SUBJECT: MEDIUM AND HEAVY TRUCK TIRES AND TIRE SERVICES

BID #: SC-0459-19 **OPEN DATE:** 05/08/2019

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) YEAR FROM DATE OF AWARD 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: 5 **NUMBER RECEIVED:** 3 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Callaghan Tire Company as the lowest responsive, responsible bidder. Period of service shall be one (1) year from date of award with two (2) one (1) year renewal options.

Estimated annual expenditure not-to-exceed $1,300,000.00 FY19 and FY20 funds.

Funding shall be encumbered from accounts AFFM511-04602 in the amount of $1,240,000.00 and AFFM511FS-05212 in the amount of $60,000.00 and executed by Purchase Order(s).

Attachments: Recommendation Memo; Bid Tabulation, Specifications, Terms & Conditions

Analyst: _____ DAVID KLAGES

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: CHRIS TONGOL, CHIEF OF FLEET MANAGEMENT

(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: May 9, 2019

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management

From: Erik Preacher, Fleet Administrator

Re: Recommendation of Approval of Award SC-0459-19 Purchase of Medium and Heavy Truck Tires and Tire Services

Fleet Management Division is recommending approval of award to Callaghan Tire Company for the purchase of Medium and Heavy Truck Tires and Tire Service. Period of Service is One year from date of award with two (2) one (1) year renewal options. Estimated annual expenditure not to exceed $1,300,000.00, FY19 and FY20 funds.

Funding Source: AFFM511-04602 in the amount of $1,240,000.00
AFFM511FS-05212 in the amount of $60,000.00
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:	MEDIUM AND HEAVY TRUCK TIRES AND TIRE SERVICES			**CALLAGHAN TIRE COMPANY**		**EARL W. COLVARD, INC. dba BOULEVARD TIRE CENTER**	
BID NO:	SC-0459-19						
OPEN DATE:	MAY 8, 2019						
ANALYST:	DAVID KLAGES						
NO. INVITED:	(5) **No. Received:** (2) **Other:** (1)						
RECORDED BY:	RENATA BARNETT						
Item #	**Description**	**Est. Annual Quantity**	**Unit**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**
1	Drive-Up Service: **Med/Hvy Tire**	864	EA	$17.50	$15,120.00	$29.99	$25,911.36
2	Drive-Up Service: **Auto/LT Tire**	624	EA	$15.50	$9,672.00	$11.99	$7,481.76
3	Road Service **Regular** Hours: Med/Hvy Tire	468	EA	$55.00	$25,740.00	$77.50	$36,270.00
4	Road Service **After** Hours: Med/Hvy Tire	108	EA	$75.00	$8,100.00	$98.50	$10,638.00
5	Weekly Yard Service	52	EA	$55.00	$2,860.00	$77.50	$4,030.00
6	Balance **Med/Hvy** Tire	180	EA	$20.00	$3,600.00	$29.25	$5,265.00
7	Balance **Auto/LT** Tire	624	EA	$10.00	$6,240.00	$14.50	$9,048.00
8	Tire Repair	100	EA	$15.00	$1,500.00	$32.50	$3,250.00
9	Valve Stems (Parts and Installation)	2,000	EA	$2.45	$4,900.00	$5.50	$11,000.00
10	Tire Disposal	2,000	EA	$7.50	$15,000.00	$6.00	$12,000.00
11	Florida Waste Tire Fee	2,000	EA	$1.00	$2,000.00	$1.00	$2,000.00
			TOTAL BID (Line Items 1 & 11):	**$94,732.00**		**$126,894.12**	
			TERMS:	No Response		No Response	
			DELIVERY:	3 Business Days		1 Business Day	
			CONFLICT OF INTEREST STATEMENT:	Yes		Yes	
			ADDENDA:	N/A		N/A	

TERMS AND CONDITIONS

MEDIUM AND HEAVY TRUCK TIRES AND SERVICES

SCOPE
The Fleet Management Division of the City of Jacksonville, FL is currently accepting bids to obtain sources of supply for the items and services as outlined in the bid documents provided. The purpose of this invitation is to obtain information about your firm and its ability to provide these items and services and to obtain pricing commitments for Medium and Heavy Truck Tires and Tire Services 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 (1 -11) to be considered for award. All awards are subject to the availability of funds. Fleet Management reserves the right to add or delete items to this award throughout the term of this agreement.

