

**Washington County Department of Education
405 West College Street
Jonesborough, TN 37659**

May 13, 2019

INVITATION TO BID
MOTOR OIL

Sealed bids are being secured toward purchase of ***motor oil*** by the Washington County Department of Education for its fleet during the fiscal year beginning July 1, 2019, and continuing through June 30, 2020, as further detailed below. Proposals will be accepted until 2:00 PM EST, Tuesday, May 28, 2019, at which time bids will be publicly opened and read aloud at the above Central Office address. Bidders/Representatives are welcome to attend opening. Any bid received later will be returned to sending bidder unopened.

The Washington County Board of Education reserves the right to reject any or all bids, award on what is determined as best dollar value for intended educational use which may not be that of low bid. The decision reached and any action taken by the Board will remain conclusive.

The successful bidding firm will have the option, through mutual agreement with the Board of Education, to extend the contract for a second year at the same pricing quoted hereon and awarded. This option due to awarded bidder providing bulk oil storage tank and dispensing mechanism referenced on the following page.

Price quoted must be full and complete to include transporting, handling and delivery on an ***“as needed”*** basis into the School Bus Garage, 307 Forest Drive, Jonesborough, Tennessee. Provisions for bid detail are made with each item of specification. All complete bids on either or both items will receive consideration toward award.

Successful bidding firm(s), if any, will be notified by our issue of a Washington County Board of Education purchase order following Board action of award on or about July 1. Payment will be made within thirty (30) days of delivery and receipt of invoice but not prior to July 1, 2019, which begins our new fiscal year. The Board of Education is tax exempt and form can be provided.

No distributor is favored or intended as specifications, detail of description and any referenced herein are given solely to express the standard of quality and service being sought. Bid that of your dealership and give full detail of exceptions to specifications on attached sheet.

Should any questions arise regarding these specifications, you may contact Tony Roberts at 423-753-1172. However, any change in specifications will be made by addendum directed to all prospective bidders and posted on our website, www.wcde.org/bids

Continue to Bid Quotation Sheet, complete all blanks without alterations and return BID QUOTATION SHEET, and any pertinent items in a SEALED envelope by mail or bring to Dr. Susan M. Kiernan, Washington County Department of Education, 405 West College Street, Jonesborough, Tennessee, 37659, so to arrive no later than the date and time given of the scheduled public opening.

For Bid Identity, clearly mark 'Motor Oil' on outside of envelope.

SPECIFICATIONS: *Motor Oil*

The estimated quantity of oil usage for the year should approximate 600 gallons bulk and 50 cases.

- Weight 15W-40
- API SF, SF/CC or SF/CD
- Oil not having API service of SF will not be considered
- Brand to be stated by vendor
- No re-refined oil will be considered

BULK STORAGE:

Awarded bidding firm is to furnish or lease to Washington County Schools Department of Transportation a bulk storage container, 200 gallon minimum with automatic take-up hose and accurate metering system activated by air pressure. Unit is to be equal and similar to that presently in use.

DELIVERY:

Specified oil is to be delivered to the Washington County School Bus Garage in bulk and 12 quart cases “*as needed*”, in an accurately metered tank truck, in the presence of an authorized representative of the School System who will sign receipt for delivery. The Board of Education reserves the right to take random samples and have analyses made to ascertain that oil meets specifications given herein. The Board further reserves the right to terminate purchases on a thirty-day prior written notice due to breach of agreement or unsatisfactory service by awarded bidding firm.

MANUFACTURER’S SPECS:

BIDDER MUST ATTACH A MANUFACTURER’S SPECIFICATION SHEET (FOR MOTOR OIL QUOTED) TO BID DOCUMENT IN ORDER FOR BID TO BE CONSIDERED FOR AWARD.

BID QUOTATION: *Motor Oil*

BRAND BID: _____

WEIGHT: _____

BID PRICE per gallon, bulk \$ _____, delivered

BID PRICE per 12 quart case, \$ _____, delivered

LEASE PRICE for bulk Storage/Metering System \$ _____

MANUFACTURER’S SPEC sheet attached? yes _____ no _____

Any EXCEPTIONS to motor oil specifications given herein may be listed on attached sheet and accompanied by manufacturer’s specification brochure.

By submitting this proposal bidder hereby agrees, as attested by signature below, that quoted product(s) and services, if awarded, meets specifications set forth herein and will remain in accordance with such requirements and standards of the Washington County Board of Education for the duration of the contract period beginning July 1, 2019, and continuing through June 30, 2020.

printed name of bidder

company name

bidder’s signature

mailing address

_____/_____/_____
telephone # / cell # / fax #

city/state/zip code

email address

date

State EXCEPTIONS in detail below, if necessary. If none, state 'no conditions and/or exceptions'.