



Rice University
RFI #2016-08-001

Request for Information - Vehicle Rental Services for Athletics Department

Purpose. Rice University on behalf of the Department of Athletics is issuing this request for information (“RFI”) for the purpose of gathering information about domestic vehicle rental services to expand campus knowledge and understanding of the marketplace in preparation for a possible procurement. This RFI is issued only to the three domestic partners Rice University currently engages through The University of Texas System Supply Chain Alliance.

Submittal Instructions. Please address the listed criteria and respond to the questions set forth in **Exhibit A** of this RFI. Submit the complete response and one (1) copy via email or US mail to the Department Contact (noted below) by 2:00 p.m. (Central Time) on or before September 9, 2016 (“Closing Date and Time”). Office of Procurement hours for receipt of manually submitted proposals are Monday through Friday 8:00 a.m. to 4:00 p.m. Houston, Texas.

All questions should be submitted **via e-mail** with the subject heading “**RFI 2016-08-001 Vehicle Rental Services**” on or before August 26th, 2016.

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General Information. Vehicle Rental Services are mainly acquired by the Athletics department at Rice University, where from July, 2015 to June, 2016 Athletics Department spent approximately \$85,000 in the domestic service area. Information obtained as a result of this request may be used for planning purposes, please note that this RFI may or may not lead to a competitive procurement for the accrued spend of Rice University’s Vehicle Rental Services totaling approximately \$339,000 on FY16.

Please feel free to make suggestions, in addition to responding to the criteria and questions set forth in **Exhibit A**. Responses to this RFI will not be returned and will be retained by Rice University for a required period and made a part of a file or record. Rice University will not provide any comments, documentation or other types of response regarding the results of its review. Responses will not bind respondent to Rice University (or Rice University to respondent) contractually or monetarily or in any other way.

Campus Presentation. Each respondent is asked to contact the Office of Procurement to schedule a two (2) hour on-site presentation and discussion of their Vehicle Rental service to be presented to Rice University between Monday, September 12, 2016 and Friday September 16, 2016. Respondents are encouraged to schedule a Campus Presentation early, dates to schedule a Campus Presentation are Monday 29th and Tuesday 30th of August, 2016. Respondents contacting Rice University after this dates may not be able to be accommodated.

Please allow sufficient time for questions from audience during the Campus Presentation.



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EXHIBIT A

SCOPE OF INQUIRY

Required Criteria: Please address the following criteria in your response:

1. Base Rates
2. Vehicles
3. Special City Rates
4. City Differentials
5. Mileage Fees
6. One-way Fees
7. Weekly Factor
8. Monthly Factor
9. One-day Surcharge
10. Loss Damage Waiver
11. Liability
12. Optional Services:
 - a. GPS
 - b. Refuel
 - c. Toll Tag
 - d. Satellite Radio
 - e. Road Side Assistance
13. Business Practices:
 - a. Capacity Control
 - b. Participating Locations
 - c. Energy Recovery Fees
 - d. Blackout Dates
 - e. One-way Availability
14. Reporting

Rice University Questions: Additionally, please consider the following questions in your response:

1. What do your other partnerships with universities and/or athletic departments look like?
2. Do you have sponsorship/advertising arrangements with universities and/or athletic departments?
3. What other benefits come with being a partner? I.e. upgrades, rebates.
4. Do you allow fans/supporters to benefit from agreement if it can be tracked back to school?

Above information must be provided prior to the Closing Date and Time to be considered.

END