

### Agenda Item Details

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Meeting Sep 09, 2013 - Regular Meeting

Category 7. Consent Agenda

Subject 7.14 Tag-On Bid: 13014-DST Driver Education Cars and Multi-Passenger Vehicle, presented by Vince Windham, Program Director, Purchasing, and recommended by the Superintendent for approval.

Access Public

Type Action (Consent)

Fiscal Impact Yes

Budgeted Yes

Budget Source Varies

Recommended Action Motion to approve tag-on to Hillsborough County Public Schools, Bid# 13014-DST Driver Education Cars and Multi-Passenger Vehicle, based on fixed prices, to be used on an as needed basis. The contract dates are September 1, 2013 through August 31, 2014.

### Public Content

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Tag-on to Hillsborough County Public Schools, Bid# 13014-DST Driver Education Cars and Multi-Passenger Vehicle, based on fixed prices, to be used on an as needed basis. The contract dates are September 1, 2013 through August 31, 2014. A copy of the award document and tabulation is attached.

For additional information, please contact Vince Windham, Program Director, Purchasing at (850) 833-7668.

[TAG-ON BID 13014.pdf \(1,452 KB\)](#)

### Administrative Content

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*Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.*

### Motion & Voting

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Motion to approve the Consent Agenda and all of the Consent Agenda items as recommended by the Superintendent

Motion by Cathy Thigpen, second by Cindy Frakes.

Final Resolution: Motion Carries

Yes: Dewey Destin, Cindy Frakes, Cathy Thigpen, Melissa Thrush, Rodney Walker



**DATE:** Tuesday, July 16, 2013  
**TO:** School Board Members  
**FROM:** MaryEllen Elia, Superintendent

**SUBJECT / RECOMMENDATIONS**

Accept the Highest Ranking Proposal from Mears Motor Leasing – Request for Proposal (RFP) #13014-DST Driver Education Cars and Multi-Passenger Vehicle (*Business Division*)

**EXECUTIVE SUMMARY**

On May 15, 2013, the Procurement Department, in conjunction with the Visually Impaired Programs Coordinator and the Supervisor of Secondary Social Studies and Driver Education, issued an RFP to lease 153 automobiles and 1 multi-purpose vehicle (MVP/Mini-van). Three firms responded and a committee of district personnel evaluated their proposals. After presentations and questions, the committee recommended awarding to the top-ranked firm.

The purpose of this RFP was to establish a lease option to provide automobiles for use in the district's Driver Education Program for its 27 high schools and 1 mini-van for the Visually Impaired Programs to conduct community-based instruction in orientation and mobility.

Executive summary continued on attachment.

**STRATEGIC OBJECTIVES**

- Align financial resources to support the district's strategic goals • Demonstrate best financial practices

**FINANCIAL IMPACT (Budgeted: Yes)**

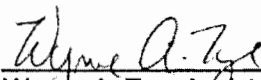
Expenditures for the driver education cars were \$580,176 for 2012/2013 and \$401,475 for 2011/2012. First year funds of approximately \$407,592 will be available in the Secondary Education Budget. Expenditures for the Visually Impaired Programs van were \$7,081 for 2012/2013 and \$6,900 for 2011/2012. First year funds of approximately \$6,972 will be available to the Visually Impaired Programs through the IDEA grant.

Exercising the option to renew this agreement with the same vehicles, in years two through five, will result in an approximate overall savings to the district of \$1,048,219. (Year 1 savings: \$172,727; Year 2 savings: \$199,911; Year 3 savings: \$215,579; Year 4 savings: \$224,963; Year 5 savings: \$236,039).

**EVALUATION**

Contract administration or evaluation is performed by the Project Manager (end user) and Procurement Officer, who function as a team. Reviews are conducted face to face, typically quarterly, or by utilizing an online vendor performance report. Prior to soliciting a new contract, the Contract Administration Team must first give consideration to the specifications and supporting data of the expiring contract.

**SUBMITTED BY:** Jean Bowman, General Manager, Procurement Department

  
Wynne A. Tye, Assistant Superintendent  
Curriculum and Instruction  
(813) 272-4221

  
Gretchen Saunders  
Chief Business Officer  
(813) 272-4270

**A 6.19**

**A6.19 Executive Summary Continued:**

The initial lease costs are reduced compared to current costs. The monthly rates will include all maintenance and mileage charges for regularly scheduled services. There are discount incentives to renew in subsequent years utilizing the same vehicles.

