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SUBJECT: OIL CHANGE & LUBE OF CITY VEHICLES

BID #: SC-0371-24 **OPEN DATE:** 4/24/2024

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF 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 of award to the lowest responsive, responsible, and sole bidder, Take 5 Properties SPV, LLC for all four groups. Period of service is one (1) year from date of award with two (2) one (1) year renewal options. Total estimated annual expenditure amount not-to-exceed $440,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms & Conditions, Specifications

Analyst: _____
Corey Sidlo

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, 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: April 30, 2024

To: Dustin Freeman, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management Division

From: Erik Preacher, Fleet Financial Services Manager

Re: Recommendation of Award for SC-0371-24 Oil Change and Lube Services for City Vehicles

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Fleet Management Division is requesting approval of Award for SC-0371-24 Oil Change and Lube Services for City Vehicles by Groups to the lowest responsive, responsible supplier, Take 5 Properties SPV LLC.
Period of Service is One year from Date of Award, with two(2) one (1) year renewal options. Estimated amount of annual expenditure is $440,000.00.

Funding Source: 51101-114005.546020.000000.00000000.00000.0000000 to be encumbered by purchase order.

BID TABULATION

Title:	Oil Change & Lube of City Vehicles		DUVAL FORD		Take 5 Oil Change	
Bid No.:	SC-0371-24					
Close Date:	4/24/2024					
Analyst:	COREY SIDLO					
No. Invited:	(16) **No. Received:** (2) **Other:** (0)					
Recorded By:	Melissa Pierce **Annouced by:** Michelle Spitler					
Item #	**Description**	**Est. Quantity**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**
Group 1: Northeast Quadrant						
1	Oil Change Conventional	100 ea			$34.00	$3,400.00
2	Oil Change Dexos	1,300 ea			$61.00	$79,300.00
3	Drain Plug	3 ea			$0.00	$0.00
4	Brake Fluid per Quart	3 ea			$0.00	$0.00
5	Antifreeze per Quart	3 ea			$0.00	$0.00
6	Conventional Oil per Quart	50 ea			$4.00	$200.00
7	Dexos per Quart	1,500 ea			$6.00	$9,000.00
8	Full Synthetic Oil Change	225 ea			$58.00	$13,050.00
9	Full Synthetic oil per quart	1,000 ea			$5.00	$5,000.00
10	Diesel Oil Change	30 ea			$67.00	$2,010.00
11	Diesel Oil per Quart	50 qt			$6.00	$300.00
Group 1 Total Bid (Items 1 - 11):			**NO BID**		**$107,260.00**	
Item #	**Description**	**Est. Quantity**	**Unit Price**	**Extended Price**	**Extended Price**	**Unit Price**
Group 2: Southeast Quadrant						
1	Oil Change Conventional	100 ea			$34.00	$3,400.00
2	Oil Change Dexos	1,300 ea			$61.00	$79,300.00
3	Drain Plug	3 ea			$0.00	$0.00
4	Brake Fluid per Quart	3 ea			$0.00	$0.00
5	Antifreeze per Quart	3 ea			$0.00	$0.00
6	Conventional Oil per Quart	50 ea			$4.00	$200.00
7	Dexos per Quart	1,500 ea			$6.00	$9,000.00
8	Full Synthetic Oil Change	225 ea			$58.00	$13,050.00
9	Full Synthetic oil per quart	1,000 ea			$5.00	$6,000.00
10	Diesel Oil Change	30 ea			$67.00	$2,010.00
11	Diesel Oil per Quart	50 qt			$6.00	$300.00
Group 2 Total Bid (Items 1 - 11):			**NO BID**		**$107,260.00**	

Item #	Description	Est. Quantity	Unit Price	Extended Price	Extended Price	Unit Price
Group 3: Northwest Quadrant						
1	Oil Change Conventional	100 ea			$34.00	$3,400.00
2	Oil Change Dexos	1,300 ea			$61.00	$79,300.00
3	Drain Plug	3 ea			$0.00	$0.00
4	Brake Fluid per Quart	3 ea			$0.00	$0.00
5	Antifreeze per Quart	3 ea			$0.00	$0.00
6	Conventional Oil per Quart	50 ea			$4.00	$200.00
7	Dexos per Quart	1,500 ea			$6.00	$9,000.00
8	Full Synthetic Oil Change	225 ea			$58.00	$13,050.00
9	Full Synthetic oil per quart	1,000 ea			$5.00	$6,000.00
10	Diesel Oil Change	30 ea			$67.00	$2,010.00
11	Diesel Oil per Quart	50 qt			$6.00	$300.00
Group 3 Total Bid (Items 1 - 11):			**NO BID**		**$107,260.00**	

