Docusign Envelope ID: 7575DF03-99BF-46EF-A33F-9EC2689FE567

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Oil Change and Lube Services for City Vehicles

Requested Action and Justification:

Recommended approval to utilize the second and final renewal option with Take 5, LLC. The period of service is from June 8, 2026, through June 7, 2027. The total revised annual expenditure amount is $440,000.00, for a new total not-to-exceed $1,320,000.00.

Supplier:	Take 5, LLC	**Basis of Award:**	LPTA	**BID Opening Date:**	04/24/2024

POA #:	POA-71297-24	**PO #:**	706592-26	**Change Order #:**	0
Solicitation #:	ITB SC-0371 24	**Contract #:**	N/A	**Contract ADM #:**	N/A
Term:	1 year	**Options:**	(2), 1-year renewal	**Options Used:**	1

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	N/A	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	51101	**Center:**	114005	**Acct:**	546020	**Proj:**	000000	**Activity:**	00000000	$ 440,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 1,320,000.00	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	ASFM:FLEET MANAGEMENT		
Concurrence:	Signed by: Bradley, Eric 99B072287318427...	**Title:**	CHIEF OF FLEET MANAGEMENT 5/15/2026
Concurrence:	Signed by: Schnorr, Kyle 3E6462FE263E44F...	**Title:**	FLEET MANAGEMENT ADMINISTRATOR 5/15/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Ruth Keith C58E7E28D7B54E9...	**Chief of Procurement:**	Signed by: 5/26/2026
Name:	Ruth Keith	**Name:**	Dustin L. Freeman B19F1D517352456...

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

Docusign Envelope ID: 7575DF03-99BF-46EF-A33F-9EC2689FE567

PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: 7575DF03-99BF-46EF-A33F-9EC2689FE567

Take 5 Oil Change
440 South Church Street, Suite 700
Charlotte, NC 28202

Memorandum for Record

May 132026

Subject: Request for renew Bid Number SC-0348-21

Take 5 Oil Change would like to accept the City's offer for the renewal option on Bid Number SC-0348-21

This acceptance includes services performed as of June 8th, 2026 through June 7, 2027 with remaining renewal groups 1-4.

Primary point of contact for this action is the undersigned at joe.strahl@take5oilchange.com

Respectfully,

Joseph Strahl
Director of Small Business Fleet
Driven Brands – Take 5 Oil Change

Docusign Envelope ID: 7575DF03-99BF-46EF-A33F-9EC2689FE567

From: Ligia Collins <Ligia.Collins@take5oilchange.com>
Sent: Wednesday, May 13, 2026 6:28 PM
To: Antipolo Johnson, Angelita - ASFM
Cc: Schnorr, Kyle - ASFM; Preacher, Erik - ASFM; Kurtz, Sheryl - ASFM
Subject: RE: <External> City Of Jacksonville, Fleet Management- Renewal Option SC-0371-24 Oil Change and Lube Services
Attachments: COJ Renewal Letter_2026-2027.pdf

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.

Good afternoon Angie,

The agreement is attached. Let me know if you need anything else.

Looking forward to our continued partnership; Thank you for your business.

Thank you,

Ligia

Ligia Collins

Regional Account Manager US East & Canada

980-259-3517

LOCAL FLEET

Save more as a Fleet Customer during Power Hours: Mon-Fri Open-9am and 5pm - Close
Check out a location near you: https://www.take5oilchange.com/locations/

From: Antipolo Johnson, Angelita - ASFM <AngelitaJ@coj.net>
Sent: Wednesday, May 13, 2026 1:14 PM
To: Ligia Collins <Ligia.Collins@take5oilchange.com>
Cc: Marc Smith <marc.smith@drivenbrands.com>; lvance@myfleetcenter.com; Schnorr, Kyle - ASFM <KSchnorr@coj.net>; Preacher, Erik - ASFM <ErikP@coj.net>; Kurtz, Sheryl - ASFM <SKURTZ@coj.net>
Subject: <External> City Of Jacksonville, Fleet Management- Renewal Option SC-0371-24 Oil Change and Lube Services
Importance: High

Good afternoon, Ms. Ligia.

Docusign Envelope ID: 7575DF03-99BF-46EF-A33F-9EC2689FE567

I am reaching out regarding the renewal of your contract with the City of Jacksonville's Fleet Management for oil changes and lube services for our fleet.

Per Mr. Mark Smith, you may be the appropriate contact for this matter.

This message serves as a formal notice that the bid listed above is approaching its renewal period. The current contract expires on **June 08, 2026**, and is eligible for renewal through **June 07, 2027**. As outlined in the original bid, the City reserves the right to extend the contract for an additional one-year term, subject to the vendor's performance and adherence to all pricing, terms, and conditions.

At this time, the City of Jacksonville would like to offer the final renewal option for the period of **June 08, 2026**, through **June 07, 2027**.

If your company elects to exercise this renewal option, please submit a written agreement confirming your intent. Please include the bid number and a statement affirming that all terms, conditions, and pricing will remain consistent with the original bid.

If your company decides not to renew, please provide written notice so the City has time to either renew or rebid the project.

If you have any questions or need additional information regarding the renewal process, please contact me at (904) 255-7430 (Office) or (904) 524-5264 (Cellphone).

Thank you for your time and assistance.

V/R,

Angie J. Antipolo-Johnson, MPA
Fleet Services Finance Manager
The City of Jacksonville | Fleet Management,
Office Of Administrative Services
Phone 904.255.7430 | **Cel** 904.524.5264
Email angelitaj@coj.net
2581 Commonwealth Ave. Jax., FL 32254

A NEW DAY

****Please note that under Florida's Sunshine Law, communication to or from this email may be subject to public disclosure.****

Docusign Envelope ID: 7575DF03-99BF-46EF-A33F-9EC2689FE567

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Oil Change & Lube of City Vehicles

Requested Action and Justification:

Recommend approval to utilize the first of two (2) renewal options with Take 5, LLC. Period of service is May 10, 2025 through May 9, 2026, with one (1) renewal option remaining. Total revised annual expenditure amount is $440,000.00, for a total not to exceed $880,000.00.

Supplier:	Take 5 LLC	**Basis of Award:**	LPTA	**BID Opening Date:**	04/24/2024

POA #:	POA-71297-24	**PO #:**	687750-25	**Change Order #:**	
Solicitation #:	ITB SC-0371 24	**Contract #:**	n/a	**Contract Amd #:**	n/a
Term:	1 year	**Options:**	2, 1 year	**Options Used:**	0

Federally Funded:	N/A	**JSEB Rec:**	Encouragement	**Bonds Waived Pursuant To:**	N/A
Licenses Verified:	N/A	**JSEB %:**	0		

Fund:	51101	**Center:**	114005	**Acct:**	546020	**Proj:**	000000	**Activity:**	00000000	$ 440,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	880,000.00	**Contingent Amt:**	0	**DMP/ODPO Amt:**	0

Using Agency/BU:	AFFM:FLEET_MANAGEMENT		
Concurrence:	Signed by: Pradier, Erik 9B60722B731B427...	**Title:**	ACTING CHIEF OF FLEET MANAGEMENT 2/5/2025
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Sapien, Jeremy 07B89BBC7A0C4D8...	**Chief of Procurement:**	DocuSigned by: B19F1D517352458... 2/10/2025
Name:	Sapien, Jeremy	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	DocuSigned by: Karen Bowling 1C34E1215562481... DS Karen Bowling Chief Administrative Officer For: Mayor Donna Deegan Under Authority Of: Executive Order No: 2023-02
Date:	2/13/2025	**Date:**	2/13/2025

Docusign Envelope ID: 7575DF03-99BF-46EF-A33F-9EC2689FE567

PAF Instructions
Part 1 (using agency)

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Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Contract Purchase Agreement POA-71297-24

Agreement	POA-71297-24
Agreement Date	13-MAY-2024
Revision	0
Agreement Amount	440,000.00 USD
Solicitation Number	SC-0371-24

Sold To

City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier

Take 5, LLC
2450 Severn Avenue Ste 308
METAIRIE, LA 70001

Notes

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
25123	**Net 30**	**Freight Prepaid**	**FOB Destination**	**Best Way**
Start Date	End Date		Confirm To	
09-May-2024	**08-May-2025**		**Corey Sidlo** **CSidlo@coj.net**	

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division

Docusign Envelope ID: 7575DF03-99BF-46EF-A33F-9EC2689FE567

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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 5/9/2024

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/10/2024

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
~~Chief Administrative Officer~~
For: Mayor Donna Deegan
Under Authority Of
~~Executive Order No. 2023-02~~

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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

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.

2581 Commonwealth Ave. Jacksonville, FL 32254 Phone: 904.255-7499 Fax: 904.381.4607 www.coj.net

Docusign Envelope ID: 7575DF03-99BF-46EF-A33F-9EC2689FE567

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	

Docusign Envelope ID: 7575DF03-99BF-46EF-A33F-9EC2689FE567

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

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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).

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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.

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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.

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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.

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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).

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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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Take 5 Oil Change
440 South Church Street, Suite 700
Charlotte, NC 28202

Memorandum for Record

February 5, 2025

Subject: Request for renew Bid Number SC-0371-24

Take 5 Oil Change would like to accept the City's offer for the renewal option on Bid Number SC-371-24

This acceptance includes services performed as of May 10, 2025 through May 9, 2026 with remaining renewal groups 1-4.

Primary point of contact for this action is the undersigned at joe.strahl@take5oilchange.com

Respectfully,

Joseph Strahl
Director of Small Business Fleet
Driven Brands – Take 5 Oil Change

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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Oil Change & Lube of City Vehicles

Requested Action and Justification:

Recommend approval to utilize the first of two (2) renewal options with Take 5, LLC. Period of service is May 10, 2025 through May 9, 2026, with one (1) renewal option remaining. Total revised annual expenditure amount is $440,000.00, for a total not to exceed $880,000.00.

Supplier:	Take 5 LLC	**Basis of Award:**	LPTA	**BID Opening Date:**	04/24/2024

POA #:	POA-71297-24	**PO #:**	687750-25	**Change Order #:**	
Solicitation #:	ITB SC-0371 24	**Contract #:**	n/a	**Contract Amd #:**	n/a
Term:	1 year	**Options:**	2, 1 year	**Options Used:**	0

Federally Funded:	N/A	**JSEB Rec:**	Encouragement	**Bonds Waived Pursuant To:**	N/A
Licenses Verified:	N/A	**JSEB %:**	0		

Fund:	51101	**Center:**	114005	**Acct:**	546020	**Proj:**	000000	**Activity:**	00000000	$ 440,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	880,000.00	**Contingent Amt:**	0	**DMP/ODPO Amt:**	0

Using Agency/BU:	AFFM:FLEET_MANAGEMENT		
Concurrence:	Signed by: Pradier, Erik 9B60722B731B427...	**Title:**	ACTING CHIEF OF FLEET MANAGEMENT 2/5/2025
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Sapien, Jeremy 07B89BBC7A0C4D8...	**Chief of Procurement:**	DocuSigned by: B19F1D517352458... 2/10/2025
Name:	Sapien, Jeremy	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	DocuSigned by: Karen Bowling 1C34E1215562481... DS Karen Bowling Chief Administrative Officer For: Mayor Donna Deegan Under Authority Of: Executive Order No: 2023-02
Date:	2/13/2025	**Date:**	2/13/2025

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PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Contract Purchase Agreement POA-71297-24

Agreement	POA-71297-24
Agreement Date	13-MAY-2024
Revision	0
Agreement Amount	440,000.00 USD
Solicitation Number	SC-0371-24

Sold To

City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier

Take 5, LLC
2450 Severn Avenue Ste 308
METAIRIE, LA 70001

Notes

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
25123	**Net 30**	**Freight Prepaid**	**FOB Destination**	**Best Way**
Start Date	End Date		Confirm To	
09-May-2024	**08-May-2025**		**Corey Sidlo** **CSidlo@coj.net**	

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division

Docusign Envelope ID: 7575DF03-99BF-46EF-A33F-9EC2689FE567

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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 5/9/2024

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/10/2024

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
~~Chief Administrative Officer~~
For: Mayor Donna Deegan
Under Authority Of
~~Executive Order No. 2023-02~~

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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

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.

2581 Commonwealth Ave. Jacksonville, FL 32254 Phone: 904.255-7499 Fax: 904.381.4607 www.coj.net

Docusign Envelope ID: 7575DF03-99BF-46EF-A33F-9EC2689FE567

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	

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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

Docusign Envelope ID: 7575DF03-99BF-46EF-A33F-9EC2689FE567

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).

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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.

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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.

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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.

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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).

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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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Take 5 Oil Change
440 South Church Street, Suite 700
Charlotte, NC 28202

Memorandum for Record

February 5, 2025

Subject: Request for renew Bid Number SC-0371-24

Take 5 Oil Change would like to accept the City's offer for the renewal option on Bid Number SC-371-24

This acceptance includes services performed as of May 10, 2025 through May 9, 2026 with remaining renewal groups 1-4.

Primary point of contact for this action is the undersigned at joe.strahl@take5oilchange.com

Respectfully,

Joseph Strahl
Director of Small Business Fleet
Driven Brands – Take 5 Oil Change

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From: Antipolo Johnson, Angelita - ASFM
Sent: Wednesday, May 13, 2026 4:52 PM
To: Marc Smith
Cc: Schnorr, Kyle - ASFM; Preacher, Erik - ASFM; Kurtz, Sheryl - ASFM; lvance@myfleetcenter.com; Lail Williams
Subject: RE: <External> FW: City of Jacksonville contract renewal

Importance: High

Mr. Smith,

Thank you. I will reach out to her.

Have a great day.

V/R,

Angie J. Antipolo-Johnson, MPA
Fleet Services Finance Manager
The City of Jacksonville | Fleet Management,
Office Of Administrative Services
Phone 904.255.7430 | **Cel** 904.524.5264
Email angelitaj@coj.net
2581 Commonwealth Ave. Jax., FL 32254

A NEW DAY

****Please note that under Florida's Sunshine Law, communication to or from this email may be subject to public disclosure.****

From: Marc Smith <marc.smith@drivenbrands.com>
Sent: Wednesday, May 13, 2026 11:44 AM
To: Antipolo Johnson, Angelita - ASFM <AngelitaJ@coj.net>; lvance@myfleetcenter.com; Lail Williams <Lail.DeLaunay@drivenbrands.com>
Cc: Schnorr, Kyle - ASFM <KSchnorr@coj.net>; Preacher, Erik - ASFM <ErikP@coj.net>; Kurtz, Sheryl - ASFM <SKURTZ@coj.net>
Subject: RE: <External> FW: City of Jacksonville contract renewal

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.

Good Morning Angie,

Her contact is as follows: Ligia Collins (Ligia.Collins@take5oilchange.com). She is one of our Regional Account Managers.

Marc C. Smith
Director, National Fleet Operations - Take 5 Oil Change
Driven Fleet

O: (704) 589-3445
440 South Church St. Ste. 700
Charlotte, NC 28202

Docusign Envelope ID: 7575DF03-99BF-46EF-A33F-9EC2689FE567

From: Antipolo Johnson, Angelita - ASFM <AngelitaJ@coj.net>
Sent: Wednesday, May 13, 2026 11:08
To: Marc Smith <marc.smith@drivenbrands.com>; lvance@myfleetcenter.com; Lail Williams <Lail.DeLaunay@drivenbrands.com>
Cc: Schnorr, Kyle - ASFM <KSchnorr@coj.net>; Preacher, Erik - ASFM <ErikP@coj.net>; Kurtz, Sheryl - ASFM <SKURTZ@coj.net>
Subject: RE: <External> FW: City of Jacksonville contract renewal
Importance: High

Hello, Mr. Smith.

Good morning. Thank you for your update. Is Ms. Ligia included in this email? If not, could you please provide her contact information so I can reach out to her directly regarding the Contract Renewal?

V/R,

Angie J. Antipolo-Johnson, MPA
Fleet Services Finance Manager
The City of Jacksonville | Fleet Management, Office Of Administrative Services
Phone 904.255.7430 | **Cel** 904.524.5264
Email angelitaj@coj.net
2581 Commonwealth Ave. Jax., FL 32254

A NEW DAY

****Please note that under Florida's Sunshine Law, communication to or from this email may be subject to public disclosure.****

From: Marc Smith <marc.smith@drivenbrands.com>
Sent: Wednesday, May 13, 2026 10:36 AM
To: lvance@myfleetcenter.com; Lail Williams <Lail.DeLaunay@drivenbrands.com>
Cc: Antipolo Johnson, Angelita - ASFM <AngelitaJ@coj.net>
Subject: RE: <External> FW: City of Jacksonville contract renewal

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.

Hey Lori,

Thanks for passing this along. We pushed this to Ligia so she can assist.

Marc C. Smith
Director, National Fleet Operations - Take 5 Oil Change
Driven Fleet

O: (704) 589-3445

Docusign Envelope ID: 7575DF03-99BF-46EF-A33F-9EC2689FE567

440 South Church St. Ste. 700
Charlotte, NC 28202

From: Lori Vance <lvance@myfleetcenter.com>
Sent: Wednesday, May 13, 2026 10:03
To: Marc Smith <marc.smith@drivenbrands.com>; Lail Williams <lail.delaunay@drivenbrands.com>
Cc: angelitaj@coj.net
Subject: <External> FW: City of Jacksonville contract renewal
Importance: High

Hi Marc,

Angie called me regarding this email, but I am unable to answer her as MFC is not involved in the contract renewal.

Can you please contact her to let her know you received the email since there is a time limit?

Thank you

Lori Vance
Senior National Accounts Coordinator and Data Analyst
MyFleetCenter /Sound Billing
nationalaccounts@myfleetcenter.com
Direct : 608.716.7604
Toll Free: 888.999.9497 EXT 248
Fax: 608.836.1739
Po Box 620130 Middleton, WI 53562

From: Antipolo Johnson, Angelita - ASFM <AngelitaJ@coj.net>
Sent: Monday, May 11, 2026 1:10 PM
To: Lori Vance <lvance@myfleetcenter.com>; Marc Smith (marc.smith@drivenbrands.com) <marc.smith@drivenbrands.com>
Cc: Schnorr, Kyle - ASFM <KSchnorr@coj.net>; Preacher, Erik - ASFM <ErikP@coj.net>; Kurtz, Sheryl - ASFM <SKURTZ@coj.net>; Antipolo Johnson, Angelita - ASFM <AngelitaJ@coj.net>
Subject: Renewal Option SC-0371-24 Oil Change and Lube Services
Importance: High

To Whom It May Concern.
Good afternoon. This message serves as a formal notice that the bid listed above is approaching its renewal period. The current contract expires on **June 08, 2026**, and is eligible for renewal through **June 07, 2027**.
As outlined in the original bid, the City reserves the right to extend the contract for an additional one-year term, subject to the vendor's performance and adherence to all pricing, terms, and conditions.
At this time, the City of Jacksonville would like to offer the last renewal option for the period of **June 08, 2026**, through **June 07, 2027**.
If your company elects to exercise this renewal option, please submit a written agreement confirming your intent. Be sure to include the bid number and a statement

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affirming that all terms, conditions, and pricing will remain consistent with the original bid. On the other hand, if your company chooses not to renew, please provide written notice of your decision so the city may allow adequate time to either renew or rebid the project.

If you have any questions or need additional information regarding the renewal process, please contact me at (904) 255-7430 (Office) or (904) 524-5264 (Cellphone).

Thank you.

V/R,

Angie J. Antipolo-Johnson, MPA
Fleet Services Finance Manager
The City of Jacksonville | Fleet Management, Office Of Administrative Services
Phone 904.255.7430 | **Cel** 904.524.5264
Email angelitaj@coj.net
2581 Commonwealth Ave. Jax., FL 32254

A NEW DAY

****Please note that under Florida's Sunshine Law, communication to or from this email may be subject to public disclosure.****