

Invitation to Bid

20160927-BOE

DELIVERY OF BULK MOTOR OIL

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 20160927-BOE DELIVERY OF BULK MOTOR OIL until 9:00 A.M. CDT Sept 27,2016 Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please call Bobby Greer 615-452-1520 All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at www.sumnerschools.org.

NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Coordinator in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **9:00 A.M. CDT TUESDAY SEPTEMBER 27, 2016** for **DELIVERY OF BULK MOTOR OIL** at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON www.sumnerschools.org***

GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **DELIVERY OF BULK MOTOR OIL** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:
RESPONSE: DELIVERY OF BULK MOTOR OIL 20160927-BOE
DEADLINE: 9:00 A.M. TUESDAY, SEPTEMBER 27, 2016
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said **DELIVERY OF BULK MOTOR OIL** are in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Coordinator, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.

Specific Information

The School System is soliciting bids for the delivery of bulk motor oil. The delivery shall be made to a single location. Upon delivery and payment, all motor oil shall be deemed the property of the School System. Failure to provide the proposed product shall result in contract termination. The vendor shall also bear sole financial responsibility for any damaged caused to School System property including but not limited to the tank/pumping device and buses. The vendor shall also, at its' sole expense, remove the incorrect product from the School System tank and perform any necessary cleaning to the tank.

See below for specifications and additional requirements:

Delivery Address:	Sumner County Board of Education Transportation Department 1500 Airport Road Gallatin, TN 37066
Tank Size:	2,000 gallon
Maximum Order Quantity:	1,500 gallon
Minimum Order Quantity:	100 gallon
Estimate Usage (per year):	3,000 gallon <i>*The School System reserves the right to purchase bulk oil, at the bid price, in excess of the "Estimated Usage".</i>
Delivery Timeline:	Must be received within 72 hours of order
Type:	API Performance Classification CH-4/SJ or C1-4/SK SAE 15W-40W
Contract Term:	October 21, 2015 thru October 18, 2016

CONTRACTOR OBLIGATIONS

- Shall provide all necessary equipment and personnel to perform the contract
- Shall provide all necessary personnel, equipment and materials for spill containment and clean up methods/procedures

REQUIRED DOCUMENTATION

- Current certifications and licenses for material handling and transportation
- Proof of Property Damage insurance in the amount of \$1,000,000
- Proposed oil specifications and Material Safety Data Sheet (MSDS)

SUMNER COUNTY BOARD OF EDUCATION

Purchasing Department
1500 Airport Road
Gallatin, TN 37066

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

EMAIL _____

AUTHORIZED COMPANY REPRESENTATIVE _____ *SIGNATURE*

AUTHORIZED COMPANY REPRESENTATIVE _____ *PRINTED*

DATE _____

BID TITLE 20160927-BOE DELIVERY OF BULK MOTOR OIL

DEADLINE September 27, 2016 @ 9:00 a.m. local Time

BID AMOUNT \$ _____

BID GOOD THRU _____

NOTES: _____
