Docusign Envelope ID: 7FF11ADA-C472-487E-B91C-C182B104CE8C

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Complete Rebuilding of Automatic Transmissions for Automotive and Light Trucks

Requested Action and Justification:

Recommend approval to increase the award with American Transmission Auto Exchange, LLC by $100,000.00. Increase will cover expenditures for Complete Rebuilding of Automatic Transmissions for Automotive and Light Trucks through the period ending July 13, 2026. Total revised expenditure not to exceed $593,799.25

Supplier:	American Transmission Auto Excha	**Basis of Award:**	LPTA	**BID Opening Date:**	07/05/2023

POA #:	POA-70622-23	**PO #:**	698262-26	**Change Order #:**	3
Solicitation #:	ITB SC-0397 23	**Contract #:**	N/A	**Contract ADM #:**	N/A
Term:	3 years	**Options:**	2, 1-year	**Options Used:**	0

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	No	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	51101	**Center:**	114005	**Acct:**	546020	**Proj:**	000000	**Activity:**	00000000	$ 100,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 593,799.25	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	ASFM:FLEET MANAGEMENT		
Concurrence:	Signed by: Schwarz, Kyle 3E6462FE283E44E...	**Title:**	FLEET MANAGEMENT ADMINISTRATOR 2/2/2026
Concurrence:	Pracher, Eric 9B60722B731B427...	**Title:**	CHIEF OF FLEET MANAGEMENT 2/2/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Ruth Keith C58E7E28D7B54E9...	**Chief of Procurement:**	Signed by: B10F1D517352456... 2/10/2026
Name:	Ruth Keith	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

Docusign Envelope ID: 7FF11ADA-C472-487E-B91C-C182B104CE8C

PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

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

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

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

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

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

New NTE/GMP: Enter the new total not to exceed 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 Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field 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.*

Docusign Envelope ID: 7FF11ADA-C472-487E-B91C-C182B104CE8C

City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: SC-0397-23 Complete Rebuilding of Automatic Transmissions for Automotive and Light Trucks

Requested Action/Authority:

Request approval to increase SC-0397-23 Complete Rebuilding of Automatic Transmissions for Automotive and Light Trucks with American Transmission Auto Exchange LLc in the amount of $115,000.00. Period Serivce is July 14, 2023 through July 13, 2026. Total revised expenditure not to exceed $493,799.25.

Justification/Explanation:

Increase to cover expenditures for Complete Rebuilding of Automatic Transmissions for Automotive and Light Trucks for FY 25.

Legal Contract #:	n/a	Contract Date:	07/14/2023	Change Order/AMD #:	2	
PO/Release #:	POA-701622-	Bid Date:	07/05/2023	Awarded Supplier:	American Transmission Auto Exchange	
Licenses Verified:	N/A	Effective Date:	10/10/2024	Basis of Award:	LPTA	
Federally Funded:	N/A	No. Invited:	10	Responses Received:	1	Attachments:
Solicitation:	ITB - SC-0397-23 - N/A			Procurement Contract #:	POA - 70622-23	
Executed By:	Procurement					

PoP:Base:	N/A	Options:	Two (2) one(1) year renewal options	Extension(s):	N/A
JSEB Rec.:	Encouragement	%:	0	Bonds Waived Pursuant To:	N/A

Fund:	51101	Center:	114005	Acct:	546020	Proj:	000000	Activity:	00000000	$	115000.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 493,799.25	Contingent Amount:	$ 0	DMP/ODPO Amount:	$ 0

Using Agency/BU:	AFFM:FLEET_MANAGEMENT			
Concurrence:		Title:	FLEET MANAGEMENT ADMINISTRATOR	
Concurrence:		Title:	CHIEF OF FLEET MANAGEMENT	
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:		Chief of Procurement:	
Name:		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:

Docusign Envelope ID: 7FF11ADA-C472-487E-B91C-C182B104CE8C

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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SUBJECT: Complete Rebuilding of Automatic Transmissions for Automotive and Light Trucks – Rebid

BID #: SC-0397-23 **OPEN DATE: 6/5/2023**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from date of award 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: (10) **NUMBER RECEIVED:** (1) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to American Transmission Auto Exchange, LLC as the lowest responsive, responsible bidder. Period of service is three years from date of award, with two (2) one (1) year renewal options. Estimated initial expenditure amount not-to-exceed $198,799.25.

