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 _____ 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 19, 2018

01/22/18 11:01:55
Procurement Division

To: Gregory Pease, Chief of Procurement Division

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

From: Erik Preacher, Fleet Financial Services Manager

Re: Recommendation of award for SC-0353-18 Oil Change and Lube Services of City Vehicles

---

Fleet Management is requesting approval award to the lowest responsive, responsible bidder, Take 5 Oil Change, 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 $120,000.00

AFFM511-04602 will be utilized for these purchases.

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 item(s) / service(s) and to obtain pricing commitments for Oil Change and Lube Services for City Vehicles as listed in the bid documents.

2. AWARD

Award will be BY GROUP to the lowest responsive, responsible bidder(s). To be eligible for an award of groups 1-3, the vendor must have a properly licensed and zoned, permanent car wash facility 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 for 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 items(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.

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.

The City of Jacksonville reserves the right to add or delete items as necessary during the contract period.

8. PRICES

All prices must include all paint, shop supplies, tools, and any other items other than the parts required to perform the specified repairs as outlined in the bid documents.

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. DELIVERY

As described in the specifications.

11. PICK UP AND RETURNS

As in the specifications

12. 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 outlines in the specifications supersede this section.

13. 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.

14. INVOICING

Invoices will be issued once services are delivered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number, FM number, item number and description, date of service, hours of each item, unit prices, unit of measure, and extended totals. Payment terms are net 30 days. All original invoices shall be submitted to the City of Jacksonville, Fleet Management Division, 2581 Commonwealth Avenue, Jacksonville, FL 32254, Attn: David Hylazewski once services are completed.

15. 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. **A copy of the insurance certificate must be submitted within ten (10) days of award notice.** Bid number should be listed on the insurance certificate. Failure to submit the required certification of insurance will be grounds for rejection of bid award.

QWS3270X 1/22/2018 9:06 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 01/22/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 9:05 AM

FISCAL MO/YEAR : 04 2018 CURRENCY CODE :
INDEX CODE : AFFM511 FLEET MGMT - OPERATIONS
SUBOBJECT : 04602 SUBLET REPAIRS-MOTOR POOL ONLY
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	JAN 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	3,403,064.54	3,403,064.54
EXPENDITURES	175,432.78	1,201,517.89	1,201,517.89
ENCUMBRANCES	-102,564.14	1,942,386.13	1,942,386.13
PRE-ENCUMBRANCES	-34,320.00	83,174.19	83,174.19
REMAINING BALANCE	-38,548.64	175,986.33	175,986.33

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

TITLE: OIL CHANGE AND LUBE SERVICES OF CITY VEHICLES

BID NO.: SC-0353-18

OPEN DATE: JANUARY 10, 2018 @ 2 p.m.

ANALYST: ANNETTE BURNEY

No. Invited: (10) No. Received (2) No Bids: (0)

Recorded By: John Hernandez Announcer: Ruben Ola

ITEM	DESCRIPTION	EST. QTY	UNIT	Heartland Automotive dba Jiffy Lube UNIT PRICE	EXTENDED TOTAL	Take 5 Oil Change, LLC UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
GROUP 1: NORTHEAST QUADRANT									
1	OIL CHANGE CONVENTIONAL	1700	EA	21.99	$ 37,383.00	$ 17.99	$ 30,583.00	$	$
2	OIL CHANGE DEXOS	100	EA	37.99	$ 3,799.00	$ 35.98	$ 3,598.00	$	$
3	DRAIN PLUG	3	EA	5.99	$ 17.97	$0.00	$0.00	$	$
4	BRAKE FLUID PER QUART	3	EA	No Bid	No Bid	$0.00	$0.00	$	$
5	ANTIFREEZE PER QUART	3	EA	3.99	$ 11.97	$0.00	$0.00	$	$
6	AIR FILTER	12	EA	19.99	$ 239.88	$ 19.99	$ 239.88	$	$
7	WIPER BLADES TWO (2) PER SET	15	EA	29.98	$ 449.70	$ 19.98	$ 299.70	$	$
8	FUEL FILTER	12	EA	39.99	$ 479.88	N/A	N/A	$	$
9	OIL PER QUART	250	EA	5.99	$ 1,497.50	$ 2.99	$ 747.50	$	$
10	DEXOS PER QUART	20	EA	7.99	$ 159.80	$ 5.99	$ 119.80	$	$
			Total:	**$**	**44,038.70**	**$**	**35,587.88**	**$**	
GROUP 2: SOUTHEAST QUADRANT									
1	OIL CHANGE CONVENTIONAL	1700	EA	21.99	$ 37,383.00	$ 17.99	$ 30,583.00	$	$
2	OIL CHANGE DEXOS	100	EA	37.99	$ 3,799.00	$ 35.98	$ 3,598.00	$	$
3	DRAIN PLUG	3	EA	5.99	$ 17.97	$0.00	$0.00	$	$
4	BRAKE FLUID PER QUART	3	EA	No Bid	No Bid	$0.00	$0.00	$	$
5	ANTIFREEZE PER QUART	3	EA	3.99	$ 11.97	$0.00	$0.00	$	$
6	AIR FILTER	12	EA	19.99	$ 239.88	$ 19.99	$ 239.88	$	$
7	WIPER BLADES TWO (2) PER SET	15	EA	29.98	$ 449.70	$ 19.98	$ 299.70	$	$
8	FUEL FILTER	12	EA	39.99	$ 479.88	N/A	N/A	$	$
9	OIL PER QUART	250	EA	5.99	$ 1,497.50	$ 2.99	$ 747.50	$	$
10	DEXOS PER QUART	20	EA	7.99	$ 159.80	$ 5.99	$ 119.80	$	$
			Total:	**$**	**44,038.70**	**$**	**35,587.88**	**$**	

GROUP 3: NORTHWEST QUADRANT									
1	OIL CHANGE CONVENTIONAL	1700	EA	21.99	$ 37,383.00	$ 17.99	30583	$	$
2	OIL CHANGE DEXOS	100	EA	37.99	$ 3,799.00	$ 35.98	3598	$	$
3	DRAIN PLUG	3	EA	5.99	$ 17.97	$0.00	$0.00	$	$
4	BRAKE FLUID PER QUART	3	EA	No Bid	No Bid	$0.00	$0.00	$	$
5	ANTIFREEZE PER QUART	3	EA	3.99	$ 11.97	$0.00	$0.00	$	$
6	AIR FILTER	12	EA	19.99	$ 239.88	$ 19.99	239.88	$	$
7	WIPER BLADES TWO (2) PER SET	15	EA	29.98	$ 449.70	$ 19.98	299.7	$	$
8	FUEL FILTER	12	EA	39.99	$ 479.88	N/A	N/A	$	$
9	OIL PER QUART	250	EA	5.99	$ 1,497.50	$ 2.99	747.5	$	$
10	DEXOS PER QUART	20	EA	7.99	$ 159.80	$ 5.99	119.8	$	$
			Total:	**$**	**44,038.70**	**$**	**35,587.88**	**$**	
GROUP 4: SOUTHWEST QUADRANT									
1	OIL CHANGE CONVENTIONAL	1700	EA	21.99	$ 37,383.00	$ 17.99	$ 30,583.00	$	$
2	OIL CHANGE DEXOS	100	EA	37.99	$ 3,799.00	$ 35.98	$ 3,598.00	$	$
3	DRAIN PLUG	3	EA	5.99	$ 17.97	$0.00	$0.00	$	$
4	BRAKE FLUID PER QUART	3	EA	No Bid	No Bid	$0.00	$0.00	$	$
5	ANTIFREEZE PER QUART	3	EA	3.99	$ 11.97	$0.00	$0.00	$	$
6	AIR FILTER	12	EA	19.99	$ 239.88	$ 19.99	$ 239.88	$	$
7	WIPER BLADES TWO (2) PER SET	15	EA	29.98	$ 449.70	$ 19.98	$ 299.70	$	$
8	FUEL FILTER	12	EA	39.99	$ 479.88	N/A	N/A	$	$
9	OIL PER QUART	250	EA	5.99	$ 1,497.50	$ 2.99	$ 747.50	$	$
10	DEXOS PER QUART	20	EA	7.99	$ 159.80	$ 5.99	$ 119.80	$	$
			Total:	**$**	**44,038.70**	**$**	**35,587.88**	**$**	
			Grand Total (Groups 1-4):	**$**	**176,154.80**	**$**	**142,351.52**	**$**	
			TERMS:		**N/S**		**N/S**		
			DELIVERY (Business Days):		**N/S**		**N/S**		
			CONFLICT OF INTEREST:		**N**		**Y**		
			ADDENDUM(2):		**#2**		**Y**		