4

SUBJECT: Collision Repair, Paint and Dent Removal Services

BID #: SC-0326-23 **OPEN DATE: 4/12/2023**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Three years from date of award with two (2) one (1) year renewal options

AGENCY: Fleet Management

BASIS OF AWARD: BY GROUP TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: (17) **NUMBER RECEIVED:** (6) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Group 1, Universal Body for not having a Gold Class Rating, and DJ's Collision Center for not signing the bid form. Recommend approval to update specifications and rebid Group 3 separately. Recommend approval of award to the lowest responsive, responsible bidders in Group 1 in the amount of $600,000.00 and Group 2 in the amount of $50,000.00 as follows:

Group 1: Jacksonville Chrysler Jeep Dodge Ram Baymeadows - $150,000.00
North Florida Lincoln - $150,000.00
Coggin Collision of Arlington - $150,000.00
Nimnicht Chevrolet - $150,000.00

Group 2: Universal Body Company - $50,000.00

Period of service is three years from date of award, with two (2) one (1) year renewal options. Estimated initial expenditure amount not-to-exceed $650,000.00.

Funding Source: 51101.114003.564010.000000.00000000.00000.000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Rejection Letters, Bid Tabulation, Terms & Conditions, Specifications

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: April 25, 2023

To: Dustin Freeman, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management Division

From: Eric Preacher, Fleet Management Administrator

Re: Recommendation of Award for SC-0326-23 Collision Repair, Paint and Dent Removal Services

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Fleet Management Division is recommending rejecting Group 1, Universal Body for not having Gold Class Rating and DJ's Collision Center for not signing the bid form. Requesting approval to update specifications and rebid Group 3 separately.

Fleet Management Division is recommending award for Group 1 in the amount of $600,000.00 to various suppliers and Group 2 in the amount of $50,000. Period of Service is three (3) years from date of award with two (2) one (1) year renewal options. Estimated amount of expenditure not to exceed is $650,000.00.

Group 1: Jax Chrysler Jeep Dodge Ram Baymeadows - $150,000.00
North Florida Lincoln - $150,000.00
Coggin Collision of Arlington - $150,000.00
Nimnicht Chevrolet - $150,000.00

Group 2: Universal Body Company - $50,000.00

Funding Source: 51101.114003.564010.000000.00000000.00000.000000
FY23/FY24 to be encumbered by purchase order

Sidlo, Corey

From: Kurtz, Sheryl
Sent: Tuesday, May 2, 2023 2:36 PM
To: Sidlo, Corey
Cc: Preacher, Erik
Subject: RE: SC-0326-23 COLLISION REPAIR, PAINT & DENT REMOVAL SERVICES
Attachments: Supplier checklist.pdf; Recommendation.pdf

Fleet Management visited all the vendor locations and had a check list of the requirements. That is the clarification on the gold star w/group 1. I have attached copies. Also, the updated memo.

Thank you,

Sheryl Kurtz
Equipment Procurement Coordinator
Fleet Management Division
904-255-7465
skurtz@coj.net

From: Sidlo, Corey <CSidlo@coj.net>
Sent: Tuesday, May 2, 2023 2:25 PM
To: Kurtz, Sheryl <SKURTZ@coj.net>
Subject: RE: SC-0326-23 COLLISION REPAIR, PAINT & DENT REMOVAL SERVICES

Thanks Sheryl. We'll need an updated memo that removes the line on rejecting Dodge/Chrysler, etc. and simply says we'll update specs and rebid Group 3 later. -The main thing is clarification on the gold star w/ Group 1. ☺

Sincerely,

Corey Sidlo
Purchasing Analyst
Procurement Division
City of Jacksonville
214 N. Hogan Street, Suite 833
Jacksonville, FL 32202
Phone: 904-255-8815
Email: csidlo@coj.net

24+ year military veteran, serving the City of Jacksonville

CITY OF JACKSONVILLE

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that fact and delete the copy you received. It is a violation of Federal Law to print, copy, retransmit, disseminate, or otherwise use this information.

