

**APPENDIX B - RESPONSE FORM**  
**116-16 JEA Fleet Services Light Duty Maintenance and Repair**

**RESPONDENT INFORMATION:**

RESPONDENT NAME: Dickinson Fleet Services LLC

BUSINESS ADDRESS: 5233 Commonwealth Avenue

CITY, STATE, ZIP CODE: Jacksonville, Florida, 32254

TELEPHONE: 904-781-2094

FAX: 904-781-1539

EMAIL OF CONTACT: swatson@dickinsonfleet.com

WEBSITE: www.dickinsonfleet.com

**1.4.1. QUOTATION OF RATES**

**Maximum score for criterion is: 50 Points**

Respondent shall provide a firm-fixed price quote for all Work in this ITN by completing the enclosed Appendix B Response Form and Appendix B Response Workbook. The prices shall include all profit, taxes, benefits, travel, consumables, and all other overhead items.

The amount shall be based on the lowest targeted operating budget to be used as a not-to-exceed amount. Upon award of the contract the respondent will not be allowed to exceed the not-to-exceed amount during any given year of the contract. If the respondent exceeds the not-to-exceed amount during any given year of the contract, the two percent (2%) Profit Margin and any Allowance incentive will be forfeited for the remainder of the year and service shall be performed at cost..

- Parts cost shall not be billed above retail price.
- Sublet vendor charges shall be billed at cost plus handling fees as noted in Appendix B Response Workbook.

Item No	Description of Services	Total Price
1	Total three (3) year cost for JEA Fleet Services Light Duty Maintenance and Repair	\$ 1,649,460.67
	Transfer Total from Appendix B-Response Workbook	

**1.4.2. PAST PERFORMANCE/RELEVANT EXPERIENCE**

**Maximum score for this criterion: 20 Points**

- This section will be measured in terms of Vendor's performance in fleet maintenance for other clients with the same size and scope as JEA as well as in terms of relevant experience of key personnel and their professional ability to execute this project. The two (2) Contract references provided in Section 1.2.1 Minimum Qualifications will be scored for points.
- Adequate staff certifications for those employees working on this contract should be provided to support this evaluation factor. **The Respondent shall include a job description or minimum job qualifications for All Service Technicians, Service Writer, and Shop Manager.**

**1.4.3. ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT SCOPE**

**Maximum score for this criterion: 25 Points**

The following areas will be evaluated and scored:

- Overall adequacy or resources and resource allocation
- Approach to providing specified services
- Quality service plan
- Preventative maintenance program

**1.4.4. COMPANY OFFICE PROXIMITY TO JEA**

**Maximum score for this criterion: 5 Points**

Provide the address of Company's Office that will perform the majority of the JEA contract work and its distance from JEA. JEA Headquarters located at 21 West Church St. JEA will use Google Maps to verify distance.

In order to receive points for this criterion, Company's office must be occupied and staffed with at least three (3) employees for a duration of six (6) months prior to the Response Due Date stated in this Solicitation. Additionally, the office shall not be used as a residential premises. If necessary, JEA will use zoning records and tax rolls to validate this criteria.

**The Respondent shall submit one (1) original response, three (3) duplicates (hardcopies), and one (1) CD. If there is a discrepancy between the electronic copy and hard copy, the hard copy will prevail. JEA will not accept responses transmitted via email.**

**Respondent's Certification**

By submitting this Response, the Respondent certifies (1) that the Respondent has read and reviewed all of the documents pertaining to this RFP and agrees to abide by the terms and conditions set forth therein, (2) that the person signing below is an authorized representative of the Respondent, and (3) that the Respondent is legally authorized to do business and maintains an active status, in the State of Florida. The Company certifies that its recent, current, and projected workload will not interfere with the Respondent's ability to Work in a professional, diligent and timely manner.

The Respondent certifies, under penalty of perjury, that it holds all licenses, permits, certifications, insurances, bonds, and other credentials required by law, contract or practice to perform the Work. The Respondent also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Respondent shall immediately notify JEA of status change.

We have received addenda 1 through 4

Richard E. Dickinson  
Signature of Authorize Officer of Respondent or Agent

Richard E. Dickinson  
Printed Name & Title Pres

Aug 15, 2016  
Date

904-813-5522  
Phone Number

## DICKINSON FLEET SERVICES DESCRIPTION OF QUALIFICATIONS

### 116-16 JEA Fleet Services Light Duty Maintenance and Repair

JOB TITLE	LAST, FIRST NAME	JOB EXPERIENCE/QUALIFICATIONS
Branch Manager	Watson, Steve	Over 40 Years in the Automotive Industry including owning my own Automotive Repair/Customizing business for over 20 years. Eight years managing the JEA contract. Reporting/Overseeing day to day operations. Developing & Reporting asset status daily. Maintain JEA Counter Log. PM tracking & scheduling. Maintain & send monthly reports to JEA. Daily A/R maintenance. TRAIT Certified with Dickinson Fleet. Florida State All Lines Insurance Certified. CPR Certified.
Service Manager	Brown, Charles	10 years Fleet Management, parts purchasing & mechanical maintenance. Eight years experience managing JEA's fleet assets. Over sees technicians productivity on a daily basis. BA in business management. ASE Certified Parts 1&2. Managed all temp & mechanical labor employees for ship repairs for 5 years at NAS Mayport.
Service Writer	Washington, Tremaine	10 Years Fleet Management with Tires Plus. Processes & enters all estimates & send them out for approval to JEA Coordinators. Dispatches road techs to all JEA break downs including after hours monitoring. Safety Representative for Dickinson Fleet Jacksonville location. OSHA Safety background and CPR certified.
Adm. Associate	Spell, Tameka	6 Years Automotive experience in Accounting/& Customer Service Relations. Enters all MAXIMO coding into JEA system.
Parts Associate	Callahan, Robert	8 Year in Parts Industry. Parts posting & supplying parts to 15 field & shop technicians. ASE Parts 1 & 2 Certified.
Mobile Tech	Browning, Steve	8 Years experience in Terex Ariel inspections/digger inspections/electrical & hydraulic. Welding Classification SMAW.
Mobile Tech	McQuaig, Joseph	15 Years Light/ Heavy Duty. ASE A5 & G1 Medium/heavy trucks brakes/ HVAC
Mobile Tech	Pittman, Adam	17 Years Light/ Heavy Duty. ASE Medium/heavy truck. Meritor brake certified.
Shop Tech	Buchanan, Jarrod	8 Years Light/ Heavy Duty. ASE Suspension A4, PMI, Brakes A5, Heavy Engine, G1 Auto Maintenance & Light Repair.
Shop Tech	Hutcherson, Jacob R	8 Years Light/ Heavy Duty/ Trailer. Heavy duty engine. Meritor break certified.
Shop Tech	Keller, Chris	37 Years Heavy Duty. Hydraulic & heavy duty certified. ASE Certified in TB Peventive Maintenance & Inspection.

Shop Tech	Moore, Lawrence	20 Years Heavy Duty. ASE Medium/Heavy Truck. Meritor break certified. NAVISTAR I-6 High Pressure Oil Pump Repair/I-6 Valve Adjustment & Inspection. National Five Star Gold Wheel Maintenance Achievement. Completed MACS - CFC-12/HFC-134A. ASE Certified in A7 HVAC & T4 Brakes.
Shop Tech	Moore, Richard	12 Years Heavy Duty. 4 Years Light Duty Repair Tech. NAVISTAR Master Tech - (diamond logic certified. Hunter Alignment Class. EPA Certified for freon recovery. Currently enrolled in Catapillar Training. ASE Certified A4, A5 & G1.
Shop Tech	Williams, Frank B	6 Years Light Duty. Suspension, brakes & PM Maintenance.
Shop Tech	Prescott, Marvin L	20 Years Light/Heavy/Crane Aerial. Aerial, ASE Suspension A4, PMI, Brakes A5 NAPPA Auto Tech Diagnostic Skills.
Mobile Tech	Castranova, Cody	8 Years Light/Heavy/ Heavy Equipment. ASE Medium/Heavy truck. Meritor Brake Certified.
Shop Tech	Forest, Kelly	29 Years - Ford Senior Master Tech. ASE Master TECH.
Shop Tech	Marlon, Jayrell	26 Years - Heavy Duty / Heavy Equipment. EXELIS Certified APS/5KU for Mechanical Background in Government Contracts.
Shop Tech	Tredway, Daniel L	20 Year - Heavy Duty / Light Duty. ASE A1R Engine Repair A2R Automatic Transmission/Transaxle A3R Manual Drive Train & Axels. Automatic Transmission/Transaxle Repair , A4R Suspension & Steering, A5R Brakes.



