



September 10, 2018

To: Mayor Teresa Jacobs  
and the Board of County Commissioners

From: *Cm* Carrie Mathes, Manager, Procurement Division

Contact: Bryan Lucas, Manager, Fleet Management Division  
407-836-8202

Subject: Award of Invitation for Bids Y18-1098-PD, Oil, Filter and Lubrication  
Services

**ACTION REQUESTED:**

Approval to award Invitation for Bids Y18-1098-PD, Oil, Filter and Lubrication Services, to the low responsive and responsible bidder, Surfside Lubes, LLC dba Valvoline Instant Oil Change, in the estimated contract award amount of \$190,959.72 for a 2-year term. Further request authorization for the Procurement Division to renew the contract for three additional 1-year terms.

**PROCUREMENT:**

The contract will provide oil, filter, and lubrication services for County owned vehicles at 17 different locations throughout the County.

**APPROVALS:**

The Fleet Management Division and the Business Development Division concur with this recommendation.

**REMARKS:**

Three bids were received in response to this Invitation for Bids and were evaluated for price, responsiveness, and responsibility. Surfside Lubes, LLC dba Valvoline Instant Oil Change was determined to be responsive and responsible. The bid submitted by Christensen Enterprises dba Action Gator Tire was determined to be non-responsive due to qualifying their bid. South Bay Lube submitted a bid, but requested to withdraw their bid due to an error, which was validated and approved. The bid submitted by Surfside Lubes, LLC dba Valvoline Instant Oil Change is considered reasonable based on comparison to the current contract.

Page 2

Award of Invitation for Bids Y18-1098-PD, Oil, Filter and Lubrication Services

Award is recommended to the low responsive, responsible bidder Surfside Lubes, LLC dba Valvoline Instant Oil Change.

Bid tabulation follows:

<u>Bidder</u>	<u>Two Year Bid Amount</u>
Surfside Lubes, LLC dba Valvoline Instant Oil Change	\$190,959.72
Christensen Enterprises dba Action Gator Tire	Non-Responsive
South Bay Lube	Bid Withdrawn




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

August 24, 2018

TO: Perry Davis, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y18-1098-PD, Oil, Filter and Lubrication Services

The Business Development Division evaluated the 1 **bid** submitted for this project and found that the **bidder is not** an Orange County Certified Minority Women Business Enterprises. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can not be applied.

c: Sheena Ferguson, Manager, Business Development Division