From: Kurtz, Sheryl <SKURTZ@coj.net>
Sent: Tuesday, May 2, 2023 2:19 PM
To: Sidlo, Corey <CSidlo@coj.net>
Subject: RE: SC-0326-23 COLLISION REPAIR, PAINT & DENT REMOVAL SERVICES

Eric will be back tomorrow, so he'll get with you in the morning.

Thank you,

Sheryl Kurtz
Equipment Procurement Coordinator
Fleet Management Division
904-255-7465
skurtz@coj.net

From: Sidlo, Corey <CSidlo@coj.net>
Sent: Tuesday, May 2, 2023 2:09 PM
To: Preacher, Erik <ErikP@coj.net>; Kurtz, Sheryl <SKURTZ@coj.net>
Subject: RE: SC-0326-23 COLLISION REPAIR, PAINT & DENT REMOVAL SERVICES

As you may have seen, the subject is on this week's agenda, but I'll need your input on the below at your earliest convenience.

Referring to rejecting Group 3 (Jax Dodge, Chrysler, etc, etc), I did a little research, and nothing says suppliers can't sublet; if you want to reject their bid, you can under the grounds that it was improperly filled out. -Your thoughts?

Sincerely,

Corey Sidlo
Purchasing Analyst
Procurement Division
City of Jacksonville
214 N. Hogan Street, Suite 833
Jacksonville, FL 32202
Phone: 904-255-8815
Email: csidlo@coj.net

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From: Sidlo, Corey
Sent: Tuesday, May 2, 2023 9:00 AM
To: Preacher, Erik <ErikP@coj.net>; Kurtz, Sheryl <SKURTZ@coj.net>
Subject: SC-0326-23 COLLISION REPAIR, PAINT & DENT REMOVAL SERVICES
Importance: High

Good morning Erik & Sheryl,

A few questions came up during the review process that may push the subject to next week's GGAC. Questions are as follows:

1) Regarding the recommendation to reject Group 1, Universal Body for not having Gold Class Rating – how did fleet assess this for everyone (it wasn't required to show proof during the submission process that I can see, other than we is written on page 30). Page 30 of the bid doc reads, "All awarded shops must maintain ICAR Gold/Platinum Certification for the duration of the bid."

2) Regarding the recommendation to reject Group 3, Jacksonville Chrysler Jeep Dodge Ram Baymeadows, how did Fleet identify on their bid submission that they are subletting?

Thank you for your insight.

Sincerely,

Corey Sidlo
Purchasing Analyst
Procurement Division
City of Jacksonville
214 N. Hogan Street, Suite 833
Jacksonville, FL 32202
Phone: 904-255-8815
Email: csidlo@coj.net

24+ year military veteran, serving the City of Jacksonville

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COLLISION REPAIR VENDOR QUALIFICATION

CHECK OFF LIST

VENDOR: Universal Body DATE: 4-24-2023

1. Secure Storage ✓
2. 6 Foot Fence or Enclosed Shop ✓
3. Facilities Located inside COJ boundaries ✓
4. OSHA/EPA approved Paint Booth meets bid requirements ✓
5. ICAR Gold Class X
6. Posses all tools required to perform the scope of services ✓
7. Group II only: Large Paint Booth ✓
8. Can produce Safety Policy and PPE ✓
9. Vendor understands average 4 hours per day repair time required ✓
10. Vendor understands they must abide by estimates provided by COJ ✓
11. Vendor understands they must begin work within 2 days of receiving parts ✓

COLLISION REPAIR VENDOR QUALIFICATION

CHECK OFF LIST

VENDOR: Nimacht Chev DATE: 4-24-2023

1. Secure Storage ✓
2. 6 Foot Fence or Enclosed Shop ✓
3. Facilities Located inside COJ boundaries ✓
4. OSHA/EPA approved Paint Booth meets bid requirements ✓
5. ICAR Gold Class ✓
6. Posses all tools required to perform the scope of services ✓
7. Group II only: Large Paint Booth N/A
8. Can produce Safety Policy and PPE ✓
9. Vendor understands average 4 hours per day repair time required ✓
10. Vendor understands they must abide by estimates provided by COJ ✓
11. Vendor understands they must begin work within 2 days of receiving parts ✓

