SUBJECT: High Flow Small Platform Track Loader with Extendable Boom

BID #: SC-0339-21 **OPEN DATE:** 3/24/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Supply Contract – Date of award through September 30, 2021 with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: All of None to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first of two (2) renewal options with Briggs Equipment, Inc. Period of service is from October 1, 2021 through September 30, 2022. Total revised estimated expenditure amount is $78,555.40, for a total expenditure amount not to exceed $157,110.80.

Funding Source: 51103.114001.564010.000000.00000500.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Letter and Previous Award

Analyst: _____
Annette Burney

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Crisencio Tongol, Chief, Fleet Management Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FINANCE AND ADMINSTRATION DEPARTMENT

FLEET MANAGEMENT DIVISION

Jacksonville

Where Florida Begins.

Date: July 15, 2021

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Fleet Management Administrator

From: Erik Preacher, Fleet Financial Services Manager

Re: Recommendation to utilize the First (1st) renewal option for SC-0339-21 High Flow Small Platform Track Loader with extendable Boom

Fleet Management is requesting approval to utilize the First (1st) renewal option to Briggs Equipment, Inc. ~~dba Mackinnon Equipment & Services~~. Period of Service is October 1, 2021 through September 30, 2022. All terms, conditions will remain the same as previously awarded.

Total estimated annual expenditure for the First (1st) period is $78,555.40. Total not to exceed amount is $157,110.80.

Funding Source: 51103.114001.564010.000000.00000500.00000.0000000

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2581 Commonwealth Ave. Jacksonville, FL 32254 Phone: 904.255.7499 Fax: 904.381.4607 www.coj.net

Kurtz, Sheryl

From: Darius Prentice <Darius.Prentice@Briggsequipment.com>
Sent: Thursday, July 8, 2021 12:22 PM
To: Kurtz, Sheryl
Subject: RE: SC-0339-21 Small Platform Track Loader - 1st Renewal option

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Good afternoon Sheryl,

Thank you for reaching out. I'd like to take this time to let you know that our company (Briggs Equipment) opts to exercise the renewal option for Bid # SC-0339-21. We agree to do so under the same terms, conditions and pricing.

Please let me know if you need anything else concerning this bid.

Thanks again! ☺

Darius Prentice | Equipment Sales

Connect with me on LinkedIn!
6907 Broadway Avenue | Jacksonville, FL 32254
Office: (904)-693-9200 | Cell: (904)-510-7908

Website | Facebook | Twitter | LinkedIn | Careers

From: Kurtz, Sheryl
Sent: Wednesday, June 30, 2021 10:34 AM
To: dprentice@mackinnonequipment.com
Subject: SC-0339-21 Small Platform Track Loader - 1st Renewal option

Good Morning Darius,

The above listed Bid is due for renewal on October 1, 2021. As stated in the bid, this contract may be extended for an additional one (1) year renewal option at the discretion of the City, based on vendor performance and adherence to price, terms and conditions of the bid.

Mitchell, Ashley

From: Hunter Smith <Hunter.Smith@briggsequipment.com>
Sent: Tuesday, February 9, 2021 5:58 PM
To: Mitchell, Ashley
Subject: RE: City of Jacksonville (W-9 Information Requested)

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Ashley,

In the past, Briggs Equipment did business in Jacksonville under MacKinnon Equipment, which they bought out about 3-4 years ago. Since early to mid-last year, MacKinnon Equipment now goes completely by Briggs Equipment. Is there anything Darius and I need to do to correct this in the system? Darius is the construction rep and I am the industrial rep for Briggs Equipment in Jacksonville.

Please let me know how we can help.

Thanks!

Hunter Smith | Account Manager
Connect with me on LinkedIn!
6907 Broadway Ave | Jacksonville, FL 32256
Office: (904) 693-9200 | Cell: (904) 437-6132
Website | Facebook | Twitter | LinkedIn | Careers

BRIGGS EQUIPMENT

From: Mitchell, Ashley <AMitchell@coj.net>
Sent: Tuesday, February 9, 2021 4:19 PM
To: Hsmith@mackinnonequipment.com; dprentice@mackinnonequipment.com; Hunter Smith <Hunter.Smith@briggsequipment.com>; Hunter Smith <Hunter.Smith@briggsequipment.com>
Subject: City of Jacksonville (W-9 Information Requested)

Hi All,

My name is Ashley Mitchell with the City of Jacksonville and I'm reaching out to you all because I noticed we have Briggs Equipment Inc registered in our 1Cloud system twice, however I noticed there are 2 separate DBA names but the same W-9 was provided for both registrations.

Could someone please call me or send me an email to clarify.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Briggs Equipment, Inc

2 Business name/disregarded entity name, if different from above
Briggs Equipment

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
10540 N. Stemmons Freeway

Requester's name and address (optional)

6 City, state, and ZIP code
Dallas, TX 75220

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
7 5 – 2 6 2 2 7 3 4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Will Yrpez Date ▶ 1/1/2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

SUBJECT: High Flow Small Platform Track Loader with Extendable Boom

BID #: SC-0339-21

OPEN DATE: 3/24/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Supply Contract – Date of award through September 30, 2021 with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: All of None to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to waive as a minor irregularity missing Conflict of Interest form from Briggs Equipment, Inc Recommend approval of award to the lowest responsive, responsible bidder, Briggs Equipment, Inc. Period of service is from date of award through September 30, 2021 with two (2) one (1) year renewal options. Total expenditure amount not to exceed $78,555.40.

Funding Source: 51103.114001.564010.000000.00000500.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

Analyst: Annette Burney

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Crisencio Tongol, Chief, Fleet Management Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 7 MEMBERS DISAPPROVING 0 DATE: 4/1/21

Teresa R. Eichner

OTHER

ACTION OF AWARDING AUTHORITY DATE 4/1/21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority
Executive Order No. 2019-02