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City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: SC-0464-23 Mobile Paint and Dent Removal

Requested Action/Authority:

Recommend approval to increase the award with Dent Wizard in the amount of $81,000.00. Period of Service is December 8, 2024, through December 7, 2025, with two (2) one (1) year renewal options. Total revised expenditure not to exceed $180,290.00.

Justification/Explanation:

Increase to cover the expenditures for Mobile Paint and Dent removal for FY 25.

Legal Contract #:	N/A	Contract Date:	12/8/2023	Change Order/AMD #:	1	
PO/Release #:	POA-70958-2	Bid Date:	11/1/2023	Awarded Supplier:	Dent Wizard	
Licenses Verified:	N/A	Effective Date:	10/24/2024	Basis of Award:	LPTA	
Federally Funded:	No	No. Invited:	18	Responses Received:	1	Attachments:
Solicitation:	ITB - SC-0464-23 - N/A			Procurement Contract #:	POA - 70958-24	
Executed By:	Procurement					

PoP:Base:	3 years	Options:	Two (2) One (1) year Renewals	Extension(s):	N/A
JSEB Rec.:	Encouragement	%:	0	Bonds Waived Pursuant To:	N/A

Fund:	51101	Center:	114005	Acct:	546010	Proj:	000000	Activity:	00000000	$	81,000.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 180,290.00	Contingent Amount:	$ 0	DMP/ODPO Amount:	$ 0

Using Agency/BU:	AFFM:FLEET_MANAGEMENT			
Concurrence:	Signed by: Preacher, Erik 9B60722B731B427...	Title:	FLEET MANAGEMENT ADMINISTRATOR	10/8/2024
Concurrence:	Signed by: Tongol, Crisencio BDCC6BD1A63A4F7...	Title:	CHIEF OF FLEET MANAGEMENT	10/8/2024
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Warchol, LeeAnn 72F42AB443D04B7...	Chief of Procurement:	Signed by: Robert Waremburg, for Dustin Freeman 4912CA1D431247A... 10/21/2024
Name:	Warchol, LeeAnn	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	
Members Who Disapprove:	
Other Action:	

Date:

Part 3: Final Awarding Authority Action

Action:

Date:

Signature:

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PAF Instructions

Form Type: Select the type of award from the dropdown options. This form will be used for all Procurement awards (Administrative Awards and JPAC Requests).

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action/Authority: Enter a brief description of the requested action or authority being sought. i.e.; *request permission to award to the lowest, responsive responsible bidder for ITB or award the highest ranked supplier for an RFP*.

Justification/Explanation: Enter a brief justification or explanation for the requested action. Use this box to add any additional information such as additional account strings, or other information essential for contract execution.

Legal Contract Number: Provide the existing City contract number if applicable. This will be the same number as your POA number.

Contract Date: Select the effective date for the contract using the calendar option in the form. Leave blank for contracts to become effective on the execution date.

Change Order/AMD #: Provide the applicable Change Order or Amendment number represented by this request.

Date: Enter the date of PAF submission.

Effective Date: Enter the effective date of requested authority and/or action.

Solicitation: Select the competitive procurement method used (1Cloud generated prefix), enter the 1Cloud generated numbering sequence, and 1Cloud generated fiscal year of solicitation

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA),

Procurement Contract #: This is your PO number. Select Type, Enter Number

PO/Release Number: Enter PO Release Number

Awarded Supplier: Enter Awarded Supplier Name

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

Responses Received: This is the number of responses received.

No Bids Received: The number of responses received that indicated supplier would not bid.

Executed By: Select whether executed by OGC or JPAC / Chief of Procurement

PoP Base: Select the Period of Performance for the initial period.

Options: Period for each renewal period i.e. one (1) two (2) year.

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Extensions: How many extensions have we preformed after the initial base period and option periods have been completed?

JSEB Goal: Select the percentage established by JSEB.

JESB Other: Select Encouragement or Set Aside Option

Bonds Waived Pursuant to: Select authority allowing bonds to be waived.

Funding Source: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed the amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Amount: Enter the total Direct Materials Purchase/Owner Direct Purchase Order amount for project.

Attachments: Name any attachments included as supplemental information to the PAF.

