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City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Non-Warranty Repairs for Freightliner, Sterling, Detroit Diesel and Mercedes Benz Engines

Requested Action/Authority:

Recommend approval of Single Source Award for Non-Warranty repairs for Freightliner, Sterling, Detroit Diesel and Mercedes Benz Engines. Period of service is date of award through September 30, 2025. Total expenditure not to exceed is $500,000.00.

Justification/Explanation:

Single Source for Non-Warranty Repairs for FY25.

Legal Contract #:	N/A	Contract Date:	11/14/2024	Change Order/AMD #:	0	
PO/Release #:	N/A	Bid Date:	11/14/2024	Awarded Supplier:	Tom Nehl Truck Company	
Licenses Verified:	N/A	Effective Date:	11/14/2024	Basis of Award:	N/A	
Federally Funded:	N/A	No. Invited:	1	Responses Received:	1	Attachments:
Solicitation:	SS - 16071 - 25			Procurement Contract #:	N/A - N/A	
Executed By:	Procurement					

PoP:Base:	1 year	Options:	0	Extension(s):	N/A
JSEB Rec.:	N/A	%:	N/A	Bonds Waived Pursuant To:	N/A

Fund:	51101	Center:	114005	Acct:	546020	Proj:	000000	Activity:	00000000	$	500,000.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 500,000.00	Contingent Amount:	$ 0	DMP/ODPO Amount:	$ 0

Using Agency/BU:	AFFM:FLEET_MANAGEMENT			
Concurrence:	Signed by: Preacher, Erik 9B60722B731B427...	Title:	FLEET MANAGEMENT ADMINISTRATOR	11/5/2024
Concurrence:	Signed by: Tongol, Crisencio BDCC6BD1A63A4F7...	Title:	CHIEF OF FLEET MANAGEMENT	11/5/2024
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Warchol, LeeAnn 72F42AB443D04B7...	Chief of Procurement:	DocuSigned by: B19F1D517352456... 11/12/2024
Name:	Warchol, LeeAnn	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	
Members Who Disapprove:	
Other Action:	

Date:

Part 3: Final Awarding Authority Action

Action:

Date:

Signature:

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PAF Instructions

Form Type: Select the type of award from the dropdown options. This form will be used for all Procurement awards (Administrative Awards and JPAC Requests).

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action/Authority: Enter a brief description of the requested action or authority being sought. i.e.; *request permission to award to the lowest, responsive responsible bidder for ITB or award the highest ranked supplier for an RFP*.

Justification/Explanation: Enter a brief justification or explanation for the requested action. Use this box to add any additional information such as additional account strings, or other information essential for contract execution.

Legal Contract Number: Provide the existing City contract number if applicable. This will be the same number as your POA number.

Contract Date: Select the effective date for the contract using the calendar option in the form. Leave blank for contracts to become effective on the execution date.

Change Order/AMD #: Provide the applicable Change Order or Amendment number represented by this request.

Date: Enter the date of PAF submission.

Effective Date: Enter the effective date of requested authority and/or action.

Solicitation: Select the competitive procurement method used (1Cloud generated prefix), enter the 1Cloud generated numbering sequence, and 1Cloud generated fiscal year of solicitation

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA),

Procurement Contract #: This is your PO number. Select Type, Enter Number

PO/Release Number: Enter PO Release Number

Awarded Supplier: Enter Awarded Supplier Name

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

Responses Received: This is the number of responses received.

No Bids Received: The number of responses received that indicated supplier would not bid.

Executed By: Select whether executed by OGC or JPAC / Chief of Procurement

PoP Base: Select the Period of Performance for the initial period.

Options: Period for each renewal period i.e. one (1) two (2) year.

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Extensions: How many extensions have we preformed after the initial base period and option periods have been completed?

JSEB Goal: Select the percentage established by JSEB.

JESB Other: Select Encouragement or Set Aside Option

Bonds Waived Pursuant to: Select authority allowing bonds to be waived.

Funding Source: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed the amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Amount: Enter the total Direct Materials Purchase/Owner Direct Purchase Order amount for project.

Attachments: Name any attachments included as supplemental information to the PAF.

Using Agency/BU: This should be the requesting agency/requirement owner.

Concurrence: Electronic Signature

Title: Enter the title of person electronically signing form.

**Any fields where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

JUSTIFICATION FOR SINGLE SOURCE (JSS)	
Pursuant to the City of Jacksonville Procurement Code§ 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.	
1. Requesting Agency:	Fleet Management
2. Nature and/or description of the requirement being requested. ***Identify each item, component or service being procured. (Attach quote/proposal):*** ***Why does the city need these particular goods or services?***	Non-Warranty Repairs of Freightliner, Sterling, Detroit Diesel and Mercedes Benz Engines. For a Period of October 2, 2024 through September 30, 2025. The City of Jacksonville requires this service for non-warranty repairs to keep our vehicles in service as quickly as possible to provide services to the residence of Duval County. These repairs will be quoted on an individual bases per repairs necessary.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	Tom Nehl Truck Company is the authorized warranty dealer in Jacksonville for Freightliner, Sterling, Detroit Diesel and Mercedes Benz Engines. When a warranty repair is being completed and a non-warranty item must be replaced the parts must come from Tom Nehl Truck Company.
4. Date of Request	10/3/2024

5. Summary of Market Research

[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

[Per the attached memo from the manufacture Tom Nehl Company if the only authorized and sole source dealer in the Jacksonville Area.]

6. Conflict of Interest (Must Check)

√ By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with *Chapter 112, Florida Statutes*.

7. Other Documentation (Check and attach all that apply)

☐ Supplier Quote

☐ Single Source Memo signed by Director

√ Other [Supplier justification memo]

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DAIMLER TRUCK
North America

September 11, 2024

Ms. Sheryl Kurtz
Equipment Procurement Coordinator
City Of Jacksonville
Fleet Management Division
Jacksonville, FL 32254

Dear Ms. Kurtz:

This letter is to confirm that Tom Nehl Truck Company, located at 417 S. Edgewood Avenue, Jacksonville, FL 32254 is the only authorized and sole source Freightliner, Sterling, Detroit Diesel and Mercedes Benz engines dealership in the Jacksonville, FL market which includes the following counties:

> Alachua, Baker, Bradford, Clay, Columbia, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Nassau, Putnam, St. Johns, Suwannee and Union.

Please feel free to contact me directly if you have any questions regarding this letter or require additional information.

Regards,

Ivan Roberts
District Vocational Manager
Southeast Region
Daimler Truck North America