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**REQUEST FOR PROPOSALS #9-001**  
**for**  
**Fleet Management Services**

**Issued: August 1, 2018**

**Due: August 30, 2018**

**OGDEN SCHOOL DISTRICT**  
Ogden, UT  
Issued by: Ken Crawford

**Ogden City School District's Website: [www.ogdensd.org](http://www.ogdensd.org)  
OGEN SCHOOL DISTRICT REQUEST FOR PROPOSALS (RFP) 9-001**

**TO PROVIDE FLEET MANAGEMENT SERVICES**

**PURPOSE / SCOPE OF RFP**

The purpose and scope of this RFP is to solicit proposals from qualified companies to provide fleet management services for the Ogden School District (OSD) or the District. The fleet management company should be prepared to provide certain services that will include, but not necessarily be limited to:

1. Assisting the District with the acquisition, licensing & titling, registering, disposal and maintenance of approximately 68 fleet vehicles (See Exhibit A for a list of current fleet).
2. Provide a system to track fleet maintenance and minimize the cost of routine maintenance and repairs by providing an approval purchase order to maintenance shops that will be performing the work on OSD fleet vehicles.
3. Meet with District personnel as needed to make recommendations on which fleet vehicles to replace and when to replace them.

This RFP is designed to provide basic information sufficient to solicit proposals from qualified companies, but (except to the extent expressly provided otherwise) is not intended to limit a proposal's content or exclude any relevant, important, or essential information. This RFP is part of a competitive procurement process that is intended to serve the best interests of OSD. It also provides each qualified company responding to this RFP with a fair opportunity for its services to be considered.

The District intends to award a multiple year contract that will allow ordering to occur throughout a five (5) year period upon mutual agreement with the successful bidder and Ogden School District. Replacement or additional vehicles will be ordered under line items, and at prices applicable to the ordering period current at the time the replacement is made. Prices for future year ordering periods will be presented to the District by the awarded vendor in a timely fashion near the beginning of each ordering period. The District will accept or reject future order period pricing through amendment to the original agreement. Offerors will only submit pricing for the first ordering period time response to this RFP.

The District is soliciting a proposal to assess the approach it deems most cost effective for its needs. It is anticipated that this RFP will result in a single contract award to the responsive and responsible offeror with the highest score justified by the procurement code. Be advised that lease arrangements contemplated to extend more than one year will be subject to availability of appropriations.

The District will tentatively select a successful offeror by September 20, 2018, and will finalize a negotiated agreement within 30 days thereafter. Proposers will be given the

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opportunity to propose a phase-in schedule for initial vehicle deliveries. Replacement schedules for vehicles ordered under the contract will be established based on the conditions of the selected alternative.

**TIMELINE**

Below is the proposed timeline for this RFP:

1. Beginning date with RFP posted on Sciqwest: Wednesday, August 1, 2018
2. Question submission deadline Thursday August 23, 2018 by noon.
3. Response submission deadline: Thursday, August 30, 2018
4. Evaluation committee review period: Thursday, August 30, 2018– Thursday, September 13, 2018.
5. Anticipated conditional\* award of contract: September 20, 2018.
6. Notification of conditional award of contract to bidding companies: September 21, 2018.

\*Conditional award of contract pending executing an agreeable contract to both parties

**PROPOSALS**

The District requires all proposals to be submitted in two separate documents. The first document will include responder information and requested qualification criteria as outlined in items A and B below, and shall be no more than ten (10) pages in length. The second document will be the Cost Proposal, described in item C below, and shall be no more than two (2) pages in length.

Proposals should be submitted following these guidelines:

**Submission Time, Place and Manner**

In order to be considered for selection, your proposal must be received in the Purchasing Office (Ogden School District, 1950 Monroe Blvd., Room 210, Ogden, Utah 84401) **no later than 2 p.m. current Mountain Time on Thursday August 30, 2018.** 5 (five) paper copies and one (1) electronic copy (either emailed to [crawfordk@ogdensd.org](mailto:crawfordk@ogdensd.org) or on a flash drive) must be submitted (You may also submit 1 redacted electronic copy of your proposal). The outside of the submittal must be labeled **RFP #9-001**. Proposals received after this deadline will be late and ineligible for consideration. Following the deadline, the names of those responding to the RFP will be available for public inspection.

