



PROJECT NO.: IFB150103

OPEN DATE: March 5, 2015

AND TIME: 2:30 P.M.

PRE-BID DATE: N/A

AND TIME: N/A

LOCATION: Procurement Management Office
1825 Henry Street, 3rd Floor
Fort Myers, FL 33901

REQUEST FOR INFORMAL BID

TITLE: CONTAINER LUBRICANTS

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS
DIVISION OF PROCUREMENT MANAGEMENT

ADDRESS

1825 Hendry St 3rd Floor
FORT MYERS, FL 33901

PROCUREMENT CONTACT:

NAME: Patrick T. Lewis Sr.
TITLE: Procurement Analyst
PHONE NO.: (239) 533- 5453
EMAIL: Plewis@leegov.com

GENERAL CONDITIONS

Sealed Bids will be received by the DIVISION OF PROCUREMENT MANAGEMENT, until 2:30pm on the date specified on the cover sheet of this "Request for Informal Bid", and opened immediately thereafter by the Director or designee.

Any question regarding this solicitation should be directed to the Procurement Division Contact listed on the cover page of this solicitation, or by calling the Division of Procurement Management at (239) 533-5450.

1. SUBMISSION OF QUOTE:

- a. Bids must be sealed in an envelope, and the outside of the envelope must be marked with the following information:
 1. Marked with the words "Sealed Bid"
 2. Name of the firm submitting the bid
 3. Title of the bid
 4. Bid number
- b. The Bid must be submitted in duplicate as follows:
 1. The original consisting of the Lee County solicitation forms completed and signed.
 2. A copy of the original solicitation forms for the Director.
- c. The following must be submitted along with the solicitation in a separate envelope. This envelope must be marked as described above, but instead of marking the envelope as "Sealed Bid", please indicate the contents; i.e., literature, drawings, submittals, etc. This information must be submitted in duplicate.
 1. Any information (either required or in addition to that asked for by the specifications) necessary to analyze your bid; i.e., required submittals, literature, technical data, financial statements.
 2. Warranties and guarantees against defective materials and workmanship.
- d. **BIDS RECEIVED LATE:** It is the vendor's responsibility to ensure the bid is received by the Division of Procurement Management prior to the opening date and time specified. Any bid received after the opening date and time will be promptly returned to the vendor unopened. Lee County will not be responsible for bids received late because of delays by a third party delivery service; i.e., U.S. Mail, UPS, Federal Express, etc.
- e. **BID CALCULATION ERRORS:** In the event there is a discrepancy between the total bid amount or the extended amounts and the unit prices bid, the unit prices will prevail and the corrected sum will be considered the bid price.
- f. **PAST PERFORMANCE:** All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet

specifications, poor workmanship, late delivery, etc.). Poor or unacceptable past performance may result in bidder disqualification.

- g. **WITHDRAWAL OF BID:** No bid may be withdrawn for a period of 90 days after the scheduled time for receiving bids. A bid may be withdrawn prior to the bid-opening date and time. Such a request to withdraw must be made in writing to the Procurement Management Director, who will approve or disapprove of the request.
- h. **COUNTY RESERVES THE RIGHT:** The County reserves the right to exercise its discretion, to waive minor informalities in any bid; to reject any or all bids with or without cause; and/or to accept the bid that in its judgment will be in the best interest of the County of Lee.
- i. **EXECUTION OF BID:** All bids shall contain the signature of an authorized representative of the vendor in the space provided on the quote proposal form. All bids shall be typed or printed in ink. The bidder may not use erasable ink. All corrections made to the bid shall be initialed.
- j. **ADDITIONS/REVISIONS/DELETIONS:** Additions, revisions or deletions to the general conditions, specifications or quote price sheets that change the intent of the bid will cause the bid to be non-responsive and the bid will not be considered. The Procurement Director shall be the sole judge as to whether or not any addition, revision, or deletion changes the intent of the bid.

2. **ACCEPTANCE**

The materials and/or services delivered under the bid **shall** remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted by the County and is deemed to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event the materials and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

3. **SUBSTITUTIONS**

Whenever in these specifications a brand name or make is mentioned, it is the intention of the County only to establish a grade or quality of materials and not to rule out other brands or makes of equal quality. However, if a product other than that specified is bid, it is the vendor's responsibility to name such product with his bid and to prove to the County that said product is equal to the product specified. Lee County **shall** be the sole judge as to whether a product being offered by the vendor is actually equivalent to the one being specified by the detailed specifications. (Note: This paragraph does not apply when it is determined that the technical requirements of this solicitation will require a specific product only, as stated in the detailed specifications.)

4. **RULES, REGULATIONS, LAWS, ORDINANCES & LICENSES**

The awarded vendor shall observe and obey all laws, ordinances, rules, and regulations, of the federal, state, and local government, which may be applicable to the supply of this product or service. The awarded vendor has attested to compliance with the applicable

immigration laws of the United States in the attached affidavit. Violations of the immigration laws of the United States shall be grounds for unilateral termination of the awarded agreement.

