



CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE, SW, SUITE 1900
ATLANTA, GA 30303
(404) 546-1000

Andre Dickens
Mayor

Chandra Houston
Interim Chief Procurement Officer

Excellence in VALUE CREATION through Partnership, Collaboration, and Innovation

P.R.E.P.
Procurement Request Engagement Package

Date of Request -		Requesting Department -	
Requester's Name, Title, Contact Info			
Project Description			
Request Type		Procurement Category	
Wage Rates <i>(If applicable)</i>			
Liquidated Damages <i>(If applicable)</i>		For Each delay in Substantial Completion of the entire Work: \$ ____ /day For Each day of delay in Final Completion of the entire Work: \$ ____ /day	
Desired Contract Term			
Source(s) of Funds			
Estimated Budget			
Trade Breakdown for Scope of Work <i>(e.g. consulting 20%, demolition 40% and construction 40% to equal 100%. Please attach completed <u>Transmittal Form</u>)</i>			
Site Visit Required		Yes No	

<p>List Potential Suppliers <i>(Name and contact details)</i></p>	
<p>Evaluators <i>(Attach completed Ethics forms, commitment forms, and resumes)</i></p>	
<p>Goal Statement</p>	
<p>Timeline <i>(Extensive project plan can be attached as a supporting document)</i></p>	
<p>Scope</p>	
<p>Critical Success Factors</p>	
<p>Supplier Performance Metrics <i>(e.g. quality, on-time-delivery, cost, innovation, sustainability, etc.)</i></p>	

Upon receipt, the Department of Procurement will respond within 3 business days.

If an incomplete PREP is not rectified within 30 days, it will be automatically canceled.