**Questions**

The Request for Proposals (RFP) documents, including the selection requirements and the selection schedule, will be available from <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah> **Wednesday,**



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Include a complete narrative of your assessment of the work to be performed, your company's ability and approach, and the resources necessary to fulfill the requirements. Include discussion of the following, and any other role of a fleet management company:

Description of the approach to be used in providing the services requested, including an explanation and history of successfully providing similar services to similar organizations

Description of the fleet management services offered including, but not limited to, the following:

- o Open-ended lease.
- o Maintenance program including a process that a shop would go through to work on our fleet vehicles after getting an approved purchase order.
- o Physical damage program.
- o Vehicle resale process.
- o Ability of the proposer to sell vehicles in the existing District fleet.

Summary of how your company is uniquely qualified to perform the services outlined in this RFP.

3. Past performance:

List references (including a contact person and that person's contact information and title) of at least three entities for which fleet management services have been provided, and who can render an opinion regarding the ability of the responder to provide those services.

Describe any work performed for school districts, or other similar local or government entities.

4. Standard Agreement:

Provide a standard contract, including terms and conditions, which your company uses for financial advisor agreements. This is necessary to satisfy Utah Code Ann. § 63G-6a-703(2) (d) (iii). Include term requirements such as month-to-month or annual contract.

5. Conflicts of interest:

Indicate whether there are any potential conflicts of interest that would affect the ability of your company to fairly represent the District. For each potential conflict of interest state:

The names of the individuals and entities involved;

The nature of the conflict, and

The steps that responder will take to mitigate the impact of the conflict

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**C. Cost Proposal (Separate Document)**

**COST PROPOSAL FORM**

<b>INSTRUCTIONS:</b> Using this form, provide a cost proposal for the vehicle lease scenario provided below. Scenarios will be used for evaluation purposes only.	
<b>DESCRIPTION</b> Scenario – Vehicle priced at \$20,000 to be depreciated at a rate of 1.5% per month with Net Book (Depreciated) Values as defined in Section A Lease Requirements of this RFP	<b>60 Month Lease</b>
CAPITALIZED COST FOR VEHICLE:	\$20,000
DEPRECIATION RATE:	1.50%
MONTHLY LEASE COST	
LEASE TERM:	60
LEASE REMAINING BALANCE:	
TOTAL VEHICLE COST (PRODUCT OF MONTHLY LEASE COST AND LEASE TERM ADDED TO LEASE REMAINING BALANCE):	

In a separate document entitled “Cost Proposal”, include all information on cost to provide fleet management services. A proposal may be deemed nonresponsive if any cost information is included in any portion of the proposal response other than in the “Cost Proposal” document. Specifically, include the cost for the following services:

**Cost of Lease.** For evaluation purposes, please include the following ‘Cost Proposal Form’ using the following assumptions.

1. Five (5) year open-ended lease with no mileage restrictions.
2. Vehicles must be depreciated at 1.5% per month with a 10% residual book value.
3. Supply end of term balance at the end of the 60-month lease.
4. List all other applicable fees and charges.

Upon award, the District will negotiate with the awarded vendor the appropriate lease parameters the District deems necessary for each individual vehicle leased.

The District reserves the right to order any amount of leased vehicles and additional services it deems in the best interest of the District and is not obligated to order the quantities outlined in this RFP.

**Cost of Maintenance Program.** For evaluation purposes, include the monthly administration cost of a maintenance program per vehicle based on the assumption of a 5-year lease and 12,000 miles per year.

**Administration Fees / Other Charges.** List any other information relevant to cost related to providing lease and or maintenance services.

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**EVALUATION AND CONTRACT**

**Evaluation Criteria**

An evaluation and selection committee will meet to consider all responsive proposals submitted and rank the proposals based on the criteria stated below. If a responder is eliminated during the evaluation process, the company will be notified.

