SUBJECT: OIL CHANGE AND LUBE OF CITY VEHICLES

BID #: SC-0311-15 **OPEN DATE: 11/12/2014**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) YEAR FROM DATE OF AWARD WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: FLEET MANAGEMENT

BASIS OF AWARD: ALL OR NONE BY QUADRANT TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 6 NUMBER RECEIVED: 2 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to change the vendor name from North Florida Lubes, Inc. to Driven Florida Lubes dba Havoline Xpress Lube for the assumption of the City contract with no changes to prices and terms and conditions.

Recommend approval to utilize the second and final renewal option with Driven Florida Lubes, Inc. dba Havoline Xpress Lube to provide oil change and lube service for City vehicles. Period of service is from December 12, 2016 through December 11, 2017. Total revised estimated annual expenditure in the amount of $119,883.04, for a not to exceed expenditure of $359,649.12.

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

Attachments: Recommendation Memo, Vendor Letters and Previous Awards

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 _____

INTRA-GOVERNMENTAL SERVICES
FLEET MANAGEMENT DIVISION

Jacksonville
Where Florida Begins.

Date: September 16, 2015

To: Gregory Pease, Chief of Procurement Division

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

From: Eric Preacher, Fleet Financial Services Manager

Re: Recommendation for Second renewal option for SC-0311-15 Oil Change and Lube of City Vehicles and reassignment of vendor.

Fleet Management Division is request approval to reassign bid SC-0311-15 to Driven Florida Lube Inc., who purchased North Florida Lubes, Inc. Driven will assume the terms and conditions of bid.

Fleet Management is requesting approval to utilize the second and final renewal option for the Oil Change and Lube of City Vehicles to Driven Florida Lubes Inc. Period of Service is December 12, 2016 through December 11, 2017.

Total estimated expenditures for the renewal period not to exceed $119,883.04. Total expenditures for the contract period not to exceed $359,649.12.

AF ~~OP~~FM511-04602 will be utilized for these purchases.

DRIVEN FLORIDA LUBES
DBA HAVOLINE XPRESS LUBE
P.O. BOX 24300
JACKSONVILLE, FL 32241
904-482-0224 EXT. 204
904-464-0074 FAX

December 8, 2016

Attn: Sheryl Kurtz
City of Jacksonville

Please accept this renewal letter for Bid #SC-0311-15. Effective December 12, 2016 through December 12, 2017.

All current terms, conditions and pricing will remain the same.

Sincerely,

Linda Butler
Fleet Management

DRIVEN FLORIDA LUBES, INC
DBA HAVOLINE XPRESS
P.O. BOX 24300
JACKSONVILLE, FL 32241

October 6, 2016

City of Jacksonville

To Whom It May Concern,

This letter is to inform you that Driven Florida Lubes, Inc. purchased North Florida Lubes, Inc on December 1, 2015 and will assume the terms and conditions of bid # SC-0311-15 through the period of December 15, 2015 to December 14, 2016.

Thank you,
Linda Butler
Accounts Receivable Manager
Fleet Management
Phone 904-482-0224

Form **W-9**
(Rev. December 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
Driven Florida Lubes, Inc.

Business name/disregarded entity name, if different from above
Havoline Xpress Lube

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Exempt payee

☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)
440 S. Church St. #700

Requester's name and address (optional)

City, state, and ZIP code
Charlotte, NC 28202

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
☐☐☐ - ☐☐ - ☐☐☐☐

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number
4 7 - 5 5 1 5 7 1 3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 11-03-16

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

SUBJECT: OIL CHANGE AND LUBE OF CITY VEHICLES

BID #: SC-0311-15 **OPEN DATE:** 11/12/2014

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SUPPLY CONTRACT – ONE (1) YEAR FROM DATE OF AWARD WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: FLEET MANAGEMENT

BASIS OF AWARD: ALL OR NONE BY QUADRANT TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to utilize the first (1) of two (2) renewal options to North Florida Lubes dba Havoline Xpress Lube for oil change and lube of City vehicles. The period of service is December 12, 2015 through December 11, 2016, with an expected expenditure of $119,883.04. Total expenditure not to exceed $239,766.08.

Funding for this award to be encumbered by account OPFM511-04602 to be executed by purchase order.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2015. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Attachments: Recommendation Memo, Vendor's Memo, Terms and Conditions, Tabulation Sheet, Previous Bid

Analyst: KATHERINE NASWORTHY **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: KARIM KURJI, CHIEF OF FLEET MANAGEMENT

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING ____ DATE: 9-24-15

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 9/24/15

APPROVED ✓ DISAPPROVED ____

OTHER ____

SIGNATURE OF AUTHENTICATION ____

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

SUBJECT: OIL CHANGE AND LUBE OF CITY VEHICLES

BID #: SC-0311-15 OPEN DATE: 11/12/2014

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SUPPLY CONTRACT – ONE (1) YEAR FROM DATE OF AWARD WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: FLEET MANAGEMENT

BASIS OF AWARD: ALL OR NONE BY QUADRANT TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 6 NUMBER RECEIVED: 2 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to award North Florida Lube, as the lowest responsive, responsible bidder for oil change and lube of City vehicles in all quadrants. The initial period is December 12, 2014 through December 11, 2015, with two (2) one (1) year renewal options. Total annual expenditure not to exceed $119,883.04.

Funding for this award to be encumbered by account OPFM511-04602 to be executed by purchase order.

Attachments: Recommendation Memo, Terms and Conditions, Tabulation Sheet

Analyst: KATHERINE NASWORTHY

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: KARIM KURJI, CHIEF OF FLEET MANAGEMENT

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING ____ DATE: 11/20/14

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 11/21/14

APPROVED ✓ DISAPPROVED ____

OTHER ____

SIGNATURE OF AUTHENTICATION ____