



## CITY OF ATLANTA

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Mayor

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DEPARTMENT OF PROCUREMENT  
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Chief Procurement Officer  
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February 5, 2016

### ATTENTION INTERESTED PROPONENTS:

Your firm is hereby invited to submit to the City of Atlanta (the "City"), Department of Procurement (the "DOP"), a proposal for FC-8707, Fleet Management Software System. The City, on behalf of the Department of Public Works ("DPW"), is soliciting proposals from qualified proponents to provide a fleet management and fuel system which can schedule and track all aspects of fleet maintenance, parts inventory, and purchasing of equipment.

A **Pre-Proposal Conference** will be held on **Tuesday, February 16<sup>th</sup> at 11:00 a.m.**, at the DOP's Conference Room in Suite 1900. The purpose of the Pre-Proposal Conference is to provide proponents with detailed information regarding the project and to address questions and concerns. There will be representatives from DPW, the Office of Contract Compliance, the Ethics Office, the Atlanta Workforce Development Agency and Risk Management available at the conference to discuss this project and to answer any questions. Proponents are urged to attend the Pre-Proposal Conference.

Proponents will be allowed to ask questions during the Pre-Proposal Conference. However, please note that oral answers to questions during the Pre-Proposal Conference on **Tuesday, February 16, 2016** are not authoritative. **The last date to submit questions in writing is Friday, February 19, 2016; by 1:00 p.m. EST.**

Your response to this Request for Proposals will be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303, **no later than 2:00 p.m., Wednesday, March 23, 2016.**

**The City shall reserve the right to host optional Oral Interviews. Oral Interview dates have been reserved for April 4-5, 2016, at the City's sole discretion, if needed. Please note, that oral answers to questions during any scheduled oral interviews are not authoritative.**

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

Proposals will be publicly opened and read at 2:01 p.m. on the respective due date in Suite 1900, 1<sup>st</sup> Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303.



**Request for Proposals**

**FC-8707, Fleet Management Software System**

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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.

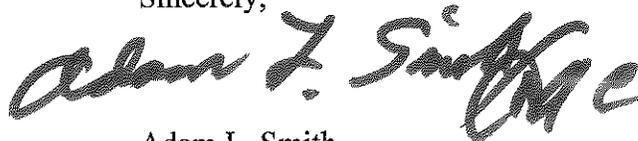
You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to Ms. Kyra D. Dixon, Contracting Officer, at [kddixon@atlantaga.gov](mailto:kddixon@atlantaga.gov), to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued.

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 \$50.00 per package, beginning on Friday, February 5, 2016. All purchased solicitation documents include a scope of work booklet.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals when it is for good cause and in its best interest.

Thank you for your interest in doing business with the City.

Sincerely,

A handwritten signature in black ink that reads "Adam L. Smith". The signature is written in a cursive, slightly slanted style.

Adam L. Smith