PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **February 28, 2017**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure services for **Vehicle Leasing for the Fleet Management Division.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: **Encouragement Program**

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

INTRA-GOVERNMENTAL SERVICES
FLEET MANAGEMENT DIVISION

Jacksonville
Where Florida Begins.

Date: February 24, 2017

To: Greg Pease, Chief of Procurement Division

From: Erik Preacher, Fleet Services Financial Manager

Thru: C.A. Thompson, Chief of Fleet Management

Re: <u>Certification Letter for Vehicle Leasing</u>

Please take action to issue a Request for Proposals (RFP) for the referenced service.

The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The purpose of this request is to seek permission to utilize the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of lease vehicles for the Sheriff's Office to replace the existing Homeland Security Vehicles. In order for us to obtain the required variety of vehicles and services for those vehicles that we require, the evaluated process would be the best process to select the vendor. The sub-committee responsible for evaluating the submitted proposals will be comprised of Fleet Management and JSO representatives.

The objective of the RFP is to provide a variety of covert vehicles for JSO's Homeland Security Division and the maintenance services for those vehicles.

The proposal will provide qualification information that will allow Fleet, JSO, and Procurement to properly bid Lease Vehicles to qualified vendors.

The name and telephone number of the representatives designated to serve on the committee are:

Erik Preacher – 255-7434
Cris Tongol – 255-7440
David Hylaziewski – 255-7470
Don Tuten – 630-2205
Andrea Smith – 630-7986

INTRA-GOVERNMENTAL SERVICES
FLEET MANAGEMENT DIVISION

Jacksonville
Where Florida Begins.

Attached please find the scope of work, minimum specifications and intended evaluation criteria.

Award will be made in the form of Purchase order upon the selection of the winning bidder.

Thank you for your consideration in this matter.

2581 Commonwealth Ave. Jacksonville, FL 32254 Phone: 904.387.8800 Fax: 904.381.4607 www.coj.net

Leslie-Burney, Annette

From: Cruz, Aileen
Sent: Thursday, February 16, 2017 11:36 AM
To: Leslie-Burney, Annette
Subject: Vehicle Leasing

To: Greg Pease, Division Chief
Procurement Division

From: Aileen Cruz, JSEB Business Analyst
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Vehicle Leasing**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

Encouragement

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8840.

Aileen Cruz
Business Analyst
City of Jacksonville
Small & Emerging Business Office
214 N Hogan St. Suite 800
Jacksonville, Fl. 32202
904-255-8828 office
904-255-8842 fax

Leslie-Burney, Annette

From: Kurtz, Sheryl
Sent: Monday, February 13, 2017 2:29 PM
To: Leslie-Burney, Annette
Cc: Preacher, Erik
Subject: FW: RFP Vehicle Leasing
Attachments: Vehicle Leasing Working Copy RM Redline 2.13.17.doc

Annette,

Risk Management has completed their review, please proceed with RFP.

Thank you,

Sheryl Kurtz
Equipment Procurement Coordinator
City of Jacksonville,
Fleet Management Division
Jacksonville, FL 32254
(904) 255-7465
(904) 381-4607 Fax

From: Willis, Ann
Sent: Monday, February 13, 2017 2:18 PM
To: Kurtz, Sheryl
Cc: RiskReview
Subject: RE: RFP Vehicle Leasing

Attached please find Risk Management's redline of the Vehicle Leasing RFP.
Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)
(904)630-2100 (f)
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From: Kurtz, Sheryl
Sent: Monday, February 13, 2017 11:23 AM
To: Willis, Ann
Subject: FW: RFP Vehicle Leasing

Ann,

Do you have an update on this request?

Thank you,

Sheryl Kurtz
Equipment Procurement Coordinator
City of Jacksonville,
Fleet Management Division
Jacksonville, FL 32254
(904) 255-7465
(904) 381-4607 Fax

From: Kurtz, Sheryl
Sent: Friday, February 03, 2017 9:58 AM
To: RiskReview
Subject: RFP Vehicle Leasing

Thank you,

Sheryl Kurtz
Equipment Procurement Coordinator
City of Jacksonville,
Fleet Management Division
Jacksonville, FL 32254
(904) 255-7465
(904) 381-4607 Fax

SUBMIT ONE (1) ORIGINAL AND ONE (1) COPY

BID SPECIFICATIONS

Jacksonville
Where Florida Begins.

VEHICLE LEASING

FOR

FLEET MANAGEMENT DIVISION

BID NO: TBA

OPEN DATE: TBA

TIME: 2 P.M.

PLACE: 1ST FLOOR, ED BALL BUILDING, 214 N. HOGAN ST, STE #110
JACKSONVILLE, FL 32202

MANDATORY PRE-BID CONFERENCE:

N/A

CITY OF JACKSONVILLE
PROCUREMENT DIVISION

LENNY CURRY
MAYOR

GREGORY PEASE
CHIEF PROCUREMENT
DIVISION