City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

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

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

DATE: **September 24, 2018**

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 provide **Vehicle and Equipment Parts Management and Supply Services**. 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	

INTRA-GOVERNMENTAL SERVICES
FLEET MANAGEMENT DIVISION

Jacksonville
Where Florida Begins.

Date: September 24, 2018

To: Greg Pease, Chief of Procurement Division

From: Erik Preacher, Fleet Administrator

Thru: Cris Tongol, Chief of Fleet Management

Re: <u>Certification Letter for Vehicle & Equipment Parts Management</u>

Please take action to issue a Request for Proposals (RFP) for the referenced service.

The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The purpose of this request is to seek permission to utilize the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of Vehicle & Equipment Parts Management. Due to the complexity of the services provided, the evaluated process would be the best process to select the vendor. The sub-committee responsible for evaluating the submitted proposals will be comprised of Fleet Management representatives.

The objective of the RFP is to find a competent vehicle and equipment parts management provider to provide stock, order, and issue all repair parts required for the repair and maintenance of City vehicles.

The proposal will provide qualification information that will allow Fleet and Procurement to properly bid Vehicle and Equipment Parts Management to qualified vendors.

The name and telephone number of the representatives designated to serve on the committee are:

Erik Preacher – 255-7434
Cris Tongol – 255-7440
Richard Buchanan – 255-7430
Ben Newton – 255-7451
David Hylaziewski – 255-7470

Leslie-Burney, Annette

From: Cruz, Aileen
Sent: Friday, June 08, 2018 10:58 AM
To: Leslie-Burney, Annette
Subject: Vehicle & Equip Parts Management

To: Greg Pease, Division Chief
Procurement Division

From: Aileen Cruz, Business Analyst
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Vehicle & Equipment Parts Management**

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-Aside %

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

If you need additional information I may be reached at (904) 255-8828.

Aileen Cruz
Business Analyst
City of Jacksonville
Small & Emerging Business Office
214 N Hogan St. Suite 800
Jacksonville, Fl. 32202
904-255-8828 office
904-255-8842 fax

Leslie-Burney, Annette

From: Willis, Ann on behalf of RiskReview
Sent: Monday, September 10, 2018 9:59 AM
To: Leslie-Burney, Annette; RiskReview
Cc: Nunziato, Christine; Preacher, Erik; Kurtz, Sheryl
Subject: RE: Vehicle and Equipment Parts Management & Supply Services - RFP
Attachments: VEHICLE AND EQUIPMENT PARTS - REVISED (2) RM Redline 9.10.18.doc; VEHICLE AND EQUIPMENT PARTS - REVISED (2) RM Redline 9.10.18.pdf

Attached please find Risk Management's redline of the above RFP.
Also attached is the stamped Risk Management pdf.
Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)
(904)630-2100 (f)
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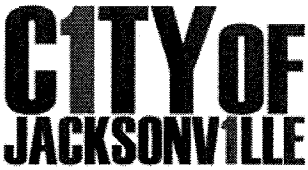
From: Leslie-Burney, Annette
Sent: Tuesday, August 07, 2018 12:05 PM
To: RiskReview
Cc: Nunziato, Christine; Preacher, Erik; Kurtz, Sheryl
Subject: Vehicle and Equipment Parts Management & Supply Services - RFP

Ann, please find the attached RFP for review.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net



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INTRA-GOVERNMENTAL SERVICES
FLEET MANAGEMENT DIVISION

Jacksonville
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Attached please find the scope of work, minimum specifications and intended evaluation criteria.

Award will be made in the form of a formal contract upon the selection of the winning bidders.

Thank you for your consideration in this matter.

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