SUBJECT: Purchase of 2018 Ford E450 Super-Duty Animal Transport Unit (or Equivalent Brand)

BID #: XF-0544-18 **OPEN DATE:** 9/19/18

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Date of award through September 30, 2018 with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: One-Time Purchase

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED:** 1 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the sole responsive, responsible bidder, La Boit Specialty Vehicles, Inc. for the purchase of a 2018 Ford E450 Super-Duty Animal Transport Unit. Total expenditure amount not to exceed $155,291.00.

Funding Source: AFFM512-06401 – 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

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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 19, 2018

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Chief Fleet Management

From: David Hylazewski, Equipment Control Administrator

Re: Recommendation of award XF-0544-18 2018 Ford E450 Super-Duty Animal Transport Unit

Fleet Management Division is requesting approval of award to the lowest responsive, responsible bidder, La Boit Specialty Vehicles, Inc., for the purchas of 2018 Ford E450 Super-Duty Animal Transport Unit. Total amount of expenditure is $155,291.00.

Funding Source: AFFM512-06401

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

TITLE: Purchase of 2018 Ford E450 Super-Duty Animal Transport Unit (or Equivalent Brand)

BID NO.: XF-0544-18

OPEN DATE: 9/19/18 @ 2 p.m.

ANALYST: ANNETTE BURNEY

No. Invited: (5) No. Received (1) No Bids: (1)

Recorded By: Renatta Barnett Announcer: Sharon Williams

ITEM	DESCRIPTION	EST. QTY	La Boit Specialty Vehicles, Inc. UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
1	2018 Ford E450 Super-Duty Animal Transport Unit	1	$ 155,291.00	$ 155,291.00	$	$	$	$
		Grand Total:	$ 155,291.00		$		$	
		TERMS:	Net 30 Days					
		DELIVERY (Business Days):	90					
		CONFLICT OF INTEREST:	Y					
		ADDENDUM(1):	Y					

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 item(s) / service(s) and to obtain pricing commitments to purchase a **2018 Ford E450 Super-Duty Animal Transport Unit (or equivalent brand)** as listed in the bid documents.

2. AWARD
Award will be **ALL OR NONE to the lowest responsive, responsible bidder.** Bidders must bid on all items to be considered. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT
One-time Purchase.

4. PRE-BID CONFERENCE
Not applicable

5. COMPLIANCE WITH SPECIFICATIONS
The bidder, by affixing their signature to the bid form submitted, agrees to provide items(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 submissions 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 are fixed.

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

9. ESCALATION/DE-ESCALATION
All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), 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.

10. DELIVERY
Delivery will be made to 2581 Commonwealth Avenue, Jacksonville, Florida 32254. 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.

11. 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.

12. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlines in the specifications supersede this section.

13. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

14. INVOICING

Invoices will be issued once services are delivered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number, FM number, item number and description, date of service, hours of each item, unit prices, unit of measure, and extended totals. Payment terms are net 30 days. All original invoices shall be submitted to the City of Jacksonville, Fleet Management Division, 2581 Commonwealth Avenue, Jacksonville, FL 32254, Attn: David Hylazewski.

15. 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. **A copy of the insurance certificate must be submitted within ten (10) days of award notice.** Bid number should be listed on the insurance certificate. Failure to submit the required certification of insurance will be grounds for rejection of bid award.

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