- a. Local Business Tax – Vendor shall submit within 10 calendar days after request.
- b. Specialty License(s) – Vendor shall possess at the time of the opening of the bid all necessary permits and/or licenses required for the sale of this product and/or service and upon the request of the County will provide copies of licenses and/or permits within 10 calendar days after request.
- c. The geographic preference established in the Local Vendor Preference ordinance is applicable to all Lee County procurement activities unless otherwise specifically noted in the solicitation package. Provided, however, the Local Vendor Preference ordinance is not applicable to procurement activity or solicitations involving Federal Transit Administration grant funds.
- d. Florida Statutes Section 607.1501 (1) states: A foreign corporation may not transact business in this state until it obtains a certificate of authority from the Department of State.

5. **WARRANTY/GUARANTEE** (unless otherwise specified)

All materials and/or services furnished under this bid shall be warranted by the vendor to be free from defects and fit for the intended use.

6. **PRE-BID CONFERENCE**

A pre-bid conference will be held at the location, date, and time specified on the cover of this solicitation. Pre-bid conferences are generally non-mandatory, but it is highly recommended that everyone planning to submit a bid attend.

In the event a pre-bid conference is classified as mandatory, it will be so specified on the cover of this solicitation and it will be the responsibility of the Bidder to ensure that they are represented at the pre-bid. Only those bidders who attend the pre-bid conference will be allowed to bid on this project.

7. **LEE COUNTY PAYMENT PROCEDURES**

All vendors are requested to mail an original invoice to:

Lee County Finance Department
Post Office Box 2238
Fort Myers, FL 33902-2238

All invoices will be paid as directed by the Lee County payment procedure unless otherwise differently stated in the detailed specification portion of this bid. Lee County will not be liable for requests for payment deriving from aid, assistance, or help by any individual, vendor, quoter, or bidder for the preparation of these specifications.

Lee County is generally a tax-exempt entity subject to the provisions of the 1987 legislation regarding sales tax on services. Lee County will pay those taxes for which it

is obligated, or it will provide a Certificate of Exemption furnished by the Department of Revenue. All bidders should include in their bid all sales or use taxes, which they will pay when making purchases of material or subcontractor's services.

8. **PUBLIC ENTITY CRIME**

Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid on a contract with the County for the construction or repair of a public building or a public work; may not submit bids or leases of real property to the County; may not be awarded or perform works as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact business with the County in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list.

9. **QUALIFICATION OF BIDDERS** (unless otherwise noted)

Bids will be considered only from firms normally engaged in the sale and distribution or provision of the services as specified herein. Bidders shall have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to Lee County. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other action necessary to determine ability to perform is satisfactory, and reserves the right to reject bids where evidence submitted or investigation and evaluation indicates an inability of the vendor to perform.

10. **MATERIAL SAFETY DATA SHEETS**

In accordance with Chapter 443 of the Florida Statutes, it is the vendor's responsibility to provide Lee County with Materials Safety Data Sheets on quoted materials, as may apply to this procurement.

11. **MISCELLANEOUS**

If a conflict exists between the General Conditions and the detailed specifications, then the detailed specifications shall prevail.

12. **WAIVER OF CLAIMS**

Once this contract expires, or final payment has been requested and made, the awarded contractor shall have no more than 30 days to present or file any claims against the County concerning this contract. After that period, the County will consider the Contractor to have waived any right to claims against the County concerning this agreement.

13. **AUTHORITY TO PIGGYBACK**

It is hereby made a precondition of any bid and a part of these specifications that the submission of any bid in response to this request constitutes a bid made under the same conditions, for the same price, and for the same effective period as this bid, to any other governmental entity.

14. **COUNTY RESERVES THE RIGHT**

a) **State Contract**

If applicable, the County reserves the right to purchase any of the items in this bid from State Contract Vendors if the prices are deemed lower on State Contract than the prices we receive in this solicitation.

b) **Any Single Large Project**

The County, in its sole discretion, reserves the right to separately bid any project that is outside the scope of this bid, whether through size, complexity, or dollar value.

c) **Disadvantaged Business Enterprises (DBE's)**

The County, in its sole discretion, reserves the right to purchase any of the items in this bid from a Disadvantaged Business Enterprise vendor if the prices are determined to be in the best interest of the County, to assist the County in the fulfillment of any of the County's grant commitments to federal or state agencies.

The County further reserves the right to purchase any of the items in this solicitation from DBE's to fulfill the County's state policy toward DBE's.

d) **Anti-Discrimination**

The vendor for itself, its successors in interest, and assignees, as part of the consideration there of covenant and agree that:

In the furnishing of services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, handicap or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, handicap or marital status. The vendor will make affirmative efforts to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, handicap or marital status. Such action shall include, but not be limited to, acts of employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

Vendor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination clause.

