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: **August 16, 2017**

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 **Heavy Equipment Leasing for Fleet Management Division.** 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: August 9, 2017

To: Greg Pease, Chief of Procurement Division

From: Erik Preacher, Fleet Services Financial Manager

Thru: C.J. Thompson, Chief of Fleet Management

Re: <u>Certification Letter for Heavy Equipment Leasing</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 lease heavy and off road equipment for various City agencies in the upcoming fiscal year. In order for us to obtain the required variety of vehicles and services for those agencies, 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 provide a variety of heavy and off road equipment and the maintenance services for those vehicles.

The proposal will provide qualification information that will allow Fleet and Procurement to properly bid Lease Equipment 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
David Hylaziewski – 255-7470

INTRA-GOVERNMENTAL SERVICES
FLEET MANAGEMENT DIVISION

Jacksonville
Where Florida Begins.

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

Award will be made in the form of Purchase order 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

Leslie-Burney, Annette

From: Willis, Ann on behalf of RiskReview
Sent: Wednesday, August 09, 2017 9:14 AM
To: Leslie-Burney, Annette; RiskReview
Cc: Freeman, Dustin; Preacher, Erik
Subject: RE: RFP - Heavy Equipment Leasing
Attachments: Heavy Equipment SPECS RM Redline 8.9.17.docx; Heavy Equipment SPECS RM Redline 8.9.17.pdf

Please find attached Risk Management's redline of the above RFP.
Also attached is the stamped Risk Mnagement approved 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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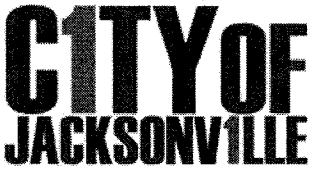
From: Leslie-Burney, Annette
Sent: Wednesday, July 26, 2017 10:46 AM
To: RiskReview
Cc: Freeman, Dustin; Preacher, Erik
Subject: RFP - Heavy Equipment Leasing

Please find the attached RFP for review and approval of the insurance requirements.

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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Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

July 25, 2017

To: Greg Pease, Division Chief
Procurement Division

From: Kevin Conway, JSEB Business Compliance Officer KC
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Heavy Equipment Leasing**

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) 255-8840.

cc: Annette Leslie-Burney

MR/kc