



# Florida Department of Environmental Protection

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2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

Rick Scott  
Governor

Herschel T. Vinyard Jr.  
Secretary

August 1, 2013

Letter to Prospective Vendors:

Subject: DEP Request for Information No. 2014006C  
Request for Information (RFI) for Alternative Fleet Acquisition and  
Management Approaches

This is a RFI from qualified vendors regarding Alternative Fleet Acquisition and Management Approaches for the Department of Environmental Protection (DEP). The purpose of this RFI is for DEP planning purposes only. Any subsequent implementation activities will depend on budget approval. This RFI is not a solicitation and will not result in a contract, but information obtained from this RFI may be used for informational and planning purposes in future procurements.

The designated DEP Contact Person for this RFI is the undersigned. All communications hereon should cite the subject RFI number and be directed to my attention at the email address provided herein.

DEP appreciates your time and interest in responding to this RFI.

Sincerely,

*Ruth Heggen*

Ruth Heggen  
Procurement Administrator

## **DEP REQUEST FOR INFORMATION NO. 2014006C**

### **ALTERNATIVE FLEET ACQUISITION AND MANAGEMENT APPROACHES**

The Department of Environmental Protection (DEP) is requesting information from qualified vendors regarding innovative alternatives to Fleet Acquisition and Management for the DEP South District Office (District).

#### **BACKGROUND**

The DEP South District's main office is located in Ft. Myers, Florida. The District spans nine counties in the southeastern part of the state and currently maintains a fleet of 24 vehicles which are owned by the DEP. These vehicles are used to transport staff and their equipment to facilities and locations regulated by the DEP. The District's fleet consists of variety of vehicles to include sedans and small SUVs (both hybrid and gasoline only) as well as pick-up trucks which are used over variety of terrains throughout the Southeastern part of the state. The model years of the vehicles range from 2000-2009. The average annual mileage driven per vehicle is 10,350 miles. The combined life-to-date odometer reading for all assigned vehicles is 1,817,696 miles.

The District's aging fleet is currently managed by staff that perform a variety of duties to include: scheduling preventive maintenance, coordinating repairs with certified auto repair shops and ensuring appropriate use data is captured and reported on a monthly basis.

The District is interested in learning about innovative trends and alternatives to traditional ownership that will translate to cost savings regarding fleet acquisition and management on an annual basis. Specifically, the District is interested in turn-key solutions that include, but are not limited to, the following offerings:

1. Vendor supplied vehicles (new or used with no more than 12-18 months of usage) suitable for transporting staff and equipment to various locations throughout the counties within the District;
2. Vendor supplied repairs services for the period of usage (36-60 months);
3. Vendors supplied service contracts to include all preventive/scheduled maintenance for the period of usage (36- 60 months);
4. Disposition recommendations for current fleet to offset alternative approach costs; and,
5. District to provide fuel, insurance coverage, and costs of accident repairs during the period of usage.

To assist in developing an enterprise fleet acquisition and management strategy, the District will take all responses to this request for information into account in order to assist in formulating a statewide approach.

To that end, the District is requesting information from the vendor community on their current product/service offerings. Response requirements are listed below but do not necessarily include all requirements. This document is meant only to assist vendors in providing their responses.

## VENDOR RESPONSE

It is requested that all responses to this RFI contain, at a minimum, the following information:

1. What approach or combination of approaches would yield the highest saving for the District on an annual basis? List the potential benefits, cost savings, and shortcomings with each approach listed:
  - a. Ownership of new vehicles?
  - b. Ownership of used vehicles (approx. no more than 12-18 months of service)?
  - c. Leasing new vehicles?
  - d. Leasing used vehicles (approx. no more than 12-18 months of service)?
2. Which approach will result in the highest savings for the district both short and long term?
3. What services offerings (e.g. warranty repairs, preventive maintenance contracts, extended warranties, etc.) would result in the best value for the District?
4. What usage/lease/rental interval would provide the greatest financial return for the District?
5. Who is the point of contact within your organization regarding your response to this RFI?

## ADDITIONAL INFORMATION

**Public Records:** Any material submitted in response to this RFI will become a public record pursuant to Chapter 119, Florida Statutes, when the DEP opens the responses. Any claim of confidentiality is waived upon submission, unless addressed as set forth below.

**Disclosure and Ownership of Response Contents:** A Vendor's response to this RFI shall be a public record and subject to production, disclosure, inspection and copying consistent with the requirements of Chapter 119, Florida Statutes. All information in a Vendor's response (including, without limitation, technical and price information) will be a matter of public record, subject to the provisions of Florida's Public Records Act, Chapter 119, Florida Statutes, regardless of copyright status. Submission of a response to this RFI shall constitute a waiver of any copyright protection which might otherwise apply to the DEP's production, disclosure, inspection and copying of such response and contract, or any part thereof, except those parts asserted to be exempt under Chapter 119, Florida Statutes. The response, upon submission shall be the property of the DEP (except those parts asserted to be exempt in the manner set forth below), and the DEP, in its sole discretion, shall have the right to use, reproduce, and disseminate the response. The DEP reserves the right to use any and all information contained in a response received to this RFI.

Any content submitted to DEP which is asserted to be exempt under Chapter 119, Florida Statutes, shall be set forth on a page or pages separate from the rest of the response, and clearly marked "exempt," "confidential," or "trade secret" (as applicable), with the statutory basis for such claim of exemption, confidentiality, or trade secret specifically identified in writing on each and every such page. Failure to segregate and so identify any such content shall constitute a waiver of any claimed exemption, confidentiality, or trade secret as applied to the portion of the response or other document in which the content is set forth.

Per Section 287.012(21), Florida Statutes, "Responses to this RFI are not offers and may not be accepted by the DEP to form a binding contract." Vendors submitting information to this RFI are

not prohibited from responding to any related subsequent solicitation. The DEP reserves the right to use or reject any information supplied in response to this RFI.

## RFI SCHEDULE

Any questions from Vendors concerning this RFI shall be submitted in writing, identifying the submitter, to Ruth Heggen at [Ruth.Heggen@dep.state.fl.us](mailto:Ruth.Heggen@dep.state.fl.us) , no later than close of business (5:00 P.M. ET) on Tuesday, August 6, 2013.

By close of business (5:00 P.M. ET) on Thursday, August 8, 2013, DEP anticipates posting the questions and answers on the Vendor Bid System.

All responses must be received by 5:00 P.M. ET on Tuesday, August 20, 2013. Vendors' responses must be in writing, and submitted electronically via email. Responses must be emailed to the following email addresses:

Ruth Heggen at [Ruth.Heggen@dep.state.fl.us](mailto:Ruth.Heggen@dep.state.fl.us)

Randal Landers at [Randal.Landers@dep.state.fl.us](mailto:Randal.Landers@dep.state.fl.us)

After receiving vendor responses, DEP may request on-site presentations from each vendor who responds, as a second phase to this RFI process, for the purposes of presentations and demonstrations of product capabilities. DEP may also request proof-of-concept demonstrations to better understand the product capabilities. There will be no negotiations or discussions of subsequent procurement during these meetings.

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