SUBJECT: VEHICLE EQUIPMENT PARTS AND SUPPLY SERVICES

BID #: ESC-0277-24 **OPEN DATE:** 1/31/2024

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – FIVE (5) YEARS FROM DATE OF CONTRACT EXECUTION WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: FLEET MANAGEMENT DIVISION

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 16 **NUMBER RECEIVED: 2** **OTHER: 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to reject Safety-Kleen Systems, Inc. for submitting an incomplete bid and not attending the mandatory pre-bid meeting.

Recommend approval of award to the highest scoring responsive, responsible bidder, TPH Holdings, LLC (dba) The Parts House. Period of service is five (5) years from date of executed contract with two (2) one (1) year renewal options. Total expenditure amount is $25,650,000.00.

Supplier	Average	Rank	Award
TPH HOLDINGS, LLC	98.80	1	$573,655.42
GENUINE NAPA PARTS COMPANY	95.00	2	$604,571.00

FUNDING SOURCE: 51101.114003.552130.000000.00000000.00000.0000000 - $22,650,00.00
51101.114003.534100.000000.00000000.00000.0000000 - $3,000,000.00

To be executed by formal contract agreement through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Evaluation Scoring Matrix, Specifications, Rejection Notification Letter

ANALYST: _____
Corey Sidlo

RESPECTFULLY SUBMITTED: _____
FOR: DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: CHRIS TONGOL, CHIEF, FLEET MANAGEMENT DIVISION

(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: February 22, 2024

To: Dustin Freeman, Chief of Procurement

From: Erik Preacher, Fleet Administrator

Thru: Cris Tongol, Chief of Fleet Management

Re: ESC-0277-24 Vehicle and Equipment Parts Management and Supply Services Award Recommendation

Fleet Management recommends awarding ESC-0277-24 Vehicle and Equipment Parts Management and Supply Services to TPH Holdings, LLC dba The Parts House. The Parts House has the highest score of the two responsive vendors. The award amount is $25,650,0000 for the initial five (5) year term of the award.

Funding Sources:

51101.114003.552130.000000.00000000.00000.0000000 - $22,650,000
51101.114003.534100.000000.00000000.00000.0000000 - $ 3,000,000

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: Vehicle Equipment Parts Management and Supply Services BID NO.: ESC-0277-24 OPEN DATE: 1/31/24 @ 2 P.M. ANALYST: Corey No. Invited: (16) No. Received (3) No Bids: (0) Recorded By: Melissa Pierce Announcer: Pearl Mitchell		TPH HOLDINGS, LLC (dba) THE PARTS HOUSE	SAFETY-KLEEN SYSTEMS, INC.	GENUINE NAPA COMPANY(dba) NAPA AUTO PARTS
NOTES:				
Price Sheet Form 1A		$50,000.00	NOT COMPLETED	$ 46,998.00
Price Sheet Form 1B		$ 573,655.42	INCOMPLETE	$ 604,571.00
Mark Up %		5%	NOT LISTED	8.7%
Technical Ability	30			
Experience, Qualifications and Capacity	30			
Price	40			
TOTAL POINTS	100			
MINIMUM REQUIREMENTS		YES	NO (DIDN'T ATTEND PRE-BID)	YES
CONFLICT OF INTEREST		YES	YES	YES
INSURANCE AGENT ACKNOWLEDGEMENT		YES	NOT LISTED	YES
ADDENDUM (2)		YES	NOT LISTED	YES

Vehicle and Equipment Parts Management and Supply Services

ESC-0277-24

Total Points	30 Points	30 Points	40 Points	OVERALL	Average	Rank
Proposers	Technical Ability	Experience, Qualifications & Capacity	Price	100 Total Points (100 max)		
TPH HOLDINGS					**98.80**	**#1**
Evaluation Committee						
Erik Preacher	30.00	30.00	38.80	98.80		
Chris Tongol	30.00	30.00	38.80	98.80		
David Hylezewski	30.00	30.00	38.80	98.80		
GENUINE NAPA PARTS COMPANY					**95.00**	**#2**
Evaluation Committee						
Erik Preacher	30.00	30.00	35.00	95.00		
Chris Tongol	30.00	30.00	35.00	95.00		
David Hylezewski	30.00	30.00	35.00	95.00		

SCORE SUMMARY

TPH HOLDINGS	98.80
GENUINE NAPA PARTS COMPANY	95.00

Sidlo, Corey

From: Sidlo, Corey
Sent: Monday, February 5, 2024 10:14 AM
To: 'Argade, Sourabh'
Cc: 'Elwood, Shannon'
Subject: RE: Regarding Bid Tabulation
Attachments: ESC-0277-24 BID REJECTION LETTER.pdf

Good morning All,

Thank you for your bid for ESC-0277-24, however we are rejecting your bid. Please see attached for details.

Sincerely,

Corey Sidlo
Purchasing Analyst
City of Jacksonville - Procurement Division
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

A NEW DAY.

*** **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.

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

For Bidding Opportunities: Jacksonville.gov - Bidding Opportunities (Including Capital Improvement and Design/Build)

For COJ weekly award intentions: Jacksonville.gov - Agendas and Minutes

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

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

PROCUREMENT DIVISION

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: February 5, 2024

Bidder: Safety-Kleen Systems, Inc.

