SUBJECT: EMERGENCY LIGHT VEHICLE TIRES AND TIRE SERVICES – RE-BID

BID #: SC-0548-19 **OPEN DATE:** 07/17/2019

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) YEAR BEGINNING SEPTEMBER 1, 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: 4 **NUMBER RECEIVED:** 1 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to The Goodyear Tire & Rubber Company as the lowest responsive, responsible bidder. Term shall be one (1) year beginning September 1, 2019 with two (2) one (1) year renewal options. Estimated initial expenditure not-to-exceed $500,000.00.

Funding shall be encumbered from accounts AFFM511-04602 ($300,000.00) and AFFM511FS-05212 ($200,000.00) and executed via Purchase Order(s).

Attachments: Recommendation Memo; Bid Tabulation, Terms & Conditions, Specifications,

Analyst: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: CHRIS TONGOL, CHIEF OF FLEET MANAGEMENT

(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 _____

INTRA-GOVERNMENTAL SERVICES
FLEET MANAGEMENT DIVISION

Jacksonville
Where Florida Begins.

Date: July 31, 2019

To: Greg Pease, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management Division

From: Erik Preacher, Fleet Administrator

Re: <u>Award Recommendation SC-0548-19 Emergency Light Vehicle Tires and Tire Services</u>

Fleet Management is requesting to award bid SC-0548-19 Emergency Light Vehicle Tires and Tire Services to Goodyear Tire and Rubber Company in the amount of $500,000 from FY19 and FY20 funds.

AFFM511-04602 - $300,000
AFFM511FS-05212 - $200,000

Thank you for your consideration in this matter.

TERMS AND CONDITIONS

EMERGENCY LIGHT VEHICLE TIRES AND TIRE SERVICES – RE-BID

1. **SCOPE**
The Fleet Management Division of the City of Jacksonville, FL is currently accepting bids to obtain sources of supply for the items and services as outlined in the bid documents provided. The purpose of this invitation is to obtain information about your firm and its ability to provide these items and services and to obtain pricing commitments for Emergency Light Vehicle Tires and Tire Services 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 (1 -10) to be considered for award. Fleet Management reserves the right to add or delete items to this award throughout the term of this agreement.

All pricing for tires must be equal to, or lower than, the **Goodyear** tire prices in the State of Florida Alternate Contract Source (ACS) No. 25172500-19-ACS award or its successor. Pricing for tires will not be used as a basis of award.

The City reserves the right to reject any or all bids. All awards are subject to the availability of funds.

3. **TERM OF AGREEMENT**
The term of this agreement will be one (1) year from September 1, 2019 with two (2) one (1) year renewal options. Renewal options may be exercised at the discretion of the City based on vendor performance and adherence to the terms and conditions set forth in the bid documents. Renewal options, if utilized, will be mutually agreed upon by the City and the vendor prior to commencement of said renewal. Vendor reserves the right not to renew the contract.

5. **MINIMUM REQUIREMENTS**
Bidders must comply with the following requirements; failure to comply with any of these requirements may be grounds for rejection:
   a. Authorized Goodyear Dealer in Jacksonville, FL.
   b. Listed as an authorized vendor on State of Florida Award 25172500-19-ASC.
   c. City of Jacksonville certified Waste Tire Transporter if delivering salvage tires to the City's Fleet Management Division.
   d. Have at least one (1) service location in each of the four quadrants of the City (below):
      - Northeast Quadrant – All areas on the North side of Beach Blvd. and East of the St. Johns River.
      - Southeast Quadrant – All areas on the South side of Beach Blvd. and East of the St. Johns River.
      - Northwest Quadrant – All areas North of I-10 and West of the St. Johns River.
      - Southwest Quadrant – All areas South of I-10 and West of the St. Johns River.

6. **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.

7. **QUANTITIES**
Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with the actual requirements. The City of Jacksonville reserves the right to purchase more or less than the estimated quantities listed or not to make any purchases against this bid if it so deems necessary anytime during the contract period.

8. PRICING

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

All pricing for tires must be equal to, or lower than, the **Goodyear** tire prices in the State of Florida Alternate Contract Source (ACS) No. 25172500-19-ACS award or its successor.

The State Tire Fee of $1.00 per tire is allowable under this solicitation and is included on the Bid Proposal Form for administrative purposes.

9. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal, 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

Deliveries shall be made to: 2581 Commonwealth Avenue, Jacksonville, FL 32254. A packing list shall accompany all shipments and 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 the bid specifications. Pick up and returns will be made within forty-eight (48) hours of notification at no charge to the City or its agencies.

12. SUPPLIER ACCESSIBILITY

The City or its representative(s) 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 outlined 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**. An electronic summary of all invoicing is required weekly. Exact requirements for this report are given in the "Specifications" section of this solicitation.

14. INVOICING

Invoices will be issued once the supplies/services are delivered and or rendered to the City or its agencies. At a minimum, invoices must include: purchase order number, item number and description, date of shipment, quantity ordered and shipped, prices, unit of measure, and extended totals. Payment terms are Net 30 Days. All original invoices shall be submitted to: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, FL 32202, with a copy given to the Fleet Management Division, 2581 Commonwealth Avenue, Jacksonville, FL 32254, at the time of delivery. **Vendors will provide a weekly summary (electronically) as stated above**.

15. INSURANCE / INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. Insurance requirements are provided in Exhibit B of this solicitation.

SPECIFICATIONS

EMERGENCY LIGHT VEHICLE TIRES AND TIRE SERVICES – RE-BID

Emergency Light Vehicles include all JSO (Jacksonville Sheriff's Office) and JFRD (Jacksonville Fire and Rescue Division) marked and unmarked vehicles under one (1) ton.

PRODUCTS/TIRES

All tires and any related parts or shop supplies used for the mounting and installation of any tire provided for this solicitation must be of new manufacture and meet or exceed OEM requirements. Exact OEM interchange shall require no further modification or adapters. All tires provided must not exceed the DOT date marked on the tire by more than four (4) years. Fleet Management will return, at the vendor's expense, any tire provided that exceeds this requirement.

All tires must be manufactured by Goodyear.

VENDOR QUALIFICATION

For the purpose of this solicitation, all bidders for Emergency Light Vehicle Tires and Tire Services must be an Authorized Goodyear Dealer in Jacksonville, FL and listed as an authorized vendor on the State of Florida Award 25172500-19-ASC. Bidder must have at least one (1) service location in each of the four quadrants of the City (below):

- Northeast Quadrant – All areas on the North side of Beach Blvd. and East of the St. Johns River.
- Southeast Quadrant – All areas on the South side of Beach Blvd. and East of the St. Johns River.
- Northwest Quadrant – All areas North of I-10 and West of the St. Johns River.
- Southwest Quadrant – All areas South of I-10 and West of the St. Johns River.

By signing this bid solicitation, bidders submit that they meet the above criteria, and agree to have all of the necessary tools and equipment to perform the requested services. The Fleet Management Division reserves the right to inspect the facilities of any responsive bidder to verify that the vendor has the ability to perform the requested services and meet the City's requirements. Based on that inspection, the City reserves the right to reject the bid or rescind award to the bidder and award the next lowest responsive conforming bidder.

Vendors bidding on this bid solicitation must:

- Be in business in Duval County at the time of bid submission. Bidders must provide documentation substantiating compliance at the time of bid submission.
- Supply copies of industry certifications.

Any vendor delivering salvage tires to the City's Fleet Management Division is required to be a City certified Waste Tire Transporter at the time of bid submission and provide a copy of that certification with their bid submittal. The awarded bidder must follow all stipulations of the Waste Tire Program at all times.

GENERAL

Vendors must notify Fleet Management immediately upon finding any potentially dangerous situations.

Throughout the term of this bid, the Fleet Management Division may require the addition of items to this bid. At the time of addition, Fleet Management will solicit pricing from the awarded vendor and upon award, that pricing will remain firm for the term of the bid.

If, during the term of the bid, a tire becomes obsolete or the manufacturer cancels the model, the awarded vendor must inform Fleet Management at that time and supply the new model information.

The awarded vendor must provide a weekly summary (electronically) of all invoicing to the Fleet Management Financial Services Manager via e-mail. The summary will have the following items on it: service date, vendor # (provided), vendor name, invoice number, tag number, mileage, description of service (# of tires installed), unit price, and grand total. Fleet Management will provide the template (Excel format, saved in CSV) to the awarded vendor. Any bidder that does not

agree to provide this electronic file will have their bid rejected. **By signing this solicitation, the bidder agrees to provide this electronic file.**

SERVICE

Vendors will determine that the vehicle is in need of service (or repairs) prior to commencing any work. Service to the vehicle not within the service guidelines of the specifications set by Fleet Management must be authorized by the appropriate Fleet Management Superintendent at **(904) 255-7451** prior to the commencement of any work. Any work performed outside these guidelines without approval will not be the responsibility of Fleet Management and the vendor will not receive payment for such work.

