Harford County Public Schools

REQUEST FOR INFORMATION
RFI # 22-BT-001

Non- School Bus Fleet Management Services

Issue Date: May 2, 2022
Questions Due: May 20, 2022
Due Date and Time: June 2, 2022, at 2:30 PM
General Information

Introduction

Harford County Public Schools (HCPS) serves over 38,000 students in 54 different schools. Various departments require vehicle(s) to provide service to the students and the schools. Departments ranging from the Facilities, Human Resources, Technology and the Food and Nutrition Departments; each have specific vehicle requirements. HCPS vehicles may require "aftermarket parts" to "upfit" the vehicles based on specific department needs. The HCPS Transportation department oversees the maintenance and acquisition of this fleet of vehicles which is currently at approximately 153 various types.

The replacement of fleet vehicles has been consistently underfunded or unfunded resulting in backlog of aging vehicles which require higher maintenance costs and lack updated fuel efficiency ratings.

Purpose of RFI

The Purpose of this Request for Information (RFI) is to acquire information regarding the potential for a different structure to manage and acquire our current vehicle fleet and to establish a replacement cycle and long-term strategy for fleet replacement within the constraints of our funding options. HCPS would like to create a replacement cycle that will ensure fleet replacement needs are met and that we are pinpointing the best possible time to replace vehicles to utilize the highest equity positions from trade in vehicles on new vehicles. HCPS is open to all fleet management funding including strategies regarding leasing options.

HCPS is seeking information regarding what specific fleet management services are offered, financing options and what the estimated costs would be for replacement costs utilizing a new replacement strategy. Based on the responses received from this RFI, the School District will decide if they want to pursue any of the provided options, and if it is decided they do want to pursue this, will prepare an RFP at which time vendors can respond with a formal proposal. At the time the RFP process is completed, it would be expected that we will enter into a multi-year contract with a selected vendor.

Background

HCPS currently owns a variety of non-school bus fleet vehicles that service various school district departments. The school district currently has approximately 153 non-school bus vehicles ranging from small compact cars to large dump trucks. Historically HCPS was not funded for fleet replacement through the capital funding requests and as such was unable to ensure the appropriate cycle of replacement. HCPS is interested in a plan that would allow for the fleet replacement to be done to industry best practices to reduce maintenance costs, increase safety and provide for greater efficiency through less “down time” of aging vehicles. HCPS would like the ability to add vehicles or eliminate vehicles to the fleet as needed.

HCPS is interested to learn about options for financing both in typical “outright” purchases or through leasing options.
HCPS Special Education Transportation Services

1. HCPS’s current fleet varies widely. Please refer to Exhibit A for examples of current fleet inventory.

2. HCPS requires “up fitting” for various types of vehicles and all needs for the vehicles including aftermarket needs for department specifications and all vehicles would need to meet the required needs.

3. HCPS would like to adhere to industry best practices for a fleet replacement cycle and the best way to replace as many of the current aging vehicles as possible within the funding constraints.

4. HCPS would like to consider electric vehicles as an option in the near future and would like requests to note how that may be accomplished. This is not a requirement but is a consideration.

5. HCPS would like to review a five-to-ten-year plan for replacement of these types of vehicles.

6. HCPS would like to understand how adding a vehicle to the fleet would occur and what options are available for current vehicles.

7. HCPS would like to understand how an open-ended equity leasing arrangement works

RFI Coordinator/Communications
Upon release of this RFI, all communications should be directed in email to the RFI Coordinator listed below. Unauthorized contact regarding this RFI with other HCPS employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the School District.

RFI Coordinator for this RFI will be:
Name: Bobbie Tolston, NIGP-CPP, CPPO, CPPB
Address: A.A. Roberty Building, 102 S. Hickory Ave., Purchasing Department, 3rd Floor
          Bel Air, MD 21014

E-mail: bobbie.tolston@hcps.org

Required Schedule
These dates are estimates and are subject to change by the HCPS.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release RFI</td>
<td>May 2, 2022</td>
</tr>
<tr>
<td>Questions Due</td>
<td>May 20, 2022</td>
</tr>
<tr>
<td>Requests for Information Due</td>
<td>June 2, 2022</td>
</tr>
<tr>
<td>Review of RFI complete/decision made to do RFP</td>
<td>July 15, 2022</td>
</tr>
</tbody>
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Response Format

Requests for Information should be prepared simply and provide the information requested.

Submittal Response Date and Location
Submittals must be submitted to the Purchasing Department or emailed to bids@hcps.org no later than June 2, 2022, at 2:30 pm. All submittals and accompanying documentation will become the property of HCPS and will not be returned. Faxed submittals will not be accepted. The submitting party accepts all risks of late delivery of mailed submittal regardless of fault.

Submittal Format
One electronic (1) original of the Request for Information must be received by the RFI deadline. The School District, at its discretion, may make additional copies of the Requests for Information for the purpose of evaluation only.

Vendor's Cost to Develop Request for Information
Costs for developing responses to this RFI are entirely the obligation of the vendor and shall not be chargeable in any manner to HCPS.

No Obligation
This RFI imposes no contractual obligation whatsoever on the part of HCPS or Vendor.
**Submittal Requirements:**

Responses to this Request for Information should include the following:

1. **Company Background:** Provide general background information regarding your company including a summary of previous experience in similar types of outsourcing projects.
2. **Specific listing of services provided:** Please identify which services your company can provide included in this RFI. Please also list what tasks would still be required by HCPS staff if we chose those services.
3. **Costs:** Please list rough estimated costs for Harford County Public Schools to use all of your services or a partial use of your services.
4. **Hourly Cost:** Please list rough estimated hourly costs for the Harford County Public Schools to use your services for specific tasks.
5. **Service Levels:** Describe the level of service you propose (e.g. 24x7 availability with 9am-5pm staffing).
6. You are encouraged to provide varying service levels in this RFI and identify what is included in each service level along with the cost of each and review each exhibit.

**Describe our existing staffing, etc. below**

Director of Transportation 1.0 FTE

Supervisor of Transportation 4.0 FTE

Driving Instructors 4.0 FTE

Clerical 4.0 FTE

Maintenance 11.0 FTE

Bus Attendants 75.9 FTE *

Bus Driver 89.5 FTE *

Dispatch 2.0 FTE

*FTE numbers do not reflect the number of people employed. The FTE numbers are reduced due to the number of positions that are less than 8 hours.