



**Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011**

**City of Tulsa,
Oklahoma**
Page 1 of 27

NOTICE is hereby given that the CITY OF TULSA, OKLAHOMA will receive sealed Bids for the following:

BID # TAC077D

DESCRIPTION: Motor Oils, Lubricants & Grease Commodity Code(s): 405-90, 405-38

You are invited to submit a Bid to supply the Goods and/or Services specified above. Invitations for Bid (IFB) will be posted on the City's website at www.cityoftulsapurchasing.org or a hardcopy may be obtained at:

City of Tulsa-Purchasing Division
175 East 2nd Street, Suite 865
Tulsa Oklahoma 74103

**Bids must be received no later than 5:00 PM (CST) on Wednesday November 30, 2011, and delivered to:
City Clerk's Office
175 East 2nd Street, Suite 260
Tulsa Oklahoma 74103**

Bids must be sealed and either mailed or delivered. No faxed or emailed Bids will be considered. Bids received after the stated date and time **will not be accepted and will be returned to the Bidder unopened.**

The Bid Packet consists of (1) this Notice of Invitation for Bid, (2) the Summary Sheet, (3) Form #1, (4) Form #2, (5) Form #3, (6) Form #4, (7) Form #5, (8) Form #6, (9) the Instructions, Terms and Conditions for Bidders, (10) Special Requirements, (11) Technical Specifications and (12) Exhibit A.

Use this checklist to ensure you have properly read and completed all Forms.

- Notice of Invitation for Bid
- Summary Sheet
- Form #1: Bidder Information Sheet. Must be completed.
- Form #2: Purchase Agreement. **Complete legal name in first paragraph and Notice provision in Section 17.i. Original signature required.**
- Form #3: Interest Affidavit. Original signature and notarization required.
- Form #4: Non-Collusion Affidavit. Original signature and notarization required.
- Form #5: Affidavit of Claimant. Original signature and notarization required.
- Form #6: Acknowledgment of Receipt of Addenda/Amendments. Must be completed and signed.
- Instructions, Terms and Conditions for Bidders
- Special Requirements (Offer Period; Insurance and Bonding; References)
- Technical Specifications
- Exhibit A: Bid Form including Delivery and Pricing. This is your Bid. It must be completed or your Bid will be rejected.

IMPORTANT NOTE: Write the Bid Number, Bid Description (as listed above), and Bid Opening Date on the lower left corner of the outside of your Bid envelope. You must return the entire completed Bid Packet.



Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011

City of Tulsa,
Oklahoma
Page 2 of 27

SUMMARY SHEET

Project Buyer

If you have any questions or need additional information, contact the assigned Project Buyer:

Darla Harvey

darlaharvey@cityoftulsa.org

Include **IFB TAC077D Motor Oil, Lubricants, & Grease** on the subject line

Bidder's Notice of Intent to Submit a Bid

Email the Project Buyer indicating your intent to Bid. Include IFB TAC077D Motor Oil, Lubricants & Grease on the subject line of the email. You will receive an email response verifying your notice of intent to bid was received. This same procedure should be followed to request clarification, in writing, of any point in the IFB.

Bidders are encouraged to contact the Project Buyer by email if there is anything in these specifications that prevents you from submitting a Bid, or completing the Bid Packet. Questions and concerns must be received no later than seven (7) days prior to the Bid Packet due date.

Issuing of Addenda

If you received the notice of this IFB from the City as a result of being registered to sell the commodity code(s) on this Bid, you should also receive notice of any addenda issued. If you are not registered with the City to sell the commodities listed herein, you must register as a supplier on the City of Tulsa Purchasing website (www.cityoftulsapurchasing.org) to receive notice of any addenda, or to receive notice of any future IFBs.

Pre-Bid Conference

If a pre-Bid conference will be held for this IFB, information on that conference will be inserted below:

Date _____ Time _____

Location _____

___ Attendance at the Pre-Bid Conference is required to submit a Bid; however Bidders may make arrangements to attend via teleconference in some cases (contact the Project Buyer for details).

___ Attendance is not required to submit a Bid.

Bid Packet Submission

The City requires two completed Bid packets: 1 Original and 1 Copy. Each must be clearly labeled on the front sheet indicating "Original" or "Copy". If a copy on electronic media is also required, the line below will be checked.

___ Electronic Copy also required.

Responses to this Invitation for Bid must be made on the forms listed on page 1. The entire completed Bid Packet must be returned or your Bid may be rejected. Do not take exception to any portion of this Bid Packet. Do not make any entries except where required. Do not insert any other documents into the Bid Packet.

Bid Opening

All Bid openings are public and take place at 8:30 a.m. Thursday, the day after Bids are due. The Bid openings are held in the City of Tulsa Council Meeting Room, 175 East 2nd Street, 2nd Floor, Tulsa, Oklahoma.



**Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011**

**City of Tulsa,
Oklahoma**
Page 3 of 27

**FORM #1
BIDDER INFORMATION SHEET**

Bidder's Exact Legal Name: _____
(Must be Bidder's company name as reflected on its organizational documents, filed with the state in which bidder is organized; not simply a DBA)

State of Organization: _____

Bidder's Type of Legal Entity: (check one)

- | | |
|--|--|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Corporation | |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Other: _____ |

Bidder's Address: _____
Street
City
State
Zip Code

Bidder's Website Address: _____ **Email Address:** _____

Sales Contact:

Name: _____
 Street: _____
 City: _____
 State: _____
 Phone: _____
 Fax: _____
 Email: _____

Legal or Alternate Sales Contact:

Name: _____
 Street: _____
 City: _____
 State: _____
 Phone: _____
 Fax: _____
 Email: _____



Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011

City of Tulsa,
Oklahoma
Page 4 of 27

FORM #2 (Page 1 of 4)
PURCHASE AGREEMENT

INSTRUCTIONS: This document **must** be properly signed and returned or your Bid will be **rejected**. This form constitutes your offer and if accepted by the City of Tulsa will constitute the Purchase Agreement under which you are obligated to perform. Your signature on this document indicates you have read and understand these terms and agree to be bound by them.

THIS PURCHASE AGREEMENT is between the CITY OF TULSA, OKLAHOMA, a municipal corporation, 175 East 2nd Street, Tulsa, Oklahoma, 74103-3827 (the "City") and:

(Bidder's company name as reflected on its organizational documents, filed with the state in which bidder is organized; not simply a DBA) (the "Seller").

WITNESSETH:

WHEREAS, the City has approved certain specifications and advertised for or solicited Bids on the following goods or services:

TAC077D – Motor Oil, Lubricants & Grease

(the "Goods and/or Services"); and

WHEREAS, Seller desires to provide such Goods and/or Services to City, acknowledges that this document constitutes Seller's offer to provide the Goods and/or Services specified below, and further acknowledges that if executed by the City's Mayor, this document will become the Purchase Agreement for such Goods and/or Services.