Vendor will provide all information and reports required by relevant regulations and/or applicable directives. In addition, the vendor shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be pertinent to ascertain compliance. The vendor

shall maintain and make available relevant data showing the extent to which members of minority groups are beneficiaries under these contracts.

Where any information required of the vendor is in the exclusive possession of another who fails or refuses to furnish this information, the vendor shall so certify to the County its effort made toward obtaining said information. The vendor shall remain obligated under this paragraph until the expiration of three (3) years after the termination of this contract.

In the event of breach of any of the above anti-discrimination covenants, the County shall have the right to impose sanctions as it may determine to be appropriate, including withholding payment to the vendor or canceling, terminating, or suspending this contract, in whole or in part.

Additionally, the vendor may be declared ineligible for further County contracts by rule, regulation or order of the Board of County Commissioners of Lee County, or as otherwise provided by law.

The vendor will send to each union, or representative of workers with which the vendor has a collective bargaining agreement or other contract of understanding, a notice informing the labor union or worker's representative of the vendor's commitments under this assurance, and shall post copies of the notice in conspicuous places available to the employees and the applicants for employment.

The vendor will include the provisions of this section in every subcontract under this contract to ensure its provisions will be binding upon each subcontractor. The vendor will take such actions with respect to any subcontractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.

15. **AUDITABLE RECORDS**

The awarded vendor shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and Lee County reserves the right to determine the record-keeping method required in the event of non-conformity. These records shall be maintained for two years after completion of the project and shall be readily available to County personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

16. **DRUG FREE WORKPLACE**

Whenever two or more responses, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statutes 287.087.

17. **REQUIRED SUBMITTALS**

Any submittals requested should be returned with the bid response. This information may be accepted after opening, but no later than 10 calendar days after request.

18. **TERMINATION**

Any agreement as a result of this bid may be terminated by either party giving thirty (30) calendar days advance written notice. The County reserves the right to accept or not accept a termination notice submitted by the vendor, and no such termination notice submitted by the vendor shall become effective unless and until the vendor is notified in writing by the County of its acceptance.

The Procurement Management Director may immediately terminate any agreement as a result of this bid for emergency purposes, as defined by the Lee County Purchasing and Payment Procedure Manual.

Any vendor who has voluntarily withdrawn from a solicitation without the County's mutual consent during the contract period shall be barred from further County procurement for a period of 180 days. The vendor may apply to the Board of Lee County Commissioners for waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by Procurement Management.

19. **CONFIDENTIALITY**

Vendors should be aware that all submittals (including financial statements) provided with a solicitation are subject to public disclosure and will **not** be afforded confidentiality.

20. **ANTI-LOBBYING CLAUSE**

All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Lee County Government, Lee County staff members, nor any members of the Qualification/Evaluation Review Committee are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on *formal notice* that they are **not** to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County for negotiations. Any such lobbying activities may cause immediate disqualification for this project.

21. **INSURANCE (AS APPLICABLE)**

Insurance shall be provided, per the attached insurance guide. Upon request, an insurance certificate complying with the attached guide may be required prior to award.

22. **CONFLICT OF INTEREST**

All firms are hereby placed on formal notice that per Section 3 of Lee County Ordinance No. 92-22:

The County is prohibited from soliciting a professional services firm to perform project design and/or construction services if the firm has or had been retained to perform the project feasibility or study analysis.

And:

A professional services firm who has performed or participated in the project feasibility planning, study analysis, development of a program for future implementation or drafting of solicitation documents directly related to this County project, as the primary contractor/consultant or a prominent member of the team, cannot be selected or retained, as the primary contractor/consultant or a named member of the contracting/consulting team, to perform project design, engineering, or construction services for subsequent phases or scopes of work for this project. Pursuant to FS. S. 287.057(17) the firm will be deemed to have a prohibited conflict of interest that creates an unfair competitive advantage.

Should your response be found in violation of the above stated provisions; the County will consider this previous involvement in the project to be a conflict of interest, which will be cause for immediate disqualification of the submittal from consideration for this project.

LEE COUNTY, FLORIDA
 PROPOSAL QUOTE FORM
 FOR
 CONTAINER LUBRICANTS

DATE SUBMITTED: _____

VENDOR NAME: _____

TO: The Board of County Commissioners
 Lee County
 Fort Myers, Florida

Having carefully examined the "General Conditions", and the "Detailed Specifications", all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

NOTE REQUIREMENT: IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO CHECK LEE COUNTY PROCUREMENT MANAGEMENT WEB SITE FOR ANY PROJECT ADDENDA ISSUED FOR THIS PROJECT. THE COUNTY WILL POST ADDENDA TO THIS WEB PAGE, BUT WILL NOT NOTIFY.

The undersigned acknowledges receipt of Addenda numbers: _____

GRAND TOTAL COST OF ESTIMATED EXPENDITURES SECTIONS A-G: \$_____

THE BELOW SIGNED BIDDER IS THE: _____ MANUFACTURER
 _____ RE-PACKAGER
 _____ MFG. DEALER/AGENT

SECTION A:
Engine Oil (Fleet & Transit)

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>ESTIMATED QUANTITY/EXPENDITURE</u>	<u>MFG</u>
1.	SAE 30 (Fleet)			
	Quart (plastic) _____ quart		x 100 quarts = _____	_____
	SAE 40 (Fleet)			
	Quart (plastic) _____ quart		x 50 quarts = _____	_____
2.	SAE 15W40 CJ4 (Fleet)			
	a. Quart (plastic) _____ quart		x 1500 quarts = _____	_____
	b. 5 gal. pail _____ gal.		x 50 gallons = _____	_____
	c. 55 gal. drum _____ gal		x 6600 gallons = _____	_____
3.	5 W20 Synthetic Blend Motor Oil (Fleet)			
	Quart (plastic) _____ quart		x 200 quarts = _____	_____
4.	5 W30 Synthetic Blend Motor Oil (Fleet & Transit)			
	Quart (re-sealable plastic) _____ quart		x 300 quarts = _____	_____

5. 20W50 Full Synthetic Motor Oil (Fleet)
 Quart (plastic) _____ quart x 300 quarts = _____

TOTAL ESTIMATED EXPENDITURE SECTION A = _____

SECTION B:

Transmission Fluid (Fleet)

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>ESTIMATED QUANTITY/EXPENDITURE</u>
6.	Transynd Synthetic 55 gal. drum	_____ gal	x 1210 gal = _____
7.	Transynd Synthetic Gal.	_____ gal	x 200 gal = _____
8.	SAE 50 Synthetic 5 gal. pail	_____ gal	x 100 gal = _____
9.	80-140 Synthetic 5 gal. pail	_____ gal	x 300 gal = _____
	120 lb drum	_____ lb	x 1,000 lbs = _____

Synthetic Transmission Oil- Meets or exceeds the lubricant requirements of Allison approved TES 468 Synthetic Transmission Oil.

TOTAL ESTIMATED EXPENDITURE SECTION B = _____

SECTION C:

Grease (Fleet & Transit)

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>ESTIMATED QUANTITY/EXPENDITURE</u>	<u>MFG</u>
10.	Synthetic Grease (Fleet) Tube (plastic)	_____ tube	x 500 lbs = _____	_____
11.	Chassis Grease-Premium Lithium EP NLGI #2- Blue Grease (Fleet & Transit)			
	a. deliver in tubes	_____ pound	x 1245 lbs = _____	_____
	b. 120 lb. drum	_____ pound	x 520 lbs = _____	_____
	c. 400 lb. drum	_____ pound	x 1,200 lbs. = _____	_____

TOTAL ESTIMATED EXPENDITURE SECTION C = _____

SECTION D:

Gear Lubricant (Fleet)

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>ESTIMATED QUANTITY/EXPENDITURE</u>	<u>MFG</u>
12.	Gear Lubricant – SAE 85W-140			
	a. Quart (plastic)	_____ quart	x 80 quarts = _____	_____

b. 120 lb. drum _____ pound x 600 pounds = _____

c. 55 gal drum _____ gallon x 880 gal = _____

TOTAL ESTIMATED EXPENDITURE SECTION D = _____

SECTION E:

Hydraulic Fluid (Fleet & Transit)

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>ESTIMATED QUANTITY/EXPENDITURE</u>	<u>MFG</u>
13.	Tractor Hydraulic Fluid (Fleet)			
	5 gal. pail _____	gal	x 500 gal = _____	_____
14.	Hydraulic Oil – AW – ISO 68 (Fleet)			
	5 gal. pail _____	gal.	x 300 gal = _____	_____
15.	Hydraulic Oil AW-ISO 32 (Transit)			
	5 gal pail _____	gal	x 300 gal = _____	_____
	55 gal Drums _____	gal	x 750 gal = _____	_____

TOTAL ESTIMATED EXPENDITURE SECTION E = _____

SECTION F:

Wheel Bearing Grease (Fleet & Transit)

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>ESTIMATED QUANTITY/EXPENDITURE</u>	<u>MFG</u>
16.	Wheel Bearing Grease-High Temperature			
	a. deliver in tubes _____	pound	x 750 lbs = _____	_____
	b. 35 lb. pail _____	pound	x 210 lbs = _____	_____

TOTAL ESTIMATED EXPENDITURE SECTION F = _____

SECTION G:

Two Cycle Engine Oil (Fleet & Transit)

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>ESTIMATED QUANTITY/EXPENDITURE</u>	<u>MFG</u>
17.	Two Cycle Engine Oil – TC/W3			
	Quart (re-sealable plastic) _____	quart	x 200 quarts = _____	_____

TOTAL ESTIMATED EXPENDITURE SECTION G = _____

GRAND TOTAL COST OF ESTIMATED EXPENDITURES (SECTIONS A-G): \$ _____

OPTION:

Vendor can provide other product lines for Lee County to utilize on an as needed, when needed basis.

