



MEMORANDUM

**Date:** June 14, 2018  
**To:** David Billingsley, CPSM, .C.P.M., Chief Procurement Officer  
Procurement and Contracts Division  
**From:** David L. Dunn, CFM, Division Manager  
Fleet & Facilities Management Division  
**Subject:** Fleet Asset Acquisition Requisitions

The purpose of this memorandum is to explain the unique circumstances associated with this request for the urgent need to acquire "**current on lot inventory**" of Fleet Assets. In an effort to meet our immediate need we reached out to all regional dealerships with an emphasis on our City Certified MBE Ford dealers. Note that there are no City Certified Dealers for other manufacturer's products.

The necessity to move forward with the replacement of these assets is based on the need to replace Fleet Assets not procured in the previous Fiscal Year and are still in need of replacement.

It is necessary to procure "**current on lot inventory**" from multiple dealers to meet this critical need. We cannot wait for the completion of manufacturing plant retooling and then bid/order new model year vehicles in the Fall of 2018 that require approximately one-hundred and twenty days to be manufactured and delivered.

**In the system please find the following:**

Alan Jay: forty-five fleet assets valued @ \$1,205,362.00 -- utilize NJPA contract  
Beck Auto: thirty fleet assets valued @ \$831,466.09 -- utilize City of Tallahassee contract  
Rush Truck: thirty-four fleet assets valued @ \$960,361.00  
Tropical Ford: fourteen fleet assets valued @ \$401,190.61

For a total of one hundred twenty-three fleet assets valued @ \$3,398,379.70

We made multiple requests and follow ups to Regional Fleet Sales Representatives of all M/WBE City-certified dealers as well as other dealers. Quotes were requested on any "**current on lot inventory**" regardless of color to include:

- Ford F150's 2wd or 4wd Super Cabs or Regular Cabs
- Ford Explorers
- Ford Escapes
- Ford Police Interceptors
- Full size Ford Transit Cargo Vans
- Toyota Camry Hybrids

**NOTE:** Do to the limited responses from our MBE Partners we undertook an extra effort specifically to address their opportunity for participation as described herein:

- I called called Tropical Ford 6/13/18, 11:15 AM, Owner was not available, I was transferred to Fleet Sales Rep. Shelly Silva, he asked for an updated e-mail list of desired products, I sent the list and received two e-mails back from him at 12:46 PM and 12:49 PM listing five Ford F150's, two Ford Transits, three Ford Escapes and three Ford Explorers available. I have the details and will include this purchase requisition in this effort.
- I called Hub City Ford 6/13/18, 11:30 AM, no answer, left detailed voicemail, no response yet.
- I called Prestige Ford 6/13/18, 11:45 AM, Owner was not available, transferred to Fleet Sales, no answer, left detailed voicemail, no response yet.
- I called Sun State Ford 6/13/18, 12:02 PM, Owner was not available, transferred to Fleet Sales, no answer, left detailed voicemail, no response yet.

**When Jonathan Ford had previously contacted:**

- Tropical Ford, he was awaiting a response (which is the data received and included in this purchase).
- Hub City Ford, no response yet.
- Prestige Ford, "No matching units available".
- Sun State Ford, no response yet.

As of 8:00 AM June 14, 2018 there has been no response from Hub City, Prestige or Sun State and given the critical need for these Fleet Assets, we must move forward with the approval request at the June 25, 2018 City Council Meeting .

I am asking for your support to move forward with this procurement. The proposal from Alan Jay references their National Joint Powers Alliance Contract. The proposal from Beck Auto references their City of Tallahassee Contract. Neither the Rush Truck or Tropical Ford proposals have a contract reference, but they have reduced prices from the base factory sticker.

Please support this request or advise if we must process it through other procurement means.

c.c.

Brian Battles, Deputy CFO  
Joseph Hinely, Assistant Division Manager  
Teddie McCorkle, Senior Contract Administrator

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