



## INVITATION TO BID

The City of Bainbridge will receive sealed bids for OIL PRODUCTS, as described in the Bid Form until Wednesday, December 14, 2016 at 1:00 Eastern Standard Time and will be opened publicly and read aloud.

Bids shall be addressed to the attention of Brenda Strickland, Purchasing Director, City of Bainbridge, (US Postal Service) P.O. Box 158 (Zip Code 39818), (Courier Service) 1707 East Shotwell Street, Bainbridge, Georgia 39819, and plainly marked on the outside of the envelope "SEALED BID FOR OILS". We will not accept any bid unless it is plainly marked on the outside of the envelope as requested.

Bidders must complete all blanks on the Bid Form and Bid Specifications, or the bid may be subject to rejection. No bid will be entertained unless it is prepared upon the City of Bainbridge Bid Form and signed in ink by an official of the company submitting the proposal.

All prices quoted shall be firm for a one year period from date of purchase order. The City of Bainbridge realizes that the oil industry may become unstable and that prices may increase but requires a 30 day notice before increase. The City of Bainbridge requires a minimum of 30 days to make payment to successful vendor after receipt of goods. However, cash discounts for early payment will be taken into consideration. If, such a discount is available, please note this in your proposal.

The City of Bainbridge reserves the right to accept or reject any part of or all bids, and to waive technicalities or formalities in bidding, and the right to negotiate with the low bidder to reach a final contract, and to accept the bid deemed to be in the best interest of the City.

We welcome your proposal.

Sincerely,

A handwritten signature in dark ink that reads "Brenda Strickland".

Enclosure: Bid Form (3 pages)

Brenda Strickland  
Purchasing Director

BID FORM AND SPECIFICATIONS

City of Bainbridge, Georgia

Bid for Oil Products

(Remember to fill in all blanks)

Each bidder is required to fill in every blank. Failure to do so can be used as a basis for rejection of bid.

BIDDER: \_\_\_\_\_  
 (List Company Name)

**PRICES TO STAND GOOD FOR A ONE YEAR PERIOD:** PLEASE QUOTE LOWEST PRICE AT WHICH YOU WILL FURNISH THE FOLLOWING ITEMS TO THE CITY OF BAINBRIDE. **QUOTE DELIVERED PRICES.**

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>PRICE</u>	<u>TOTAL BID PRICE</u>
APPROX. 2, 55 GALLON DRUMS	AUTOMATIC TRANSMISSION FLUID, <b>FULL SYNTHETIC</b> MERCON/DEXRON MPIII FENNZOIL OR EQUAL STATE WHAT YOU OFFER: _____	\$ _____	\$ _____
APPROX. 16, 6 QUART CASES	AUTOMATIC TRANSMISSION FLUID, <b>FULL SYNTHETIC</b> MERCON/DEXRON MPIII PENNZOIL OR EQUAL STATE WHAT YOU OFFER: _____	\$ _____	\$ _____
APPROX. 6, 55 GALLON DRUMS	MOTOR OIL FOR DIESEL ENGINES, <b>FULL SYNTHETIC</b> SAE 5W40, SHELL ROTELLA T OR EQUAL STATE WHAT YOU OFFER: _____	\$ _____	\$ _____
APPROX. 200, 6 QT. CASES	MOTOR OIL FOR DIESEL ENGINES, <b>FULL SYNTHETIC</b> SAE 5W40, SHELL ROTELLA T OR EQUAL STATE WHAT YOU OFFER: _____	\$ _____	\$ _____
APPROX. 2, 55 GALLON DRUMS	MOTOR OIL FOR GASOLINE ENGINES, <b>FULL SYNTHETIC</b> SAE 5W30, PENNZOIL PLATINUM OR EQUAL STATE WHAT YOU OFFER: _____	\$ _____	\$ _____
APPROX. 14, 6 QT. CASES	MOTOR OIL FOR GASOLINE ENGINES, <b>FULL SYNTHETIC</b> SAE 5W30, PENNZOIL PLATINUM OR EQUAL STATE WHAT YOU OFFER: _____	\$ _____	\$ _____
APPROX. 5, 55 GALLON DRUMS	MOTOR OIL FOR GASOLINE ENGINES, <b>FULL SYNTHETIC</b> SAE 5W20, PENNZOIL PLATINUM OR EQUAL STATE WHAT YOU OFFER: _____	\$ _____	\$ _____

BID FORM AND SPECIFICATIONS

City of Bainbridge, Georgia

Bid for Oil Products

BIDDER: \_\_\_\_\_  
 (List Company Name)

(Remember to fill in all blanks)

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>PRICE</u>	<u>TOTAL BID PRICE</u>
APPROX. 25, 6 QT. CASES	MOTOR OIL FOR GASOLINE ENGINES, <b>FULL SYNTHETIC</b> SAE 5W20, PENNZOIL PLATINUM OR EQUAL STATE WHAT YOU OFFER: _____	\$ _____	\$ _____
APPROX. 2, 55 GALLON DRUMS	MOTOR OIL FOR GASOLINE ENGINES, <b>FULL SYNTHETIC</b> SAE 30, FINA UNIVERSAL OR EQUAL STATE WHAT YOU OFFER: _____	\$ _____	\$ _____
APPROX. 25, 6 QT CASES	MOTOR OIL FOR GASOLINE ENGINES, <b>FULL SYNTHETIC</b> SAE 30, FINA UNIVERSAL OR EQUAL STATE WHAT YOU OFFER: _____	\$ _____	\$ _____
APPROX. 8, 55 GALLON DRUM	HUDRAULIC OIL, SHELL TELLUS OIL 32 OR EQUAL STATE WHAT YOU OFFER: _____	\$ _____	\$ _____
APPROX. 225, 5 GALLON BUCKETS	HYDRAULIC OIL, SHELL TELLUS OIL 32 OR EQUAL STATE WHAT YOU OFFER: _____	\$ _____	\$ _____
APPROX. 5, 12 QT. CASES	MULTIGEAR LUBE 80W140, <b>FULL SYNTHETIC</b> SHELL SPIRAX OR EQUAL STATE WHAT YOU OFFER: _____	\$ _____	\$ _____
APPROX. 4, 12 QT. CASES	MULTIGEAR LUBE 75W90, <b>FULL SYNTHETIC</b> LIMITED SLIP SHELL SPIRAX S OR EQUAL STATE WHAT YOU OFFER: _____	\$ _____	\$ _____
APPROX. 30, 5 GALLON BUCKETS	UNIVERSAL TRACTOR FLUID, FINA UNIVERSAL TRANSRAULIC OR EQUAL STATE WHAT YOU OFFER: _____	\$ _____	\$ _____
APPROX. 15, 30 TUBE CASES	RED GREASE, SHELL RETINAX LC#2 OR EQUAL. <b>(QUOTE GREASE BY THE TUBE AN NOT THE POUND)</b> STATE WHAT YOU OFFER: _____	\$ _____	\$ _____

BID FORM AND SPECIFICATIONS

City of Bainbridge, Georgia

Bid for Oil Products

BIDDER: \_\_\_\_\_  
(List Company Name)

(Remember to fill in all blanks)

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>PRICE</u>	<u>TOTAL BID PRICE</u>
APPROX. 200, 2.5 GALLON	DIESEL EXHAUST FLUID (DEF), HIGH PURITY 32.5% AQUEOUS UREA SOLUTION, SUPER S 160 OR EQUAL	\$ _____	\$ _____
	STATE WHAT YOU OFFER: _____		

**IF YOU GET SOME OF THE BID AND NOT ALL OF THE BID WOULD YOU BE WILLING TO SPLIT THE BID?** \_\_\_\_\_

PAYMENT TERMS: \_\_\_\_\_

The above in accordance with invitation to bid dated November 11, 2016.

The undersigned certifies that the Bid Invitation and Specifications have been reviewed; and understands that once the bid opening begins, a bid cannot be withdrawn for modifications. All prices, terms, and conditions will be firm for a period of one year from date of purchase order.

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME AND TITLE OF PERSON SUBMITTING BID (Please type or print legibly)

\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

THIS IS NOT A PURCHASE ORDER