1K

SUBJECT: Auto Glass Replacement

BID #: SC-0399-23 **OPEN DATE: 7/12/2023**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: THREE (3) 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 BIDDER

NUMBER OF BIDS INVITED: 16 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible, and sole bidder, Fleet Glass Solutions (dba) Auto Glass Assist, to provide auto glass replacement services. Period of service is three (3) years from date of award with two (2) one (1) year renewal options. Total estimated expenditure amount not-to-exceed $142,188.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000 – To be encumbered by purchase orders

Attachments: Recommendation Memo, Bid Tabulation Sheet, 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 _____ 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: July 13, 2023

To: Dustin Freeman, Chief of Procurement

From: Erik Preacher, Fleet Administrator

Thru: Cris Tongol, Chief of Fleet Management

Re: SC-0399-23 Award Recommendation

Fleet Management requests to award Bid # SC-0399-23 to Fleet Glass Solutions as the lowest bidder. The award amount is $142,188 for the initial term of the bid.

Thank you for your consideration in this matter.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000

2581 Commonwealth Ave Jacksonville, FL 32254 Phone: 904.387.8800 Fax: 904.381.4607 www.coj.net

Sidlo, Corey

From: Preacher, Erik
Sent: Thursday, July 13, 2023 9:30 AM
To: Sidlo, Corey
Subject: RE: SC-0399-23 AUTO GLASS REPLACEMENT

Yes

Erik Preacher
Fleet Administrator
City of Jacksonville
Fleet Management Division
erikp@coj.net
Phone: 904-255-7434
Cell: 904-759-1035

From: Sidlo, Corey <CSidlo@coj.net>
Sent: Thursday, July 13, 2023 9:29 AM
To: Preacher, Erik <ErikP@coj.net>
Subject: RE: SC-0399-23 AUTO GLASS REPLACEMENT

To be encumbered by purchase order, correct?

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

CITY OF JACKSONVILLE

*** 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.

From: Preacher, Erik <ErikP@coj.net>
Sent: Thursday, July 13, 2023 9:20 AM

To: Sidlo, Corey <CSidlo@coj.net>; Kurtz, Sheryl <SKURTZ@coj.net>
Subject: RE: SC-0399-23 AUTO GLASS REPLACEMENT

Attached is our award recommendation.

R,

Erik Preacher
Fleet Administrator
City of Jacksonville
Fleet Management Division
erikp@coj.net
Phone: 904-255-7434
Cell: 904-759-1035

From: Sidlo, Corey <CSidlo@coj.net>
Sent: Wednesday, July 12, 2023 3:57 PM
To: Kurtz, Sheryl <SKURTZ@coj.net>; Preacher, Erik <ErikP@coj.net>
Subject: SC-0399-23 AUTO GLASS REPLACEMENT

Good afternoon All,

Subject docs attached for your review and agency recommendation.

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

CITY OF JACKSONVILLE

*** 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.

BID TABULATION SHEET

TITLE: Auto Glass Replacement

BID NO.: SC-0399-23

OPEN DATE: 7/12/23 @ 2 p.m.

ANALYST: Corey Sidlo

No. Invited: (16) No. Received (1) No Bids: (0)

Recorded By: Melissa Pierce Announcer: Renatta Barnett

Fleet Glass Solutions (dba) Auto Glass Assist

ITEM	DESCRIPTION	UOM	EST. QTY.	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
GROUP 1 - Automotive							
1	Windshield (W/O Camera)	EA	144	$ 320.00	$ 46,080.00		
2	Windshield (W/Camera)	EA	1	$ 373.00	$ 373.00		
3	Door Glass	EA	1	$ 225.00	$ 225.00		
4	Vent Glass	EA	1	$ 325.00	$ 325.00		
5	Back Glass	EA	1	$ 305.00	$ 305.00		
6	Quarter Glass	EA	1	$ 380.00	$ 380.00		
7	Remove and Install Only	EA	1	$ 150.00	$ 150.00		
8	Rain Sensor Upcharge	EA	1	$ 25.00	$ 25.00		
9	Windshield Repair	EA	10	$ 65.00	$ 65.00		
10	OE Glass	+ Or Percentage of Cost	5	PLUS 45%			
11	Lane Departure Recalibration	EA	1	$ 225.00	$ 225.00		
	TOTAL GROUP 1			$	47,928.00	$	-

