



PIMA COUNTY NOTICE OF INVITATION FOR BIDS (IFB)

Solicitation Number: 200666 Title: Oils, Greases & Automotive Fluids

DUE IN AND OPENS: JANUARY 12, 2016, AT OR BEFORE 11:00 A.M. LOCAL ARIZONA TIME (MST)

Submit Bid to:

Pre-Bid Conference: DECEMBER 29, 2015 AT 11:00 A.M. LOCAL ARIZONA TIME (MST)

Pima County Procurement Department
130 West Congress, 3rd Floor, Receptionist
Tucson, Arizona 85701

Pima County Procurement Department
130 West Congress, 3rd Floor
Tucson, Arizona 85701

SOLICITATION: Pima County is soliciting bids from Respondents qualified, responsible and willing to provide the following Goods and/or Services in compliance with all solicitation specifications and requirements contained or referenced herein.

GENERAL DESCRIPTION: To provide Pima County Fleet Services with Oils, Greases, & Automotive Fluids, per specifications and requirements defined herein.

You may download a full copy of this solicitation at www.pima.gov/procure/ifbrfp.htm by selecting the solicitation number. Respondents are required to check this website for addenda prior to the Due In and Opens date to assure that the bid incorporates all addenda. Prospective Respondents may also pick up a copy, Monday through Friday excluding legal holidays, 8 am to 5 pm LOCAL ARIZONA TIME (MST), at the address listed above.

A Pre-Bid Conference will be held for the purpose of clarifying requirements and answering prospective respondent questions. It is the responsibility of Prospective Respondents to familiarize themselves with all requirements of the solicitation and to identify any issues at the conference. Attendance is optional and encouraged.

Bids shall be submitted as defined in the Instructions to Bidders, in accordance with the Standard Terms and Conditions, and all solicitation documents either referenced or included herein. Failure to do so may be cause for rejection as *non-responsive*.

Bidders must complete and return those documents identified in the Instruction to Bidders Submission of Bids instruction.

Bids may not be withdrawn for 60 days after opening except as allowed by Pima County Procurement Code.

Bonds are not required

RESPONDENTS ARE REQUIRED TO READ THE ENTIRE SOLICITATION, INCLUDING ALL REFERENCED DOCUMENTS, ASSURE THAT THEY CAN AND ARE WILLING TO COMPLY, AND TO INCORPORATE ALL ASSOCIATED COSTS IN THEIR BID.

Questions and Deviation requests shall be submitted in writing to Procurement Department, Attention: Maria Julia Canizales.

All submittals shall reference the Solicitation Number and Title; Questions or Deviation Requests submitted within 8 days of the solicitation *Due in and Opens Date* may not be answered.

Fax: (520) 791-6504 email: maria.canizales@pima.gov

USPO Mail to the following address:

Pima County Procurement Department, 130 W. Congress, 3rd Floor, Mailstop # DT-AB3-126; Tucson, AZ 85701

VERBAL REQUESTS FOR CLARIFICATIONS OR INTERPRETATIONS WILL NOT BE ACCEPTED.

Maria Julia Canizales
Commodity/Contracts Officer

Publish: The Territorial: December 15, 16, 17, and 18, 2015

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

INSTRUCTIONS TO BIDDERS

FAILURE TO COMPLY MAY CAUSE THE BID TO BE IMPROPERLY EVALUATED OR DEEMED NON-RESPONSIVE

1. PREPARATION OF RESPONSES

All bids shall be made using the forms provided in this package. All prices and notations must be printed in ink or typewritten. **No erasures are permitted.** Errors may be crossed out and corrections printed in ink or typewritten adjacent to error and shall be initialed in ink by person signing the bid. Typewritten responses are **preferred**.

All bids shall as appropriate indicate the registered trade name, stock number, and packaging of the items included in the bid. Surety, if required by this solicitation, may be in the form of a bond, cashier's check or certificate of deposit made payable to *Pima County*. Personal or company checks are not acceptable.

2. OFFER AGREEMENT (Contract) Form; Oils, Greases & Automotive Fluids; Pages 1-21

The attached or referenced Offer Agreement when completed, signed and submitted by the Offeror is a binding offer that results in a legal contract when accepted and executed by Pima County as defined by this solicitation. The Offer Agreement document must be completed and signed by an authorized representative certifying that the firm can and is willing to meet all requirements of the solicitation.

Contractor Minimum Qualifications:

Contractor Minimum Qualifications are intended to establish the respondent's capacity and responsibility for providing the services or products solicited. To be evaluated and considered for award of contract the Offeror shall submit with the Offer Agreement all documents specified in article 3. *Contractor Minimum Qualifications* of the Offer Agreement. If requested by article 3, the Offeror shall denote in article 3 of the Offer Agreement the license numbers/descriptions and other information requested.

Unit Prices & Bid Certification:

Respondents shall fully complete and sign article 7. *Compensation & Payment* and article 15. *Bid/Offer Certification* sections of the Offer Agreement utilizing the forms provided by this solicitation.

Unless otherwise stated, a Unit Price shall be given for all items defined by the Offer Agreement Unit Prices schedule. Requested information and data shall be provided in the precise manner requested. Product descriptions shall provide sufficient information to precisely document the product being offered. All unit prices shall remain firm for the initial term of the executed agreement, with the exception that should seller during the term of the agreement offer to another buyer pricing for like or similar quantity, products or services at price more favorable than those given to Pima County ("COUNTY"), that seller shall offer same pricing to County effective on the date offered to other buyer. Unit prices given by respondent shall include all costs required to implement and actively conduct and document cost control and reduction activities. Taxes applied to the unit price and legally applicable to Pima County purchase transactions shall be separately invoiced and not included in the item unit price. Unit Prices shall include all costs incidental to the provision of the requirements defined by the solicitation and Offer Agreement and unless otherwise specified by the Delivery Article shall be F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination"), no additional payments will be invoiced or paid. Unit prices shall prevail in the event of an extension error. Price each item separately. Delivery time if stated as a number of days shall mean "calendar" days.

