



Request for Information

JUDICIAL COUNCIL OF
CALIFORNIA

TITLE: FLEET MANAGEMENT
SERVICES

RFI NO: BAP-2022-01-SB

RESPONSES DUE:

MAY 13, 2022, NO LATER THAN
2:00 P.M. PACIFIC TIME

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For planning and information purposes only

I. OVERVIEW

The Judicial Council is researching information for a possible future solicitation for Master Agreement for Fleet Management Services for the benefit of the 58 superior courts of California, the California appellate courts (including the Supreme Court of California), the Judicial Council, and the Habeas Corpus Resource Center (Collectively, “Judicial Branch Entities” or “JBEs,” and individually, a “Judicial Branch Entity” or “JBE”).

II. INVITATION TO RESPOND

You are invited to respond with information to assist the Judicial Council of California in identifying prospective vendors to provide a complete vehicle service program, including the lease and maintenance of vehicles for the Judicial Branch Entity.

III. SERVICE DESCRIPTIONS

The objective of this Request for Information (RFI) is to gather information on vendors that can provide a complete vehicle service program, for an estimated 30-40 vehicles, including:

- Vehicle Leasing Services
- Fleet Vehicle Maintenance and Management Services for leased vehicles
- Optional Insurance/Accident Management Program.
- Optional Fleet Telematics Program

1. Vehicle Leasing Services

- Current fleet consists of 35 Vehicles, 12 of them all wheel drive.
- JCC would like the option to lease electric, hybrid or gas vehicles.
- Vehicle lease terms shall be for a base period of 36, 48, and 60 month leases at 6k, 12k and 15k miles a year.
- Pricing must be fixed for the entire duration of the lease entered into under the Master Agreement. Pricing for the lease shall include all applicable charges or costs, including but not limited to costs associated with the preparation of all paperwork necessary for vehicle titles, licenses, delivery, and any other miscellaneous fees.
- The successful proposer should have a network of lease facilities or be able to deliver vehicles in all major California cities and to the following areas of the State of California.
 - Northern/Central Region (NCR) – Shasta, Placer, Nevada, Sacramento, Fresno.
 - Southern Region (SR) – Kern, Los Angeles, Orange, Riverside, San Diego, Burbank.
 - Bay Area/Northern Coastal Region (BANCR) – Mendocino, Sonoma, Contra Costa, Alameda, Santa Clara, San Francisco.
- All vehicles must include the following features:
 - Automatic Transmission
 - Bumper to bumper warranty to cover the lease period
 - Hands free technology
 - Front and rear floor mats
 - AM/FM radio
 - Adjustable steering column
 - Adjustable front seats

- Cruise control
- Air conditioning
- Spare tire
- Driver and passenger front-impact airbags
- Power mirrors

2. Fleet Vehicle Maintenance and Management Services

- **Fleet Vehicle Maintenance Requirements:** The proposer should have the ability to provide a monthly all-inclusive full service maintenance management program for a fixed monthly fee per leased vehicle.
- The successful proposer should have a network of maintenance and repair facilities in all major California cities and to the following areas of the State of California.
 - Northern/Central Region (NCR) – Shasta, Placer, Nevada, Sacramento, Fresno.
 - Southern Region (SR) – Kern, Los Angeles, Orange, Riverside, San Diego, Burbank.
 - Bay Area/Northern Coastal Region (BANCR) – Mendocino, Sonoma, Contra Costa, Alameda, Santa Clara, San Francisco.
- The successful proposer must provide a loaner vehicle for any JBE employee after drop off for servicing/repair or, alternatively, must provide a ride to pick up the rental vehicle, and provide a ride back to the service center if the repairs or maintenance require overnight servicing.
- Maintenance costs must include all costs except the cost of tires.
- Capabilities for providing 24/7 driver's aide with regard to emergency roadside assistance for the entire state.

3. Optional Insurance and Accident Services Program Requirements

- **Collision and Comprehensive Damage and Repairs:** The proposer shall be responsible for repairs of all damage to any vehicle. The proposer may charge back to the individual JBE the first \$1,000 on any loss or damage. The proposer is also responsible for all administrative details for all accident reports/repairs, subrogation and insurance processes include:
 - i. Towing arrangements
 - ii. Car/van rental arrangements
 - iii. Appraisals and photographs
 - iv. Salvage
 - v. Claims recovery assistance
 - vi. Coordination of subrogation and loss recovery
 - vii. Third party physical damage claims
 - viii. Reporting associated with accident, repair, subrogation claims, recoveries and legal proceedings involving physical damage to the vehicles; and
 - ix. Accident activity reports

4. Optional Fleet Telematics Program

- **Fleet Telematics Program:** The proposer shall provide data generated by vehicle telematics to help the JBE optimize the fleet of leased vehicles.