ITEM	DESCRIPTION	UOM	EST. QTY.	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
GROUP 2 - SUV's							
1	Windshield (W/O Camera)	EA	52	$ 375.00	$ 19,500.00		
2	Windshield (W/Camera)	EA	1	$ 425.00	$ 425.00		
3	Door Glass	EA	1	$ 255.00	$ 255.00		
4	Vent Glass	EA	1	$ 350.00	$ 350.00		
5	Back Glass	EA	1	$ 350.00	$ 350.00		
6	Quarter Glass	EA	1	$ 325.00	$ 325.00		
7	Remove and Install Only	EA	1	$ 150.00	$ 150.00		
8	Rain Sensor Upcharge	EA	1	$ 25.00	$ 25.00		
9	Windshield Repair	EA	10	$ 65.00	$ 650.00		
10	OE Glass	+ Or - Percentage of Cost	5	PLUS 45%			
11	Lane Departure Recalibration	EA	1	$	225.00	$	

BID TABULATION SHEET

TITLE: Auto Glass Replacement

BID NO.: SC-0399-23

OPEN DATE: 7/12/23 @ 2 p.m.

ANALYST: Corey Sidio

No. Invited: (16) No. Received (1) No Bids: (0)

Recorded By: Melissa Pierce Announcer: Renatta Barnett

				Fleet Glass Solutions (dba) Auto Glass Assist			
	TOTAL GROUP 2			$	22,255.00	$	-
ITEM	DESCRIPTION	UOM	EST. QTY.	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
GROUP 3 - LIGHT TRUCKS INCLUDING 1 TON							
1	Windshield (W/O Camera)	EA	48	$ 320.00	$ 15,360.00		
2	Windshield (W/Camera)	EA	1	$ 365.00	$ 365.00		
3	Door Glass	EA	1	$ 255.00	$ 255.00		
4	Vent Glass	EA	1	$ 350.00	$ 350.00		
5	Back Glass	EA	1	$ 350.00	$ 350.00		
6	Quarter Glass	EA	1	$ 380.00	$ 380.00		
7	Remove and Install Only	EA	1	$ 150.00	$ 150.00		
8	Rain Sensor Upcharge	EA	1	$ 25.00	$ 25.00		
9	Windshield Repair	EA	10	$ 65.00	$ 650.00		
10	OE Glass	Percentage of Cost	5	PLUS 45%			
11	Lane Departure Recalibration	EA	1	$ 225.00	$ 225.00		
	TOTAL GROUP 3			$	18,100.00	$	
ITEM	DESCRIPTION	UOM	EST. QTY.	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
GROUP 4 - VANS							
1	Windshield (W/O Camera)	EA	20	$ 275.00	$ 5,500.00		
2	Windshield (W/Camera)	EA	1	$ 385.00	$ 385.00		
3	Windshield Ford Transit	EA	1	$ 425.00	$ 425.00		
4	Door Glass	EA	1	$ 255.00	$ 255.00		
5	Vent Glass	EA	1	$ 350.00	$ 350.00		
6	Back Glass	EA	1	$ 250.00	$ 250.00		
7	Quarter Glass	EA	1	$ 510.00	$ 510.00		
8	Extended Quarter Glass	EA	1	$ 575.00	$ 575.00		

BID TABULATION SHEET

TITLE: Auto Glass Replacement

BID NO.: SC-0399-23

OPEN DATE: 7/12/23 @ 2 p.m.

ANALYST: Corey Sidlo

No. Invited: (16) No. Received (1) No Bids: (0)

Recorded By: Melissa Pierce Announcer: Renatta Barnett

				Fleet Glass Solutions (dba) Auto Glass Assist			
9	Remove and Install Only	EA	1	$ 150.00	$ 150.00		
10	Rain Sensor Upcharge	EA	1	$ 25.00	$ 25.00		
11	Windshield Repair	EA	4	$ 65.00	$ 260.00		
12	Lane Departure Recalibration	EA	1	$ 225.00	$ 225.00		
13	OE Glass	+ Or - Percentage of Cost	5	PLUS 45%			
	TOTAL GROUP 4			$	8,910.00	$	
ITEM	DESCRIPTION	UOM	EST. QTY.	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
GROUP 5 - Medium Trucks (Over 1 Ton)							
1	Windshield (W/O Camera)	EA	4	$ 350.00	$ 1,400.00		
2	Windshield (W/Camera)	EA	1	$ 455.00	$ 455.00		
3	Door Glass	EA	1	$ 255.00	$ 255.00		
4	Vent Glass	EA	1	$ 350.00	$ 350.00		
5	Back Glass Fixed	EA	1	$ 350.00	$ 350.00		
6	Back Glass Slider	EA	1	$ 760.00	$ 760.00		
7	Quarter Glass	EA	1	$ 325.00	$ 325.00		
8	Remove and Install Only	EA	1	$ 150.00	$ 150.00		
9	Rain Sensor Upcharge	EA	1	$ 25.00	$ 25.00		
10	Windshield Repair	EA	3	$ 65.00	$ 195.00		
11	OE Glass	+ Or - Percentage of Cost	2	PLUS 45%			
12	Lane Departure Recalibration	EA	1	$ 225.00	$ 225.00		
	TOTAL GROUP 5			$	4,490.00	$	
ITEM	DESCRIPTION	UOM	EST. QTY.	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
GROUP 6 - Heavy Trucks (Excluding Fire Apparatus)							
1	Windshield	EA	16	$ 425.00	$ 6,800.00		

