



**EQUIPMENT RENTALS, AND RELATED PRODUCTS AND SERVICES
RFP # 269-2018-047 Solicitation and Evaluation Summary**

Background

On May 22, 2018, the City of Charlotte Procurement Management Division issued a Request for Proposals (RFP) for interested suppliers to provide Equipment Rentals and Related Products and Services to satisfactorily support the City of Charlotte, and other public agencies supported under this contract. The City of Charlotte served as Lead Public Agency on behalf of the U.S. Communities Government Purchasing Alliance through a public agency clause, which provides that any county, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), state, other government agency or nonprofit organization may purchase Products and Services through this contract.

Solicitation Process

1. Request for Proposals (RFP # 269-2018-047) was issued in accordance with NC State Statutes (G.S. 143-129) and the Citywide Procurement Policy (MFS 24) on May 22, 2018.
2. We advertised the solicitation in the *Charlotte Observer* newspaper (affidavit attached), posted the solicitation on the NC Interactive Purchasing System (NCIPS) website at: www.ips.state.nc.us, City of Charlotte website at: <http://charlottenc.gov/DoingBusiness/Pages/ContractOpportunities.aspx>, and U.S. Communities website at: www.uscommunities.org. Although not required by law or policy, we also sent a courtesy email notification of the opportunity to bid to 34 vendors that are registered with the City under related NIGP commodity codes 981.
3. A Pre-proposal conference was held on June 6, 2018 to review specifications and allow the suppliers to ask questions pertaining to the proposal process or specifications. (Although law does not require a pre-proposal, it is the City's practice to conduct pre-proposals.)
4. The NC laws does not require a public bid opening when RFPs are used for services, technology or a combination of goods and services where the knowledge and expertise of the vendor is more critical and detailed specifications is not practical, or not as simple to define or measure. Since the proposal responses may vary widely and/or contain proprietary or trade secret information, the NC statutes does not require public openings for RFP responses to allow the city to evaluate the proposals and protect proprietary information from public record requirements.
5. That being said, the City of Charlotte did require sealed proposals to be submitted by the advertised deadline. Section 3.5 of the RFP also included information regarding the submission of proposals location by 2:00 p.m. on June 26, 2018. Although it wasn't a public opening, the City did not prohibit any vendors from attending the 2:00 deadline meeting to see who submitted proposals but not to review any competitor's proposals. All proposals submitted were received via UPS, Federal Express, or hand delivery but no vendor elected to attend this meeting.
6. We received three (3) sealed proposals in response to the RFP that were stamped and stored unopened until June 26, 2018 from the following:
 - Herc Rentals
 - Sunbelt Rentals
 - Big Truck Rental
7. The proposal from Sunbelt was deemed non-responsive due to failure to comply with requirements of the RFP.
8. On June 27, 2018, all proposals received were uploaded to a secure Egnyte website and a link was sent to the Evaluation Team ("Team") consisting of the following:

Voting Members:

- Genetta Carothers- City of Charlotte, NC
- Adrienne Lewis- City of Charlotte, NC
- Sharon Loosman- NC State University, NC
- Bobbie Wilkerson- Hartford County Public Schools, MD
- Michael Sullivan- Los Angeles Dept. Water and Power, CA

Non-Voting Members:

- Alexis Turner, U.S. Communities
- Tyler McCall, U.S. Communities
- Bryan Shumey, U.S. Communities

Please note that U.S. Communities members reviewed the proposals for compliance with U.S. Communities requirements but they did not score proposals, and did not have a vote on the final recommendations.

Evaluation of Proposals

1. All Team members conducted individual evaluations of each proposal received based on the criteria stated in Section 3.8 of the RFP, and in accordance with, and subject to, all relevant statutes, ordinances, rules and regulations that govern procurement in the state of North Carolina.