Contact Name: Richard Bevington & Michelle Parker

Email: argade.sourabh@safety-kleen.com & elwood.shannon@cleanharbors.com

Bid No: ESC-0277-24

Title: Vehicle Equipment Parts Management & Supply Services

Date Opened: 1/31/24

REASON FOR RECOMMENDED BID REJECTION: Fleet Management and the City of Jacksonville are rejecting your bid due to failing to submit a responsive bid; specifically, Form 1A was signed, but not filled out and Form 1B was signed, but not completed.

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, February 8, 2024 at 1:00 p.m.**

Purchasing Analyst's Signature: _____
Corey Sidlo

214 N. Hogan St., Suite 800 | Jacksonville, FL 32202 | Phone: 904.255-8815 | Fax: 904.255-8837

REQUEST FOR PROPOSAL
VEHICLE AND EQUIPMENT PARTS MANAGEMENT AND SUPPLY SERVICES
For
City of Jacksonville, Florida

SECTION 1
(Specific Information Regarding this RFP)

1.1 Introduction

The City of Jacksonville ("**Buyer**") intends to hire an individual or firm (**"Proposer"**) to provide the services described in Section 1.2 of this Request for Proposal ("**RFP**"). Persons interested in submitting a response to this RFP (a "**Response**" or **"Proposal"**) should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. This RFP is divided into the following sections:

Section 1	Specific Information Regarding This RFP
Section 2	General Instructions
Section 3	General Terms and Conditions of Agreement
Section 4	Description of Services (if referenced in Section 1.2 below)
Attachment A	Response Format
Attachment B	Evaluation Matrix
Attachment C	Equal Business Opportunity Program Requirements
Attachment D	Sample Contract
Attachment E	Disqualified/Probationary Vendors List
Attachment F	Indemnification Requirements
Attachment G	Insurance Requirements
Attachment H	Protest Procedures
Form 1A&B	Price Sheet
Form 2	Conflict of Interest Certificate
Form 3	Business References
Form 4	No Bid Form

In the event of conflicting provisions, the following sections of this RFP will have priority in the order listed: Section 1, Section 4, Section 2, Section 3, the Attachments, and the Forms.

1.2 Scope of Services.

The City of Jacksonville is requesting proposals from qualified and experienced Proposers to provide Vehicle and Equipment Parts Management and Supply Services for the On-site Equipment Maintenance Parts Facilities at the Fleet Management Division (Fleet). The successful Proposer(s) will be required to adequately staff, supply vehicle and equipment parts and manage one (1) central storeroom. The maintenance and management of this agreement must be performed in accordance with the time constraints and performance standard measurements imposed by the City in order to support the City's overall goals of minimizing Fleet downtime and continued reduction in maintenance costs.

See Section 4 for a full description of the services and deliverables required under this RFP.

1.3 Term of Agreement.

The initial term of agreement will commence upon execution of the Contract and will continue for five (5) years. Buyer will have the option to renew such agreement for up to two (2) additional one (1) year terms upon satisfactory performance by Proposer. The Contract is subject to early termination as set forth elsewhere in this RFP.

1.4 Minimum Requirements for Proposers.

Proposer must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Proposer warrants and represents that it satisfies these requirements. Failure to meet these requirements and present written documentation at the time of bid opening will result in the Response not being evaluated and being rejected as non-responsive:

1. Proposer shall be licensed to do work in the State of Florida and have a minimum of five (5) continuous years as a vehicle and equipment parts supply firm with parts operations located in customer facilities.

2. Proposer must provide at least three (3) references for work performed within the last three (3) years with contracts providing a high volume parts operation supporting a diversified fleet inventory of comparable size as outlined in the RFP. The bidder must be the prime Proposer for each client/contract referenced for at least five (5) years. References must be submitted on **Form 3**.

3. Proposer shall provide current proof of all business licenses required by local, state, and federal law as applicable.

1.5 Equal Business Opportunity Program

It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

This RFP and the resulting Contract are subject to requirements of the "Encouragement Plan," which is fully described on Attachment C to this RFP.

Proposers may contact Buyer's Equal Business Opportunity Office at 904-255-8840 or find the JSEB directory on Buyer's website. Please contact the Contact Person identified in Section 1.12 if you are uncertain of Buyer's website address or if you experience problems accessing it.

1.6 Documents Available for Inspection

There are no documents available for inspection.

1.7 Federal Funds.

Federal funds will not be used as part of this solicitation.

1.8 Pre-Bid Meeting.

There is a mandatory pre-bid meeting scheduled for this RFP on **Wednesday, January 10, 2024, at 10:00 am**, in room 851, Ed Ball Building, 214 N. Hogan Street, Jacksonville, Florida, 32202.

1.9 Response Due Date.

The deadline for submitting responses to this RFP is Monday, January 22**, 2024, at 2:00 pm.** Please see Sections 2.3 and 2.4 for more details.

1.10 Response Delivery Location.

Responses must be delivered to the following location:

City of Jacksonville
Procurement Division
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202

1.11 Response Opening.

Responses received shall be publicly announced and recorded at 2:00 PM on the Response Due Date in meeting room # 825, 8th Floor, Ed Ball Bldg., 214 N. Hogan Street.

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 subProposer 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 subsequentially 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.

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.