City of Jacksonville, Florida
Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **June 12, 2018**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally provide **Tires and Tire Services for Light Vehicles.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Program

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

Leslie-Burney, Annette

From: Martinez, Maurice
Sent: Thursday, May 24, 2018 9:41 AM
To: Leslie-Burney, Annette
Subject: Tire and Tire Services for Light Vehicles
Attachments: Tire and Tire Services for Light Vehicles.doc

To: Greg Pease, Division Chief
Procurement Division

From: Maurice Martinez, JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Tire and Tire Services for Light Vehicles**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

Encouragement

Participation

Set-Aside %

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8167.

FINANCE AND ADMINSTRATION DEPARTMENT

FLEET MANAGEMENT DIVISION

Jacksonville

Where Florida Begins.

Date: June 12, 2018

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management Division

From: Erik Preacher, Fleet Management Division

Re: Certification Letter for Tire & Tire Services for Light Vehicles

Please take action to issue a Request for Proposals (RFP) for the referenced service.

The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The purpose of this request is to seek permission to utilize the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of Tire and Tire Services for Light Vehicles for Various City agencies in the upcoming fiscal year. In order For us to obtain the required variety of Tires and services for those agencies, the Evaluated process would be the best process to select the vendor. The sub-committee Responsible for evaluating the submitted proposals will be comprised of Fleet Management representatives.

The objective of the RFP is to provide a Tires, accessories and Services to for City Vehicles.

The proposal will provide qualification information that will allow Fleet and Procurment To properly bid Tire & Tire Services to qualified vendors.

The name and telephone number of the representatives designed to serve on the Committee are:

Erik Preacher – 255-7434
Cris Tongol – 255-7440
David Hylaziewski – 255-7470

FINANCE AND ADMINSTRATION DEPARTMENT
FLEET MANAGEMENT DIVISION

Jacksonville
Where Florida Begins.

Attached please find the scope of work, minimum specifications and intended evaluation criteria.

Award will be made in the form of Purchase order upon the selection of the winning Bidders.

Thank you for your consideration in this matter.

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

Kekec, Nihal

Subject: FW: ESC-0498-18 Tires and Tire Services for light Vehicles
Attachments: TIRE AND TIRE SERVICES RFP - RM Redline 6.12.18.doc; TIRE AND TIRE SERVICES RFP - RM Redline 6.12.18.pdf

From: Willis, Ann **On Behalf Of** RiskReview
Sent: Tuesday, June 12, 2018 4:40 PM
To: Leslie-Burney, Annette; RiskReview
Cc: Nunziato, Christine
Subject: RE: ESC-0498-18 Tires and Tire Services for light Vehicles

Please find attached Risk Management's redline of the above RFP.
Also attached is the stamped Risk Management approved pdf.
Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)
(904)630-2100 (f)
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From: Leslie-Burney, Annette
Sent: Thursday, May 31, 2018 2:07 PM
To: RiskReview
Cc: Nunziato, Christine
Subject: ESC-0498-18 Tires and Tire Services for light Vehicles

Please find the attached RFP for your review.

Thank you,

Annette Burney