Using Agency/BU: This should be the requesting agency/requirement owner.

Concurrence: Electronic Signature

Title: Enter the title of person electronically signing form.

**Any fields where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Contract Purchase Agreement POA-70958-24

Agreement	**POA-70958-24**
Agreement Date	**11-DEC-2023**
Revision	**0**
Agreement Amount	**99,290.00 USD**
Solicitation Number	**SC-0464-23**

Sold To
City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier
Dent Wizard International
4710 Earth City Expressway
LEWIS AND CLARK VILLAGE, MO 63044

Notes In accordance w/ SC-0464-23.

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
24563	**Net 45**	**Freight Prepaid**	**FOB Destination**	**Best Way**
Start Date	End Date		Confirm To	
07-Dec-2023	**06-Dec-2025**		**Corey Sidlo** **CSidlo@coj.net**	

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division

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SUBJECT: MOBILE PAINT AND DENT REMOVAL

BID #: SC-0464-23 **OPEN DATE: 11/29/2023**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: THREE (3) YEARS FROM DATE OF AWARD WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: FLEET MANAGEMENT DIVISION

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 18 **NUMBER RECEIVED:** 1 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to waive as a minor irregularity the missing addendum #1 from the proposal submitted by Dent Wizard.

Recommend approval of award to the lowest responsive, responsible, and sole bidder, Dent Wizard International. Period of service is three (3) years from date of award with two (2) one (1) year renewal options. Total estimated expenditure amount not-to-exceed $99,290.00.

Funding Source: 51101.114005.546010.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms & Conditions, Specifications

Analyst: Corey Sidlo **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 GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 12/7/2023

OTHER:

ACTION OF AWARDING AUTHORITY DATE 12/8/2023

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

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INTRA-GOVERNMENTAL SERVICES

FLEET MANAGEMENT DIVISION

Jacksonville
Where Florida Begins.

Date: November 30, 2023

To: Dustin Freeman, Chief of Procurement

From: Erik Preacher, Fleet Administrator

Thru: Cris Tongol, Chief of Fleet Management

Re: SC-0464-23 Award Recommendation

Fleet Management requests to award Bid # SC-0464-23 to Dent Wizard International as the lowest bidder The award amount is $99,290 for the initial term of the bid.

Funding Source: 51101.114005.546010.000000.00000000.00000.0000000

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

TITLE: Mobile Paint & Dent Removal

BID NO.: SC-0464-23

OPEN DATE: November 29, 2023 @ 2 p.m.

ANALYST: Corey Sidio

No. Invited: (18) No. Received (1) No Bids: (0)

Recorded By: Renata Barnett Announcer: Melissa Pierce

ITEM	DESCRIPTION	EST. QTY	DENT WIZARD		NO OTHER BIDS		NO OTHER BIDS		NO OTHER BIDS	
			UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
1	PDR - Per Panel	100	$ 49.50	$ 4,950.00		$ -		$ -		$ -
2	(P & R) Front Cover (Bumper)	100	$ 319.00	$ 31,900.00		$ -		$ -		$ -
3	Bumper Repair per Hour Rate	120	$ 40.00	$ 4,800.00		$ -		$ -		$ -
4	Bumper Repair Removal & Installation	10	$ 82.50	$ 825.00		$ -		$ -		$ -
5	Bumper Repair Full	10	$ 319.00	$ 3,190.00		$ -		$ -		$ -
6	Bumper Repair Partial	20	$ 159.50	$ 3,190.00		$ -		$ -		$ -
7	(P & R) Hood	5	$ 407.00	$ 2,035.00		$ -		$ -		$ -
8	(P & R) Painting & Repairs Rear Cover (Bumper)	100	$ 319.00	$ 31,900.00		$ -		$ -		$ -
9	(P & R) Left or Right Quarter Panel	20	$ 330.00	$ 6,600.00		$ -		$ -		$ -
10	(P & R) Left or Right Rear Door	5	$ 330.00	$ 1,650.00		$ -		$ -		$ -
11	(P & R) Left or Right Door	5	$ 330.00	$ 1,650.00		$ -		$ -		$ -
12	(P & R) Left or Right Fender	20	$ 330.00	$ 6,600.00		$ -		$ -		$ -
	TOTAL:		$	99,290.00	$	-	$	-	$	-
	TERMS:		NOT LISTED							
	DELIVERY (Business Days):		NOT LISTED							
	CONFLICT OF INTERST		YES							
	BID PROPOSAL FORM:		YES							
	SIGNED BID FORM:		YES							
	ADDENDUM (2):		MISSING A1, BUT HAS A2							

