



# MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

## **Fleet Management Services**

26-050-LH

### MACON-BIBB COUNTY

ISSUE DATE: July 6, 2026

DUE DATE: August 6, 2026

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Cherise Stephens, Small Business Affairs at (478) 300-2297 or [csthepens@maconbibb.us](mailto:csthepens@maconbibb.us)

GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (**original plus 5 copies & Flash Drive**) in the Procurement Department, 700 Poplar Street Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **Thursday, August 6, 2026**, for Fleet Management Services for Macon- Bibb County. **Deadline for submission of questions is Friday, July 16, 2026, by 3:00 p.m. standard eastern time**

**NO LATE RESPONSES WILL BE CONSIDERED**

The names of responding firms will be publicly read on **Thursday, August 6, 2026, at 2:00 P.M.** in the Macon-Bibb County Procurement Department Conference Room, located on the 700 Poplar Street, Suite 308, Macon Georgia 31201.

B. Definitions

Wherever the term “Owner”, “County”, or “Macon-Bibb County” occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

1. Bid documents may be examined and obtained on Macon-Bibb County website to be viewed and downloaded from one of the links included below:  
Georgia Procurement Registry website  
[http://ssl.doas.state.ga.us/PRSapp/PR\\_custom\\_index.jsp?agency=61100](http://ssl.doas.state.ga.us/PRSapp/PR_custom_index.jsp?agency=61100)  
Macon-Bibb County Procurement Page [www.maconbibb.us/purchasing](http://www.maconbibb.us/purchasing)
2. Do not edit any other required documents (Attachment A).

D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance companies with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory  
Errors and Omission: \$1,000,000  
General Liability: \$1,000,000

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

**“RFP 26-050-LH – Fleet Management Services”**

Macon-Bibb County Procurement Department  
700 Poplar Street  
Suite 308  
Macon, Georgia 31201  
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline for closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted in response to the RPS shall become the property of Macon-Bibb County.

#### F. Responsiveness

To be considered “*responsive*” the submission should include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit
- Non-Collusion Affidavit

#### G. Responsibility

To be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and legally responsible to perform the services included herein

#### H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RPS. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RPS and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RPS or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RPS. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RPS.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. Non-responsive submissions will not be reviewed for potential awards.

#### I. Local Preference

1. Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within **5% (five percent)** of the lowest responsive and responsible bid which conforms to the Invitation to Bid.

## II. BACKGROUND

Macon-Bibb County is a consolidated city-county located in central Georgia approximately 84.5 miles south of Atlanta, Georgia. Macon-Bibb County has an estimated population of 157,632 residents. The broader Macon metropolitan area is home to approximately 238,550 people.

The county's fleet currently consists of approximately 543 vehicles, Fire vehicles (54) and 2 (other vehicles).

## III. SCOPE OF SERVICES

Macon-Bibb County is seeking proposals that include, but are not limited to:

1. Real-time vehicle location and status: live map view of every enrolled vehicle with position, ignition state, speed, and operational status.
2. Route history and replay: searchable per-vehicle route history with full timeline replay, exportable for operations review and public records response.
3. Driver behavior analytics: speeding, harsh braking, harsh acceleration, harsh cornering, idle time, after-hours use, and seat belt status, scored at the driver and unit level.
4. Fuel and utilization analytics: engine hours, distance, fuel consumption (where supported by the vehicle bus), and utilization metrics for budget and right-sizing decisions.
5. Maintenance and diagnostics: engine fault codes, maintenance interval tracking, and proactive alerts to the County's fleet maintenance operation. Geofencing and alerting: County-defined geographic zones with arrival/departure events, dwell-time tracking, and operationally tuned alerting.
6. Role-based reporting and dashboards: operations, finance, risk, and executive dashboards delivered to the appropriate audience with appropriate detail.
7. Open data integration: APIs and exports that allow the County to ingest fleet data into its existing systems (work order, GIS, finance, public-facing dashboards) without vendor lock in.

## IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be organized in a manner to display the required information in easily accessible labelled tabs:

### Background

- Letter of Interest
- History of the company (including years in business)
- Company contact information (including address(es), telephone/Fax numbers, email, etc.)
- Structure of the firm (include principal(s), project team, if applicable)

### Experience

- Resume(s) of key personnel
- Reference list (minimum of 3 references)
- List of projects with similar scopes and size
- Enter additional elements of experience relevant to RPS scope

Project Approach

- Detailed plan for accomplishing the Fleet Management Services
- Provide detailed plans that include a statement demonstrating the understanding of the overall intent of the RFP and describe approach and methods to be used successfully
- Provide detailed information on how your firm will install and implement the system for Macon-Bibb County.
- Provide information on how Macon-Bibb County staff will be trained in proper use of the fleet management system.

Project Timeline

- Provide a project schedule outlining each identified deliverable and the projected timeline for completion.

Price Proposal

- Provide total annual pricing for license fees that includes all hardware/software required to implement for total and complete operation. Prices shall be provided on the attached RFP Bid form included in this solicitation.

V. SCORING (total possible number of points = 100)

Experience –	Maximum 35 points
Project Approach –	Maximum 20 Points
Project Timeline –	Maximum 20 Points
Price –	Maximum 25 Points

Scoring will be performed by a team of reviewers.

VI. AWARD BASIS

Awards will be recommended to the respondent with the highest number of points.

VIII. SUBCONTRACTOR REPORTING REQUIREMENTS

- A. Contractor shall submit a “Subcontractor/Supplier Participation Report” on this contract quarterly to the Macon-Bibb County Office of Small Business Affairs which shall include the following:
1. The name of each subcontractor or supplier participating in the contract.
  2. A description of the work to be performed, materials, supplies, and services provided by each subcontractor or supplier.
  3. Whether each subcontractor or supplier is a minority owned, woman owned, LGBTQIA+ owned, veteran owned, disabled person owned, Certified Disadvantaged Business Entity, non-profit, or local business.
  4. Whether each subcontractor is a supplier, subcontractor, or other.
  5. The dollar value of each subcontract or supply agreement.
  6. The actual payment to date of each subcontractor or supplier participating in the contract
- B. The report shall be updated during the applicable quarter by the Contractor whenever any of the approved subcontractors or suppliers have completed the portion of the work they were contracted to perform. Copies of this report should be transmitted promptly to the Macon-Bibb County Office of Small Business Affairs.
- C. The County may withhold any payment due to the Contractor on any project for failure to submit the Subcontractor/Supplier Report within thirty (30) days following the end of the calendar quarter or for the failure to submit updates to the quarterly report within thirty (30) days of any subcontractor or supplier having completed the portion of work they were contracted to perform.

## Fleet Management Services

### Cost Proposal Bid Form

<b>Item</b>	<b>Title</b>	<b>Cost</b>
1.	Hardware	\$
2.	Software Licensing Fee	\$
3.	Installation and Labor	\$
4.	Training	\$
5.	Recurring Annual Fee (maintenance, support, hosting)	\$
6.	Optional modules and enhancements	\$
	<b>TOTAL COST</b>	\$

ESTIMATED DELIVERY TIMEFRAME \_\_\_\_\_

Please provide a fixed project cost to achieve the deliverables to complete the task listed described in this solicitation.