Item #	Description	Est. Quantity	Unit Price	Extended Price	Extended Price	Unit Price
Group 4: Southwest Quadrant						
1	Oil Change Conventional	100 ea	$74.95	$7,495.00	$34.00	$3,400.00
2	Oil Change Dexos	1,300 ea	$89.95	$116,935.00	$61.00	$79,300.00
3	Drain Plug	3 ea	$9.00	$27.00	$0.00	$0.00
4	Brake Fluid per Quart	3 ea	$16.53	$49.59	$0.00	$0.00
5	Antifreeze per Quart	3 ea	$5.00	$15.00	$0.00	$0.00
6	Conventional Oil per Quart	50 ea	$4.35	$217.50	$4.00	$200.00
7	Dexos per Quart	1,500 ea	$7.05	$10,575.00	$6.00	$9,000.00
8	Full Synthetic Oil Change	225 ea	$104.95	$23,613.75	$58.00	$13,050.00
9	Full Synthetic oil per quart	1,000 ea	$7.05	$7,050.00	$5.00	$6,000.00
10	Diesel Oil Change	30 ea	$134.95	$4,048.50	$67.00	$2,010.00
11	Diesel Oil per Quart	50 qt	$4.95	$247.50	$6.00	$300.00
Group 4 Total Bid (Items 1 - 11):			**$170,273.80**		**$107,260.00**	

Terms:	0%	0%
Delivery:	30 DAYS	45 DAYS
Signed Bid Form:	YES	YES
Bid Proposal Form:	YES	YES
Conflict of Interest Certificate:	YES	YES
Addendum: (0)	N/A	N/A

TERMS AND CONDITIONS
OIL CHANGE AND LUBE OF CITY VEHICLES

1. SCOPE

The Fleet Management Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these items and to obtain pricing commitments for Oil Change and Lube of City Vehicles as listed in the attached specifications.

2. AWARD

Award will be by GROUP to the lowest responsive, responsible bidder(s). To be eligible for an award of groups 1-4, the vendor must have a minimum of two (2) properly licensed and zoned, permanent Oil and Lube facilities located within the quadrant for their group as defined herein. A bidder can win more than one (1) group. Bidders must bid on all items in a group to be considered for award of that group. ALL awards are subject to the availability of funds.

As per Section 126.114 of the City of Jacksonville Ordinance Code, preference will be given to a responsive and responsible vendor offering American manufactured, assembled, or produced goods, and who is within 5% of the lowest responsive and responsible bidder. To receive this preference, the bidder must complete the attached Buy American Preference Compliance Certificate and attach supporting documentation and/or evidence attesting that at least 51% offered in the bid response is manufactured, assembled, or produced in the United States.

- Bidder is not required to submit for the Buy American Preference. Bidders may quote items less than 51% American made but will not be eligible for the preference.
- Restrictions and exemptions may apply. Please refer to Section 126.114 for specifics.

3. TERM OF AGREEMENT

The term of this agreement is One Year from Date of Award, with two (2) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

4. MINIMUM REQUIREMENTS

Bidders should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

a. Vendor shall provide proof of applicable local business license.

5. PRE-BID CONFERENCE

There in not a pre-bid meeting scheduled for this bid.

6. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

TERMS AND CONDITIONS Cont.

7. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period. The City reserves the right to add or delete items during the contract period. The City will order on an as needed basis.

8. DELIVERY

A packing list shall accompany all shipments, which shall indicate, at a minimum, the following; purchase order number, item number and description, date of shipment, quantity ordered, and shipped, unit price, and unit of measure.

9. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

10. PRICES

All unit prices shall include **parts, supplies, labor, freight, delivery, and handling charges** to the delivery location as outlined in the bid documents.

11. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

12. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

TERMS AND CONDITIONS Cont.

14. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. Bid number should be listed on certificate.

15. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

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SPECIFICATIONS

1. VEHICLES

Vehicles requiring service under this agreement will include but are not limited to:

a. Automobile/SUV/Crossover, front wheel drive, rear wheel drive, and all-wheel drive
b. Trucks up to 12,500 GVWR
c. 4x4 Units up to 10,000 GVWR
d. Vision Vans, display vans and cargo vans up to 12,500 GVWR.
e. Portable generators mounted on City-Owned equipment.
f. Gasoline and diesel powered vehicles

2. MINIMUM REQUIREMENTS FOR MATERIALS

Each bid must provide detailed specifications of all materials furnished to include brand of oil and proof of meeting minimum specifications. The following are the minimum requirements. Of materials to be furnished under this bid proposal:

a. Engine Oil for all Gasoline Powered Vehicles – The vendor will provide the manufacturer's recommended oil viscosity. All oil must meet API classification service categories SP.
b. Engine Oil for Diesel Powered Vehicles – The vendor will provide the manufacturer's recommended oil viscosity. All oils must meet API classification service categories. CK-4.
c. Grease: Chassis Lube, NLGI#2
d. Automatic Transmission Fluid: For all vehicles, the vendor will provide a compatible fluid that meets the manufacturer's recommendations.
e. Differential Gear Lube: GL-5 SAE80W90 – Must meet API service classification GL-5
f. Anti-Freeze: For all Vehicles, the vendor will provide the manufacturer's recommended fluid.
g. Manual Transmission Fluid: For all vehicles, the vendor will provide a compatible fluid that meets the manufacturer's recommendations.
h. Battery: Distilled water, no exceptions
i. Brake Fluid: DOT3 – Must meet FED STD 116, VVBG680B, SAEJ1703 in compliance with Ford, GM and Chrysler requirements or fluid matching the manufacturer's requirements.
j. Power Steering Fluid: To meet OEM specifications.
k. Windshield Washer Fluid: To Meet OEM specifications.
l. Oil Filters: To meet OEM specifications including capacity.

3. **SERVICE**

All bidders must price the oil change defined below for each quadrant where unit price is requested. The bid proposal form allows for one (1) price for a synthetic blend oil change meeting these specifications, one (1) price for conventional oil change meeting this specification, one (1) price for full synthetic oil change, and one (1) price for diesel oil change meeting this specification. **All bid prices must include all time, labor and Materials to perform the following:**

a. Change oil and refill up to six (6) quarts (included in price)
b. Change oil filter and write the date of the service on the filter.
c. Complete chassis lubrication of vehicles.
d. Check all fluid levels and, if necessary, top off the transmission fluid, anti-freeze/coolant, power steering fluid, differentials, battery water, brake fluid and windshield washer fluid.
e. Lubricate hinges and door holders.
f. Check all lights(non-emergency lighting) and turn signals.
g. Check all belts, hoses and wiper blades.
h. Check air pressure and condition of tires.
i. Visually check the exhaust system.
j. Visually check for oil and fluid leaks.
k. Test horn
l. Install lube record

4. **ADDITIONAL ITEMS**

Fleet Management is aware that in some special cases, when fluids are checked during an oil change, that more than one quart of that fluid must be added to bring that fluid up to appropriate levels. Fleet Management, also, recognizes that this case is the exception ratherthan the norm. Pricing for these individual fluids is on the bid proposal form to be fair to all vendors in situations such as these. These charges are only for occasions where more than one quart is used to top off any fluid.

The purpose of the oil per quart prices requested, in addition to the explanation above, will be the added amount for any oil changes over the 6 quarts required in the bid price.

Provide one (1) price for each of the additional items as stated on the bid proposal form for each quadrant. This pricing will apply to all vehicles receiving these additional items.

Any vendor who is found charging the City for extra quantities of these fluids that are not needed, will be in violation of the terms of this contract and may result in rescission of award.

5.**DEFINITION OF QUADRANTS**

a. Northeast Quadrant: All areas on the North side of Beach Blvd and East of the St. Johns River.
b. Southeast Quadrant: All Areas on the South side of Beach Blvd and East of the St. Johns River.
c. Northwest Quadrant: All areas North of I-10 and West of the St. Johns River.
d. Southwest Quadrant: All areas south of I-10 and West of the St. Johns River.

All bidders must have at a minimum two (2) locations in each quadrant they bid on.

6. **ADDITIONAL SPECIFICATIONS**

a. **Emergency response vehicles (JSO, JFRD) must be put at the front of the line upon arrival and serviced immediately. Any awarded vendor found out of compliance with this specification will have the award rescinded.**

b. All shields, skid plates, clips, push pins, bolts, nuts and any other vehicle part, hardware, or apparatus removed from a vehicle to perform the service must be reinstalled exactly the way it was installed when it came in for service. Any costs incurred by Fleet Management for these items not being installed or installed incorrectly will be billed to the awarded vendor via invoice and due within 30 days. Fleet Management will consult the awarded vendor when this happens and provide pictures, but Fleet Management will make the final decision if reimbursement is needed.

b. No work may be performed except as specifically outlined in the bid specifications.

c. Vendor must make a checklist of all work performed which includes the following information.

1. Make of Vehicles
2. Vehicle Model
3. VIN Number
4. Tag Number
5. Fleet Management Unit Number
6. Time in and time out
7. Mileage of Vehicle
8. % of Oil Life left at arrival
9. Date of Service
10. Location of Service Vendor

d. The vendor must certify on this checklist that all work required by this solicitation has been performed by signing the checklist and providing a copy to the operator. The operator will certify that the work was actually performed by signing the checklist. A copy of the checklist must be furnished to Fleet Management with the invoice.

e. 2005 and Earlier Chevrolet Vehicles: Before service is initiated, the vendor will check to ensure that the unit is in need of service. Each vehicle is equipped with a window sticker lube record of .0 the last oil change. The vehicle may only receive an oil change if the vehicle is within 500 miles of the required 4500-mile oil change. The operator must be informed immediately and the vendor is not to perform the service if the vehicle is not within that 500-mile window.

f. 2006 and Later Model Vehicle: Before service is initiated, the vendor will check to ensure that the unit is in need of service. Each vehicle is equipped with a Driver's Information Center. Using the vehicle Information button, the vendor will verify that the engine oil life is 20% or less. If the engine oil life is over 20%, the vendor is to turn the vehicle away. Operators have been made aware of this policy. **The vendor will include the oil life Percentage at arrival on all invoices and checklists.**

g. All Red Chevrolet Rescues will receive a full-synthetic oil change with the oil viscosity listed on the oil fill cap.

h. The Fleet Management Division will be notified immediately of any potentiallydangerous situation.

i. The Fleet Management Division or any independent agency reserves the right to inspec the work performed at any time including during the service. Fleet Management will also have test cars go thru at varying intervals to ensure that the specifications are being followed. Any deviation from the bid specifications will be grounds for immediate cancellation of the contract. In addition, the vendor will be held legally responsible for any claims resulting from this deviation.

j. The vendor will replace oil drain plugs as needed and return the original plug to the operator. The vendor will assume responsibility for any claims resulting from the improper installation of the drain plug.

k. The vendor will provide fluid refills up to one (1) quart for all fluids including oil at no charge for three (3) months or 3,000 miles. This will be on a drive-up basis. Refusal will result in rescission of award. All fluids used to top off levels must be the actual fluid or the required use. (i.e. antifreeze not water, windshield washer fluid not water).

l. Any items in need of repair or replacement identified during the performance of the services outlined above shall be so noted on the checklist.
m. City of Jacksonville, vehicle operators are not authorized to approve any additional items over the standard oil change

7.**INVOICING**

Each week the awarded vendor will submit an electronic spreadsheet (format provided by COJ Fleet) for that Week's services. **The spreadsheet is due by the Monday following the services.** In addition to this Spreadsheet, the vendor will, also, forward electronic copies of the signed invoices with this weekly Spreadsheet.

8.**REGULATORY**

a. The vendor must make sure that all employees follow OSHA regulations at all times. It is reasonably expecte that all vendors bidding on services with the City of Jacksonville follow all federal, state and local regulations as they pertain to their industry.
b. If it deems necessary, the City of Jacksonville, Fleet Management Division reserves the right to inspect the vendor, their facilities, and personnel at any time to ensure that regulations are being followed.
c. Vendors must maintain all permits required to operate this industry for the term of the agreement without any gaps in possession of those permits.

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