COLLISION REPAIR VENDOR QUALIFICATION

CHECK OFF LIST

VENDOR: Coggin Collision DATE: 4-24-2023

1. Secure Storage ✓
2. 6 Foot Fence or Enclosed Shop ✓
3. Facilities Located inside COJ boundaries ✓
4. OSHA/EPA approved Paint Booth meets bid requirements ✓
5. ICAR Gold Class ✓
6. Posses all tools required to perform the scope of services ✓
7. Group II only: Large Paint Booth N/A
8. Can produce Safety Policy and PPE ✓
9. Vendor understands average 4 hours per day repair time required ✓
10. Vendor understands they must abide by estimates provided by COJ ✓
11. Vendor understands they must begin work within 2 days of receiving parts ✓

COLLISION REPAIR VENDOR QUALIFICATION

CHECK OFF LIST

VENDOR: North Florida DATE: 4-24-2023

1. Secure Storage ✓
2. 6 Foot Fence or Enclosed Shop ✓
3. Facilities Located inside COJ boundaries ✓
4. OSHA/EPA approved Paint Booth meets bid requirements ✓
5. ICAR Gold Class ✓
6. Posses all tools required to perform the scope of services ✓
7. Group II only: Large Paint Booth N/A
8. Can produce Safety Policy and PPE ✓
9. Vendor understands average 4 hours per day repair time required ✓
10. Vendor understands they must abide by estimates provided by COJ ✓
11. Vendor understands they must begin work within 2 days of receiving parts ✓

COLLISION REPAIR VENDOR QUALIFICATION

CHECK OFF LIST

VENDOR: Jax Dodge DATE: 4-24-2023

1. Secure Storage ✓
2. 6 Foot Fence or Enclosed Shop ✓
3. Facilities Located inside COJ boundaries ✓
4. OSHA/EPA approved Paint Booth meets bid requirements ✓
5. ICAR Gold Class ✓
6. Posses all tools required to perform the scope of services ✓
7. Group II only: Large Paint Booth N/A
8. Can produce Safety Policy and PPE ✓
9. Vendor understands average 4 hours per day repair time required ✓
10. Vendor understands they must abide by estimates provided by COJ ✓
11. Vendor understands they must begin work within 2 days of receiving parts ✓

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: May 3, 2023

Via Email: univbody@yahoo.com

Bidder's Name: Universal Body

Bid No: SC-0326-23

Title: Collision Repair, Paint and Dent Removal Services

Date Opened: 4/12/2023

REASON FOR RECOMMENDED BID REJECTION: Agency recommends rejecting your bid for Group 1 for not having a Gold Class Rating.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for **Thursday, May 4, 2023 at 1:00 p.m.**

Purchasing Analyst's Signature: _____

Sidlo, Corey

From: Sidlo, Corey
Sent: Wednesday, May 3, 2023 9:37 AM
To: univbody@yahoo.com
Subject: SC-0326-23
Attachments: UNIVERSAL BODY.pdf

Good morning Universal Body,

Thank you for your bid. Unfortunately, I have to reject your bid because you meet a required specification; details are attached in the formal notification letter.

Sincerely,

Corey Sidlo
Purchasing Analyst
Procurement Division
City of Jacksonville
214 N. Hogan Street, Suite 833
Jacksonville, FL 32202
Phone: 904-255-8815
Email: csidlo@coj.net

24+ year military veteran, serving the City of Jacksonville

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NOTIFICATION OF RECOMMENDED BID REJECTION

Date: May 3, 2023

Bidder's Name: DJ's Collision Center

Bid No: SC-0326-23

Title: Collision Repair, Paint and Dent Removal Services

Date Opened: 4/12/2023

REASON FOR RECOMMENDED BID REJECTION: Agency recommends rejecting your bid for not signing the Bid Form.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for **Thursday, May 4, 2023 at 1:00 p.m.**

Purchasing Analyst's Signature: _____

Sidlo, Corey

From: Sidlo, Corey
Sent: Wednesday, May 3, 2023 9:35 AM
To: Julie Walker
Subject: SC-0326-23
Attachments: DJ's COLLISION CENTER.pdf

Good morning Julie,

Thank you for your bid. Unfortunately, the Bid form was not signed and I have to reject your bid.

Sincerely,

Corey Sidlo
Purchasing Analyst
Procurement Division
City of Jacksonville
214 N. Hogan Street, Suite 833
Jacksonville, FL 32202
Phone: 904-255-8815
Email: csidlo@coj.net

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BID TABULATION

Title:	**COLLISION REPAIR, PAINT & DENT REMOVAL SERVICES**		**COGGIN COLISSION OF ARLINGTON**		**JACKSONVILLE CHRYSTLER JEEP DODGE RAM BAYMEADOWS**		**NORTH FLORIDA LINCOLN**	
Bid No.:	SC-0326-23							
Opening Date:	April 12, 2023							
Analyst:	Corey Sidlo							
No. Invited:	(17) **No. Received:** (6) **Other:** (0)							
Recorded By:								
	GROUP 1: COLLISION REPAIR, PAINT & AUTOBODY							
Line item	**Description**	**Estimated Hours**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**
1	Paint Labor - Hourly Rate	1650	$48.00	$79,200.00	$50.00	$82,500.00	$48.00	$79,200.00
2	Mechanical Labor - Hourly Rate	75	$95.00	$7,125.00	$100.00	$7,500.00	$85.00	$6,375.00
3	Body/Frame Labor - Hourly Rate	2800	$48.00	$134,400.00	$50.00	$140,000.00	$48.00	$134,400.00
4	Paint & Paint Supplies - Hourly Rate	1650	$38.00	$62,700.00	$30.00	$49,500.00	$30.00	$49,500.00
5	Body and Frame Labor Aluminum - Hourly Rate	150	$95.00	$14,250.00	$50.00	$7,500.00	$48.00	$7,200.00
6	Discount from list price - Domestic Vehicles	300,000	10%	$270,000.00	30%	value not listed	10%	minus $276,675.00
7	Discount from list price - Foreign Vehicles	25,000	5%	$23,750.00	15%	value not listed	5%	minus $1,250.00
		Group 1 Total Bid (Line items 1 - 5):	**$591,425.00**		**$287,000.00**		**$245,425.00**	
	GROUP 2: HEAVY TRUCK COLLISION REPAIR, PAINT & AUTOBODY							
Line item	**Description**	**Estimated Hours**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**
1	Paint Labor - Hourly Rate	1650			$50.00	$82,500.00		
2	Mechanical Labor - Hourly Rate	75			$100.00	$7,500.00		
3	Body/Frame Labor - Hourly Rate	2800			$50.00	$140,000.00		
4	Paint & Paint Supplies - Hourly Rate	1650			$30.00	$49,500.00		
5	Body and Frame Labor Aluminum - Hourly Rate	150			$50.00	$7,500.00		
		Group 2 Total Bid (Line items 1 - 5):	**NO BID**		**$287,000.00**		**NO BID**	
	GROUP 3: MOBILE PAINTLESS DENT REMOVAL & PAINT							
Line item	**Description**	**Estimated Hours**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**
1	PDR - Per Panel	100 Each				value not listed		
2	(P & R) Front Cover (Bumper)	100 Each				value not listed		
3	Bumper Repair per Hour Rate	120 Hours				value not listed		
4	Bumper Repair Removal & Installation	10 Each				value not listed		
5	Bumper Repair Full	10 Each				value not listed		
6	Bumper Repair Partial	20 Each				value not listed		

