

CITY OF SAN ANTONIO
SOLID WASTE MANAGEMENT DEPARTMENT



REQUEST FOR INFORMATION
(“RFI”)

for

REPAIR SERVICES FOR VARIOUS NON-EMERGENCY AND HEAVY
DUTY ON-ROAD EQUIPMENT

RFI # 6100007546
(16-075)

Date Issued: May 6, 2016
Responses Due: May 27, 2016

Purpose

The purpose of this Request for Information (RFI) is to enable the City of San Antonio, Solid Waste Management Department (City) to determine the level of interest to perform repair work on various non-emergency, medium and heavy duty on-road equipment and trailers.

Responses received from this RFI will guide the City of San Antonio to develop a solicitation with the possibility of multiple contract awards for performance of repairs on various City equipment. Vendor selection criteria will include price, timeliness of service, and quality of service. The structure of the proposed contract would ensure that the selected vendor(s) meets these expectations.

Overview

Timely repair work on medium and heavy duty equipment in the City's fleet is critical to maintain delivery of City services. In an effort to address the various repair needs of the City's medium and heavy duty equipment, the City is advertising this RFI to seek parties interested in providing quality and timely repair services.

The City is contemplating multiple repair service providers for all of the City's on-road Class 4 thru Class 8 trucks; including multiple makes and models of refuse trucks, fifth wheel tractor/trailers, grappler trucks, roll-off trucks, aerial lift trucks, street sweepers and pothole patch trucks. The type of work to be performed under the resultant contract may include, but not be limited to: diagnostics and repairs to engine, exhaust, transmission, brakes, air conditioning and other chassis-related repairs. The contract shall also include work on hydraulic systems and commercial bodies (i.e. refuse, street sweeper, boom trucks and trailers, etc.).

Specifically, the City is seeking a contract(s) that will provide a fixed labor rate with the potential to adjust annually and parts provided at dealer's cost plus a fixed percentage for the entire term of the contract. Contracts may be for labor, parts or a combination of labor and parts. The City anticipates awarding multiple contracts with no guaranteed quantity or volume of work.

Objective

This RFI will be used to identify the following:

- Potential Repair Providers;
- Equipment that Potential Repair Provider can service
- Certifications/Factory Authorized Service Providers;
- Services that can be provided (diagnostics, minor and/or major repairs)

Background:

The City of San Antonio has an inventory of approximately 700 non-emergency, medium and heavy duty vehicles in its fleet which consists of the following:

- Class 4 - 43 Units
- Class 5 - 30 Units
- Class 6 - 56 Units
- Class 7 - 38 Units
- Class 8 - 517 Units

The composition of the chassis manufacturers includes, but is not limited to:

- Autocar
- Crane Carrier
- Ford
- Freightliner
- GMC
- Gradall
- International
- American La France Condor
- MACK
- Peterbilt
- Sterling
- UD Truck Company
- Volvo
- Western Star

The composition of truck body manufacturers includes, but is not limited to:

- Heil Automated Side Loader and
- New Way Rear Loader
- Elgin Sweeper
- Berkamp Pothole Patch
- Rotobec Grappler
- Terex Bucket Truck
- Heil Rear Loader
- Dadee Mfg. Scorpion ASL
- Versalift Bucket Truck
- Tymco Sweeper
- Versalift Aerial Bucket
- Altec Bucket Truck
- Vactor Vacuum Truck

The composition of truck trailers includes, but is not limited to:

- Warren Full Eject
- New Way Rear Load
- Texoma
- Radco Asphalt
- Entyre Asphalt
- Wilkens

REQUESTED INFORMATION

Respondents are requested 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:

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

1. The City is considering awarding resulting contract(s) on a Time and Material basis for equipment repairs. Based upon your experience, what are the advantages and disadvantages of this approach? Would you recommend a different costing structure? If so, provide your rationale.
2. How are repair hours billed? What labor guides are utilized?
3. Are all technicians ASE certified?
4. Describe supporting documentation that can be submitted to the City to validate respondent's actual parts costs?
5. Provide an overview of your ability and repair capacity to service the equipment identified in this RFI. How many service bays are available?
6. Describe security in place at your repair facility and capacity for storage of additional equipment. Is your storage area fenced and lighted?
7. Describe parts in stock that can be utilized to support repair of City equipment. If parts are not in stock, describe how parts will be obtained and estimated delivery time once parts are ordered.
8. What is a reasonable timeframe to diagnose required repairs on equipment once equipment is delivered to your repair facility?
9. How would you define minor and major repairs? What is a reasonable time to complete minor and major repairs once repairs have been approved by the City?
10. What warranty is provided for labor performed and parts installed?
11. What assurances could you provide that diagnostics and repairs are completed in an agreed upon timeframe?
12. What is your current "door rate" for labor?
13. What is your customary "mark up" for parts over dealer cost?
14. What warranty length would you provide for repair work or for parts only?