The initial term of the contract is for a one-year period, with four one-year renewals. All prices offered are firm against any increase for at least one year from the effective date. The Superintendent is authorized to approve any renewal agreements, per the terms of the specifications.

Hillsborough County Public Schools, Procurement Department  
RFP 13014-DST Driver Education Cars and Multi-Passenger Vehicle  
Proposals Received

Count	Company Name	Contact	Address	Email	Telephone Number	Fax Number	OSD
1	Acme Auto Leasing, LLC	Erin Maturo	440 Washington Ave North Haven, CT 06473	<a href="mailto:ematur@acmeleasing.com">ematur@acmeleasing.com</a>	(203) 672-0504		No
2	Allstate Leasing	Bob Crowe	3000 Clarcona Road #2908 Apopka, FL 32703	<a href="mailto:bcrowe@allstateleasing.com">bcrowe@allstateleasing.com</a>	(407) 456-1561	(407) 358-5405	No
3	Mears Motor Leasing	Rick Miller	3905 El Rey Road Orlando, FL 32808	<a href="mailto:rmiller@mearsleasing.com">rmiller@mearsleasing.com</a>	(407) 253-4447	(407) 298-7320	No
4							
5							
6							
7							
8							

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

640 bids were sent to vendors.

3 vendors responded to the bid.

637 vendors did not respond at all.

Hillsborough County Public Schools, Procurement Department  
RFP 13014-DST Driver Education Cars and Multi-Passenger Vehicle  
Evaluation Committee Members

Count	Member Role	Last Name	First Name	Position	Site	Email	Phone
1	Voting	Carson	Martha	Driver Education Instructor and Department Head	Hillsborough High School	<a href="mailto:martha.carson@sdhc.k12.fl.us">martha.carson@sdhc.k12.fl.us</a>	(727) 432-2156
2	Voting	Glover	Darren	Athletic Business Manager, Driver Education	Wharton High School	<a href="mailto:darren.glover@sdhc.k12.fl.us">darren.glover@sdhc.k12.fl.us</a>	(813) 631-4710
3	Voting	Overcash	Tammy	Department Chair Wellness and Driver Education	Sickles High School	<a href="mailto:tammy.overcash@sdhc.k12.fl.us">tammy.overcash@sdhc.k12.fl.us</a>	(813) 631-4742
4	Voting	Saladino	Cindy	Driver Education Instructor and Department Head	King High School	<a href="mailto:cindy.saladino@sdhc.k12.fl.us">cindy.saladino@sdhc.k12.fl.us</a>	(813) 744-8333
5	Voting	Swary	Art	Driver Education Instructor	Leto High School	<a href="mailto:art.swary@sdhc.k12.fl.us">art.swary@sdhc.k12.fl.us</a>	(813) 963-6383
6	Advisor	Holt	Dennis	Supervisor	Secondary Social Studies and Driver Education	<a href="mailto:dennis.holt@sdhc.k12.fl.us">dennis.holt@sdhc.k12.fl.us</a>	(813) 272-4932
7	Facilitator	Viamontes	Ivan	Senior Procurement Officer	Procurement Department	<a href="mailto:ivan.viamontes@sdhc.k12.fl.us">ivan.viamontes@sdhc.k12.fl.us</a>	(813) 272-4328
8	Facilitator	Olsen	Kathy	Procurement Officer	Procurement Department	<a href="mailto:kathy.olsen@sdhc.k12.fl.us">kathy.olsen@sdhc.k12.fl.us</a>	(813) 272-4369
9	Facilitator	Murray	Kimberlyn	Procurement Officer	Procurement Department	<a href="mailto:kimberlyn.murray@sdhc.k12.fl.us">kimberlyn.murray@sdhc.k12.fl.us</a>	(813) 272-4282

Hillsborough County Public Schools, Procurement Department  
RFP 13014-DST Driver Education Cars and Multi-Passenger Vehicle  
Evaluation Criteria

