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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: Non-Warranty Repairs for Freightliner, Sterling, Detroit Diesel, and Mercedes Benz Engines

Requested Action and Justification:

Recommend approval to increase the award with Tom Nehl Truck Company in the amount of $150,000.00. Total revised expenditure not-to-exceed is $300,000.00. The informal single source was originally approved by purchase order on 11/14/2025.

Supplier:	Tom Nehl Truck Company	**Basis of Award:**	N/A	**BID Opening Date:**	

POA #:	POA-72388-26	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	SS 17240 26	**Contract #:**	N/A	**Contract ADM #:**	N/A
Term:	1 year	**Options:**	0	**Options Used:**	0

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

Fund:	51101	**Center:**	114005	**Acct:**	546020	**Proj:**	000000	**Activity:**	00000000	$ 150,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 300,000.00	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	ASFM:FLEET MANAGEMENT		
Concurrence:	Signed by: Schwarz, Kyle 3E6462FE283E44E...	**Title:**	FLEET MANAGEMENT ADMINISTRATOR 1/26/2026
Concurrence:	Signed by: Pracher, Eric 9B60722B731B427...	**Title:**	CHIEF OF FLEET MANAGEMENT 1/26/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Ruth Keith C58E7E28D7B54E9...	**Chief of Procurement:**	Signed by: 2/3/2026 B10F1D517352456...
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:**	

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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.*

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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 Date of Award through September 30, 2026. 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	10/22/2025

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.]

[Sheryl Kurtz has identified and confirmed with my own reach that Tom Nehl is the only authorized and sole source dealer in the Jacksonville area. 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

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√ Other [Supplier justification memo]

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DAIMLER TRUCK
North America

September 11, 2025

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

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FINANCE AND ADMINSTRATION DEPARTMENT

FLEET MANAGEMENT DIVISION

Jacksonville
Where Florida Begins.

Date: October 29, 2025

To: Dustin Freeman, Chief of Procurement Division

From: Erik Preacher, Chief of Fleet Management Division

Thru: Kyle Schnorr, Fleet Management Administrator

Re: Single Source Request Tom Nehl Truck Company – Req. ASFM-500323-26

Fleet Management Division is requesting approval of Single Source Award to Tom Nehl Truck Company. After extensive market research Sheryl Kurtz identified with supplier and confirmed that Tom Nehl Truck Company is the authorized sole source dealer in the Jacksonville area. Per attached single source form Tom Nehl Truck Company is the authorized dealer for Freightliner, Sterling, Detroit Diesel and Mercedes Benz Engines in the Jacksonville area. The total estimated expenditure is $150,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000 to be encumbered by purchase order

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

Contract Purchase Agreement POA-72388-26

Agreement	**POA-72388-26**
Agreement Date	**14-NOV-2025**
Revision	**0**
Agreement Amount	**150,000.00 USD**
Solicitation Number	**SS-17240-26**

Sold To

City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier

Tom Nehl Truck Co
417 South Edgewood Avenue
JACKSONVILLE, FLORIDA 32254

Notes

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
20712	**Net 30**	**Freight Prepaid**	**FOB Destination**	**Best Way**
Start Date	End Date		Confirm To	
13-Nov-2025	**29-Sep-2026**		**Donica Golden** **donicag@coj.net**	

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division