smith, Risk Management Analyst
Insurance Requirements

3. **Office of Contract Compliance (Appendix A)**
Mr. Bruce Bell, Contract Compliance
OCC Requirements

4. **Department of City Planning (User Department)**
Representative from the Department of Public Works ("DPW")
Scope of Services

5. **Department of Procurement**
Mr. Clinton L. Johnson, Senior Contracting Officer
Proposal Process – Information & Instructions to Proponents, Proposal Format, Proposal
Deadline, Etc.

6. **Closing**
Mr. Clinton L. Johnson, Senior Contracting Officer

If you have additional questions concerning this project, please direct your inquiries in writing to **Mr. Clinton L. Johnson, Senior Contracting Officer**, by e-mail cljohnson@atlantaga.gov. All questions or inquiries pertaining to this project are due no later than 12:00 P.M., Friday, July 12, 2019. All replies will be made in writing. Questions concerning the any and all Insurance requirements should be directed to the Risk Management Office, (404) 330-6438. Oral responses are not authoritative.

- PROPOSALS DUE: Wednesday, July 24, 2019, no later than 2:00 P.M. EDT.
- PROPOSALS ARE TO BE RECEIVED VIA the City of Atlanta's ATLCloud Portal.

Supplier Training for ATLCloud Portal:

[https://coatraining.blob.core.windows.net/atlcloud/TrainingVideos/ATLCloud Project Supplier Portal v7/ATL
Cloud Project%20Supplier%20Portal v7.htm](https://coatraining.blob.core.windows.net/atlcloud/TrainingVideos/ATLCloud%20Project%20Supplier%20Portal%20v7/ATLCloud%20Project%20Supplier%20Portal%20v7.htm)

ATLCloud Portal to Submit Proposal Responses:

https://ehxr.fa.us2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000001273072&adf.ctrlstate=15ntf9muvg_70&afrLoop=4534002810777008&afrWindowMode=0&afrWindowId=null&afrFS=16&afrMT=screen&afrMFW=1024&afrMFH=687&afrMFDW=1440&afrMFDH=900&afrMFC=8&afrMFCI=0&afrMFM=0&afrMFR=96&afrMFG=0&afrMFS=0&afrMFO=0