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**
Mancon 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 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 CSPEC 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: November 29, 2018

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management Division

From: Erik Preacher, Fleet Financial Services Manager

Re: Recommendation of award for ESC-0261-19 Parts Management and Supply Services

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Fleet Management Division recommends approval of award to the highest scoring responsive, responsible bidder, The Parts House. Period of Service is Three (3) years from Date of contract, with two (2) one (1) year renewal options. Estimated amount of expenditure is $4,730,900.00.

Funding Source: AFFM511FS – 05213 - $4,250,000.00
AFFM511FS – 03410 - $480,900.00

to be executed through Office of General Counsel by contract.

2581 Commonwealth Ave. Jacksonville, FL 32254 Phone: 904.255-7499 Fax: 904.381.4607 www.coj.net

TITLE: Vehicle & Equipment Parts Management and Supply Services BID NO.: ESC-0261-19 OPEN DATE: 10/31/18 @ 2 P.M. ANALYST: Annette Burney No. Invited: (3) No. Received (5) No Bids: (0) Recorded By: Renata Barnett Announcer: Pearl Mitchell		AutoZone	Genuine Parts Co.	TPH Holdings LLC DBA The Parts House	Mancon LLC	Tidewater Fleet Supply LLC
NOTES:		Non-responsive				
Price Sheet Form 1A			$ 76,125.00	$ 42,989.00	$ 53,468.52	$ 39,250.00
Price Sheet Form 1B			$ 696,818.83	$ 665,309.23	$ 877,686.39	$ 752,494.82
Total Price			$ 772,943.83	$ 708,298.23	$ 931,154.91	$ 791,744.82
Mark Up %			7.5%	0.0%	0%	5%
Technical Ability	30					
Experience, Qualifications and Capacity	30					
Price	40					
TOTAL POINTS	100					
MINIMUM REQUIREMENTS		N	Y	Y	Y	Y
CONFLICT OF INTEREST		N	Y	Y	Y	Y
INSURANCE AGENT ACKNOWLEDGEMENT		N	Y	Y	Y	Y
ADDENDUM (1)		N	Y	Y	Y	Y

Vehicle and Equipment Parts Management and Supply Services

ESC-0261-19

Total Points	30 Points	30 Points	40 Points	OVERALL	Rank
Proposers	Technical Ability	Experience, Qualifications & Capacity	Price	100 Total Points (100 max)	
Genuine Parts Co. (NAPA)					
Ben Newton	22.00	26.00	20.30	68.30	
Cris Tongol	30.00	30.00	20.30	80.30	
David Hylaziewski	30.00	30.00	20.30	80.30	3
Erik Preacher	30.00	30.00	20.30	80.30	
Richard Buchanan	27.00	30.00	20.30	77.30	
Average	27.80	29.20	20.30	**77.30**	
The Parts House					
Ben Newton	26.00	28.00	38.30	92.30	
Cris Tongol	30.00	30.00	38.30	98.30	
David Hylaziewski	30.00	30.00	38.30	98.30	1
Erik Preacher	30.00	30.00	38.30	98.30	
Richard Buchanan	30.00	28.00	38.30	96.30	
Average	29.20	29.20	38.30	**96.70**	
Mancon					
Ben Newton	18.00	18.00	34.68	70.68	
Cris Tongol	25.00	25.00	34.68	84.68	
David Hylaziewski	30.00	30.00	34.68	94.68	2
Erik Preacher	30.00	30.00	34.68	94.68	
Richard Buchanan	25.00	26.00	34.68	85.68	
Average	25.60	25.80	34.68	**86.08**	
Tidewater					
Ben Newton	20.00	20.00	35.00	75.00	
Cris Tongol	25.00	25.00	35.00	85.00	
David Hylaziewski	30.00	25.00	35.00	90.00	4
Erik Preacher	30.00	25.00	35.00	90.00	
Richard Buchanan	23.00	24.00	35.00	82.00	
Average	25.60	23.80	35.00	**84.40**	

Leslie-Burney, Annette

From: Richard Kilpatrick <rkilpatrick@thepartshouse.com>
Sent: Wednesday, December 12, 2018 1:07 PM
To: Leslie-Burney, Annette
Cc: Freeman, Dustin
Subject: Re: ESC-0261-19 Vehicle and Equipment Parts Management & Supply Services
Attachments: image001.jpg

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.

The pricing is correct as stated.
Store cost: $42,989
Parts markup: 0%

Thank you,

Richard Kilpatrick
VP, Fleet and Contract Sales, The Parts House
727-573-1580 ext. 85122 | rkilpatrick@thepartshouse.com
www.thepartshouse.com

Create your own email signature

On Wed, Dec 12, 2018 at 12:41 PM Leslie-Burney, Annette <ABurney@coj.net> wrote:

Richard, I'm writing to inquire about the pricing received from TPH for the above RFP. The response was missing bid document Form 1A. While reviewers were able to determine pricing from the "Form 1A" submitted in the response and the response to pricing criteria (Attachment B), confirmation is needed to move forward. Please confirm the monthly store cost and markup percentage below:

Store Cost: $42,989.00

Markup: 0%

Please email me if you have any questions or concerns regarding the above.