Respondents shall include with their letter of interest a business profile of the organization with an executive summary of their experience to include the following:

1. Company name as registered with the State of Texas, DBA;
2. Current Leadership.
3. Experience & Qualifications

TRUCK REPAIR CAPABILITIES:

In the Schedule of Equipment below, indicate the types of trucks, trailers and equipment you can repair. Check the box appropriate for the service being offered.

SCHEDULE OF EQUIPMENT

Chassis	Manufacturer/Brand	Ability to Service	Certified	Factory Authorized	Diagnostic Software
	Autocar				
	Crane Carrier				
	Ford				
	Freightliner				
	GMC				
	Gradall				
	International				
	La France				
	Mack				
	Peterbilt				
	Sterling				
	UD				
	Volvo				
	Ram				
	Western Star				
	Other:				
Diesel Engines	Manufacturer/Brand	Ability to Service	Certified	Factory Authorized	Diagnostic Software
	Cummins				
	Detroit				
	Ford				
	Mack				

	Mercedes				
	Cat				
	Navistar				
Other:					
Transmissions	Manufacturer/Brand	Ability to Service	Certified	Factory Authorized	Diagnostic Software
	Allison				
	Eaton				
	Fuller				
Other:					
Equipment Type and Body	Manufacturer/Brand	Ability to Service	Certified	Factory Authorized	Diagnostic Software
Tanker	Cooper				
Trailer	Etnyre				
Trailer	Ledwell				
Trailer	Warren				
Trailer	Texoma				
Automated Side Loader	Heil				
Automated Side Loader	Scorpion				
Rear Loader	New Way				
Rear Loader	Wayne				
Roll Off Truck	Stellar				
Brush Grappler Truck	Rotobec				
Brush Grappler Truck	Lemco				
Air Street Sweeper	Tymco				
Air Street Sweeper	Schwarze				
Mechanical Street Sweeper	Elgin				
Asphalt Distributor	Etnyre				
Construction Concrete Mixer	Beck Industrial				
Construction Excavator	Gradall				
Pot Hole Patch Truck	Bergkamp				
Sewer Cleaner	Vactor				
Utility Auger	Diger Commander				
Trencher	Ditch Witch				
Utility Crane	Blue Diamond				

Non-Insulated Aerial Bucket	Versalift				
Non-Insulated Aerial Bucket	Altec				
Non-Insulated Aerial Bucket	Hi Ranger				
Non-Insulated Aerial Bucket	Terex				
Insulted Aerial Bucket	Versalift				
Insulted Aerial Bucket	Altec				
Insulted Aerial Bucket	Hi Ranger				
Insulted Aerial Bucket	Terex				
Other:					

Respondents may include other information in the executive summary to establish its profile. Thank you for taking the time to review and submit to this RFI. Your submittal is important to us.

RESPONSE SUBMISSION:

Responses should be submitted in person or by mail to:

Mailing Address:

Finance Department
 Attn: Jorge D. Figueroa
 RFI for Repair Service for Various Non-Emergency & Heavy Duty On-Road Equipment
 PO BOX 839966
 San Antonio, TX 78283

Physical Address:

Finance Department
 Attn: Jorge D. Figueroa
 RFI for Repair Service for Various Non-Emergency & Heavy Duty On-Road Equipment
 111 Soledad, Suite 500
 San Antonio, TX 78228

This RFI is posted on the City of San Antonio web page: <http://www.sanantonio.gov/RFPListings/>

Any submissions after May 27, 2016, 10:00 AM CST, will not be accepted.

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. **THIS IS A TWO-STEP PROCESS. THE CITY INTENDS TO SUBSEQUENTLY ISSUE A REQUEST FOR OFFER (RFO). ANY QUALIFIED AND INTERESTED PARTY MAY RESPOND TO THE RFO AND SUBMIT A PROPOSAL WHETHER OR NOT THEY RESPONDED TO THIS RFI.**
3. 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.
4. 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.

5. The City will review all information and recommendations received to assess interest and establish the RFO.
6. 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.
7. The City welcomes vendors to submit any pertinent information that the City should consider, including considerations the City has not included in this RFI.
8. At a later time, the City may release its requirements, 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: _____