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 _____ 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: February 27, 2018

03/01/18 10:53:40
Procurement Division

To: Gregory Pease, Chief of Procurement Division

Thru: C.J. Thompson, Chief of Fleet Management Division

From: Erik Preacher, Fleet Financial Services Manager

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

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Fleet Management is requesting approval to add the following items to the current bid. Per the Terms and conditions, the City of Jacksonville reserves the right to add or delete items as necessary during the contract period. Period of service is one year from date of award, with two (2) one (1) year renewal options. Estimated amount of annual expenditure will increase $10,000.00 to cover these items. Total expenditure amount not to exceed $130,000.00.

(1) Full Synthetic Oil Change @ $54.99(6 Qt)
(2) Each additional quart @ $6.99 each

AFFM511-04602 will be utilized for these purchases.

Kurtz, Sheryl

From: Preacher, Erik
Sent: Monday, February 26, 2018 3:11 PM
To: Kurtz, Sheryl; Hylazewski, David
Subject: FW: Addition

Can we use the below e-mail to add a full synthetic oil change to the bid for Rescue units only?

David, how many times is the average rescue getting oil changes annually?

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

From: Bo Durkop [mailto:Bo.Durkop@drivenbrands.com]
Sent: Wednesday, February 21, 2018 2:52 PM
To: Preacher, Erik
Subject: RE: Addition

Hi Erik,

Hope you're doing well. We can provide a full synthetic oil change for $54.99 (6 Qt.). Each additional quart is $6.99.

From what I found, the Chevrolet 3500 (6.0 L) holds 6 Qt. So, the price would be $54.99. However, the district manager said some might require up to 8 Qt. I'll see if I can get more info.

Don't hesitate to reach out to me with any questions.

Bo Durkop
Director, Business Development

(704) 444-8207
(210) 792-1061

17323 Bell North Dr.
Schertz, TX 78154

Fleet
Car care solutions to keep businesses

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 item(s) / service(s) and to obtain pricing commitments for Oil Change and Lube Services for City Vehicles as listed in the bid documents.

2. AWARD

Award will be BY GROUP to the lowest responsive, responsible bidder(s). To be eligible for an award of groups 1-3, the vendor must have a properly licensed and zoned, permanent car wash facility 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.

3. TERM OF AGREEMENT

The term of this agreement is for one (1) 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. PRE-BID CONFERENCE

Not applicable

5. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide items(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.

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).

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 of Jacksonville reserves the right to add or delete items as necessary during the contract period.

TITLE: OIL CHANGE AND LUBE SERVICES OF CITY VEHICLES

BID NO.: SC-0353-18

OPEN DATE: JANUARY 10, 2018 @ 2 p.m.

ANALYST: ANNETTE BURNEY

No. Invited: (10) No. Received (2) No Bids: (0)

Recorded By: John Hernandez Announcer: Ruben Ola

ITEM	DESCRIPTION	EST. QTY	UNIT	Heartland Automotive dba Jiffy Lube UNIT PRICE	EXTENDED TOTAL	Take 5 Oil Change, LLC UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
GROUP 1: NORTHEAST QUADRANT									
1	OIL CHANGE CONVENTIONAL	1700	EA	21.99	$ 37,383.00	$ 17.99	$ 30,583.00	$	$
2	OIL CHANGE DEXOS	100	EA	37.99	$ 3,799.00	$ 35.98	$ 3,598.00	$	$
3	DRAIN PLUG	3	EA	5.99	$ 17.97	$0.00	$0.00	$	$
4	BRAKE FLUID PER QUART	3	EA	No Bid	No Bid	$0.00	$0.00	$	$
5	ANTIFREEZE PER QUART	3	EA	3.99	$ 11.97	$0.00	$0.00	$	$
6	AIR FILTER	12	EA	19.99	$ 239.88	$ 19.99	$ 239.88	$	$
7	WIPER BLADES TWO (2) PER SET	15	EA	29.98	$ 449.70	$ 19.98	$ 299.70	$	$
8	FUEL FILTER	12	EA	39.99	$ 479.88	N/A	N/A	$	$
9	OIL PER QUART	250	EA	5.99	$ 1,497.50	$ 2.99	$ 747.50	$	$
10	DEXOS PER QUART	20	EA	7.99	$ 159.80	$ 5.99	$ 119.80	$	$
			Total:	**$**	**44,038.70**	**$**	**35,587.88**	**$**	
GROUP 2: SOUTHEAST QUADRANT									
1	OIL CHANGE CONVENTIONAL	1700	EA	21.99	$ 37,383.00	$ 17.99	$ 30,583.00	$	$
2	OIL CHANGE DEXOS	100	EA	37.99	$ 3,799.00	$ 35.98	$ 3,598.00	$	$
3	DRAIN PLUG	3	EA	5.99	$ 17.97	$0.00	$0.00	$	$
4	BRAKE FLUID PER QUART	3	EA	No Bid	No Bid	$0.00	$0.00	$	$
5	ANTIFREEZE PER QUART	3	EA	3.99	$ 11.97	$0.00	$0.00	$	$
6	AIR FILTER	12	EA	19.99	$ 239.88	$ 19.99	$ 239.88	$	$
7	WIPER BLADES TWO (2) PER SET	15	EA	29.98	$ 449.70	$ 19.98	$ 299.70	$	$
8	FUEL FILTER	12	EA	39.99	$ 479.88	N/A	N/A	$	$
9	OIL PER QUART	250	EA	5.99	$ 1,497.50	$ 2.99	$ 747.50	$	$
10	DEXOS PER QUART	20	EA	7.99	$ 159.80	$ 5.99	$ 119.80	$	$
			Total:	**$**	**44,038.70**	**$**	**35,587.88**	**$**	