## 116-16 JEA Fleet Services Light Duty Maintenance and Repair

### Vendor List

1. Maudlin International - Programming Internationals and warranty issues
2. Progressive Power - Allison Transmissions repairs
3. Florida Powertrain - Rear End rebuilds and Transmissions
4. Coggin Davidson Ford -Warranty and parts
5. Thompson Repair -Welding and fabrication
6. Newman's Truck Body -Truck body repair
7. Larry's Trim -Seat and headliners
8. Tom Nehl Truck -Warranty
9. Futch's Tractor Depot - Equipment
10. Beards Equipment -Heavy Equipment
11. Ring Power - Heavy Equipment
12. Southern Crane - Wrecker Services
13. General Truck - Crane / Liftgate Warranty

Appendix B-Minimum Qualification Form  
116-16 JEA Fleet Services Light Duty Maintenance and Repair

GENERAL

THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED ON THIS FORM. IN ORDER TO BE CONSIDERED A QUALIFIED BIDDER BY JEA YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW, AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SOLICITATION.

THE RESPONDENT MUST COMPLETE THE RESPONSE INFORMATION SECTION BELOW AND PROVIDE ANY OTHER INFORMATION OR REFERENCE REQUESTED. THE RESPONDENT MUST ALSO PROVIDE ANY ATTACHMENTS REQUESTED WITH THIS MINIMUM QUALIFICATIONS FORM.

PLEASE SUBMIT THE ORIGINAL AND THREE (3) COPIES AND ONE (1) CD OF THIS FORM AND ANY REQUESTED ADDITIONAL DOCUMENTATION WITH THE RESPONSE SUBMISSION.

BIDDER INFORMATION

COMPANY NAME: Dickinson Fleet Services LLC

BUSINESS ADDRESS: 5233 Commonwealth Ave.

CITY, STATE, ZIP CODE: Jacksonville Fl. 32254

TELEPHONE: 904 - 771 - 2094

FAX: 904 - 771 - 7539

E-MAIL: swatson@DickinsonFleet.com

PRINT NAME OF AUTHORIZED REPRESENTATIVE: Richard F. Dickinson

SIGNATURE OF AUTHORIZED REPRESENTATIVE: Richard F. Dick

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE: President

MINIMUM QUALIFICATIONS FOR SUBMISSION

Respondent shall meet the following Minimum Qualifications to be considered eligible to submit a Response to this ITN. A Respondent not meeting all of the following criteria will have their Response rejected:

- The respondent shall provide two (2) contract references of similar scope to Appendix A Technical Specifications in which business was performed within the previous five (5) years as of the response due date.
  - The two (2) contract references must include a volume of at least 250 assets for each contract reference.

A Minimum Qualification Form, which is required to be submitted with the Response Form, is provided in Appendix B of this ITN.

Appendix B-Minimum Qualification Form  
116-16 JEA Fleet Services LIGHT Duty Maintenance and Repair

A Minimum Qualification Form, which is required to be submitted with the Response Form, is provided in Appendix B of this ITN.

**CUSTOMER REFERENCE 1**

Customer Reference Company Name: NESTLE

Customer Reference Contact Name MARK SHAGOURY – National Fleet Manager

Customer Reference Phone Number: 510-587-3737

Customer Reference E-Mail Address: MARK.SHAGOURY@US.NESTLE.COM

Customer Address of Work 5929 COLLEGE AVENUE, OAKLAND, CA

Number of Assets: 2000

Description of Contract: FLEET MANAGEMENT, MOBILE ON-SITE, CAPTIVE LOCATIONS, CALL CENTER SERVICES,

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**CUSTOMER REFERENCE 2**

Customer Reference Company Name: DHL

Customer Reference Contact Name: BETINA SMITH - Manager, Procurement Processes and Performance

Customer Reference Phone Number: 954.626.2281

Customer Reference E-Mail Address: BETINA.SMITH@DHL.COM

Customer Address of Work Deutsche Post DHL 1210 S. Pine Island Road, Plantation, FL 33324

Number of Assets: 2000

Description of Contract: FLEET MANAGEMENT, MOBILE ON-SITE, CAPTIVE LOCATIONS, CALL CENTER SERVICES,

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**August 16, 2016**

**Subject:** Solicitation for Participation in an Invitation to Negotiate JEA Fleet Service Medium Duty Maintenance and Repair- Solicitation number 116-16.

**DFS response to 1.4.3 Ability to Design an Approach a Work Plan to meet the Project Scope**

**Overall Adequacy or Resources and Resource Allocation-** DFS has all of the resources needed to handle the scope of work for the JEA Fleet. We currently operate one full service shop in Jacksonville, located off Commonwealth Wealth Avenue about 5 miles from the JEA Westside Offices. This has been our main shop in the Jacksonville market over the last 9+ years. Our 10 year lease is coming up on September 30<sup>th</sup> of 2016. Due to not knowing what will be awarded through the RFP's, we have negotiated a month to month extension of our shop after the initial 10 year term. We have also taken an active approach and have been touring multiple shops to potentially lease or purchase as we move forward. If DFS is awarded a significant portion of the RFP's by JEA, I wouldn't be opposed to signing an extension to our current lease or moving forward with purchasing a shop.