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TERMS AND CONDITIONS

MOBILE PAINT AND DENT REMOVAL

SCOPE

The Fleet Management Division of the City of Jacksonville, Florida is currently accepting bids to obtain source (s) of supply for the services as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these services and to obtain pricing commitments for Mobile Paint/Dent Removal as listed in the bid documents.

AWARD

Award will be ALL OR NONE to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

TERM OF AGREEMENT

The term of this agreement is three (3) years from date of award, with two (2) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

PRICES

All prices must include all paint, shop supplies, tools, and any other items other than the parts required to perform the specified repairs as outlined in the bid documents.

ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves

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the right to decline any price increase request.

DELIVERY

Delivery will be made to 2581 Commonwealth Avenue, Jacksonville, Florida 32254
A packing list shall accompany all shipments, which shall indicate, at a minimum; purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices, and unit of measure.

PICKUP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

INVOICING

Invoices will be issued once services are delivered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number, FM number, item number and description, date of service, hours of each item, unit prices, unit of measure, and extended totals. Payment terms are net 30 days. All invoices shall be submitted to the City of Jacksonville, Fleet Management Division, 2581 Commonwealth Avenue, Jacksonville, FL 32254 once services are completed.

INSURANCE /INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. The awarded vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

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SPECIFICATIONS

MOBILE PAINT AND DENT REMOVAL

SCOPE AND QUALIFICATIONS

The awarded vendor will provide scheduled on-site dent removal and minor paint repairs for COJ vehicles. Repairs include dings, dents, bumper repairs, scratches, and blemishes.

Vendors must provide a mobile service that can perform all required services from that mobile vehicle.

Vendors must provide proof of independent industry training for each technician.

The vendor must have licensing required to provide the requested services in the State of Florida and provide those services in a manner meeting all EPA and FDEP requirements.

The technician providing the service must arrive before the scheduled repair time to begin providing service as soon as the vehicle is ready. All services must be completed the same day. Scheduling is important to our operators and often the vehicle will not be taken out of service while these repairs are made.

The technician will check in with the Fleet Management Body Shop before setting up for the scheduled repair.

Fleet Management will provide a suitable space to provide these services. Depending on the space available on the scheduled date, Fleet Management cannot guarantee access to electrical or water.

Unless instructed otherwise by the Fleet Management Vehicle Body Technician Supervisor only, all repairs will take place at 2581 Commonwealth Avenue, Jacksonville, FL 32254.

Repairs will fall under one of the following classifications:

1. Paint-less dent removal – Standard Repair Size is the size of a credit card. Vendor is to base price by the body panel and not by the individual dent repair.
2. Bumper Repairs – Tears and rips less than 4 inches long and/or holes smaller than a quarter. Pricing does not include any welding or removal and installation charges.
3. Painting and repairs – (P&R) This is a per panel charge for all panels on the vehicle including the bumpers. Price will include paint, base, clear, prep, primer, buffing, and paint blending. Additional body repair requirements are charged separately under the hourly charge and are negotiated directly with the Fleet Vehicle Body Technician Supervisor.

Removal and Installation Criteria:

1. To gain access behind the panel to weld a rip or crush
2. To avoid masking the entire vehicle (Hood, etc)

JACKSONVILLE, FL 32202

ADDENDUM NUMBER: ONE (1)

BID NUMBER: SC-0464-23

PROJECT NAME: MOBILE PAINT AND DENT REMOVAL

OPENING TIME AND DATE: 2:00 P.M., Wednesday, November 15, 2023

THIS ADDENDUM IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT

The purpose of this addendum is extend the subject solicitation for an additional two (2) weeks as listed above.

Analyst: Corey Sidlo CDS

DATE: November 2, 2023

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

Bidder's Signature

Area Operations Manager

Title

Dent Wizard

Company

12/5/23

Date

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