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 second and final renewal option with Sargent Seat Cover Company, Inc. Period of service is from October 1, 2020 through September 30, 2021. Total revised estimated annual expenditure amount is $85,461.00, for a total expenditure amount not to exceed $256,383.00.

Funding Source: 51103.114001.564010.000000.00000500.00000.0000000 – 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, 2020. 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: August 11, 2020

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 Second (2nd) Renewal for SC-0467-18 Automotive Upholstery

Fleet Management Division is requesting approval to utilize Second (2nd) renewal option for SC-0467-18 Automotive Upholstery to Sargent Seat Cover Company Inc. Period of Service is October 1, 2020 through September 30, 2021.

Total estimated expenditure no to exceed $85,461.00. Total not to exceed amount $256,383.00.

Funding Source: 51103.114001.564010.000000.00000500.00000 to be encumbered by purchase order

Re: Sargent Yearly Renewal

Alivia Winslow <cwinslow@sargentupholstery.com>
Wed 8/5/2020 12:18 PM
To: Kurtz, Sheryl <SKURTZ@coj.net>

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.

We approve the renewal prices and terms for the coming year from October 1, 2020 to September 30, 2021

On Thu, Jun 18, 2020 at 8:33 AM Kurtz, Sheryl <SKURTZ@coj.net> wrote:

RENEWAL OPTION NOTIFICATION

Dear Vendor:

The above listed Bid is due for renewal on October 1, 2020. As stated in the bid, this contract may be extended for an additional one (1) year renewal option at the discretion of the City, based on vendor performance and adherence to price, terms and conditions of the bid.

The City of Jacksonville would like to offer the second (2nd) renewal option for the period of October 1, 2020 through September 30, 2021. If your company opts to use the renewal option, please submit a written agreement to exercise the renewal option. Please include bid number, agreement under to the same terms, conditions and pricing as original bid in the memo.

If you opt not to use the renewal option, please submit a letter stating the action desired. To have adequate time to renew or re-bid this project, all documents must be submitted no less than **thirty days** prior to the deadline date stated above.

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 3 MEMBERS DISAPPROVING Ø DATE: 9/19/19

OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/19/19

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02

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

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(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