Funding Source: 51101.114005.546020.000000.00000000.00000.000000 – To be encumbered by purchase order

Attachments: Agency Memo, Bid Tabulation, Terms & Conditions, Specifications

ANALYST: Corey Sidlo **RESPECTFULLY SUBMITTED** DUSTIN FREEMAN, 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: 7/13/2023

OTHER:

ACTION OF AWARDING AUTHORITY DATE 7/14/23

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Docusign Envelope ID: 7FF11ADA-C472-487E-B91C-C182B104CE8C

INTRA-GOVERNMENTAL SERVICES

FLEET MANAGEMENT DIVISION

Jacksonville
Where Florida Begins.

Date: July 6, 2023

To: Dustin Freeman, Chief of Procurement

From: Erik Preacher, Fleet Administrator

Thru: Cris Tongol, Chief of Fleet Management

Re: SC-0397-23 Award Recommendation

Fleet Management requests to award Bid # SC-0397-23 to American Transmission Auto Exchange LLC as the lowest bidder. The award amount is $198,799.25 for the initial term of the bid.

Thank you for your consideration in this matter.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000

2581 Commonwealth Ave Jacksonville, FL 32254 Phone: 904 387 8800 Fax: 904 381 4607 www.coj.net

BID TABULATION

Title:	COMPLETE REBUILDING OF AUTOMATIC TRANSMISSIONS FOR AUTOMOTIVE AND LIGHT TRUCKS - REBID
Bid No.:	SC-0397-23
Opening Date:	July 5, 2023
Analyst:	Corey Sidlo
No. Invited:	(10) **No. Received:** (1) **Other:** (0)
Recorded By:	Melissa Pierce

Item #	Description	Quantity	AMERICAN TRANSMISSION AUTO EXCHANGE, LLC. Unit Price	Extended Price
1	GM4L8OE HD	1	$2,099.99	$2,099.99
2	GM 4L60E	1	$1,899.99	$1,899.99
3	GM 4T6OE	1	$1,799.99	$1,799.99
4	GM 4T4OE	1	$1,799.99	$1,799.99
5	GM 4L65E	1	$1,949.99	$1,949.99
6	GM 4L7OE	1	$1,949.99	$1,949.99
7	GM 4L8OE	10	$2,099.99	$20,999.90
8	GM 4L85E	1	$2,099.99	$2,099.99
9	GM 4T45E	4	$1,799.99	$7,199.96
10	GM 6L50E	1	$2,199.99	$2,199.99
11	GM 6L80	7	$2,999.99	$20,999.93
12	GM 6L90	15	$3,099.99	$46,499.85
13	GM 8L90E	1	$3,399.99	$3,399.99
14	GM 8L 45E	1	$3,399.99	$3,399.99
15	GM 6T30	1	$2,399.99	$2,399.99
16	GM 6T40	1	$2,499.99	$2,499.99
17	GM 6T45	1	$2,499.99	$2,499.99
18	GM 6T70	7	$2,499.99	$17,499.93
19	GM 6T75	1	$2,499.99	$2,499.99
20	GTM 9T50	1	$3,099.99	$3,099.99
21	ALLISON 1000	1	$2,999.99	$2,999.99
22	GM 10R80	1	$4,299.99	$4,299.99
23	FORD 6F35	6	$2,699.99	$16,199.94
24	FORD 6F50	1	$2,799.99	$2,799.99
25	FORD 6F55	3	$2,499.99	$7,499.97
26	FORD PTU OEM	1	$2,199.99	$2,199.99
27	FORD 4F27E	1	$2,499.99	$2,499.99
28	FORD 6R80	1	$2,899.99	$2,899.99
29	FORD DPS6	2	$4,299.99	$8,599.98
	TOTAL BID (1-29)		$198,799.98	

