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: **October 28, 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 **Replace the Fleet Management System**. 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

August 9, 2018

To: Greg Pease, Division Chief
Procurement Division

From: Maurice Martinez, 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-Aside %

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

I can be reached at (904) 255-8167.

cc: Annette Leslie-Burney

MR/mm

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

Leslie-Burney, Annette

From: Willis, Ann on behalf of RiskReview
Sent: Thursday, October 25, 2018 4:15 PM
To: Leslie-Burney, Annette; RiskReview
Cc: Preacher, Erik; Freeman, Dustin
Subject: RE: ESC-0252-19 Replacement of Fleet Management System
Attachments: Fleet Management System RFP RM Redline 10.25.18.docx; Fleet Management System RFP RM Redline 10.25.18.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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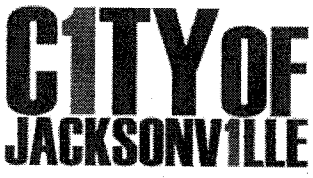
From: Leslie-Burney, Annette
Sent: Wednesday, October 24, 2018 11:43 AM
To: RiskReview
Cc: Preacher, Erik; Freeman, Dustin
Subject: ESC-0252-19 Replacement of Fleet Management System

Ann, please find the attached RFP for review of 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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INTRA-GOVERNMENTAL SERVICES
FLEET MANAGEMENT DIVISION

Jacksonville
Where Florida Begins.

Date: October 29, 2018

To: Greg Pease, Chief of Procurement Division

From: Erik Preacher, Fleet Administrator

Thru: Cris Tongol, Chief of Fleet Management

Re: Certification Letter for Replacement of Fleet Management System

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 a new software to Replace the Fleet Management System. 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 and ITD representatives.

The objective of the RFP is to find a competent software firm to provide a new Fleet Management System to replace the current Asset Management System.

The proposal will provide qualification information that will allow Fleet, ITD and Procurement to properly solicit a Fleet Management System to qualified vendors.

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.

The evaluation committee will consist of 5 representatives from Fleet (Cris Tongol, Erik Preacher, Ben Newton, Richard Buchanan, David Hylaziewski, and 1 ITD representative.

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