

INVITATION TO BID

The City of Rochester, New Hampshire is accepting sealed bids for **“Bulk Oil & Lubricants”**. Bids must be submitted in a sealed envelope plainly marked:

Bulk Oil & Lubricants

“Bid # 11-02

City of Rochester
31 Wakefield Street
Rochester, NH 03867
Attn: Purchasing Agent

All bids must be received no later than **“July 1, 2010”** at **“2:30”** p.m. Actual bid opening will begin at 2:45 p.m. No late bids, faxed, e-mailed or telephone bids will be accepted. Bid proposals and specifications may be obtained by visiting www.rochesternh.net, or emailing purchasing@rochesternh.net, or by contacting the Purchasing Agent at City Hall, 31 Wakefield Street, Rochester, NH 03867, (603) 335-7602. All bid questions must be submitted in writing (email preferred) to the Purchasing Agent. All bid proposals must be made on the bid proposal forms supplied, and the bid proposal forms must be fully completed when submitted.

Bulk Oil and Lubricants Bid Specifications
1 of 4 pages to be submitted with bid

Products of the DPW Garage

RECOMMENDED SHELL PRODUCT	DESCRIPTION	CONTAINER SIZE	AMOUNT
SHELL ROTELLA T 15W/40	HEAVY DUTY OIL	BULK PER GALLON	
SHELL ROTELLA T 30	SINGLE VISCOSITY MOTOR OIL	55 GALLON DRUMS	
SHELL ROTELLA T 10	SINGLE VISCOSITY MOTOR OIL	55 GALLON DRUMS	
SHELL DONAX TG	DEXTRON/MERCON FLUID	BULK PER GALLON	
SHELL DONAX TD	TDH FLUID	55 GALLON DRUM	
SHELL SHELLZONE	50/50 PREDILUTED ANTI-FREEZE	55 GALLON DRUM	
PEAK GLOBAL LIFETIME	50/50 PREDILUTED ANTI-FREEZE	55 GALLON DRUM	
SHELL SPIRAX 80/90	HEAVY DUTY GEAR OIL	120 LB. KEG	
SHELL RETINAX LC	HEAVY DUTY TRUCK GREASE	120 LB. KEG	
SHELL RETINAX LC	HEAVY DUTY TRUCK GREASE	3/10 PACKS	
MS AW ISO 46	HYDRAULIC FLUID	BULK PER GALLON	
SUNOCO TWO CYCLE	TWO CYCLE OIL	24/16	
UNIGARD 15W30	BAR AND CHAIN OIL	6/1 Gallon	
OIL-DRI ABSORBENT	CLAY ABSORBENT	40 LB. BAG	
UNI-GUARD	POWER STEERING FLUID	12/1 QUART CONTAINER	
CLCLO BRAKE & PARTS CLEANER	BRAKE CLEAN	CASE OF SPAY CAN	
CYCLO HEAVY DUTY BREAKE AWAY	PENETRATING OIL	CASE OF SPRAY CANS	
CYCLO STARTING FLUID	STARTING FLUID	CASE OF SPRAY CANS	
WINSHIELD WASHER FLUID	WASHER FLUID	55 GALLON DRUM	

Bulk Oil and Lubricants Bid Specifications
2 of 4 pages to be submitted with bid
Products for the Wastewater Treatment Plant

RECOMMENDED SHELL PRODUCT	DESCRIPTION	CONTAINER	AMOUNT
MULTIFAK EPO GREASE	FOR VOTEX GRIT PADDLE DRIVE	5 GALLON	
SPIRZ GL 80W-140	FOR GEAR BOX CLARFER	5 GALLON	
RANDO HD 46	BAR SCREEN	5 GALLON	
SHELL MORLINA 100	GEAR CASE OIL	5 GALLON	
MEROPA 680 80W-90	HOIST AND DEFERENTIAL GEAR OIL	5 GALLON	
MOBIL DHV 632	FOR CLARIFIERS	5 GALLON	
SHELL OMALA RL 460	FOR CLARIFIERS	5 GALLON	
MOBIL DTE OIL HEAVY SYNTHETIC	GRIT AND SEPTAGE BLOWERS	5 GALLON	
MORLINA 220	LAGOON BLOWERS	55 GALLON	
SHELL OMALA 220	LAGOON BLOWERS	55 GALLON	
UNIPAC BLOWER OIL	FOR MAIN AERATION BLOWERS	55 GALLON	
MOBIL 5W-30 SYNTHETIC MOTOR OIL	FOR SMALL ENGINES	CASE	
MOBIL DTE 26 #MO11128	FOR SUMERSIBLE PUMPS	5 GALLON	
SAE 30W NON-DETERENT	FOR GORHAM-RUPP PUMPS	CASE	
HO-1 HYDRAULIC OIL	FOR HYDRAULIC PRESSES	GALLON	
URSA 15W-40	GENERATOR MOTOR OIL	5 GALLON	
URSA ED SAE 10W	BAR CHAIN OIL	GALLON	
STARPLEX 2 GREASE (RED)	HIGH HEAT	12 TUBES PER CARTON	
POLYSTAR RB 2 GREASE (PURPLE)	ANTI-COR-WATER RESISTNAT	12 TUBES PER CARTON	
CHEVRON SRI GREASE NLGI2 (GREEN)	FOR MOTORS	12 TUBES PER CARTON	
SHELL ALVANIA NO. 1 GREASE	SLIDE GATES	5 GALLON	
PENETRATING OIL	MULTI-PURPOSE	12 PER CASE	
PENTRATING GREASE (BIG RED)	MULTI-PURPOSE	12 PER CASE	
CHAIN DRIVE LUBRICAN	FOR CHAIN LINKAGES	12 PER CASE	
TEXACO CRATER 2X	HOIST CABLE GREASE	5 GALLON	