GROUP 3: NORTHWEST QUADRANT									
1	OIL CHANGE CONVENTIONAL	1700	EA	21.99	$ 37,383.00	$ 17.99	30583	$	$
2	OIL CHANGE DEXOS	100	EA	37.99	$ 3,799.00	$ 35.98	3598	$	$
3	DRAIN PLUG	3	EA	5.99	$ 17.97	$0.00	$0.00	$	$
4	BRAKE FLUID PER QUART	3	EA	No Bid	No Bid	$0.00	$0.00	$	$
5	ANTIFREEZE PER QUART	3	EA	3.99	$ 11.97	$0.00	$0.00	$	$
6	AIR FILTER	12	EA	19.99	$ 239.88	$ 19.99	239.88	$	$
7	WIPER BLADES TWO (2) PER SET	15	EA	29.98	$ 449.70	$ 19.98	299.7	$	$
8	FUEL FILTER	12	EA	39.99	$ 479.88	N/A	N/A	$	$
9	OIL PER QUART	250	EA	5.99	$ 1,497.50	$ 2.99	747.5	$	$
10	DEXOS PER QUART	20	EA	7.99	$ 159.80	$ 5.99	119.8	$	$
			Total:	**$**	**44,038.70**	**$**	**35,587.88**	**$**	
GROUP 4: SOUTHWEST QUADRANT									
1	OIL CHANGE CONVENTIONAL	1700	EA	21.99	$ 37,383.00	$ 17.99	$ 30,583.00	$	$
2	OIL CHANGE DEXOS	100	EA	37.99	$ 3,799.00	$ 35.98	$ 3,598.00	$	$
3	DRAIN PLUG	3	EA	5.99	$ 17.97	$0.00	$0.00	$	$
4	BRAKE FLUID PER QUART	3	EA	No Bid	No Bid	$0.00	$0.00	$	$
5	ANTIFREEZE PER QUART	3	EA	3.99	$ 11.97	$0.00	$0.00	$	$
6	AIR FILTER	12	EA	19.99	$ 239.88	$ 19.99	$ 239.88	$	$
7	WIPER BLADES TWO (2) PER SET	15	EA	29.98	$ 449.70	$ 19.98	$ 299.70	$	$
8	FUEL FILTER	12	EA	39.99	$ 479.88	N/A	N/A	$	$
9	OIL PER QUART	250	EA	5.99	$ 1,497.50	$ 2.99	$ 747.50	$	$
10	DEXOS PER QUART	20	EA	7.99	$ 159.80	$ 5.99	$ 119.80	$	$
			Total:	**$**	**44,038.70**	**$**	**35,587.88**	**$**	
			Grand Total (Groups 1-4):	**$**	**176,154.80**	**$**	**142,351.52**	**$**	
			TERMS:		**N/S**		**N/S**		
			DELIVERY (Business Days):		**N/S**		**N/S**		
			CONFLICT OF INTEREST:		**N**		**Y**		
			ADDENDUM(2):		**#2**		**Y**		

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

QWS3270X 3/1/2018 10:55 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 03/01/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 10:54 AM

FISCAL MO/YEAR : 06 2018 CURRENCY CODE :
INDEX CODE : AFFM511 FLEET MGMT - OPERATIONS
SUBOBJECT : 04602 SUBLET REPAIRS-MOTOR POOL ONLY
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	MAR 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	3,337,747.99	3,337,747.99
EXPENDITURES	.00	1,600,707.92	1,600,707.92
ENCUMBRANCES	3,551.22	1,716,257.51	1,716,257.51
PRE-ENCUMBRANCES	-3,551.22	83,174.19	83,174.19
REMAINING BALANCE	.00	-62,391.63	-62,391.63

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND