SUBJECT: Refurbished 14' Lube Truck Body

BID #: XF-0269-23 **OPEN DATE: 1/4/2023**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: One-Time Purchase

AGENCY: Fleet Management

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: (10) **NUMBER RECEIVED:** (1) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Lub Equipment of Lake City, Inc. as only and lowest responsive, responsible bidder. Total estimated initial expenditure amount not-to-exceed $85,851.00.

Funding Source: 51103.114001.564010.000000.00000500.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Bid Tabulation, Terms & Conditions

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
Corey Sidlo DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Crisencio Tongol, Chief, Fleet Management Division

(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: January 9, 2023

To: Dustin Freeman, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management Division

From: David Hylazewski, Equipment Control Administrator

Re: Recommend approval of award for XF-0269-23 Refurbished 14' Lube Truck Body

Fleet Management Division is requesting approval of award for XF-0269-23 Refurbished 14' Lube Truck Body to Lub Equipment of Lake City Inc. Estimated amount of expenditures is $85,851.00.

Funding Source: 51103.114001.564010.000000.00000500.00000.000000
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

Title:	REFURBISHED 14' LUBE TRUCK			Lub Equipment of Lake City, Inc.	
Bid No.:	SC-0269-23				
Opening Date:	January 4, 2023				
Analyst:	Corey Sidlo				
No. Invited:	(10) **No. Received:** (1) **Other:** (0)				
Recorded By:					
Item #	**Description**	**Quantity**	**Unit of Issue**	**Unit Price**	**Extended Price**
1	Refurbished 14' Lube Truck Body as listed in the bid documents.	1	ea	$85,851.00	$85,851.00
			Total Bid:	**$85,851.00**	
			Terms:		
			Delivery:	120 DAYS	
			Signed Bid Form:	X	
			Bid Proposal Form:	X	
			Conflict of Interest Certificate:	X	
			Addendum: N/A		

TERMS AND CONDITIONS

REFURBISHED 14' LUBE TRUCK BODY

SCOPE

The Fleet Management Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the items 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 Refurbished 14' Lube Truck Body 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. Fleet Management reserves the right to add or delete items to this award throughout the term of this agreement. 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.

TERM OF AGREEMENT

ONE TIME PURCHASE

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 submissions shall be in ink or typewritten. All corrections must be initialed.

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 and budgetary constraints. 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 options as necessary 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.

DELIVERY

Delivered to: 2581 Commonwealth Avenue, Jacksonville, Florida 32254 between the hours of 7:00 am and 2:30 pm, Monday thru Friday. There will be no exceptions to the times stated unless prior arrangement with Fleet Management has been made. All orders are FOB destination.

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.

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 outlined in the specifications supersede this section.

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.

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" of this solicitation.

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 Management Division, 2581 Commonwealth Avenue, Jacksonville, Florida 32254. **Vendors will provide a weekly summary as stated above electronically.**

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.

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