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 first of two (2) renewal options with Take 5 Oil Change, LLC. Period of service is from January 29, 2019 through January 28, 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:** for 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: January 30, 2019

To: Gregory Pease, Chief of Procurement Division

Thru: Eris Tongol, Chief of Fleet Management

From: Erik Preacher, Fleet Financial Services Manager

Re: Recommendation of Approval of First (1st) Renewal for SC-0353-18 Oil Change and Lube Services of City Vehicles

Fleet Management Division is requesting approval to utilize First (1st) renewal option for SC-0353-18 Oil Change and Lube Services of City Vehicles. Period of Service is January 29, 2019 through January 28, 2020, with one remaining renewal option.

Total estimated expenditure no to exceed $130,000.00. Total not to exceed amount $260,000.00.
180,000.00

Funding Source: AFFM511-04602 to be encumbered by purchase order

2881 Commonwealth Ave. Jacksonville FL 32254 Phone: 904.255-7499 Fax: 904.381.4607 www.coj.net

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 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

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 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

Teresa R Eckman 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 1/25/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

QWS3270X 2/1/2019 8:12 AM

FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 02/01/2019

LINK TO: ACCOUNT SUMMARY INQUIRY 8:12 AM

FISCAL MO/YEAR : 04 2019 CURRENCY CODE :

INDEX CODE : AFFM511 FLEET MGMT - OPERATIONS

SUBOBJECT : 04602 SUBLET REPAIRS-MOTOR POOL ONLY

PROJECT :

PROJECT DETAIL :

GRANT :

GRANT DETAIL :

USER CODE :

S	JAN 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	3,374,368.00	3,374,368.00
EXPENDITURES	563,450.27	1,394,232.30	1,394,232.30
ENCUMBRANCES	-491,939.85	1,427,720.78	1,427,720.78
PRE-ENCUMBRANCES	3,594.32	17,194.32	17,194.32
REMAINING BALANCE	-75,104.74	535,220.60	535,220.60

F1-HELP F2-SELECT F4-PRIOR F5-NEXT

F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND