SUBJECT: Auto Glass Replacement

BID #: SC-0267-21 **OPEN DATE:** 2020-10-07

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract - Date of award through September 30, 2021 with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Auto Glass Assist, Inc. by $15,000.00 for the period ending September 30, 2021. Total revised estimated expenditure amount not-to-exceed $115,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000 – To be encumbered by purchase orders

Attachments: Recommendation Memo, and Previous Award

Analyst: Annette Burney **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Crisencio Tongol, Chief, Fleet Management Division

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(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: August 25, 2021

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management

From: Erik Preacher, Fleet Financial Services Manager

Re: Request increase award SC-0267-21 Auto Glass Replacement

Fleet Management is requesting approval to increase award with auto glass Assist, Inc., by $15,000.00. These funds are needed to continue service for the remainder of the award. Total revised estimated expenditure is $115,000.00, for an expenditure amount not to exceed $115,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000

2581 Commonwealth Ave. Jacksonville, FL 32254 Phone: 904.255.7400 Fax: 904.381.4607 www.coj.net

SUBJECT: Auto Glass Replacement

BID #: SC-0267-21

OPEN DATE: 2020-10-07

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Date of award through September 30, 2021 with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, Auto Glass Assist, Inc . to provide auto glass replacement services. Period of service is from date of award through September 30, 2021 with two (2) one (1) year renewal options. Total estimated expenditure amount not-to-exceed $100,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000 – To be encumbered by purchase orders

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

Analyst: Annette Burney

RESPECTFULLY SUBMITTED: GREGORY PEASE, 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 3 MEMBERS DISAPPROVING 0 DATE 10/15/2020

OTHER

ACTION OF AWARDING AUTHORITY DATE 10/15/20

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

TERMS AND CONDITIONS

1. SCOPE

The Fleet Management Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) 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 items and to obtain pricing commitments for auto glass replacement as listed in the bid documents.

2. AWARD

Award will be **By Group** to the lowest responsive, responsible Bidder subject to the Buy American Preference clause described below. Bidders must bid on all items in a group to be considered for award for that group. 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 is **October 1, 2020 through September 30, 2021, 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

Not applicable.

5. 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 submittals shall be in ink or typewritten. All corrections must be initialed.

6. 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).

7. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are