SUBJECT: **VEHICLE AND EQUIPMENT PARTS MANAGEMENT AND SUPPLY SERVICES - (CSPEC)**

BID # ESC-0535-13 OPEN DATE: **05/29/2013**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

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

FOR: **FLEET MANAGEMENT DIVISION**

BASIS OF AWARD: **BIDDERS RECEIVING THE HIGHEST SCORE BASED ON EVALUATION CRITERIA**

NUMBER OF BIDS INVITED: 16 NUMBER RECEIVED: **2** OTHER: **1**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second and final renewal option with TPH Acquisition L.L.L.P. dba The Parts House. Period of service is from August 21, 2017 through August 20, 2018. Total revised estimated annual expenditure amount is $4,358,426.88 (includes a 1% increase, or $378.24/month), for a total expenditure not to exceed $22,136,281.22.

Funding Source: AFFM511FS-05213 - $3,900,000.00; AFFM511FS-03410 - $458,426.88

*To be executed by formal contract amendment through the Office of General Counsel (Contract #9902)

Attachments: Recommendation memo, Vendor Letter and Previous Awards

This award subject to appropriation by the City in the fiscal year beginning October 1, 2017. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event funds are appropriated.

ANALYST _____
ANNETTE L. BURNEY

RESPECTFULLY SUBMITTED _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: C. J. Thompson, 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 _____

INTRA-GOVERNMENTAL SERVICES
FLEET MANAGEMENT DIVISION

Jacksonville
Where Florida Begins.

Date: August 17, 2017

To: Gregory Pease, Chief of Procurement Division

Thru: C.J. Thompson, Chief of Fleet Management Division

From: Eric Preacher, Fleet Financial Services Manager

Re: Recommendation to utilize Second (2nd) renewal option for ESC-0535-13 Vehicle and Equipment Parts Management and Supply Services

The Fleet Management Division is requesting approval to utilize the Second (2nd) renewal option for ESC-0535-13 Vehicle and Equipment Parts Management and Supply Services with TPH Acquisition L.L.L.P., dba The Parts House. Due to an increase in CPI index, TPH is requesting an increase of monthly management fee of 1% ($378.24) per month. Period of Service is August 21, 2017 through August 20, 2018.

Total annual expenditures not to exceed $4,358,426.88. Total not to exceed expenditure is $22,136,281.22.

Funding Source:
AFFM511FS-05213 - $3,900,000.00 FY18
AFFM511FS-03410 - $458,426.88 FY18

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2017. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

2581 Commonwealth Ave. Jacksonville, FL 32254 Phone: 904-630-0000 Fax: 904-381-4007 www.coj.net

THE PARTS HOUSE

August 15, 2017

Mr. Erik Preacher
City of Jacksonville
2581 Commonwealth Ave.
Jacksonville, Florida 32254

Dear Erik;

This is to confirm in agreement to the following between The Parts House and City of Jacksonville regarding current RFP contract.

- Extension of RFP #ECS-0535-13 for the period, October 1, 2017 thru Sept. 30th, 2018.
- Monthly management fee increase of $378.24 per month, $37,824.00 to $38,202.24.
- Increase is based on CPI (consumer price index) of 1%.

On behalf of The Parts House I want to thank you for the excellent business relationship we have experienced throughout the years. We look forward to many more of the same.

Best regards;

Mike Monahan

Mike Monahan
TPH Representative
904-333-9506
www.thepartshouse.com

SUBJECT: **VEHICLE AND EQUIPMENT PARTS MANAGEMENT AND SUPPLY SERVICES - (CSPEC)**

BID # ESC-0535-13 OPEN DATE: **05/29/2013**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

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

FOR: **FLEET MANAGEMENT DIVISION**

BASIS OF AWARD: **BIDDERS RECEIVING THE HIGHEST SCORE BASED ON EVALUATION CRITERIA**

NUMBER OF BIDS INVITED: 16 NUMBER RECEIVED: 2 OTHER: 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend the contract with TPH Acquisition L.L.L.P. dba, The Parts House to clarify the definition of "Discounts and Rebates received by the Contractor" as stated in the attached memo and will be the new paragraph 11 on the contract. This change shall be retro-active to August 21, 2013 and will not require any additional funds for the initial term ending July 15. 2017. Total not to exceed expenditure shall remain the same in the amount of $13,223,966.34.

*To be executed by formal contract amendment #3 through the Office of General Counsel (Contract #9902)

Attachments: Recommendation memo, Contract and Previous Award

ANALYST: ANNETTE L. BURNEY

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Crisencio Tongol, Administrator, Fleet Management Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 2/4/16

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 2/04/16

APPROVED ✓ DISAPPROVED: _____

Sam E. Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

9902

SERVICES CONTRACT
BETWEEN
THE CITY OF JACKSONVILLE
AND
TPH ACQUISITION LLLP d/b/a THE PARTS HOUSE
FOR
VEHICLE/EQUIPMENT PARTS, MANAGEMENT, AND SUPPLY SERVICES

THIS CONTRACT is made and entered into this 21 day of Aug, 2013 (the "Effective Date"), by and between the CITY OF JACKSONVILLE (the "City"), a municipal corporation existing under the Constitution and the laws of the State of Florida, and TPH ACQUISITION LLLP d/b/a THE PARTS HOUSE (the "Contractor"), a Florida limited partnership with its principal office at 10321 Fortune Parkway, Building 400, Jacksonville, Florida 32256, for the provision of vehicle and equipment parts, management, and supply services (the "Services").

WHEREAS, City issued a Request for Proposal Bid No. ESC-0535-13 (the "RFP") for the Services as described in the RFP; and

WHEREAS, based on Contractor's response to the RFP dated June 5, 2013 (the "Response"), City has awarded this Contract to Contractor;

NOW THEREFORE, in consideration of the premises and the mutual covenants contained below, the parties agree as follows:

1. **Performance of Services**. The Services will be performed by Contractor as specified in the RFP and the Response.

2. **Compensation.** Contractor will be paid by City for the Services as specified in the Response.

3. **Maximum indebtedness.** As required by Section 106.431, *Ordinance Code*, City's maximum indebtedness for all products and services under this Contract shall be for a fixed monetary amount not-to-exceed THREE MILLION SIX HUNDRED EIGHT THOUSAND SEVENTY-EIGHT AND 34/100 USD ($3,608,078.34).

4. **Term.** The initial term of this Contract shall commence on the Effective Date and shall continue for a period of three (3) years until Aug 20, 2016, unless sooner terminated by either party in accordance with the terms of the RFP. This Contract may be renewed for up to two (2) additional one (1) year periods by (i) the City

provided, such changes shall not be deemed amendments to this Contract and may be provided via email.

8. **Entire Agreement.** This Contract constitutes the entire agreement between the parties hereto for the Services to be performed and furnished by the Contractor. No statement, representation, writing, understanding, agreement, course of action, or course of conduct by either party or any representative of either party which is not expressed herein shall be binding. Contractor may not unilaterally modify the terms of this Contract by affixing additional terms to materials delivered to City (e.g., "shrink wrap" terms accompanying or affixed to a deliverable) or by including such terms on a purchase order or payment document. Contractor acknowledges that it is entering into this Contract for its own purposes and not for the benefit of any third party.

9. **Amendments.** All changes to, additions to, modifications of, or amendments to this Contract or any of the terms, provisions, and conditions hereof shall be binding only when in writing and signed by the authorized officer, agent, or representative of each of the parties hereto.

10. **Counterparts.** This Contract and all amendments hereto may be executed in several counterparts, each of which shall be deemed an original and all of such counterparts together shall constitute one and the same instrument.

[Remainder of page left blank intentionally. Signature page follows immediately.]

SUBJECT: **VEHICLE AND EQUIPMENT PARTS MANAGEMENT AND SUPPLY SERVICES - (CSPEC)**

BID # ESC-0535-13 OPEN DATE: **05/29/2013**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

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

FOR: **FLEET MANAGEMENT DIVISION**

BASIS OF AWARD: **BIDDERS RECEIVING THE HIGHEST SCORE BASED ON EVALUATION CRITERIA**

NUMBER OF BIDS INVITED: 16 NUMBER RECEIVED: 2 OTHER: 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with TPH Acquisition L.L.L.P dba, The Parts House in the amount of $4,435,888.00. Total revised estimated annual expenditure for the third year of the initial three (3) year period in the amount of $13,223,966.34.

Funding Source: OPFM511FS-05213 - $4,000,000.00 OPFM511FS-03410 - $435,888.00
*To be executed by formal contract amendment #2 through the Office of General Counsel (Contract #9902)

Attachments: Recommendation memo and Previous Award

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2015. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

BUYER _____ ANNETTE L. BURNEY

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Karim Kurji, 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 4 MEMBERS DISAPPROVING _____ DATE: 09/10/15

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 9/10/15

APPROVED ✓ DISAPPROVED: _____

OTHER: _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

SIGNATURE OF AUTHENTICATION _____

SUBJECT: **VEHICLE AND EQUIPMENT PARTS MANAGEMENT AND SUPPLY SERVICES - (CSPEC)**

BID # ESC-0535-13 OPEN DATE: **05/29/2013**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

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

FOR: **FLEET MANAGEMENT DIVISION**

BASIS OF AWARD: **BIDDERS RECEIVING THE HIGHEST SCORE BASED ON EVALUATION CRITERIA**

NUMBER OF BIDS INVITED: 16 NUMBER RECEIVED: 2 OTHER: 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with TPH Acquisition L.L.L.P. dba, The Parts House in the amount of $5,180,000.00. Total revised estimated annual expenditure for the initial three (3) year period in the amount of $8,788,078.34.

Funding Source: OPFM511FS-05213 - $720,000.00 – FY14
OPFM511FS-05213 - $4,024,112.00 – FY15
OPFM511FS-03410 - $435,888.00 – FY15

Attachments: Recommendation memo and Previous Award

BUYER _____ ANNETTE L. BURNEY

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Karim Kurji, 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 5 MEMBERS DISAPPROVING _____ DATE 09/25/14

OTHER _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____ Chief Procurement Officer
FOR [illegible]
Chief Auditor
Executive Director, 2013-14

SUBJECT: VEHICLE AND EQUIPMENT PARTS MANAGEMENT AND SUPPLY SERVICES - (CSPEC)

BID # ESC 0635-13 OPEN DATE: 05/29/2013

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

[illegible] AND [illegible] OF CONTRACT
SERVICE CONTRACT: THREE (3) YEARS FROM EXECUTED CONTRACT WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

FOR: FLEET MANAGEMENT DIVISION

[illegible]: BIDDERS RECEIVING THE HIGHEST SCORE BASED ON EVALUATION CRITERIA

[illegible] 2 [illegible] 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS

[illegible]

[illegible]

[illegible] PREVIOUS AWARD

[illegible] RESPECTFULLY SUBMITTED

[illegible] CHIEF OF THE EASE CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: KARIM KURJI, CHIEF OF FLEET MANAGEMENT DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

[illegible] CSPEC COMMITTEE ON PROCUREMENT ACTIONS ABOVE

[illegible] 5 [illegible] DATE: 07/11/13

[illegible] OTHER: [illegible]

ACTION OF AWARDING AUTHORITY: DATE: [illegible]

APPROVED [illegible] DISAPPROVED [illegible]

OTHER [illegible]

SIGNATURE OF AUTHENTICATION [illegible]

Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04