SUBJECT: MEDIUM & HEAVY TRUCK TIRES AND TIRE SERVICES

BID #: SC-0350-22

OPEN DATE: 4/27/2022

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – MAY 23, 2022 THROUGH MAY 22, 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: 6 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Dan Callaghan Enterprises, Inc. dba Callaghan Tire as the lowest responsive, responsible bidder. Period of service will be from May 23, 2022 through May 22, 2023, with two (2) one (1) year renewal options. Estimated initial expenditure amount not-to-exceed $1,300,000.00.

Funding for this award will be encumbered from account 51101.114005.546020.000000.00000000.00000.0000000 and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Terms & Conditions, Specifications

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: CRIS 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: May 2, 2022

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Fleet Management Administrator

From: Erik Preacher, Fleet Management Administrator

Re: Recommendation of Approval of Award SC-0350-22 Medium and Heavy Truck Tires

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Fleet Management Division is recommending approval of award to Callaghan Tire Company for the purchase of Medium and heavy Truck Tires and Tire Service. Period of service is May 23, 2022 through May 22, 2023, with two (2) one (1) year renewal options. Estimated amount of expenditure not to exceed is $1,300,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000 to be encumbered by purchase order

2501 Commonwealth Ave. Jacksonville, FL 32254 Phone 904.255-7400 Fax: 904 381.4607 www.coj.net

BID TABULATION

Title:	Medium & Heavy Truck Tires and Tire Services
Bid No.:	SC-0350-22
Close Date:	April 27, 2022
Analyst:	David Klages
No. Invited:	(6) **No. Received:** (3) **Other:** (1)
Recorded By:	Melissa Pierce

Item #	Description	Unit of Measure	Est. Annual Quantity	Dan Callaghan Enterprises, Inc. dba Callaghan Tire		Earl W. Colvard, Inc. dba Boulevard Tire Center		The Goodyear Tire & Rubber Company	
				Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1	Drive-Up Service: Med/Heavy Tire	Each	864	$17.50	$15,120.00	$50.00	$43,200.00	$40.00	$34,560.00
2	Drive-Up Service: Auto/LT Tire	Each	624	$15.50	$9,672.00	$21.00	$13,104.00	$40.00	$24,960.00
3	Road Service per Hour - **Regular Hours**: Med/Heavy Tire	Hour	468	$55.00	$25,740.00	$115.00	$53,820.00	$80.00	$37,440.00
4	Road Service per Hour - **After Hours**: Med/Heavy Tire	Hour	108	$75.00	$8,100.00	$155.00	$16,740.00	$110.00	$11,880.00
5	Weekly Yard Service	Each	56	$55.00	$3,080.00	$125.00	$7,000.00	$0.00	$0.00
6	Balance Med/Heavy Tire	Each	180	$20.00	$3,600.00	$50.00	$9,000.00	$10.00	$1,800.00
7	Balance Auto/LT Tire	Each	624	$10.00	$6,240.00	$21.00	$13,104.00	$10.00	$6,240.00
8	Tire Repair	Each	100	$15.00	$1,500.00	$60.00	$6,000.00	$0.00	$0.00
9	Valve Stems (parts and installation)	Each	2,000	$2.45	$4,900.00	$9.95	$19,900.00	$5.00	$10,000.00
10	Tire Disposal	Each	2,000	$7.50	$15,000.00	$14.00	$28,000.00	$4.50	$9,000.00
11	Florida Waste Tire Fee	Each	2,000	$1.00	$2,000.00	$1.00	$2,000.00	$1.00	$2,000.00
			Total Bid (Items 1 - 11):	**$94,952.00**		**$211,868.00**		**$137,880.00**	

	Dan Callaghan Enterprises, Inc. dba Callaghan Tire	Earl W. Colvard, Inc. dba Boulevard Tire Center	The Goodyear Tire & Rubber Company
Terms:	Not Stated	Not Stated	Not Stated
Delivery:	Not Stated	1 Business Day	7 Business Days
Signed Bid Form:	Yes	Yes	Yes
Bid Proposal Form:	Yes	Yes	Yes
Conflict of Interest Certificate:	Yes	Yes	Yes
Addendum 1:	Yes	Yes	Yes

TERMS AND CONDITIONS

MEDIUM & HEAVY TRUCK TIRES AND TIRE SERVICES

1. **SCOPE**
The City of Jacksonville's Procurement 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 the purchase of **Medium & Heavy Truck Tires and Tires Services** greater than or equal to the attached specifications.

2. **AWARD**
Award will be **ALL OR NONE** to the lowest responsive, responsible bidder subject to the Buy American Preference clause described below. Bidders must bid on all items to be considered for award. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

As per Section 126.114 of the City of Jacksonville Ordinance Code, preference will be given to a responsive and responsible vendor offering American manufactured, assembled, or produced goods, and who is within 5% of the lowest responsive and responsible bidder. To receive this preference, the bidder must complete the attached Buy American Preference Compliance Certificate and attach supporting documentation and/or evidence attesting that at least 51% offered in the bid response is manufactured, assembled or produced in the United States.

