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 extend the award with Take 5 Oil Change, LLC for one (1) month from January 24, 2021 to February 24, 2021, and to increase the award by $25,000.00. Total revised estimated annual expenditure amount is $180,000.00, for an expenditure amount not to exceed $460,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000 – 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 _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FINANCE AND ADMINSTRATION DEPARTMENT

FLEET MANAGEMENT DIVISION

Jacksonville

Where Florida Begins.

Date: January 7, 2021

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management

From: Erik Preacher, Fleet Financial Services Manager

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

Fleet Management is requesting approval to extend award SC-0353-18 with Take 5 for 30 Days January 24, 2021 through February 24, 2021 to allow time to award new bid.

Fleet Management is requesting approval to increase award with Take 5 by $25,000.00. Total revised estimated expenditure is $180,000.00, for an expenditure amount not to exceed $460,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000

2581 Commonwealth Ave. Jacksonville, FL 32254 Phone: 904.255-7499 Fax: 904 381.4607 www.coj.net

RE: <External> Fw: SC-0353-18 Oil Change and Lube Services of City Vehicles

Diana Trinh <diana.trinh@take5oilchange.com>
Wed 1/6/2021 3:22 PM

To: Kurtz, Sheryl <SKURTZ@coj.net>
Cc: Salena Barone Marz <Salena.Baronemarz@drivenbrands.com>

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi Sheryl,

Approved for the extension here.

Thanks,
Diana

Diana Trinh
Manager – Take 5 Fleet Operations
*Driven***Fleet**

From: Salena Barone Marz
Sent: Wednesday, January 6, 2021 2:59 PM
To: Diana Trinh <diana.trinh@take5oilchange.com>
Subject: FW: <External> Fw: SC-0353-18 Oil Change and Lube Services of City Vehicles

Hello,

Just saw this☺ This will fall under small business now.

Thank You,
Salena Barone Marz
VP Fleet Sales
M - (803) 504-0096
440 South Church St. Ste. 700
Charlotte, NC 28202

DrivenBrands
DREAM BIG WORK HARD.

•Maaco • Meineke • Fix USA
• CARSTAR • Take 5

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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE. 12/10/2020

OTHER.

ACTION OF AWARDING AUTHORITY DATE 12/17/20

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 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

(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

MR APPROVED BH 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

APPROVED

DATE 2/04/19

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 Bilney

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Crisencio Tonnol, 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

APPROVED DISAPPROVED DATE 1/10/19

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 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 @ $8.99 each

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

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

Analyst: Arnette Burney

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: C. J. Thomason, 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: 3/15/18

OTHER:

ACTION OF AWARDING AUTHORITY

APPROVED DISAPPROVED DATE 3/15/18

OTHER

SIGNATURE OF AUTHENTICATION

Sam E
Chief A
Fort-Mayor
Under
Execut

SUBJECT: Oil Change and Lube Services of City Vehicles

BID #: SC-0351-18

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: APFM511-04002 – 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

MK APPROVED DISAPPROVED DATE 1/25/18

OTHER

SIGNATURE OF AUTHENTICATION

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