Request for Proposal
Lubricating Oil Products

Closes: March 22nd, 2021

City of Fargo
Request for Proposal

The Central Garage division of the Fargo Public Works is requesting proposals for Lubricating Oil Products. **Sealed proposals will be received by the City of Fargo Auditor's Office at 225 4th Street North, Fargo, ND 58102**, for the purpose of evaluating costs and of the said equipment. Upon completion of the evaluation by the selection committee an order may be placed.

Proposals will be received until **2:00 P.M. Central Standard Time Friday, March 22nd, 2021**

CITY OF FARGO RIGHTS

The City reserves the right to cancel this RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date. The City by this RFP does not promise to accept the lowest cost or any other proposal and specifically reserves the right to reject any or all proposals, to waive any formal proposal requirements, to investigate the qualifications and experience of any Proposer, to reject any provisions in any proposal, to modify RFP contents, to obtain new proposals, to negotiate the requested services and contract terms with any Proposer, or to proceed to do the work otherwise.

The City hereby notifies all proposers that it will affirmatively insure that in regard to any contract entered into, pursuant to this request, minority business enterprises will be afforded full opportunity and are encouraged to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award. The City reserves the right to accept or reject any and all proposals that are in the best interest of the City. All questions and inquiries will be addressed to:

Central Garage Dept Operational Questions:

Dan Schaeffer
Inventory Supervisor
Central Garage
402 23rd St. N
Fargo, ND 58102

Email: dschaeffer@FargoND.gov
Phone: (701) 298-6912
Fax: (701) 298-6971

Specifications:

Allan Erickson
Fleet Manager
Public Works Department
402 23rd St. N
Fargo, ND 58102

aerickson@FargoND.gov
(701) 241-1439
(701) 298-6971

Oil Products Specifications

1.0 INTENT
It is the intent of this specification to provide for the purchase of new and unused Lubricating Oil Products to be used by the Fargo Central Garage.

The Fargo Central Garage has evaluated different manufactures of Lubricating Oil Products and has determined that this published specification is best suited for the FCG needs in terms of quality and features. This specification shall not be interpreted as restrictive but rather as a measure of quality and performance against which all other tools will be compared.

In comparing proposals, comparison will not be confined to price only. The successful proposer will be one whose product is judged as best serving the interests of the FCG when price, product, quality and delivery are considered. The FCG also reserves the right to reject any or all proposals or any part thereof, and to waive any minor technicalities. A contract will be awarded to the proposer submitting the lowest responsible proposal meeting the requirements.

2.0 EQUIVALENT PRODUCT
Proposals will be accepted for consideration on any manufacturer that is equal or superior to the Lubricating Oil Products specified. Decisions of equivalency will be at the sole interpretation of the FCG. A blanket statement that equipment proposed will meet all requirements will not be sufficient to establish equivalence. An original manufacturer's brochure of the proposed product is to be submitted with proposal.

3.0 INTERPRETATIONS
In order to be fair to all proposers, no oral interpretations will be given to any proposer, as to the meaning of the specification documents or any part thereof. Every request for such a consideration shall be made in writing. Based on such inquiry, the FCG may choose to issue an Addendum in accordance with local state laws.

4.0 GENERAL
The specification herein states the minimum requirements of the FCG. All proposals must be regular in every respect. Unauthorized conditions, limitations, or provisions shall be cause for rejection. The FCG will consider as irregular or non-responsive any and all proposals that are not prepared and submitted in accordance with the proposal document and specification, or any proposal lacking sufficient technical literature to enable the FCG to make a reasonable determination of compliance to the specification. It shall be the proposer's responsibility to carefully examine each item of the specification. Failure to offer a completed proposal or failure to respond to each section of the technical specification (COMPLY: YES NO) will cause the proposal to be rejected without review as non-responsive. All variances, exceptions and/or deviations shall be fully described in the appropriate section. Deceit in responding to the specification will be cause for rejection.

Oil Specifications

1. Acceptance/Rejection/Waiver. The City of Fargo reserves the right to accept or reject any or all bids and to waive minor irregularities or technicalities, provided such waiver does not substantially change the offer or provide a competitive advantage to any vendor, in the judgment of the state.

2. Contract Award: The awarded contract shall be made to one responsible oil product vendor whose proposal is determined to best fit the needs of the City. All pricing shall be prepared for premium fluids only.

3. Contract term and Renewal Option: The City of Fargo will enter into the initial three (3) year contract from the effective date with a negotiated price increase not to exceed 1.5% a year.

   Any requests for change of pricing greater than 1.5% must be preceded with a 60-day written notice. This request must be reviewed and approved by the City of Fargo. The Supplier must provide supporting documentation to justify the price adjustment. The City of Fargo then has the right of refusal.

   This initial contract may be renewed upon satisfactory completion of the original contract term. The City of Fargo reserves the right to execute the option to automatically renew for a successive period of two (2) years with a negotiated price increase not to exceed 1.5% a year.

   If the contract is extended, the City of Fargo reserves the right to renegotiate price and terms provided that such negotiated price and terms fall within the original scope of work for this bid. Such changes will be documented by amendment to the contract.

4. Estimated Volume: The volume of this contract is estimated at 9400 gallons per year. The estimate is based upon past fluid usage and anticipated fluid usage to be used in the coming years.

5. Fluid List: An Excel document will be supplied to each vendor via email. Please complete this document and include this with you bid packet when submitting.

6. Delivery: The City of Fargo will require weekly deliveries of fluids to its Public Works building at 402 23rd St. No. within business hours of 7am-5:30pm. Awarded vendor must provide a pumping system to pump fluids into bulk tanks.

7. Rebate: If you offer a rebate program on fluids purchased please state the details of the program.

Exceptions & Deviations

Proposers shall fully describe every variance exception and/or deviation. List the item number here and fully explain any items in non-compliance with specification. Additional sheets may be used if required.

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Proposal Form

2021 OIL Products

City of Fargo — Central Garage

Company _____

OIL Make: _____

OIL Total Price: $_____

***Please include the Excel spreadsheet with this Proposal Form**

REBATE PROGRAM: YES / NO

List details:

_____

_____

_____

By: _____

(Name) **(Signature)**

_____

(Title) **(Phone)**