<b>PHASE I:</b> _____		<b>PHASE II:</b> _____		<b>PHASE III:</b> _____			
Company Name: _____							
<b>Evaluation Criteria</b> <small>The following factors will be considered when evaluating proposals:</small>		<b>Weight ( a )</b>	<b>Outstanding 10 points ( b )</b>	<b>Adequate to Good 6, 7, OR 8 points ( c )</b>	<b>Marginal 3 OR 4 points ( d )</b>	<b>Unacceptable 0 points ( e )</b>	<b>Weighted Score a x (b,c,d,or e)</b>
<b>1</b>	<b>Cover Letter</b> Indicate your company's understanding of the requirements and scope of services requested in this solicitation.	<b>5</b>					
<b>2</b>	<b>Qualifications &amp; References</b> Background of the proposer and sub-contractor(s), including professional qualifications, experience, and references.	<b>25</b>					
<b>3</b>	<b>Capability:</b> Ability to provide products and ability of products to perform the needs of the district.	<b>20</b>					
<b>4</b>	<b>Implementation Plan</b> Comprehensive description of fulfillment of scope of services, including timelines for delivery.	<b>10</b>					
<b>5</b>	<b>Cost Effectiveness</b> Price and cost effectiveness	<b>25</b>					
<b>6</b>	<b>Small Business</b> Utilization of HCPS registered OSD vendors and/or OSD registered.	<b>5</b>					
<b>7</b>	<b>Quality</b> Vendors commitment to customer service, support and quality.	<b>10</b>					
<b>Total</b>		<b>100</b>					
<b>Notes / Comments:</b>   <div style="text-align: right;">Print Name: _____ Signature: _____</div>							

Hillsborough County Public Schools, Procurement Department  
RFP 13014-DST Driver Education Cars and Multi-Passenger Vehicle  
Scores & Ranking Phase I and II

**Scores**

	Count	1	2	3
<b>Category Description</b>		<u>Acme Auto Leasing, LLC</u>	<u>Allstate Leasing</u>	<u>Mears Motor Leasing</u>
Cover Letter		180	175	230
Qualifications & References		900	925	1150
Capability:		500	460	1000
Implementation Plan		270	270	480
Cost Effectiveness		350	450	1200
Small Business		0	0	0
Quality		200	130	500
		0	0	0
<b>Totals</b>		<b>2400</b>	<b>2410</b>	<b>4560</b>
		<b>Ranking</b>		
<b>Category Description</b>		<u>Acme Auto Leasing, LLC</u>	<u>Allstate Leasing</u>	<u>Mears Motor Leasing</u>
Cover Letter		2	3	1
Qualifications & References		3	2	1
Capability:		2	3	1
Implementation Plan		2	2	1
Cost Effectiveness		3	2	1
Small Business		1	1	1
<b>Totals</b>		<b>3</b>	<b>2</b>	<b>1</b>

Hillsborough County Public Schools, Procurement Department  
RFP 13014-DST Driver Education Cars and Multi-Passenger Vehicle  
Recommend for Award

					<b>Committee Signatures</b>	
Count	Company Name	Phase I and II Score	Phase I and II Ranking	Recommend for Award	Count	Name                      Signature
1	Acme Auto Leasing, LLC	2,400			1	Martha Carson
2	Allstate Leasing	2,410			2	Darren Glover
3	Mears Motor Leasing	4,560	1	Yes	3	Tammy Overcash
4					4	Cindy Saladino
5					5	Art Swary

By signing beside your name on the right, you are affirming the information above was the decision of the committee.

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.



Hillsborough County Public Schools, Procurement Department  
RFP 13014-DST Driver Education Cars and Multi-Passenger Vehicle  
13014 Pricing Tabulation

Acme Auto Leasing								Allstate Leasing					Mears Motor Leasing						
ITEM NO.	AREA	Size	MAKE & MODEL	Length	COST PER DAY/PER VEHICLE	Cost Per Month	TOTAL COST	153 Units	MAKE & MODEL	Length	COST PER DAY/PER VEHICLE	Cost Per Month	TOTAL COST	VEHICLE MAKE & MODEL	Length	COST PER DAY/PER VEHICLE	Cost Per Month	TOTAL COST	
1	AB	Midsize	Ford Fusion S	Year 1	\$ 10.62	\$ 323.00	\$ 3,876.00	\$ 593,028.00	Ford Fusion SE	Year 1	\$ 9.21	\$ 280.00	\$ 3,360.00	Ford Fusion SE	Year 1	\$ 7.40	\$ 222.00	\$ 2,664.00	\$ 407,592.00
2	AB	Year 2		\$ 10.16	\$ 309.00	\$ 3,708.00	\$ 567,324.00	Year 2		\$ 9.21	\$ 280.00	\$ 3,360.00	\$ 514,080.00		Year 2	\$ 7.00	\$ 210.00	\$ 2,520.00	\$ 385,560.00
3	AB	Year 3		\$ 9.17	\$ 279.00	\$ 3,348.00	\$ 512,244.00	Year 3		\$ 8.22	\$ 250.00	\$ 3,000.00	\$ 459,000.00		Year 3	\$ 6.70	\$ 201.00	\$ 2,412.00	\$ 369,036.00
4	AB	Year 4		\$ 7.89	\$ 240.00	\$ 2,880.00	\$ 440,640.00	Year 4		\$ 7.89	\$ 240.00	\$ 2,880.00	\$ 440,640.00		Year 4	\$ 6.53	\$ 196.00	\$ 2,352.00	\$ 359,856.00
5	AB	Year 5		\$ 6.25	\$ 190.00	\$ 2,280.00	\$ 348,840.00	Year 5		\$ 6.58	\$ 200.00	\$ 2,400.00	\$ 367,200.00		Year 5	\$ 6.25	\$ 190.00	\$ 2,280.00	\$ 348,840.00
							\$ 2,462,076.00					\$ 2,295,000.00						\$ 1,870,884.00	
6	AB	MPV	Dodge Caravan	Year 1	\$ 13.15	\$ 400.00	\$ 4,800.00		Dodge Caravan	Year 1	\$ 15.78	\$ 480.00	\$ 5,760.00	Chrysler Town & Country	Year 1	\$ 19.36	\$ 581.00	\$ 6,972.00	
7	AB	Year 2		\$ 11.51	\$ 350.00	\$ 4,200.00		Year 2		\$ 11.18	\$ 340.00	\$ 4,080.00	Year 2		\$ 7.83	\$ 235.00	\$ 2,820.00		
8	AIII	Year 3		\$ 9.21	\$ 280.00	\$ 3,360.00		Year 3		\$ 9.37	\$ 285.00	\$ 3,420.00	Year 3		\$ 7.43	\$ 223.00	\$ 2,676.00		
9	AIII	Year 4		\$ 8.22	\$ 250.00	\$ 3,000.00		Year 4		\$ 7.73	\$ 235.00	\$ 2,820.00	Year 4		\$ 6.86	\$ 206.00	\$ 2,472.00		
10	AIII	Year 5		\$ 4.27	\$ 130.00	\$ 1,560.00		Year 5		\$ 7.40	\$ 225.00	\$ 2,700.00	Year 5		\$ 6.70	\$ 201.00	\$ 2,412.00		
11						\$ 16,920.00	\$ 2,478,996.00					\$ 18,780.00					\$ 17,352.00	\$ 1,888,236.00	
12	Lease/Rent/Other					Not Indicated						Lease						Lease	
	Dual Brake-Fixed Cost																		
13	Installation					\$ 140.00						\$ 225.00						\$ -	
14	Removal					\$ 140.00						\$ 75.00						\$ -	
15	Carpet Repair					No Charge						\$ 100.00						\$ -	
16	Service rates per vehicle for repairs, which the District is responsible.					\$85.00						\$ 75.00						\$ 70.00	
17	Service rates	Not Indicated							Service rates			Actual Cost		Service rates				Standard Book	
18	Body Shop	Not Indicated							Body Shop			Standard Book		Body Shop				Standard Book	
19	Payment Terms	Net 45							Payment Terms			Net 45		Payment Terms				Net 45	
		Does Accept P-Card	Level 1															Does Accept P-Card	
																		Level 3	
									Optional Unit										
									Nissan Quest S	Year 1	\$ 12.99	\$ 395.00	\$ 4,740.00						
										Year 2	\$ 8.88	\$ 270.00	\$ 3,240.00						
										Year 3	\$ 8.55	\$ 260.00	\$ 3,120.00						
										Year 4	\$ 8.22	\$ 250.00	\$ 3,000.00						
										Year 5	\$ 8.05	\$ 245.00	\$ 2,940.00						
													\$ 17,040.00						