

City of
SHELBYVILLE
Tennessee

DATE: May 11, 2021

NOTICE TO BIDDERS

Notice is hereby given that the CITY OF SHELBYVILLE, TENNESSEE is advertising for sealed bids on:

**OIL CHANGE AND ROUTINE VEHICLE SERVICE
FOR CITY DEPARTMENTS - 2021**

Bids will be accepted by the City of Shelbyville Purchasing Office, 201 N. Spring Street, Shelbyville, TN 37160 or may be mailed to P.O. Box 185, Shelbyville, TN 37162 **until 2:00 P.M. on Thursday, May 27, 2021.** Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

The bids shall be opened and read aloud during a public meeting of the City Council appointed BID COMMITTEE on Thursday, May 27, 2021 at 2:30 P.M. at Shelbyville Recreation Center, 220 Tulip Tree Road, Shelbyville, TN. Award of the bid will be on the agenda at the next scheduled City Council meeting at the Shelbyville Recreation Center. (June 10, 2021)

GENERAL INFORMATION

It will be the sole responsibility of the Bidder to deliver personally or by mail the proposal or proposals to the City of Shelbyville Purchasing Office, 201 N. Spring St., Shelbyville, TN 37160 on or before the closing hour and date announced for the receipt of the bids. **The envelope must be sealed and marked on the outside “SEALED BID FOR OIL CHANGE AND ROUTINE VEHICLE SERVICE FOR CITY DEPARTMENTS - 2021”.**

The City is exempt from taxes imposed by State and/or Federal Government. Exemption certificate, if required, will be furnished by the successful bidder and will be completed by the City.

Each variance to these specifications must be specifically stated by the bidder in the bid submission. The City Council reserves the right to reject any or all submissions, to waive informalities and to accept all or any part of any bid as described therein, as they deem necessary to be in the best interest of the City.

City of Shelbyville

Bidders guarantee that the prices quoted in the bid will remain firm from the date of the bid opening until the completion of delivery.

All responses shall be made on forms furnished by the CITY. Supporting information shall be on the bidder's stationery.

All responses must indicate the firm's name and address and be signed in ink by an officer or employee having authority to bind the company or firm.

The intent of these specifications is to insure delivery of a new complete unit for operation. Omission of any essential detail from these specifications does not relieve the supplier from furnishing such unit. All bids must be on new models. This provision excludes surplus, used or demonstrators.

Vendor selection will be based upon the best offer deemed acceptable by the City of Shelbyville's council appointed Bid Committee and City Council. Submission to all or part of the invitation to bid indicates willingness to supply part or all of the bid. A current business license must be furnished upon request. Successful bidder must also furnish Certificate of Liability insurance and Workers Compensation insurance to City upon request.

The bidder, by executing a contract or bid on the terms of the invitation to bid, warrants the product that is supplied to the buyer shall remain fully in accord with the specifications and to be of the highest quality. In the event the product, as supplied to the buyer, is found to be defective or does not conform to the specifications, the buyer reserves the right to cancel the order upon written notice to the supplier and return such product to the supplier at the supplier's expense.

Payments will commence or be made in full after delivery and acceptance of product. All documents, invoice, title and exemption certificate shall be presented to the City of Shelbyville Purchasing Office.

All Bidders must comply with A.D.A. guidelines if required.

All Bidders must be in compliance with Title VI, Civil Rights Act of 1964, which specifies that: No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving federal financial assistance from the Department of Transportation or the U.S. Department of Justice.

The City of Shelbyville is subject to the Open Records Act, TCA 10-7-501, et. Seq. Bidders are advised that all documents submitted on behalf of this invitation to bid shall be open to the

public for viewing and inspection. The City of Shelbyville will fulfill Public Records Requests in compliance with Tennessee Open Records Act.

Failure on the part of the bidder to comply with all instructions herein may result in bid rejection.

BID FORM

TO: CITY OF SHELBYVILLE
201 N. SPRING ST.
SHELBYVILLE, TN 37160

DATE: _____

IN ACCORDANCE WITH YOUR INVITATION TO BID ON:

**OIL CHANGE AND ROUTINE VEHICLE SERVICE
FOR CITY DEPARTMENTS - 2021**

WE HEREBY SUBMIT THE FOLLOWING BID:

MINIMUM SPECIFICATIONS
(pricing requests begin on page 6)

MEETS

EXCEEDS

DOESN'T MEET

Complete oil & oil filter change

Check all fluid levels

Tire pressure check

Tire rotation

Brake inspection

Wiper inspection

Air filter change

Complete lubrication

**30 minutes or less service time
(20 minutes preferred)**

Valvoline motor oil
or approved equal

10W-30, 5W-20 or 5W-30
(per manufacturer
recommendation)

MINIMUM SPECIFICATIONS

MEETS

EXCEEDS

DOESN'T MEET

Motor oil for police units ranges up to 6 quarts

Oil filters to be of high quality. Example: Fram, AC, Ford Motorcraft - per manufacturer recommendation)

This service will be used primarily by the Shelbyville Police Department with a fleet of 47 vehicles. Use of this service by other City departments is to be expected.

Option for other vehicle services is also listed on bid form and may be included in submission.

Services to begin June 15, 2021.

Pricing to be good 06/15/2021 - 06/14/2022 with a 2-year option to renew. This bid is only renewable upon the agreement of both parties, and it will be reviewed at the end of each 12-month period.

If a price increase is necessary at the beginning of the 12-month option period, it must be agreed upon by both parties. If the City determines the price increase is unreasonable, the service will then be put out for bid immediately.

The City of Shelbyville reserves the right to terminate this contract with 30-day written notice.

Any questions may be directed to Purchasing Director Lori Saddler 931/684-2691.

Please quote all items separately on the attached bid form.

We hereby submit the following price(s) for your consideration:

OIL CHANGE AND ROUTINE VEHICLE SERVICE to include:

- complete oil & oil filter change
 - amount of oil as manufacturer recommendation
 - Valvoline motor oil or approved equal
 - 10W-30, 5W-20 or 5W-30 per manufacturer recommendation
 - high quality oil filter per manufacturer recommendation
- check all fluid levels
- tire pressure check
- tire rotation
- brake inspection
- wiper inspection
- air filter change
- complete lubrication
- 30 minutes or less service time (20 minutes preferred)

Price for above service per vehicle \$ _____

OPTIONS:

(price per vehicle)

Alignment \$ _____

Air conditioning service \$ _____

Brake repair, resurfacing rotors \$ _____

Tire repair \$ _____

Front end work \$ _____

Exhaust \$ _____

Signed: _____

Title: _____

Date: _____

Company name and address: _____

Phone number: _____

Email: _____

Acknowledgement of terms:

Pricing to be good 06/15/2021 – 06/14/2022 with a 2-year option to renew. This bid is only renewable upon the agreement of both parties and will be reviewed at the end of each 12-month period.

Initials _____

Days and hours of operation:

Bid quote good for _____ days.