7	(P & R) Hood	5 Each				value not listed		
8	(P & R) Painting & Repairs Rear Cover (Bumper)	100 Each				value not listed		
9	(P & R) Left or Right Quarter Panel	20 Each				value not listed		
10	(P & R) Left or Right Rear Door	5 Each				value not listed		
11	(P & R) Left or Right Door	5 Each				value not listed		
12	(P & R) Left or Right Fender	20 Each				value not listed		
		Group 3 Total Bid (Line items 1 - 12):	**NO BID**		**VALUE NOT LISTED**		**NO BID**	
		Grand Total Groups 1 - 3 Combined:	**$591,425.00**		**$574,000.00**		**$245,425.00**	
		Terms:	NONE LISTED		NOT LISTED		0%	
		Delivery:	NONE LISTED		2 BUSINESS DAYS		30 DAYS	
		Signed Bid Form:	YES		YES		YES	
		Bid Proposal Form:	YES		YES		YES	
		Conflict of Interest Certificate:	YES		YES		YES	
		Addendum (1 & 2):	YES		YES (2), NOT (1)		YES	

BID TABULATION

Title:	COLLISION REPAIR, PAINT & DENT REMOVAL SERVICES
Bid No.:	SC-0326-23
Opening Date:	April 12, 2023
Analyst:	Corey Sidlo
No. Invited:	(17) No. Received: (6) Other: (0)
Recorded By:	

			UNIVERSAL BODY COMPANY, INC		NIMNIGHT CHEVROLET		DJ'S COLISSION CENTER	
	GROUP 1: COLLISION REPAIR, PAINT & AUTOBODY							
Line item	**Description**	**Estimated Hours**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**
1	Paint Labor - Hourly Rate	1650	$50.00	$82,500.00	$52.00	$85,800.00	$38.00	$62,700.00
2	Mechanical Labor - Hourly Rate	75	$75.00	$5,625.00	$100.00	$7,500.00	$95.00	$7,125.00
3	Body/Frame Labor - Hourly Rate	2800	$50.00	$140,000.00	$52.00	$145,600.00	$38.00	$106,400.00
4	Paint & Paint Supplies - Hourly Rate	1650	$32.00	$52,800.00	$36.00	$59,400.00	$25.00	$41,250.00
5	Body and Frame Labor Aluminum - Hourly Rate	150	$60.00	$9,000.00	$105.00	$15,700.00	$70.00	$10,500.00
6	Discount from list price - Domestic Vehicles	300,000	NONE	NONE	10%	$270,000.00	10%	($30,000.00)
7	Discount from list price - Foreign Vehicles	25,000	NONE	NONE	3%	$24,250.00	5%	($1,250.00)
	Group 1 Total Bid (Line items 1 - 5):		**$289,925.00**		**$608,250.00**		**$100,925.00**	
	GROUP 2: HEAVY TRUCK COLLISION REPAIR, PAINT & AUTOBODY							
Line item	**Description**	**Estimated Hours**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**
1	Paint Labor - Hourly Rate	1650	$65.00	$107,250.00				
2	Mechanical Labor - Hourly Rate	75	$80.00	$6,000.00				
3	Body/Frame Labor - Hourly Rate	2800	$65.00	$182,000.00				
4	Paint & Paint Supplies - Hourly Rate	1650	$35.00	$57,750.00				
5	Body and Frame Labor Aluminum - Hourly Rate	150	$65.00	$9,750.00				
	Group 2 Total Bid (Line items 1 - 5):		**$362,750.00**		**NO BID**		**NO BID**	
	GROUP 3: MOBILE PAINTLESS DENT REMOVAL & PAINT							
Line item	**Description**	**Estimated Hours**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**
1	PDR - Per Panel	100 Each						