Thank you,

Annette L. Burney

Purchasing Analyst

Procurement Division

Finance and Administration Department

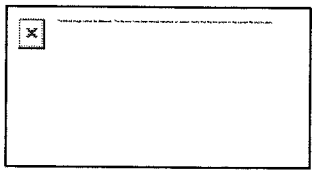
214 N. Hogan Street, Suite 800

Jacksonville, FL 32202

Ph.: 904-255-8810

Fax: 904-360-8527

Email: aburney@coj.net



*** **Privacy Act:** This communication may contain privileged or other official city information. If you are not the intended recipient or believe that you have received this communication in error, please reply to the sender indicating that fact and delete the copy you received. It is a violation of Federal Law to print, copy, retransmit, disseminate, or otherwise use this information.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

December 17, 2018

123 South Front St.
Memphis, TN 38103

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: AutoZone Parts, Inc.

CONTACT NAME: Joe Duncan

BID NUMBER: ESC-0261-19

NAME OF BID: Vehicle & Equipment Parts Management & Supply Services

DATE OPENED: 10/31/18

REASON FOR REJECTION:
Vendor is being rejected as non-responsive for failure to submit minimum requirement information and to respond to the evaluation criteria.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: _____
Annette L. Burney

Leslie-Burney, Annette

From: Leslie-Burney, Annette
Sent: Monday, December 17, 2018 12:26 PM
To: 'joe.duncan@autozone.com'
Cc: Freeman, Dustin
Subject: ESC-0261-19 Vehicle and Equipment Parts Management & Supply Services
Attachments: REJECTION LETTER - AUTOZONE.pdf

Joe, please find the attached rejection notice for the above RFP. Please email me with any questions or concerns.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

-----Original Message-----
From: P0697@coj.net [mailto:P0697@coj.net]
Sent: Monday, December 17, 2018 11:51 AM
To: Leslie-Burney, Annette
Subject: REJECTION LETTER - AUTOZONE

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Ed Ball 8th Floor
Device Name: P0697

For more information on Xerox products and solutions, please visit http://www.xerox.com

ATTACHMENT B
EVALUATION MATRIX

The evaluations will be based upon the following criteria, and Proposers are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** Proposers are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

I. Technical Ability (30 Max. Points)

A. Provide a comprehensive plan outlining how Proposer will comply with requirements stated in RFP and any other value added services offered by Proposer. The plan should include, at a minimum, the following components:

1. Start-Up/ Transition Plan

   A. Proposer needs to provide a Start-Up/Transition Plan detailing the steps in which to the implement their proposed Full Service Operational Plan. This shall include Proposer's resources, startup operations, staffing plans, activities and time frame necessary to provide requirements/needs documented in the RFP.

2. Implementation Plan

   A. Phase I - Proposer will install all needed equipment before inventorying existing inventory and before Proposer becomes responsible for the inventory. This will include the computer, etc.

   B. Phase II - A vehicle/equipment master list will be provided regarding all City-owned vehicles. A basic starting inventory will be installed during the first week of the top moving OEM parts - brake and ignition parts, cooling system and air conditioning parts, etc. Proposer's' factory representatives will survey equipment list and work up a suggested order by line. Part numbers will then be compared to order against the City's, Parts Department usage list for quantity and depth to insure personnel; computer system and catalogs are in place by the opening time.

3. Full Service Operational Plan

   A. Describe in detail how Proposer will take over and operate the Parts Operations and Management for the City and meet the services requirements set forth in the RFP. The plan will assume that (i) the Go-Live date will be within forty-five (45) calendar days of contract execution, (ii) all required Proposer software, along with City's Maximo software shall be installed and working in accordance with this RFP, and (iii) Proposer will wholly maintain and control all inventoried parts and parts catalog systems.

4. Contingency Plan

   A. Provide a tentative Contingency Plan demonstrating the ability to operate due to any work stoppages, slowdowns or Proposer's failure to provide adequate staffing, parts or service deliveries. This plan will be refined and finalized within 15 days of Contract execution.