YES _____ NO _____

NOTE: LEE COUNTY RESERVES THE RIGHT TO NEGOTIATE PRICING FOR ADDITIONAL ITEMS, AND ADD DELIVERY LOCATIONS AT THE COUNTY'S DISCRETION.

TO BE DELIVERED WITHIN _____ CALENDAR DAYS AFTER RECEIPT OF AWARD AND PURCHASE ORDER.

WILL YOU DELIVER WITH YOUR OWN VEHICLE AS OPPOSED TO COMMON CARRIER?

YES _____ NO _____

Bidders should carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the quote may be grounds to reject the quote.

Are there any modifications to the quote or specifications?

YES _____ NO _____

Failure to clearly identify any modifications in the space below or on a separate page may be grounds for the Bidder being declared nonresponsive or to have the award of the quote rescinded by the County.

MODIFICATIONS:

Bidder shall submit his/her bid on the County's Proposal Quote Form, including the firm name and authorized signature. Any blank spaces on the Proposal Quote Form, qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County's Form may result in the Bidder/Bid being declared non-responsive by the County.

ANTI-COLLUSION STATEMENT

THE BELOW SIGNED BIDDER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS BID WITH OTHER BIDDERS AND HAS NOT COLLUDED WITH ANY OTHER BIDDER OR PARTIES TO A BID WHATSOEVER. NOTE: NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE PERMITTED EITHER WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIALS (AS APPLICABLE).

FIRM NAME: _____

BY (Printed): _____

BY (Signature): _____

TITLE: _____

FEDERAL ID # OR S.S.# _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

CELLULAR PHONE/PAGER NO.: _____

DUNS#: _____

LEE COUNTY LOCAL BUSINESS TAX ACCOUNT NUMBER:

E-MAIL ADDRESS: _____

DISADVANTAGED BUSINESS ENTERPRISE (DBE): _____

**LEE COUNTY, FLORIDA
DETAILED SPECIFICATIONS
FOR
CONTAINER LUBRICANTS**

SCOPE

The purpose of this quote is to establish a source(s) for the annual purchase of container lubricants such as motor oils, fluids and greases for Lee County.

TERM OF AWARD

If awarded, the terms of this solicitation shall be in effect for one year. The County reserves the right to renew this bid (or any portion thereof) and to negotiate lower pricing as a condition for each renewal, for up to four additional one-year periods, upon mutual agreement of both parties and, except as to lower pricing, under the same terms and conditions.

BASIS OF AWARD

Vendors do not have to quote on all sections, but must quote on all items in a section to be considered for award.

The basis of award may be low Bidder or Bidders meeting specifications per item, per section or grand total cost of estimated expenditures meeting specifications, at Lee County's sole discretion. Quotation will be awarded to a primary and secondary vendor meeting specifications, In the event the primary vendor cannot deliver the quoted products in a timely manner, Lee County reserves the right to obtain the required products from the secondary vendor.

OPTION

As an option, Lee County is requesting vendors provide pricing for other lubricant products. These options will be awarded at Lee County's sole discretion and will not be included in the basis of evaluation for award. If awarded, the prices quoted for these options shall be firm for one year from date of award, and may be renewed under the same terms and conditions of this quote.

NOTE: Lee County reserves the right, at the Procurement Director's discretion, not to award certain items on the proposal quote form.

Lee County reserves the right to reject unbalanced bids (a bid where a normally low cost item is priced well out of the normal range).

Lee County reserves the right to negotiate pricing for additional item at the County's Discretion, as well as add delivery locations.

MAJOR BREAKDOWNS/NATURAL DISASTERS

Lee County requires that the awarded vendor provide the name of a contact person and phone number which will afford Lee County access twenty-four hours per day, 365 days per year, of this product or service in the event of major breakdowns or natural disasters.

Lee County reserves the right to purchase the product or service listed in this quotation elsewhere in an emergency situation.

DELIVERY REQUIREMENTS

It is understood and agreed that the primary vendor shall be responsible for stocking sufficient container lubricants so that deliveries will be made using the following guidelines:

- a) The next working day, if notified before noon. Delivery period may be extended at the County's discretion.
- b) The second working day, if notified after noon. Delivery period may be extended at the County's discretion.
- c) The vendor must notify Lee County within 24 hours of the order if the above delivery time frames cannot be met.

If the primary vendor is unable to comply with the above, the County reserves the right to call the secondary vendor for the required products. If both the primary and the secondary vendors are unable to comply with the above delivery requirements, the County reserves the right to call other vendors outside the awarded contract.

All items shall be priced delivered F.O.B. destination:

Lee County Fleet Management Facility, 2955 Van Buren Street, Ft Myers, Florida 33916. Monday through Friday 7:00 A.M. to 5:00 P.M.

Lee County Transit Maintenance, 3401 Metro Parkway, Ft Myers, Florida 33916. Monday through Friday from 8:00 A.M. to 4:00 P.M.

ACCEPTANCE

The material delivered under this quote shall remain the property of the seller until physical inspection and actual usage of this material is accepted to the satisfaction of the County. The materials are to be in compliance with the terms and specifications herein, and be of the highest quality. In the event the materials supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon written notice to the seller and return such products to the seller at the seller's expense.

Lee County will not accept any refined, refurbished or recycled products.

In the event the materials supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon written notice to the seller and return such products to the seller at the seller's expense.

PACKAGING REQUIREMENTS

Bidder must submit details of containers and/or packaging. Labeling must include manufacturer's name, brand, and product number. OSHA labels

SUBSTITUTION

All products quoted do not have to be manufactured by one company. Products quoted shall not be substituted without the prior written consent of Lee County.

REQUIRED SUBMITTALS

The following submittals should be returned under separate cover with the quote response. This information may be accepted after opening, but no later than 10 calendar days after request.

1. Detailed specification sheet from the manufacturer for each product quoted.
2. Complete SDS sheets on each product quoted are required to be submitted for items 1-10, as well as the option, listed on Price Proposal Form.
3. If vendor is quoting the Option, Page 12, fill in pricing, or attach your product line sheet with pricing information to your bid response.

PRICE INCREASES

If the awarded vendor(s) experiences a major price increase from suppliers for items in this quotation, the vendor may submit a written request to increase pricing. All information necessary to review and analyze the request must be submitted to Lee County Procurement. Lee County shall have the right to grant the price increase, or re-quote, at the County's sole discretion.

INSURANCE

Insurance shall be provided, per the attached insurance guide, prior to issuance of notice to proceed

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

The attached document, Affidavit Certification Immigration Laws, is required and should be submitted with your solicitation package. It must be signed and notarized. Failure to include this affidavit with your response will delay the consideration and review of your submission; and could result in your response being disqualified.

**LEE COUNTY FLORIDA
TECHNICAL SPECIFICATIONS FOR
CONTAINER LUBRICANTS**

REMINDER: All pricing shall be annotated on the Price Proposal Form.

SECTION A-Engine Oil:

SAE 30, & SAE 40 (Fleet)

Product shall be delivered to the ordering agency in resealable plastic quart containers.

Both products: the SAE 30 single grade and the SAE 40 single grade motor oils must meet or exceed API Service Categories CF-2 and CF/SJ as applicable, and meet all major car and diesel engine manufacturer requirements including Caterpillar, Cummins, Allison and Mack Truck as applicable.

Quarts/case lots (plastic) (estimated usage – 250 quarts)

5w20 Synthetic Blend (Fleet)

Meets or exceeds API Services SN/SM, ILASC GF-5 Ford WWS-M2c-945A (estimated usage – 200 quarts)

20W50 Full Synthetic (Fleet)

Meets or exceeds API Services SN/SM, CF, ACEA A3/B3-04, C3-08 (estimated usage – 300 quarts)

Synthetic Engine Oil - SAE 5W30 (Fleet & Transit)

- a. Product shall be delivered to the ordering agency in re-sealable plastic quart containers.
- b. The SAE 5W30 multi grade synthetic motor oils must meet or exceed lubricant requirements of S.A.E. 5W/30, Ford, Chrysler and Chevrolet gasoline engine lubricant requirements.

Approximate annual usage 300 quarts

Engine Oil - SAE 15W40 CJ4 (Fleet)

Product shall be delivered to the ordering agency in resealable plastic quart containers, 5-gallon pails, or 55-gallon drums.

The SAE 15W40 multi-grade motor oil must meet or exceed API Service Categories CJ-4 and CF/SL, and meet all major car and diesel engine manufacturer requirements including Caterpillar, Cummins, Allison and Mack Truck.

- a. Quarts/case lots (plastic) (estimated usage – 1500 quarts)
- b. 5-gallon pails (estimated usage – 50 gallons)
- c. 55-gallon drums (estimated usage – 6600 gallons)

Engine Oil- 15W40- Meets or exceeds the lubricant requirements of S.A.E. 15W/40 Cummins, CES 200081 and Detroit Diesel 93K218.

The SAE 15W40 multi-grade motor oil must meet or exceed API Service **Categories CJ-4 and CF/SL, and meet all major car and diesel engine manufacturer requirements including Caterpillar, Cummins, Allison and Mack Truck.**

SECTION B-Transmission Fluid: (Fleet)

Product shall be delivered to the ordering agency in resealable plastic quart containers, gallon containers or 55-gallon drums.

The DEXRON-VI/MERCON and MERCON V automatic transmission fluid must meet or exceed General Motors Corporation specifications for DEXRON VI, Ford Motor Company specifications for MERCON, MERCON V and Allison Transmission Division Transynd.

