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: _____ Sec. 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: July 10, 2018

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Chief Fleet Management

From: Erik Preacher, Fleet Financial Services Manager

Re: Recommendation of award SC-0467-18 Automotive Upholstery

Fleet Management Division is requesting approval of award to the lowest responsive, responsible bidder, Sargent Seat Covers Co., Inc. for the Automotive Upholstery for the City of Jacksonville. Period of Service is October 1, 2018 through September 30, 2019, with two (2) one (1) year renewal options. Total amount of expenditure is $85,461.00.

Funding Source: AFFM511-04602

TITLE: AUTOMOTIVE UPHOLSTERY
BID NO.: SC-0467-18
OPEN DATE: MAY 22, 2018 @ 2:00 P.M.
BUYER: SHARON WILLIAMS
No. Invited: (7) No. Received (1) No Bids: ( )
Recorded By:

			Sargent Seat Cover Co., Inc.					
ITEM	DESCRIPTION	UNIT/QTY		UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
GROUP 1: POLICE CRUISERS									
1	Re-Upholster Driver's Seat	EA	50	$ 450.00	$22,500.00		$ -		
2	Re-Upholster Front Passenger Seat	EA	5	$ 450.00	$ 2,250.00		$ -		
3	Replace Driver's Cushion Foam	EA	20	$ 125.00	$ 2,500.00		$ -		$ -
4	Re-Upholster Headrest Covers	EA	20	$ 95.00	$ 1,900.00		$ -		$ -
5	Replace Floor Mat - Front	EA	5	$ 225.00	$ 1,125.00		$ -		$ -
6	Re-Upholster Rear Seat - Vinyl	EA	1	$ 550.00	$ 550.00		$ -		$ -
7	Replace Floor Mat - Rear	EA	5	$ 225.00	$ 1,125.00		$ -		$ -
8	Replace Headliner	EA	5	$ 395.00	$ 1,975.00		$ -		$ -
9	Replace Rear Package Tray	EA	1	$ 175.00	$ 175.00		$ -		$ -
			TOTAL GROUP 1	$	34,100.00	$	-	$	-

TITLE: AUTOMOTIVE UPHOLSTERY BID NO.: SC-0467-18				Sargent Seat Cover Co., Inc.					
GROUP 2: LIGHT TRUCK, VANS & SUV'S									
ITEM	DESCRIPTION	UNIT/QTY		UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
10	Re-Upholster Driver Seat - Standard Bucket Seat	EA	1	$ 450.00	$ 450.00		$ -		$ -
11	Re-Upholster Driver's Seat Sport Bucket Seat	EA	1	$ 450.00	$ 450.00		$ -		$ -
12	ReUpholster Driver's Seat - 60 Side of 60/40 seat	EA	5	$ 450.00	$ 2,250.00		$ -		$ -
13	ReUpholster Passenger Seat - Standard Bucket Seat	EA	1	$ 450.00	$ 450.00		$ -		$ -
14	Re-Upholster Passenger Seat - Sport Bucket	EA	1	$ 450.00	$ 450.00		$ -		$ -
15	ReUpholster Passenger Seat - 40 Side of 60/49	EA	1	$ 450.00	$ 450.00		$ -		$ -
16	Re-Upholster Rear Bench Seat	EA	1	$ 550.00	$ 550.00		$ -		$ -
17	Replace Cloth Door Inserts - 2 Front Doors	EA	5	$ 75.00	$ 375.00		$ -		$ -
18	Replace Cloth Door Inserts - 2 Rear Doors	EA	5	$ 75.00	$ 375.00		$ -		$ -
19	Recover Headliner - Sedan	EA	1	$ 295.00	$ 295.00		$ -		$ -
20	Replace Carpet and Under Pad	EA	10	$ 726.00	$ 7,260.00		$ -		$ -
	TOTAL GROUP 2			$	13,355.00	$	-	$	-

TITLE: AUTOMOTIVE UPHOLSTERY BID NO.: SC-0467-18				Sargent Seat Cover Co., Inc.					

GROUP 3: MEDIUM TRUCK

ITEM	DESCRIPTION	UNIT/QTY		UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
21	Replace headliner - Extra Cab or 4 Door Pickup	EA	1	$ 375.00	$ 375.00		$ -		$ -
22	Replace Headliner - Small SUV	EA	1	$ 495.00	$ 495.00		$ -		$ -
23	Re-Upholster Front Beach Seat	EA	10	$ 550.00	$ 5,500.00		$ -		$ -
24	Replace Headliner - Regular Cab Pickup	EA	1	$ 275.00	$ 275.00		$ -		$ -
25	Supply 4 Piece Floor Mats to Match	EA	1	$ 450.00	$ 450.00		$ -		$ -
26	Re-Upholster Rear Beach Seat	EA	5	$ 550.00	$ 2,750.00		$ -		$ -
27	Seat Cover for Bench Seat	EA	5	$ 395.00	$ 1,975.00		$ -		$ -
28	Re-UpHolster Driver's Seat - Standard Bucket	EA	20	$ 450.00	$ 9,000.00		$ -		$ -
29	Re-Upholster Driver's Seat _ Sport Bucket	EA	1	$ 450.00	$ 450.00		$ -		$ -
30	Re-Upholster 60 Side of 60/40 Split Bench w/Armrest	EA	1	$ 450.00	$ 450.00		$ -		$ -
31	Re-Upholster 40 Side of 60/40 Split Bench w/Armrest	EA	5	$ 450.00	$ 2,250.00		$ -		$ -
32	Replace Cloth Door Inserts - 2 Front Doors	EA	1	$ 75.00	$ 75.00		$ -		$ -
33	Replace Cloth Door Inserts - 2 Rear Doors	EA	1	$ 75.00	$ 75.00		$ -		$ -
34	Replace Headliner - MiniVan	EA	1	$ 495.00	$ 495.00		$ -		$ -
35	Replace Headliner - Full Size Van	EA	1	$ 695.00	$ 695.00		$ -		$ -
36	Recover Sun Visor - Left or Right	EA	1	$ 75.00	$ 75.00		$ -		$ -
37	Replace Carpet and Under Pad - Pickup	EA	1	$ 726.00	$ 726.00		$ -		$ -

TITLE: AUTOMOTIVE UPHOLSTERY BID NO.: SC-0467-18				Sargent Seat Cover Co., Inc.					
ITEM	DESCRIPTION	UNIT/QTY		UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL	UNIT PRICE	EXT. TOTAL
38	Replace Carpet and Under Pad- Small SUV	EA	1	$ 895.00	$ 895.00		$ -		$ -
39	Replace Carpet and Under Pad- Large SUV	EA	1	$ 1,475.00	$ 1,475.00		$ -		$ -
40	Supply Cargo Area Mat to Match	EA	1	$ 275.00	$ 275.00		$ -		$ -
	TOTAL GROUP 3			$ 28,756.00		$ -		$ -	
GROUP 4: HEAVY TRUCKS & EQUIPMENT									
41	Interior Mechanical Repairs	HOURS	30	$ 75.00	$ 2,250.00		$ -		$ -
	TOTAL GROUP 4			$ 2,250.00		$ -		$ -	
GROUP 5: HEAVY TRUCKS & EQUIPMENT									
42	Seat Back	SQ IN.	10	$ 175.00	$ 1,750.00		$ -		$ -
43	PURCHASED GLASS - COST PLUS	EA	30	$ 175.00	$ 5,250.00				$ -
	TOTAL GROUP 5			$ 7,000.00		$ -		$ -	
	GRAND TOTAL (GROUPS 1-5)			$ 85,461.00		$ -		$ -	
	TERMS:			NET 0% DISCOUNT 30 DAYS					
	DELIVERY:			5 BUSINESS DAYS					
	CONFLICT OF INTEREST:			X					
	ACKNOWLEDGEMENT OF ADDENDUMS( ):								

TERMS AND CONDITIONS
Automotive Upholstery

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 items and to obtain pricing commitments for Automotive Upholstery as listed in the bid documents.

AWARD

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

TERM OF AGREEMENT

The term of this agreement is October 1, 2018 through September 30, 2019, with two (2) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

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).

QUANTITIES

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

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.

PRICES

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

TERMS AND CONDITIONS
Automotive Upholstery

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.

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.

INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: Fleet Mgmt, 2581 Commonwealth Avenue, Jacksonville, Florida 32254, Attn: David Hylazewski

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. The awarded vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.