B. Provide the following additional information:

1. A detailed comparison of the list of parts on **Form 1B** and Proposer's list of available parts (including price).

2. Provide a list of any potential or actual conflicts of interest, past relationships (Including employer / employee/Proposer, sub-Proposer) and any other issues, which could be reasonably viewed as a conflict of interest.
3. Describe the reports Proposer will use and provide to the City to document its adherence to the performance criteria in the Contract
4. Discuss in detail the approach Proposer will take to provide the requested Parts Services on-site within the City's facilities. Provide documentation demonstrating ability to adhere to and provide parts based on the Performance Standard in the RFP.
5. Describe in detail the proposed equipment to be used at facilities.
6. In circumstances where delivery of parts is required, state how Proposer will provide parts to on-site City store locations on a daily routine basis.
7. Explain guidelines to establish consistency in all areas of Parts Services.
8. Explain how Proposer will work with the City's Fleet Management Division and appointed representatives in managing Parts Services.
9. Provide details of how Proposer will provide computer generated reports necessary to monitor expenses as pertained to the daily operation of Parts Services. (Attach detailed copies of example reports for monitoring expenses
10. Provide details of how Proposer will provide computer generated profit and loss statement reports necessary to monitor and verify contract compliance and performance that will be due at the end of each month for each on-site store. (Please attach detailed examples of profit and loss reports) Please Note: This will be required to be submitted along with the monthly staffing invoice.
11. Explain how 24 hours per day, seven (7) days per week, 365 days per year, back-up emergency services during non-working hours will be provided. Include the additional cost of overtime for each individual position affected.
12. Describe any additional services that will be rendered including details of how Proposer will actively seek the lowest best price on parts and services to keep cost down for the City.

II. Experience, Qualifications and Capacity – (30 Max. Points)

A. Describe the Proposer's relevant Experience Qualifications and Capacity, including:

1. Identify any other government entity contracts for which Proposer has performed Parts Services for vehicles and equipment similar to the size and type of those within the City's Fleet.
2. State number of years or months Proposer has been providing Parts Services to other government entities.
3. State type and size of Parts Services provided for all types of on/off road vehicles/equipment.
4. Submit list of other entities that may be used as a subcontractor or joint-venture to provide Parts Services.
5. Describe your organizations background with providing support for Parts Services.
6. If available, provide a copy of Proposer's one (1) year to three (3) year strategic plan.

7. State the names and capacity of the staff to be assigned to the City account and a brief resume of their background and experience. Describe how the personnel will operate organizationally and the name and title of the person who will direct the work.

8. Provide an organizational chart showing the level of organizational responsibility of all major participants of Proposer's proposed management team. Include resumes and any professional certifications of management and other key staff members who will be directly involved in the management and day to day operations of Parts Services.

III. Price – 40 total points

Provide all costs associated with delivering the requested services as detailed in the RFP. Proposals will be scored on the costs of the categories identified below:

1. Store Costs – All costs other than parts for a total monthly figure. Financial Statement of all costs associated with operating the store; Employee costs, staff, management, operating costs, intangibles, proprietary software, etc. All breakdowns must contain a detailed description of the costs and its computation. Estimate number of hours for each person assigned by the Proposer, listed by task and hourly rates, employee schedule for each person cited in the Proposal(s) as well as additional staff intended to work on this project. **(20 points)**

The vendor submitting the lowest cost to the City shall receive the maximum number of points for cost. Each sub-sequentially higher cost shall be divided into the lowest cost received and the percentage will be multiplied by the maximum points available to render the points.

Score = (Lowest Bid/The Bid) X 20

2. Submit a mark-up of Cost of Goods Sold based on the sample of parts provided in **Form 1A. (20 points)**

The Vendor submitting the lowest mark-up percentage off cost of goods sold based on the parts provided in Form 1A shall receive the maximum amount of points.

The following is an example of the above methodology:

The City receives three proposals:
Firm #1 submits 10% - receives maximum of 20 for the lowest mark-up percentage
Firm #2 submits 12% - receives maximum of 15 for the second lowest mark-up percentage
Firm #3 submits 18% - receives maximum of 10 for the third lowest mark-up percentage

Remainder of page intentionally left blank.

QWS3270X 12/11/2018 9:28 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 12/11/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 9:28 AM

FISCAL MO/YEAR : 03 2019 CURRENCY CODE :
INDEX CODE : AFFM511FS PARTS AND FUELING SVC-FLEET MGMT
SUBOBJECT : 05213 PARTS (MOTOR VEHICLE)
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	DEC 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	5,361,646.95	5,361,646.95
EXPENDITURES	337,800.51	347,555.52	347,555.52
ENCUMBRANCES	-337,800.51	885,191.33	885,191.33
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	4,128,900.10	4,128,900.10

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

QWS3270X 12/11/2018 9:28 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 12/11/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 9:28 AM

FISCAL MO/YEAR : 03 2019 CURRENCY CODE :
INDEX CODE : AFFM511FS PARTS AND FUELING SVC-FLEET MGMT
SUBOBJECT : 03410 CONTRACTUAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	DEC 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	493,696.36	493,696.36
EXPENDITURES	38,202.24	76,404.48	76,404.48
ENCUMBRANCES	-38,202.24	417,291.88	417,291.88
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	.00	.00

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO
G014 - RECORD FOUND