**Approach to Providing Specified Services-** Dickinson Fleet Services is the largest Managed Mobile On-Site Service Company in the Industry! Through 19 years of experience we have developed not only the knowledge, but the technology to provide a Managed Mobile On-Site PM Program without sacrificing Safety, Quality or Communication. Our goal is to perform 90% of JEA's PM's On-Site, reducing costs of transporting your fleet to and from a shop and more importantly, increasing your uptime. Along with performing scheduled PM's On-Site, we will be completing the majority of the PM Follow-Up Repairs On-Site.



Through experience, we have found that the average Mobile Service Technician can routinely service 50-55 trucks. Considering the low average mile per month usage of your fleet, and the number of units that park at each of your locations, we should be able to extend that ratio out to 75 trucks per tech. We currently have eight mobile trucks available that meet your standards. These trucks would be deployed full time to the JEA Fleet. This would cover most of the light duty and medium duty fleet needs.



The advantage of the DFS Managed Mobile On-Site Service is that we have the flexibility to add or remove trucks as the JEA fleet needs change!

**Quality Service Plan** -The JEA mobile operations will be managed by Steve Watson. Steve is the most knowledgeable person outside of JEA on your fleet. Combining Steve's eight years of experience with the TRAIT™ (Technology, Reporting, And Information. Tool.) we will provide Real-Time PM and PM Follow-up Reporting. Every PM will be completed on the T.R.A.I.T.™ providing a clean, and legible PM Inspection form that is processed and submitted electronically to the JEA Fleet Team. Through the camera function of our TRAIT™ we will take pictures of any failure items found during the PM. These pictures are uploaded to the PM Inspection Form that will be submitted to the JEA Fleet Team.

PREVENTIVE MAINTENANCE INSPECTION  
Truck PM

Vehicle No: 17488  
VIN No: 1D9HAR88127488  
Customer: WEST-225-COLORADO SPRINGS, CO 64  
Date: 3/29/2014 3:06 AM  
Mileage: 18761

Seq	Description	13/30	18/30	23/30	28/30
1	Review vehicle history, service bulletin and DVIRs.	OK	28		
2	Record vehicle information on the inspection form.	OK	29		
3	Down operation, floor mats, weather strips and weather stripping.	OK	30		
4	Seals *	OK	31		
5	Washer	OK	32		
6	Safety equipment, fire extinguisher and spare fuses (per guidelines)	OK	33		
7	Break warning buzzer and other warning devices *	OK	33		
8	Instruments, gauges, and warning buzzer.	OK	34		
9	Check water	NA	35		
10	Check engine operation	NA	35		
11	Check parking brake operation *	NA	36		
12	Parking brake safety *	NA	36		
13	Backup Camera *	NA	36		
14	Check/recharge, wiper/blade/plate	OK	37		
15	HVAC	OK	38		
16	Horn and signals *	OK	39		
17	Clubs and windshield wipers *	OK	40		
18	Accessories	OK	41		
19	Smoking policy	OK	42		
20	AIR BRAKES - Check for air pressure leaks *	OK	43		
21	AIR BRAKES - Test low air check valve *	OK	43		
22	AIR BRAKES - Test Double check valve and low air warning *	OK	44		
23	AIR BRAKES - Check Tractor Protection valve *	OK	45		
24	AIR BRAKES - Test air hold up time *	OK	46		
25	AIR BRAKES - Governor range * (in USR only) Out (USR only)	OK	47		
26	CHOCK INSTRUCTIONS	OK	48		
27	Light, and reflectors *	OK	49		
28	Glare shields, hoses, and electrical plug *	OK	50		
29	The inflation *	OK	51		
30	Right Side: 10L940 94040 93240 940 940	OK	52		
31	Left Side: 10L940 94040 93240 940 940	OK	53		
32	Right Side: 10L940 94040 93240 940 940	OK	54		
33	Left Side: 10L940 94040 93240 940 940	OK	55		
34	The probe, condition and seal depth *	OK	56		
35	Right Side: 10L940 94040 93240 940 940	OK	57		
36	Left Side: 10L940 94040 93240 940 940	OK	58		

PREVENTIVE MAINTENANCE INSPECTION  
Truck PM

Vehicle No: 17489  
VIN No: 1D9HAR88127489  
Customer: WEST-225-COLORADO SPRINGS, CO 64  
Date: 3/29/2014 3:06 AM  
Mileage: 18762

**Preventative Maintenance Program**- DFS will continue to track PM currency, and communicate to your coordinators when PM's are due. Normally we strive for 95% currency on PM's. Doing PM's on site will reduce down time, and improve PM currency.

