

CITY OF HOPKINSVILLE

Office of the Procurement Specialist
715 South Virginia Street
P. O. Box 707
Hopkinsville, Kentucky 42241

TITLE: CITY OF HOPKINSVILLE PETROLEUM PRODUCTS

BID DOCUMENTS ENCLOSED

A. INVITATION TO BID	Page 2
B. GENERAL CONDITIONS	Page 3-6
C. SPECIFICATIONS	Page 7-8
D. ACKNOWLEDGMENT OF RECEIPT	Page 9
E. BID FORM	Page 10-12

IMPORTANT: Advise the Office of the Procurement Specialist immediately in the event any of the above documents are not enclosed.

INVITATION TO BID

CITY OF HOPKINSVILLE AND HOPKINSVILLE SOLID WASTE AUTHORITY

Office of the Procurement Specialist
715 South Virginia Street
P. O. Box 707
Hopkinsville, KY 42241

Sealed bids addressed to the Procurement Specialist for furnishing and delivering the following:

Supply of petroleum products (lubricants) for period beginning with award of contract for a period of one year

will be received at the Hopkinsville Municipal Center, 715 South Virginia Street, P. O. Box 707, Hopkinsville, Kentucky, **until 11:30 a.m., local time, on Tuesday, November 21, 2017** at which time the bids will be opened and read aloud publicly in Conference Room 236A, Second Floor, at the same address.

The following pages contain the Invitation to Bid, General Conditions, Specifications and Detailed Specifications.

GENERAL CONDITIONS

1. **INSTRUCTIONS, SPECIFICATIONS AND FORMS:** Instructions, Specifications and forms may be obtained in person or by mail from the Procurement Specialist, City of Hopkinsville, P. O. Box 707, 715 South Virginia Street, Hopkinsville, KY 42241. Telephone: (270) 890-0230.

- (a) All bids are to be submitted on and in accordance with the attached Bid Form. The form must be signed and in the appropriate space.
- (b) Each bid must be submitted in a sealed envelope and clearly and prominently marked on the outside of the envelope with the following:

**SEALED BID-PETROLEUM PRODUCTS
BID NO.: 62-18-18-1218**

- (c) If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope marked **SEALED BID-PETROLEUM PRODUCTS** and mailed to the Procurement Specialist, P. O. Box 707, 715 South Virginia Street, Hopkinsville, KY 42241, allowing sufficient time for such mailing to reach this address prior to the scheduled closing time for receipt of bids.
- (d) Additional information or clarifications of any of the instructions or information contained herein may be obtained from the Office of the Procurement Specialist.
- (e) Any bidder or bidders finding any discrepancy in or omission from the specifications, in doubt as to their meaning, or believing that the specifications are discriminatory, shall notify the Procurement Specialist in writing within 5 days of the scheduled opening of bids. Exceptions as taken in no way obligates the City to change the specifications. The Procurement Specialist will notify all bidders in writing, of any interpretations made of specifications or instructions.

- (f) The City will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications should be directed to and will be issued by the Procurement Specialist.
- (g) The successful bidder will be required to purchase a City of Hopkinsville vendor's license prior to the official award of the bid.
- (h) Any bidder may withdraw his bid either in person or in writing at any time prior to the scheduled time for closing the receipt for bids. Withdrawals after the scheduled time for closing the receipt of bids will not be permitted.

2. **AWARD OF CONTRACTS**

- (a) All bids will be judged on the basis of best buy to the City and compliance with the General Conditions and conformance with the specifications.
- (b) Any other considerations or basis for judgment will be stated in the specifications.
- (c) The Procurement Specialist reserves the right to award contracts or place orders to a single source or divide awards and orders or enact such combination as shall, in his judgment, be in the best interest of the City.
- (d) Contract may be extended for a period of one year, upon written agreement of both parties.

3. **RESERVATIONS**

- (a) The Procurement Specialist reserves the right to reject any and all bids or parts of bids when, in his judgment, the City's interest will be served thereby.
- (b) The Procurement Specialist reserves the right to increase or decrease the quantities to be purchased at the prices bid. The estimated quantity intended to be purchased and the contract period shall be stated in the specifications or proposal inviting bids.
- (c) When deemed necessary, the Procurement Specialist may require an open-ended quantity amount for a specified period. Such a requirement will be stated in the specifications.

- (d) The Procurement Specialist reserves the right to award contracts or place orders to single source or divide awards and orders or enact such combination as shall, in his judgment, be in the best interest of the City.
- (e) The Procurement Specialist may waive minor differences in specifications provided these differences do not violate the specifications intent nor materially affect the operation for which the items are being purchased, nor increase estimated maintenance and repair costs to the City.

4. DELIVERY

- (a) Item is to be delivered F.O.B. destination and delivery costs and charges included in the bid.
- (b) Bidders must guarantee delivery of supplies in accordance with delivery schedules as requested by the Procurement Specialist or designated representative.
- (c) The Procurement Specialist reserves the right to charge the successful bidder for each day the supplies or services are not delivered in accordance with the delivery schedule as requested by the Procurement Specialist or designated representative. The per diem charge may be invoked at the discretion of the Procurement Specialist and said sum to be taken as liquidated damages and deducted from the bid deposit or final payment, or charged back to the vendor. The per diem amount shall not exceed \$300.00

5. COMPETITION

In order to assure fair competition and to permit determination of the best bid:

- (a) The name of any manufacturer, trade name, or manufacturer or vendor catalog number mentioned in the specifications or Bid Form is to designate a standard of quality and type and for no other reason.
- (b) Bids which show any omission, irregularity, alteration of forms, additions not called for, conditional or unconditional unresponsive bids, or bids obviously unbalanced may be rejected.
- (c) All bids must be accompanied by such descriptive literature and documents as may be called for by the specifications or Bid Form.

- (d) Specifications provided are based on City needs and uses, estimated costs of operation and maintenance, and other significant and/or limiting factors to meet City requirements and shall be consistent with City policies. Minimum specifications and maximum specifications included, are not established arbitrarily to limit competition or to exclude otherwise competitive bidders.

6. DISPUTES

In cases of disputes, as to whether or not an item or service quoted or delivered meets specifications, the decision of the Procurement Specialist, or authorized representative, shall be final and binding on all parties. The Procurement Specialist may request written recommendation of the head of the City agency using the item.

7. EXCEPTIONS

The submission of a bid shall be considered an agreement to all the terms, conditions and specifications provided herein and in the various bid documents, unless specifically noted otherwise in the space provided on the Bid Form.

8. BID BINDING

Unless otherwise specified, all formal bids submitted shall be irrevocable for sixty (60) calendar days.

9. UNIT PRICING

Unless clearly shown on the Bid Form that it is the intent of the bidder that a reduced total price is being offered on the basis of receiving an award of all items covered by the total, any totals should be the actual sum of the extension of unit price(s), extended price(s), and/or total price(s), unit prices will govern and the bid will be refigured accordingly.

10. SAMPLES

Samples of items, when required, must be furnished free of expenses to the City and if not destroyed by test may, providing request is made at the time the sample is furnished, be returned at the bidder's expense.

SPECIFICATIONS
PETROLEUM PRODUCTS

1. **SCOPE**

To supply petroleum products as called for in the specifications.

2. **APPLICATION**

Fuel card system for the City of Hopkinsville fleet and service.

3. **CONTRACT PERIOD**

The City of Hopkinsville reserves the right to award the contract to one or more vendors in the best interest of the City. Contract shall be for a period of one year. At the end of the contract period and upon written agreement by both parties, contract may be renewed for a period of one year.

3. **QUANTITIES**

A. Fuel

All Bidders must provide proof of base price for the date of November 21, 2017

The City of Hopkinsville is obligated during the period stipulated to purchase all of its normal requirements of the services/supplies specified from the supplier(s) and the supplier(s) is obligated to furnish the services/supplies which the City requires for its operation. The quantities stated herein are given as a general guide for bidding purposes and are not guaranteed amounts but represent the best estimate of the City's current needs.

SAE 30W Hi-Detergent Motor Oil.....100 gallons

Super Lube, M Chassis Grease

Meet NLGI #1 and 42.....500 tubes

8 ea. /120 lb. drums

BID DOCUMENT C

Gear Oil 85W/140. Meet requirements of GL-5.....	500 gallons
Gear Oil 80-90 Wt. Meet requirements of GL-5.....	500 gallons
HPO 15 W40-Hi-Detergent Motor Oil.....	2,500 gallons
Dexron III Mercon Automatic Transmission Fluid.....	500 gallons
Dexron Mercon 5 Transmission Fluid.....	100 gallons
Super Hydraulic Oil 32 ISO VC 32.....	1,500 gallons
Antifreeze.....	500 gallons

Testing of oil samples program with pricing and details

Regular Unleaded----- (Minimum 87 Octane)	150,000 gallons
Highway Diesel Fuel----- (Low Sulfur type)	80,000 gallons
Tractor Diesel (Off Road)-----	35,000 gallons
Kerosene # 1-----	5,000 gallons

ACKNOWLEDGEMENT OF RECEIPT OF BID PACKET

CITY OF HOPKINSVILLE PETROLEUM PRODUCTS

Bid No.: 62-18-18-1218

CITY PROCUREMENT SPECIALIST

CITY OF HOPKINSVILLE, KENTUCKY

I HEREBY ACKNOWLEDGE RECEIPT OF THE BID PACKET FOR PETROLEUM PRODUCTS. MY COMPANY INTENDS TO BID ON OR BEFORE 11:30 A.M., LOCAL TIME, TUESDAY, NOVEMBER 21, 2017, ON THE PROJECT AS SPECIFIED IN THE PACKET RECEIVED.

COMPANY NAME

AUTHORIZED REPRESENTATIVE PRINT NAME

AUTHORIZED SIGNATURE

DATE

PHONE NUMBER

BID FORM
PETROLEUM PRODUCTS
CITY OF HOPKINSVILLE

GROUP A-FUEL	DELIVERY QTY	BRAND NAME	TRANSPORTATION COSTS	WHOLESALE COST PER CONTAINER	% OF MARK-UP	TAX	PRICE DELIVERED
Super Unleaded Gas R+M/2 (92 Octane)	Bulk						
Unleaded Gas R+M/2 (87 Octane)	Bulk						
Low Sulfur Diesel #2 (Road Diesel Fuel)	Bulk						
High Sulfur Diesel (Off Road Use)	Bulk						
Kerosene #1	Bulk						

I, the undersigned, do hereby certify that I am a duly authorized representative of _____ located at _____, and that I have carefully examined the instructions, specifications, and Bid Forms and agree to all terms set forth in them.

Signature: _____ Title: _____

Acknowledged before me this _____ day of _____, 2017.

 NOTARY PUBLIC
 My Commission Expires: _____

BID FORM
PETROLEUM PRODUCTS
CITY OF HOPKINSVILLE

GROUP B-LUBRICANTS	DELIVERY QTY	BRAND NAME	TRANSP COSTS	WHOLESALE COST PER CONTAINER	% OF MARK-UP	TAX	PRICE DELIVERED
5W-30 Synthetic Blend High Detergent Motor Oil API SM, SN, ILSAC GF-4, GF-5	Bulk						
OW-20 Synthetic Engine Oil API SN, ILSAC GF-5	Drum						
Multi-purpose Grease Grade NLGI #2	Keg						
Multi-Purpose 75W-90 Gear Oil API GL-5 MT-1	Keg						
Multi-purpose 80W/140 Gear Oil API GL-5 MT-1	Keg						
Tractor Hydraulic & Transmission Fluid JD, J20A, J14B, C(303), J12A Case Hy-Tran	5 Gal						
Caterpillar TO-4 SAE10W or equivalent	5 Gal						
15W-40 High Detergent Motor Oil API SL-SM, CJ-4, CI-4, CI-4 Plus, CH-4	Drum						
Synthetic Multi-Vehicle Trans. Fluid, GM Dexron VI, Ford Mercon LV, Toyota WS, Alison C-4	Drum						

CONTINUE TO PAGE 12 GROUP B-LUBRICANTS	DELIVERY QTY	BRAND NAME	TRANSP COSTS	WHOLESALE COST PER CONTAINER	% OF MARK-UP	TAX	PRICE DELIVERED
Super Hyrdraulic Oil 32 ISO VG-32 Inhibited Anti-Wear Hydraulic Oil	Drum						
Super Hydraulic Oil 46 ISO VG-46 Inhibited Anti-Wear Hydraulic Oil	5 Gal						
Universal Formula Concentrate Anti-Freeze, Anti-Corrosion Properties for Aluminum, Steel & Iron. Use in both Diesel & Gasoline type engines	Drum						
<i>Oil Sample Analysis Testing Program Pricing and Details</i>							

I, the undersigned, do hereby certify that I am a duly authorized representative of _____ located at _____, and that I have carefully examined the instructions, specifications, and Bid Forms and agree to all terms set forth in them.

Signature: _____ Title: _____

Acknowledged before me this _____ day of _____, 2017.

NOTARY PUBLIC

My Commission Expires: _____