SUBJECT: Oil Change and Lube Services of City Vehicles

BID #: SC-0353-18 **OPEN DATE:** 1/19/18

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

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award to Take 5 Oil Change, LLC by $25,000.00 for the period ending January 24, 2021. Total revised estimated annual expenditure amount is $155,000.00, for an expenditure amount not to exceed $435,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo and Previous Awards

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: December 1, 2020

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management

From: Erik Preacher, Fleet Financial Services Manager

Re: Recommendation to increase award SC-0353-18 Oil Change and Lube Services of City Vehicles

Fleet Management Division is requesting approval to increase award SC-0353-18 Oil Change and Lube Services of City Vehicles in the amount of $25,000.00. Funds are necessary to continue services through January 24, 2021. Period of service is January 25, 2020 through January 24, 2021. Total revised estimated expenditure is $155,000.00, for an expenditure amount not to exceed $435,000.00.

Funding Source: S1101.114005.546020.000000.00000000.00000.0000000

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

RE: SC-0353-18 Oil Changes

Preacher, Erik <ErikP@coj.net>
Tue 12/1/2020 9:08 AM
To: Kurtz, Sheryl <SKURTZ@coj.net>
25K

Erik Preacher
Fleet Administrator
City of Jacksonville
Fleet Management Division
erikp@coj.net
Phone: 904-255-7434
Cell: 904-759-1035

From: Kurtz, Sheryl <SKURTZ@coj.net>
Sent: Tuesday, December 1, 2020 8:42 AM
To: Preacher, Erik <ErikP@coj.net>
Subject: SC-0353-18 Oil Changes

Erik,

How much do you want me to increase this bid? The new bid is scheduled to advertise on 12/30.

Sheryl Kurtz
Equipment Procurement Coordinator
Fleet Management Division
904-255-7465

SUBJECT: Oil Change and Lube Services of City Vehicles

BID #: SC-0353-18 **OPEN DATE:** 1/19/18

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

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second and final renewal option with Take 5 Oil Change, LLC. Period of service is from January 25, 2020 through January 24, 2021. Total revised estimated annual expenditure amount is $130,000.00, for an expenditure amount not to exceed $410,000.00.

Funding Source: AFFM511-04602 – To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

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 3 MEMBERS DISAPPROVING Ø DATE: 1/16/20

OTHER:

ACTION OF AWARDING AUTHORITY DATE 1/16/20

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2019-02

SUBJECT: Oil Change and Lube Services of City Vehicles

BID #: SC-0353-18

OPEN DATE: 1/19/18

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

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to ratify the period of service from January 24, 2019 to date of award.

Recommend approval to utilize the first of two (2) renewal options with Take 5 Oil Change, LLC to include an 1.1% increase for Groups 1-4, Items 1 (Oil Change Conventional) & 2 (Oil Change Dexos). Period of service is from date of award through January 25, 2020. Total revised estimated annual expenditure amount is $130,000.00, for an expenditure amount not to exceed $280,000.00.

Funding Source: AFFM511-04602 – To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

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

MEMBERS DISAPPROVING

DATE:

OTHER:

ACTION OF AWARDING AUTHORITY

DATE 2/04/19

APPROVED

DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

SUBJECT: Oil Change and Lube Services of City Vehicles

BID #: SC-0353-18

OPEN DATE: 1/19/18

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

NUMBER OF BIDS INVITED: 10 NUMBER RECEIVED: 2 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Take 5 Oil Change, LLC by $20,000.00 for the period ending January 24, 2019. Total revised estimated expenditure amount not to exceed $150,000.00.

Funding Source: AFFM511-04602 – To be encumbered by purchase order

Attachments: Recommendation Memo and Previous Award

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 Ø DATE: 1/10/19

Teresa R Eichner

OTHER:

ACTION OF AWARDING AUTHORITY

DATE 1/10/19

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

SUBJECT: Oil Change and Lube Services of City Vehicles

BID #: SC-0353-18

OPEN DATE: 1/19/18

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

NUMBER OF BIDS INVITED: 16 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend the award with Take 5 Oil Change, LLC to add the services listed below, increasing the estimated annual expenditure by $10,000.00. Total revised estimated expenditure amount not to exceed $130,000.00.

- Full Synthetic Oil Change @ $54.99 (6 Quarts)
- Additional Quarts @ $6.99 each

Funding Source: AFFM511-04602 – To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Quote, Terms and Conditions and Previous Award

Analyst: Annette Burney

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: C. J. Thompson, Chief, Fleet Management Division

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 3/15/18

OTHER:

ACTION OF AWARDING AUTHORITY

DATE 3/15/18

APPROVED

DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E
Chief A
For Mayor
Under
Execut

SUBJECT: Oil Change and Lube Services of City Vehicles

BID #: SC-0353-18

OPEN DATE: 1/18/18

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

NUMBER OF BIDS INVITED: 10 NUMBER RECEIVED: 2 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, Take 5 Oil Change, Inc. to provide oil change and lube services for City vehicles. Total expenditure amount not to exceed $120,000.00.

Funding Source: AFFM511-04602 – 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: C. J. Thompson, 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: 1-25-18

OTHER:

ACTION OF AWARDING AUTHORITY

MR APPROVED _____ DISAPPROVED DATE 1/25/18

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mouse
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05