BID TABULATION SHEET

TITLE: Auto Glass Replacement

BID NO.: SC-0399-23

OPEN DATE: 7/12/23 @ 2 p.m.

ANALYST: Corey Sidlo

No. Invited: (16) No. Received (1) No Bids: (0)

Recorded By: Melissa Pierce Announcer: Renatta Barnett

				Fleet Glass Solutions (dba) Auto Glass Assist			
2	Door Glass	EA	1	$ 255.00	$ 255.00		
3	Vent Glass	EA	1	$ 305.00	$ 305.00		
4	Back Glass	EA	1	$ 295.00	$ 295.00		
5	OE Glass	+ Or - Percentage of Cost	1	PLUS 45%			
	TOTAL GROUP 6			$	7,655.00	$	
ITEM	DESCRIPTION	UOM	EST. QTY.	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
GROUP 7 - Equipment Glass							
1	Cut Glass	Sq. Inch	2000	$ 0.25	$ 500.00		
2	OE Glass	Percentage of Cost	5	PLUS 45%			
3	Instal Customer Supplied Glass	Each	12	$ 250.00	$ 3,000.00		
	TOTAL GROUP 7			$	3,500.00	$	
ITEM	DESCRIPTION	UOM	EST. QTY.	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
GROUP 8 - Fire Apparatus							
1	Windshield (One Piece Bonded) Pierce Brand	EA	12	$ 2,225.00	$ 26,700.00		
2	Windshield (Two Piece Gasket Set) Pierce Brand	EA	4	$ 350.00	$ 1,400.00		
3	Temperred Glass	EA	1	COST PLUS 45%			
4	Molding (If Required)	EA	10	$ 125.00	$ 1,250.00		
	TOTAL GROUP 8			$	29,350.00	$	
GRAND TOTAL (ALL GROUPS 1 - 8)				$ 142,188.00		$	
TERMS:				NOT LISTED			
DELIVERY (BUSINESS DAYS):				NOT LISTED			
Signed Bid Form:				YES			
Bid Proposal Form:				YES			
CONFLICT OF INTEREST:				YES			

BID TABULATION SHEET

TITLE: Auto Glass Replacement BID NO.: SC-0399-23 OPEN DATE: 7/12/23 @ 2 p.m. ANALYST: Corey Sidio No. Invited: (16) No. Received (1) No Bids: (0) Recorded By: Melissa Pierce Announcer: Renatta Barnett		Fleet Glass Solutions (dba) Auto Glass Assist	
ADDENDUMS (0):		N/A	

TERMS AND CONDITIONS

SCOPE

The Fleet Management Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) 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 items and to obtain pricing commitments for Glass installation for automotive, light, and heavy equipment as specified in bid specifications.

AWARD

Award will be **ALL OR NONE to the lowest responsive, responsible bidder.** Bidders must bid on all items to be considered. Awards are subject to the availability of funds.

TERM OF AGREEMENT

The term of this agreement is for a period of service three 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.

COMPLIANCE WITH SPECIFICATIONS

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

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).

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.

ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the first year of the initial contract period. After the first year of the contract term, 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.

PRICES

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents. All pricing for tires must be the lowest of the State of Florida Award 25172500-WSCS-15-ACS, its successor, or FSA #15/17-07-0220.

DELIVERY

The vendor will pick up and deliver any vehicle that requires service if requested. The vendor will be responsible for any damage to the vehicle while in their possession. If the vehicle cannot be driven, the vendor will provide the wrecker to pick up the vehicle and deliver it to the vendor's facilities. Any fee for towing charges must be input on the bid proposal form and will be added to your base bid when evaluating award of each item.
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 prices, and unit of measure.

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.

INVOICING

A copy of the invoice must be submitted to Fleet Management at the time the vehicle is delivered. This invoice must include all items stated in the terms and conditions of this bid as well as the transmission model, description of repairs, additional charges, Fleet Vehicle Number, Vehicle, Description, Date of Service, the name of the Fleet Management Representative authorizing repairs, and the ATS or Order Request number provided by Fleet Management at the time of authorization.

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.

(REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

SPECIFICATIONS

AUTO GLASS REPLACEMENT

GENERAL

Glass installation for automotive, light, and heavy equipment is inclusive of but not limited to the replacement of windshield, side and rear windows, vent glass, and any related parts and supplies needed to replace/install requested glass items.

REQUIREMENTS

All installed glass must be of new, current manufacture, and meet or exceed all OEM specifications, NGA Standards, ANSI Standards, as well as those of any applicable state and/or federal regulatory agency.

Only installed glass labeled with the correct DOT and AS labeling as required by ANSI, NGA, and any other regulatory agency is considered acceptable under this solicitation.

All glass mounting systems must meet or exceed all OEM specifications, NGA Standards, ANSI Standards, and those of any applicable state and/or federal regulatory agency. Additionally, the mounting system must use a reputable `Fast Dry` Urethane adhesive that is cured to a drivable state in a maximum of two (2) hours.

All regulatory agencies and their publications, standardization organizations and their publications stated in this specification are cited for emphasis and do not exclude any other pertinent regulations or standards as they may apply to this specification.

SERVICE COMPLETION AND RESPONSE TIME

While Fleet Management acknowledges that all businesses maintain customers other than the City of Jacksonville, this specification requires that the awarded vendors place City vehicles as a priority for completion. The Fleet Management Body Shop will schedule as many glass replacements as possible, the awarded vendor is required to take in drive ups and service those vehicles according to this specification. The majority of calls will be for mobile service. Please price all bid proposals accordingly.

For scheduled mobile service to Fleet Management's facility, Fleet Management will not guarantee a minimum number of vehicles before the awarded vendor is required to perform the service. The awarded vendor must have the ability to perform scheduled and non-scheduled mobile calls for single vehicles at the bid price. The awarded vendor must respond within four (4) hours for unscheduled service calls and be able to set appointments for specific times within twenty-four (24) hours of the call for schedule services. Time slots will not be accepted. Fleet Management reserves the right to rescind award if the awarded vendor cannot meet scheduled service calls or refuses to perform mobile service for calls with one vehicle.

Fleet Management maintains inside facilities for the service of automobiles, light trucks, and some medium trucks. Other vehicles must be serviced outside. Fleet Management cannot guarantee electrical service in all areas of the Fleet Management complex.

Lane Departure Calibration must be completed as needed and the vendor must using OE accepted equipment to perform on site.

PRICING

All bidders are required to submit pricing based on the items listed on the bid proposal form. Labor and Urethane Kits are to be included in all item pricing. Make sure you include additional urethane kits in your Heavy Truck Glass pricing where applicable. Cut glass is priced by the square inch and rounded to the next even number on the invoice. Any purchased OEM glass will be priced on a cost-plus basis. The total price for glass for Groups 1-5 will be the sum of the items needed to perform the replacement in that group. Example – Windshield W/Camera + Rain Sensor Upcharge = Total Invoice Price.

VENDOR QUALIFICATIONS

All bidders must have been in continuous operation in the field of Glass Replacement for a period of no less than two (2) years. By signing this bid solicitation, bidders agree to have all of the necessary tools and equipment to perform the requested services without outsourcing any of the work. All bidders must have a mobile service. 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.

PERSONNEL

The successful bidder(s) personnel must have NGA Certification and qualifications to perform the services required by Fleet Management.

REGULATORY

The awarded vendor must make sure that all employees follow OSHA regulations at all times. It is reasonably expected that all vendors bidding on services with the City of Jacksonville follow all Federal, State, and Local regulations as they pertain to their industry. If it deems necessary, The City of Jacksonville, Fleet Management Division reserves the right to inspect the vendor, their facilities, and personnel at any time to ensure that all regulations are being followed.

INSPECTION

The City of Jacksonville, Fleet Management Division reserves the right to inspect any unit during repairs and take possession of any and all parts replaced during the course of the repairs.

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, the vendor is to notify the Fleet Management Division Immediately.

EMERGENCY SITUATIONS

In times of emergency caused by forces outside the control of the City (Natural Disasters), the awarded vendor agrees to put Fleet Management purchase requests at the highest priority.
When able to do so, Fleet Management will forward the vendor a list of product that should be stocked in case of impending emergencies.

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. Bidder(s) are to set forth hours and days of the week for which service is available. Additionally, bidders are required to provide names and telephone numbers of key personnel who may be available for off-hour services.

(REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)