COUNTY reserves the right to question, clarify and correct obvious errors.

3. SPECIFICATIONS & DEVIATIONS

The specifications included in this solicitation are intended to identify the kind and quality of goods and/or services to be provided without being unnecessarily restrictive, and as required to provide the information needed for the development of consistent and comprehensive bids, evaluation of bids and to efficiently support the subsequent ordering, invoicing and payment processes.

Items included in the bid shall satisfy all specifications and requirements set forth by the County's Offer Agreement. Equipment brand names, models and numbers, when given are intended to identify a level of quality, equivalent performance and dimensional specifications, and are for reference only, unless otherwise specified by the County's Offer Agreement. Failure to perform appropriate research, discovery, examine any drawings, specifications, and instructions will be at the respondent's sole risk.

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

INSTRUCTIONS TO BIDDERS (continued)

Deviation requests shall specifically document and clearly illustrate the deviation to the specification, or the requirement, set forth by this solicitation and fully explain the requested deviation's impact on the end performance of the item. Deviation requests shall be submitted prior to the initial solicitation due date. Requests shall be submitted as soon as is possible and not less than 8 days prior to the solicitation due date else they may not be answered or addressed

Acceptance or rejection of any deviation request shall be at the sole discretion of the County and will be made in writing by the County via specific addendum of the solicitation and Offer Agreement as applicable. Respondents shall complete article 13. *Acknowledgement of Solicitation Addenda* of the Offer Agreement prior to submission.

Bidders are advised that conditional offers or notations on the documents submitted that do not conform to or that request exceptions to the published solicitation and addenda may be considered non-responsive and not evaluated.

All equipment shall be models of current production, latest design and technology, new and unused unless otherwise specified.

Manufacturer and Contractor documentation, including and not limited to the following shall be provided by the successful respondent not later than 14 days after request by the County and at no additional cost; warranty; caution-informational warnings; recommended maintenance schedule and process; recommended spare parts list; operating, technical and maintenance manuals including drawings, if appropriate; product brochures; and material safety data sheets (MSDS).

4. SUBMISSION OF BIDS

Submissions are binding offers and will result in a binding contract upon acceptance by Pima County by issue of a properly executed contract document referencing said offer.

The submittal shall include all information requested by the solicitation, and utilize without modification the forms provided by the solicitation. Respondents are to complete, execute and submit one original of the following bid documents:

SIGNED OFFER AGREEMENT with completed Item Unit Prices and documents or media defining other items within the scope of the agreement with Unit Prices and Discount Percent's, or Discounted Prices offered; Provide Addenda acknowledgement, tax, & contact information.

Bids must be received and time stamped at the specified location at or before the Bid Due Date/Time as defined by the *Invitation for Bid*. The "time-stamp" provided by the County shall be the official time used to determine the timeliness of the submittal. Bids and modifications received after the Bid Due Date/Time will not be accepted, or will be returned unopened. Timely submittals will be opened and recorded promptly after the Bid Due Date/Time.

Bids must be signed by an authorized agent of the respondent and submitted in a sealed envelope marked or labeled with the respondent firm name, solicitation number, title, solicitation due date and time, to the location and not later than the Bid Due Date/Time specified by the *Invitation for Bid*.

Bids and modifications received after the *Due In & Opens* date and time will not be accepted. Facsimiles of bids will not be accepted.

Failure to comply with the solicitation requirements, including submittals that modify the solicitation requirements, may cause for the respondent's bid to be rejected as *non-responsive* and not evaluated.

5. COMPLIANCE WITH AGREEMENT

County will execute an agreement with the successful respondent by issue of a Master Agreement (MA) or Purchase Order or contract. The respondent agrees to establish, monitor, and manage an effective administration process that assures compliance with all requirements of the agreement. In particular, the respondent agrees that they shall not provide goods or services in excess of the executed agreement items, item quantity, item amount, or agreement amount without prior written authorization by amendment or change order properly executed by the County. Any items provided in excess of the quantity stated in the agreement shall be at the Respondent's own risk. Respondents shall decline verbal requests to deliver items in excess of the agreement and shall report all such requests in writing to the Pima County Procurement Department within 1 workday of the request. The report shall include the name of the requesting individual and the nature of the request.

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

INSTRUCTIONS TO BIDDERS (continued)

6. INQUIRIES & NOTICE OF RECOMMENDATION FOR AWARD (NORFA)

Results of this procurement will not be given in response to telephone inquiries. Interested parties are invited to attend the public opening at the time and date stated in this solicitation. A tabulation of submittals will be on file at the Procurement Department. No oral interpretations or clarifications made to any respondent as to the meaning of any of the solicitation documents will be binding on Pima County. If a prospective respondent believes a requirement of the solicitation documents to be needlessly restrictive, unfair, or unclear, the respondent shall notify the Pima County Procurement department in writing identifying the solicitation number, page and paragraph number and clearly stating the issue and suggested solution prior to the *Due In and Opens* date set for receipt of the bid or proposal. Responses from COUNTY will be made by written addendum and sent to all known potential respondents. Issues identified less than 8 days prior to the *Due In and Opens* date may not be answered.

Interested parties are invited to attend the public opening of submissions at the time and date stated in this solicitation.

Pima County protest procedures are defined by Chapter 11.20 of the Pima County Procurement Code, available through <http://www.pima.gov/cob/code/>. The five-day period to file a protest of the award will be measured from the date the Notice of Recommendation for Award is posted on the Pima County Procurement website at <http://www.pima.gov/procure/awards/> **without regard to whether individual notices were issued**. It is the responsibility of bidders, proposers and offerors to check the website.

7. ORDER OF PRECEDENCE-CONFLICTING DOCUMENTS

In the event there are variations or conflicts between these instructions and the standard terms and conditions or the offer agreement document, the standard terms & conditions and offer agreement shall govern.

8. VENDOR RECORD MAINTENANCE

By submitting a response to this solicitation, the submittor agrees to establish and maintain a complete Pima County Vendor record, including the provision of a properly completed and executed "Request for Taxpayer Identification Number and Certification" document (Form W-9), within ten calendar days of the solicitation due date. The Vendor also agrees to update the information within ten calendar days of any change in that information and prior to the submission of any invoice or request for payment. The preferred method for creating or updating this record is via the Internet utilizing the Pima County Vendor Self Service (VSS). The registration requires that the Vendor establish and maintain email functionality. In addition to providing the means for a Vendor to create and maintain their Vendor record, VSS also provides for email notice to the vendor regarding solicitations published by Pima County for commodities of interest as defined by the Vendor record. Internet links for Vendor Registration are located at the Procurement Internet page: <http://www.pima.gov/procure/venreg.htm>.

9. SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE

Any contract funded in any amount with federal funds is not eligible for this preference.

For those bids that do not exceed \$500,000 per contract year, a 5% bid preference will be given to firms submitting SBE Certificates issued by the City of Tucson WITH THEIR BID; said certification is subject to verification and acceptance by Pima County. If the certification is accepted by Pima County, the bid will be evaluated at 95% of the bid amount to determine the low and responsive bid. If an award of contract is made, the contract will be formed utilizing the Unit Prices, or Lump Sum, as bid.

To be eligible for the price preference, SBE firms must include with their bid documents a copy of their current certification certificate which may be acquired from the City of Tucson; Department of Procurement, (520) 837-4000, 225 W Alameda, 6th Floor, Tucson, AZ 85726-7210. Their SBE website, which typically includes an SBE Application Form and a Directory listing firms holding SBE Certification, is located at: http://www.tucsonprocurement.com/bidders_SBE.aspx

The process of acquiring SBE Certification may take several weeks. Please contact the Pima County Vendor Relations Division at (520) 724-8465 for assistance or further information.

END OF INSTRUCTIONS TO BIDDERS
(Revised April 29, 2015)

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

1. INTENT:

This document is intended to establish an indefinite delivery/indefinite quantity purchase agreement contract to provide Pima County ("County") with such quantities of Oils, Greases, & Automotive Fluids as Pima County Fleet Services may order from time to time by issue of delivery orders (DO) pursuant to a resulting executed and effective agreement. It is the intent of the County to award to one vendor for all goods listed herein. County will award an agreement for the purchase of goods as specified herein and vendor will receive compensation when goods are delivered / work performed per the terms of the delivery order (DO) issued against the agreement.

Although a particular County Department may be identified in the solicitation, unless otherwise documented by the executed agreement document, all County Departments may utilize the resulting agreement. The County reserves the right to add like goods to this contract by obtaining a quotation for these goods and adding them to the Blanket Contract as required.

All Goods and Services offered or provided pursuant to the resulting executed and effective agreement shall conform to the requirements defined by or referred to by the solicitation documents including *Solicitation Addenda, Instructions to Bidders, Standard Terms and Conditions, this Offer Agreement and Exhibit A –Detailed Requirements, and Exhibit B – Pricing Schedule*, all of which are incorporated herein.

It is the intent of all parties to this agreement that this document, including all attachments and documents incorporated by reference, constitutes the entire agreement between the parties pertaining to the subject matter hereof, and all prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein. This Contract may be modified, amended, altered or extended only by a written amendment signed by the parties.

2. CONTRACT TERM EXTENSIONS-RENEWALS & REVISIONS:

The initial term of the contract will be for a one year period and include four (4) one-year renewals that may be exercised upon the written agreement of the parties as follows:

Proposed extension or renewals of the contract if included in the contract and revisions to the contract shall be made through the issuance by County to Contractor of a revised Master Agreement (MA), document setting forth the requested changes. Failure by Contractor to object in writing to the proposed revisions, terms, conditions and/or specifications within ten (10) calendar days of issuance by County will signify acceptance of all such changes by Contractor and the amendment will be binding upon the parties, effective on the date of issuance.

3. CONTRACTOR MINIMUM QUALIFICATIONS:

The Contractor certifies that it is competent, willing and responsible for performing the services or providing the products in accordance with all requirements of the solicitation and this contract. Contractor certifies that it possesses all licenses required by applicable Agencies to satisfy the requirements of this contract.

1. Contractor must have been in the business of providing bulk oils and greases for a minimum of three (3) consecutive years prior to the bid opening.
2. Contractor must have the ability to deliver and unload/disperse bulk/drum fluids into existing containers following all E.P.A. rules and regulations.
3. Contractor must have local facility located within 15 miles of 1291 S. Mission Rd. to provide bulk fluids to Pima County mobile lube truck.

4. PRODUCT OR SERVICE SPECIFICATIONS & SCOPE:

Any brand names, models or numbers used in the specifications are for the purpose of describing and/or establishing the level of quality, equivalent performance and dimensional specifications required. Any such reference is not intended to limit or restrict any offer. Any offer, which proposes like quality, design or performance, will be considered. **Pima County will have final determination on equivalency.** If alternate product name is not listed it will designate that vendor is bidding per specifications, no alternate. **See Exhibit A for Detailed Requirements.**

In the event similar items are required that are not listed, they may be ordered at a mutually agreed upon price. The mutually agreed upon unit price shall include all incidentals and associated costs required to comply with and satisfy all requirements referred to or included in this solicitation which includes the Instructions to Bidders, Standard Terms and Conditions and Offer Agreement. All items added to the contract will be subject to the same terms and conditions as the original solicitation.

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

5. OFFER ACCEPTANCE AND ORDER RELEASES:

County will accept offers and execute contracts by issue of a Master Agreement (MA) to be effective on the document's date of issue without further action by either party. Master Agreement (MA) and Contract documents will document the term of the agreement.

County will order products or services pursuant to an executed Master Agreement by issue of Delivery Order (DO) or Delivery Order Maximo (DOM) documents. Order documents will be furnished to Contractor via facsimile, e-mail or telephone. **If the order is given verbally, the County Department that issued the order will transmit a confirming order document to Contractor within five workdays of the date the verbal order is given.**

Contractor must not supply materials or services pursuant to the contract that are not documented or authorized by a Delivery Order (DO) or Delivery Order Maximo (DOM) at the time of provision. County accepts no responsibility for control of or payment for materials or services not documented by a COUNTY Delivery Order (DO) or Delivery Order Maximo (DOM).

Contractor will establish, monitor, and manage an effective contract administration process that assures compliance with all requirements of this contract. In particular, Contractor will not provide goods or services in excess of the executed contract items, item quantity, item amount, or contract amount without prior written authorization by contract revision properly executed and issued by County. Any items provided in excess of that stated in the contract are at Contractor's own risk. Contractor will decline verbal requests to deliver items in excess of the contract and will report all such requests in writing to the COUNTY Procurement Department within one (1) workday of the request. The report must include the name of the requesting individual and the nature of the request.

6. ACCEPTANCE OF GOODS AND SERVICES:

The County Department designated on the issued Order will accept goods and services only in accordance with this contract. Such acceptance is required prior to commencement of Payment terms.

7. COMPENSATION & PAYMENT:

All pricing will conform to Pima County's Living Wage ordinance if applicable, including required annual adjustments of the wage.

Contractor will submit Request(s) for Payment or Invoices to the location and entity defined by County's Order document.

All Invoice documents will reference the County's Delivery Order (DO) or Delivery Order Maximo (DOM) or Contract number under which the services or products were ordered. **ALL** Invoice line items will utilize the item description, precise unit price and unit of measure defined by the County's Order or Contract document. Invoices that include line items or unit prices that do not match those documented by the County's order or contract may be returned to Contractor unprocessed for correction. **Contractor will not accept orders, or provide services or products that cumulatively exceed the contract amount.**

Standard payment terms are net thirty (30) days from the date of valid invoice document and do not commence until the later of receipt of goods into payment system by the receiving Department and Contractor's Invoice is received and verified by County Financial Operations.

OPTIONAL EARLY PAYMENT DISCOUNT TERM: Pima County Administrative Procedure No. 22-35 section 2.2.4 defines County's practice regarding discounts for early payment. Contractor offers the following discounts to those prices to be used for all orders issued pursuant to this contract. County will utilize the existing payment code that best matches that offered and does not exceed the offered discount percentage. Payment days cannot be less than ten (10) calendar days. Contractor shall submit valid invoice document consistent with the associated Delivery Order (DO) or Delivery Order Maximo (DOM) to County Finance Department at least seven (7) calendar days prior to the date on which the discounted payment is due. If desired, for any order issued pursuant with this contract, Contractor may offer early payment discounts that exceed this Standard Early Payment Discount.

Standard Early Payment Discount Percent: _____% if payment tendered within _____ Days as above

The Master Agreement (MA) issued to accept Contractor's offer will define the not to exceed amount of the contract.

The parties may negotiate and establish unit pricing in writing under the contract for items included in the scope of the contract for which unit pricing has not been previously defined.

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

Unless the parties otherwise agree in writing, all pricing will be *F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination")*, delivered to and unloaded at the destination(s) defined by the delivery article of this contract or accepted *Order* for services or products and all freight costs must be included in the offered Unit Price.

Although State and City sales tax may not be fully or accurately defined on an order, they will be paid when they are DIRECTLY applicable to Pima County and invoiced as a separate line item. Such taxes should not be included in the item unit price.

Price Warranty. Contractor will give Pima County the benefit of any price reduction before actual time of shipment..

Price Escalation. All unit prices include compensation for Contractor to implement and actively conduct cost and price control activities. Pricing will remain firm during the initial year of the contract term after which the parties may consider price increases no more frequently than once per year. Contractor will submit a written request to COUNTY that includes supporting documents justifying requested increases at least ninety (90) days prior to the desired implementation date. Contractor will provide evidence, cite sources, demonstrate specific conditions and document how those conditions affect the cost of its performance, and identify specific efforts Contractor has taken to control and reduce those and other costs to avoid the need to increase prices. COUNTY will review proposed pricing and determine if it is allowable, fair and reasonable, and in the best interest of COUNTY to accept the proposal. County reserves the right to continue, accept or reject the price proposal, or terminate and re-solicit the contract.

Quantities referred to are estimated quantities. COUNTY reserves the right to increase or decrease the quantities and amounts. No guarantee is made regarding actual orders issued for items or quantities during the term of the agreement. COUNTY is not responsible for Contractor inventory or order commitment.

Unit prices offered must include all incidentals and associated costs required to comply with and satisfy all requirements referred to or included in this solicitation, which includes the *Instructions to Bidders, Standard Terms and Conditions* and Offer Agreement. No payments will be made for items not included in the contract.

Contractor will provide detailed documentation in support of payment requests which will document, be consistent with and not exceed COUNTY's order. Contractor will bill COUNTY within one (1) month after the date on which Contractor's right to payment accrues ("Payment Accrual Date"), which, unless this contract specifically provides otherwise, is the date goods are delivered, services are performed, or costs are incurred. Invoices must assign each amount billed to an appropriate line item of COUNTY's order and document each Payment Accrual Date. COUNTY may refuse to pay any amount billed in an untimely manner or which is not conforming to COUNTY's order. County will refuse to pay any amount billed more than six (6) months after the Payment Accrual Date, pursuant to A.R.S. § 11-622(C).

8. DELIVERY:

As defined by the Standard Terms, "On-Time" delivery is an essential part of the consideration to be given to COUNTY under the contract. Delivery will be made in accordance with the Instructions to Bidders, Standard Terms and Conditions and to the location(s) referenced on the Delivery Order (DO) or Delivery Order Maximo (DOM) or Contract.

For all products, except the refill of the lube truck, delivery is required within three (3) calendar days after issue of order. The issue date will be the County fax or email sent date and time. In the event that an item ordered is not in stock, bidder must inform the ordering department within twenty-four (24) hours after issue of order. The back order must be delivered to the County department within two (2) additional calendar days.

Unless otherwise stipulated by this agreement or the County's order, all pricing shall be *F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination")*, delivered to and unloaded at the destination(s) defined by the Delivery article of this agreement or accepted *Order* for services or products and all freight cost shall be included in the offered Unit Price.

Although State and City sales tax are paid when applicable and invoiced, taxes should not be included in the unit price.

If required to satisfy the guaranteed delivery interval Supplier will utilize premium freight method at no additional cost to the County.

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

9. TAXES, FEES, EXPENSES:

Articles sold to COUNTY are exempt from federal excise taxes. COUNTY is subject to State and City sales tax. COUNTY will pay no separate charges for delivery, drayage, express, parcel post, packing, insurance, license fees, permits, costs of bonds, surcharges, or bid preparation unless expressly included in the contract and itemized by the solicitation documents.

10. OTHER DOCUMENTS

Contractor and COUNTY in entering into this contract have relied upon information provided or referenced by Pima County Solicitation No. 200666 including the Invitation For Bids, Instructions to Bidders, Standard Terms and Conditions, Solicitation Addenda, Contractor's Bid Offer, documents submitted by Contractor or References to satisfy Minimum Qualifications and on other information and documents submitted by Contractor's response to County's Solicitation. These documents are hereby incorporated into and made a part of this Contract as if set forth in full herein, to the extent not inconsistent with the provisions of this contract.

11. INSURANCE:

The CONTRACTOR'S insurance shall be primary insurance and non-contributory with respect to all other available sources. Contractor shall obtain and maintain at its own expense, during the entire term of this Contract the following type(s) and amounts of insurance:

The Insurance Requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. Pima County in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that arise out of the performance of the work under this Contract. The Contractor is free to purchase additional insurance.

Contractor's insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII. Pima County in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

Minimum Scope and Limits of Insurance:

Contractor shall procure and maintain, until all of their obligations have been discharged, coverage with limit of liability not less than those stated below less than those state below.

Commercial General Liability (CGL) – Occurrence Form with Limits of \$1,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include bodily injury property damage, and broad form contractual liability coverage, and products – completed operations.

Business Automobile Liability – Statutory requirements and benefits. Coverage is compulsory for employers of one or more employees. Employer's Liability \$500,000.

Workers' Compensation and Employers Liability – Statutory requirements and benefits. Coverage is compulsory for employers of one or more employees. Employer's Liability \$500,000.

Note: The Workers' Compensation requirement shall not apply to a Contractor that is exempt under A.R.S. § 23-901, and when such Contractor executes the appropriate Pima County Sole Proprietor or Independent Contractor Waiver form.

Contractors Pollution Liability – For losses caused by pollution conditions that arise from the operations of the Contractor as described in the Scope of Services section of this Contract with limits of \$1,000,000 per occurrence and \$2,000,000.00 general aggregate.

- The policy must include coverage for pollution losses arising out of completed operations.
- The policy is to be written on an "occurrence" basis with no sunset clause. In the event that the Pollution Liability insurance required by this Contract is written on a claims made basis. Contractor warrants that any retroactive date under the policy shall precede the policy shall precede the effective date of the Contract, That either continuous coverage will be maintained, or an extended discovery period will be exercised, for a period of ten (10) years beginning at the time this Contract is terminated.
- Pollution coverage must apply to all phases of the work described in the Scope of Services in this Contract.

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

- The policy shall include coverage for property damage, and physical damage to or destruction of, tangible property including the resulting loss of use thereof, clean-up costs, and the loss of use of tangible property that has not been physically damaged or destroyed including diminution in value.
- The policy shall include coverage for property damage and physical damage to or destruction of, tangible property including the resulting loss of use thereof, clean-up costs, and the loss of use of tangible property that has not been physically damaged or destroyed including diminution in value.
- The policy shall include defense including costs, charges and expenses incurred in the investigation, adjustment or defense of claims for such compensatory damages.
- The policy shall be endorsed, as required by this written agreement, to include Pima County, and its departments, agencies, board, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.
- The policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of Pima County, and its departments, districts, officials, agents and employees for losses arising from work performed by the Contractor.
- The policy shall include Non-Owned Disposal Site coverage.
- The policy shall be endorsed, as required by this written agreement, to include Pima County, and its departments, agencies, boards, commissions, universities, officers, officials, agents and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.
- The policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of Pima County, and its departments, agencies, board, commissions, universities, officers, officials, agents and employees for losses arising from work performed by the Contractor.

Professional Liability (Errors and Omissions) Insurance – This insurance is required when soliciting work from licensed professional. The policy limits shall be not less than \$2,000,000 Each Claim and \$2,000,000 Annual Aggregate. The Insurance policy shall cover professional misconduct or negligent acts of anyone performing any services under this contract.

In the event that the Professional Liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract and, either continuous coverage will be maintained, or an extended discovery period will be exercised, for a period of two (2) years beginning at the time work under this Contract is completed.

Examples of Profession Services requiring E&O insurance: Accounting, Architecture, Asbestos Design, Inspection or Abatement Contractors, Licensed Health Care Practitioners, Legal Services, Engineering Services, or Surveying Services.

Additional Insurance Requirements:

The policies shall include, or be endorsed to include, as required by this written agreement, the following provisions:
Additional Insured Endorsement: The General Liability and Business Automobile Liability Policies shall each be endorsed to include Pima County, its departments, districts, boards, commissions, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.

Subrogation Endorsement: The General Liability, Business Automobile Liability and Workers' Compensation Policies shall each contain a waiver of subrogation endorsement in favor of Pima County, and its departments, districts, boards, commissions, officers, officials, agents, and

employees for losses arising from work performed by or on behalf of the Contractor. Primary Insurance Endorsement: The Contractor's policies shall stipulate that the insurance afforded the Contractor shall be primary and that any insurance carried by Pima County, its agents, officials, employees or Pima County shall be excess and not contributory insurance.

Insurance provided by the Contractor shall not limit the Contractor's liability assumed under the indemnification provisions of this Contract.

Subcontractors: Contractor's certificate(s) shall include all subcontractors as insured's under its policies or Contractor shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectable insurance as evidenced by the certificates of insurance and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to the minimum Insurance requirements identified above. Pima County reserves the right to require, at any time throughout the life of this contract, proof from the Contractor that its subcontractors have the required coverage.

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

Notice of Cancellation:

For each insurance policy required by the insurance provisions of this Contract, the Contractor must provide to Pima County, within two (2) business days of receipt of notice, if a policy is suspended, voided, or cancelled for any reason. Such notice shall be mailed, emailed, hand-delivered or sent by facsimile transmission to the Pima County Contracting Representative. Notice shall include the Pima County project or contract number and project description.

Verification of Coverage:

Contractor shall furnish Pima County with certificates of insurance (valid ACORD form or equivalent approved by Pima County) as required by this Contract. An authorized representative of the insurer shall sign the certificates. All certificates and endorsements, as required by this written agreement, are to be received and approved by Pima County before work commences. Each insurance policy required by this Contract must be in effect at, or prior to, commencement of work under this Contract. Failure to maintain the insurance coverage's or policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to the appropriate County Department. The Certificate of Insurance shall include the Pima County project or contract number and project description on the certificate. Pima County reserves the right to require complete copies of all insurance policies required by this Contract at any time.

Approval and Modifications:

Pima County Risk Management reserves the right to review or make modifications to the insurance limits, required coverage's, or endorsements throughout the life of this contract, as deemed necessary. Such action will not require a formal Contract amendment but may be made by administrative action.

12. PERFORMANCE BOND: NONE

13. ACKNOWLEDGEMENT of SOLICITATION ADDENDA:

Contractor acknowledges that the following solicitation addenda have been incorporated in its offer and this contract:

Addendum #	Date	Addendum #	Date	Addendum #	Date

14. SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION:

Is your firm SBE certified as defined by the solicitation's 'Instruction to Bidders'? Yes No (Select one)
If 'Yes', have you included your certification document? Yes No (Select one) NOTE: If the SBE Certification document is not submitted with your bid the SBE Preference cannot be applied

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

15. BID/OFFER CERTIFICATION:

CONTRACTOR LEGAL NAME: _____

BUSINESS ALSO KNOWN AS: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

REMIT TO ADDRESS: _____

CITY/STATE/ZIP: _____

CONTACT PERSON NAME/TITLE: _____

PHONE: _____ **FAX:** _____

CONTACT PERSON EMAIL ADDRESS: _____

EMAIL ADDRESS TO WHICH ORDERS & CONTRACTS SHALL BE TRANSMITTED:

CORPORATE HEADQUARTERS LOCATION:

STREET ADDRESS CITY, STATE, ZIP: _____

By signing and submitting these Offer Agreement documents, the undersigned certifies that they are legally authorized to represent and bind Contractor to legal agreements, that all information submitted is accurate and complete, that Contractor has reviewed the Pima County Procurement website for solicitation addenda and has incorporated all such addenda to its offer, that Contractor is qualified and willing to provide the items requested, and that Contractor will comply with all requirements of the solicitation. The Unit Pricing includes all costs incidental to the provision of the items in compliance with the above documents; no additional payment will be made. Conditional offers that modify the solicitation requirements may be deemed not 'responsive' and may not be evaluated. Contractor's submission of a signed offer agreement shall constitute a firm offer and upon the issuance of a Master Agreement (MA) document signed by the Pima County Procurement Director or authorized designate a binding contract is formed that will require Contractor to provide the services and materials described in this solicitation. The undersigned hereby offers to furnish the material or service in compliance with all terms, conditions, specifications, defined or referenced by the solicitation, which includes Pima County Standard Terms & Conditions, this Offer Agreement and other documents listed in this Offer Agreement's Other Documents article.

SIGNATURE: _____ **DATE:** _____

PRINTED NAME & TITLE OF AUTHORIZED CONTRACTOR REPRESENTATIVE EXECUTING OFFER

PHONE AND E-MAIL: _____

County Attorney Contract Approval "As to Form":

Approved as to form:

Deputy County Attorney

Date

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

PIMA COUNTY STANDARD TERMS AND CONDITIONS (03/18/15)

1. OPENING:

Responses will be publicly opened and each respondent's name, and if a Bid the amount, will be read on the date and at the location defined in the *Invitation for Bid (IFB)* or *Request For Proposals (RFP)*. Proposals shall be opened so as to avoid disclosure of the contents of any proposal to competing offerors during the process of negotiation. All interested parties are invited to attend.

2. EVALUATION:

Responses shall be evaluated to determine which are most advantageous to Pima County (COUNTY) considering evaluation criteria, conformity to the specifications and other factors.

If an award is made, COUNTY will enter into an agreement with the one or multiple respondent(s) that submitted the lowest responsive bid(s) that were determined responsible for supplying the required goods or services. Unless otherwise specified on the Bid/Offer document determination of the low/lowest bids will be made considering the total bid amount.

COUNTY, at its sole discretion, reserves the following rights: 1) to waive informalities in the bid or bid procedure; 2) to reject the response of any persons or corporations that have previously defaulted on any contract with COUNTY or who have engaged in conduct that constitutes a cause for debarment or suspension as set forth in COUNTY Code section 11.32; 3) to reject any and all responses; 4) to re-advertise for bids previously rejected; 5) to otherwise provide for the purchase of such equipment, supplies materials and services as may be required herein; 6) to award on the basis of price and other factors, including but not limited to such factors as delivery time, quality, uniformity of product, suitability for the intended task, and bidder's ability to supply; 7) to increase or decrease the item quantity or eliminate any item of this solicitation prior to the award. Pricing evaluations will be based on pre-tax pricing offered by Contractor.

3. AWARD NOTICE:

A *Notice of Recommendation for Award* for IFB or RFP will be posted on the Procurement website and available for review by interested parties. A tabulation of responses will be maintained at the Procurement Department.

4. AWARD:

Awards will be made by either the Procurement Director or the Board of Supervisors in accordance with the Pima County Procurement Code. COUNTY reserves the right to reject any or all offers, bids or proposals or to waive irregularities and informalities if it is deemed in the best interest of COUNTY. Unless expressly agreed otherwise, resulting contracts are not exclusive, are for the sole convenience of COUNTY, and COUNTY reserves the right to obtain like goods or services from other sources.

5. WAIVER:

Each offeror, by submission of an offer, bid or proposal waives any and all claims for damages against COUNTY or its officers or employees when COUNTY exercises any of its reserved rights.

6. ACKNOWLEDGEMENT AND ACCEPTANCE:

If Contractor's terms of sale are inconsistent with the terms of the resultant contract, the terms herein shall govern, unless COUNTY accepts Contractor's terms in writing. No oral agreement or understanding shall in any way modify this contract or the terms and conditions herein. Contractor's acceptance, delivery or performance called for herein shall constitute unqualified acceptance of the terms and conditions of the resultant contract.

7. INTERPRETATION and APPLICABLE LAW:

The contract will be interpreted, construed and given effect in all respects according to the laws of the State of Arizona. If any of Contractor's terms or conditions is not in agreement with County's terms and conditions as set forth herein, COUNTY's shall govern. This contract incorporates the complete agreement of the parties with respect to the subject matter of this contract. No oral agreement or other understanding will in any way modify the terms and conditions of this contract.

8. WARRANTY:

Contractor warrants goods or services to be satisfactory and free from defects.

9. QUANTITY:

Contractor will not exceed or reduce the quantity of goods ordered without **written** permission from COUNTY in the form of a properly executed Master Agreement (MA), Delivery Order (DO) or Delivery Order Maximo (DOM) revision or amendment as required by COUNTY Procurement Code. All quantities are estimates and COUNTY provides no guarantee regarding actual usage.

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

10. PACKING:

Contractor will make no extra charges for packaging or packing material. Contractor is responsible for safe packaging conforming to carrier's requirements.

11. DELIVERY:

As defined by the Standard Terms "On-Time" delivery is an essential part of the consideration to be given to the COUNTY under the agreement. Delivery will be made in accordance with the Instructions to Bidders, Standard Terms and Conditions and to the location(s) referenced on the order release.

For all products, except the refill of the lube truck, delivery is required within three (3) calendar days after issue of Delivery order. The issue date will be the County fax or email sent date and time. In the event that an item ordered is not in stock, Contractor must inform the ordering department within twenty-four (24) hours after issue of order. The back order must be delivered to the County department within two (2) additional calendar days.

Delivery will be made in accordance with the Delivery Order and to the location(s) referenced on the Delivery Orders. Each site will have standing orders. Changes to the standing orders must be processed and delivered by the bidder within 24 hours after notification of the change. The notification time will be the County fax or email sent date and time. Deliveries for Fleet shall be made to the Pima County Fleet Services Parts Department, 1291 S. Mission Road, Tucson, Arizona, 85713, between 7:00 a.m. - 4:00 p.m. Monday – Friday, excluding Holidays.

Unless otherwise stipulated by this agreement or the County's order, all pricing shall be F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination"), delivered to and unloaded at the destination(s) defined by the Delivery article of this agreement or accepted Order for services or products and all freight cost shall be included in the offered Unit Price.

Although State and City sales tax are paid when applicable and invoiced, taxes should not be included in the unit price.

If required to satisfy the guaranteed delivery interval Supplier will utilize premium freight method at no additional cost to the County.

Items shipped due to an error by the Contractor must be replaced with the correct items within two (2) calendar days of notification of error. All freight, handling and service charges will be the responsibility of the Contractor.

12. SPECIFICATION CHANGES:

COUNTY has the right to make changes in the specifications, services, or terms and conditions of an order. If such changes cause an increase or decrease in the amount due under an order or in time required for performance, an acceptable adjustment will be made and the order modified in writing. Any agreement for adjustment must be made in writing.

Nothing in this clause reduces Contractor's responsibility to proceed without delay in the delivery or performance of an order.

13. INSPECTION:

All goods and services are subject to inspection and testing at place of manufacture, destination or both by COUNTY.

Goods failing to meet specifications of the order or contract will be held at Contractor's risk and may be returned to Contractor with costs for transportation, unpacking, inspection, repacking, reshipping, restocking or other like expenses to be the responsibility of Contractor. In lieu of return of nonconforming supplies, COUNTY, at its sole discretion and without prejudice to COUNTY's rights, may waive any nonconformity, receive the delivery, and treat the defect(s) as a warranty item, but waiver of any condition will not be considered a waiver of that condition for subsequent shipments or deliveries.

14. SHIPPING TERMS:

Unless stated otherwise by the contract, delivery terms are to be F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination") and are to be included in the Unit Price offered by Contractor and accepted by COUNTY.