If the vendor is not able to begin performance of the specified services or repairs within thirty (30) minutes of arrival of the vehicle (and it is known at the time of arrival), the vehicle operator must be advised immediately.

Vendors will provide a checklist of all work performed which will include the following information: make of vehicle, model, equipment number, time in, time out, mileage of vehicle, date of service, vendor location, and type of service performed.

Tires may be replaced **ONLY** if the tread depth of the tire is less than 5/32". The only exception to this rule is damaged Pursuit Vehicle tires which cannot have any tire repairs. Damaged Pursuit Vehicle tires must be replaced.

The Fleet Management Division is the only contact that can authorize a change in tire size from the OEM on any vehicle.

Mounting & Balancing will include mounting the tire on the rim, balancing the tire, installing the valve stem on those tires that do not have TPMS sensors, and resetting the TPMS sensors on vehicles so equipped.

The vendor will deliver tires purchased by Fleet Management to: Fleet Management Division, 2581 Commonwealth Avenue, Jacksonville, FL 32254.

SALVAGE

All used tires are considered salvage and must be materially un-altered. The Fleet Management Division will provide guidance for the disposition of these tires in one of two ways:

1. Fleet Management will send the City's awarded scrap tire vendor to pick up tires on a weekly basis. The schedule will be mutually agreed upon by the scrap tire vendor, Fleet Management and the awarded vendor of this solicitation.
2. The awarded vendor will dispose of the tires as per their policies.

All tires removed from City vehicles will have the vehicle number marked in white or yellow paint pen regardless of disposition. Additionally, any tires with damage that are removed must have the damaged area circled in paint pen. The Fleet Management Division will perform random tread depth checks on salvaged tires.

PERSONNEL

The awarded bidder's personnel shall be certified and qualified to perform the services needed. If it deems necessary, the City of Jacksonville, Fleet Management Division reserves the right to inspect the vendor's personnel certification to assure they are certified to perform the requested services.

REGULATORY

The vendor must make sure 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 laws and 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 all regulations are being followed.

COMPLIANCE WITH SPECIFICATIONS

Vendors must comply 100% with the bid specifications when performing the requested services of this bid. Failure to do so will result in the cancellation of award and the contract being awarded to the next lowest responsive, responsible bidder.

HOURS OF OPERATION

Fleet Management Facilities operate Monday – Friday with two (2) shifts. Furthermore, City equipment is subject to use in many types of emergencies. Bidders are to set forth hours and days of the week for which service is available. Additionally, the awarded bidder is required to provide names and telephone numbers of key personnel who may be available for off-hours services.

QUESTIONS

All questions must be addressed to the buyer named on this solicitation; do not contact the Fleet Management Division with questions directly. Questions will be answered via addendum so everyone has the same answers and notice will be sent to all plan holders.

QWS3270X 7/31/2019 4:42 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 07/31/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 4:42 PM

FISCAL MO/YEAR : 10 2019 CURRENCY CODE :
INDEX CODE : AFFM511 FLEET MGMT - OPERATIONS
SUBOBJECT : 04602 SUBLET REPAIRS-MOTOR POOL ONLY
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	JULY 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	3,789,888.98	3,789,888.98
EXPENDITURES	382,688.45	3,429,633.32	3,429,633.32
ENCUMBRANCES	-246,102.71	336,015.68	336,015.68
PRE-ENCUMBRANCES	-142,000.00	.00	.00
REMAINING BALANCE	5,414.26	24,239.98	24,239.98

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

QWS3270X 7/31/2019 4:43 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 07/31/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 4:43 PM

FISCAL MO/YEAR : 10 2019 CURRENCY CODE :
INDEX CODE : AFFM511FS PARTS AND FUELING SVC-FLEET MGMT
SUBOBJECT : 05212 TIRES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	JULY 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	220,563.64	220,563.64
EXPENDITURES	35,804.52	273,075.23	273,075.23
ENCUMBRANCES	9,195.48	28,079.96	28,079.96
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	-45,000.00	-80,591.55	-80,591.55

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND