



CITY OF ATLANTA

Kasim Reed
Mayor

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
CIPC, CISCC, CIGPM, CPPC
Chief Procurement Officer
asmith@atlantaga.gov

February 9, 2016

Dear Potential Proponents:

Re: FC-8645, Fleet Parts Management

Attached is one (1) copy of **Addendum Number 2**, which is hereby made a part of the above-referenced project.

For additional information, please contact Krista A. Morrison, Esq., at (404) 865-8709 or by email at kamorrison@atlantaga.gov.

Sincerely,

A handwritten signature in black ink that reads "Adam L. Smith".

Adam L. Smith

ALS/kam



ADDENDUM NO. 2

This Addendum No. 2 forms a part of the Request for Proposals and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

- **A total of four (4) follow-up questions and answers derived from Addendum No. 1 (see pages 4-5);**

The Proposal due date has NOT been modified and Proposals are due on Wednesday, February 17, 2016 and should be time stamped in no later than 2:00 P.M. EST and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM,
CPP, CIPC, CISCC, CIGPM, CPPC
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S. W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

****All other pertinent information is to remain unchanged****

Acknowledgment of Addendum No. 2

Proponents must sign below and return this form with Proposal response to the Department of Procurement.

Proponents must sign below and return this form with Proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-8645, Fleet Parts Management, Addendum No. 2** on this the _____ day of _____, 20__.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

Questions and Answers

- 1) Answers 2 and 36 of Addendum No. 1 reflect hours of operation which differ from Attachment C to the RFP. Specifically, Attachment C reflects Howell Mill operating until 2:00 a.m. Mon-Fri and a Saturday 6:00 a.m. – 4:30 p.m. shift while answers 2 and 36 do not. Will the City clarify the hours that the parts rooms need to be staffed by the Contractor?

Answer:

Claire Drive

23 Claire Drive SE Atlanta, Ga, 30315
7:00am – 12:30am

Howell Mill

1370 Howell Mill Road, Atlanta, Ga 30318
7:00am – 12:30am

Northside Drive

1540 Northside Drive NW Atlanta, Ga. 30318
7:00am – 3:30pm

Airport

1300 ASR Rd. Atlanta, Ga. 30337
6:00am - 5:30pm

Hill Street

1146 Hill Street Atlanta, Ga 30315
7:00am – 12:00am

- 2) Answer 36 reflects 12 employees staffing the parts storerooms at the 4 maintenance locations while Attachment 5 to Addendum 1 indicates that 14 employees are assigned to fleet parts management. Will the City clarify the number of City employees currently engaged in providing the parts management service to the City?

Answer:

Claire Drive

(4) Four personnel

Howell Mill

(4) Four personnel

Northside Drive

(2) Two Personnel

Airport

(2) Two Personnel

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- 3) Attachment 5 to Addendum 1 does not reflect the labor category "Delivery Driver" who would be responsible for picking up parts from local vendors and delivering them to the maintenance facilities. Is parts pick up and deliver performed by the staff listed in answer 36 or are other City resources used to pick up parts?

Answer: All parts are currently delivered by contracted parts vendors. All parts deliveries will be the vendor's responsibility.

- 4) The RFP requires that the Contractor hire qualified incumbent employees at the employees' current City wage and Attachment 5 provides the applicable labor categories. If an incumbent employee is hired by the Contractor for employment in a different labor category than their current position with the City then is the Contractor required to pay them their current City wage or the wage for the labor category for which they have been hired by the Contractor?

Answer: If an incumbent is hired by the Contractor for employment in a different labor category other than their current position with the City, the recommendation is that the employee be paid for that position based on the qualifications/experience/knowledge that they bring to that role and paid accordingly. The employee should be required to keep his/her current City salary when moving only if the position is essentially the same.