All pricing for tires must be equal to, or lower than, the lowest priced tires in the State of Florida Alternate Contract Source (ACS) No. 25172500-19-ACS award or its successor. Pricing for tires will not be used as a basis of award.

TERM OF AGREEMENT
The term of this agreement is for one (1) year from the date of award with two (2) one year renewal options. Renewal options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions 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.

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

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

All pricing for tires must be equal to, or lower than, the lowest priced tires in the State of Florida Alternate Contract Source (ACS) No. 25172500-19-ACS award or its successor.

The State Tire Fee of $1.00 per tire is allowable under this solicitation and is included on the Bid Proposal Form for administrative purposes.

Bidders shall provide documentation on the Bid Proposal Form stating their Regular Hours and After Hours times, along with after-hours contact information. Fleet Management will reject bids stating after-hours services start before 5:00 p.m. local time or end after 8:00 a.m. local time on normal City of Jacksonville business days (Monday – Friday, excluding City observed holidays).

ESCALATION/DE-ESCALATION
All pricing submitted shall remain firm for the initial term period. Upon renewal, 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.

DELIVERY

Deliveries shall be made to: 2581 Commonwealth Avenue, Jacksonville, FL 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 and 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 the bid specifications. Pick up and returns will be made within forty-eight (48) hours of notification at no charge to the City or its agencies.

SUPPLIER ACCESSABILITY

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.

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" section of this solicitation.

INVOICING

Invoices will be issued once the supplies/services are delivered and or rendered to the City or its agencies. At a minimum, invoices must include: Purchase Order number, item number and description, date of shipment, quantity ordered and shipped, prices, unit of measure, and extended totals. Payment terms are Net 30 Days. All original invoices shall be submitted to: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, FL 32202, with a copy given to Fleet Management Division, 2581 Commonwealth Avenue, Jacksonville, FL 32254, at the time of delivery. **Vendors will provide a weekly summary as stated above**.

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. Additional insurance requirements are provided in the "Specifications" section of this solicitation.

SPECIFICATIONS

MEDIUM AND HEAVY TRUCK TIRES AND SERVICES

PRODUCTS/TIRES
All tires and any related parts or shop supplies used for the mounting and installation of any tire provided for this solicitation must be of new manufacture and meet or exceed OEM requirements with exact OEM interchange requiring no further modification or adapters. Any tires provided must not exceed the DOT date marked on the tire by more than four (4) years. Fleet Management will return, at the vendor's expense, any tire provided that exceeds this requirement.

VENDOR QUALIFICATION
For the purpose of this solicitation, all bidders must be an Authorized Dealer in Jacksonville, FL for the brand of tire they sell and service. Bidder must have at least one (1) service location inside the City limits, easily accessible to City vehicles at the time of bid submission. This location must be providing the services in this solicitation at the time of bid opening. An example of an acceptable location is a street front location on a major road.

Bidders must have a minimum of five (5) outfitted service trucks in Jacksonville, FL to provide road service and call out services at the time of bid opening.

By signing this bid solicitation, bidders submit that they meet the above criteria, and agree to have all of the necessary tools and equipment to perform the requested services. The Fleet Management Division reserves the right to inspect the facilities of any responsive bidder to verify that the vendor has the ability to perform the requested services and meet the City's requirements. Based on that inspection, the City reserves the right to reject the bid or rescind award to the bidder and award to the next lowest responsive conforming bidder.

