SUBJECT: Oil Change and Lube Services for City Vehicles

BID #: SC-0348-21

OPEN DATE: 3/31/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of award with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group to the lowest responsive, responsible bidder(s)

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Team Car Care LLC dba Jiffy Lube and Take 5 Properties SPV LLC in the total amount of $150,000.00 as outlined below for the period ending April 21, 2022. Total revised expenditure amount is $440,000.00.

Groups 1 & 2 - Team Car Care LLC dba Jiffy Lube – increase by $50,000.00, not to exceed $195,000.00
Groups 3 & 4 - Take 5 Properties SPV LLC – increase by $100,000.00, not to exceed $245,000.00

Funding Source: 51101.114005.546010.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

Analyst: _____
Annette Burney

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Crisencio Tongol, Chief, Fleet Management Division

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(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: February 3, 2022

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management

From: Erik Preacher, Fleet Financial Services Manager

Re: Request increase award SC-0348-21 Oil Change and Lube Services for City Vehicles

Fleet Management is requesting approval to increase award by Group for Oil changes and lube services for city vehicles in the amount of $150,000.00. These funds are needed to continue service for the remainder of the award until renewal. Total revised estimated expenditure is $440,000.00.

Group 1 & 2: Team Car Care LLC dba Jiffy Lube not to exceed $195,000.00 (+ 50,000.00)

Group 3 & 4: Take 5 Properties SPV LLC not to exceed 245,000.00 (+ 100,000.00)

Funding Source: 51101.114005.546010.000000.00000000.00000.0000000

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

SUBJECT: Oil Change and Lube Services for City Vehicles

BID #: SC-0348-21

OPEN DATE: 3/31/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of award with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group to the lowest responsive, responsible bidder(s)

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Team Car Care LLC dba Jiffy Lube for Groups 1 & 2 and Take 5 Properties SPV LLC for Groups 3 & 4. Period of service is for one (1) year from date of award with two (2) one (1) year renewal options Total expenditure amount not to exceed $290,000.00.

Groups 1 & 2 - Team Car Care LLC dba Jiffy Lube - $145,000.00
Groups 3 & 4 - Take 5 Properties SPV LLC - $145,000.00

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

Analyst: Annette Burney

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Crisencio Tongol, Chief, Fleet Management Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 4/22/2021

Jerry R. Eibner

Linda Reed

OTHER:

ACTION OF AWARDING AUTHORITY DATE 4/26/2021

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION