



# Pre-Submittal Conference

## Request for Information (RFI)

# Fleet Management Alternatives

**Solicitation No. HWC-HASFLE-2019-013**



*Photo Courtesy Of Chad McGhee*

April 18, 2019, 10:00am  
Supply Chain Management  
18600 Lee Road, Humble, TX 77338



# Agenda

- I. Opening Remarks  
Justina J. Mann, CPPO  
Procurement Officer, HAS
- II. Solicitation Overview  
Warren Ching  
Senior Procurement Specialist, HAS
- III. Project Scope And Overview  
Monty B. Nunn, Assistant Director  
Asset Planning, HAS  
  
Scott B. Hill, Assistant Director  
Maintenance, HAS
- IV. Question And Answer Opportunity

FLEET MANAGEMENT ALTERNATIVES, HAS SOLICITATION NO. HWC-HASFLE-2019-013



# Solicitation Overview

- Purpose:
  - The City Of Houston, Houston Airport System (HAS) Is Requesting Information And Input For Fleet Management Business Model Alternatives And/Or Green Fleet Alternatives That Can Meet HAS Needs. The Department Would Like To Take Into Consideration All Consultants, Contractors And/Or Fleet Industry Representatives Who Would Potentially Be Interested In Participating In A Future Procurement

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# Solicitation Schedule

- Due Date And Time:
  - Thursday, May 30, 2019, 2:00pm CDT
- Questions And Requests For Additional Information:
  - Due By April 25, 2019, No Later Than 12:00pm CDT
- Responses Must Be Received Electronically, And Directed Via E-Mail To: [warren.ching.houstontx.gov](mailto:warren.ching.houstontx.gov)

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## Additional Information And Specification Changes

- Letter Of Clarification (LOC):
  - Responses To Questions Received From Potential Responder(s) And Any Changes To The Scope Will Be Confirmed In Writing And Will Be Posted On The HAS Website ([www.fly2houston.com](http://www.fly2houston.com)) Prior To The Submittal Due Date

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# Submittal Procedures

- Proposer To Submit **Four (4) Hard Copies And Four (4) Electronic Copies** (USB Thumb Drives).
- Responses Will Be Received By Houston Airport System's Supply Chain Management, Of The City Of Houston At The Address Below **No Later Than 2:00 P.M., CDT, Thursday, May 30, 2019:**

**Supply Chain Management  
Houston Airports  
Attn: Justina Mann, Procurement Officer  
18600 Lee Road  
Humble, Texas 77338**

- All Submittals Must Be Provided In A Sealed Envelope/Box Clearly Labeled On The Outside With The Name And Address Of The Proposing Firm And Indicate Contents To Be: "Solicitation No.: HWC-HASFLE-2019-013, Fleet Management Alternatives Consultant/Contractor"

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## Response Required Information

- 2.2.1. Company/Organization Name, Contact Person, Address, Telephone No., Fax No., And E-Mail Address Of The Respondent
- 2.2.2. Executive Summary
- 2.2.3. Technical Details Of Respondent's Proposed Alternatives
- 2.2.4. Delivery Schedule
- 2.2.5. Alternative Capital And O&M Costs
- 2.2.6. Operations And Maintenance Requirements And Approach

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# RFI Timeline

<u>Description</u>	<u>Scheduled Date</u>
▪ Advertisement Of RFI	04/05/19
▪ Pre-Submittal Conference	04/18/19
▪ Deadline For Submission Of Questions	04/25/19
▪ Letter Of Clarification Posted On HAS Website	05/09/19
▪ Responses Due	05/30/19
▪ Invitation Of Presentation (Estimated)	06/20/19

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# Project Scope And Overview



*Photo Courtesy Of Chad McGhee*

**Mr. Monty B. Nunn**

Assistant Director For Asset Planning  
Houston Airport System  
Infrastructure Division

**Mr. Scott B. Hill**

Assistant Director For Maintenance  
Houston Airport System  
Infrastructure Division



## Background

- 2017-2018 Fleet Management Study
  - Completed By LeighFisher
- Fleet Management Initiative Objectives
  - Optimize Fleet To Match Changing Needs
    - Reliability
    - Resiliency
    - Efficiency
    - Total Cost Of Ownership

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# Initiative Scope And Overview

- Objectives:
  - Proposed Fleet Management Alternative Solutions
    - Particular Interests
    - Clean / Green Fleet Alternatives
  - Key Objectives
    - Reliability
    - Resiliency
    - Efficiency
    - Total Cost Of Ownership

## What services might HAS be looking for and why?

The size and disparity of the fleet means it may be suitable for outsourcing certain fleet services.

### Telematics for tracking vehicle utilization

- Need to right-size the fleet as some vehicles have low utilization.
- Opportunities to increase efficiencies by identifying vehicles to be removed from fleet and opportunities for pooling.

### Outsourcing fleet maintenance

- Supplement or replace existing maintenance activities with on- or off-site resources.
- Potential for cost savings through outsourcing maintenance.
- Third party responsibility and accountability for performance standards.
- Potential for fewer delays in obtaining parts and lower costs of parts through third party purchasing power.

### Leasing and maintenance of a subset of light-duty fleet and/or heavy duty trucks and equipment

- Cost savings compared to costs of ownership.
- Freeing up of reducing capital expenditures required required for purchasing new vehicles and potential for a large one-time asset sale.
- Leased vehicles would mean newer leased fleet with reduced fuel and maintenance costs.

### Procurement

- Optimizing fleet to match HAS' changing needs.
- Reducing HAS fleet administration.
- Potential for better value purchase and sale by outsourcing and replacing vehicles at the most cost effective age and time.

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# Existing Fleet Snapshot



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# Current Fleet Inventory And Components

- Handouts
  - Will Also Be Provided Electronically
  - Presentation And Sign-In Sheet Also Available Electronically

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## Question And Answer Opportunity

- To Be Official, Questions And Answers Must Be In Writing.
  - They Will Be Posted On HAS Website As A Letter Of Clarification (LOC)

[www.fly2houston.com/ContractingOpportunities](http://www.fly2houston.com/ContractingOpportunities)

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# Thank You



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