

Bedford County Department of Finance

**200 Dover Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029**

Request for Proposal

**Oil and Lubricants
Bid No. 23-7**

The Bedford County Department of Finance is requesting proposals on **Oil and Lubricants**. Sealed bids will be received until **2:00 p.m., Monday, August 8, 2022**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring that the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

1. **Meet or exceed the minimum requirements specified.**
2. **Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
3. **Submit their completed bid prior to the bid opening date and time.**
4. **Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A Purchase Order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact the School Transportation Department at 931-684-1500 for any questions as to the specifications of the bid.

Prices **shall include** all freight and delivery costs.

Bid prices shall be for the entire fiscal year ending June 30, 2023, with an option to renew for two (2) additional one year periods.

Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

INSTRUCTIONS TO BIDDERS

All Proposals are to be made on the Proposal Form provided. **Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, Bid No. 23-7 Oil and Lubricants.** Bids will be received and opened at **2:00 p.m., Monday, August 8, 2022.** **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposal shall be made upon Proposal Forms prepared by the Department of Finance. All Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, or deemed by the Department of Finance in their best interest to do so.

PROPOSAL FORM

**TO: Bedford County Department of Finance
200 Dover Street, Suite 102
Shelbyville, Tennessee 37160**

Re: Bid No. 23-7

Gentlemen:

Having examined the specifications for **Oil and Lubricants**, we (I) submit the attached proposal.

Company Name: _____

Mailing Address: _____

Signature and title of bidder: _____

Date: _____

Telephone Number: _____

Email: _____

Oil and Lubricants

SAE Grade	Brand	Product Size	Bid Price
5W-20 synthetic blend for gasoline engines	_____	Quart	_____
5W-30 synthetic blend	_____	Quart	_____
10W-30	_____	Quart	_____
10W-40	_____	Quart	_____
15W-40 per attached specifications	_____	55-Gallon Drum	_____
15W-40 per attached specifications	_____	Case	_____
15W-40 per attached specifications	_____	Bulk	_____
75-90 Gear Oil	_____	Quart	_____
80-90 SAE Grade Gear Oil	_____	120 pounds	_____
High-temp multi-purpose grease	_____	case tubes	_____
75W-140 Gear Oil	_____	Quart	_____
10W All Fleet Motor Oil API: CF-4, CF & SJ	_____	5-Gallon	_____
Automatic Transmission Fluid Dextron II per attached specifications	_____	5-Gallon Bucket	_____
Automatic Transmission Fluid Dextron II per attached specifications	_____	Quarts	_____
10W-20 Heavy-duty Hydraulic & Transmission Fluid, Multi-Viscosity API Rating: GL-4, all-purpose tractor for highly loaded gears	_____	5-Gallon	_____

Diesel Exhaust Fluid

DEF	Brand	Product Size	Bid Price (gal.)
Bulk Delivered 2 or 2 ½ gallon	_____ _____	_____ _____	_____ _____