



CITY OF SUFFOLK

Purchasing Division

P.O. Box 1858, Suffolk, VA 23439-1858; T (757) 514-7520; Fax (757) 514-7524

ADDENDUM #1

TITLE: Automotive Lubricants

ACCEPTANCE DATE: Prior to 3:00 p.m. – October 17, 2012 “Local Verizon Time”

IFB NUMBER: 2013-00031

ACCEPTANCE PLACE: Finance Department, Purchasing Division, Room 105
441 Market Street
Suffolk, Virginia 23434

BID OPENING LOCATION: Purchasing Division Conference Room
441 Market St., Room 105

Requests for information related to this Invitation should be directed to:

Cindy L. Norfleet, CPPB, Senior Buyer
(757) 514-7522
Email address: cnorfleet@suffolkva.us

This document can be downloaded from our web site: www.suffolk.va.us/bids/index.jsp

Issue Date: October 5, 2012

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS POSSIBLE.

If you have obtained this bid document from the City’s website or a source other than the City of Suffolk, contact the Purchasing Division prior to submitting your bid to ensure that a complete up-to-date package has been received. The Purchasing Division is not responsible for providing addenda if the vendor is not listed as a prospective bidder.

ADDENDUM #1

Automotive Lubricants

The Invitation for Bid for Automotive Lubricants scheduled for opening at 3 p.m. October 17, 2012 is hereby amended/clarified as follows:

Pages 3-4, Section 4.2

The list of lubricating products currently used by the City's Fleet Management has been updated and amended as follows:

PRODUCT DESCRIPTION	ANNUAL USAGE
Oil, Hydraulic, 76 UNAX AW ISO 32 (bulk)	10,300 gal.
Oil, Hydraulic, 76 UNAX AW ISO 32 (55 gallon drum)	3 drums
Oil, Hydraulic, AW32 (5 gallon bucket)	6 buckets
Oil, Hydraulic, AW46 (5 gallon bucket)	12 buckets
Oil, Hydraulic, 10W (5 gallon bucket)	4 buckets
Oil, Hydraulic, Mobile DTE 10 Excel #22 (5 gallon bucket)	6 buckets
Oil, Hydraulic, VS46 Non synthetic (5 gallon bucket)	8 buckets
Oil, Hydraulic, Aerial Lift Non-conductive (5 gallon bucket)	6 buckets
Oil, Hydraulic, 76 Tractor Fluid Low Viscosity (gallon bucket)	80 buckets
Oil, Motor, Fleet Supreme QLT SAE 15W40 (bulk)	15,500 gal.
Oil, Motor, Fleet Supreme SAE 15W40 (case)	400 cases
Oil, Motor, 76 Super Synthetic Blend 5W30 (bulk)	10,000 gal.
Oil, Motor, 76 Super Synthetic Blend 5W30 (case)	40 cases
Oil, Motor, 76 Super Synthetic Blend 5W20 (case)	30 cases
Oil, Motor, 10W30 4 Stroke Outboard Motor (case)	1 case
Oil, Motor, 10W30 (case)	6 cases
Oil, Motor, SAE30 (case)	4 cases
Oil, Motor, 20W50 (case)	1 case
Oil, Motor, Synthetic 15W50 (case)	1 case
Fluid, Transmission, 76 Super ATF (case)	47 cases
Fluid, Transmission, 76 Super ATF (55 gallon drum)	4 drums
Fluid, Transmission, ATF4, Synthetic (case)	3 cases
Fluid, Transmission, Synthetic, Mercon V (case)	6 cases
Fluid, Transmission, Mercon LV (case)	4 cases
Fluid, Transmission, Mercon SP (case)	1 case
Fluid, Transmission, Synthetic, BP Autran SYN-295 (55 gal. drum)	4 drums
Fluid, Transmission, Transynd, Fleetrite Synthetic (case)	4 cases
Oil, Gear 80W90 (120 pound keg)	4 kegs
Oil, Compressor/Turbine ISO VG 68 (5 gallon bucket)	4 buckets
Oil, Heat Transfer, Shell Turbo T68 (5 gallon bucket)	2 buckets
Oil, Pro-Tec Compressor (5 gallon bucket)	2 buckets
Grease, Dynalife L-EP 00 (35 pound bucket)	4 buckets

Grease, EP2 Permalube Redtac (120 pound keg)	2 kegs
Grease, Red Tac Chassis (5 gallon bucket)	2 buckets
Lubricant, Rear Axle, 75W140 (case)	6 cases
Oil, Gear Synthetic 75W90 (case)	4 cases

REVISED BID FORM reflecting these changes is attached. Bidder **MUST** submit the REVISED BID FORM in lieu of the original.

