SUBJECT: VEHICLE & EQUIPMENT PARTS MANAGEMENT AND SUPPLY SERVICES

BID #: ESC-0261-19 **OPEN DATE:** 10/31/18

COMPETITIVE SEALED EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – THREE YEARS FROM DATE OF CONTRACT WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: FLEET MANAGEMENT

BASIS OF AWARD: HIGHEST SCORING BIDDER BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 3 **NUMBER RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to extend the award with TPH Holdings, LLC dba The Parts House for an additional 60 days to cover service through April 1, 2024, to allow time to rebid the award, and increase the award by $910,000.00. Total estimated annual expenditure amount is $5,990,900.00. Total revised not to exceed amount is $27,129,445.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000 – $5,424,022.00
51101.114003.534100.000000.00000000.00000.0000000 - $566,878.00
To be executed by formal contract through the Office of General Counsel, AMD #7

Attachments: Recommendation Memo, Supplier Memo, and Previous Awards

Analyst: for
Corey Sidlo

RESPECTFULLY SUBMITTED:
FOR: DUSTIN FREEMAN, 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 _____ 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: December 18, 2023

To: Dustin Freeman, Chief of Procurement Division

Thru: Cris Tongol, Chief, Fleet Management Division

From: Erik Preacher, Fleet Management Administrator

Re: Request to extend Period of Service of ESC-0261-19 Vehicle & Equipment Parts Management and Supply Services

---

Fleet Management is requesting approval to extend the period of service for 60 days to TPH Holdings LLC dba The Parts House in the amount of $910,000.00 to cover services through April 1, 2024. This is needed to provide time for advertising, award and new contract evaluated bid. Total estimate expenditure amount $5,990,900.00, for an expenditure amount not to exceed $27,129,445.00.

Funding Source:
51101.114003.552130.000000.00000000.00000.0000000 - $5,424,022.00
51101.114003.534100.00000.00000000.00000 - $566,878.00
To be executed by formal contract through the Office of General Counsel

2581 Commonwealth Ave. Jacksonville, FL 32254 Phone: 904.255-7409 Fax: 904.381.4607 www.coj.net

Sidlo, Corey

From: Kurtz, Sheryl
Sent: Wednesday, December 20, 2023 1:05 PM
To: Sidlo, Corey
Subject: FW: ESC-0261-19 Vehicle and Equipment Parts Management and Supply

Please see below.

From: Richard Kilpatrick <rkilpatrick@thepartshouse.com>
Sent: Wednesday, December 20, 2023 1:01 PM
To: Kurtz, Sheryl <SKURTZ@coj.net>
Subject: Re: ESC-0261-19 Vehicle and Equipment Parts Management and Supply

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.

Hi Sheryl,
Of course, we would agree to the extension. If you need a signature, let me know. Please remember to fund the P.O. for the additional months. I seem to remember we had an issue related to that on a previous extension where we were not getting paid.

Thank you,
Richard Kilpatrick
VP, Fleet and Contract Sales
The Parts House
727-573-1580 ext. 3818
rkilpatrick@thepartshouse.com

From: Kurtz, Sheryl <SKURTZ@coj.net>
Sent: Wednesday, December 20, 2023 11:36 AM
To: Richard Kilpatrick <rkilpatrick@thepartshouse.com>
Subject: ESC-0261-19 Vehicle and Equipment Parts Management and Supply

> You don't often get email from skurtz@coj.net. Learn why this is important

Good Morning,

Fleet Management is requesting to extend the current contract until May 1, 2024. We are in the process of issuing a new bid for your review, but need the extra 60 Days to complete the bidding process. Please let me know, if you agree with the 60 day extension so I may get this on the General Government Committee Awards agenda.

Thank you,

Sheryl Kurtz
Fleet Procurement Coordinator
City of Jacksonville
Fleet Management Division
skurtz@coj.net

Phone: 904-255-7465
www.Jacksonville.gov

2

SUBJECT: **Vehicle & Equipment Parts Management and Supply Services**

BID #: ESC-0261-19

OPEN DATE: 10/31/18

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from date of contract execution with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 3 **NUMBER RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with TPH Holdings LLC DBA The Parts House in the amount of $350,000.00 to cover services thru the period ending February 1, 2024. Estimated revised annual expenditure is $5,080,900.00. Total revised not exceed amount is $26,219,445.00.

Funding for this award will be executed by formal contract amendment #6, #9902-01, through the Office of General Counsel and encumbered by the following accounts: 51101.114003.552130.00000.00000000.00000 - $4,600,000.00 & 51101.114003.534100.00000.00000000.00000 - $480,900.00

Attachments: Recommendation Memo and Previous Awards

ANALYST: Corey Sidio **RESPECTFULLY SUBMITTED:** DUSTIN FREEMAN CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Crisencio Tongol, Chief, Fleet Management Division

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 9/14/2023

OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/18/23

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

SUBJECT: **Vehicle & Equipment Parts Management and Supply Services**

BID #: ESC-0261-19 **OPEN DATE:** 10/31/18

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from date of contract execution with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 3 **NUMBER RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from February 12, 2023 through date of award.

Recommend approval to utilize the second and final renewal option with TPH Holdings LLC DBA The Parts House. Period of service is from date of award through February 11, 2024. Total revised estimated annual expenditure is $4,730,900.00. Total expenditure not to exceed $25,869,445.00.

Funding Source:
51101.114003.552130.00000.00000000.00000 - $4,250,000.00 –To be executed through the Office of General Counsel
51101.114003.534100.00000.00000000.00000 - $480,900.00 To be executed through the Office of General Counsel

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

ANALYST: Corey Sipio **RESPECTFULLY SUBMITTED** DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Crisencio Tongol, Chief, Fleet Management Division

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 2/16/2023

OTHER:

ACTION OF AWARDING AUTHORITY DATE 2/16/23

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: Vehicle & Equipment Parts Management and Supply Services

BID #: ESC-0261-19

OPEN DATE: 10/31/18

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from date of contract execution with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 3 **NUMBER RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with TPH Holdings LLC DBA The Parts House in the amount of $2,214,945.00 to cover services thru the period ending February 12, 2023. Estimated annual expenditure is $6,945,845.00. Total expenditure amount is $21,138,545.00.

Funding for this award will be executed by formal contract amendment, #9902-01, through the Office of General Counsel and encumbered by the following accounts: 51101.114003.552130.00000.00000000.00000 - $6,250,000.00 & 51101.114003.534100.00000.00000000.00000 - $695,845.00

Attachments: Recommendation Memo and Previous Awards

ANALYST: Corey Sillo **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 CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 9/22/2022

OTHER: _____

ACTION OF AWARDING AUTHORITY **DATE**

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____ Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
~~Under Authority of:~~
Executive Order No: 2019-02

SUBJECT: Vehicle & Equipment Parts Management and Supply Services

BID #: ESC-0261-19 **OPEN DATE:** 10/31/18

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from date of contract execution with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 3 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first of two (2) renewal options with TPH Holdings LLC DBA The Parts House. Period of service is from February 12, 2022 through February 11, 2023. Total revised estimated annual expenditure amount is $4,730,900.00, for a total expenditure amount not to exceed $18,923,600.00

Funding for this award will be executed by formal contract amendment through the Office of General Counsel and encumbered by the following accounts: 51101.114003.552130.000000.00000000.00000.0000000 - $4,250,000.00 & 51101.114003.534100.000000.00000000.00000.0000000 - $480,900.00

Attachments: Recommendation Memo and Previous Awards

ANALYST: Annette Bundy RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Crisancio Tongol, Chief, Fleet Management Division

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 10/7/2021

OTHER:

ACTION OF AWARDING AUTHORITY DATE 10-8-21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: Vehicle & Equipment Parts Management and Supply Services

BID #: ESC-0261-19

OPEN DATE: 10/31/19

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from date of contract execution with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 3 NUMBER RECEIVED: 5 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with TPH Holdings LLC DBA The Parts House by $4,730,900.00 to cover parts management and supplies for the third and final year of the initial term Total expenditure amount not to exceed $14,192,700 00

Funding for this award will be executed by formal contract through the Office of General Counsel and encumbered by the following accounts: 51101 114003.552130.000000 00000000.00000 0000000 $4,250,000 00 & 51101 114003 534100 000000.00000000 00000 0000000 - $480,900 00

Attachments Recommendation Memo and Previous Awards

ANALYST: Annette Burney RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Celsendo Tongol, Chief, Fleet Management Division

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE 10/15/2020

OTHER

ACTION OF AWARDING AUTHORITY DATE 10/15/20

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

SUBJECT: Vehicle & Equipment Parts Management and Supply Services

POA 70537-21

BID #: ESC-0261-19

OPEN DATE: 10/31/18

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from date of contract execution with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 3 NUMBER RECEIVED: 3 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with TPH Holdings LLC DBA The Parts House by $4,730,900.00 to cover parts management and supplies for the second year of the three (3) year term. Total expenditure amount not to exceed $9,461,800.00.

Funding for this award will be executed by formal contract through the Office of General Counsel and encumbered by the following accounts: AFFM511FS-05213 $4,250,000.00 & AFFM511FS-03410 - $480,900.00

Attachments: Recommendation Memo and Previous Award(s)

ANALYST: Annette Barney

RESPECTFULLY SUBMITTED

GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Crescencio Tongol, Chief, Fleet Management Division

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 10/10/19

OTHER:

ACTION OF AWARDING AUTHORITY

APPROVED DATE 10/10/19

DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: Vehicle & Equipment Parts Management and Supply Services

BID #: ESC-0261-19

OPEN DATE: 10/31/18

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from date of contract execution with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 3 **NUMBER RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject AutoZone Parts, Inc. as non-responsive for failure to submit proof of meeting the minimum requirements and failure to respond to Attachment B, Evaluation Criteria.

Recommend approval of award to the highest scoring responsive, responsible bidder, TPH Holdings LLC DBA The Parts House. Period of service is for three (3) years from date of contract execution with two (2) one (1) year renewal options. Total expenditure amount not to exceed $4,730,900.00.

TPH Holdings	96.70
Manoon LLC	86.08
Tidewater Fleet Supply	84.40
Genuine Parts Co.	77.30

Funding for this award will be executed by formal contract through the Office of General Counsel and encumbered by the following accounts: AFFM511FS-05213 $4,250,000.00 & AFFM511FS-03410 - $480,900.00

Attachments: Recommendation Memo, Tabulation and Scoring Sheets, Rejection Letter and Evaluation Criteria

ANALYST: Annette Sumoy

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 CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 12/20/18

OTHER: _____

ACTION OF AWARDING AUTHORITY

DATE 12/20/18

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05