Synthetic Transmission Fluid must meet or exceed Allison automatic transmission specifications 295 severe duty

- a. SAE 50 Meets or exceeds Eaton Road Ranger, Mack and Arvin Meriters extended warranty programs.
- b. 80-140 Synthetic Transmission Fluid Meets or exceeds Mack GO-J, Meritor and Eaton's specifications.
- c. Transynd Synthetic Transmission Fluid 55 Gallon Drum(estimated usage-1210 gals.)
- d. Transynd Synthetic Transmission Fluid Gallon (estimated usage-200 gals)

Transynd Synthetic Transmission Oil- Meets or exceeds the lubricant requirements of Allison approved TES 468 Synthetic Transmission Oil

SECTION C- Grease:

Synthetic Grease (Fleet)

Estimated use 500lbs

Chassis Grease - Premium Lithium EP NLGI #2 – Blue Grease (Fleet & Transit)

Product shall be delivered to the ordering agency in case lots of tubes, 120 lb. drums, or 400 lb. drums.

Premium Lithium EP Grease NLGI #2 must be premium quality, lithium grease with extreme pressure properties rated NLGI Grade 2 and should display NLGI Certification Mark for Chassis Lubricant.

Fleet Maintenance

- a. Deliver in tubes/case lots (estimated usage – 1245 lbs)
- b. 120 lb. drums (estimated usage – 520 pounds)

- c. 400 lb/55 gal. drums (estimated usage – 1,200 pounds)

Transit Maintenance

- a. Tubes
- b. 400 lb./55 gallon drum

Approximate annual usage 1,200 pounds or 3 drums/165 gallons

SECTION D:

Gear Lubricant – SAE 85W-140 (Fleet & Transit)

Fleet Maintenance

Product shall be delivered to the ordering agency in resealable plastic quart containers or 120 lbs or 55 gallon. drums.

The SAE 85W-140 multigrade gear lubricants must meet or exceed API Service Classifications GL-5 and MT-1, and U.S. Military Specifications MIL-L-2105D and MIL-PRF-2105E.

- a. Quarts/case lots (plastic) (estimated usage 80 quarts)
- b. 120 lb. drums (estimated usage – 600 pounds)
- c. 55 gal drums (estimated usage – 880 gallons)

Transit Maintenance

Synthetic Gear Oil- 75W140 or 85W140- Meets or exceeds the lubricant requirements of GL-5, S.A.E. 75W/140

120 gallons in the Shop

Approximate annual usage 500 gallons

SECTION E- Hydraulic Fluid/Oil:

Tractor Hydraulic Fluid (Fleet)

Product shall be delivered to the ordering agency in 5-gallon pails or 55-gallon drums.

Must be a multifunctional tractor hydraulic fluid for use in transmissions, final drives, wet brakes, and hydraulic systems. Must meet or exceed all major manufacturers warranty requirements and must have anti-wear, extreme pressure, anti-oxidant, friction control, corrosion inhibitor, and foam suppressant additives.

- a. 5 gallon pails (estimated usage – 500 gallons)
- b. 55-gallon drums (estimated usage – 330 gallons)

Hydraulic Oil AW – ISO 68 (Fleet)

Product shall be delivered to the ordering agency in 5-gallon pails or 55-gallon drums.

Hydraulic Oil AW ISO 68 must meet or exceed all major pump manufacturer specifications including AGMA specification 2, Cincinnati Milacron specification P-69, and Denison HF-0 and HF-2.

- a. 5 gallon pails (estimated usage – 300 gallons)
- b. 55-gallon drums (estimated usage – 650 gallons)

Hydraulic Oil AW – ISO 32 (Fleet & Transit)

Product shall be delivered to the ordering agency in 5-gallon pails or 55-gallon drums.

Hydraulic Oil AW ISO 32 must meet or exceed all major pump manufacturer specifications including AGMA specification 2, Cincinnati Milacron specification P-69, and Denison HF-0 and HF-2.

- a. 55-gallon drums estimated usage – 750 gallons (Transit)
- b. 5 gallon pail estimated usage – 300 gallons (Fleet)

SECTION F:

Wheel Bearing Grease-High Temperature (Fleet & Transit)

Product shall be delivered to the ordering agency in tubes in case lots or 35 lb. pails.

Must be lithium complex, NLGI grade #2

- a. Deliver in tubes/ case lot (estimated usage – 750 pounds)
- b. 35 lb. pail (estimated usage – 70 pounds)

SECTION G:

Two Cycle Engine Oil – TC/W3 (Fleet & Transit)

Product shall be delivered to the ordering agency in resealable plastic quart containers.

2-Cycle Engine Oil TC-W3 must meet or exceed the requirements of ISO-L-EGB (JASO FB), NMMA TC-W3, API TC-W and APITC-W11.

- a. Quarts/case lots (plastic) (estimated usage – 200 quarts)

OPTION:

SPECIFY ALL OTHER CONTAINER PRODUCT LINES NORMALLY CARRIED AND CORRESPONDING PRICE PER UNIT BELOW. (ATTACH ADDITIONAL SHEET IF NECESSARY)

Product shall be delivered to the ordering agency in the appropriate container.

- 1. _____ \$ _____ / _____
- 2. _____ \$ _____ / _____
- 3. _____ \$ _____ / _____
- 4. _____ \$ _____ / _____
- 5. _____ \$ _____ / _____
- 6. _____ \$ _____ / _____
- 7. _____ \$ _____ / _____
- 8. _____ \$ _____ / _____
- 9. _____ \$ _____ / _____
- 10. _____ \$ _____ / _____
- 11. _____ \$ _____ / _____
- 12. _____ \$ _____ / _____
- 13. _____ \$ _____ / _____
- 14. _____ \$ _____ / _____
- 15. _____ \$ _____ / _____
- 16. _____ \$ _____ / _____
- 17. _____ \$ _____ / _____
- 18. _____ \$ _____ / _____
- 19. _____ \$ _____ / _____
- 20. _____ \$ _____ / _____
- 21. _____ \$ _____ / _____
- 22. _____ \$ _____ / _____
- 23. _____ \$ _____ / _____
- 24. _____ \$ _____ / _____

Minimum Insurance Requirements: *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract. The County reserves the right to request additional documentation regarding insurance provided*

a. Commercial General Liability - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of:

- \$1,000,000 per occurrence
- \$2,000,000 general aggregate
- \$1,000,000 products and completed operations
- \$1,000,000 personal and advertising injury

b. Business Auto Liability - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

- \$1,000,000 combined single limit (CSL)

c. Workers' Compensation - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

- \$500,000 per accident
- \$500,000 disease limit
- \$500,000 disease – policy limit

d. Pollution Liability - Covering property loss and liability arising from pollution-related damages, for sites that have been inspected and found uncontaminated. Transporter moving hazardous products or waste as cargo aboard the transporter's truck:

- \$1,000,000 bodily injury / property damage/ cleanup, including wrongful delivery.

****The required minimum limit of liability shown in a. or b. may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."***

Verification of Coverage:

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

a. **The certificate holder shall read as follows:**

**Lee County Board of County Commissioners
P.O. Box 398
Fort Myers, Florida 33902**

b. ***“Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials” will be named as an "Additional Insured" on the General Liability policy, including Products and Completed Operations coverage.***

c. Lee County will be given notice prior to cancellation or modification of any stipulated insurance. Such notification will be in writing by registered mail, return receipt requested and addressed to the Risk Manager (P.O. BOX 398 Ft. Myers, FL 33902).

Special Requirements:

1. An appropriate "Indemnification" clause shall be made a provision of the contract.
2. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

SOLICITATION NO.: _____ PROJECT NAME: _____

LEE COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”).

LEE COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY LEE COUNTY.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature Title Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was signed and acknowledged before me this _____ day of _____

20____, by _____ who has produced
(Print or Type Name)
_____ as identification.
(Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

LEE COUNTY PROCUREMENT MANAGEMENT - BIDDERS CHECK LIST

IMPORTANT: Please check off each of the following items as the necessary action is completed:

- _____ 1. The Solicitation has been signed and with corporate seal (if applicable).
- _____ 2. The Solicitation prices offered have been reviewed (if applicable).
- _____ 3. The price extensions and totals have been checked (if applicable).
- _____ 4. Substantial and final completion days inserted (if applicable).
- _____ 5. The original (must be manually signed) and 1 hard copy original and others as specified of the Solicitation has been submitted.
- _____ 6. Two (2) identical sets of descriptive literature, brochures and/or data (if required) have been submitted under separate cover.
- _____ 7. All modifications have been acknowledged in the space provided.
- _____ 8. All addendums issued, if any, have been acknowledged in the space provided.
- _____ 9. Licenses (if applicable) have been inserted.
- _____ 10. Erasures or other changes made to the Solicitation document have been initialed by the person signing the Solicitation.
- _____ 11. Contractor's Qualification Questionnaire and Lee County Contractor History (if applicable).
- _____ 12. DBE Participation form completed and/or signed or good faith documentation.
- _____ 13. Bid Bond and/or certified Check, (if required) have been submitted with the Solicitation in amounts indicated.
- _____ 14. Any Delivery information required is included.
- _____ 15. Affidavit Certification Immigration Signed and Notarized
- _____ 16. Local Bidder Preference Affidavit (if applicable)
- _____ 17. The mailing envelope has been addressed to:

Lee County Procurement Mgmt.
1825 Hendry St 3rd Floor
Ft. Myers, FL 33901
- _____ 18. The mailing envelope **MUST** be sealed and marked with:
Solicitation Number
Opening Date and/or Receiving Date
- _____ 19. The Solicitation will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise Solicitation cannot be considered or accepted.)

****This form is not required to be returned with your solicitation, but used as a tool when responding to the solicitation.**