2	(P & R) Front Cover (Bumper)	100 Each						
3	Bumper Repair per Hour Rate	120 Hours						
4	Bumper Repair Removal & Installation	10 Each						
5	Bumper Repair Full	10 Each						
6	Bumper Repair Partial	20 Each						
7	(P & R) Hood	5 Each						
8	(P & R) Painting & Repairs Rear Cover (Bumper)	100 Each						
9	(P & R) Left or Right Quarter Panel	20 Each						
10	(P & R) Left or Right Rear Door	5 Each						
11	(P & R) Left or Right Door	5 Each						
12	(P & R) Left or Right Fender	20 Each						
		Group 3 Total Bid (Line items 1 - 12):	**NO BID**		**NO BID**		**NO BID**	
		Grand Total Groups 1 - 3 Combined:	**$652,675.00**		**$608,250.00**		**$100,925.00**	
		Terms:	0%		NOT LISTED		NOT LISTED	
		Delivery:	10 DAYS		NOT LISTED		30 DAYS	
		Signed Bid Form:	YES		YES		***NOT SIGNED***	
		Bid Proposal Form:	YES		YES		YES	
		Conflict of Interest Certificate:	YES		YES		YES	
		Addendum (2):	YES		YES		YES	

TERMS AND CONDITIONS

COLLISION REPAIR, PAINT AND DENT REMOVAL SERVICES

SCOPE

The Fleet Management Division of the City of Jacksonville, Florida is currently accepting bids to obtain source (s) of supply for the services 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 services and to obtain pricing commitments for Collision Repair/Paint/Dent Removal as listed in the bid documents.
The City will award for a variety of collision repair, paint and body repair, mobile paint-less dent removal (PDR), and mobile paint repair services.

AWARD

Award will be **BY GROUP** to the lowest responsive, responsible bidder in each group. Bidders must bid on all items in a group to be considered for award of that group. Award will be made to the top 5 bidders for Group I based on total cost. All awards are subject to the availability of funds.

TERM OF AGREEMENT

The term of this agreement is April 14, 2023 through April 13, 2026, 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.

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.

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 prices must include all paint, shop supplies, tools, and any other items other than the parts required to perform the specified repairs as outlined in the bid documents.

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; 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 services are delivered to the City of Jacksonville or its agencies. At a minimum, invoices must include purchase order number, FM number, item number and description, date of service, hours of each item, unit prices, unit of measure, and extended totals. Payment terms are net 30 days. All invoices shall be submitted to the City of Jacksonville, Fleet Management Division, 2581 Commonwealth Avenue, Jacksonville, FL 32254 once services are completed.

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.

(REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

SPECIFICATIONS

COLLISION REPAIR, PAINT AND DENT REMOVAL SERVICES

The following specification is separated into two sections: Collision Repair, Paint, and Auto Body with Shops, and Mobile Paint-less Dent Repair (PDR) and Paint Repairs.
Bid Groups I and II are specified in Section 1 of this solicitation, Mobile PDR and Paint Repairs (Group III) is specified in Section 2.

COLLISION REPAIR, PAINT, AND AUTO BODY GROUPS I AND II SCOPE

The City of Jacksonville (City) is soliciting for vendors to provide collision repair, paint, and body repairs citywide as needed or directed by the Fleet Management Division (Fleet). The repairs shall include City maintained vehicles (ownership may be City, State, or Federal) involved in single and multi-vehicle collisions, property damage claims, arresting procedures, and other sources of paint and or body damage. Vehicles included in this specification will have both aluminum and steel bodies.

VENDOR QUALIFICATION - GROUPS I and II

Fleet Management will inspect the facilities and records only for each bidder recommended for award. The inspection will occur before award is made. If the recommended bidder is not compliant, with the qualifications, that vendor will be considered non-responsive and the City will recommend the next lowest responsible, responsive bidder. By signing this solicitation, the bidders take responsibility for having all facilities, tools, and equipment necessary to perform the requested services in compliance with these specifications immediately upon award. Any allowable deviations are specifically noted below.

Facilities for these services must have a secure area for storing City vehicles during and upon completion of vehicle repair. The minimum secured area is either fenced in six feet high, or inside the vendor's shop. At no time are City vehicles to be stored outside of the secured area. Bidders are responsible for the repair of any vehicle damaged at their facility.

Bidders must submit a list of their facilities (if possessing more than one) or the location of their facility with their bid submission.

All facilities intended to service this solicitation must reside inside the Jacksonville, FL, Duval County Area. Each facility must have an OSHA/EPA approved paint booth with filtering system and necessary fire protection. Unit must be enclosed with OSHA/EPA compliant filtering. Unit must be sufficient to paint and dry multiple vehicles daily. Limited prep paint stations are not compliant.

