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SUBJECT: LIGHT VEHICLE WRECKER SERVICE – REBID 2

BID #: SC-0446-23 **OPEN DATE: 10/11/2023**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: TWO (2) 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 PRIMARY & SECONDARY BIDDERS

NUMBER OF BIDS INVITED: 19 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Adkison Towing for not signing the Bid Form. Recommend approval of award to the lowest responsive, responsible primary and secondary bidders as listed below. Period of service is two (2) years from date of award with two (2) one (1) year renewal options. Total estimated expenditure amount not-to-exceed $162,575.00.

Primary Supplier: J.Q. Adams & Sons, Inc. (dba) Adams Towing – not to exceed $122,575.00

Secondary Supplier: ASAP Towing & Storage - not to exceed $40,000.00

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000 – To be encumbered by purchase orders

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

Analyst: _____
Corey Sidlo

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, 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 GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

INTRA-GOVERNMENTAL SERVICES

FLEET MANAGEMENT DIVISION

Jacksonville
Where Florida Begins.

Date: October 12, 2023

To: Dustin Freeman, Chief of Procurement

From: Erik Preacher, Fleet Administrator

Thru: Cris Tongol, Chief of Fleet Management

Re: SC-0446-23 Award Recommendation

Fleet Management requests to award Bid # SC-0446-23 to J.Q. Adams & Sons Inc. dba Adams Towing as the lowest bidder and to ASAP Towing as the secondary vendor. The award amount is $162,575 for the initial term of the bid. The award is broken down to the two vendors below.

J.Q.Admas & Sons Inc.	$122,575.00
ASAP Towing	$ 40,000.00

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

BID TABULATION

Title:	LIGHT VEHICLE WRECKER SERVICE - REBID 2			**ASAP Towing & Storage**		**J.Q. Adams & Sons, Inc. (dba) Adams Towing**		**Adkison Towing**	
Bid No.:	SC-0446-23								
Open Date:	October 11, 2023								
Analyst:	Corey Sidlo								
No. Invited:	(19) **No. Received:** (3) **Other:** (0)								
Recorded By:	**Announcer:**								
Item #	**Description**	**Unit of Measure**	**Est. Annual Quantity**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**
1	Light Equipment – Includes but not limited to motorcycles, passenger cars, light trucks (up to 1 tone and single axle trailers.	Each	750	$150.00	$112,500.00	$150.00	$112,500.00	$150.00	$112,500.00
2	Cancellation charge	Charge	1	$0.00	$0.00	$75.00	$75.00	$100.00	$100.00
3	Unusual situation per hour	Per Hour	100	$125.00	$12,500.00	$100.00	$10,000.00	$100.00	$10,000.00
			Total Bid (Items 1 - 3):	**$125,000.00**		**$122,575.00**		**$122,600.00**	
			Terms:	NOT LISTED		NOT LISTED		NOT LISTED	
			Delivery:	NOT LISTED		NOT LISTED		NOT LISTED	
			Signed Bid Form:	YES		YES		NOT SIGNED	
			Bid Proposal Form:	YES		YES		YES	
			Conflict of Interest Certificate:	YES		YES		YES	
			Addendum (0):	N/A		N/A		N/A	

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: October 17, 2023

Via Email: **DS@AdkisonTowing.com**

Bidder's Company Name: Adkison Towing

Address: 7405 Philips Hwy.
Jacksonville, FL 32256

Contact Name: Darrel Stalnaker

Bid No: SC-0446-23

Title: LIGHT VEHICLE WRECKER SERVICE -REBID 2

Date Opened: 10/11/2023

REASON FOR RECOMMENDED BID REJECTION: Agency recommends rejecting bid due to improperly submitting a bid, per the requirements in the bid document, specifically, the bid form was not signed.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for **Thursday, October 19, 2023 at 1:00 p.m.**

Purchasing Analyst's Signature: _____

Sidlo, Corey

From: Sidlo, Corey
Sent: Tuesday, October 17, 2023 11:19 AM
To: DS@AdkisonTowing.com
Subject: SC-0446-23 LIGHT VEHICLE WRECKER SERVICE REBID 2 - REJECTION LETTER
Attachments: SC-0446-23 BID REJECTION LETTER.pdf

Good morning Darrel,

Thank you for submitting a bid; unfortunately, I am required to reject your bid. -Details are attached.

Sincerely,

Corey Sidlo
Purchasing Analyst
Procurement Division
City of Jacksonville
214 N. Hogan Street, Suite 833
Jacksonville, FL 32202
Phone: 904-255-8815
Email: csidlo@coj.net

24+ year military veteran, serving the City of Jacksonville

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Please click on the links below for any of the following for Bids and Awards:

For Bidding Opportunities: COJ.net - Bidding Opportunities (Including Capital Improvement and Design/Build)

For COJ weekly award intentions: COJ.net - Agendas and Minutes

For bid award information: Procurement Division (coj.net)

For Public Records: COJ Public Records (govqa.us)

TERMS AND CONDITIONS

LIGHT VEHICLE WRECKER SERVICE REBID 2

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 Countywide Light Vehicle Wrecker Service as listed in the bid documents.

2. **AWARD**

Award will be ALL OR NONE to the two (2) lowest responsive, responsible bidder(s) as primary and secondary. Bidders must bid on all items to be considered. 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 for two (2) 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.

4. **PRE-BID CONFERENCE**

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

5. **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).

6. **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.

7. **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.

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8. DELIVERY

Fleet Management Division, 2581 Commonwealth Avenue, Jacksonville, FL 32254 between the hours of 7:00 am and 11:00 pm. On other than normal business hours and holidays, delivery will be to the Security Guard on duty or as specified by the requestor.

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.

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.

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

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents.

11. 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.

12. 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.

13. 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.

14. 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.

SPECIFICATIONS

LIGHT VEHICLE WRECKER SERVICE REBID 2

1. GENERAL

The awarded vendors must be able to provide services to safely remove mobile equipment as described in the specifications.

This bid considers "NORMAL" wrecker service situations, when the disabled or stuck vehicles are readily accessible from a roadway or ordinary road surface (within 25 feet of roadway) and sometimes require the disconnect of drive shafts, wheels, or bumpers to tow vehicles (rescue vehicles may need to have bumpers and equipment removed to tow). All driveshafts removed by the vendor will be reinstalled by the vendor upon delivery of the vehicle to Fleet Management.

The City will contact the Primary awarded provider for the first call, then alternate between the awarded vendors for each subsequent call throughout the contract.

2. VEHICLE CLASSES

Light equipment Class 1 -3 including but not limited to motorcycles (must be able to tow motorcycles in an upright position without damage), passenger cars, light trucks, and single axle trailers.

3. ADDITIONAL REQUIREMENTS

The vendor must be able to respond in accordance with the specifications outlined herein on a continual basis, and provide services 24 hours a day, seven days a week, 365 days a year, to all using agencies of the City of Jacksonville, Florida.

The area of coverage will include all of Duval County and/or a radius of thirty (30) miles from the Fleet Management Facility located on Commonwealth Avenue.

Equipment list "MUST" be submitted with the bid package. To successfully perform these services, the bidder must have the minimum equipment as listed at the time of bid submission. Omission of equipment list or failure to meet the minimum requirements may be grounds for rejection.

a. Minimum of five (5) Wreckers consisting of Roll-Back and Wheel Lift units to be available daily.

All bidders must agree to provide and maintain licenses and insurance in accordance with all applicable statutory provisions, and insurance requirements as outlined herein.

All awarded vendor(s) must agree to require their insurance carrier to directly furnish the Fleet Management Division with certificates of insurance in accordance with attached requirements, and the following additional requirements:

· $1,000,000 for combined single limit, bodily injury and property damage; and

· $200,000 for garage keeper's liability for covering claims while the vehicle is in custody of the vendor.

The awarded vendor(s) are required to utilize their own equipment in the performance of this contract unless the equipment is unavailable to answer the call. The use of other companies as a subcontracted vendor maybe used on these rare occasions but is not to be used on a regular basis. The vendor is obligated to have the wrecker fleet operational and have sufficient equipment/vehicles available to handle the City's need.

Under no circumstance is a vendor to call another wrecker/towing company to handle any wrecker call received from Fleet Management, unless the awarded vendor has supplied Fleet Management, in advance with all required information about the subcontracted vendor. This is to include but, not be limited to: insurance requirements of at least the magnitude provided herein, license documents, and contact information to include business name, voice and fax numbers, after hours contact, pager numbers, and key contact personnel. Invoices submitted for services rendered will only be accepted from the awarded vendor(s) of this bid. Subcontractors are to invoice the prime contractor for services rendered to Fleet Management.

The vendor will comply with Florida Statutes Section 321.051 - Florida Highway Patrol Wrecker Operator System, penalties for operation outside of system.

In compliance with all Environmental Regulations at the scene of an accident or disabled vehicle, the vendor will be responsible for cleaning the street of any debris, such as glass, metal, spilled oil, etc. Such items must not be placed in the vehicle, as it may cause further damage. The vendor will be held responsible for any damage to City vehicles or equipment caused by the Wrecker Driver from improper towing, jerking, retrieving, over and above the original damage, if any.