Bulk Oil & Lubricants Bid Specifications
3 of 4 pages to be submitted with bid

Products for the Wastewater Treatment Plant

RECOMMENDED SHELL PRODUCT	DESCRIPTION	CONTAINER	AMOUNT
ELECTRIC MOTOR CONTACT CLEANER	FOR ELECTRICAL USE	12 CANS PER CASE	
DIESEL FUEL ANTI-GEL CONDITIONER	DIESEL FUEL	12 BOTTLES PER CASE	
CASTROL SUPER CLEAN	FOR SLIDE GATE STEMS	12 BOTTLES PER CASE	
ICE-O-DRY WATER REMOVER	FUEL SYSTEM ANTI- FREEZE	12 BOTTLES PER CASE	
TELLUS T 15 (TROJAN)	FOR UV SYSTEM	5 GALLON	
ANCOOL 3760 GLYCOL (TROJAN)	FOR UV SYSTEM	5 GALLON	
STABIL CONCENTRATED FUEL STABILIZER	FUEL STABILIZER	12 BOTTLES PER CASE	
RANDO HD 68 GEAR OIL	BAR SCREEN	12 CANS PER CASE	
VIPER LUBE (LOCTIT SYNTHETIC GREASE	GENERAL PURPOSE	12 CANS PER CASE	
AERO-KROIL	LOOSEN FROZEN METAL PARTS	12 CANS PER CASE	

Bulk Oil and Lubricants Bid Specifications
4 of 4 pages to be submitted with bid

Products for the Water Treatment Plant

RECOMMENDED SHELL PRODUCT	DESCRIPTION	CONTAINER	AMOUNT
TEXACO MOLYTEC EP2	FOR RAW WATER PUMPS	TUBE	
CHEVRON SRI2	FOR RAW WATER AND COMPRESSOR BLOWER MOTORS	TUBE	
NEVASTANE AW46	FOR PUMPS AND DRIVE AND A.B.W. GEAR REDUCERS	5 GALLON	
MOBIL FM222	FOR BEARINGS, PUMPS, MOTORS, REDUCERS, WHEELS, FITTINGS	TUBE	
NEVASTANE AW 46	FOR VLOUMETRIC SCREW FEEDER GEAR BOX AND GEAR BOXES	5 GALLON	

This is a 1-year bid and pricing is to be held for the City of Rochester's fiscal year, July 1, 2010 through June 30, 2011. Pricing is to include all freight and delivery charges

Business Name:_____

Address:_____

Telephone:_____Fax:_____E-Mail_____

Signature:_____

Contact Name:_____

Bid results will be posted after 48 hours on the City of Rochester's web site:
www.rochesternh.net or will be available by request via e-mail at the following address:
purchasing@rochesternh.net

I. INSTRUCTIONS TO BIDDERS**A. Preparation of Bid Proposal**

1. The Bidder shall submit her/his proposal upon the forms furnished by the City (attached). The Bidder shall specify the unit price or lump sum bid, both in words and figures for each pay item listed. All words and figures shall be in ink or typed.
2. If an amount entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink. In a case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
3. The Bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business address of the President, Secretary, Treasurer.
4. All questions shall be submitted in writing to and received by the Purchasing Agent at the above address, a minimum of 7 days prior to the scheduled bid opening. The Purchasing Agent, will then forward both the question and the City's response to the question to all prospective bidders.

B. Irregular Proposals - Bid proposals will be considered irregular and may be rejected for any of the following reasons:

1. If the proposal is on a form other than furnished by the Owner, or otherwise specified, or if the form is altered or any thereof is detached.
2. If there are unauthorized additions, conditional or alternated bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
3. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alter pay items.

C. Interpretations - No oral interpretations will be made to any vendor as to the meaning of the specifications or terms and conditions of this sealed proposal invitation.