- Bidder is not required to submit for the Buy American Preference. Bidders may quote items less than 51% American made but will not be eligible for the preference.
- Restrictions and exemptions may apply. Please refer to Section 126.114 for specifics.

3. **TERM OF AGREEMENT**
The term of this agreement will be from **May 23, 2022** through **May 22, 2023** with **two (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**
N/A.

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**
Delivery will be to Fleet Management Division, 2581 Commonwealth Avenue, Jacksonville, FL 32254. 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.

8. **ESCALATION/DE-ESCALATION**
All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

9. **PRICES**
All unit prices shall include **freight, delivery, and handling charges** to the delivery location as outlined in the bid documents. **All pricing for tires must be the lowest of the State of Florida Award 25172500-19-ACS or its successor.**

10. **PICK UP AND RETURNS**
The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

11. **COMPLIANCE WITH SPECIFICATIONS**
The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

12. **INVOICING**
Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_30000000088061179. Invoices can also be submitted through the 1Cloud Supplier Portal.

13. **INSURANCE/INDEMNIFICATION**
Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. The awarded supplier will be required to submit a copy of their Certificate of Commercial Liability Insurance within ten (10) days from the date of receipt of the award notice. Bid number shall be listed on certificate.

14. **REPORTING**
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.

15. **SUPPLIER ACCESSIBILITY**
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.

SPECIFICATIONS

MEDIUM & HEAVY TRUCK TIRES AND TIRE SERVICES

All questions or discrepancies regarding the bidding process or the bid documents must be submitted in writing to David Klages, Purchasing Analyst, at dklages@coj.net by the date and time specified on the Bid Form.

When submitting a bid, please be sure to write the bid name and number and your company's name, address, and phone number on the **outermost** sealed envelope or package.

1. PRODUCTS/TIRES

All tires and any related parts or shop supplies used for the mounting and installation of any tire provided for this solicitation must be of new manufacture, meet or exceed OEM requirements, with exact OEM interchange requiring no further modification or adapters. Any tires provided must not exceed the DOT date marked on the tire by more than four (4) years. Fleet Management will return, at the vendor's expense, any tire provided that exceeds this requirement

2. SUPPLIER QUALIFICATION

A. For the purpose of this solicitation, all bidders must be Authorized Dealers in Jacksonville, FL for the brand of tire they sell and service. Bidder must have at least one (1) service location inside the City limits, easily accessible to City vehicles at the time of bid submission. This location must be providing the services in this solicitation at the time of bid opening. An example of an acceptable location is a street front location on a major road.

B. Bidders must have a minimum of five (5) outfitted service trucks in Jacksonville, FL to provide road service and call-out services at the time of bid opening.

C. By signing this bid solicitation, bidders submit that they meet the above criteria, and agree to have all of the necessary tools and equipment to perform the requested services. The Fleet Management Division reserves the right to inspect the facilities of any responsive bidder to verify that the supplier has the ability to perform the requested services and meet the City's requirements. Based on that inspection, the City reserves the right to reject the bid or rescind award to the bidder and award the next lowest responsive, conforming bidder.

D. Suppliers bidding on this solicitation must:

1. Be in business in Duval County at the time of bid submission and provide documentation substantiating compliance at the time of bid submission.

2. Supply copies of industry certification.

3. Provide proof of Garage Keepers Liability insurance at the time of bid submission, as required by the State of Florida, in addition to the insurance requirements included in this solicitation. All coverage must remain in effect for the duration of the contract.

3. GENERAL

A. The awarded bidder must notify Fleet Management immediately upon finding any potentially dangerous situations.

B. Throughout the term of the contract, the Fleet Management Division may require the addition of items or groups of items. At the time of addition, Fleet Management will solicit pricing from the awarded supplier, and upon acceptance, that pricing shall remain firm for the term of the contract period.

C. The awarded bidder must provide a weekly summary of all invoicing (electronically) to the Fleet Management Accounting designee via e-mail. The summary shall have the following items on it:

1. Service date
2. Supplier # (provided)

3. Supplier name
4. Invoice number,
5. Tag number
6. Mileage
7. Description of Service (# of tires installed)
8. Unit price
9. Grand total

D. Fleet Management will provide the weekly summary template to the awarded bidder (in Excel, saved in CSV format). Any bidder that does not agree to provide this electronic file will have their bid rejected. **By signing this solicitation, the bidder agrees to provide this electronic file.**

E. The awarded bidder must follow all stipulations of the Waste Tire Program at all times.

4. SERVICE

A. The supplier will determine that the vehicle is in need of service prior to commencing any work. Service to the vehicle not within the service guidelines of this solicitation must be authorized by the appropriate Fleet Management Superintendent at (904) 255-7430 prior to the commencement of any repairs. Any work performed outside these guidelines without approval will not be the responsibility of Fleet Management and the supplier will not receive payment for such repairs.

B. If the supplier is not able to begin performance of the specified services within thirty (30) minutes of arrival of the vehicle and that is known at the time of arrival, the vehicle operator must be advised immediately.

C. The supplier will have a vehicle on site for all road calls for JSO or JFRD units within one (1) hour.

D. Vehicle operators do not dictate the service provided. The operators will provide the supplier with their complaint (flat, vibration, tread depth too low, etc.), but the supplier is responsible for confirming the complaint and providing the appropriate tire service. If no services are deemed necessary or the vehicle has issues that are not tire related, the supplier is to refer the operator to the Fleet Management Division.

E. The supplier will provide a checklist of all work performed which will include the following information:
   1. Make and model of the vehicle
   2. Equipment number, time in, mileage in, time out, and mileage out
   3. Date of service
   4. Supplier location
   5. Type of service performed

F. Tires may be replaced ONLY if the tread depth of the tire is less than 5/32nds.

G. Only the Fleet Management Division can authorize a change in tire size from the OEM size on any vehicle.

H. All regular-hour road service tire replacements for garbage packers will require the supplier to pick up the recap tire from sanitation to replace any non-steer tire on the garbage packer. The supplier will keep recapped tires in stock in sizes 11R22.5 and 12R22.5 with the tread stated by Fleet Management on hand for any after-hour garbage packer non-steer tire replacements.

5. SALVAGE

All used tires are considered salvage and must be materially un-altered. The supplier will dispose of the City's scrap tires. COJ will perform random tread depth inspections on take offs. The City reserves the right to change this policy and require the supplier to deliver all removed tires to the Fleet Management Division.

6. PRICING

A. All pricing for tires must be the lowest of the current State of Florida Award 5172500-19-ACS or its successor. Mounting, balancing, valve stems, and TPMS sensors are bid items. The State Tire Fee of $1 per tire is allowable under this solicitation and is included on the Bid Proposal Form for administrative purposes.

B. The bidder will provide specific pricing for the following services:

1. Valve Stems (parts and installation) are included on all replacement services but have their own price line.

2. Drive-Up Service. This will include removing the tire from the vehicle, mounting the new tire on the rim, installing the valve stem on that tire, balancing, and replacing the tire.

3. Road Service, Per Hour – Regular Hours: This will include removing the tire from the vehicle, mounting the new tire on the rim, installing the valve stem on that tire, and replacing the tire.

4. Road Service, Per Hour – After Hours: This will include removing the tire from the vehicle, mounting the new tire on the rim, installing the valve stem on that tire, and replacing the tire.

   Bidders must provide documentation stating regular hours and after hours as well as providing the after-hours contact number. Fleet Management will reject bids stating after hour services starting <u>before</u> 5:00 p.m. or ending after 8:00 a.m.

5. Weekly Yard Service:
   - The awarded bidder shall provide a minimum of one (1) service truck to perform a yard service at the sanitation yard located at 1050 Superior Street, Jacksonville, FL 32254 each Wednesday. The truck must arrive by 8:00 a.m.

   - The technician will be responsible for replacing the marked tires on all garbage packers in the yard that day with Recapped tires provided by the City and on hand at the sanitation yard. If the City cannot provide sufficient recapped tires that day, the supplier will provide the required recaps in the tread design specified by the City.

   - The technician will replace all marked tires the day of the service visit. If the technician requires the assistance of another technician, the supplier will provide the second technician to complete the services <u>that day</u>. The importance of the supplier replacing all of the marked tires on the service visit (Wednesday) cannot be stressed enough because Wednesday is the maintenance day for these trucks and will reduce the down time of the vehicles.

   - The supplier will charge Fleet Management a yard service charge and not individual service calls per vehicle. The yard service charge will list all vehicles serviced and the location of the tire on each vehicle. A COJ representative will sign the work order that day.

7. PERSONNEL

The awarded bidder's personnel shall be certified and qualified to perform the services needed. If it deems necessary, the City of Jacksonville, Fleet Management Division reserves the right to inspect the supplier's personnel certification at any time to assure that they are certified to perform the requested services. The supplier will also assure that their personnel operate within OSHA regulations at all times.

8. REGULATORY

As stated above, the supplier must make sure that all employees follow OSHA regulations at all times. It is reasonably expected that all suppliers bidding on services with the City of Jacksonville follow all federal, State, and local laws and regulations as they pertain to their industry. If it deems necessary, The City of Jacksonville, Fleet Management Division reserves the right to inspect the supplier's facilities and personnel at any time to ensure that all regulations are being followed.

9. COMPLIANCE WITH SPECIFICATIONS

The awarded bidder must comply 100% with the bid specifications when performing the requested services of this solicitation. Failure to do so will result in the cancellation of the award and the contract being awarded to the next lowest, responsive, responsible bidder.

10. HOURS OF OPERATION

Fleet Management facilities operate five (5) days a week with two (2) shifts. Furthermore, COJ equipment is subject to use in many types of emergencies. Bidders are to set forth hours and days of the week for which service is available. Additionally, bidders are required to provide names and telephone numbers of key personnel who may be available for off-hours services.

11. DECLARATION OF EMERGENCIES

During declaration of emergencies and Emergency Operations Center (EOC) activation, the Fleet Management Division is responsible for repairs not only to City owned vehicles but also to mutual aid respondents' vehicles. The awarded supplier must keep an emergency plan for aid to the City of Jacksonville that would include pre-activation preparations and immediate post-declaration activities, including but not limited to personnel contact information for each period.