Bid opening time and date shall remain at 3:00 p.m. October 17, 2012

REVISED BID FORM

TO: City of Suffolk, VA
 Purchasing Division
 441 Market Street
 Suffolk, VA 23434

BID: Automotive Lubricants

DUE: *October 17, 2012*
TIME: 3:00 p.m., Eastern Standard

Quote firm UNIT PRICE as indicated below to furnish and deliver automotive lubricants to be delivered F.O.B. Fleet Management, 120 Forest Glen Drive, Suffolk, Virginia in accordance with all specifications, terms, and conditions herein. Bid price shall be exclusive of all taxes and inclusive of all transportation, unloading, surcharges, insurance, or any other expenses incurred by the Contractor in complying with these specifications.

Quantities below are estimated for the purpose of bid evaluation; quantities purchased will be determined by actual needs.

<u>Annual Quantity</u>	<u>Product Description</u>	<u>Unit Price</u>	<u>Amount</u>
1) 10,300 gallons	Oil, Hydraulic, 76 UNAX AW ISO 32 (bulk)	\$_____/gal.	\$_____
2) 3 drums	Oil, Hydraulic, 76 UNAX AW ISO 32 (55 gallon drum)	\$_____/drum	\$_____
3) 6 buckets	Oil, Hydraulic, AW32 (5 gallon bucket)	\$_____/bucket	\$_____
4) 12 buckets	Oil, Hydraulic, AW46 (5 gallon bucket)	\$_____/bucket	\$_____
5) 4 buckets	Oil, Hydraulic 10W (5 gallon bucket)	\$_____/bucket	\$_____
6) 6 buckets	Oil, Hydraulic Mobile DTE 10 Excel #22 (5 gal. bucket)	\$_____/bucket	\$_____
7) 8 buckets	Oil, Hydraulic, VG46 Non synthetic (5 gal. bucket)	\$_____/bucket	\$_____
8) 6 buckets	Oil, Hydraulic, Aerial Lift Non-Conductive (5 gal. bucket)	\$_____/bucket	\$_____
9) 80 buckets	Oil, Hydraulic, 76 Tractor Fluid Low Viscosity (5 gal. bucket)	\$_____/bucket	\$_____
10) 15,500 gallons	Oil, Motor, Fleet Supreme QLT SAE 15W40 (bulk)	\$_____/gal.	\$_____
11) 400 cases	Oil, Motor, Fleet Supreme SAE 15W40 (case)	\$_____/case	\$_____
12) 10,000 gallons	Oil, Motor, 76 Super Synthetic Blend 5W30 (bulk)	\$_____/gal.	\$_____
13) 40 cases	Oil, Motor, 76 Super synthetic Blend 5W30 (case)	\$_____/case	\$_____
14) 30 cases	Oil, Motor, 76 Super Synthetic Blend (5W20 (case)	\$_____/case	\$_____
15) 1 case	Oil, Motor, 10W30 4 Stroke Outboard Motor (case)	\$_____/case	\$_____
16) 6 cases	Oil, Motor, 10W30 (case)	\$_____/case	\$_____

<u>Annual Quantity</u>	<u>Product Description</u>	<u>Unit Price</u>	<u>Amount</u>
17) 4 cases	Oil, Motor, SAE30 (case)	\$_____/case	\$_____
18) 1 case	Oil, Motor, 20W50 (case)	\$_____/case	\$_____
19) 1 case	Oil, Motor, Synthetic 15W50 (case)	\$_____/case	\$_____
20) 47 cases	Fluid, Transmission, 76 Super ATF (case)	\$_____/case	\$_____
21) 4 drums	Fluid, Transmission, 76 Super ATF (55 gallon drum)	\$_____/drum	\$_____
22) 3 cases	Fluid, Transmission, ATF4, Synthetic (case)	\$_____/case	\$_____
23) 6 cases	Fluid, Transmission, Synthetic, Mercon V (case)	\$_____/case	\$_____
24) 4 cases	Fluid, Transmission, Mercon LV (case)	\$_____/case	\$_____
25) 1 case	Fluid, Transmission, Mercon SP (case)	\$_____/case	\$_____
26) 4 drums	Fluid, Transmission, Synthetic, BP Autran SYN-295 (55 gallon drum)	\$_____/drum	\$_____
27) 4 cases	Fluid, Transmission, Transynd, Fleetrite Synthetic (case)	\$_____/case	\$_____
28) 4 kegs	Oil, Gear 80W90 (120 gallon keg)	\$_____/keg	\$_____
29) 4 buckets	Oil, Compressor/Turbine ISO VG 68 (5 gallon bucket)	\$_____/bucket	\$_____
30) 2 buckets	Oil, Heat Transfer, Shell Turbo (5 gallon bucket)	\$_____/bucket	\$_____
31) 2 buckets	Oil, Pro-Tec Compression (5 gallon bucket)	\$_____/bucket	\$_____
32) 4 buckets	Grease, Dynalife L-EP 00 (35 pound bucket)	\$_____/bucket	\$_____
33) 2 kegs	Grease, EP2 Permalube Red Tac (120 pound keg)	\$_____/keg	\$_____
34) 2 buckets	Grease, Red Tac Chassis (5 gallon bucket)	\$_____/bucket	\$_____
35) 6 cases	Lubricant, Rear Axle, 75W140 (case)	\$_____/case	\$_____
36) 4 cases	Oil, Gear, Synthetic 75W90 (case)	\$_____/case	\$_____
GRAND TOTAL:			\$_____

Best Guaranteed Delivery: _____

Bidder has included the following with the bid submittal (✓ if you comply):

- _____ Anticollusion Clause
- _____ Specifications Compliance Pages (5-7)
- _____ Proof of Authority to Transact Business in Virginia

Payment Terms/Discounts _____ (Suffolk's payment schedule: items accepted and invoiced by 10th of month will be paid month end. Cash discounts offered for less than thirty (30) days from receipt of proper invoice will not be considered in award.)

Company Name _____

Address _____

Person Quoting _____ Title _____

Telephone No. _____ Fax No. _____

I certify by my signature below that I have received the documents associated with this bid and understand that the review for completeness of these bid documents and the understanding and comprehension of the bid specifications is solely my responsibility; based on this, by my signature below I waive all right to future claims against the City of Suffolk that the documents were incomplete or not understandable.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same equipment/materials/ service and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal laws and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

I certify that the bidder represented herein is eligible to bid with respect to all applicable sections of State and Local Government Conflict of Interests Act, Code of Virginia, Section 2.1-639.1 et. seq.

Signature _____ **Date** _____

(Person signing bid should show title or authority to bind the firm in a contract.)

ANTICOLLUSION/NONDISCRIMINATION/DRUG FREE WORKPLACE CLAUSES

ANTICOLLUSION CLAUSE:

IN THE PREPARATION AND SUBMISSION OF THIS BID, SAID BIDDER DID NOT EITHER DIRECTLY OR INDIRECTLY ENTER INTO ANY COMBINATION OR ARRANGEMENT WITH ANY PERSON, FIRM OR CORPORATION, OR ENTER INTO ANY AGREEMENT, PARTICIPATE IN ANY COLLUSION, OR OTHERWISE TAKE ANY ACTION IN THE RESTRAINT OF FREE, COMPETITIVE BIDDING IN VIOLATION OF THE SHERMAN ACT (15 U.S.C. SECTION 1), SECTIONS 59.1-9.1 THROUGH 59.1-9.17 OR SECTIONS 59.1-68.6 THROUGH 59.1-68.8 OF THE CODE OF VIRGINIA.

THE UNDERSIGNED BIDDER HEREBY CERTIFIES THAT THIS AGREEMENT, OR ANY CLAIMS RESULTING THEREFROM, IS NOT THE RESULT OF, OR AFFECTED BY, ANY ACT OF COLLUSION WITH, OR ANY ACT OF, ANOTHER PERSON OR PERSONS, FIRM OR CORPORATION ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE; AND, THAT NO PERSON ACTING FOR, OR EMPLOYED BY, THE CITY OF SUFFOLK HAS AN INTEREST IN, OR IS CONCERNED WITH, THIS BID; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS BID.

DRUG-FREE WORKPLACE:

DURING THE PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES TO (I) PROVIDE A DRUG-FREE WORKPLACE FOR THE CONTRACTOR'S EMPLOYEES; (II) POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, A STATEMENT NOTIFYING EMPLOYEES THAT THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE OR MARIJUANA IS PROHIBITED IN THE CONTRACTOR'S WORKPLACE AND SPECIFYING THE ACTIONS THAT WILL BE TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION; (III) STATE IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE CONTRACTOR THAT THE CONTRACTOR MAINTAINS A DRUG-FREE WORKPLACE; AND (IV) INCLUDE THE PROVISIONS OF THE FOREGOING SECTIONS I, II, AND III IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

FOR THE PURPOSE OF THIS SECTION, "DRUG-FREE WORKPLACE" MEANS A SITE FOR THE PERFORMANCE OR WORK DONE IN CONNECTION WITH A SPECIFIC CONTRACT AWARDED TO A CONTRACTOR IN ACCORDANCE WITH THIS CHAPTER, THE EMPLOYEES OF WHOM ARE PROHIBITED FROM ENGAGING IN THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION OR USE OF ANY CONTROLLED SUBSTANCE OR MARIJUANA DURING THE PERFORMANCE OF THE CONTRACT.

NONDISCRIMINATION CLAUSE:

1. EMPLOYMENT DISCRIMINATION BY BIDDER SHALL BE PROHIBITED.
2. DURING THE PERFORMANCE OF THIS CONTRACT, THE SUCCESSFUL BIDDER SHALL AGREE AS FOLLOWS:
 - A. THE BIDDER, WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY STATE LAW RELATING TO DISCRIMINATION IN EMPLOYMENT, EXCEPT WHERE THERE IS A BONA FIDE OCCUPATIONAL QUALIFICATION/CONSIDERATION REASONABLY NECESSARY TO THE NORMAL OPERATION OF THE BIDDER. THE BIDDER AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NONDISCRIMINATION CLAUSE.
 - B. THE BIDDER, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED ON BEHALF OF THE BIDDER, WILL STATE THAT SUCH BIDDER IS AN EQUAL OPPORTUNITY EMPLOYER.
 - C. NOTICES, ADVERTISEMENTS, AND SOLICITATIONS PLACED IN ACCORDANCE WITH FEDERAL LAW, RULE OR REGULATION SHALL BE DEEMED SUFFICIENT FOR THE PURPOSE OF MEETING THE REQUIREMENTS OF THIS SECTION.
 - D. BIDDER WILL INCLUDE THE PROVISIONS OF THE FOREGOING SECTIONS A, B, AND C IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

Name and Address of Bidder:	Date:
	By:
	Signature In Ink
	Printed Name
Telephone Number: ()	Title
Fax Phone Number: ()	
FIN/SSN#:	

Is your firm a "minority" business? Yes No If yes, please indicate the "minority" classification below:
 African American Hispanic American American Indian Eskimo Asian American Aleut
 Other; Please Explain: _____

Is your firm Woman Owned? Yes No Is your firm a Small Business? Yes No

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID, FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2 an Offeror/Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the City Manager, as applicable.

If this quote for goods or services is accepted by the City of Suffolk, Virginia the undersigned agrees that the requirements of the Code of Virginia Section §2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information.

A. _____ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is _____.

B. _____ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's identification Number issued to it by the SCC is _____.

C. _____ Offeror/Bidder does not have an Identification Number issued to it by the SCC such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9)

Legal Name of Offeror/Bidder

Date

Authorized Signature

Print or Type Name and Title

RETURN THIS PAGE WITH COPIES OF DOCUMENTATION