Vendors bidding on this bid solicitation must:

- Be in business in Duval County at the time of bid submission and provide documentation substantiating compliance at the time of bid submission.
- Supply copies of industry certification.
- Provide proof of Garage Keepers Liability insurance at the time of bid submission, as required by the State of Florida, in addition to the insurance requirements attached to this solicitation. All coverage must remain in effect for the duration of the bid.

GENERAL
Vendors must notify Fleet Management immediately upon finding any potentially dangerous situations.

Throughout the term of this bid, the Fleet Management Division may require the addition of items or groups to the bid. At the time of addition, Fleet Management will solicit pricing from the awarded vendor and upon award of the additional items or groups, that pricing will remain firm for the term of the bid.

Each awarded vendor must provide a weekly summary of all invoicing (electronically) to the Fleet Management Financial Services Manager via e-mail. The summary will have the following items on it: service date, vendor # (provided), vendor name, invoice number, tag number, mileage, description of service (# of tires installed), unit price, and grand total. Fleet Management will provide the template to the awarded vendor (in Excel saved in CSV format). Any bidder that does not agree to provide this electronic file will have their bid rejected. **By signing this solicitation, the bidder agrees to provide this electronic file.**

The awarded bidder must follow all stipulations of the Waste Tire Program at all times.

SERVICE
Vendors will determine if the vehicle is in need of service prior to commencing any work. Service to the vehicle not within the service guidelines of this solicitation as set by the Fleet Management Division must be authorized by the appropriate Fleet Management Superintendent at (904) 255-7430 prior to commencement. Any work performed outside of

these guidelines without approval will not be the responsibility of Fleet Management and the vendor will not receive payment for such repairs.

The vendor will have a vehicle on site within one (1) hour for all road calls for Jacksonville Sheriff's Office (JSO) or Jacksonville Fire Rescue Department (JFRD).

Vehicle operators do not dictate the service to be provided. The operators will provide the vendor with their complaint (flat tire, vibration, tread depth too low, etc.) but the vendor is responsible for confirming the complaint and providing the appropriate tire service. If no services are deemed necessary, or if the vehicle has issues that are not tire related, the vendor shall refer the vehicle operator to the Fleet Management Division.

Vendors will provide a checklist of all work performed which will include the following information: make of vehicle, model, equipment number, time in, time out, mileage of vehicle, date of service, vendor location, and type of service performed.

Tires may be replaced **ONLY** if the tread depth of the tire is less than 5/32". The only exceptions to this rule are damaged fire apparatus tires. Damaged fire apparatus tires with sidewall cuts that penetrate the chord and/or with damage greater than 3/8" must be replaced.

Only the Fleet Management Division can authorize a change in tire size from the OEM on any vehicle.

All Regular Hour road service tire replacements for garbage packers will require the vendor to pick up the recap tire from the Sanitation yard located at 1050 Superior Street, Jacksonville, FL 32254 to replace any non-steer tire on the garbage packer. The vendor will keep recapped tires in stock in sizes 11R22.5 and 12R22.5, with the tread stated by Fleet Management, on hand for any after-hour garbage packer non-steer tire replacements.

The awarded vendor will provide a minimum of one (1) service truck to perform a yard service at the Sanitation yard each Wednesday. The truck must arrive by **8:00 a.m.** local time. The vendor's technician will be responsible for replacing the marked tires on all garbage packers in the yard that day with recapped tires provided by the City and on hand at the Sanitation yard. If the City cannot provide sufficient recapped tires that day, the vendor will provide the required recaps in the tread design specified by the City.

The technician will replace all tires marked that day. If the technician requires the assistance of another technician, the vendor will provide the additional technician to complete the services that day. It cannot be stressed enough the importance of the vendor replacing all of the marked tires on a Wednesday. This is the maintenance day for these trucks and will reduce the down time of the vehicles on service days. The vendor will charge Fleet Management a yard service charge and not individual service calls per vehicle. The yard service charge will list all vehicles serviced and the location of the tire on each vehicle. A City representative will sign the work order that day.