NOW, THEREFORE, for and in consideration of the terms, covenants and conditions hereinafter set forth, the parties hereto agree as follows:

1. **Documents Comprising the Agreement.** The Bid Packet includes the Notice of Invitation to Bid, the Summary Sheet, Form #1, Form #2, Form #3, Form #4, Form #5, Form #6, the Instructions, Terms and Conditions for Bidders, the Special Requirements, the Technical Specifications, Exhibit A and any addenda or amendments to the Bid Packet. The Bid Packet is incorporated herein by this reference. In the event of conflicting or ambiguous language between this Purchase Agreement and any of the other Bid Packet documents, the parties shall be governed first according to this Purchase Agreement and second according to the remainder of the documents included in the Bid Packet. Seller may submit as part of its Bid additional materials or information to support the Bid. Additional materials or information submitted by Seller which are not ambiguous and which do not conflict with this Purchase Agreement or the other Bid Packet documents are incorporated herein by this reference.
2. **Purchase and Sale.** Seller agrees to sell City the Goods and/or Services for the price and upon the delivery terms set forth in Exhibit A hereto. City agrees to pay Seller the price as set forth in Exhibit A based on (a) the quantity actually purchased in the case of goods or services priced by unit, or (b) the total price for a stated quantity of goods or services, upon (i) delivery of the Goods and/or Services to the City, (ii) the City's Acceptance thereof, and (iii) Seller's submission and City's approval of a verified claim for the amount due. City shall not pay any late charges or fees.
3. **Irrevocable Offer.** Seller understands and acknowledges that its signature on this Agreement constitutes an irrevocable offer to provide the Goods and/or Services. There is no contract unless and until City's Mayor/Mayor Pro Tem executes this Agreement accepting Seller's Bid. No City officer, employee or agent except the Mayor (or Mayor Pro Tem) has the authority to award contracts or legally obligate the City to any contract. Seller shall not provide any Goods and/or Services to City pursuant to this Agreement before this Agreement is executed by City. If Seller provides any Goods and/or Services to City pursuant to this Agreement before this Agreement is executed by City, such Goods and/or Services are provided at Seller's risk and City shall have no obligation to pay for any such Goods and/or Services.
4. **Term.** The term of this Agreement shall be effective commencing on the date of execution of this Agreement by the Mayor/Mayor Pro Tem of the City of Tulsa and terminating one year from that date. City in its sole discretion may offer Seller an opportunity to renew this Agreement for an additional four (4) one (1) year term(s). Seller understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. The continuing purchase by City of the Goods and/or Services set forth in this Agreement is subject to City's needs and to City's annual appropriation of sufficient funds in City's fiscal year (July 1st to June 30th) in which such Goods and/or Services are purchased. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by City.
5. **Warranties.** Seller shall assure that the Goods and/or Services purchased hereunder are covered by all available and applicable manufacturers' warranties for such Goods and/or Services. Seller expressly agrees that it will be responsible for performing all warranty obligations set forth in the Special Requirements for the Goods and/or Services covered in this Agreement. Seller also warrants that the Goods and/or Services will conform to the Technical Specifications and Special Requirements, and further warrants that the Goods and/or Services shall be of good materials and workmanship and free from defects for either a minimum of one (1) year from the date of Acceptance or installation by City, whichever is later, or as **specified in the Technical Specifications**, whichever is later. In no event shall Seller be allowed to disclaim or otherwise limit the express warranties set forth herein.
6. **Warranty Remedies.** City shall notify Seller if any of the Goods and/or Services fails to meet the warranties set forth above, and Seller shall promptly correct, repair or replace such Goods and/or Services at Seller's sole expense. Notwithstanding the foregoing, if such Goods and/or Services shall be determined by City to be defective or non-conforming within the first thirty (30) days after the date of Acceptance by City, then City at its option shall be entitled to a complete refund of the purchase price and, in the case of Goods, shall promptly return such Goods to Seller. Seller shall pay all expenses related to the return of such Goods to Seller.



Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011

City of Tulsa,
Oklahoma
Page 5 of 27

FORM #2 (Page 2 of 4)
PURCHASE AGREEMENT

7. **Seller Bears Risk.** The risk of loss or damage shall be borne by Seller at all times until the Acceptance of the Goods or Services by City.
8. **No Indemnification by City.** Seller understands and acknowledges that City is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Seller harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Seller shall not limit its liability to City for actual loss or direct damages for any claim based on a material breach of this Agreement and the documents incorporated herein. City reserves the right to pursue all legal and equitable remedies to which it may be entitled.
9. **Indemnification by Seller.** Seller agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of any nature brought against them due to the use of patented appliances, products or processes provided by Seller hereunder. Seller shall pay all royalties and charges incident to such patents.
10. **No Insurance by City.** If City is leasing Goods herein, City shall not be required to obtain insurance for Seller's property. Seller shall be solely responsible for any insurance it deems necessary. City is self-insured for its own negligence, subject to the limits of the Governmental Tort Claims Act (51 O.S. § 151 et seq.).
11. **No Confidentiality.** Seller understands and acknowledges that City is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 et seq.) and therefore cannot assure the confidentiality of contract terms or other information provided by Seller pursuant to this Agreement that would be inconsistent with City's compliance with its statutory requirements thereunder.
12. **Non-Responsive Bids.** Seller understands and acknowledges that if it adds terms and conditions to its Bid that are different from the terms set forth herein that its Bid may be rejected as non-responsive. Furthermore, if City accepts Seller's Bid and awards a contract to Seller based on such Bid, City shall not be bound to any exceptions, changes or additions made by Seller, and any terms and conditions added by Seller which are not expressly agreed to by City in writing will be void and of no force and effect and the parties will be governed according to the document precedence set forth in Section 1 above.
13. **Compliance with Laws.** Seller shall be responsible for complying with all applicable federal, state and local laws, regulations and standards. Seller is responsible for any costs of such compliance. Seller certifies that it and all of its subcontractors to be used in the performance of this Purchase Agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1312 and includes but is not limited to the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.
14. **Termination.** City, by written notice, may terminate this Agreement, in whole or in part, when such action is in the best interest of City. If this Agreement is so terminated, City shall be liable only for payment for Goods accepted and Services rendered prior to the effective date of termination. City's right to terminate this Agreement is cumulative to any other rights and remedies provided by law or by this Agreement.
15. **Price Changes.** The parties understand and agree that the variables in Seller's cost of performance may fluctuate, but any change in Seller's cost of performance will not alter its obligations under this Agreement, nor excuse performance or delay on Seller's part. If the IFB provides that Seller may include a price escalation provision in its Bid, Seller's price escalation provision will be evaluated by City as part of Seller's Bid price when awarding the Bid.
16. **Right to Audit.** The parties agree that Seller's books, records, documents, accounting procedures, practices, price lists or any other items related to the Goods and/or Services provided hereunder are subject to inspection, examination, and copying by City or its designees. Seller is required to retain all records related to this Agreement for the duration of the term of this Agreement and a period of three years following completion and/or termination of the Agreement. If an audit, litigation or other action involving such records begins before the end of the three year period, the records shall be maintained for three years after the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.
17. **Notice.** Any notice, demand, or request required by or made pursuant to this Agreement shall be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the addresses specified below.

i. To Seller: _____

To CITY: _____

With a copy to: _____

City Clerk, CITY OF TULSA, OKLAHOMA
175 E. 2nd Street, Suite 260
Tulsa, Oklahoma 74103
Darla Harvey, Buyer
175 E 2nd Street, Suite 865
Tulsa, Oklahoma 74103

18. **Relationship of Parties.** The Seller is, and shall remain at all times, an independent contractor with respect to activities and conduct while engaged in the performance of services for the City under this Agreement. No employees, subcontractors or agents of the Seller shall be deemed to be employees of the City for any purpose whatsoever, and none shall be eligible to participate in any benefit program provided by the City for its employees. The Seller shall be solely responsible for the payment of all employee wages and salaries, taxes, withholding



Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011

City of Tulsa,
Oklahoma
Page 6 of 27

FORM #2 (Page 3 of 4)
PURCHASE AGREEMENT

payments, fringe benefits, insurance premiums, continuing education courses, materials or related expenses on behalf of its employees, subcontractors, and agents. Nothing in this Agreement shall be construed to create a partnership, joint venture, or agency relationship among the parties. No party shall have any right, power or authority to act as a legal representative of another party, and no party shall have any power to obligate or bind another party, or to make any representations, express or implied, on behalf of or in the name of the other in any manner or for any purpose whatsoever.

19. **Third Parties.** This Agreement is between City and Seller and creates no right unto or duties to any other person. No person is or shall be deemed a third party beneficiary of this Agreement.
20. **Time of Essence.** City and Seller agree that time is deemed to be of the essence with respect to this Agreement.
21. **Binding Effect.** This Agreement shall be binding upon City and Seller and their respective successors, heirs, legal representatives and permitted assigns.
22. **Headings.** The headings used herein are for convenience only and shall not be used in interpreting this Agreement
23. **Severability Provision.** If any term or provision herein is determined to be illegal or unenforceable, the remainder of this Agreement will not be affected thereby. It is the intention of the parties that if any provision is held to be illegal, invalid or unenforceable, there will be added in lieu thereof a provision as similar in terms to such provision as is possible to be legal, valid and enforceable.
24. **Governing Law And Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue. City does not and will not agree to binding arbitration of any disputes.
25. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.
26. **Entire Agreement/No Assignment.** This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise. This Agreement may only be modified or amended in a writing signed by both parties. Notwithstanding anything to the contrary stated herein or in the attachments to this Agreement, no future agreements, revisions or modifications that may be required under this Agreement are effective or enforceable unless such terms, revisions or modifications have been reduced to writing and signed by City and Seller. Seller may not assign this Agreement or use subcontractors to provide the Goods and/or Services without City's prior written consent. Seller shall not be entitled to any claim for extras of any kind or nature.
27. **Multiple Counterparts.** This Agreement may be executed in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.
28. **Interpretive Matters and Definitions.** The following interpretive matters shall be applicable to this Agreement:
 - 28.1 Unless the context otherwise requires: (a) all references to Sections are to Sections of or to this Agreement; (b) each term defined in this Agreement has the meaning assigned to it; (c) "or" is disjunctive but not necessarily exclusive; (d) words in a singular include the plural and vice versa. All references to "\$" or to dollar amounts shall be in lawful currency of the United States of America;
 - 28.2 No provision of this Agreement will be interpreted in favor of, or against, any of the parties hereto by reason of the extent to which such party or its counsel participated in the drafting thereof or by reason of the extent to which any such provision is inconsistent with any prior draft hereof or thereof;
 - 28.3 Any reference to any applicable laws shall be deemed to refer to all rules and regulations promulgated thereunder and judicial interpretations thereof, unless the context requires otherwise;
 - 28.4 The word "including" means "including, without limitation" and does not limit the preceding words or terms; and
 - 28.5 All words used in this Agreement shall be construed to be of such gender, number or tense as circumstances require.
29. **Minority, Female, and Disadvantaged Business Enterprises and Equal Employment Opportunity.** Each bidder agrees to comply with the terms of Title 5 of Tulsa Revised Ordinances relating to Equal Employment Opportunity and to the utilization of minority, female, disadvantaged and BRIDGE program companies.
30. **Authority to Bind.** The undersigned individual states that s/he has authority to bind Seller to this Agreement, that s/he has read and understands the terms of this Agreement, and that Seller agrees to be bound by this Agreement and its incorporated documents.



**Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011**

**City of Tulsa,
Oklahoma**
Page 7 of 27

**FORM #2 (Page 4 of 4)
PURCHASE AGREEMENT**

IMPORTANT NOTE: This document must be signed by the proper person as set forth in Instructions, Terms and Conditions for Bidders, paragraph 4. FAILURE TO SUBMIT PROPERLY AUTHORIZED SIGNATURE MAY RESULT IN YOUR BID BEING REJECTED AS NONRESPONSIVE.

IN WITNESS WHEREOF, this Agreement has been executed in multiple copies on the dates set forth below to be effective during the period recited above.

Seller Company Name: _____

Sign Here ▶ _____

Printed Name: _____

Title: _____

Date: _____

ATTEST:

Corporate Secretary

Company Name/Address [Please Print] _____ Address _____ City _____ State _____ Zip Code _____

() - () - _____
Telephone Number Fax Number Email Address

**CITY OF TULSA, OKLAHOMA,
a municipal corporation,**

By: _____
Mayor

Date: _____

ATTEST:

City Clerk

APPROVED:

Assistant City Attorney



**Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011**

**City of Tulsa,
Oklahoma**
Page 9 of 27

FORM #4

NON-COLLUSION AFFIDAVIT

(Required by Oklahoma law, 74 O.S. §85.22-85.25)

STATE OF _____)
)ss.
COUNTY OF _____)

I, _____, of lawful age, being first duly sworn, state that:
(Seller's Authorized Agent)

1. I am the authorized agent of Seller herein for the purposes of certifying facts pertaining to the existence of collusion between and among Bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the Bid to which this statement is attached.
2. I am fully aware of the facts and circumstances surrounding the making of Seller's Bid to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Bid; and
3. Neither the Seller nor anyone subject to the Seller's direction or control has been a party:
 - a. to any collusion among Bidders in restraint of freedom of competition by agreement to Bid at a fixed price or to refrain from Bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between Bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

By: _____
Signature

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

Notary Commission Number: _____

County & State Where Notarized: _____

The Affidavit must be signed by an authorized agent and notarized



**Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011**

**City of Tulsa,
Oklahoma**
Page 10 of 27

FORM #5

AFFIDAVIT OF CLAIMANT

STATE OF _____)
)ss.
COUNTY OF _____)

The undersigned person, of lawful age, being first duly sworn on oath, says that all invoices to be submitted pursuant to this agreement with the City of Tulsa will be true and correct. Affiant further states that the work, services or material furnished will be completed or supplied in accordance with the plans, specifications, orders, requests and/or contract furnished or executed by the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the City of Tulsa or of any public trust where the City of Tulsa is a beneficiary, of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is submitted. Affiant further certifies that (s)he has complied with all applicable laws regarding equal employment opportunity.

Company: _____

Remit to
Address: _____

City, State
Zip: _____

Phone: _____

Name (print): _____

Signature: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My commission expires: _____
My commission number: _____
County and State where notarized: _____

The Affidavit must be signed by an authorized agent and notarized



**Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011**

**City of Tulsa,
Oklahoma**
Page 11 of 27

FORM #6

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA/AMENDMENTS

I hereby acknowledge receipt of the following addenda or amendments, and understand that such addenda or amendments are incorporated into the Bid Packet and will become a part of any resulting contract.

List Date and Title/Number of all addenda or amendments: (Write "None" if applicable).

Sign Here ► _____

Printed Name: _____

Title: _____

Date: _____



Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011

City of Tulsa,
Oklahoma
Page 12 of 27

INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDERS

1. **PURCHASING AUTHORITY.** City issues this Invitation For Bid pursuant to Tulsa City Charter, Art. XII, §14 and Tulsa Revised Ordinances, Title 6, Ch. 4, the provisions of which are incorporated herein.
2. **DEFINITIONS.** The following terms have the following meanings when used in the documents comprising this Bid Packet.
 - A. **"Acceptance"** with respect to a Bid shall mean the City's selection of a Bid, and award of a contract to the Bidder/Seller.
 - B. **"Acceptance"** with respect to delivery of Goods and/or Services provided under a Purchase Agreement shall mean City's written acknowledgement that Seller has satisfactorily provided such Goods and/or Services as required.
 - C. **"Addenda" "Addendum" or "Amendment(s)"** shall mean a clarification, revision, addition, or deletion to this Invitation For Bid by City which shall become a part of the agreement between the parties.
 - D. **"Authorized Agent"** means an agent who is legally authorized to bind the Seller under the law of the State in which the Seller is legally organized. An Authorized Agent must sign all documents in the Bid Packet on behalf of the Seller. Under Oklahoma law, the Authorized Agent for each of the following types of entities is as stated below:
 - **Corporations** – the president, vice president, board chair or board vice chair can sign; others can sign if they have and provide the City with (i) a corporate resolution giving them authority to bind the Seller, and (ii) a recent corporate secretary's certificate indicating the authority is still valid.
 - **General Partnerships** – any partner can sign to bind all partners.
 - **Limited Partnerships** – the general partner must sign.
 - **Individuals** – no additional authorization is required, but signatures must be witnessed and notarized.
 - **Sole Proprietorship** – the owner can sign. Any other person can sign if s/he provides a recent Power of Attorney, signed by the owner, authorizing him/her to bind the sole proprietorship.
 - **Limited Liability Company (LLC)** – The manager as named in the Operating Agreement can sign. Any person authorized by the Operating Agreement or a member can sign providing the person submits a copy of the authorization with a certificate of the members indicating the authorization is still valid.Entities organized in States other than Oklahoma must follow the law of the State in which they are organized.
 - E. **"Bid"** means the Seller's offer to provide the requested Goods and/or Services set forth in Exhibit A and any additional materials or information the Seller chooses to submit to support the Bid.
 - F. **"Bidder"** means the legal entity which submits a Bid for consideration by City in accordance with the Invitation For Bid.
 - G. **"Bid Packet"** consists of the following documents (1) the Notice of Invitation for Bid, (2) the Summary Sheet, (3) Form #1, (4) Form #2, (5) Form #3, (6) Form #4, (7) Form #5, (8) Form #6, (9) the Instructions, Terms and Conditions for Bidders, (10) Special Requirements, (11) Technical Specifications, and (12) Exhibit A.
 - H. **"Bid Submission Date"** shall mean the last date by which the City will accept Bids for an Invitation For Bid.
 - I. **"City"** shall mean the City of Tulsa, Oklahoma.
 - J. **"Days"** shall mean calendar days unless specified otherwise.
 - K. **"Primary Seller"** shall mean the Seller whose Bid City selected as the principal supplier of the Goods and/or Services required under this Agreement.
 - L. **"Project Buyer"** shall mean the City's employee assigned to serve as the contact person for Bidders/Sellers responding to Invitations For Bid or completing contracts herein.
 - M. **"Purchasing Division or Office"** shall mean the City of Tulsa's Purchasing Division, located at 175 East 2nd Street, Suite 865, Tulsa, Oklahoma 74103
 - N. **"Secondary Seller"** shall mean the Seller whose Bid City selected as a back-up supplier in the event the Primary Seller is unable to provide all the Goods and/or Services required.



Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011

City of Tulsa,
Oklahoma
Page 13 of 27

- O. **“Seller”** shall mean the Bidder whose Bid City selected and awarded a contract.
- P. **“You” or “Your”** shall mean the Bidder responding to this Invitation For Bid or the Seller whose Bid the City selected and awarded a contract.
- Q. **“Website”** shall mean the City of Tulsa’s website for the Purchasing Division: www.cityoftulsapurchasing.org.
3. **QUESTIONS REGARDING INVITATION FOR BID.** Questions regarding any portion of this Invitation For Bid must be submitted in writing (sent by mail, fax or email) to the Project Buyer indicated on the Summary Sheet herein. You should submit questions as early as possible and preferably before the pre-Bid conference. Questions and concerns must be received no later than seven (7) days prior to the Bid Packet due date. Any oral responses to questions before the contract is awarded are not binding on City. At City’s discretion, any information or clarification made to you may be communicated to other Bidders that notified City of their intent to Bid if appropriate to ensure fairness in the process for all Bidders. You must not discuss questions regarding the Invitation For Bid with anyone other than the Project Buyer or other Purchasing Division staff or your Bid may be disqualified, any contract recommendation or Acceptance may be rescinded, or any contract may be terminated and delivered Goods returned at your expense and City refunded any payments made.
4. **ORAL STATEMENTS.** No oral statements by any person shall modify or otherwise affect the provisions of this Invitation For Bid and/or any contract resulting therefrom. All modifications, addenda or amendments must be made in writing by City’s Purchasing Division.
5. **EXAMINATION BY BIDDERS.** You must examine the specifications, drawings, schedules, special instructions and the documents in this Bid Packet prior to submitting any Bid. Failure to examine such documents and any errors made in the preparation of such Bid are at your own risk.
6. **ADDENDA OR AMENDMENTS TO INVITATIONS FOR BID.** City may addend or amend its Invitation For Bid at any time before the Bid Submission Date, and any such addenda or amendments shall become a part of this Agreement. City will attempt to send a notification (by fax or email) of any addenda or amendments to those Bidders who have responded to the City’s Project Buyer of their intent to respond to the Invitation For Bid. However, it is your responsibility to inquire about any addenda or amendments, which will be available from the City’s Purchasing Division and its website. You must acknowledge receipt of any addenda or amendments by signing and returning the Acknowledgment of Receipt of Addenda/Amendments form and attaching it to this Invitation For Bid with your Bid. City may reject any Bid that fails to acknowledge any addenda or amendments.
7. **SPECIFICATIONS/DESCRIPTIVE TERMS/SUBSTITUTIONS.** Unless the term “no substitute” is used, the City’s references to a brand name, manufacturer, make, or catalogue designation in describing an item in this Bid Packet does not restrict you to that brand or model, etc. The City may make such references to indicate the type, character, quality and/or performance equivalent of the item desired. However, you are required to furnish the exact item described in your Bid unless a proposed substitution is clearly noted and described in the Bid.
- The parties recognize that technology may change during the period Bids are solicited and subsequent contracts are performed. Therefore, City may at its option accept changes or substitutions to the specifications for Goods of equal or better capabilities at no additional cost to City. In the case of existing contracts, you shall give City 30 days advance notice in writing of any such proposed changes or substitutions. City shall determine whether such items are acceptable as well as any proposed substitute.
- All Goods shall be new unless otherwise so stated in the Bid. Any unsolicited alternate Bid, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this Bid, may be considered non-responsive and the Bid rejected.
8. **PRICES/DISCOUNTS.** Prices shall be stated in the units and quantity specified in the Bid Packet documents. In case of discrepancy in computing the Bid amount, you guarantee unit prices to be correct and such unit prices will govern. Prices shall include transportation, delivery, packing and container charges, prepaid by you to the destination specified in the Specifications. Discounts for prompt payment will not be considered in Bid evaluations, unless otherwise specified. However, offered discounts for prompt payment will be taken if payment is made within the discount period.
9. **DELIVERY.** All prices quoted shall be based on delivery F.O.B. Tulsa, Oklahoma or to any other points as may be designated in the Technical Specifications, with all charges prepaid by Seller to the actual point of delivery. Bids must state the number of days required for delivery under normal conditions.



Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011

City of Tulsa,
Oklahoma
Page 14 of 27

10. **TAXES.** City is exempt from federal excise and state sales taxes and such taxes shall not be included in the Bid prices.
11. **BID SUBMISSION.** The Bid Packet forms must be prepared in the name of Bidder and properly executed by an Authorized Agent with full knowledge and acceptance of all provisions, in ink and notarized. Bids may not be changed or withdrawn after the deadline for submitting Bids (the "Bid Submission Date"). A Bid is an irrevocable offer and when accepted by City (as evidenced by City's execution of the Purchase Agreement) shall constitute a firm contract.
- A. **BIDS MUST BE SUBMITTED ONLY ON THE BID PACKET FORMS AND SIGNED BY AN AUTHORIZED AGENT. THE ENTIRE BID PACKET MUST BE RETURNED AS RECEIVED WITH ALL FORMS COMPLETED. YOU MAY ATTACH, AFTER EXHIBIT A, ANY DOCUMENTS NECESSARY TO COMPLETELY AND ACCURATELY RESPOND TO THE REQUEST. BIDS MUST BE IN STRICT CONFORMANCE WITH ALL INSTRUCTIONS, FORMS, AND SPECIFICATIONS CONTAINED IN THIS BID PACKET.**
 - B. Sealed Bids may be either mailed or delivered, but must be received at:
City of Tulsa – Office of City Clerk
175 East 2nd Street, Suite 260
Tulsa, Oklahoma 74103
 - C. Bids will be accepted at the above address from 8:00 a.m. to 5:00 p.m., Monday thru Friday except for City holidays. City is not responsible for the failure of Bids to be received by the City Clerk's Office prior to the due date and time.
 - D. Late Bids will be **rejected**. The Purchasing Agent, in his sole discretion, may make exceptions only for the following reasons:
 - 1. City Hall closed for business for part or all of the day on the date the response was due;
 - 2. If the City deems it appropriate due to large-scale disruptions in the transportation industry that may have prevented delivery as required.
 - 3. If documented weather conditions caused the late delivery. You must provide documentation of such weather to the satisfaction of the Purchasing Agent.
 - E. **City will not accept faxed Bids**, nor will City accept Bids faxed to the City Clerk, Purchasing Division or Office, or any other City office or employee.
 - F. City is not responsible for any of your costs in preparing the Bid response, attending a pre-Bid conference, or any other costs you incur, regardless of whether the Bid is submitted, accepted or rejected.
 - G. All Bids must be securely sealed and plainly marked with the Bid Number, Bid Title, and Bid Opening Date on the lower left corner of the outside of the Bid envelope. Your name and address must also be clearly indicated on the envelope.
 - H. If submitting multiple options ("Option(s)") to the Invitation for Bid, each will be considered separately requiring each response to be complete and accurate. Each Option must be clearly marked as Option 1 of 3, Option 2 of 3, etc.
 - I. The number of copies you must submit is listed on the Summary Sheet in the front of the Bid Packet. However, at a minimum, there will be (1) an original, clearly labeled as such in 1" red letters on the Bid Packet cover page, and (2) a copy for City's Purchasing Division, clearly labeled as such in 1" red letters on the Bid Packet cover page. If binders are used, they must also be labeled.
 - J. Multiple boxes or envelopes are permissible, but must not weigh more than 50 pounds. Each box must be labeled as instructed herein and numbered (i.e., Box 1 of 3; Box 2 of 3). **The original must be in Box #1.**
 - K. The original and all copies (either paper or electronic) must be identical in all respects. Bids must be completed and submitted in ink or typewritten. Bids written in pencil will be rejected. Any corrections to the Bids must be initialed in ink.
12. **BID REJECTION OR WITHDRAWL.**
- A. City may reject any or all Bids, in whole or in part.
 - B. **A Bid may be rejected if it contains additional terms, conditions, or agreements that modify the requirements of this Invitation For Bid or attempts to limit Bidder's liability to the City.**
 - C. A Bid may be rejected if Bidder is currently in default to City on any other contract or has an outstanding indebtedness of any kind to City.
 - D. City reserves the right to waive any formalities or minor irregularities, defects, or errors in Bids.
 - E. Bid withdrawal may only be accomplished by an Authorized Agent requesting the withdrawal in person at the City Clerk's office before the City's close of business on the Bid Submission Date.
13. **BID RESULTS.** A tabulation of Bids received will be made available on the City's Purchasing Division website generally within 5 working days after the Bid Opening Date. After a contract award is recommended to the Mayor, a copy of the Bid summary will be available in the City Clerk's Office. Bid results are not provided in response to telephone or email inquiries.
14. **PURCHASE ORDER.** In the event that the successful Bid is for an amount less than One Hundred Thousand Dollars (\$100,000), and it is determined by the City to be in the best interests of the City, the City, in its sole discretion, may issue a Purchase Order rather than execute the Purchase Agreement to purchase the Goods. If a Purchase Order is issued, however, the terms of the Bid



**Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011**

**City of Tulsa,
Oklahoma**
Page 15 of 27

Packet documents, including the Purchase Agreement, will govern the transaction and be enforceable by the City and Bidder/Seller.

15. **CONTRACT AWARD.** If a contract is awarded, it will be awarded to the Bidder that City determines is the lowest secure Bidder meeting specifications. Such Bid analysis will consider price and other factors, such as Bidder qualifications and financial ability to perform the contract, as well as operating costs, delivery time, maintenance requirements, performance data, history of contract relations with City, and guarantees of materials and equipment, as applicable. A complete list of the factors that are considered is set forth in Tulsa Revised Ordinances, Title 6, Ch. 4, §406E. Unless otherwise noted, City reserves the right to award a contract by item, one or more groups of items, or all the items in the Bid, whichever is in City's best interest.
16. **IRS FORM W-9.** If City selects your Bid and awards a contract to you, you will have ten (10) days from notification of the award to provide City with your complete IRS Form W-9.
17. **NOTICE TO PROCEED.** If City accepts your Bid and executes the Purchase Agreement, you shall not commence work until authorized to do so by the Purchasing Agent or his representative. Receipt of a Purchase Order from the City is notice to proceed.
18. **PAYMENTS.** Invoices should be mailed to: City of Tulsa – Accounts Payable
175 East 2nd Street, 8th floor
Tulsa, Oklahoma 74103

Payment will be made Net 30 days after receipt of a properly submitted invoice or the City's Acceptance of the Goods and/or Services, whichever is later, unless City decides to take advantage of any prompt payment discount included in the Bid.

THE REST OF THIS PAGE LEFT INTENTIONALLY BLANK



**Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011**

**City of Tulsa,
Oklahoma**
Page 16 of 27

SPECIAL REQUIREMENTS

1. Irrevocable Offer Period. You understand and acknowledge that the offer submitted as your Bid is firm and irrevocable from the City's close of business on the Bid Submission Date until 365 days after the Bid Opening Date.

2. General Liability/Indemnification. You shall hold City harmless for any loss, damage or claims arising from or related to your performance of the Purchase Agreement. You must exercise all reasonable and customary precautions to prevent any harm or loss to all persons and property related to the Purchase Agreement. You agree to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the Goods, Services, labor, or materials furnished by you or your subcontractors under the provisions of the Bid Packet documents.

3. Liens. Pursuant to City's Charter (Art. XII, §5), no lien of any kind shall exist against any property of City. Bidder shall deliver all goods to City free and clear of liens. Delivery by Seller to City of goods which are subject to liens under the Purchase Agreement shall be a material breach of the Purchase Agreement and all damages and costs incurred by City as a result of the existence of such liens shall be paid to City by Seller. At City's option, City may return such goods to Seller and Seller shall pay the cost of returning such goods and reimburse City for any payments made for such goods.

4. Insurance. If checked "Yes," the following insurance is required: **Yes: _____ No: X**

Seller and its subcontractors must obtain at Seller's expense and keep in effect during the term of the Purchase Agreement, including any renewal periods, policies of General Liability insurance in the minimum amounts set forth below and Workers' Compensation insurance in the statutory limits required by law.

Personal injury, each person	\$ 175,000.00
Property damage, each person	\$ 25,000.00
Auto Liability, each occurrence	\$ 1,000,000.00
Personal injury and property damage, each occurrence	\$ 1,000,000.00
Workers' Compensation	(Statutory limits)

SELLER'S INSURER MUST BE AUTHORIZED TO TRANSACT BUSINESS IN THE STATE OF OKLAHOMA.

Seller's insurance policy and all certificates of insurance must state that the insurer cannot change or cancel coverage without the insurer first giving 30 days written notice to City of such change, cancellation or termination. You will have 10 days after notification that your Bid was selected for contract award by City to provide proof of such coverage. The Certificate of Insurance must be completed with the following information:

- A. Your name
- B. Insurer's name and address;
- C. Policy number;
- D. Liability coverage and amounts;
- E. Commencement and expiration dates;
- F. Signature of authorized agent of insurer;
- G. Invitation For Bid number.

The completed Certificate of Insurance form should be sent to the assigned Project Buyer reflected on the Summary Sheet of this Bid Packet. An endorsement from the insurer must be obtained by Seller which adds City as an Additional Insured to the policy and states that the insurer will provide City with notice thirty days in advance of termination, cancellation or change in the coverage of the policy. The cancellation clause on your certificate must conform to the endorsement. Any conflict between the endorsement and the certificate is a material breach of the Purchase Agreement and can result in the retraction by City of the award of the Bid to Seller

5. Bonding.

A. Bid Bond. If the box is checked "Yes," the Bid Bond is required:

Yes: _____ No: X

B. Performance Bond. If the box is checked "Yes," the Performance Bond is required:



**Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011**

**City of Tulsa,
Oklahoma**
Page 17 of 27

Yes: No:

6. **References.** If the box is checked "Yes," References are required:

Yes: No: If yes, number required: 3

For each reference, the following information must be included: Company Name, Contact Name, Address, Phone Number, E-Mail Address, and the nature of their relationship with the Bidder.

Company Name: _____
Contact Name: _____
Address: _____
Phone: _____
E-mail address: _____
Nature of Relationship with Bidder: _____

Company Name: _____
Contact Name: _____
Address: _____
Phone: _____
E-mail address: _____
Nature of Relationship with Bidder: _____

Company Name: _____
Contact Name: _____
Address: _____
Phone: _____
E-mail address: _____
Nature of Relationship with Bidder: _____

THE REST OF THIS PAGE LEFT INTENTIONALLY BLANK



**Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011**

**City of Tulsa,
Oklahoma**
Page 18 of 27

TECHNICAL SPECIFICATIONS

SCOPE:

It is the intent during the contract period, as nearly as possible, to purchase all the requirements for the items bid from the firm to which the contract is awarded. This does not include materials supplied under terms of a public improvement contract let for a specific project by the City. Be advised that the quantities indicated on the Delivery and Pricing pages are listed for evaluation purposes only. There is no guaranteed quantity of purchases. It is expected that the majority of purchases made against this contract will be in bulk-delivered.

Awarded vendor is required to pick up and remove all empty used drums at time of delivery of product or at the request of the department.

BID PRICES:

Prices must remain firm for at least the first 90 days of the contract. Any price increases and/or decreases up to and including 10% which are imposed upon the contractor by the manufacturer during the term of this contract shall not be cause for changing the City's cost of the contracted products.

An adjustment of the prices may be considered as long as the conditions under the "Price Adjustment" clause are met. Any requests for price increases must be accompanied by an updated price list and a letter(s) from the manufacturer providing evidence of increase in cost.

The Seller will make a concerted effort to meet the City's need on a daily basis. The Seller will give the City as much advance notice as possible whenever the plant is scheduled to be closed or unable to supply products for any reason. initial (_____)

DELIVERIES:

Deliveries shall be made to the various locations in the City of Tulsa, and the city reserves the right to add other locations or delete locations during the term of the contract without affecting the contract price.

Initial (_____)

Orders will be placed by telephone from the City of Tulsa and deliveries shall be made promptly. Should the Seller fail to deliver oil, lubricants & grease promptly when ordered, the City reserves the right to purchase the oil, lubricants & grease elsewhere, in which case the extra cost of purchasing the oil, lubricants & grease above the contract price may be charged against the Seller by deducting that amount from any monies which may be due or become due to Seller. Prompt delivery shall be construed as meaning within three (3) business days after placement of phone order by the City.

Initial (_____)

All delivery costs must be included in the bid price. Initial (_____)



**Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011**

**City of Tulsa,
Oklahoma**
Page 19 of 27

Seller hereby guarantees that it will furnish the City of Tulsa with their full requirement of motor oils, lubricants and grease per bid in time of shortage or crisis, providing there are no government restrictions such as an allocation program prohibiting such supply. Initial (_____)

AWARD OF BID:

It is intended that the Award of this bid will be to the Bidder who meets the City of Tulsa's specifications; and offers total lowest cost for all items listed. **City of Tulsa reserves the right to evaluate Bidder based on previous experience.**

SECONDARY OR BACK-UP SOURCE:

The City reserves the right to enter into a contract with the second lowest Bidder to be used as a Secondary Seller or back-up source. This source would be used only in the event of the failure of the Primary Seller's ability to supply the needs of the city, within an acceptable time frame.

PURCHASE ORDERS, INVOICING AND PAYMENT:

The City may issue itemized purchase orders as well as blanket purchase orders for the user departments.

The Seller must furnish the user department one (1) copy of the itemized delivery ticket.

Invoices shall contain the following minimum information:

1. Using agency and delivery address
2. Purchase Order Number
3. Delivery ticket number (if not same as invoice number)
4. Product description
5. Product #. (The product # listed on the invoice must be the same as the product # listed on the bid.)
6. Unit Price of Product(s)
7. Total Price of Invoice
8. Delivery date or pick up date
9. Person ordering product and location of product use.

Invoices for monthly blanket purchase orders are not to exceed the dollar amount shown on the Purchase Order.

TESTS AND ACCEPTABILITY OF MATERIAL:

All tests of material will be made by an independent laboratory. Cost to be paid by the Seller. The City reserves the right to reject and/or withhold payment on any material not meeting specifications.



**Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011**

**City of Tulsa,
Oklahoma**
Page 20 of 27

MATERIAL SAFETY DATA SHEETS (MSDS)

The Seller is required to provide MSDS for each item when the first delivery of each item is made. Failure of the Seller to properly label hazardous substances and chemicals and provide MSDS shall render the contract null and void immediately.

ACCEPTANCE, INSPECTION AND QUALITY ASSURANCE:

Products submitted for this bid shall meet or exceed the specification listed in the Technical Bid Specifications. *(Refer to list of products on Delivery and Pricing Pages)*. **Reconditioned** motor oils and lubricants will not be considered for this bid. **Bidders should submit the product information sheets for their products with their bid package.** initial (_____)

LUBRICANT WARRANTY

The Seller guarantees that its lubricants meet or exceed the specifications for each product it supplies to the City of Tulsa and that they are free from defects. Seller(s) awarded will pay for parts and labor deemed reasonably necessary to repair damage to engines or other vehicle components if it can be demonstrated the damage was caused solely and directly by a breach of manufacturer's warranty. initial (_____)

Seller guarantees that the products they are submitting will not void any manufacturer's warranties for any vehicle or piece of equipment in the City of Tulsa Fleet. Attached is a list of the unit inventory with specific manufacturer's, make/model and year. This list represents the majority of the vehicles used by the City of Tulsa in the scope of this service; however this list is not to be considered all inclusive. City of Tulsa reserves the right to add vehicles as necessary or delete any obsolete vehicle or equipment. initial (_____)



**Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011**

**City of Tulsa,
Oklahoma**
Page 21 of 27

Manufacturer	Make/Model	Year	Manufacturer	Make/Model	Year
Chrysler/Dodge	Cars	1999-2009	Bob Cat	Loader	1994-2008
Dodge	Truck/Van	1999-2006	Caterpillar	Equipment	1988-2010
Ford	Cars	1996-2011	Daewoo	Forklift	2005-2007
Ford	Trucks/Van	1989-2012	Diamond Z	Tub Grinder	1994-2006
General Motors	Cars	1995-2010	Ditch Witch		1992-2007
General Motors	Trucks	1978-2011	Dresser	Equipment	1992, 1993
Toyota	Cars	2001-2011	Fiat Allis	Dozer	1985
Toyota	Trucks	2007	Gradall	Equipment	1995-2004
Mazda	Cars	2000, 2006	John Deere		1980-2012
International	Trucks	1985-2012	Kaiser		1995, 2005
Sterling	Trucks	2000-2007	Komatsu		1997-2004
Freightliner	Trucks	1996-2010	Kubota		1983-2011
Emergency One	Fire Trucks	1985-1999	Mitsubishi	Forklift	2001-2002
Pierce Pumper	Fire Trucks	1984-2006	Teledyne	Equipment	1998-2008
Takeuchi	Equipment	1998-2011	Link-Belt		2000
Yale	Forklift	1984-2002	Honda	Motors	1994-2010
Crane Carrier	Trucks	2004-2010	Harley Davidson	Motorcycle	2007-2011
Masey Ferguson	Tractor	1990-2001	Kawaski	Motorcycle	2002

The City reserves the right to conduct tests, require samples or require results to ensure compliance with the requirements of this specification; a random yearly test may be conducted on specific samples and based on the results of the test, The City has the right to alter testing procedures, either by quantity of products tested or frequency of testing. All tests are to be at the expense of the vendor.
initial (_____)

Using agencies shall inspect for proper identification of products, damaged or leaking containers and other apparent irregularities.



**Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011**

**City of Tulsa,
Oklahoma**
Page 22 of 27

**EXHIBIT A
BID FORM INCLUDING DELIVERY AND PRICING**

1. Delivery. If your Bid is accepted and a contract is executed, state the number of days you need to deliver the Goods and/or to begin providing Services:

_____ number of days for delivery.

You must be able to deliver the Goods and/or Services as specified in your Bid. Failure to do so may result in City terminating your contract or canceling the Purchase Order, pursuing collection under any performance bond, as well as seeking any other damages to which it may be entitled in law or in equity.

2. Pricing

(ESTIMATED QUANTITIES FOR EVALUATION PURPOSES ONLY)

Any brand names listed in the descriptions below can be bid as acceptable equivalents

Item #	Item Description	UOM	Est. Annual Usage	Unit Cost	Extended Cost	Manufacturer & Product #
1	Motor oil, single grade, heavy duty Diesel/Gasoline. Approved for API service , CF, CF-2, and SL/SJ. Minimum total base #9, with less than 1.5% sulfated ash. SAE30	12 qt case	8 cases	\$ _____ per case	\$ _____	
2	Motor oil, multi-grade, heavy duty Diesel/Gasoline. Approved for API Service CG-4, CF-4, CF, CH-4, CI-4, SL, and SJ. Minimum total base #11, with less than 1.5% sulfated ash. SAE 15W40	12 qt. case	115 cases	\$ _____ per case	\$ _____	
3	Motor oil, multi-grade, heavy duty Diesel/Gasoline. Approved for API Service CG-4, CF-4, CF, SG, CH-4, CI-4, SL, and SJ. Minimum total base #11, with less than 1.5% sulfated ash. SAE 15W40	55 Gallon drums	4 drums	\$ _____ per drum	\$ _____	
4	Motor oil, multi-grade light duty Diesel and Gasoline. Approved for API Service SM. API Cert. Mark ILSA GF-3(5w20, 5w30,10w30). Must meet Ford WSS-M2C153-H. Must be energy conserving II. SAE 5W20	12 qt. case	40 cases	\$ _____ per case	\$ _____	
5	Motor oil, multi-grade light duty Diesel and Gasoline. Approved for API Service SM. API Cert. Mark ILSA GF-3(5w20, 5w30, 10w30). Must meet Ford WSS-M2C153-H. Must be energy conserving II. SAE 5w20	Quarts in bulk	5400 quarts	\$ _____ per quart	\$ _____	
6	Motor oil, multi-grade light duty Diesel and Gasoline. Approved for API Service SJ, SL, SM. API Cert. Mark ILSAC (5w30, 10w30). Must be energy conserving II. SAE 5w30	12 qt. case	36 cases	\$ _____ per case	\$ _____	



Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011

City of Tulsa,
Oklahoma
 Page 23 of 27

7	Motor oil, multi-grade light duty Diesel and Gasoline. Approved for API Service SJ, SL, SM. API Cert. Mark ILSAC (5w30, 10w30). Must be energy conserving II. SAE 5w30	Quarts in bulk	2500 Quarts	\$ _____ per quart	\$ _____	
8	Motor oil, multi-grade light duty Diesel and Gasoline. Approved for API Service SJ, SL. API Cert. Mark ILSAC. Must be energy conserving II. SAE 10w30	12 qt. case	88 Cases	\$ _____ per case	\$ _____	
9	Motor oil, multi-grade light duty Diesel and Gasoline. Approved for API Service SJ, SL. API Cert. Mark ILSAC (5w30, 10w30). Must be energy conserving II. SAE 10w30	55 gallon drum	1 drum	\$ _____ per drum	\$ _____	
10	Motor oil, multi-grade diesel. Approved for API service CJ-4. Must meet chemical restrictions of less than 1.0% ash, 0.4% sulphur, 0.12% phosphorus. SAE 15W40	1 quart container	1380 quarts	\$ _____ per quart	\$ _____	
11	Motor oil, multi-grade diesel. Approved for API service CJ-4. Must meet chemical restrictions of less than 1.0% ash, 0.4% sulphur, 0.12% phosphorus. SAE 15W40	55 gallon drum	2 drums	\$ _____ per drum	\$ _____	
12	Motor oil, multi-grade diesel. Approved for API service CJ-4. Must meet chemical restrictions of less than 1.0% ash, 0.4% sulphur, 0.12% phosphorus. SAE 15W40	Quarts in bulk	37000 quarts	\$ _____ per quart	\$ _____	
13	Hydraulic oil, anti-wear, ISO viscosity grade 32, Rust and oxidation inhibited, minimum V.I.-102, Minimum 3680 hours on ASTM-D-943, must meet Denison HF-0, Vickers M-2950-S(5), Cincinnati Milacron P-68. Hydraulic Oil, ISO 32	5 gallon can	8 cans	\$ _____ per 5 gallon can	\$ _____	
14	Hydraulic oil, anti-wear, ISO viscosity grade 32, Rust and oxidation inhibited, minimum V.I.-102, Minimum 2000 hours on ASTM-D-943, must meet Denison HF-0, Vickers M-2950-S(5), Cincinnati Milacron P-68. Hydraulic Oil, ISO 32, ASTM Grade 150.	55 gallon drum	4 drums	\$ _____ per drum	\$ _____	
15	Hydraulic oil, anti-wear, ISO viscosity grade 32, Rust and oxidation inhibited, minimum V.I.-102, Minimum 2000 hours on ASTM-D-943, must meet Denison HF-0, Vickers M-2950-S(5), Cincinnati Milacron P-68. Hydraulic Oil, ISO 32	Quarts in bulk	8200 quarts	\$ _____ per quart	\$ _____	
16	Hydraulic oil, anti-wear, ISO viscosity grade 46, Rust and oxidation inhibited, minimum V.I.-100, Must meet Denison HF-0, Vickers M-2590-S(5), Cincinnati Milacron P-70. Viscosity Index 100. Hydraulic Oil, ISO46	5 gallon can	16 cans	\$ _____ per 5 gallon can	\$ _____	
17	Hydraulic oil, anti-wear, ISO viscosity grade 46, Rust and oxidation inhibited, minimum V.I.-100, Minimum 2000 hours on ASTM-D-943, must meet Denison HF-0, Vickers M-2590-S(5), Cincinnati Milacron P-70. Hydraulic Oil, ISO46	55 gallon drum	5 drums	\$ _____ per drum	\$ _____	



Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011

City of Tulsa,
Oklahoma
 Page 24 of 27

18	Hydraulic oil, anti-wear, ISO viscosity grade 68, Rust and oxidation inhibited, minimum V.I.-95, Minimum 2000 hours on ASTM-D-943, must meet Denison HF-0, Vickers M-2590-S(5), Cincinnati Milacron P-69. Viscosity index 9.5, Hydraulic Oil, ISO68	5 gallon can	4 cans	\$ _____ per 5 gallon can	\$ _____	
19	Hydraulic oil, anti-wear, ISO viscosity grade 68, Rust and oxidation inhibited, minimum V.I.-95, Minimum 2000 hours on ASTM-D-943, must meet Denison HF-0, Vickers M-2590-S(5), Cincinnati Milacron P-69. Hydraulic Oil, ISO68	55 gallon drum	2 drums	\$ _____ per drum	\$ _____	
20	Automatic transmission fluid. Meets latest requirements for transmissions manufactured by General Motors, Ford, Chrysler Corporation as well as requirements for Allison C-3/C-4 Torque Converters. Fluid is Dexron III, Mercon and/or Ford type H. Must meet licensing requirements and performance Requirements of: Ford Mercon, GM Dexron III, and Allison C-3/C-4. Auto. Trans. Fluid, Dexron III/Mercon/Ford Type H, and C-3/C-4.	12 qt. case	40 cases	\$ _____ per case	\$ _____	
21	Automatic transmission fluid. Meets latest requirements for transmissions manufactured by General Motors, Ford, Chrysler Corporation as well as requirements for Allison C-3/C-4 Torque Converters. Fluid is Dexron III, Mercon and/or Ford type H. Must meet licensing requirements and performance Requirements of: Ford Mercon, GM Dexron III, and Allison C-3/C-4. Auto. Trans. Fluid, Dexron III/Mercon/Ford Type H, and C-3/C-4.	55 gallon drum	1 drum	\$ _____ per drum	\$ _____	
22	Automatic transmission fluid. Meets latest requirements for transmissions manufactured by General Motors, Ford, Chrysler Corporation as well as requirements for Allison C-3/C-4 Torque Converters. Fluid is Dexron III, Mercon and/or Ford type H. Must meet licensing requirements and performance Requirements of: Ford Mercon, GM Dexron III, and Allison C-3/C-4. Auto. Trans. Fluid, Dexron III/Mercon/Ford Type H, and C-3/C-4.	Quarts in bulk	400 quarts	\$ _____ per quart	\$ _____	
23	Auto. Trans. Fluid. Mercon V. Must meet licensing and performance requirements of Ford Mercon V and Allison C-4.	12 qt case	25 cases	\$ _____ per case	\$ _____	
24	Auto. Trans. Fluid. Mercon V. Must meet licensing and performance requirements of Ford Mercon V and Allison C-4.	55 gallon drum	1 drum	\$ _____ per drum	\$ _____	
25	Auto. Trans. Fluid. Mercon V. Must meet licensing and performance requirements of Ford Mercon V and Allison C-4.	Quarts in bulk	600 quarts	\$ _____ per quart	\$ _____	



Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011

City of Tulsa,
Oklahoma
 Page 25 of 27

26	Auto. Trans. Fluid. Type TES-295 Must meet Allison C-4 and ZF Transmissions-Allison TES295 specifications. MUST HAVE WRITTEN PROOF THAT USE OF PRODUCT QUOTED WILL NOT VOID MANUFACTURER'S WARRANTY.	1 gallon jug	80 gallon jugs	\$ _____ p er jug	\$ _____	
27	Tractor fluid, all purpose. Fluid shall be specially Formulated to meet service requirements for tractors Of various manufactures where the use of a combin- ation hydraulic/transmission fluid is specified. The base oil and additives shall be selected to result in a product that will comply with the following manufac- turer's specifications: John Deere JDM J20C, Quatrol, Ford New Holland M2C86-B, M2C134-D, J1 Case MS1204, MS1205, MS1207, Massey Ferguson M1127A&B, M1129A, White Q-1766 GM/Allison C3/C4, Caterpillar To-2. Universal Tractor Trans./Hydraulic Fluid	5 gallon can	5 cans	\$ _____ p er 5 gallon can	\$ _____	
28	Multi-purpose gear lubricant. Must meet API Service Classification:GL-5 and MT-1. 80w90	5 gallon can	20 cans	\$ _____ p er 5 gallon can	\$ _____	
29	Kerosene – 1-K Contains 0.04 percent sulfur by weight and is designed for use in portable kerosene heaters.ASTM Standard D-3699	55 gallon drum	4 drums	\$ _____ p er drum	\$ _____	
30	Multi-purpose gear lubricant. Must meet API Service Classification: GL-5 and MT-1. 80w90	Quarts in bulk	1100 quarts	\$ _____ p er quart	\$ _____	
31	Multi-purpose gear lubricant. Must meet API Service Classification: GL-5 and MT-1. 85w140	5 gallon can	2 cans	\$ _____ p er 5 gallon can	\$ _____	
32	Multi-purpose gear lubricant. Must meet API Service Classification:GL-5 and MT-1. 85w140	64 quart drum	2 drums	\$ _____ p er drum	\$ _____	
33	Synthetic Gear Oil. ISO VG 220. High Temperature thermal/oxidation resistance. High viscosity Index and absence of wax. Certified GC-LB	5 gallon pail	10 pails	\$ _____ p er 5 gallon pail	\$ _____	
34	Grease. Multi-purpose, wheel bearing. NLGI #2 Timken OK load, ASTM D 2509, lb. – 55. Temp. Range 0 to 250 degree F.	14 oz tubes	1000 tubes	\$ _____ p er 14 oz tube	\$ _____	
35	Grease. Multi-purpose, wheel bearing. NLGI consistency #2 Timken OK load, ASTM D 2509, lb. – 55. Temp. Range 0 to 250 degree F.	5 gallon can	1 can	\$ _____ p er 5 gallon can	\$ _____	
36	Antifreeze, Glycol, Low Silicate, must be 100% concentrate. Must meet or exceed all ASTM & SAE Standards.	1 gallon jug	1026 jugs	\$ _____ p er jug	\$ _____	
37	Antifreeze, Glycol, Low Silicate, must be 100% concentrate, Must meet or exceed all ASTM & SAE Standards.	55 gallon drum	5 drums	\$ _____ p er drum	\$ _____	



**Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011**

**City of Tulsa,
Oklahoma**
Page 26 of 27

38	Antifreeze, Glycol, Low Silicate, must be 100% concentrate. Must meet or exceed all ASTM & SAE Standards.	Quarts in bulk	1100 quarts	\$ _____ per quart	\$ _____
39	Antifreeze, Extended life, must meet performance specs for: ASTM D-3306, ASTM D-4340, GM 1825M, GM6277M, Chrysler MS7170, FORD WSS-M97B44-D, and SAE J1034.	1 gallon jug	36 gallon jugs	\$ _____ per gallon jug	\$ _____
40	Aerial Hydraulic Fluid. All weather, multi-viscosity, antiwear. Designed for use in aerial buckets, mobile hydraulic systems, etc. A fluid with dielectric (insulating) properties is required. Foam resistant and oxidation inhibited. Must meet ASTM D877, at 25KV or better. Min. VI of 140.	5 gallon can	4 cans	\$ _____ per 5 gallon can	\$ _____
TOTAL EXTENDED COST: (All costs must be included and all items must be bid or your bid may be disqualified)			\$ _____		

Price Adjustment: Bid prices must remain firm for the first 90 days of the initial contract period. Any price increases and/or decreases up to and including 10% which are imposed upon the contractor by the manufacturer during the term of this contract shall not be cause for changing the City's cost of the contracted products. However, if the cumulative increases and/or decreases exceed 10% at any time during the term of the contract, the vendor may request a price change if the following conditions are met:

- a. The vendor must make the request in writing and include an effective date no sooner than 10 days after the time of the request.
- b. The vendor must provide a copy of the manufacturer's price list along with a newly completed Exhibit A, which will be used to verify the increase.

If these two conditions are met and the City agrees to the price change, the price increase or decrease will become effective once an Amendment to Purchase Agreement has been signed by the vendor and the Mayor of the City of Tulsa. Price changes shall not be allowed more than once every ninety (90) days.

To allow the purchase of Oils, Lubricants, and Grease products that we have not specifically stated, please provide the name of the type of price list you are offering, as well as a stated percent discount or premium for the products on that list. please provide a copy of this/these list(s) with your bid.

Item	Description	Name of Manufacturer's Price List	Price List Date	_% Discount Or % Premium
1				%
2				
3				
4				
5				

Bidders should provide a printed copy of the most current Published Price List you are offering with your



**Invitation For Bid
TAC077D Motor Oil, Lubricants & Grease
Equipment Management Department
Issued: November 3, 2011**

**City of Tulsa,
Oklahoma**
Page 27 of 27

bid. If the price list is provided to you in an electronic format, print the list and provide it in copy format with your bid.

It is a requirement that empty barrels be picked up at the time of delivery--at no additional charge. Drum deposits will not be acceptable.

PRICES NOT COMPETITIVE WITH THE MARKET:

For items which are not specifically listed in the preceding pages (i.e. - **not** Items 1-40), the City reserves the right to compare prices available through this bid with prices available elsewhere in the market, and to take advantage of any significant cost savings opportunities that may become apparent.

PRICING REDUCTION:

If there is a general price reduction in the motor oils, lubricants and grease industry, the vendor agrees to give the City of Tulsa benefit of such cost reduction; as stated in the price adjustment paragraph above;

Bidder's Company Name _____

Authorized Signature Here ▶ _____

Printed Name: _____

[RETURN THIS ENTIRE BID PACKET](#)