Evaluation categories are assigned a maximum number of points for evaluation purposes, with a maximum cumulative total of 100 points. Cost proposals will be retained by the District and will be evaluated only after the basic proposals have been evaluated and ranked. The proposals will be evaluated based on the following factors:

	<b>Criteria</b>	<b>Score (0 - 5)*</b>	<b>Weight</b>	<b>Maximum Points</b>
1	Demonstrated qualifications and ability to provide fleet management services:			
	Qualifications and expertise	5	x2	10
	Support team	5	x2	10
	Services provided	5	x1	5
2	Responsiveness of work plan:  Clearly written proposal, which indicates an understanding of the key issues, clearly defines deliverables, and the responder's ability to meet the demands of fleet management services, as they arise.	5	x5	25
3	Past Performance:  Demonstrated experience (i.e. proven track record). Positive references indicating successful past performance for districts or other similar local government entities.	5	x3	15
4	Standard Contract Provided:  The provided contract should be suitable for the services being sought and the relationship between OSD and the company responding to the RFP. The contract should be fair and balanced and should adequately protect OSD's interests. OSD reserves the right to discuss proposed contract terms and negotiate appropriate changes with the successful company.	5	x1	5
5	Cost Proposal - based on formula (see phase 4 below).	5	x6	30
<b>Total Maximum Score Available</b>				<b>100</b>

Score (0 – Unacceptable, 5 – Superior)

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**Evaluation Process**

Phase 1: The evaluation committee will review all proposals that are timely received. Proposals that are not responsible, responsive, or do not comply with the requirements of this RFP and the requested submission format will be eliminated from consideration.

Phase 2: The evaluation committee will evaluate proposals that are not eliminated in Phase 1 in accordance with criteria 1 – 4 listed on previous page. Proposals that achieve a total technical score of 60 points or more will be designated as finalists and will move on to Phase 3.

Phase 3: If needed, discussions may be conducted with responders who were not eliminated in Phase 1 or Phase 2. The discussions may be conducted in person or by telephone. The scores awarded under Phase 2 could be adjusted, if justified. If discussions are deemed unnecessary, proposals may be evaluated and ranked without discussions.

Phase 4: After the adjustments described in Phase 3 are made, if any, each finalist will receive a score for “Cost” of up to 30 points, as follows:

The proposal with the lowest cost will receive the maximum points available. All other proposals will receive points determined by the ratio for the lowest proposal’s cost to each other proposal’s cost with the points being rounded down to the nearest whole number. The ratio is calculated as follows: the maximum points available for the cost category, multiplied by lowest proposed price/proposal price.

**Utah Procurement Code**

All proposals will be evaluated in accordance with the requirements of the Utah Procurement Code, Title 63G, Chapter 6a of the Utah Code.

**Accuracy of Proposal**

All proposals will be relied upon to be true and accurate. The District will rely on this information when evaluating each submission by the criteria listed in the Evaluation and Contract section.



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**E-Verify Compliance**

The company that is awarded the bid must certify that they are in compliance with Utah Code Ann. § 63G-12-302(3) (including amendments and substitutions to the law) relative to the verification of the work eligibility status of employees and, in particular, that Company is registered and participates in a Status Verification system as required by law. Please see attached certification form.

**Addenda**

In the event that it becomes necessary to revise any part of this RFP, any addenda will be added through Sciquest. It is the responsibility of each respondent to ensure that its submission includes the information requested in any addenda. The final date for the issuance and notification of addenda will be five (5) days prior to the due date of the proposal.

**Protected Information**

As a governmental entity, OSD is subject to the Government Records Access and Management Act, Title 63G, Chapter 2 of the Utah Code (“GRAMA”), and cannot guarantee that information provided in a proposal will not be subject to disclosure under GRAMA. If you are claiming confidentiality, you must submit the Claim of Business Confidentiality Form.

**Contract**

A contract may be awarded (pending successful contract negotiations) to the responder whose proposal is the most advantageous to the District, taking into consideration price and the other evaluation factors described in this RFP.

In accordance with Utah Procurement Code, the District reserves the right to award the contract to a technically lower-cost responder that scored lower than the highest scoring responder if, based on a cost benefit analysis required by the Utah Procurement Code, the highest scoring responder will not provide the best value to the District.

The contract may be for a period of up to five (5) years, and may be canceled at any time with or without cause upon 30 days written notice from either the District or the company.

**The District reserves the right to reject any and all proposals.**

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**Best and Final Offers**

In accordance with Utah Code Ann. § 63G-6a-707.5, the evaluation committee may request best and final offers from responsible offerors who have submitted responsive proposals that meet the minimum qualifications, evaluation criteria, or applicable score thresholds identified in this RFP, if:

1. no single proposal addresses all the specifications stated in the request for proposals;
2. all or a significant number of the proposals are ambiguous on a material point and the evaluation committee requires further clarification in order to conduct a fair evaluation of proposals;
3. the evaluation committee needs additional information from all offerors to complete the evaluation of proposals;
4. the differences between proposals in one or more material aspects are too slight to allow the evaluation committee to distinguish between proposals;
5. all cost proposals are too high or over budget; or
6. another reason exists supporting a request for best and final offers, as provided in established rules.

Best and final offers will then be evaluated and scored by the evaluation committee in accordance with the evaluation criteria and procedures stated in this RFP.

**Cost of Responding to RFP and Contract Negotiations**

All expenses relating to responding to this RFP, including, but not limited to, preparing, submitting, and presenting a proposal, attending meetings in relation to this RFP, discussions, and all travel, dining, lodging, and communication expenses will be borne by the responder. The District assumes no liability for any costs incurred by a responder in responding to this RFP.

All expenses of the successful responder relating to conducting contract negotiations, including, but not limited to, drafting, research, legal review, preparation, attending meetings, site visits, travel, dining, lodging, and communication expenses will be borne by the responder. The District assumes no liability for any costs incurred by a responder relating to contract negotiations.

Responder will not bill for any expense that was incurred before the contract is signed.

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**Exhibit A**

<b>Model</b>	<b>Vehicle #</b>	<b>Year</b>	<b>Make</b>	<b>Current Odometer</b>
Sable GS 4D Sedan	C79	1996	CHEVROLET	105,470
2500 Ram Vans Wagon	C81	2001	DODGE	99,176
Lumina Base 4dr Sedan	C80	1998	CHEVROLET	86,536
Ram 2500 Chassis ST 4x4 134.7 in. WB	S89	2001	RAM	138,177
F-350 Chassis XL 4x4 SD Regular Cab 141 in. WB SRW	S114	2004	CHEVROLET	219,592
Silverado 3500 Chassis Base 4x2 Regular Cab 137 in. WB DRW	S105	2004	CHEVROLET	105,637
F-350 XL 4x4 SD Regular Cab 137 in. WB SRW	S104	2006	CHEVROLET	133,536
Ram 1500 ST 4x4 Quad Cab 140.5 in. WB	S106	2005	CHEVROLET	119,468
Ram 1500 ST 4x4 Regular Cab 120.5 in. WB	S76	2003	FORD	110,660
Safari Vans Base Cargo Van	C70	1994	FORD	78,767
Ram Van 2500 Base Cargo Van 127.2 in. WB	S85	2000	FORD	128,776
Ram Van 1500 Base Cargo Van 109.3 in. WB	S78	2003	DODGE	65,694
Ram 2500 Chassis ST 4x4 134.7 in. WB	S107	2002	DODGE	96,398
F-250 XL 4x2 SD Regular Cab 137 in. WB	S102	2005	CHEVROLET	169,994
F-250 XL 4x4 SD Regular Cab 137 in. WB HD	S110	2001	FORD	127,274
F-250 XL 4x4 SD Regular Cab 137 in. WB HD	S90	2001	FORD	124,042
F-150 XL 4x4 Super Cab Styleside 139 in. WB	S103	2002	FORD	156,602
F250 XL Reg Cab	R09	1987	FORD	138,500
F250HD XL Reg Cab 4WD	S82	1997	FORD	138,522
F250HD XL Reg Cab 4WD	S83	1997	CHEVROLET	163,007
F250HD XL Reg Cab 4WD	S88	1997	CHEVROLET	133,592
Silverado 2500HD Classic LS 4x4 Regular Cab 8 ft. box 133 in. WB	S111	2007	DODGE	245,813
Silverado 2500HD Classic LS 4x4 Regular Cab 8 ft. box 133 in. WB	S108	2007	DODGE	242,229
Silverado 2500HD LT 4x4 Regular Cab 8 ft. box 133 in. WB	S115	2009	CHEVROLET	218,920
F250 XL Reg Cab 4WD	S56	1994	DODGE	108,761
F250 XL Reg Cab 4WD	S55	1994	DODGE	170,721
F250 XL Reg Cab 4WD	S67	1992	DODGE	170,000
Ram 2500 Laramie SLT Reg Cab 4WD	S84	1998	FORD	159,402
Ram 2500 ST 4x4 Regular Cab 140.5 in. WB	S75	2003	FORD	141,329
Ram 2500 ST 4x4 Regular Cab 140.5 in. WB	S77	2003	FORD	65,524
2500 Ram Vans Wagon	C76	1999	FORD	141,000

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Ranger Reg Cab 4WD	S57	1991	FORD	79,912
Sebring Touring 4dr Sedan	C92	2007	FORD	34,235
Sebring Touring 4dr Sedan	C93	2007	FORD	47,229
Taurus LX Standard 4dr Sedan	S87	2002	FORD	140,130
Taurus LX Standard 4dr Sedan	C78	1997	FORD	95,347
Lumina Base 4dr Sedan	C84	2001	FORD	55,984
Lumina Base 4dr Sedan	C83	2001	FORD	58,895
Explorer XLS 4.0L 4dr 4x4	S98	2004	FORD	177,900
Explorer Sport Trac Value Manual 4dr 4x4	S97	2002	CHEVROLET	160,781
Stratus SXT 4dr Sedan	C89	2007	FORD	47,868
Stratus SXT 4dr Sedan	C90	2007	FORD	42,848
Malibu LT w/1LT 4dr Sedan	C88	2006	FORD	47,512
Malibu LT w/1LT 4dr Sedan	C87	2006	FORD	43,051
Blazer Base 4D SUV 4WD	S68	1996	FORD	99,420
Safari Vans SLE Ext Wagon	C72	1997	CHEVROLET	60,374
Astro Vans CL Wagon	C62	1991	CHEVROLET	70,994
Grand Caravan Sport Front-wheel Drive Passenger Van	C82	2001	DODGE	65,958
Freestar SE 4dr Wagon	C86	2006	FORD	37,249
Grand Caravan Sport Front-wheel Drive Passenger Van	C85	2006	DODGE	38,123
Ram 2500 Chassis ST 4x4 134.7 in. WB	S96	2001	RAM	120,693
Camry L 4dr Sedan	C98	2012	FORD	18,800
Camry L 4dr Sedan	C99	2012	FORD	49,192
Camry Base (Retail Orders Only) (M6) 4dr Sedan	C97	2011	FORD	20,378
Camry Base (Retail Orders Only) (M6) 4dr Sedan	C96	2011	FORD	72,797
Corolla L 4dr Sedan	C1703	2017	FORD	871
Transit-150 XL w/Sliding Pass-Side Cargo-Door Medium Roof Wagon 130 in. WB	S113	2016	FORD	16,000
Transit-150 XL w/Sliding Pass-Side Cargo-Door Low Roof Wagon 129.9 in. WB	C1704	2017	FORD	8,000
Camry Hybrid LE 4dr Sedan	C1701	2017	FORD	1,500
Camry Hybrid LE 4dr Sedan	C1702	2017	CHEVROLET	5,317
E-350 Super Duty XL Wagon	C91	2008	CHEVROLET	18,606
F-150 XL 4x4 Super Cab Styleside 139 in. WB	S62	1997	CHEVROLET	41,064
F250 XL Reg Cab 4WD	S71	1989	CHEVROLET	39,254
Corolla L (M5) 4dr Sedan	C101	2012	FORD	7,248
Corolla L (M5) 4dr Sedan	C100	2012	FORD	7,264
S10 Reg Cab 4WD	S58	1989	FORD	34,235
Safari Vans SLE Ext Wagon	C67	1994	FORD	50,172
Grand Voyager SE Wagon	C65	1993	DODGE	59,093

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**CERTIFICATION OF COMPLIANCE  
WITH E-VERIFY PROGRAM OR EQUIVALENT**

This is to certify that \_\_\_\_\_  
 (“Company”) covenants, represents and warrants to Ogden School District (“District”) that  
 Company is and at all times during the performance of any contract with the District will be in  
 full compliance with the requirements of Utah Code Ann. § 63G-12-302(3) (including  
 amendments and substitutions to the law) relative to the verification of the work eligibility  
 status of employees and, in particular, that Company is registered and participates in a Status  
 Verification system as required by law.

Dated this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
Name of Company

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Printed Name: \_\_\_\_\_