1152008 DICKINSON FLEET MANAGEMENT  
PM SERVICE REMINDERS

CUSTOMER: Bob's Trucking - Pennsburg PHONE # [REDACTED]  
CUSTOMER # 14139 EMAIL: [REDACTED]  
CONTACT: [REDACTED] FAX: [REDACTED]  
[REDACTED] EMAIL: [REDACTED]  
[REDACTED] FAX: [REDACTED]

Cont No	Asset	Unit No	Vehicle	VIN	Year	Make/Model	Mod/Rate	Last PM Date	Last PM Mileage	Last PM Due Date
14136	Bob's Trucking - Pennsburg	22011	100941	584HF42R22034381	2002	Work Horse	FA2	10/22/07	147391	147391
14136	Bob's Trucking - Pennsburg	21421	101017	584HF42Y93220303	2001	Work Horse	FA2	10/26/07	205476	1752008
14136	Bob's Trucking - Pennsburg	24012	100944	1F0KES3L5H4H4895	2004	Ford	E350-Van	3/24/07	48015	12/22/08
14136	Bob's Trucking - Pennsburg	23023	100951	1F0KES3L5H4H1179	2003	Ford	E350-Van	10/24/07	112365	12/22/08
14136	Bob's Trucking - Pennsburg	20038	100950	584HF42Y51326195	2001	Work Horse	FA2	11/22/07	171471	2/12/08
14136	Bob's Trucking - Pennsburg	20012	100943	4UZANT2Y9CH08021	2000	Freightliner	ME5	11/22/07	160683	2/12/08
14136	Bob's Trucking - Pennsburg	23017	100946	1F0KES3L5H4H7619	2003	Ford	E350-Van	11/22/07	119114	12/22/08
14136	Bob's Trucking - Pennsburg	25011	100952	1F0KES3L5H4H1207	2005	Ford	E350-Van	11/22/07	79559	12/22/08
14136	Bob's Trucking - Pennsburg	20014	100952	1F0KES3L5H4H1004	2006	Ford	E350-Van	12/22/07	50967	12/22/08
14136	Bob's Trucking - Pennsburg	24013	100945	1F0KES3L5H4H4896	2004	Ford	E350-Van	12/21/07	103351	12/22/08

**Environmentally Responsible:**

- Customized Mobile Service Units – Each DFS Mobile Service Unit is custom built at our corporate office in Indianapolis Indiana. We now build each unit with a customized oil recovery system that when paired with a Quick Connect oil drain pan plug, will provide an On-Site PM Service where oil is completely contained.

**Dickinson Fleet Services  
Mobile Truck Tool Inventory**

Description	Qty
Fire Extinguisher	1
Triangle Reflectors	1
Tool Box 6 drawer	1
Oil Meter Gun	1
1" Impact Wrench	1
Battery Operated Grease Gun	1
First Aid Kit	1
Welder (Welder/Compressor/Generator)	1
Ladder	1
Oil Pan 44 qts w/wheels	1
22 Air/Hyd Floor Jack	1
20 Ton Jack stands	2
Vise mounted on bumper	1
Bolt Bin	4
Lock out/tag out	1
Eye Wash	1
OTC 418 Scanner	1
SAZ Solar Battery Tester	1
Jump Pack 12/24	1
Oil Filter extraction tool	1
Spill kit	1
Duck Pond (Oil Retention)	1
PPE kit	1
5th Wheel Tester	1
Refrigeration Coil Cleaner kit	1



- Smart-Way Certification - At Dickinson Fleet Services, we are already taking steps to monitor and reduce our transportation fuel usage. We understand that reducing carbon dioxide pollution protects the health and wellbeing of the communities in which we serve. By doing so, we are contributing toward creating a more sustainable environment and industry. In consuming less fuel, we're also able to help in strengthening our nation's independence and assist in cutting overall costs. DFS was the first Managed On-Site PM & Repair Company to become Smart-Way Certified.

For more information about Smart-Way Transport Partnership visit

[www.epa.gov/smartway](http://www.epa.gov/smartway)