



# **REQUEST FOR INFORMATION**

## **COACH DISPOSITION SERVICES**

December 4, 2018

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# Request for Information: Coach Disposition Services

## 1. Background and Information

State Road and Tollway Authority (SRTA) will dispose of 97 D4500 MCI coaches starting approximately September 2019 and ending approximately April 2021. 77 of the 97 coaches are expected to be disposed of from September 2019 to December 2019. Coaches are from the 2006, 2007 and 2009 model years. Such disposition must meet specific requirements as outlined in the scope below. SRTA can provide access to its fleet of coaches if requested by interested vendors.

## 2. RFI Objectives

The disposition of these 97 coaches will require that vendors provide a specific set of services that is largely consistent with the scrappage section of the 2018 DERA School Bus Rebate Program. Most notably, a hole must be drilled through the engine block and the coach chassis must be cut in half (note additional requirements below). SRTA is issuing this RFI to identify vendors that can provide such services, the location of such vendors and to get a revenue estimate for the disposal.

## 3. RESPONDENT INSTRUCTIONS

### 3.1 Deadline for Response

Responses must be delivered to SRTA before 2:00PM EST on Friday, December 28, 2018.

### 3.2 Response Format and Delivery Location

One (1) electronic copy in Portable Document Format (PDF) on USB and one (1) original paper hardcopy must be delivered to Gary Thomason at the following address:

State Road and Tollway Authority  
c/o Gary Thomason, Procurement Specialist  
245 Peachtree Center Avenue NE  
Suite 2200  
Atlanta, GA 30303

Respondents shall include "RFI No.19-090: Coach Disposition Services – To be opened by addressee only" on the exterior of the sealed envelope containing the Respondent's submission.

### 3.3 Question and Answer Period

Please contact Gary Thomason, Procurement Specialist at [gthomason@sрта.ga.gov](mailto:gthomason@sрта.ga.gov) with any questions regarding this RFI.

All questions must be submitted in writing via email no later than 5:00PM EST on December 18, 2018. Answers will be posted no later than December 21, 2018 at <http://www.srta.ga.gov/doing-business-with-us/>.

### **3.4 Restrictions on Communications with SRTA during RFI Period**

From the date of issuance of this solicitation through the date of contract award by SRTA, all official communications to and from SRTA regarding this RFI will be transmitted in writing (defined as being sent or received via letter or email on official firm/agency letterhead or by electronic mail).

All Respondent communications concerning this RFI should be directed to the SRTA Procurement Specialist. Any oral communications will be considered unofficial and non-binding on SRTA. Respondents should only rely on written statements issued by the SRTA Procurement Specialist.

All Respondents and representatives or partners of any Respondent are strictly prohibited from contacting any other SRTA staff or Board member or third-party representatives of SRTA on any matter related to the RFI.

### **3.5 Confidentiality**

SRTA recognizes that a Respondent may wish to include information in its response to this RFI that the Respondent may consider proprietary, confidential, or a trade secret. Any and all materials submitted in response to this RFI are subject to public inspection, pursuant to the provisions of Georgia's Open Records Act upon completion of the RFI process. SRTA's receipt, review, evaluation or any other act or omission concerning any such information shall not be considered to create an acceptance of any obligation or duty for SRTA to prevent the disclosure of any such information except as required by the Open Records Act. Respondents that decide to submit information they believe should be exempt from disclosure under the Open Records Act shall: (i) clearly mark each page containing such information as confidential, proprietary or exempt, (ii) shall include such information in a different color from the rest of the proposal text, (iii) shall state the legal basis for the exemption with supporting citations to the Georgia Code, and (iv) for records containing trade secrets, Proposers who wish to keep such record confidential shall also submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 of the Georgia Code.

Pursuant to Georgia Law, if the information is requested under the Open Records Act, SRTA shall make a final determination if any exemption actually exists for SRTA to deny the request and prevent disclosure. SRTA will withhold such information from public

disclosure under the Open Records Act only if SRTA determines, in its sole discretions, that there is a legal basis.

### **3.6 Reserved Rights**

Issuance of this RFI does not commit SRTA to issue an RFP or award a contract. SRTA reserves the right to cancel this RFI.

## **4. Requested Information**

The following information is requested from interested coach disposal vendors. Additional relevant information, such as vendor brochures and end-user references can be attached to your response.

### **4.1 Contact Information**

**4.1.1.** Provide the following business information:

- Company name
- Company street address
- Company web address

**4.1.2.** Provide the following contact information:

- Point of contact name
- Point of contact title
- Point of contact email address
- Point of contact phone number

### **4.2 Facility Information**

**4.2.1** Provide the following information for each of your facilities:

- Physical address
- Activities performed (e.g. headquarters, administration, different types of vehicle disablement/scrappage services, etc.)
- Number of employees

### **4.3 Project Approach**

**4.3.1.** Provide the following regarding your approach to meeting the scope requirements:

- What is your firm's current or proposed method for disabling engine blocks and chassis/frames?
  - Note: Federal requirements typically call for the chassis rail of each disposed bus to be cut in half. SRTA's buses are frameless and have no chassis rail. Responding

vendors shall propose a method to destroy the coach frame structure in a manner that has the same effect as cutting the chassis rail in half.

- Has your firm ever been contracted to disable a transit vehicle? If so, please list the client and vehicle type(s) and method utilized.
- If your firm is responsible for driving each coach to your firm's designated disassembly facility, what is the estimated revenue per coach that will be paid to SRTA for the value of the scrappage?
  - Note: A valid CDL license is required to drive all Xpress coaches.
- If your firm is responsible for towing each coach to your firm's designated disassembly facility, what is the estimated revenue per coach that will be paid to SRTA for the value of the scrappage?

## 5. Coach Disposal Scope:

### Permanent Disablement Requirements:

Each disposed coach must be rendered permanently disabled by:

- 1) Drilling a three inch by three-inch hole completely through the engine block; and
- 2) Disabling the coach frame structure.

Successful methods to drill a hole in the engine block may include utilizing a three-inch hole-saw and utilizing a torch to create the hole. The selected vendor may also propose other methods to SRTA for approval.

### Proof of Permanent Disablement:

Proof of disablement must be provided. Disablement documentation must include JPEG images as shown in Table 1 with corresponding file names. Please append the last 4 digits of the bus's VIN to the file name (e.g., SideProfile1234.jpg):

Table 1: Required Photos for Each Bus

	Photo	File Name (insert last 4 digits of VIN for "####")
1	Side profile of the coach	SideProfile####.jpg
2	Vehicle Identification Number (VIN) label	VIN####.jpg
3	Engine plate showing the EPA engine family name	EngineTag####.jpg
4	Disabled frame	DisabledFrame####.jpg
5	Engine block, prior to hole being drilled	EngineBlockPrior####.jpg
6	Engine block, after hole has been drilled	EngineBlockAfter####.jpg

The selected vendor must also provide a letter on their letterhead confirming the disablement requirements have been met. Such letter must be signed by the selected vendor's authorized representative. The letter must include:

- 1) The date the coach(es) were received from SRTA and disabled;
- 2) A listing of the coach(es) with engine model year and VIN; and
- 3) The name and contact information for the entity that disabled the coaches.

A sample disablement letter is provided in Appendix A. The selected vendor shall utilize such letter unless SRTA approves a different version. The letter should be scanned and saved in PDF format titled "Disablement Letter" and emailed to SRTA. This letter shall be sent together with the JPEG disablement photos.

### **Resale and Disposal of Scrappage**

Equipment and vehicle components that are not part of the engine or framing/chassis may be salvaged from the coach being replaced (e.g., seats, tires, etc.). The engine and frame may be sold for scrap metal, provided that the coach is disposed of in accordance with federal and state requirements for vehicle disposal.

### **Transportation of Coaches for Disposal**

The selected vendor will be responsible for transporting the coach from SRTA's facility at 5250 Frontage Road, Forest Park GA, 30297. SRTA expects that the substantial majority of coaches that are disposed of will be in drivable condition; however, the vendor must be able to tow the coach from SRTA's facility in the event it is not drivable.

### **Time Period for Disposal**

All coaches must be rendered permanently disabled within 90 days of leaving the SRTA facility. A timeframe for the vendor to scrap applicable coach parts is not prescribed.

### **Environmental Protection Division (EPD) Observation of Coach Disposal**

After disablement but prior to scrappage an EPD representative will have to be on site to observe the disabled bus. Specifically, the EPD representative must be able to confirm which coach the engine belongs to. The selected vendor shall notify SRTA once buses have been disabled and allow time for the EPD representative to visit the site and confirm disablement. SRTA may request that the vendor directly contact EPD and SRTA simultaneously for efficiency. If the vendor desires a specific timeframe between notification to SRTA and the EPD representative visiting the vendor's site, such timeframe must be proposed as a part of the response to this RFI.

### **Additional Details**

SRTA uses standard truck tires on all coaches. SRTA requires that operable coaches maintain a minimum of 4/32<sup>nd</sup>'s inch tread depth.



# Appendix A

## Sample Disablement Certification Letter:

**[MUST BE PRINTED ON THE VENDOR'S LETTERHEAD] [DATE]**

The following coach(es) was/were disposed of according to SRTA's scope of services (Contract #TBD). The contract requires that the coach being replaced must be permanently disabled by 1) drilling a three inch by three-inch hole completely through the engine block; and 2) permanently disabling the frame.

I confirm that the disablement requirements have been met. **[NAME OF ENTITY THAT SCRAPPED THE BUS]** performed the bus disablement on **[DATE]**. The phone number of the organization is **[PHONE NUMBER]**.

[COACH 1 VIN] [ENGINE MODEL YEAR COACH 1]

[COACH 2 VIN] [ENGINE MODEL YEAR COACH 2]

[SIGNATURE OF AUTHORIZED VENDOR REPRESENTATIVE]