

## Standard Fleet Email

Hello,

As you may know, we recently completed a system upgrade. In the past, certain fleet features were not utilized by Adams County due to programming inconsistencies and system processing delays, which impacted our in-office efficiency.

With the upgraded system now in place, we are able to fully utilize these features. As a result, we need to ensure that all fleet accounts are updated and only reflect active vehicles. Since these features were not previously in use, this requires a one-time cleanup of all fleet accounts.

To support this cleanup effort, we are reaching out to ask that you review the attached spreadsheet, which includes all vehicles currently associated with fleet [REDACTED]. Please indicate any vehicles that should be permanently removed from your fleet. At this time, we are only processing vehicle removals. Any additional updates or changes will need to be submitted separately as a drop or included with your fleet renewal.

We kindly ask that you review and return the spreadsheet, noting any vehicles to be removed, **at least 2 weeks** before your fleet renewal is submitted for processing.

Your company is responsible for maintaining its fleet going forward. Please notify us as soon as possible whenever a unit is sold or transferred and should be permanently removed from the fleet. Failure to notify us may result in delays for new owners if there is pending activity on the fleet account.

We are also excited to share that the State has launched a new Bulk Fleet Portal, providing Colorado fleets with the ability to manage their accounts online. If you choose to utilize the portal, please note that any pending portal transactions will lock your fleet account for in-office transactions until the portal submission has been approved or denied. Additional information is included in the attachment.

We appreciate your time and assistance in helping us ensure your fleet account is accurate. This effort will allow us to provide more efficient service moving forward.

Thank you,  
Jessica A