Drive Up Service and Road Call Service (per hour) will include removing the damaged tire from the vehicle, installing the valve stem in the new or repaired tire, mounting and balancing (if applicable) the new or repaired tire on the rim, and replacing the damaged tire with said new or repaired tire.

Vendor will provide documentation for Road Call Services performed stating the day/hour of service as well as the technician's name and contact information.

SALVAGE

All used tires are considered salvage and must be materially un-altered. The Fleet Management Division will handle removed tires in one of three ways at their discretion:

1. The awarded vendor will return all 11R and 12R tires with a visually undamaged casing (no major sidewall damage) to the Sanitation yard on a weekly basis.
2. Fleet Management will send the City's awarded scrap tire vendor to pick up tires on a weekly basis. The schedule will be mutually agreed upon by the scrap tire vendor, Fleet Management and the awarded vendor of this solicitation. Any tires with damage that are removed must have the damaged area circled in paint pen.

3. The awarded vendor will properly dispose of the City's scrap tires.

The Fleet Management Division will perform random tread depth checks on salvaged tires.

PERSONNEL

The successful bidder's personnel shall be certified and qualified to perform the services needed. If it deems necessary, the City of Jacksonville, Fleet Management Division reserves the right to inspect the vendor's personnel certification to assure that they are certified to perform the requested services.

REGULATORY

The vendor 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 laws and 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.

COMPLIANCE WITH SPECIFICATIONS

Vendors must comply 100% with the bid specifications when performing the requested services of this bid. Failure to do so will result in the cancellation of award and the contract being awarded to the next lowest bidder.

HOURS OF OPERATION

Fleet Management Facilities operate five (5) days a week with two (2) shifts. Furthermore, City equipment is subject to use in many types of emergencies. Bidders are to set forth hours and days of the week for which service is available. Additionally, the awarded bidder is required to provide names and telephone numbers of key personnel who may be available for off-hour services.

DECLARATION OF EMERGENCIES

During declaration of emergencies and Emergency Operations Center (EOC) activation, the Fleet Management Division is responsible for repairs not only to City owned vehicles but also to mutual aid respondents. The awarded vendor must keep an emergency plan for aid to the City of Jacksonville that would include pre-activation preparations and immediate post-declaration activities to include contact information for each period.

QUESTIONS

All questions must be addressed to the buyer named on this solicitation. Notice of any questions will be sent to all plan holders so everyone receives the same answers. Do not contact the Fleet Management Division with questions directly.

QWS3270X 5/20/2019 11:04 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 05/20/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 11:04 AM

FISCAL MO/YEAR : 08 2019 CURRENCY CODE :
INDEX CODE : AFFM511 FLEET MGMT - OPERATIONS
SUBOBJECT : 04602 SUBLET REPAIRS-MOTOR POOL ONLY
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	MAY 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	3,789,888.98	3,789,888.98
EXPENDITURES	266,633.96	2,722,458.37	2,722,458.37
ENCUMBRANCES	-252,302.05	783,081.26	783,081.26
PRE-ENCUMBRANCES	3,701.85	3,701.85	3,701.85
REMAINING BALANCE	-18,033.76	280,647.50	280,647.50

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

QWS3270X 5/20/2019 11:05 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 05/20/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 11:05 AM

FISCAL MO/YEAR : 08 2019 CURRENCY CODE :
INDEX CODE : AFFM511FS PARTS AND FUELING SVC-FLEET MGMT
SUBOBJECT : 05212 TIRES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	MAY 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	220,563.64	220,563.64
EXPENDITURES	10,950.00	218,295.71	218,295.71
ENCUMBRANCES	-10,950.00	27,994.16	27,994.16
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	-25,726.23	-25,726.23

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND