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SUBJECT: Auto Glass Replacement

BID #: SC-0267-21

OPEN DATE: 2020-10-07

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract - Date of award through September 30, 2021 with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from October 1, 2021 through date of award. Recommend approval to utilize the first of two (2) renewal options with Auto Glass Assist, Inc. Period of service is from date of award through September 30, 2022. Total revised estimated annual expenditure amount is $100,000.00, for a total expenditure amount not-to-exceed $215,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000 – To be encumbered by purchase orders

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

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 GGAC 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 4, 2022

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Fleet Management Administrator

From: Eric Preacher, Fleet Management Administrator

Re: Recommendation of Approval of First (1st) Renewal for SC-0267-21 Auto Glass Replacement

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Fleet Management Division is requesting approval to utilize the First (1st) renewal option for SC-0267-21 Auto Glass Replacement. The period of service is October 1, 2021 through September 30, 2022, with one remaining renewal option. Estimated amount of expenditure will be $100,000.00. Total not to exceed amount $215,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.000000 to be encumbered by purchase order

2501 Commonwealth Ave. Jacksonville, FL 32254 | Phone: 904.255.7499 Fax: 904.381.4607 www.coj.net

AUTO GLASS ASSIST

CORPORATE OFFICE
Auto Glass Assist, Inc.
155 Technology Park
Lake Mary, Florida 32746
Phone: (407) 215-0597

JACKSONVILLE SHOP:
2750 Lane Avenue North
Jacksonville, Florida 32254
Phone: (904) 632-4990

Date: September 20, 2021

To: Sheryl Kurtz
Equipment Procurement Coordinator
City of Jacksonville, Fleet Management
2581 Commonwealth Ave.
Jacksonville FL 32254

Re: First Renewal Option-Bid # SC-0267-21

Auto Glass Assist, Inc., located at 2750 Lane Avenue North, Jacksonville FL 32254, will honor all terms and conditions, specifications and awarded bid pricing for the renewal period of October 1, 2021 through September 30, 2022.

Please feel free to contact me with any questions or requirements for additional information.

Sincerely,

Roger Dehart
Branch Manager
Roger.dehart@clubassist.com
(904) 632-4990

SUBJECT: Auto Glass Replacement

BID #: SC-0267-21

OPEN DATE: 2020-10-07

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract - Date of award through September 30, 2021 with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Auto Glass Assist, Inc. by $15,000.00 for the period ending September 30, 2021. Total revised estimated expenditure amount not-to-exceed $115,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000 – To be encumbered by purchase orders

Attachments: Recommendation Memo, and Previous Award

Analyst: Annette Borney

RESPECTFULLY SUBMITTED: GREGORY PEASE, 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 3 MEMBERS DISAPPROVING 0 DATE 9/2/2021

Teresa R. Eubanks

OTHER:

ACTION OF AWARDING AUTHORITY DATE 9-3-21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of:
Executive Order No 2019-02

SUBJECT: Auto Glass Replacement

BID #: SC-0267-21

OPEN DATE: 2020-10-07

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Date of award through September 30, 2021 with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, Auto Glass Assist, Inc. to provide auto glass replacement services. Period of service is from date of award through September 30, 2021 with two (2) one (1) year renewal options. Total estimated expenditure amount not-to-exceed $100,000.00.

Funding Source 51101.114005.546020.000000.00000000 00000.0000000 – To be encumbered by purchase orders

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

Analyst _____
Annette Burney

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, 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 3 MEMBERS DISAPPROVING 0 DATE 10/15/2020

_____ _____ OTHER _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 10/15/20

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____