2

SUBJECT: Oil Change and Lube Services of City Vehicles

BID #: SC-0353-18 **OPEN DATE:** 1/19/18

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of award with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group, to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to extend the award with Take 5 Oil Change, LLC through April 8, 2021 to allow for a rebid, and to increase the award by $60,000.00. Total revised estimated annual expenditure amount is $290,000.00, for an expenditure amount not to exceed $570,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Letter and 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: February 17, 2021

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tomgol, Chief of Fleet Management

From: Erik Preacher, Fleet Financial Services Manager

Re: Request extension and increase award SC-0353-18 Oil Changes and Lube Services for City Vehicles

Fleet Management is requesting approval to extend current bid SC-0353-18, ~~March 11, 2021~~ through April 8, 2021, to allow time to re-bid with revised specification. Fleet Management is requesting approval to increase award with Take 5 by $60,000.00. These funds are needed to continue service until the revised bid is awarded. Total revised estimated expenditure is $290,000.00, for an expenditure amount not to exceed $570,000.00.

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

RE: <External> SC-0353-18 extension

Diana Trinh <diana.trinh@take5oilchange.com>
Wed 2/17/2021 1:08 PM
To: Kurtz, Sheryl <SKURTZ@coj.net>
Cc: Preacher, Erik <ErikP@coj.net>; Ligia Collins <Ligia.Collins@take5oilchange.com>

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 Sheryl,

Yes, we would like to rebid and can continue our current contract with the same terms and conditions and pricing.

I have not heard back from Karen KarenG@coj.net on the reset our the login credentials yet.

Thanks,
Diana

Diana Trinh
Manager – Fleet Operations

(336) 953-9007

Proud Member of Driven Brands

From: Kurtz, Sheryl [mailto:SKURTZ@coj.net]
Sent: Wednesday, February 17, 2021 1:02 PM
To: Diana Trinh <diana.trinh@take5oilchange.com>
Cc: Preacher, Erik <ErikP@coj.net>
Subject: <External> SC-0353-18 extension

Fleet Management will like to extend the correct bid, SC-0353-18 Oil Change & Lube until April 8, 2021 to allow time for re-bid. Please let me know if Take 5 agrees with the extension with the same terms and condition and pricing?

Thank you,

SUBJECT: Oil Change and Lube Services of City Vehicles

BID #: SC-0353-18

OPEN DATE: 1/19/18

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of award with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group, to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Take 5 Oil Change, LLC by $50,000.00 through the period ending February 24, 2021. Total revised estimated annual expenditure amount is $230,000.00, for an expenditure amount not to exceed $510,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo and 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: 2/18/2021

Teresa R. Eichner

OTHER:

ACTION OF AWARDING AUTHORITY DATE 2/18/21

APPROVED ✓ BH 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 of City Vehicles

BID #: SC-0353-18 **OPEN DATE:** 1/19/18

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of award with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group, to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to extend the award with Take 5 Oil Change, LLC for one (1) month from January 24, 2021 to February 24, 2021, and to increase the award by $25,000.00. Total revised estimated annual expenditure amount is $180,000.00, for an expenditure amount not to exceed $460,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Letter and 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: 1/14/2021

Teresa R. Eichner

OTHER:

ACTION OF AWARDING AUTHORITY DATE 1/14/21

APPROVED ✓ BH 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 of City Vehicles

BID #: SC-0353-18

OPEN DATE: 1/19/18

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of award with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group, to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award to Take 5 Oil Change, LLC by $25,000.00 for the period ending January 24, 2021. Total revised estimated annual expenditure amount is $155,000.00, for an expenditure amount not to exceed $435,000.00.

Funding Source: 51101.114005.546020.000000.00000000.00000.0000000 – To be encumbered by purchase order

Attachments: Recommendation Memo and 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: 12/10/2020

OTHER:

ACTION OF AWARDING AUTHORITY DATE 12/17/20

APPROVED ✓ BHA 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 of City Vehicles

BID #: SC-0353-18

OPEN DATE: 1/19/18

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of award with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group, to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second and final renewal option with Take 5 Oil Change, LLC. Period of service is from January 25, 2020 through January 24, 2021. Total revised estimated annual expenditure amount is $130,000.00, for an expenditure amount not to exceed $410,000.00.

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

Attachments: Recommendation Memo, Vendor Letter and 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 Ø DATE: 1/16/20

OTHER:

ACTION OF AWARDING AUTHORITY DATE 1/16/20

APPROVED ✓ BH 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 of City Vehicles

BID #: SC-0353-18

OPEN DATE: 1/19/18

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of award with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group, to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award Take 5 Oil Change, LLC by $100,000.00 for the period ending January 25, 2020. Total revised estimated annual expenditure amount is $230,000.00, for an expenditure amount not to exceed $380,000.00.

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

Attachments: Recommendation Memo and 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 Ø DATE: 10/10/19

Teresa R Eilhart

OTHER:

R McCl

ACTION OF AWARDING AUTHORITY DATE 10/10/19

APPROVED ✓ BH 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 of City Vehicles

BID #: SC-0353-18

OPEN DATE: 1/19/18

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of award with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group, to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from January 24, 2019 to date of award.

Recommend approval to utilize the first of two (2) renewal options with Take 5 Oil Change, LLC to include an 1.1% increase for Groups 1-4, Items 1 (Oil Change Conventional) & 2 (Oil Change Dexos). Period of service is from date of award through January 25, 2020. Total revised estimated annual expenditure amount is $130,000.00, for an expenditure amount not to exceed $280,000.00.

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

Attachments: Recommendation Memo, Vendor Letter and 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 ____ MEMBERS DISAPPROVING ____ DATE: ____

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 2/04/19

APPROVED ____ DISAPPROVED ____

OTHER ____

SIGNATURE OF AUTHENTICATION ____

SUBJECT: Oil Change and Lube Services of City Vehicles

BID #: SC-0353-18

OPEN DATE: 1/19/18

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of award with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group, to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Take 5 Oil Change, LLC by $20,000.00 for the period ending January 24, 2019. Total revised estimated expenditure amount not to exceed $150,000.00.

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

Attachments: Recommendation Memo and Previous Award

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 Ø DATE: 1/10/19

Teresa R Eichner

OTHER:

ACTION OF AWARDING AUTHORITY DATE 1/10/19

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 Services of City Vehicles

BID #: SC-0353-18

OPEN DATE: 1/19/18

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of award with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group, to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend the award with Take 5 Oil Change, LLC to add the services listed below, increasing the estimated annual expenditure by $10,000.00. Total revised estimated expenditure amount not to exceed $130,000.00.

- Full Synthetic Oil Change @ $54.99 (6 Quarts)
- Additional Quarts @ $6.99 each

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

Attachments: Recommendation Memo, Vendor Quote, Terms and Conditions and Previous Award

Analyst: Annette Burney

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: C. J. Thompson, Chief, Fleet Management Division

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 3/15/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 3/15/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: Oil Change and Lube Services of City Vehicles

BID #: SC-0353-18

OPEN DATE: 1/19/18

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – One (1) year from date of award with two (2) one (1) year renewal options

AGENCY: Fleet Management Division

BASIS OF AWARD: By Group, to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, Take 5 Oil Change, Inc. to provide oil change and lube services for City vehicles. Total expenditure amount not to exceed $120,000.00.

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

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

Analyst: Annette Burney

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: C. J. Thompson, Chief, Fleet Management Division

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 1-25-18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 1/29/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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