SUBJECT: Automotive Upholstery

BID #: SC-0467-18 **OPEN DATE:** 5/22/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – October 1, 2018 through September 30, 2019 with two (2) one (1) year renewal options.

AGENCY: Fleet Management Division

BASIS OF AWARD: All or None to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first of two (2) renewal options with Sargent Seat Cover Company, Inc. Period of service is from October 1, 2019 through September 30, 2020. Total revised annual estimated expenditure amount is $85,461.00, for a total expenditure amount not to exceed $170,922.00.

Funding Source: AFFM511-04602 – To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Letter and Previous Award

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2019. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

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: September 11, 2019

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management

From: Erik Preacher, Fleet Financial Services Manager

Re: Recommendation of Approval of First (1st) Renewal for SC-0467-18 Automotive Upholstery

Fleet Management Division is requesting approval to utilize First (1st) renewal option for SC-0467-18 Automotive Upholstery. Period of Service is October 1, 2019 through September 30, 2020 with one remaining renewal option.

Total estimated expenditure no to exceed $85,461.00. Total not to exceed amount $170,922.00.

Funding Source: AFFM511-04602

2581 Commonwealth Ave. Jacksonville, FL 32254 Phone: 904.255.7409 Fax: 904.381.4607 www.coj.net

Kurtz, Sheryl

From: Alivia Winslow <cwinslow@sargentupholstery.com>
Sent: Wednesday, September 11, 2019 10:19 AM
To: Kurtz, Sheryl
Subject: Sargent Yearly Renewal

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Good Morning,

I couldn't reply to your other email so I'm writing you a new one, I hope that's ok.
We approve the renewal prices and terms for the coming year from October 1, 2019 to September 30, 2020.

Thank you
--
Alivia Winslow
904-355-2520

SUBJECT: Automotive Upholstery

BID #: SC-0467-18 **OPEN DATE:** 5/22/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – October 1, 2018 through September 30, 2019 with two (2) one (1) year renewal options.

AGENCY: Fleet Management Division

BASIS OF AWARD: All or None to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, Sargent Seat Cover Company, Inc., for the period of October 1, 2018 through September 30, 2019 with two (2) one (1) year renewal options. Total expenditure amount is $85,461.00.

Funding Source: AFFM511-04602 – To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2018. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

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 Ø DATE: 7/26/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 7/26/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05