SUBJECT: Oil Change and Lube Services for City Vehicles

BID #: SC-0348-21 **OPEN DATE:** 3/31/2021

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(S)

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second and final renewal option with Take 5 Properties SPV LLC as the supplier for Groups 1 – 4. Period of service is from April 26, 2023 through April 25, 2024. Total estimated annual expenditure amount is $440,000.00, for a total revised expenditure amount not to exceed $1,320,000.00.

Groups 1 - 4 - Take 5 Properties SPV LLC – $440,000.00, not to exceed $1,125,000.00
(Team Car Care, LLC dba Jiffy Lube - $195,000.00)

Funding Source: 51101.114005.546010.000000.00000000.00000.0000000 and processed via purchase orders.

Attachments: Recommendation Memo, Supplier's Letter, Previous Awards

Analyst: _____ **RESPECTFULLY SUBMITTED:** _____
Corey Sidlo DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Crisencio Tongol, Chief, Fleet Management Division

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FINANCE AND ADMINSTRATION DEPARTMENT

FLEET MANAGEMENT DIVISION

Jacksonville
Where Florida Begins.

Date: January 15, 2023

To: Dustin Freeman, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management

From: Erik Preacher, Fleet Management Administrator

Re: Recommendation to utilize the Second (2nd) Renewal option for SC-0348-21 Oil Change & Lube Services for City Vehicles

Fleet Management request approval to utilize the Second (2nd) renewal option for SC-0348-21 Oil Change and Lube Services for City Vehicles to Take 5 Properties SPV LLC for Groups 1-4. Period of Service is April 26, 2023 through April 25, 2024. Total estimated annual revenue amount for the Second (2nd) renewal period is $440,000.00. Total revenue for the contract period is $1,320,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000

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

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

Memorandum for Record

March 31st 2022

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 April 26, 2022 through April 25, 2024 with remaining renewal groups 1-4.

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

Respectfully,

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

SUBJECT: Oil Change and Lube Services for City Vehicles

BID #: SC-0348-21

OPEN DATE: 3/31/2021

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(S)

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first of two (2) renewal options with Take 5 Properties SPV LLC as the supplier for Groups 1 – 4. The agency has chosen not to renew the contract with Team Car Care LLC dba Jiffy Lube due to performance issues and for not adhering to the terms and conditions set forth in the solicitation. Period of service is from April 26, 2022 through April 25 2023 with one (1) one (1) year renewal option remaining. Total revised estimated annual expenditure amount is $440,000 00, for a total expenditure amount not to exceed $880,000.00.

Groups 1 - 4 - Take 5 Properties SPV LLC – $440,000.00, not to exceed $685,000.00
(Team Car Care LLC dba Jiffy Lube – $195,000.00)

This award will be funded from account 51101.114005.546010.000000.00000000.00000.0000000 and processed via purchase orders.

Attachments: Recommendation Memo, Supplier's Letter, Basis of Award, Previous Awards

Analyst: Annette Burney

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Crisencio Tongol, Chief, Fleet Management Division

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE 4/21/2022

Teresa R. Eubanks

OTHER

ACTION OF AWARDING AUTHORITY DATE 4/21/2022

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02

SUBJECT: Oil Change and Lube Services for City Vehicles

BID #: SC-0348-21

OPEN DATE: 3/31/2021

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(s)

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Team Car Care LLC dba Jiffy Lube and Take 5 Properties SPV LLC in the total amount of $150,000.00 as outlined below for the period ending April 21, 2022. Total revised expenditure amount is $440,000.00.

Groups 1 & 2 - Team Car Care LLC dba Jiffy Lube – increase by $50,000 00 not to exceed $195,000.00
Groups 3 & 4 - Take 5 Properties SPV LLC – Increase by $100,000.00, not to exceed $245,000.00

Funding Source: 51101.114005.546010.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

Analyst: Annette Burley

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Crisencio Tongol, Chief, Fleet Management Division

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 2/10/2022

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 2-11-2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____ Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No 2019 02

SUBJECT: Oil Change and Lube Services for City Vehicles

BID #: SC-0348-21

OPEN DATE: 3/31/2021

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(s)

NUMBER OF BIDS INVITED: 4 NUMBER RECEIVED: 3 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Team Car Care LLC dba Jiffy Lube for Groups 1 & 2 and Take 5 Properties SPV LLC for Groups 3 & 4. Period of service is for one (1) year from date of award with two (2) one (1) year renewal options. Tota expenditure amount not to exceed $290,000.00.

Groups 1 & 2 - Team Car Care LLC dba Jiffy Lube - $145,000.00
Groups 3 & 4 - Take 5 Properties SPV LLC - $145,000.00

Funding Source. 51101.114005.546020.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

Analyst: Annette Burnett

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Crisencio Tongol, Chief, Fleet Management Division

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE. 4/22/2021

OTHER.

ACTION OF AWARDING AUTHORITY

DATE 4/26/2021

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION