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

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FINANCE AND ADMINSTRATION DEPARTMENT

FLEET MANAGEMENT DIVISION

Jacksonville

Where Florida Begins.

Date: April 1, 2022

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Zongol, Chief of Fleet Management

From: Erik Preacher, Fleet Management Administrator

Re: Recommendation to utilize the First Renewal option for SC-0348-21 Oil Change & Lube Services for City Vehicles

Fleet Management is requesting approval not to exercising renewal option to Team Car Care LLC dba Jiffy Lube, supplier did not meet supplier performance and adherence to the terms and conditions set forth in the bid documents. Fleet Management request approval to utilize the First (1st) 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, 2022 through April 25, 2023, with one (1) remaining renewal period. Total estimated annual revenue amount for the First (1st) renewal period is $440,000.00. Total revenue for the contract period is $880,000.00.

Funding Source: 51101.114005.546010.000000.00000000.00000.0000000

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@take5oilchange.com

Respectfully,

Joseph Strahl

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

TERMS AND CONDITIONS

1. SCOPE

The Fleet Management Division of the City of Jacksonville, Florida is currently accepting bids to obtain source (s) of supply for the services 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 services and to obtain pricing commitments for **Oil Change and Lube Services for 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.

3. TERM OF AGREEMENT

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

4. PRE-BID CONFERENCE

Not applicable.

5. COMPLIANCE WITH SPECIFICATIONS

The Bidder, by affixing their signature to the bid form submitted, agrees to provide 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 submittals shall be in ink or typewritten. All corrections must be initialed.

6. STATE CONTRACTS

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

7. QUANTITIES

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

8. 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.

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 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: 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

FINANCE AND ADMINSTRATION DEPARTMENT
FLEET MANAGEMENT DIVISION

Jacksonville
Where Florida Begins.

Date: February 3, 2022

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Chief of Fleet Management

From: Erik Preacher, Fleet Financial Services Manager

Re: Request increase award SC-0348-21 Oil Change and Lube Services for City Vehicles

Fleet Management is requesting approval to increase award by Group for Oil changes and lube services for city vehicles in the amount of $150,000.00. These funds are needed to continue service for the remainder of the award until renewal. Total revised estimated expenditure is $440,000.00.

Group 1 & 2: Team Car Care LLC dba Jiffy Lube not to exceed $195,000.00 (+ 50,000.00)
Group 3 & 4: Take 5 Properties SPV LLC not to exceed 245,000.00 (+ 100,000.00)

Funding Source: 51101.114005.546010.000000.00000000.00000.0000000

2501 Commonwealth Ave Jacksonville, FL 32254 Phone: 904.255.7409 Fax: 904.381.4607 www.coj.net

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 Total 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 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: 4/22/2021

OTHER:

ACTION OF AWARDING AUTHORITY

DATE 4/26/2021

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION