

## **INVITATION TO BID**

The City of Rochester, New Hampshire, will accept sealed bids for **Bulk Oil and Lubricants**. Bids must be submitted in a sealed envelope plainly marked:

Sealed Bid: **“SEALED BID #12-52**

**Bulk Oil and Lubricants”**

City of Rochester, New Hampshire

Attn: Purchasing Agent

31 Wakefield Street

Rochester, NH 03867

All bids must be received no later than **June 21, 2012** at **“2:00”** pm. Actual bid opening will begin at **2:15 PM**. No late bids, faxed, e-mailed or telephone bids will be accepted. Bid proposals and specifications may be obtained by visiting [www.rochesternh.net](http://www.rochesternh.net), or emailing [purchasing@rochesternh.net](mailto: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**

<b>RECOMMENDED SHELL PRODUCT</b>	<b>DESCRIPTION</b>	<b>CONTAINER SIZE</b>	<b>AMOUNT</b>
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 BRAKE 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**

<b>RECOMMENDED SHELL PRODUCT</b>	<b>DESCRIPTION</b>	<b>CONTAINER</b>	<b>AMOUNT</b>
MULTIFAK EPO GREASE	FOR VOTEX GRIT PADDLE DRIVE	5 GALLON	
SPIRZ GL 80W-140	FOR GEAR BOX CLARFER	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	
SHELL OMALA 220	DISC FILTERS/SODA ASH	5 GALLON	
MORLINA SD 150	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 ED SAE 10W	BAR CHAIN OIL	GALLON	
STARPLEX 2 GREASE (RED)	HIGH HEAT	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 LUBRICANT	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 STABIIZER	12 BOTTLES PER CASE	
AERO-KROIL	LOOSEN FROZEN METAL PARTS	12 CANS PER CASE	
SHELL ALAVANIA EP00	GRIT PADDLE DRIVE	5 GALLON	
SHELL ALAVANIA EP00	GRIT PADDLE DRIVE	12 TUBE PER CARTON	
SHELL CORENA PAO ISO-32	TURBLEX BLOWERS	5 GALLON	

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

**Products for the Water Treatment Plant**

<b>RECOMMENDED SHELL PRODUCT</b>	<b>DESCRIPTION</b>	<b>CONTAINER</b>	<b>AMOUNT</b>
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 EP 150	PUMPS	5 GALLON	

**This is a 1-year bid and pricing is to be held for the City of Rochester's fiscal year, July 1, 2012 through June 30, 2013. Pricing is to include all freight and delivery charges**

**An open line of communication is mandatory. When ordering, the local sale representative must visit the DPW facility.**

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](http://www.rochesternh.net) or will be available by request via e-mail at the following address:  
[purchasing@rochesternh.net](mailto:purchasing@rochesternh.net)

## **INSTRUCTION TO BIDDERS**

### **PREPARATION OF BID PROPOSAL**

1. The Bidder shall submit her/his proposal upon the form(s) furnished by the City (attached). The bidder shall specify a unit price for each pay item. All figures shall be in ink or typed.
2. If a unit price or lump sum bid already 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 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, by a partnership the name and post office address of each partnership member 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 addresses of the President, Secretary, and 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.

### **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 that furnished by the Owner or if the form is altered or any part thereof is detached.
2. If there are unauthorized additions, conditional or alternate 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 alternate pay items.

**DELIVERY OF BID PROPOSALS**

When sent by mail, the sealed proposal shall be addressed to the City of Rochester, Purchasing Agent, 31 Wakefield Street, Rochester, NH 03867. 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. Emailed or faxed bid proposals are not acceptable.

**WITHDRAWAL OF BID PROPOSALS**

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.

**PUBLIC OPENING OF BID PROPOSALS**

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.

**DISQUALIFICATION OF BIDDERS**

Either of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of her/his bid proposal(s):

1. Evidence of collusion among bidders.
2. Failure to supply complete information as requested by the bid specifications.

**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 prices written in words shall govern. In case of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and unit 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.
3. Bid results will be available on the website at [www.rochesternh.net](http://www.rochesternh.net) within 48 hours of the bid opening.

**AWARD OF CONTRACT**

The City holds the right, in its judgment, to award the contract to the bidder, which it feels is in the best interest of the City. If a contract is to be awarded, the Contractor/Vendor selection shall be based in part on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, reference checks, project understanding, approach, ability to comply with proposed or required time to completion or performance, licensing or certification, in good standing with Federal, State and Local agencies, possession of satisfactory record of performance, cost and to a responsible and qualified bidder whose proposal complies with all the

requirements prescribed 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, by the form mailed to the address on his proposal, that his bid has been accepted and that he has been awarded the contract.

### **CANCELLATION OF AWARD**

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.

### **BID EVALUATION**

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 the 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. The bidder's past performance.
5. The sufficiency of bidder's financial resources to fulfill the contract.
6. The bidder's ability to provide future maintenance and/or services.
7. Any other applicable factors as the City determines necessary and appropriate (such as compatibility with existing equipment).

### **CONDITIONS AT SITE**

Bidders shall be responsible for having ascertained pertinent local conditions, such as: location, accessibility and general character of the site of the building. The character and extent of existing work within or adjacent to the site, and any other work being performed thereon at the time of the submission of her/his bid.

### **LAWS, PERMITS AND REGULATIONS**

1. The Contractor shall obtain and pay for all licenses and permits as may be required of him by law, and shall pay for all fees and charges for connection to outside services, and use of property other than the site of the work for storage of materials or other purposes.
2. The Contractor shall comply with all State and Local laws, ordinances, regulations and requirements applicable to work hereunder, including building code requirements. If the Contractor ascertains at any time that any requirement of this Contract is at variance with applicable laws, ordinances, regulations or building code requirements, she/he shall promptly notify the City of Rochester in writing.

**STANDARDS**

1. Materials specified by reference to the number, symbol or title of a specific standard, such as a Commercial Standard, a Federal Specification, Department's Standard Specifications, a trade association standard or other similar standard. Shall comply with requirements in the latest revision thereof and any amendment or supplement thereto in effect on the date of advertisement, except as limited to type, class or grade or modified in such reference.
2. Reference in the Specifications to any article, device, product, material, fixture, form or type of construction by name, make or catalog number shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition. In such cases the Contractor may, at his option, use any articles, device, product, material fixture, form or type of construction that, in the judgment of the City expressed in writing to all Bidders before opening of bids as an addendum, is an acceptable substitute to the specified.
3. Substitution During Bid Time: Whenever any particular brand or make of material or apparatus is called for in the Specifications, a Bidder's Proposal must be based upon such material or apparatus, or upon a brand or make which has been specifically approved as a substitution in an Addendum issued to all Bidders during the bidding time.
4. The intent is that the brand or make of material or apparatus that is called for herein establishes a standard of excellence that, in the opinion of the Consultant and Engineer, is necessary for this particular Project.
5. Substitution After Bid Opening: No substitutions will be considered after bids have been opened unless necessary due to strikes, lockouts, bankruptcy or discontinuance of manufacture, etceteras. In such cases, the Contractor shall apply to the City, in writing within ten (10) days of his realizing his inability to furnish the article specified, describing completely the substitution he desires to make.

**EXTRAS**

Except as otherwise herein provided, no charge for any extra work or material will be allowed unless the Director of Public Works has ordered the same, in writing.

**GUARANTEE OF WORK**

1. Except as otherwise specified, all work shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment or workmanship for one (1) year from the Date of Final Acceptance.
2. Make good any work or material, or the equipment and contents of said building or site disturbed in fulfilling any such guarantee.
3. 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.

4. 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.
5. 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.

#### **DEFAULT AND TERMINATION OF CONTRACT**

If the Contractor:

1. Fails to begin work under Contract within the time specified in the notice to proceed;  
or
2. Fails to perform the work with sufficient workers and equipment, or with sufficient materials to assume prompt completion of said work; or
3. Performs the work unsuitably or neglects or refuses to remove materials or to perform anew such work as may be rejected as unacceptable and unsuitable; or
4. Discontinues the prosecution of the work; or
5. Fails to resume work, which has been discontinued, within a reasonable time after notice to do so; or
6. Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency; or
7. Makes an assignment for the benefit of creditors; or
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.

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 the City's opinion will be required for the completion of said Contract in an acceptable manner.

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 available on the website at [www.rochesternh.net](http://www.rochesternh.net) within 48 hours of the bid opening.