D. Delivery of Bid Proposals

1. When sent by mail, the sealed proposal shall be addressed to the owner at the address and in the care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed bid proposals are not acceptable.

E. Withdrawal of Bid Proposals

1. A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.
2. No bid may be withdrawn, for a period of (60) sixty days subsequent to the opening of bids, without express written consent of the City of Rochester, NH.

F. Public Opening of Proposals

1. Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

G. Disqualification of Bidders - Either of the following reason may be considered as being sufficient for the disqualification of a bidder and the rejection of his proposal of proposals:

1. More than one proposal for the same work from and individual, firm, or corporation under the same or different name.
2. Evidence of collusion among bidders.
3. Failure to supply complete information as requested by bid specifications.

II. **BID EVALUATION**

A. In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process including, but not limited to:

1. The bidder's ability, capacity, and skill to perform within specified time limits.

2. The bidder's experience, reputation, efficiency, judgment, and integrity.
3. The quality, availability and adaptability of the supplies and materials sold.
4. Bidder's last performance.
5. Sufficiency of bidder's financial resources to fulfill the contract.
6. Bidder's ability to provide future maintenance and/or services.
7. Other applicable factors as the City determines necessary or appropriate (such as compatibility with existing equipment).

III. AWARD AND EXECUTION OF CONTRACT

A. Consideration of Proposals

1. Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written figures, the written in words shall govern. In case of discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and bid prices, the latter shall govern.
2. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.

B. Award of Contract

1. If a contract is to be awarded, the award will be made to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed in the bid specifications page(s) and bid evaluation section of this document, as soon as practical after the bid opening. No bid shall be withdrawn for a period of (60) sixty days subsequent to the opening of bids, without the consent of the city of Rochester. The successful bidder will be notified, at the address listed on the proposal, that the bid has been accepted and contract negotiations shall follow.

C. Cancellation of Award

1. The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.

IV. EXTRAS

- A. Except as otherwise herein provided, no charge for any extra work or material will be allowed unless the same has been ordered, in writing, by the City of Rochester.

V. GUARANTEE OF WORK

- A. Except as otherwise specified, all work shall be guaranteed by the Contractor against defects result in from the use of inferior materials, equipment or workmanship for one (1) year from the Date of Final Acceptance.
- B. Make good any work or material, or the equipment and contents of said building or site disturbed in fulfilling any such guarantee.
- C. In any case, wherein fulfilling the requirements of the Contract or of any guarantee, should the Contractor disturb any work guaranteed under another contract, the Contractor shall restore such disturbed work to a condition satisfactory to the Director of Public Works. And guarantee such restored work to the same extent as it was guaranteed under such other contracts.
- D. If the Contractor, after notice, fails to proceed promptly to comply with the terms of the guarantee, the City of Rochester may have the defects corrected and the Contractor shall be liable for all expense incurred.
- E. All special guarantees applicable to definite parts of the work that may be stipulated in the Specifications or other papers forming a part of the Contract shall be subject to the terms of this paragraph during the first year of the life of such special guarantee.

VI. DEFAULT AND TERMINATION OF CONTRACT

- A. Cause – Any of the following reasons, but not limited to, may be cause for termination of the contract or agreement entered into between the City and vendor.
 - 1. Fails to begin work under Contract within the time specified in the notice to proceed.
 - 2. Fails to perform the work with sufficient workmen and equipment, or with sufficient materials to assume prompt completion of said work.
 - 3. Performs the work unsuitably or neglects or refuses to remove materials or to perform a new such work as may be rejected as unacceptable and unsuitable.
 - 4. Discontinues the prosecution of the work.
 - 5. Fails to resume work, which has been discontinued, within a reasonable time after notice to do so.

6. Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency.
7. Makes an assignment for the benefit of creditors.
8. For any other causes whatsoever, fails to carry on the work in an acceptable manner the City of Rochester will give notice, in writing, to the Contractor for such delay, neglect, and default.
 - a. If the Contractor does not proceed in accordance with the Notice, then the City of Rochester will have full power and authority without violating the Contract to take the prosecution of the work out of the hands of the Contractor. The City of Rochester may enter into an agreement for the completion of said Contract according to the terms and conditions thereof, or use such other methods as in his opinion will be required for the completion of said Contract in an acceptable manner.
 - b. All extra costs and charges incurred by the City of Rochester as a result of such delay, neglect or default, together with the cost of completing the work under the Contract will be deducted from any monies due or which may become due to said Contractor. If such expenses exceed the sum which would have been payable under the contract, then the Contractor shall be liable and shall pay to the City of Rochester the amount of such excess.

OBTAINING BID RESULTS

Bid results will be posted after 48 hours on the City of Rochester's web site: www.rochesternh.net or will be available by request via e-mail at the following address: purchasing@rochesternh.net