Each awarded vendor(s) will establish and maintain in said business office a current wrecker log/ledger which reflects the following: starting location of the vehicle, date and time of pickup, make, model, color, year and license plate number of the vehicle as well as the name and telephone number of the person placing the call. This log maybe inspected at any time by any representative of the Fleet Management Division at their discretion and may ask for copies of entries. The awarded vendor(s) will be required to submit one (1) copy of the wrecker log/ledger at the end of each month to the Service Office at Fleet Management Division. Please call (904) 255-7563 or 255-7568 prior to on-site deliveries.

4. **MILEAGE LOGGING REQUIREMENTS FOR TOWING TICKETS**

Fleet Management is requiring the beginning & ending mileage to be recorded on each tow service ticket. This mileage is required by the vehicle manufacturers for the City to get reimbursement for the tow service from the vehicle manufacturer when the vehicle is under warranty. All tow tickets are to be dropped off with the service office during regular Fleet hours (7:00 AM through 7:00 PM) and with the guard after hours (7:01 PM through 6:59 AM). Fleet Management must have these to pay any invoices. If they are not dropped off the invoice will not get paid by the City of Jacksonville. Additionally, upon entry into the Fleet Management facility, the wrecker operator will sign in and out at the Guard Shack noting the vehicle number they are delivering.

5. **RESPONSE TIME**

The desired response time is fifteen (15) minutes from receiving the initial telephone call. The maximum response time is one (1) hour. In the event the one (1) hour response criteria cannot be met; it is the responsibility of the vendor to so state at the time service is requested.

6. **ALTERNATIVE VENDOR USE**

If the awarded vendor is unavailable to provide the services when requested or when any delay may cause a danger to the public, the Fleet Management Division reserves the right to authorize the next lowest responsive, responsible vendor participating in this bid to take whatever steps necessary to remove the disabled equipment.

7. UNUSUAL SITUATIONS

Unusual situations such as overturned vehicles, vehicles stuck in unattainable areas and towing services out of the Duval County area where additional charges are obviously warranted, will be subject to an hourly rate. This rate is located on the Bid Proposal Form.

Any excess charge must be pre-approved by an authorized representative of Fleet Management prior to commencement of that action unless it is after 8:00pm or on weekends and approval is not immediately available. In the case that pre-approval cannot be granted, the contracted vendor will respond to the call and notify Fleet Management the following business day. The service office personnel are the only personnel that may give this authorization.

8. VENDOR QUALIFICATIONS

All bidders must have been in the Wrecker Service business for more than one (1) year. By signing the Bid Form, bidders agree to have the necessary tools and equipment in addition to those listed in this bid proposal, to perform the requested services and without outsourcing any of the work.

Prior to a recommendation of award, the Fleet Management Division reserves the right to inspect the facilities and equipment of any responsive bidder to verify that the company has the ability to perform the requested services per this solicitation. Based on that inspection, the City reserves the right to reject the bid proposal of the company.

9. PERSONNEL

The successful bidder's personnel must be qualified to perform the services needed. If it deems necessary, the Fleet Management Division reserves the right to inspect the vendor's personnel licenses to assure that they are certified to perform the requested services. The successful vendor will also assure that their personnel always operate within OSHA regulations.

All wrecker operators and drivers must have in their possession a valid Florida driver`s license as required by Florida law for the operation of any vehicle to be driven.

Wrecker operators and their drivers are required to comply and be familiar with the Florida Uniform Traffic Control Law, Chapter 316, F.S.

Wrecker operators shall sweep glass from the roadway and remove all debris or hazards from the scene, and comply with the requirements of Section 316.2044(2), F.S.

10. REGULATORY

As stated above, the vendor must make sure that all employees always follow OSHA regulations. It is reasonably expected that all vendors bidding on services with the City to follow all Federal, State, and Local regulations which must include Florida Statutes Title XXIII Chapter 323. If it is deeming necessary, the Fleet Management Division reserves the right to inspect the company, their facilities, and personnel at any time to ensure that all regulations are being followed.

11. HOURS OF OPERATION

Fleet Management Facilities operate five (5) days a week with two (2) shifts. Furthermore, City equipment is subject to use in many types of emergencies. On the CONTACT SHEET within this bid package, bidders are required to provide names and telephone numbers of key personnel who may be available for off-hour services.

12. EMERGENCY SITUATIONS

In times of emergency caused by forces outside the control of the City (Natural Disasters), the awarded vendor(s) agrees to put Fleet Management service requests at the highest priority.

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