All awarded shops must maintain ICAR Gold/Platinum Certification for the duration of the bid.

Vendor must possess all tools necessary to perform the requested services herein. These must include welding equipment, body and frame straightening equipment for both steel and aluminum bodied vehicles. Heavy Truck Bidders (Group II) must have a large paint booth to paint heavy trucks on site.

Group II bidders must have a large paint booth at the time of bid submission and be able to straighten frames on these classes of vehicles.

APPRAISALS

All third party fault accident appraisals will be performed by the vendor chosen by the City of Jacksonville Risk Management.

The Fleet Management Division Vehicle Body Technician Supervisor or our chosen vendor will perform the estimate for all other repairs. The Software used to provide these estimates may vary throughout the duration of this agreement.

Fleet Management will provide the appropriate appraisals to the awarded vendor.
The awarded vendors, by signing this solicitation, agree to perform the requested services based on these estimates.

PARTS PROCUREMENT

Each awarded vendor will provide the City with a 10% discount from list price on all parts provided for repair to COJ vehicles. List price is set by and listed on the Appraisal.

PARTS USAGE

The vendor will use the type and grade of part as desired or directed by the City Fleet (Fleet Management) Vehicle Body Technician Supervisor. This will include OEM or aftermarket parts. Determination of parts suitability will rest with the City of Jacksonville only.

PARTS INVOICES

The collision vendor is responsible for turning in parts invoices to Fleet for all parts they order for the vehicles. If, these invoices are not received with the repair service invoice, Fleet Management will not pay the repair service invoice until the outstanding parts invoices are received.

PAINT

List the Primary Paint Manufacturer your facility uses:

_____

Mil. Thickness upon completion_____
List the typical Primer your facility uses:

_____

WORK SCHEDULING AND VIEWING OF VEHICLES

The City of Jacksonville, Fleet Management Division, Body Shop working hours are 7:00 A.M. to 3:00 P.M., Monday thru Friday receiving hours until 2:00 P.M.. The vendor must arrange any pickup or delivery of vehicles with the Body Shop. After hour delivery is not allowed. Fleet Management is not responsible for any damage to vehicles delivered and not properly coordinated with the Fleet Body Shop.

Based on the appraisal and discretion of the City, the Fleet management Vehicle Body Technician Supervisor will schedule all work for Group I with the lowest awarded vendor, next lowest, and on down to the 5th awarded vendor. Scheduling will be based on the vendor workload. Any COJ vehicle without parts ordered within 2 days of receipt will be removed and scheduled with the next lowest awarded vendor. Awarded vendors are prohibited from allowing COJ vehicles to sit without service being performed. The vendor will provide the service as specified herein. The repair must begin within 2 days of receipt of parts and awarded vendors must average 4 hours a day of work to COJ vehicles. The Fleet Management Division reserves the right to schedule vehicles with any awarded vendor. The final decision whether to repair a vehicle, how to repair a vehicle, and what parts to use rest with the Fleet Management Division only.

The City of Jacksonville Risk Management Appraiser is subject to change and will have no effect on this agreement. Appraisals are held Wednesdays at 1:00 P.M. at the Fleet Management Body Shop. Those appraisals are provided to the appropriate vendor before service has begun. Once any additional damage is discovered, the vendor must immediately provide the supplement to the Fleet Vehicle Body Technician Supervisor via E-mail. Fleet will re-appraise the vehicle for a supplemental increase before the additional damage is repaired. If the supplemental damage is repaired before receiving the approval of the Fleet Vehicle Body Technician Supervisor, the additional services will not be paid. The Fleet Management Vehicle Body Technician Supervisor has the final say in any appraisal dispute.

PRICING

Vendor will submit pricing for the hourly labor rates on the bid proposal form. Aluminum body and frame rate is only appraised/paid for metalwork performed on an aluminum panel. Aluminum body and frame rate is not paid for replacing an aluminum body part.