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- i. Real-time GPS Tracking**
- ii. Electronic Logging Device**
- iii. Fuel efficiency monitoring**
- iv. Route optimization**
- v. Vehicle Diagnostics**

IV. RESPONSE FORMAT

The following attachments are included as part of this RFI for Proposer Response submissions:

#	Attachment Title	Description
1	Proposer Response Template	Proposer's Response
2	Pricing Schedule	Generalized pricing for vehicles as outlined above. This is not an offer or bid and the information provided will only be used to determine if a plan to move forward is warranted.

V. ADDITIONAL INFORMATION

A. Disclaimer – No Solicitation

This RFI is issued to gather information and is intended for planning purposes only. This RFI does not constitute a solicitation. A response to this RFI is not an offer and cannot be accepted by the Judicial Council to form a binding contract. The Judicial Council shall have no obligation to, and will not, reimburse respondents (or their agents, contractors or brokers) for any expenses associated with responding to this RFI. Responses to this RFI will not be returned. The Judicial Council shall have no obligation to respond in any manner to a submission.

B. Confidential or Proprietary Information

The Judicial Council is bound by California Rule of Court 10.500 with respect to public access and disclosure of judicial administrative records. Rule 10.500 is posted online at: http://www.courts.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500. While Respondents may note or mark portions of the information submitted in response to this RFI indicating that the information contains material that is confidential and/or proprietary, if the Judicial Council receives a request for public access to material submitted in response to this RFI, the Judicial Council will determine, in its sole opinion, whether marked material is exempt from disclosure under rule 10.500 or other applicable law. If the Judicial Council, in its sole opinion, finds or reasonably believes that the material so marked is exempt from disclosure, that material will not be disclosed. If the Judicial Council finds or reasonably believes that the material so marked is **not** exempt from disclosure, the Judicial Council will contact the respondent with a request to substantiate its claim for confidential treatment but may disclose the information pursuant to rule 10.500 and other applicable law regardless of the marking or notation seeking confidential treatment.

C. Closing Date for Submission and Contact Information

All submissions are due no later than the closing date of **May 13, 2022, no later than 2:00 p.m. (PDT)**. All interested parties must submit an electronic version of the entire response marked “Response to RFI # BAP-2022-01-SB to be transmitted by email to the Judicial Council’s single Point of Contact (POC) the solicitations mailbox at solicitations@jud.ca.gov. The RFI number BAP-2022-01-SB must be included in the subject line of all communications.

All communication with the Judicial Council for this RFI must be in writing, include the RFI number, and must be directed to the Judicial Council’s single Point of Contact (POC) the solicitations mailbox at the following e-mail address: solicitations@jud.ca.gov.

Interested parties must not contact any other Judicial Council staff, court, or other judicial branch entity regarding this RFI except as provided above. Submissions should provide straightforward and concise responses to the requests for information set forth in this RFI.

D. Information Exchange

Following review of the submitted material, you or your organization may be contacted and asked to participate in an information exchange with the Judicial Council. The objective will be to gain further understanding of your proposed approach.

E. Statement of Limitations

The Judicial Council represents that this RFI, submissions from respondents to this RFI, and any relationship between the Judicial Council and respondents arising from or connected or related to this RFI, are subject to the specific limitations and representations expressed below, as well as the terms contained elsewhere in this RFI. By responding to this RFI, respondents are deemed to accept and agree to this Statement of Limitations. By submitting a response to this RFI and without the need for any further documentation, the respondent acknowledges and accepts the Judicial Council’s rights as set forth in the RFI, including this Statement of Limitations.

This RFI does not create an obligation on the part of the Judicial Council to enter into any retention or agreement, nor to implement any of the actions contemplated herein, nor to serve as the basis for any claim whatsoever for reimbursement for any costs for efforts associated with the preparation of responses submitted to this RFI.

The submission of an RFI response is not required to make any legal services provider eligible to participate as outside counsel in any legal matter under for a judicial branch entity, nor does submission of a response preclude respondents from participation. A submission does not constitute a contract for services.

To the best of the Judicial Council’s knowledge, the information provided herein is accurate. Notwithstanding, the Judicial Council makes no representations or warranties whatsoever with respect to this RFI or any legal matters managed by the Judicial Council, including representations and warranties as to the accuracy of any information or assumptions contained in this RFI or otherwise furnished to respondents by the Judicial Council.

Notwithstanding anything else in this RFI, the Judicial Council has the unqualified right to:

- change any of the dates, schedule, deadlines, process, and requirements described in this RFI;
- supplement, amend or otherwise modify this RFI; and
- elect to cancel or to not proceed with this RFI for any reason whatsoever, without incurring any liability for costs or damages incurred by any interested parties or potential interested parties.

The Judicial Council has the right to require clarification or accept or request new or additional information from any or all interested parties without offering other interested parties the same opportunity, and to interview any or all interested parties. The Judicial Council may independently verify any information in any submission.

The Judicial Council reserves the right to amend or modify one or more provisions of this RFI by written notice posted online at <http://www.courts.ca.gov/rfps.htm> prior to the closing date.