


CITY OF TARPON SPRINGS, FL


Procurement Services

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5615
Fax (727) 937-1766

MEMORANDUM

TO: Honorable Mayor and Board of Commissioners

THRU: Jay Jackus, CPPO, CPPB, Procurement Services Director 

FROM: Anthony McGee, CPPB, MBA, Senior Procurement Analyst 

DATE: October 27, 2020

SUBJECT: Increase File No. 200060-C-AM utilizing Hillsborough County Public Schools Contract ITB 19040 DST-VT Trucks, Buses, and Vehicle Parts (New and Rebuilt)

RECOMMENDATION:

Increase File No. 200060-C-AM utilizing Hillsborough County Public Schools Contract ITB 19040 DST-VT with Fleet Products for the purchase of parts for trucks and vehicles from an annual amount of \$24,000 to \$44,000.00 an increase of \$20,000.00 for Fleet Maintenance. Further, extend the contract through December 15, 2020.

BACKGROUND:

On August 2, 2019, the Hillsborough County Public Schools awarded the contract for Trucks, Buses and Vehicle Replacement Parts effective through August 1 2020. On January 16, 2020, File No. 200060-C-AM was administratively awarded. On June 17, 2020, Hillsborough County Public Schools extended the contract through October 20, 2020. On July 22, 2020 was administratively extended. On September 3, 2020 was administratively increased. On September 21, 2020 Hillsborough County Public Schools extended the contract through December 15, 2020.

The purpose of this contract is to purchase truck and vehicle parts for Fleet for inventory and on an as needed basis.

FUNDING: Funding will be identified as orders are placed.

Accepted by: _____
City Manager

Attest: _____
City Clerk



City of Tarpon Springs, Florida

Public Works Dept.
325 E. Pine Street
Tarpon Springs, FL 34689
(727) 942-5606

To: Jay Jackus, Procurement Services Director
From: Tom Funcheon, Public Works Director
Date: October 8, 2020
Regarding: Fleet Products

Recommendation:

Fleet Maintenance recommends an increase to file No. 200060-C—AM to fleet products utilizing Hillsborough County Public Schools contract ITB 19040 DST-VT for the purchase of parts for trucks and vehicles from an annual amount of \$24,000.00 to \$40,000 for fleet maintenance. Further, extend the contract through December 15, 2020.

Explanation:

Fleet Maintenance main source of replacement parts and inventory parts is Fleet Products. Fleet Products supplies multiple daily deliveries and contract pricing on multiple items to cover the vast needs of Fleet Maintenance for the cities equipment and vehicles. Fleet Products also provides parts for the fire apparatus used in the cities fleet. The need for specific parts related to repairs for front line equipment is unknown as would the cost of the parts. The increase from \$24,000.00 to \$40,000.00 would cover the costs for additional parts.

Rich Parkinson
Fleet Manager

School Board
Melissa Snively, Chair
Steve P. Cons III, Vice Chair
Lynn L. Gray
Stacy A. Hahn, Ph.D.
Karen Perez
Tamara P. Shamburger
Cindy Stuart



Hillsborough County
PUBLIC SCHOOLS
Preparing Students for Life

Superintendent of Schools
Addison G. Davis

BUSINESS SERVICES DIVISION
PROCUREMENT SERVICES
RENEWAL REQUEST FORM

September 21, 2020

Mr. John Williams
6510 Golden Groves Ln.
Tampa, FL 33610

via email: swilliams@fleetproductsfl.com

Reference: 19040-DST-VT Truck, Bus, & Vehicle Parts (New and Rebuilt)

Dear Mr. Williams:

Hillsborough County Public Schools ("HCPS" or the "District") is requesting an extension of the above-mentioned competitive solicitation through December 15, 2020 under the same prices, terms, conditions, and specifications governing the original contract, and any mutually-signed amendment.

The contractor certifies, by submission and signature on this renewal letter, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded from participation in this transaction per the provisions of § 287.133(2) (a) Florida Statute and pursuant to Executive Order 12549, Debarment and Suspension.

Pursuant to §§ 1012.465 and 1012.467, Florida Statutes, the "Jessica Lunsford Act," all contractors meeting any of the three (3) criteria: (i) be at school when students are present, or (ii) have direct contact with students, or (iii) have access to or control of school funds, must be Level II fingerprinted and Florida Department of Law Enforcement (FDLE)/Federal Bureau of Investigations (FBI) screened by HCPS' Professional Standards Department. The only applicable exception is the "six-foot fence" rule where the contractor will perform services, and always remain, in an area separated from students by a chain link fence that is at least six feet high. Those contractor employees must have the statewide JLA badge and the HCPS yellow badge to access HCPS sites. Site personnel will deny access to any contractor violating this requirement.

Please indicate your response to this Renewal Request Form and sign the appropriate line below and return this form, via fax, to (813) 272-4390 or via Email to lillian.garcia@sdhc.k12.fl.us within three (3) business days.

Any questions regarding this renewal request may be addressed by contacting the HCPS representative at the above Email address or by calling Procurement Services at (813) 272-4327. Thank you for your prompt attention to this request.

Sincerely,

Lillian Garcia

Digitally signed by Lillian Garcia
DN: cn=Lillian Garcia, o=Hillsborough
County Public Schools, ou=Procurement,
email=lilfargarcia@sdhc.k12.fl.us, c=US
Date: 2020.09.21 13:52:21 -0400

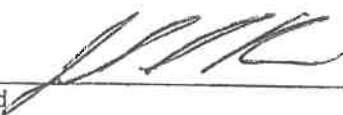
Lillian Garcia, Sr. Procurement Officer
Please indicate your option below:

I accept option to renew agreement as indicated above. If the Certificate of Insurance expired prior to this renewal, a current Certificate of Liability Insurance must be provided along with this response.

I reject the option to renew the agreement (as indicated on previous page). Note, requests for a price increase must be within the contracted guidelines and include supporting documents to justify the price increase. Supporting documents may include, without limitation, Producer Price Index information, CPI for Tampa/St. Petersburg, or letter from manufacturer/supplier.

My reasons are as follows:

Signed



John Stace Williams / President

Print Name/Title

9 / 22 / 2020

Date



CITY OF TARPON SPRINGS, FL
Procurement Services

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5615
Fax (727) 937-1766

TO: Jay Jackus, CPPO, CPPB, Procurement Services Director
FROM: Anthony McGee, CPPB, MBA, Senior Procurement Analyst
DATE: September 3, 2020
SUBJECT: Administrative Approval to Increase File No. 200060-C--AM utilizing Hillsborough County Public Schools Contract ITB 19040 DST-VT Trucks, Buses, and Vehicle Parts (New and Rebuilt)

RECOMMENDATION:

Increase File No. 200060-C--AM to Fleet Products utilizing Hillsborough County Public Schools Contract ITB 19040 DST-VT for the purchase of parts for trucks and vehicles from an annual amount of \$9,000 to \$24,000.00 an increase of \$15,000.00 for Fleet Maintenance.

BACKGROUND:

On August 2 2019, the Hillsborough County Public Schools awarded the contract for Trucks, Buses and Vehicle Replacement Parts effective through August 1 2020. On January 16, 2020, File No. 200060-C-AM was administratively awarded. On June 17, 2020, Hillsborough County Public Schools extended the contract through October 20, 2020. On July 22, 2020 was administratively extended.

The purpose of this contract is to purchase truck and vehicle parts for Fleet for inventory and on an as needed basis.

FUNDING: Funding will be identified as orders are placed.

Approved _____


Jay Jackus, CPPO, CPPB
Procurement Services Director

Date of Approval _____

9-3-2020



CITY OF TARPON SPRINGS, FL
Procurement Services

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5615
Fax (727) 937-1766

TO: Jay Jackus, CPPO, CPPB, Procurement Services Director
FROM: Anthony McGee, CPPB, MBA, Senior Procurement Analyst
DATE: July 22, 2020
SUBJECT: Administrative Approval to Extend File No. 200060-C--AM utilizing Hillsborough County Public Schools Contract ITB 19040 DST-VT Trucks, Buses, and Vehicle Parts (New and Rebuilt)

RECOMMENDATION:

Extend File No. 200060-C--AM to Fleet Products utilizing Hillsborough County Public Schools Contract ITB 19040 DST-VT for the purchase of parts for trucks and vehicles in an estimated annual amount of \$9,000 for the period August 1, 2020 through October 20, 2020 for Fleet Maintenance.

BACKGROUND:

On August 2 2019, the Hillsborough County Public Schools awarded the contract for Trucks, Buses and Vehicle Replacement Parts effective through August 1 2020. On January 16, 2020, File No. 200060-C-AM was administratively awarded. On June 17, 2020, Hillsborough County Public Schools extended the contract through October 20, 2020.

The purpose of this contract is to purchase truck and vehicle parts for Fleet for inventory and on an as needed basis.

FUNDING: Funding will be identified as orders are placed.

Approved _____


Jay Jackus, CPPO, CPPB
Procurement Services Director

Date of Approval _____

7-22-2020

School Board
Melissa Snively, Chair
Steve P. Cone III, Vice Chair
Lynn L. Gray
Stacy A. Hahn, Ph.D.
Karen Perez
Tamara P. Shamburger
Cindy Stuart



Hillsborough County
PUBLIC SCHOOLS
Preparing Students for Life

Superintendent of Schools
Addison Davis

Chief Finance Officer
Gretchen Saunders

General Manager, Procurement Services
Corey A. Murphy

**BUSINESS SERVICES DIVISION
PROCUREMENT SERVICES
RENEWAL REQUEST FORM**

June 17, 2020

Mr. John Williams
6510 Golden Groves Ln.
Tampa, FL 33610

via email: swilliams@fleetproductsfl.com

Reference: 19040-DST-VT Truck, Bus, & Vehicle Parts (New and Rebuilt)

Dear Mr. Williams:

Hillsborough County Public Schools ("HCPS" or the "District") is requesting an extension of the above-mentioned competitive solicitation through October 20, 2020 under the same prices, terms, conditions, and specifications governing the original contract, and any mutually-signed amendment.

