SUBJECT: Light Vehicle Wrecker Service

BID #: SC-0254-23 **OPEN DATE: 10/19/2022**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract - Date of award through September 30, 2023 with two (2) one (1) year renewal options

AGENCY: Fleet Management

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: (11) **NUMBER RECEIVED:** (1) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject the sole bidder, Southern Crane & Wrecker, due to price being over budget. Agency will review and update Basis of Award and specifications for rebid.

Funding Source: 51101.114005.546020.000000.00000000.00000.000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Bid Tabulation, Rejection Letter, Terms & Conditions, Specifications

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
Corey Sidlo
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 _____

FINANCE AND ADMINSTRATION DEPARTMENT

FLEET MANAGEMENT DIVISION

Jacksonville

Where Florida Begins.

Date: November 3, 2022

To: Dustin Freeman, Chief of Procurement Division

Thru: Cris Topgol, Chief of Fleet Management Division

From: Eric Preacher, Fleet Management Administrator

Re: Recommend Approval to reject Award for SC-0254-23 Countywide Light Vehicle Wrecker Service

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Fleet Management Division is requesting approval to reject Southern Crane & Wrecker due to the bid amount is over our budgetary funding. We only received one bid. Fleet Management will review and update Basis of Award and specifications for rebid.

Funding Source: 51101.114005.546020.000000.00000000.00000.000000
to be encumbered by purchase order

2581 Commonwealth Ave. Jacksonville, FL 32254 Phone: 904.255-7499 Fax: 904.381.4607 www.coj.net

PROCUREMENT DIVISION

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: November 9, 2022

Via Email: scwrecker.towing@gmail.com

Bidder's Name: Southern Crane & Wrecker

Address: Southern Crane & Wrecker
3636 Phoenix Ave.
Jacksonville, FL

Contact Name: Courtney Roundtree

Bid No: SC-0254-23

Title: Light Vehicle Wrecker Service

Date Opened: 10/19/2022

REASON FOR RECOMMENDED BID REJECTION: Agency is rejecting bid due to price being over budget.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for **Thursday, November 10, 2022 at 1:00 p.m.**

Purchasing Analyst's Signature: _____
Corey Sidlo

214 N. Hogan St., Suite 800 | Jacksonville, FL 32202 | Phone: 904.255-8815 | Fax: 904.255-8837

Sidlo, Corey

From: Sidlo, Corey
Sent: Wednesday, November 9, 2022 8:39 AM
To: scwrecker.towing@gmail.com
Subject: SC-0254-23 Bid Rejection - Light Wrecker Service for City of Jacksonville
Attachments: SC-0254-23 Light Wrecker - Bid Rejection.pdf

Good morning Courtney,

Thank you for your bid; please see attached. If you have any questions and/or concerns, please let me know.

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

CITY OF JACKSONVILLE

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BID TABULATION

Title:	LIGHT VEHICLE WRECKER SERVICE			**Southern Crane & Wrecker**				
Bid No.:	SC-0254-23							
Close Date:	10/19/2022							
Analyst:	COREY SIDLO							
No. Invited:	(11) **No. Received:** (1) **Other:** (1 No Bid)							
Recorded By:								
Item #	**Description**	**Unit of Measure**	**Est. Annual Quantity**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**	**Unit Price**
1	Light Equipment – Includes but not limited to motorcycles, passenger cars, light trucks (up to 1 tone and single axle trailers.	Each	850	$175.00	$148,750.00		$0.00	
2	Additional charge for each mile that the tow company travel out of Duval County to service vehicle and/or transported it back to Fleet Mgmt. Division.	Per Mile	1	$4.00	$4.00		$0.00	
3	Cancellation charge	Charge	1	$175.00	$175.00		$0.00	
4	Unusual situation per hour	Per Hour	100	$175.00	$17,500.00		$0.00	
			Total Bid (Items 1 - 10):	**$166,429.00**		**$0.00**		**$0.**
			Terms:	Net 30				
			Delivery:	N/A				
			Signed Bid Form:	Yes				
			Bid Proposal Form:	Yes				
			Conflict of Interest Certificate:	Yes				
			Addendum:	N/A				

TERMS AND CONDITIONS

LIGHT VEHICLE WRECKER SERVICE

1. SCOPE

The City of Jacksonville's Fleet Management Division is currently accepting bids to obtain a source 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 item(s) / service(s) and to obtain pricing commitments for Countywide Light Vehicle Wrecker Service as listed in the bid documents.

