

CITY OF SAN ANTONIO

Solid Waste Management Department



**REQUEST FOR INFORMATION
("RFI")**

for

**REFUSE TRUCK REPAIR AND MAINTENANCE
RFI – 014-047**

**Date Issued: Wednesday, May 7, 2014
Proposals Due: Friday, June 6, 2014 at 10:00 a.m.**

PURPOSE

The purpose of this Request for Information (RFI) is to obtain information from fleet management vendors about methodologies for selecting a vendor to perform maintenance and repair of ten automated side-load (ASL) refuse collection vehicles for a period of one year.

Responses received from this RFI will guide the City of San Antonio to develop a Request for Proposal (RFP) from fleet management vendors for the performance of vehicle diagnostics, scheduled preventive maintenance, unscheduled maintenance and repairs, collision repair, and towing services. The RFP vendor selection criteria will be based on price, timeliness, and quality of service. The structure of the proposed contract would ensure that the selected vendor meets these expectations.

REQUESTED INFORMATION

Respondents are required to completely address the questions presented below within the submitted RFI.

The City proposes to evaluate future proposals on timeliness of service, quality of service, and price. To ensure the proposal allows the City to compare the results from respondents fairly and accurately, the City requests that respondents answer and provide information on the following:

1. Availability

- a. Is it a reasonable expectation to have eight of ten (80%) of the ASLs available to the City on Monday, Tuesday, Thursday, and Friday from 6:30am to 5:00pm? Provide reasoning.
- b. Is it a reasonable expectation that all preventive maintenance and repairs would be completed on eight of ten (80%) of the ASLs outside the daily schedule listed above? Provide reasoning.

2. Preventive Maintenance

- a. Is there a formula for determining the number of labor hours and frequency of service (e.g., daily, monthly, mileage-based, etc.) for preventive maintenance? If so, please describe the formula.
- b. Provide a preventive maintenance schedule supported by an industry standard or best practice that details the list of tasks to be performed, the frequency of tasks, estimated labor hours for each task, and labor rates.

3. Repairs

The City is considering structuring the contract pricing options for repairs on a time and materials basis.

- a. Is this an acceptable format or do you recommend a different pricing schedule? Provide reasoning.

- b. Because quick diagnosis and repair of the truck is of high importance to the City, how should the City structure the proposal to identify the vendor that can best diagnose and make repairs?
- c. After the vendor is selected, how do you recommend the City ensure repairs are done properly and timely under this contract?
- d. Is it appropriate and would you agree to a 60 day, 90 day, or other warranty on repairs and parts?
- e. Is it reasonable to expect most repairs to be completed within 48 hours?
- f. Can you provide service to vehicles that breakdown in the field?
- g. What repairs should be provided by the vendor as a roadside assistance service?

4. Towing

The City is considering adding towing of these ten ASLs to the contract. The proposed pricing structure would be a fixed dollar amount per tow to the vendor repair facility.

- a. Is towing an acceptable contract item? Provide reasoning.
 - i. If not, do you suggest an alternative?
- b. Is this pricing structure fair and reasonable? Provide reasoning.
 - i. If not, do you suggest an alternative?

5. Contract Compliance

- a. What language should be included in the proposed contract to ensure contract compliance with respect to timeliness and quality of preventive maintenance and repairs?

6. General

In a future RFP, the City intends to award one contract to a vendor to perform all work related to these trucks, including cab/chassis, body/arm, and collision repair.

- a. Would you be interested in submitting a response to this potential proposal?
- b. Do you foresee any challenges with one contract for this entire work?
- c. Do you have any additional information or recommendations that would assist the City in developing a selection process for a potential contract?

RESPONSE SUBMISSION

The deadline for submitting the RFI Response is **10:00 a.m., Central Time, June 6, 2014**. Please submit four (4) copies of your response in a sealed envelope marked, "RFI 14-047 – Refuse Truck Repair and Maintenance". Responses should be submitted in person or by mail to:

Mailing Address:

City of San Antonio Finance Department – Purchasing
ATTN: RFI 14-047 – Refuse Truck Repair and Maintenance
Grace Solis, Procurement Specialist III
Riverview Towers
111 Soledad, Suite 1100
San Antonio, Texas 78205

This RFI is posted on the City of San Antonio web page:

<http://epay.sanantonio.gov/RFPListings/>

Any submissions after 10:00 am CST, June 6, 2014 will not be accepted.

Questions about this RFI may be submitted via email to:

Grace Solis, Procurement Specialist III at Grace.solis@sanantonio.gov by May 16, 2014, 4:30 p.m. CST

General Terms and Conditions of the Request for Information (RFI)

1. This is **ONLY a REQUEST FOR INFORMATION (RFI)** and should not be construed as intent, commitment, or promise to enter an agreement with a Respondent.
2. The City of San Antonio will not be obligated to any Respondent as a result of this RFI. The City is not obligated for any cost incurred by vendors in the preparation of the Request for Information. The City will not pay for any information herein requested nor is liable for any costs incurred by the vendor. For economy of presentation, special bindings, colored displays, promotional materials and the like are not required but if they are presented, the City will not be responsible for this cost.
3. This RFI is being submitted strictly for the purpose of gaining knowledge of the services available on the market that address the purpose of the RFI.
4. The City will review all information and recommendations received to assess our needs and define our requirements.
5. Confidential or Proprietary Information. All Request for Information responses become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.
6. The City welcomes vendors to submit any pertinent information that the City should consider, including topics that the City has not included in our RFI.
7. At a later time, the City may release its requirements, based on in whole or in part to the responses received for this RFI, and pursue a contract through the normal fair competitive bidding process.

A. Respondent Information: Provide the following information regarding the Respondent.

Respondent Name: _____
(NOTE: Give exact legal name.)
Principal Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No. _____ Fax No: _____
Website address: _____

B. Contact Information: List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No. _____ Fax No: _____
Email: _____