The contractor certifies, by submission and signature on this renewal letter, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded from participation in this transaction per the provisions of § 287.133(2) (a) Florida Statute and pursuant to Executive Order 12549, Debarment and Suspension.

Pursuant to §§ 1012.465 and 1012.467, Florida Statutes, the "Jessica Lunsford Act," all contractors meeting any of the three (3) criteria: (i) be at school when students are present, or (ii) have direct contact with students, or (iii) have access to or control of school funds, must be Level II fingerprinted and Florida Department of Law Enforcement (FDLE)/Federal Bureau of Investigations (FBI) screened by HCPS' Professional Standards Department. The only applicable exception is the "six-foot fence" rule where the contractor will perform services, and always remain, in an area separated from students by a chain link fence that is at least six feet high. Those contractor employees must have the statewide JLA badge and the HCPS yellow badge to access HCPS sites. Site personnel will deny access to any contractor violating this requirement.

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Any questions regarding this renewal request may be addressed by contacting the HCPS representative at the above Email address or by calling Procurement Services at (813) 272-4327. Thank you for your prompt attention to this request.

Sincerely,

Lillian Garcia

Digitally signed by Lillian Garcia
DN: cn=Lillian Garcia, o=Hillsborough
County Public Schools,
ou=Procurement,
email=Lillian.garcia@sdhc.k12.fl.us,
c=US Date: 2020.06.17 10:41:52 -
0400

Lillian Garcia, Sr. Procurement Officer
Please indicate your option below:

X I accept option to renew agreement as indicated above. If the Certificate of Insurance expired prior to this renewal, a current Certificate of Liability Insurance must be provided along with this response.

I reject the option to renew the agreement (as indicated on previous page). Note, requests for a price increase must be within the contracted guidelines and include supporting documents to justify the price increase. Supporting documents may include, without limitation, Producer Price Index information, CPI for Tampa/St. Petersburg, or letter from manufacturer/supplier.

My reasons are as follows:


Signed

John Stace Williams / President

Print Name/Title

6 / 19 / 2020
Date



CITY OF TARPON SPRINGS, FL

Procurement Services

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5615
Fax (727) 937-1766

TO: Jay Jackus, CPPO, CPPB, Procurement Services Director
FROM: Anthony McGee, CPPB, MBA, Senior Procurement Analyst
DATE: January 16, 2020
SUBJECT: Administrative Approval to Award File No. 200060-C--AM utilizing Hillsborough County Public Schools Contract ITB 19040 DST-VT Trucks, Buses, and Vehicle Parts (New and Rebuilt)

RECOMMENDATION:

Award File No. 200060-C--AM to Fleet Products utilizing Hillsborough County Public Schools Contract ITB 19040 DST-VT for the purchase of parts for trucks and vehicles in an estimated annual amount of \$20,000 for the period January 16, 2020 through August 1, 2020 for Fleet Maintenance.

BACKGROUND:

The purpose of this contract is to purchase truck and vehicle parts for Fleet for inventory and on an as needed basis.

FUNDING: Funding will be identified as orders are placed.

Approved _____


Jay Jackus, CPPO, CPPB
Procurement Services Director

Date of Approval _____

1-16-20

School Board

Tamara P. Shamburger, Chair
Melissa Snively, Vice Chair
Steve P. Cona III
Lynn L. Gray
Stacy A. Hahn
Karen Perez
Cindy Stuart



Superintendent of Schools

Jeff Eakins

Deputy Superintendent, Instruction

Van Ayres

Deputy Superintendent, Operations

Christopher Farkas

Chief of Schools, Administration

Harrison Peters

Chief Business Officer

Gretchen Saunders

General Manager, Procurement Services

Corey A. Murphy

**BUSINESS SERVICES DIVISION
PROCUREMENT SERVICES**

May 13, 2019

Fleet Acquisitions DBA Fleet Products
Attn: John S. Williams
6510 Groves Lane
Tampa, FL 33610

RE: 19040-DST-VT Truck, Bus, & Vehicle Parts (New and Rebuilt)
Award date: August 2, 2019 through August 1, 2020

Dear Mr. Williams:

The School Board of Hillsborough County, Florida, meeting in official session on May 7, 2019, voted to award your company the above-referenced solicitation.

This is not an authorization to ship the referenced items or to perform referenced services. Prior to the provision of goods and services Hillsborough County Schools, as needed will issue a purchase order. This award is limited to the full item description, specifications, quantities, conditions, and instructions to bidders as contained in the solicitation, including, but not limited to, insurance requirements and compliance with the Jessica Lunsford Act (if applicable).

The tab sheet is available for review on www.myvendorlink.com.

Sincerely,

**Valorie
Thompson**

Valorie M. Thompson
Procurement Officer

Digitally signed by Valorie Thompson
DN: cn=Valorie Thompson, o=HCPS, ou,
email=valorie.thompson@sdhc.k12.fl.us
, c=US
Date: 2019.05.13.09:03:33 -04'00'