

PROCUREMENT SUMMARY

METRO VANPOOL VEHICLE SUPPLIER BENCH / PS125899000; PS125899001

1.	Contract Numbers: PS125899000; PS125899001	
2.	Recommended Vendors: Airport Van Rental, Inc. Enterprise Rent-a-Car Company of Los Angeles, LLC	
3.	Type of Procurement (check one): <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	Procurement Dates:	
	A. Issued: August 28, 2024	
	B. Advertised/Publicized: August 28, 2024	
	C. Pre-Proposal Conference: September 18, 2024	
	D. Proposals Due: November 4, 2024	
	E. Pre-Qualification Completed: February 21, 2025	
	F. Ethics Declaration Forms submitted to Ethics: November 7, 2024	
	G. Protest Period End Date: April 22, 2025	
5.	Solicitations Downloaded: 14	Proposals Received: 2
6.	Contract Administrator: Andrew Coppolo	Telephone Number: (213) 922 1067
7.	Project Manager: Melissa Park	Telephone Number: (213) 418 3318

A. Procurement Background

This Board Action is to approve the award of multiple Contracts for the Metro Vanpool Vehicle Supplier Bench, to establish a bench of qualified vanpool vehicle suppliers to provide leased vehicles to new and existing vanpool customers within Metro's Vanpool Program. Board approval of contract awards is subject to the resolution of any properly submitted protest(s), if any.

Request for Proposal (RFP) No. PS125899 was issued in accordance with Metro's Acquisition Policy and the contract type is a firm fixed unit rate contract that will provide a subsidy reimbursement (not-to-exceed \$600 per month paid to vehicle suppliers to support each authorized vanpool lease). The Diversity & Economic Opportunity Department did not recommend a goal for this project.

Three (3) amendments were issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on September 20, 2024, extended the due date for questions;
- Amendment No. 2, issued on October 25, 2024, extended the proposal due date and amended the critical dates;
- Amendment No. 3, issued on October 30, 2024, clarified DBE Forms.

A total of 14 firms downloaded the RFP and were included in the planholders' list. A virtual pre-proposal conference was held on September 18, 2024, and was attended

by two (2) participants representing two (2) firms. There were two (2) questions received for this RFP and responses were provided prior to the proposal due date.

A total of two (2) proposals were received on November 4, 2024, from the following firms listed in alphabetical order:

1. Airport Van Rental, Inc.
2. Enterprise Rent-a Car Company of Los Angeles

Staff conducted a market survey to request information from prospective proposers to determine why no additional proposals were submitted. Two firms responded that the scope of services was not aligned with their line of work, and two firms responded that they had not retrieved the solicitation. The results of the market survey indicated that factors beyond LACMTA's control caused the potential sources not to submit bids and that there were no restrictive elements in the solicitation documents that prevented competition.

B. Evaluation of Proposals

A diverse Proposal Evaluation Team (PET) consisting of staff from LACMTA Shared Mobility & Transportation Planning, Countywide Planning and Development, and San Diego Association of Governments (SANDAG) was convened and conducted a comprehensive technical evaluation of the proposals received.

The proposals were evaluated using the following pass/fail criteria established in the RFP:

- Minimum three years of experience in public vanpool contracting, vehicle rental, car sharing, or similar function.
- Fleet availability of seven-passenger vehicles meeting the terms as outlined in the Statement of Work (SOW).
- Description of proposed fleet vehicles makes and models.
- Evidence of ability to provide vanpool vehicles that are compliant with the American with Disabilities Act of 1990.
- Provision of vehicles at delivery/in-service that shall minimally meet the vehicle specifications as stated in the SOW.
- Samples of month-to-month lease and driver agreement submitted.
- Sample monthly billing statement for lessees.
- Supplier's Annual Lease Price Sheet submitted in accordance with instructions included and within the SOW.
- Key personnel resumes submitted with staff allocation plan included.
- Documented plan for interface with Metro's Project Manager and staff.
- Provides a schedule and plan for regular vehicle maintenance and unscheduled emergency road and repair services.

- Provides documentation of procedures that reimburses vanpool drivers for incidental expenses or emergency repairs incurred by volunteer/participant/group and/or 3rd party.
- Vanpool driver safety and training program in place sufficient to ensure driver proficiency in safe vehicle operations and a plan to monitor and enforce participant safety.
- Documented vanpool route and/or rider recruitment advertising plan.

The pass/fail evaluation criteria are appropriate and consistent with criteria developed for other, similar vanpool vehicle supplier services.

The PET began their evaluation of the technical proposals on November 14, 2024. There were several clarifications requested by Metro. Upon receipt of the additional information provided by the Proposers, the PET team continued their evaluations and concluded their evaluation of proposals on January 10, 2025. Both proposals received were determined to be qualified.

Qualifications Summary of Qualified Firms:

Airport Van Rental (AVR)

AVR, a local Los Angeles based van rental company, is an incumbent to the Metro Vanpool Program. They have experience in several large metropolitan markets including Victor Valley, Orange County, Houston, and Los Angeles. AVR provided a thorough proposal which demonstrated both recent and long-term van rental experience, an affordable and comprehensive vanpool program, and that they have a fleet of vanpool vehicles with the maintenance and customer service representatives to support them.

Enterprise Rent-a-Car Company of Los Angeles, LLC

Enterprise, a locally based vanpool company, is an incumbent to the Metro Vanpool Program. They have experience in several large metropolitan markets including Reno, Michigan, San Diego, San Francisco, Austin, San Antonio, Miami, Atlanta, Washington D.C., and Los Angeles. Enterprise provided a thorough proposal which demonstrated both recent and long-term van rental experience, their strong financial base, and that they have a fleet of vanpool vehicles with the maintenance and customer service representatives to support them.

The following is a summary of the PET evaluation:

	FIRM	Pass/Fail
1	Airport Van Rental (AVR)/ Allied Van Rental, LLC	Pass
2	Enterprise Rent-a-Car Company of Los Angeles, LLC	Pass

C. Price Analysis

LACMTA has established a baseline for monthly vanpool subsidy payments of up to 50% of total monthly pro-rated lease, not-to-exceed \$600 per month, per approved vanpool. LACMTA will pay this monthly amount directly to the vanpool vehicle suppliers.

LACMTA requested a detailed cost breakdown of the vehicle lease rates, a vehicle amortization schedule, and additional information for vehicle swap outs for vanpool participants from the Contractors to ensure the vehicle lease prices that will be charged to the vanpool program participants are fair, and to ensure Metro's subsidy will cover up to 50% of the ceiling rate for each leased vehicle.

D. Background on Recommended Contractors

AVR is Metro's incumbent vanpool service provider, located in Los Angeles, California, and has been in business for 17 years and is a leader in the vanpool industry. AVR has 10 locations nationwide with over 1,800 vanpool vehicles. AVR's Project Manager has over 20 years of project management experience. AVR has provided services for LACMTA, and performance has been satisfactory.

Enterprise is Metro's incumbent vanpool service provider, located in Orange, California, and has been in business for 31 years and is a leader in the vanpool industry. Enterprise has over 400 locations nationwide with over 10,000 vanpool vehicles. Enterprise's Project Manager has over 16 years of project management experience. Enterprise has provided services for LACMTA, and performance has been satisfactory.