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Terms:	not listed
Delivery:	not listed
Signed Bid Form:	YES
Bid Proposal Form:	YES
Conflict of Interest Certificate:	YES
Addendum:(0)	N/A

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Docusign Envelope ID: 7FF11ADA-C472-487E-B91C-C182B104CE8C

TERMS AND CONDITIONS

COMPLETE REBUILDING OF AUTOMATIC TRANSMISSIONS FOR AUTOMOTIVE AND LIGHT TRUCKS - REBID

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 complete rebuilding of automatic transmissions for automotive and light trucks.

AWARD
Award will be **BY ITEM** to the lowest responsive, responsible bidder(s). ALL awards are subject to availability of funds.

TERM OF AGREEMENT
The term of this agreement is three years from date of award 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.

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

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).

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.

ESCALATION/DE-ESCALATION
All pricing submitted shall remain firm for the first year of the initial contract period. After the first year of the contract term, 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.

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PRICES

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents.

DELIVERY

The vendor will pick up and deliver any vehicle that requires service if requested. The vendor will be responsible for any damage to the vehicle while in their possession. If the vehicle cannot be driven, the vendor will provide the wrecker to pick up the vehicle and deliver it to the vendor's facilities. Any fee for towing charges must be input on the bid proposal form and will be added to your base bid when evaluating award of each item.
A packing list shall accompany all shipments, which shall indicate at a minimum, the following: purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices, and unit of measure.

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.

INVOICING

A copy of the invoice must be submitted to Fleet Management at the time the vehicle is delivered. This invoice must include all items stated in the terms and conditions of this bid as well as the transmission model, description of repairs, additional charges, Fleet Vehicle Number, Vehicle, Description, Date of Service, the name of the Fleet Management Representative authorizing repairs, and the ATS or Order Request number provided by Fleet Management at the time of authorization.

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 vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

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SPECIFICATIONS

COMPLETE REBUILDING OF AUTOMATIC TRANSMISSIONS FOR AUTOMOTIVE AND LIGHT TRUCKS - REBID

1. PRODUCTS

All products and related supplies required for the complete rebuilding and repair of automatic transmissions for automotive and light trucks, including filters, fluids, and other materials utilized but not specifically stated in this agreement must meet or exceed OEM requirements.

2. SERVICE

The complete rebuilding of automatic transmissions for the purposes of this solicitation will include but not be limited to the removal and installation of the transmission, complete cleaning, replacing of all soft parts, and hard parts (as needed), all internal electronics. (i.e. Solenoid packs), pump, new, rebuilt, or remanufactured torque converter, service and road test, and any diagnostics needed in the rebuilding process.

All external electronics will be priced as an additional cost to the rebuild when needed. All additional items replaced including external, must have approval from the Fleet Management Division representative that sent the item out for service. All additional items replaced must be returned to Fleet Management for verification.

After repairs are completed, all vehicles must go through a quality control check at the vendor's location before the vehicle is returned to Fleet Management's custody. The inspection must include, at a minimum, the following:

a. Check for fluid leaks

b. Check sub frame bolts are torqued to factory specifications

c. Check CV axles/drive shafts for wear

d. Check ball joints

e. Check tie rod ends

f. Check steering rack bolts are torqued to factory specifications

g. Check exhaust system bolts are torqued to factory specifications (if loosened or removed)

h. Check engine/transmission mount bolts are torqued to factory specifications

i. Check transmission wiring for wear

j. Test drive vehicles

This inspection sheet signed by the technician performing the check and given to Fleet Management with the invoice.

