

**CITY OF ATLANTA  
ADVERTISEMENT FOR PROPOSAL**

Please be advised that sealed Proposals for **FC-8645, Fleet Parts Management** will be accepted by the Department of Procurement (“DOP”), Suite 1900, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303-0307, on **Wednesday, February 3, 2016**. All proposals submitted must be sealed, and time stamped in no later than 2:00 p.m. on the stated date.

**\*\*ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M.\*\***

Proposals will be publicly read at 2:00 p.m. on the respective due date in Suite 1900, at the above address.

The City will be hosting site visits on the following days, at the listed locations and times:

OFS Location	Address	Site Visit Date & Time
Howell Mill	1370 Howell Mill Rd. Atlanta, Ga. 30318	Tuesday 1/12/16 1:00 pm
Northside Dr.	1540 Northside Drive NW Atlanta, Ga. 30318	Tuesday 1/12/16 2:00 pm
Claire Drive	23 Claire Drive SE. Atlanta, Ga. 30315	Tuesday 1/12/16 3:00 pm
Airport	1300 Inner Loop Rd. College Park, Ga. 30337	Tuesday 1/12/16 4:00 pm

Site Visits are not mandatory but highly encouraged. Please note, that oral answers to questions during any scheduled site visit is not authoritative.

The City shall reserve the right to host optional Oral Interviews. Oral Interview dates have been reserved for February 16-17, 2016, at the City’s sole discretion, if needed. Please note, that oral answers to questions during any scheduled oral interviews are not authoritative.

**SCOPE OF WORK:** The City’s DOP, on behalf of the Department of Public Works’ Office of Fleet Services (“OFS”), is soliciting proposals from qualified firms with expertise in providing fleet parts management services.

A **Pre-Proposal Conference** will be held on **Tuesday, January 12<sup>th</sup>, 2016, at 11:00 a.m.**, at 55 Trinity Avenue, Suite 1900, City Hall South, and Atlanta, Georgia 30303. The purpose of the Pre-Proposal Conference is to provide the proponents with information regarding the project and to address any questions and concerns. There will be City representatives from the DOF present to discuss the scope of services, the Office of Contract Compliance to address the Equal Business Opportunity and Equal Employment Opportunity Requirements, the Ethics Office to address the Ethical Guideline for Contract, the Office of Risk Management to address any bonding/insurance requirements and Atlanta Workforce Development Agency to address First Source job

information. Proponents are strongly urged to attend the Pre-Proposal Conference to obtain general information regarding the solicitation document.

General instructions, plans and/or specifications for submitting proposal packages for this project will be available for review/purchase at a cost of \$150.00 as of **Thursday, December 17, 2015** between the hours of 8:15 a.m. - 5:00 p.m., in the DOP's Plan Room, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia. Payment for the documents represents production costs; therefore, payment is non-refundable.

**This Proposal is being made available by electronic means. If accepted by such means, then the Proponent acknowledges and accepts full responsibility to insure that no changes are made to the Proposal. In the event of conflict between a version of the Proposal in the Proponent's possession and the version maintained by DOP, the version maintained by the DOP shall govern.**

The proposal document may also be obtained from the Department of Procurement, Plan Room, City Hall South, Suite 1900, 55 Trinity Avenue, S.W., Atlanta, Georgia, 30303, at a cost of \$150.00 per package, beginning on Thursday, December 17, 2015. All purchased solicitation documents include a scope of work booklet.

**You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to Krista A. Morrison, Esq., Contracting Officer, at [kamorrison@atlantaga.gov](mailto:kamorrison@atlantaga.gov), to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive.**

If you have any questions regarding this project, please contact Krista A. Morrison, Esq., Contracting Officer, at (404) 865-8709, or by e-mail at [kamorrison@atlantaga.gov](mailto:kamorrison@atlantaga.gov). Any questions regarding the procedure for purchasing a copy of the document or obtaining a copy of the plan holders list should be directed to the Plan Room at (404) 330-6204.

The City reserves the absolute right to reject any and all Proposals and to waive any technicalities.