The Evaluation Team determined the most comprehensive, competitive, and best value solutions that were most advantageous to the Lead Public Agency and potential Participating Public Agencies, based on the following criteria:

- A. Compliance with all requirements of the RFP;
 - B. Relevant qualifications and experience;
 - C. National/Corporate support (including response to all U.S. Communities requirements and inclusion of signed, unaltered Administration Agreement).
 - D. Range and quality of products and services offerings, including technological advances, and value added related services;
 - E. Proposed approach and proposed solution (including lease and/or purchase options);
 - F. Pricing;
 - G. Financial Qualifications;
 - H. MWSBE factors specified in the RFP; and
 - I. References
2. The Evaluation Team submitted their individually completed evaluation matrix to Karen on or before July 20, 2018.
 3. The City of Charlotte combined scores for first round evaluations of the team.
 4. The Evaluation Team met in Charlotte, North Carolina on July 24-25, 2018.
 5. The Team reviewed the proposals and made a list of questions as we discussed each proposal. Karen e-mailed each company the list of questions prior to the conference calls.
 6. The Team held conference calls with Herc Rentals and Big Truck Rental and asked the list of prepared questions. Both companies provided verbal clarifications, and also submitted written responses to Karen via email.
 7. All additional information received from Herc Rentals and Big Truck Rental was forwarded to each Evaluation Team member for review and comments. The Team re-evaluated their individual scores for each vendor based on the information obtained during the conference calls. As a result, the Evaluation Team members submitted revised scores.

8. The Team unanimously agreed on recommending Herc Rentals as having the most comprehensive and advantageous proposal and best met the overall solution for the City of Charlotte and potential participating public agencies nationwide through U.S. Communities.
9. Big Truck Rental only provides the lease of refuse trucks but after review and research, the Team determined that a second contract award to Big Truck would be beneficial to all participating public agencies due to the specialized product and services offering.
10. A recommendation was made to the Charlotte City Council for consideration at the regularly scheduled Council meeting on September 24, 2019 to award the contracts as recommended.
11. City Council approved the contract with Herc Rentals and Big Truck Rental (approved consent item attached).
12. The effective date of the contracts and Master Agreements will be November 1, 2018 for the term of five (5) years with the option to renew for two (2) additional two-year terms.

AFFIDAVIT OF PUBLICATION

Account #	Ad Number	Identification
205406	0003675690	ADVERTISEMENT, PROPOSALS WANTED: Sealed proposal respons

Attention: Christine Goodson

CITY OF CHARLOTTE PROCUREMENT SERVICES
600 E 4TH ST
CHARLOTTE, NC 28202

North Carolina } ss

Mecklenburg County }

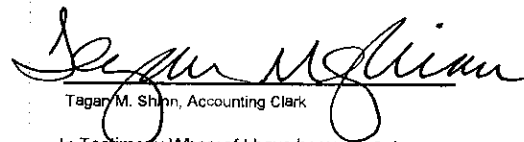
Before the undersigned, a Notary Public of said County and State, duly authorized to administer oaths affirmations, etc., personally appeared, being duly sworn or affirmed according to law, doth depose and say that he/she is a representative of The Charlotte Observer Publishing Company, a corporation organized and doing business under the laws of the State of Delaware, and publishing a newspaper known as The Charlotte Observer in the city of Charlotte, County of Mecklenburg, and State of North Carolina and that as such he/she is familiar with the books, records, files, and business of said Corporation and by reference to the files of said publication, the attached advertisement was inserted. The following is correctly copied from the books and files of the aforesaid Corporation and Publication.

ADVERTISEMENT, PROPOSALS WANTED:
Sealed proposal responses will be received by the City of Charlotte, Procurement Management Division at the Charlotte-Mecklenburg Government Center (CMGC), 600 E. 4th Street, Charlotte, NC, until 2:00 p.m. on June 26, 2018 for the following: "Equipment Rentals and Related Products and Services", RFP #269-2018-047. A pre-proposal meeting will be held on June 6, 2016 at 1:00 p.m. in room #280 of the CMGC. To obtain a copy of the RFP, please go to <http://www.ips.state.nc.us>, or contact Karen Ewing at 704-336-2992.
The City of Charlotte reserves the right to reject any and all proposals.
LP3675690

1 Insertion(s)

Published On:

May 22, 2018

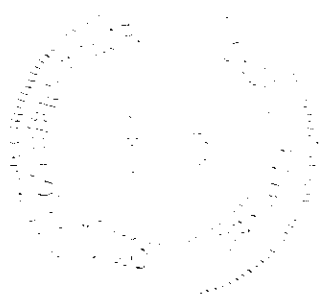

Tager M. Shon, Accounting Clerk

In Testimony Whereof I have hereunto set my hand and affixed my seal on the 31st day of May, 2018

My Commission Expires: 12/11/2022



Notary Signature





Agenda Date: 9/24/2018

 Agenda #: 35.File #: 15-8810 Type: Consent Item

Equipment Rentals and Services

Action:

- A. Approve unit price contracts with the following companies for Equipment Rentals and Related Products and Services for an initial term of five years:**
- Herc Rentals,
 - Big Truck Rentals (for refuse truck rentals only), and
- B. Authorize the City Manager to renew the contracts for up to two, two-year terms with possible price adjustments and to amend the contracts consistent with the purpose for which the contracts were approved.**

Staff Resource(s):

Robert Campbell, Finance
Kay Elmore, Finance

Explanation

- City departments rent equipment such as generators, excavators, cranes, forklifts, tower lights and message boards that are required during construction projects, water and sewer line installation, power outages, and other routine needs or emergency situations.
- On March 23, 2018, the City issued a Request for Proposals (RFP); three proposals were received.
- The City issued this solicitation on behalf of U.S. Communities Government Purchasing Alliance which selected the City as Lead Public Agency to solicit proposals for these services on behalf of all states, local governments, school districts, and higher education institutions in the United States.
- U.S. Communities is sponsored by the National League of Cities, The National Association of Counties, the Association of School Business Officials International, the United States Conference of Mayors, and the National Governors Associations.
- U.S. Communities is available to over 90,000 local governments and public agencies and reduces costs by combining the volumes and purchasing power of public agencies nationwide.
- As Lead Agency, the City is responsible for the solicitations process, contract management and consulting with participating public agencies regarding the contract.
- Herc Rentals and Big Truck Rentals best meets the City's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements and ability to provide the products and services to public agencies in all 50 states.
- Big Truck Rentals will provide refuse truck rentals only that are needed by Solid Waste Services when City trucks are down for extended maintenance and repair, or when additional trucks are needed for special or emergency events.
- Annual expenditures for the Herc Rentals contract is estimated to be \$800,000.
- Annual expenditures for the Big Truck Rentals contract is estimated to be \$40,000.

Charlotte Business INclusion

Established MWSBE Goal: 10.00%
Committed MWSBE Goal: 15.60%

Agenda #: 35.File #: 15-8810 Type: Consent Item

Herc Rental exceeded the established subcontracting goal and has committed 15.60% (\$125,000) of the total contract amount to the following certified firm(s) (Part B: Section 3 of the Charlotte Business INCLUSION Policy):

- Streeter Trucking (SBE) (\$25,000) (Equipment Hauling)
- Shoreline Trucking (MBE/SBE) (\$25,000) (Equipment Hauling)
- Eastway Wrecker Services, Inc. (MBE) (\$25,000) (Equipment Hauling)
- RW Trucking, Inc. (SBE) (\$25,000) (Equipment Hauling)
- Murphy Law Trucking (MBE) (\$25,000) (Equipment Hauling)

Big Truck Rentals

No subcontracting goal was established because there are no subcontracting opportunities (Part C: Section 2.1(a) of the Charlotte Business Inclusion Policy)

Fiscal Note

Funding: Departmental Operating Budgets