3. PICK UP AND DELIVERY

The vendor will pick up and deliver any vehicle that requires service if requested. The vendor will be responsible for any damage to the vehicle while in their possession. If the vehicle cannot be driven, the vendor will provide the wrecker to pick up the vehicle and deliver it to the vendor's facilities. Any fee for towing charges must be input on the bid proposal form and will be added to your base bid when evaluating award of each item.

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4. **OEM WARRANTY**

The City of Jacksonville is transitioning to Ford cars and light trucks over the next couple of years. The transmissions and transfer cases of pursuit vehicles are covered under the factory warranty for 5 years or 100,000 miles. The remainder of the cars and light trucks from Ford **will** carry a 5 year 60,000 mile warranty. The city will send all transmissions and transfer cases covered under the factory warranty to a local OE dealer for service. The City may send limited numbers of these transmissions and transfer cases covered under the pricing, terms, and conditions of this solicitation that are not under warranty to the awarded vendor during the term of this agreement. This solicitation will set pricing for these transmissions and transfer cases.

5. **VENDOR QUALIFICATIONS**

All bidders must have been in the Automatic Transmission Rebuilding and Repair business for a period of no less than two (2) years. By signing this bid solicitation, bidders agree to have all of the necessary tools and equipment to perform the requested services without outsourcing any of the work in the allotted time frame. Bidders must have the ability to store vehicles being serviced in a secured area either inside or in a fenced and locked area. Bidders must have lifts capable of lifting up to 1-ton trucks including Chevrolet 3500HD based 1-ton JFRD Rescues if bidding on the GM6L90, Allison 100, or similarly sized transmissions.

6. **INSPECTION OF FACILITIES AND SERVICE**

The City of Jacksonville, Fleet Management Division reserves the right to inspect the vendor's facilities to determine if the vendor has the ability to satisfy the City's needs. Based on that inspection, the City reserves the right to reject or rescind award to that bidder. By signing this bid solicitation, the vendor agrees to have all the necessary tools, equipment, and facilities to accomplish the solicited services and is aware of this requirement. Additionally, the **City of Jacksonville, Fleet Management Division reserves the right to inspect any unit during repairs and take possession of any, and all parts replaced during the course of the repairs.**

7. **SERVICE COMPLETION**

Vendors may receive multiple vehicles for service at one time. The awarded vendor must return all vehicles (up to four (4) received at once) within the specified time frame.
The time needed to complete the requested services is considered acceptable if the vendor can complete the requested service within two (2) working days. If the awarded vendor repeatedly (3 or more times) cannot meet this timeline, Fleet Management reserves the right to rescind award to this vendor and award to the next lowest responsive, responsible bidder.

8. **DANGEROUS SITUATIONS**

Fleet Management is to be made aware of any potentially dangerous situations discovered during the completion of service. If at any time during the procedure, the vendor finds a potentially dangerous situation involving the vehicle, the vendor is to notify the Fleet Management Division immediately.

9. **REGULATORY**

The awarded vendor must make sure that all employees follow OSHA regulations at all times. It is reasonably expected that all vendors bidding on services with the City of Jacksonville follow all Federal, State, and Local regulations as they pertain to their industry. If it deems necessary, The City of Jacksonville, Fleet Management Division reserves the right to inspect the vendor, their facilities, and personnel at any time to ensure that all regulations are being followed.

10. **PRICING**

It is the responsibility of the bidder to make sure that each item is priced to include all items stated under the title "Service" above. Pricing must also include any shop or related fees associated with the rebuild. Only additional items approved by Fleet Management may be added to the bid price when invoiced.

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11. **INVOICING**

A copy of the invoice must be submitted to Fleet Management at the time the vehicle is delivered. This invoice must include all items stated in the terms and conditions of this bid as well as the transmission model, description of repairs, additional charges, Fleet Vehicle Number, Vehicle, Description, Date of Service, the name of the Fleet Management Representative authorizing repairs, and the ATS or Order Request number provided by Fleet Management at the time of authorization.

