Request for Proposal
Lubricating Oil Products
March 13, 2017

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 200 3rd 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 31, 2017.**

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@cityoffargo.com
Phone: (701) 241-1459
Fax: (701) 298-6971

Specifications:

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

aerickson@cityoffargo.com
(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.

Filter Specifications

		Y/N
1.	Bulk pricing shall be by gallons only.	_____
2.	Contract will be awarded to one vendor.	_____
3.	Contract will be from date of award to Dec. 31, 2017.	_____
4.	Contract can be extended for year two (2018) and three (2019) with a negotiated price increase not to exceed 1.5% a year.	_____

Avg Yrly Usage		Fluid Type	Current Brand		Cost per unit
310	Bulk	5W30 Semi-Syn	Havoline		
2400	Bulk	DELO 10W30 CK4	URSA SuperPlue EC		
640	55g Drum	5W20 Semi –Syn	Motorcraft		
1002	Bulk	Rando HDZ 46	Chevron		
165	55g Drum	1000 THF	Chevron		
178	Bulk	75W90 SYN	Delo XDM		
25G	5g pail	Magnus 32 /Regal 32	Phillips/Chevron		
480lb	120	SRI 2 Grease	Chevron		
425	Bulk	50/50 Coolant Red	ELC-1 with SCA		
		Total			

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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_____
_____

Total Quote **$_____**

Date _____

Company _____

By: _____
(Name)

_____
(Title)