7

**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 award with Auto Glass Assist, Inc., by $100,000.00 for continued services through September 30, 2022. Total revised estimated annual expenditure amount is $200,000.00, for a total expenditure amount not-to-exceed $315,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000 – To be encumbered by purchase orders.

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

**Analyst:** JACLYN STAMOS

**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 _____ 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: July 18, 2022

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management

From: Erik Preacher, Fleet Financial Services Manager

Re: Request increase award SC-0267-21 Auto Glass Replacement

Fleet Management is requesting approval to increase award with Auto Glass Assist, Inc., by $100,000.00. These funds are needed to continue service for the remainder of the FY22. Total revised estimated expenditure is $200,000.00, for an expenditure amount not to exceed $315,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000

2581 Commonwealth Ave. Jacksonville, FL 32254 Phone: 904.255.7499 Fax: 904.381.4607 www.coj.net

**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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 11/18/2021

OTHER

**ACTION OF AWARDING AUTHORITY** DATE 11-19-21

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: 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 Barney

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

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 Torrado, 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