WARRANTY

The minimum warranty acceptable under this solicitation is 1 year for paint and labor, and the manufacturer's warranty on parts. All bidders are to include a copy of their warranty with their bid submission.

REGULATORY

All awarded vendors must make sure that 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 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 that all regulations are being followed.

The specific type of vehicles requiring service in Groups I and III are light and utility vehicles (Class 1 thru 6). Examples: cars, light trucks, SUV's, step vans, bucket and boom trucks on light vehicle chassis.
Group II vehicles include those in classes 7 thru 9 including garbage trucks, dump trucks, fire trucks, and JEA electrical trucks.

COMPLIANCE WITH SPECIFICATIONS

Regulatory Compliance

The awarded vendors must be able to provide or produce the following at any time in the duration of the agreement.

Copies of hazardous material manifests

Safety policy and personal protective equipment

Maintain Shop Certifications

Proof of secured vehicle storage

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Service Compliance
The awarded vendor must maintain the following service points and have the documentation to verify:

Stay within the appraisal's hourly limits

Return the vehicle with the service complete and without defect (In Pre-Accident condition ready to issue to the user) in the service performed.
Order parts upon receipt of appraisal

Begin service within 2 days of receiving parts

Put City vehicles on a priority completion schedule – Vendor should average 4 hours per day repair time as per the estimate. Parts backorders notwithstanding.

Follow service procedures as set by the Fleet Vehicle Body Technician Supervisor

Service vehicles under warranty for the specified term on the bid

2 Deviations from these regulatory and/or service points will result in Fleet recommending rescission of award to Procurement. Additionally, any vehicle returned by the vendor unable to complete repairs will result in the vendor being recommended for rescission of award.

Fleet Management reserves the right to have any completed vehicle delivered to Fleet for a QA inspection at Fleet Management's discretion.

GROUP III -MOBILE PAINTLESS DENT REPAIR AND PAINT REPAIRS SCOPE AND QUALIFICATIONS
The awarded vendor will provide scheduled on-site dent removal and minor paint repairs for COJ vehicles. Repairs include dings, dents, bumper repairs, scratches, and blemishes.

Vendors must provide a mobile service that can perform all required services from that mobile vehicle.

Vendors must provide proof of independent industry training for each technician.

The vendor must have licensing required to provide the requested services in the State of Florida and provide those services in a manner meeting all EPA and FDEP requirements.

The technician providing the service must arrive before the scheduled repair time to begin providing service as soon as the vehicle is ready. All services must be completed the same day. Scheduling is important to our operators and often the vehicle will not be taken out of service while these repairs are made.

The technician will check in with the Fleet Management Body Shop before setting up for the scheduled repair.

Fleet Management will provide a suitable space to provide these services. Depending on the space available on the scheduled date, Fleet Management cannot guarantee access to electrical or water.

Unless instructed otherwise by the Fleet Management Vehicle Body Technician Supervisor only, all repairs will take place at 2581 Commonwealth Avenue, Jacksonville, FL 32254.

Repairs will fall under one of the following classifications:

- Paint-less dent removal – Standard Repair Size is the size of a credit card. Vendor is to base price by the body panel and not by the individual dent repair.
- Bumper Repairs – Tears and rips less than 4 inches long and/or holes smaller than a quarter. Pricing does not include any welding or removal and installation charges.
- Painting and repairs – (P&R) This is a per panel charge for all panels on the vehicle including the bumpers. Price will include paint, base, clear, prep, primer, buffing, and paint blending. Additional body repair requirements are charged separately under the hourly charge and are negotiated directly with the Fleet Vehicle Body Technician Supervisor.

Removal and Installation Criteria

- To gain access behind the panel to weld a rip or crush
- To avoid masking the entire vehicle (Hood, etc)

PRICING

All repair pricing is separated on the Bid Proposal Form. Pricing is per repair. Hourly Charges include any plastic welding, body repair in addition to the painting, individual wet sanding, and buffing without a repair.

Removal and Instillation charge is for all panels. Fleet Management will not entertain bids with multiple panel R&I pricing.

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