City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

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MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement** GP

DATE: **January 22, 2021**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure services for **FLEET MANAGEMENT SYSTEM REPLACEMENT.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

> The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.
>
> The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.
>
> The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Program

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

_____	_____
Finance Director or designee	Procurement Director or designee
_____	_____
General Counsel or designee	Department/Agency Representative
_____	
Public Works Director or designee	

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

December 15, 2020

To: Greg Pease, Division Chief
Procurement Division

From: Gretchen Williams, JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: FLEET MANAGEMENT SYSTEM REPLACEMENT

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8833.

Cc: Ruben Ola
Rose Nettles

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8840 | Fax: 904.255.8842 | www.jseb.coj.net

INFORMATION TECHNOLOGIES DIVISION

CITY OF JACKSONVILLE

DATE: December 2, 2020

TO: Greg Pease, Chief of Procurement

THRU: Kenneth Lathrop, Chief of Information Technologies / CIO

Kenneth E. Lathrop — Digitally signed by Kenneth E. Lathrop Date: 2020.12.03 15:09:34 -05'00'

FROM: Stephen Herczeg, GIS Manager

Stephen Herczeg — Digitally signed by Stephen Herczeg Date: 2020.12.02 15:55:15 -05'00'

RE: **Fleet Management Software Solution**

The Information Technologies Division (ITD) requests approval to utilize the Competitive Sealed Proposal Evaluation Committee (CSPEC) process with the issuance of a Request for Proposal (RFP) to select a Fleet Management Software as a Service (SaaS) or an On-Premise solution.

The solution selected would address the needs of Fleet Management and replace their current system, which is Tivoli. The CSPEC process is required due to the complexity of the new solution, differences among the vendor solutions, and the importance of the qualifications of the providers versus a low bidder open market method. While cost will bear weight, the vendor methodologies required to meet the requirements will vary and have an impact on reoccurring cost and maintenance. The sub-committee responsible for evaluating the submitted bids will be comprised of representatives from ITD and the impacted area within the City of Jacksonville.

The objective of the services requested is to replace the existing system by identifying a Software Solution for the City's Fleet Management Division to provide management of work orders, assets and parts & inventory. It will also enable scheduling and tracking vehicle repairs and preventative maintenance, billing and invoicing, and provide alerts and reporting capabilities.

The proposal will provide qualification information that will allow evaluators and Procurement to properly bid fleet tracking management services to qualified vendors according to the specified pre-qualification categories. As requested by Procurement Division, an internet search of potential suppliers includes the following: Asset Works and Faster Asset Solutions.

The subcommittee responsible for evaluating the bids will be comprised of:

Cris Tongol (Fleet Management Division), 255-7440
Erik Preacher (Fleet Management Division), 255-7434
Stephen Herczeg (Information Technologies Division), 255-8125

Your favorable consideration of ITD's request is appreciated.

Funding Source: 53106.113002.56470.003963

Tracy Geake — Digitally signed by Tracy Geake Date: 2020.12.02 16:04:44 -05'00'

CC: Cris Tongol, Chief of Fleet Management Division
Erik Preacher, Fleet Management Administrator
Paul Freeman, Enterprise Applications Manager
Tracy Geake, IT Finance Manager

Ola, Ruben

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Friday, January 15, 2021 11:53 AM
To:	Ola, Ruben
Cc:	Freeman, Paul; Herczeg, Stephen; Ciprian, Alexander; Ossi, Thomas; Brown, Elizabeth; Freeman, Dustin
Subject:	RE: Risk Management Review: RFP for FLEET MANAGEMENT SYSTEM REPLACEMENT
Attachments:	options template on Indemnification.pdf; 1-15-21 updated template on Indemnification, Ins. Req. & provisions.docx; RM REVIEW AND APPROVED INS. REQ. FOR CONTRACT ITD-Fleet Management System Replacement .pdf; RM REVIEW AND APPROVED INS. REQ. FOR CONTRACT ITD-Fleet Management System Replacement .docx

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

- No changes are required to the Indemnification & Insurance Requirements and this will conclude Risk Management's review of ITD-Fleet Management System Replacement Bid unless further notified.

- Please see below the small glitch on page 109 that I fixed to the Cyber coverage. I added "Multi Media Liability" that was omitted from Risk Insurance Requirements Template. I re-attach the template with the correction for your use moving forward.

Schedule	Limits
Cyber Liability & Data Storage	$1,000,000 per Claim and Aggregate

Such insurance shall be on a form acceptable to the City and shall cover, at a minimum, the following:

- Multi Media Liability
- Data Loss and System Damage Liability (when applicable)
- Security Liability
- Privacy Liability
- Privacy/Security Breach Response Coverage, including Notification Expenses

Such Cyber Liability coverage must be provided on an Occurrence Form or, if on a Claims Made Form, the retroactive date must be no later than the first date of this Contract and such claims-made coverage must respond to all claims reported within three years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis.

This will conclude Risk Management review.

Any further questions please feel free to contact me.

Email : wverdejo@coj.net & riskreview@coj.net

Cordially,

Wanda Verdejo
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314
Cell : 904-234-1578

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From: Ola, Ruben
Sent: Thursday, January 14, 2021 5:07 PM
To: Verdejo Magras, Wanda; RiskReview
Cc: Freeman, Paul; Herczeg, Stephen; Ciprian, Alexander; Ossi, Thomas; Brown, Elizabeth; Freeman, Dustin
Subject: Risk Management Review: RFP for FLEET MANAGEMENT SYSTEM REPLACEMENT

Good Afternoon,

Attached is document request for Risk Management review and recommendation of insurance coverage for ITD RFP - FLEET MANAGEMENT SYSTEM REPLACEMENT
Should there be question or need additional information, feel free to contact me at rubeno@coj.net.

Thank you,

Ruben Ola, Purchasing Analyst
City of Jacksonville
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8823
Fax: 904.255.8837
Email: rubeno@coj.net