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

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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 20, 2018

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management Division

From: Erik Preacher, Fleet Financial Services Manager

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

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Fleet Management Division is requesting approval to increase in SC-0353-18 Oil Change and Lube Services of City Vehicles in the amount of $20,000.00. Total expenditure amount not to exceed is $150,000.00.

AFFM511-04602 will be utilized for the purchases.

2581 Commonwealth Ave. Jacksonville, FL 32254 Phone: 904.255-7409 Fax: 904.381.4607 www.coj.net

Kurtz, Sheryl

From: Preacher, Erik
Sent: Thursday, December 13, 2018 4:00 PM
To: Kurtz, Sheryl
Subject: MB8a04416

Please request an increase to this award in the amount of $20,000. Thank you.

Erik Preacher
Fleet Administrator
City of Jacksonville
Fleet Management Division
2581 Commonwealth Ave
Jacksonville, FL 32254
Phone: 904-255-7434
Cell: 904-759-1035
Fax: 904-387-8904

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 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

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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: 3/15/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 3/15/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

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 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

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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: 1-25-18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 1/29/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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