12. **WARRANTY**

The vendor agrees that 100% of all parts and labor will be guaranteed to be free from of defects for the duration of the warranty period as set forth in the bid documents. This warranty must include services performed by another business entity working in conjunction with the successful bidder(s). The minimum acceptable warranty period for automotive and light trucks will be one (1) year from the date of service. It will be the vendor's responsibility to ensure that all repairs performed are necessary and are not covered under prior warranties.

The bidder will specify any warranty applicable to the items bid and attach any applicable warranty form.

13. **HOURS OF OPERATION**

Fleet Management Facilities operate five (5) days a week with two (2) shifts. Furthermore, City equipment is subject to use in many types of emergencies. Bidder(s) 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-hour services.

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SUBJECT: Complete Rebuilding of Automatic Transmissions for Automotive and Light Trucks – Rebid

BID #: SC-0397-23 **OPEN DATE: 6/5/2023**

JACKSONVILLE PROCUREMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from date of award 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: (10) **NUMBER RECEIVED:** (1) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with American Transmission Auto Exchange, LLC in the amount of $180,000.00 for the FY24/25 complete rebuilding of automatic transmissions for automotive and light trucks. The estimated annual expenditure is $180,000.00. The total not-to-exceed amount is $378,799.25.

Funding Source: 51101.114005.546020.000000.00000000.00000.000000 – To be encumbered by purchase order(s)

Attachments: Agency Memo, Previous Award

ANALYST: _____ Corey Bidlo **RESPECTFULLY SUBMITTED** _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Crisencio Tongol, Chief, Fleet Management Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF THE JPAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 7/18/2024

Anna Brosden _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 7/19/2024

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Docusign Envelope ID: 7FF11ADA-C472-487E-B91C-C182B104CE8C

FINANCE AND ADMINSTRATION DEPARTMENT

FLEET MANAGEMENT DIVISION

Jacksonville

Where Florida Begins.

Date: July 9,2024

To: Dustin Freeman, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management

From: Erik Preacher, Fleet Management Administrator

Re: Request approval to increase award to cover FY 24/25 for SC-0397-23 Complete Rebuilding of Automatic Transmissions for Automotive and Light Trucks

Fleet Management request approval to increase award SC-0397-23 for FY24/25 for the Complete Rebuilding of Automatic Transmissions for Automotive and Light Trucks. Period of Service is July 14, 2024 through July 13, 2026, with two (2) one (1) year renewal options. Total estimated annual expenditure amount is $180,000.00. Total revised estimated expenditure not to exceed $378,799.25.

Funding Source: 51101.114005.546020.00000.00000000.00000.0000000

2581 Commonwealth Ave. Jacksonville, FL 32254 Phone: 904.255-7499 Fax: 904.381.4607 www.coj.net

Docusign Envelope ID: 7FF11ADA-C472-487E-B91C-C182B104CE8C

SUBJECT: Complete Rebuilding of Automatic Transmissions for Automotive and Light Trucks – Rebid

BID #: SC-0397-23 **OPEN DATE: 6/5/2023**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three (3) years from date of award 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: (10) **NUMBER RECEIVED:** (1) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to American Transmission Auto Exchange, LLC as the lowest responsive, responsible bidder. Period of service is three years from date of award, with two (2) one (1) year renewal options. Estimated initial expenditure amount not-to-exceed $198,799.25.

Funding Source: 51101.114005.546020.000000.00000000.00000.000000 – To be encumbered by purchase order

Attachments: Agency Memo, Bid Tabulation, Terms & Conditions, Specifications

ANALYST: _____ Corey Sidlo **RESPECTFULLY SUBMITTED** _____ DUSTIN FREEMAN, 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: 7/13/2023

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 7/14/23

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02