Docusign Envelope ID: D46FDA94-326D-453C-BBD1-34F78AA79A3A

City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: SC-0465-23 Steering and Suspension Repairs

Requested Action/Authority:

Recommend approval to increase the award by $86,000.00 with Steering and Suspension Repairs with Truck Services Inc., dba Horton Truck Service for FY25 repair costs. Period of service is November 13, 2023, through November 12, 2026. Total revised expenditures not to exceed $275,304.00.

Justification/Explanation:

Increase the cost for Steering and Suspension repairs for FY 25.

Legal Contract #:	N/A	Contract Date:	11/13/2023	Change Order/AMD #:	1	
PO/Release #:	POA-70912-2	Bid Date:	11/1/2023	Awarded Supplier:	Truck Services dba Horton Trucks	
Licenses Verified:	N/A	Effective Date:	10/24/2024	Basis of Award:	LPTA	
Federally Funded:	N/A	No. Invited:	7	Responses Received:	1	Attachments:
Solicitation:	ITB - SC-0465-23 - N/A			Procurement Contract #:	POA - 70912-24	
Executed By:	Procurement					

PoP:Base:	N/A	Options:	Two (2) one(1) year renewal options.	Extension(s):	N/A
JSEB Rec.:	Encouragement	%:	0	Bonds Waived Pursuant To:	N/A

Fund:	51101	Center:	114005	Acct:	546020	Proj:	000000	Activity:	00000000	$	86,000.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 275,304.00	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.*

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SUBJECT: Steering and Suspension Repairs for Medium and Heavy Trucks

BID #: SC-0465-23 **OPEN DATE: 11/1/2023**

GENERAL GOVERNMENT AWARDS COMMITTEE

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

AGENCY: Fleet Management

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

NUMBER OF BIDS INVITED: (7) **NUMBER RECEIVED:** (1) **OTHER:** (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, Truck Services, Inc., dba Horton Truck Service. Period of service is three (3) years from date of award with two (2) one (1) year renewal options. Total estimated initial expenditure amount not to exceed $189,304.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Bid Tabulation, 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: 11/9/2023

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 11/13/2023

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

Date: November 2, 2023

To: Dustin Freeman, Chief of Procurement

From: Erik Preacher, Fleet Administrator

Thru: Cris Tongol, Chief of Fleet Management

Re: SC-0465-23 Award Recommendation

Fleet Management requests to award Bid # SC-0465-23 to Truck Service Inc, dba Horton Truck Service as the lowest bidder. The award amount is $189,304 for the initial term of the bid.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000

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

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TITLE: Steering and Suspension Repairs for Medium and Heavy Trucks

BID NO.: SC-0465-23

OPEN DATE: November 1, 2023 @ 2 p.m.

ANALYST: Corey Sidlo

No. Invited: (7) No. Received (1) No Bids: (1)

Recorded By: Announcer:

TRUCK SERVICE, INC. (dba) HORTON TRUCK SERVICE

ITEM	DESCRIPTION	EST. QTY	UNIT PRICE	EXTENDED TOTAL
GROUP 1: ALIGNMENTS				
1	Heavy Trucks - Front (Front End Alignment)	90	$ 104.00	$ 9,360.00
2	Medium Trucks - Front (Front End Alignment)	80	$ 104.00	$ 8,320.00
3	Heavy Trucks 4 Wheel (4 Wheel Alignment)	30	$ 125.00	$ 3,750.00
4	Medium Trucks - 4 Wheel (4 Wheel Alignment)	30	$ 125.00	$ 3,750.00
5	Air Ride Suspension - 4 Wheel (4 Wheel Alignment)	60	$ 125.00	$ 7,500.00
6	Tiller Ladder Alignment	6	$ 104.00	$ 624.00
	TOTAL GROUP 1:		$	33,304.00
GROUP 2: STEERING AND SUSPENSION REPAIRS ALIGNMENTS				
7	Steering & Suspension Repairs: Labor Rate per Hour	1500	$ 104.00	$156,000.00
	TOTAL (GROUP 1 & 2):		$	189,304.00

TERMS:	NOT LISTED
DELIVERY (Business Days):	NOT LISTED
SIGNED BID FORM:	YES
BID PROPOSAL FORM:	YES
CONFLICT OF INTEREST:	YES
ADDENDUM(0):	N/A

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TERMS AND CONDITIONS

STEERING AND SUSPENSION REPAIRS FOR MEDIUM AND HEAVY TRUCKS

1. **SCOPE**

The City of Jacksonville's Fleet Management Division is currently accepting bids to obtain a source of supply for the item(s) / service(s) 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 item(s) / service(s) and to obtain pricing commitments for Steering and Suspension Repairs for Medium and Heavy Trucks as listed in the bid documents.

2. **AWARD**

Award will be ALL OR NONE to the lowest responsive, responsible primary and secondary bidder(s). 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.

3. **TERM OF AGREEMENT**

The term of this agreement is three (3) 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 conditions set forth in the bid documents.

4. **MINIMUM REQUIREMENTS**

Bidders should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

a. Vendor shall provide proof of applicable local business license.

5. **PRE-BID CONFERENCE**

There is not a pre-bid meeting scheduled for this bid.

6. **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).

7. **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. The City reserves the right to add or delete items during the contract period. The City will order on an as needed basis.

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8. DELIVERY

Delivery will be made to the locations listed in the specifications.

A packing list shall accompany all shipments, which shall indicate, at a minimum, the following; purchase order number, item number and description, date of shipment, quantity ordered, and shipped, unit price, and unit of measure.

9. 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 the right to decline any price increase request.

10. PRICES

The markup or discount submitted by the vendor must include all profits, pumping fees, split load fees, etc. Taxes are not to be included in the submitted price.

11. PICK UP 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.

12. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered 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 original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line MUST BE: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

14. INSURANCE/INDEMNIFICATION

Awarded supplier shall maintain, for the entire term of award, current insurance coverage as

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stated in the bid documents. The awarded supplier will be required to submit a copy of the insurance certificate within ten (10) calendar days after receipt of award notification. Failure to submit required certification of insurance will be grounds for rejection of bid award. Bid number shall be listed on Insurance Certificate.

15. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

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SPECIFICATIONS

LIGHT VEHICLE WRECKER SERVICE REBID 2

1. PARTS

All parts utilized in the services requested in this bid solicitation must meet or exceed OEM specifications. Aftermarket parts are acceptable as long as they meet or exceed OEM requirements as specified by the manufacturer of the vehicle. Where there is not an aftermarket equivalent, or where stated, the vendor must use an OEM part.

Prospective vendor's markup percentage will be 20% for parts used on each repair. This percentage is to be the amount charged to the City over vendor's wholesale costs minus taxes. Periodic checks of wholesale prices may be made at any time during the contractual period. The awarded vendors must be prepared to provide documentation as to wholesale prices when requested. Furthermore, each invoice submitted for payment will list parts and materials used and an individual price breakdown of those parts and materials charged to the repair. Failure to comply will result in the award being rescinded.

2. COMPLIANCE WITH SPECIFICATIONS

Vendors must comply 100% with the bid specifications when performing the requested services of this bid. Failure to do so will result in the cancellation of award and the contract being awarded to the next lowest bidder. All work will be inspected by the Fleet Management Division Shop Supervisor to ensure that the work was completed according to specifications.

3. VENDOR QUALIFICATIONS

All vendors must have been in the Medium and Heavy Truck Steering, Suspension, and Repair business for more than two (2) years. By signing this bid solicitation, vendors agree to have all of the necessary tools and equipment to perform the requested services without outsourcing any of the work, unless otherwise specified by Fleet Management. Any vendor bidding on steering and suspension repair must have tools and equipment to service Pierce TAK 4 front suspensions and replace gearboxes on the Pierce trucks. The Fleet Management Division reserves the right to inspect the facilities of any responsive bidder to verify that the vendor has the ability to perform the requested services and meet the City's requirements. Based on that inspection, the City reserves the right to reject the bid or rescind award to the bidder.

No work may be performed without authorization from Fleet Management. If during the performance of the requested services, any other component needs replacement, the vendor must contact the shop supervisor at Fleet Management that sent the vehicle for authorized service. The time needed to complete the requested work will he considered to be acceptable if the vendor can complete the requested service within one (1) working day for gearboxes. two (2) working days for shocks and alignments and six (6) working days for all other services. The only exception that will be made is in cases where parts are not readily available. Once parts have been received, the vendor will fax or email a written notification of parts receipt to the shop supervisor that requested the service. Fleet Management reserves the right to use another vendor if the awarded vendor cannot complete the service in the specified time frame for vehicles deeded critical to the operations of Fleet Management.

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4. FRONT END ALIGNMENT

Heavy Trucks

A heavy truck front-end alignment is to include castor, camber, and toe-in adjustment to factory specifications. Vendor will forward a data sheet of all readings (including before and after).

Medium Trucks

A medium truck front-end alignment is to include castor, camber, and toe-in adjustment to factory specifications. Vendor will forward a data sheet of all readings (including before and after).

4 Wheel Alignments — Heavy Truck

4 Wheel Alignments — Medium Truck

4 Wheel Alignments — Air Ride Suspension

Tiller Ladder Alignment — Fire Truck Tiller Steer

5. DANGEROUS SITUATIONS

Fleet Management is to be made aware of any potentially dangerous situations discovered during the completion of service. If at any time during the procedure, the vendor finds a potentially dangerous situation involving the vehicle (i.e. heavy wear, potential for accident), the vendor is to notify the Fleet Management Division immediately.

6. WARRANTY

Vendor shall attach any warranty and associated warranty form to the bid proposal. Alignments shall have at a minimum ninety (90) days warranty. For services involving the replacement of parts, the warranty shall be a minimum of one (1)

7. LOSS OF USE

Should any equipment or apparatus being serviced receive damage while in the vendor's possession, the vendor will be responsible for a loss of use cost of $100 per day for Fire Apparatus and Vac-Cons, $75 per day for rescue units and refuse trucks in addition to the damage repairs required to make the vehicle usable again. Loss of use payments will be calculated from the date of loss.

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