SUBJECT: Auto Glass Replacement

BID #: SC-0267-21 **OPEN DATE:** 2020-10-07

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Date of award through September 30, 2021 with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, Auto Glass Assist, Inc., to provide auto glass replacement services. Period of service is from date of award through September 30, 2021 with two (2) one (1) year renewal options. Total estimated expenditure amount not-to-exceed $100,000.00.

Funding Source: 51101.114005.546002.000000.00000000.00000.0000000 – To be encumbered by purchase orders

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

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: October 9, 2020

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management Division

From: Erik Preacher, Fleet Management Administrator

Re: Request Approval to of Award for SC-0267-21 Auto Glass Replacement

Fleet Management Division is requesting approval of award to the lowest responsive, responsible bidder, Auto Glass Assist Inc. Period of Service is Date of Award through September 30, 2021, with two (2) one (1) year renewal options. Total revised estimated expenditure not to exceed $100,000.00.

Funding Source: 51101.114005.546002.000000.00000000.00000.000000
to be encumbered by purchase order

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

BID TABULATION SHEET

TITLE: Auto Glass Replacement

BID NO.: SC-0267-21

OPEN DATE: 10/7/20 @ 2 p.m.

ANALYST: Annette Burney

No. Invited: (4) No. Received (2) No Bids: (0)

Recorded By: John Hernandez Announcer: Olive Wallace-Cohen

ITEM	DESCRIPTION	EST. QTY.	Auto Glass Assist, Inc. UNIT PRICE	Auto Glass Assist, Inc. EXT. TOTAL	Safelite Auto Glass UNIT PRICE	Safelite Auto Glass EXT. TOTAL
GROUP 1 - Automotive						
1	Windshield: Replacement of Windshield.	125	$ 220.00	$ 27,500.00	$ 485.96	$ 60,745.00
2	Door Glass	6	$ 205.00	$ 1,230.00	$ 452.35	$ 2,714.10
3	Vent Capsule: Replacement of Vent Capsule Glass on vehicles so equipped.	5	$ 290.00	$ 1,450.00	$ 477.22	$ 2,386.10
4	Mirror: Replacement of any exterior mirror glass.	1	$ 65.00	$ 65.00	$ 150.00	$ 150.00
5	Rear Windshield: Replacement of rear windshield	6	$ 240.00	$ 1,440.00	$ 529.06	$ 3,174.36
6	Rain Sensor Upcharge	4	$ 25.00	$ 100.00	$ 15.00	$ 60.00
7	Windshield: Replacement of Ford PPV (Taurus) windshield.	50	$ 245.00	$ 12,250.00	$ 485.96	$ 24,298.00
8	R&I Glass	50	$ 85.00	$ 4,250.00	$ 150.00	$ 7,500.00
9	Windshield Repair	40	$ 55.00	$ 2,200.00	$ 85.00	$ 3,400.00
10	OE Glass	50	Cost + 20%		$ 283.74	$ 14,187.00
	TOTAL GROUP 1		$	50,485.00	$	118,614.56
GROUP 2 - Light Truck, Vans & SUV's						
11	Extended Cab Side Window: Replacement of side windows for extended cab pickup trucks.	5	$ 160.00	$ 800.00	$ 318.33	$ 1,591.65
12	Windshield: Replacement of Windshield (Without molding on Ford PUV)	75	$ 225.00	$ 16,875.00	$ 505.84	$ 37,938.00
13	Mirror: Replacement of any exterior mirror glass.	2	$ 65.00	$ 130.00	$ 150.00	$ 300.00
14	Cargo Area Window: Replacement of rear cargo area windows in SUVs and VANS	2	$ 285.00	$ 570.00	No Bid	
15	Driver side or passenger door window: Replacement of driver or passenger door window on a 4 door models (Truck, Van or SUV)	4	$ 220.00	$ 880.00	$ 404.28	$ 1,617.12
16	Rain Sensor Upcharge	4	$ 25.00	$ 100.00	$ 15.00	$ 60.00
17	Rear Window: Replacement of rear window.	6	$ 285.00	$ 1,710.00	$ 460.28	$ 2,761.68
18	OE Glass	50	Cost + 20%		$ 387.48	$ 19,374.00
	TOTAL GROUP 2		$	21,065.00	$	63,642.45
GROUP 3 - Medium Trucks						
19	Windshield: Replacement of Windshield	14	$ 300.00	$ 4,200.00	$ 465.24	$ 6,513.36
20	Driver and Passenger side door window: Replacement of driver and passenger side door window	5	$ 205.00	$ 1,025.00	$ 485.20	$ 2,426.00
21	Mirror: Replacement of any exterior mirror glass	5	$ 65.00	$ 325.00	$ 150.00	$ 750.00
22	Rear Window: Replacement of rear windows if applicable	5	$ 270.00	$ 1,350.00	$ 284.00	$ 1,420.00
23	OE Glass	50	Cost + 20%		$ 555.96	$ 27,798.00
	TOTAL GROUP 3		$	6,900.00	$	38,907.36
GROUP 4 - Heavy Trucks and Equipment						
24	Cut Glass - per Square Inch	1000	$ 0.20	$ 200.00	No Bid	
25	Purchased Glass	100	Cost + 20%		$ 150.00	$ 15,000.00
	TOTAL GROUP 4		$	200.00	$	15,000.00
	TOTAL GROUPS 1-4		$	78,650.00	$	236,164.37
TERMS:			Net 30 Days		Net 30 Days	
DELIVERY (BUSINESS DAYS):			N/S		3	
CONFLICT OF INTEREST:			Y		Y	
ADDENDUMS (0):			N/A		N/A	

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 items and to obtain pricing commitments for auto glass replacement as listed in the bid documents.

2. AWARD

Award will be **By Group** to the lowest responsive, responsible Bidder subject to the Buy American Preference clause described below. Bidders must bid on all items in a group to be considered for award for that group. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

- As per Section 126.114 of the City of Jacksonville Ordinance Code, preference will be given to a responsive and responsible vendor offering American manufactured, assembled, or produced goods, and who is within 5% of the lowest responsive and responsible bidder. To receive this preference, the bidder must complete the attached Buy American Preference Compliance Certificate and attach supporting documentation and/or evidence attesting that at least 51% offered in the bid response is manufactured, assembled or produced in the United States.
    - Bidder is not required to submit for the Buy American Preference. Bidders may quote items less than 51% American made but will not be eligible for the preference.
    - Restrictions and exemptions may apply. Please refer to Section 126.114 for specifics.

3. TERM OF AGREEMENT

The term of this agreement is **October 1, 2020 through September 30, 2021, 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.

4. PRE-BID CONFERENCE

Not applicable.

5. COMPLIANCE WITH SPECIFICATIONS

The Bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(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 submittals 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 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.

The City of Jacksonville reserves the right to add or delete items as necessary during the contract period.

8. 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.

9. PRICES

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

10. DELIVERY

Delivery shall be made to 2581 Commonwealth Avenue, Jacksonville, Florida 32254 Attn: Erik Preacher.

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 ACCESSIBLITY

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 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.

14. 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 or contract 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: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.