



INVITATION TO BID

The Ware County Board of Commissioners is now accepting sealed bids for the purchase of **Bulk Oil, Lubricants and Fluids** for the Ware County Vehicle Maintenance Department. Ware County has no intention of purposely eliminating any company from bidding. However, there are certain specifications that must be met or exceeded.

The Ware County Board of Commissioners reserves the right to reject any or all bids, with or without cause. Sealed bids will be accepted until Tuesday, May 10, 2011 and bids will be opened on that date at 10:00 a.m., at the Ware County Commission Office located at 800 Church Street, Suite 223, Waycross, Georgia. No late bids will be accepted. Awarding of the bid will take place at the next regular meeting of the Ware County Board of Commissioners and will be based on the lowest and/or best bid.

If you have any questions concerning this bid, you may call Elizabeth Hope at (912) 287-4300.

Should your firm be interested in submitting a bid, please complete the attached forms, submit the sealed bid, marked **Bulk Oil**, and mail or deliver to:

Ware County Commission
Elizabeth Hope
800 Church Street, Suite 223
Waycross, GA 31501

Ware County
Opportunity in every direction.

SPECIFICATIONS

Background and Objective:

The Ware County Vehicle Maintenance Department is located at 3699 Harris Road, Waycross, Georgia. Approximately \$20,000.00 of oil, fluid and lubricants were purchased during 2010. Purchase volumes can and do vary, the amounts listed are estimates only, not a guarantee of future purchases.

Requirements:

Products furnished under these specifications must meet or exceed the following requirements. When specifications cannot be met, the Exception Form should be completed in detail.

Technical Specifications:

- Only premium products will be accepted. No re-refined oils will be authorized for use.
- Supplier must provide, upon the request of Ware County, specification sheets and technical information regarding the products provided.
- All products shall be clearly labeled with the product name and designation. Unlabeled products will not be accepted.

Delivery Requirements:

- Deliveries must be made on an “as needed” basis. The Contractor shall deliver the specified oil or lubricant in the quantities so ordered within **two (2) calendar** days of receiving an order from Ware County.
- Supplier is liable for any spills and clean-up costs associated with deliveries made to the above facility. Supplier is responsible for disposing of any materials used in the spill clean-up.

Pricing:

- Pricing shall remain firm for the first ninety (90) days of the contract.
- Any and all price increases must be accompanied by written justification attesting to the cost increase to the vendor.
- All prices are F.O.B to the Ware County Vehicle Maintenance Facility.
- *Complete pricing information on “Attachment A.”*

Bid/Contract Period:

- The contract will be for a three (3) year period, with an annual option to renew. The first contract period will run from July 1, 2011-June 30, 2012. At any time during this period, there is a breach of contract by the supplier, the supplier will provided with a thirty (30) day written notice of contract termination. Rebidding will then be necessary.
- Supplier must notify Barry Cox, Vehicle Maintenance Supervisor, 912-287-4406, of any changes that occur during the contract period.

Insurance Coverage:

- Supplier must have insurance on all motor vehicles in their fleet in accordance with State, Federal and Local laws. Minimum coverage shall be \$1,000,000.00 per incident.
- Failure to maintain insurance coverage as required will be grounds for immediate termination of the contract.
- Prior to commencing work or services under this contract, the supplier must furnish Ware County with Certificates of Insurance as evidence that policies provide the required coverage.

ATTACHMENT A

Pricing

Product	Size <i>(Tube, Gallon, Drum, Ounce, Etc)</i>	Brand	Price
SAE 15W40 <i>Must meet or exceed specifications for Chevron 400 15W40</i>			
SAE 10W30 <i>Must meet or exceed specifications for Chevron Supreme 10W30</i>			
SAE 10W20 <i>Must meet or exceed specifications for Chevron Supreme 10W20</i>			
SAE 5W20 <i>Must meet or exceed specifications for Chevron Supreme 5W20</i>			
SAE 5W30 <i>Must meet or exceed specifications for Chevron Supreme 5W30</i>			
SAE 20W50 <i>Must meet or exceed specifications for Chevron Supreme 20W50</i>			

Gear Oil <i>Must meet or exceed specifications for Chevron Universal Gear Lubricant</i>			
Multi-Purpose Grease <i>Must meet or exceed specifications for Chevron Ultra Duty Grease</i>			
Hydraulic Fluid-Tractor <i>Must meet or exceed specifications for Chevron THF 1000</i>			
Automatic Transmission Fluid <i>Must meet or exceed specifications for Chevron Dexron II</i>			
Drive Train Fluid <i>Must meet or exceed specifications for Chevron Drive Train Fluid HD30</i>			
Extended Life Antifreeze <i>Must meet or exceed specifications for Chevron Delo® Extended Life Coolant</i>			
Antifreeze <i>Must meet or exceed specifications for Chevron Supreme Antifreeze/Coolant</i>			
Discount <i>Percentage discount offered on non- contract items</i>			

EXCEPTIONS

Please include detailed information regarding any exceptions that apply. If no exceptions, leave blank.

Deliveries on an “as needed” basis:

Insurance coverage:

Other:

BID AUTHORIZATION

Sign below in ink in the space provided. Unsigned bids will be considered incomplete and will be subject to rejection.

IT IS AGREED BY THE UNDERSIGNED BIDDER THAT THE SIGNING AND DELIVERY OF THIS BID REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE SPECIFICATIONS AND PROVISIONS, AND IF AWARDED THIS BID, WILL PERFORM IN ACCORDANCE WITH THIS AGREEMENT.

BID SUBMITTED BY:

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

FAX: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

STATEMENT OF NO BID

We, the undersigned, have declined to bid

- _____ Specifications too “tight”, i.e., geared toward one brand or manufacturer only
- _____ Insufficient time to respond to the Invitation to Bid.
- _____ We do not offer this product or services
- _____ Unable to meet specifications
- _____ Unable to meet Bond requirements
- _____ Specifications unclear (explain how)
- _____ Unable to meet Insurance requirements
- _____ Remove us from your Vendor’s List altogether
- _____ Other (specify below)

Remark:

Company Name: _____
Signature: _____
Telephone: _____
Date: _____

ADDITIONAL INFORMATION

Is any owner or officer of the bidder an employee of Ware County or related as close as third cousin to a Ware County Commissioner or other elected official?

YES _____ NO _____

Local Vendors submitting a bid from Waycross and Ware County MUST have valid City and/or County business license.

Local Vendor: YES _____ NO _____

City License #: _____

County License #: _____

Date of Issue: _____

Any bid not containing this information will NOT be considered