2. AWARD

Award will be ALL OR NONE to the two lowest responsive, responsible bidders subject to the Buy American Preference clause described below. The Fleet Management Division intends to award a Primary and Secondary supplier. The City will contract the Primary awarded supplier first, if a timely response can't be established, the City will contract the secondary awarded supplier. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement is October 1, 2022 through September 30, 2023, with (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.

4. PRE-BID CONFERENCE

There is not a pre-bid meeting scheduled for this bid.

5. 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).

6. 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. The City reserves the right to add or delete items during the contract period. The City will order on an as needed basis.

7. DELIVERY

Fleet Management Division, 2581 Commonwealth Avenue, Jacksonville, FL 32254 between the hours of 7:00 am and 11:00 pm. On other than normal business hours and holidays, delivery will be to the Security Guard on duty or as specified by the requestor.

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the city or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

The City may request, during the term of this bid, reports including but not limited to, usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

SPECIFICATIONS
Light Vehicle Wrecker Services

1. GENERAL

The awarded vendors must be able to provide services to safely remove mobile equipment as described in the specifications

This bid considers "NORMAL" wrecker service situations, when the disabled or stuck vehicles are readily accessible from a roadway or ordinary road surface (within 25 feet of roadway) and sometimes require the disconnect of drive shafts, wheels, or bumpers to tow vehicles (rescue vehicles may need to have bumpers and equipment removed to tow). All driveshafts removed by the vendor will be reinstalled by the vendor upon delivery of the vehicle to Fleet Management.

2. VEHICLE CLASSES

Light equipment Class 1 -3 including but not limited to motorcycles (must be able to tow motorcycles in an upright position without damage), passenger cars, light trucks, and single axle trailers.

3. ADDITIONAL REQUIREMENTS

The vendor must be able to respond in accordance with the specifications outlined herein on a continual basis, and provide services 24 hours a day, seven days a week, 365 days a year, to all using agencies of the City of Jacksonville, Florida.

The area of coverage will include all of Duval County and/or a radius of thirty (30) miles from the Fleet Management Facility located on Commonwealth Avenue.

Equipment list "MUST" be submitted with the bid package. To successfully perform these services, the bidder must have the minimum equipment as listed at the time of bid submission. Omission of equipment list or failure to meet the minimum requirements may be grounds for rejection.

a. Minimum of five (5) Wreckers consisting of Roll-Back and Wheel Lift units to be available on a daily basis.

All bidders must agree to provide and maintain licenses and insurance in accordance with all applicable statutory provisions, and insurance requirements as outlined herein.

All awarded vendor(s) must agree to require their insurance carrier to directly furnish the Fleet Management Division with certificates of insurance in accordance with attached requirements, and the following additional requirements:

· $1,000,000 for combined single limit, bodily injury and property damage; and

· $200,000 for garage keeper's liability for covering claims while the vehicle is in custody of the vendor.

The awarded vendor(s) are required to utilize their own equipment in the performance of this contract unless the equipment is unavailable to answer the call. The use of other companies as a subcontracted vendor maybe used on these rare occasions but is not to be used on a regular basis. The vendor is obligated to have the wrecker fleet operational and have sufficient equipment/vehicles available to handle the City's need.

Under no circumstance is a vendor to call another wrecker/towing company to handle any wrecker call received from Fleet Management, unless the awarded vendor has supplied Fleet Management, in advance with all required information about the subcontracted vendor. This is to include but, not be limited to: insurance requirements of at least the magnitude provided herein,

license documents, and contact information to include business name, voice and fax numbers, after hours contact, pager numbers, and key contact personnel. Invoices submitted for services rendered will only be accepted from the awarded vendor(s) of this bid. Subcontractors are to invoice the prime contractor for services rendered to Fleet Management.

The vendor will comply with Florida Statutes Section 321.051 - Florida Highway Patrol Wrecker Operator System, penalties for operation outside of system.

In compliance with all Environmental Regulations at the scene of an accident or disabled vehicle, the vendor will be responsible for cleaning the street of any debris, such as glass, metal, spilled oil, etc. Such items must not be placed in the vehicle, as it may cause further damage. The vendor will be held responsible for any damage to City vehicles or equipment caused by the Wrecker Driver from improper towing, jerking, retrieving, over and above the original damage, if any.

Each awarded vendor(s) will establish and maintain in said business office a current wrecker log/ledger which reflects the following: starting location of the vehicle, date and time of pickup, make, model, color, year and license plate number of the vehicle as well as the name and telephone number of the person placing the call. This log maybe inspected at any time by any representative of the Fleet Management Division at their discretion and may ask for copies of entries. The awarded vendor(s) will be required to submit one (1) copy of the wrecker log/ledger at the end of each month to the Service Office at Fleet Management Division. Please call (904) 255-7563 or 255-7568 prior to on-site deliveries.

4. MILEAGE LOGGING REQUIREMENTS FOR TOWING TICKETS

Fleet Management is requiring the beginning & ending mileage to be recorded on each tow service ticket. This mileage is required by the vehicle manufacturers for the City to get reimbursement for the tow service when the vehicle is under warranty. All tow tickets are to be dropped off with the service office during regular Fleet hours (7:00 AM through 7:00 PM) and with the guard after hours (7:01 PM through 6:59 AM). Fleet Management must have these to pay any invoices. If they are not dropped off the invoice will not get paid by the City of Jacksonville. Additionally, upon entry into the Fleet Management facility, the wrecker operator will sign in and out at the Guard Shack noting the vehicle number they are delivering.

5. RESPONSE TIME

The desired response time is fifteen (15) minutes from receiving the initial telephone call. The maximum response time is one (1) hour. In the event the one (1) hour response criteria cannot be met; it is the responsibility of the vendor to so state at the time service is requested.

6. ALTERNATIVE VENDOR USE

If the awarded vendor is unavailable to provide the services when requested or when any delay may cause a danger to the public, the Fleet Management Division reserves the right to authorize the next lowest responsive, responsible vendor participating in this bid to take whatever steps necessary to remove the disabled equipment.

7. UNUSUAL SITUATIONS

Unusual situations such as overturned vehicles, vehicles stuck in unattainable areas and towing services out of the Duval County area where additional charges are obviously warranted, will be subject to an hourly rate. This rate is located on the Bid Proposal Form.

Any excess charge must be pre-approved by an authorized representative of Fleet Management prior to commencement of that action unless it is after 8:00pm or on weekends and approval is not immediately available. In the case that pre-approval cannot be granted, the contracted vendor will respond to the call and notify Fleet Management the following business day. The service office personnel are the only personnel that may give this authorization.

8. VENDOR QUALIFICATIONS

All bidders must have been in the Wrecker Service business for more than one (1) year. By signing the Bid Form, bidders agree to have the necessary tools and equipment in addition to those listed in this bid proposal, to perform the requested services and without outsourcing any of the work.

Prior to a recommendation of award, the Fleet Management Division reserves the right to inspect the facilities and equipment of any responsive bidder to verify that the company has the ability to perform the requested services per this solicitation. Based on that inspection, the City reserves the right to reject the bid proposal of the company.

9. PERSONNEL

The successful bidder's personnel must be qualified to perform the services needed. If it deems necessary, the Fleet Management Division reserves the right to inspect the vendor's personnel licenses to assure that they are certified to perform the requested services. The successful vendor will also assure that their personnel always operate within OSHA regulations.

All wrecker operators and drivers must have in their possession a valid Florida driver`s license as required by Florida law for the operation of any vehicle to be driven.

Wrecker operators and their drivers are required to comply and be familiar with the Florida Uniform Traffic Control Law, Chapter 316, F.S.

Wrecker operators shall sweep glass from the roadway and remove all debris or hazards from the scene, and comply with the requirements of Section 316.2044(2), F.S.

10. REGULATORY

As stated above, the vendor must make sure that all employees always follow OSHA regulations. It is reasonably expected that all vendors bidding on services with the City to follow all Federal, State, and Local regulations which must include Florida Statutes Title XXIII Chapter 323. If it is deeming necessary, the Fleet Management Division reserves the right to inspect the company, their facilities, and personnel at any time to ensure that all regulations are being followed.

11. 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. On the CONTACT SHEET within this bid package, bidders are required to provide names and telephone numbers of key personnel who may be available for off-hour services.

12. EMERGENCY SITUATIONS

In times of emergency caused by forces outside the control of the City (Natural Disasters), the awarded vendor(s) agrees to put Fleet Management service requests at the highest priority.