15. PAYMENT TERMS:

Payment terms are net thirty (30) days, unless otherwise specified by the contract.

16. ACCEPTANCE OF MATERIALS AND SERVICES:

COUNTY will not execute an acceptance or authorize payment for any service, equipment or component prior to delivery and verification that all specification requirements have been met.

17. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT:

In the event any item furnished by Contractor in the performance of the contract should fail to conform to the specifications thereof, or to the sample submitted by Contractor, COUNTY may reject same, and it thereupon becomes the duty of Contractor to reclaim and remove the same, without expense to COUNTY, and immediately replace all such rejected items with others conforming to the specifications or samples. Should Contractor fail, neglect, or refuse

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

immediately to do so, COUNTY has the right to purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any monies due or that may become due to Contractor the difference between the price named in the Master Agreement and actual cost to COUNTY.

In the event Contractor fails to make prompt delivery as specified of any item, the same conditions as to the rights of COUNTY to purchase in the open market and invoke the reimbursement condition above apply, except when delivery is delayed by fire, strike, freight embargo, or acts of god or of the government. In the event of cancellation of the Master Agreement, Purchase Order or associated orders, either in whole or in part, by reason of the default or breach by Contractor, Contractor will bear and pay for any loss or damage sustained by COUNTY in procuring any items which the Contractor agreed to supply. The rights and remedies of COUNTY provided above are not exclusive and are in addition to any other rights and remedies provided by law or under the contract.

18. FRAUD AND COLLUSION:

Each Contractor, by submission of a bid, certifies that no officer or employee of COUNTY or of any subdivision thereof: 1) has aided or assisted Contractor in securing or attempting to secure a contract to furnish labor, materials or supplies at a higher price than that proposed by any other Contractor; 2) has favored one Contractor over another by giving or withholding information or by willfully misleading the bidder in regard to the character of the material or supplies called for or the conditions under which the proposed work is to be done; 3) will knowingly accept materials or supplies of a quality inferior to those called for by any contract; 4) has any direct or indirect financial interest in the offer or resulting contract. Additionally, during the conduct of business with COUNTY, Contractor will not knowingly certify, or induce others to certify, to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies that has been actually received. If at any time it shall be found that Contractor has in presenting any offer(s) colluded with any other party or parties for the purpose of preventing any other offer being made, then any contract so awarded shall be terminated and that person or entity shall be liable for all damages sustained by COUNTY.

19. COOPERATIVE USE OF RESULTING CONTRACT:

As allowed by law, COUNTY has entered into cooperative procurement agreements that enable other Public Agencies to utilize procurement agreements developed by COUNTY. Contractor may be contacted by participating agencies and requested to provide services and products pursuant to the pricing, terms and conditions defined by the COUNTY Master Agreement, or Purchase Order. Minor adjustments are allowed subject to agreement by both Contractor and Requesting Party to accommodate additional cost or other factors not present in the COUNTY's agreement and required to satisfy particular Public Agency code or functional requirements and are within the intended scope of the solicitation and resulting contract. Any such usage shall be in accordance with State, COUNTY and other Public Agency procurement rules, regulations and requirements and shall be transacted between the requesting party and Contractor. Contractor shall hold harmless COUNTY, its officers, employees, and agents from and against all liability, including without limitation payment and performance associated with such use. A list of agencies that are authorized to use COUNTY contracts can be viewed at the Procurement Department Internet home page: <http://www.pima.gov/procure> by selecting the link titled *Authorized Use of COUNTY Contracts*.

20. PATENT INDEMNITY:

Contractor will indemnify, defend and hold COUNTY, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the Master Agreement, Purchase Order, and associated orders. Contractor may be required to furnish a bond or other indemnification to COUNTY against any and all loss, damage, costs, expenses, claims and liability for patent or copyright infringement.

21. INDEMNIFICATION:

Contractor will indemnify, defend, and hold harmless COUNTY, its officers, employees and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs attendant thereto, arising out of any act, omission, fault or negligence by Contractor, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of the Master Agreement, Purchase Order or associated orders. Contractor warrants that all products and services provided under this contract are non-infringing. Contractor will indemnify, defend and hold COUNTY harmless from any claim of infringement arising from services provided under this contract or from the provision, license, transfer or use for their intended purpose of any products provided under this Contract.

22. UNFAIR COMPETITION AND OTHER LAWS:

Responses must be in accordance with Arizona trade and commerce laws (Title 44 A.R.S.) and all other applicable COUNTY, State, and Federal laws and regulations.

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

23. COMPLIANCE WITH LAWS:

Contractor will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation. In the event any services provided under this contract require a license issued by the Arizona Registrar of Contractors (ROC), Contractor certifies that those services will be provided by a contractor licensed by ROC to perform those services in Arizona. The laws and regulations of the State of Arizona govern the rights, performance and disputes of and between the parties. Any action relating to this Contract must be brought in a court of the State of Arizona in Pima County.

Any changes in the governing laws, rules, and regulations during an agreement apply, but do not require an amendment or revisions.

24. ASSIGNMENT:

Contractor may not assign its rights to the contract, in whole or in part, without prior written approval of COUNTY. COUNTY may withhold approval at its sole discretion, provided that COUNTY will not unreasonably withhold such approval.

25. CONFLICT OF INTEREST:

This contract is subject to the provisions of A.R.S. § 38-511, the pertinent provisions of which are incorporated into and made part of all COUNTY Master Agreements or Purchase Orders as if set forth in full therein.

26. NON-DISCRIMINATION:

CONTRACTOR agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 which is hereby incorporated into this contract as if set forth in full herein **including flow down of all provisions and requirements to any subcontractors**. During the performance of this contract, CONTRACTOR must not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

27. NON-APPROPRIATION OF FUNDS:

COUNTY may cancel this contract pursuant to A.R.S. § 11-251(42) if for any reason the COUNTY Board of Supervisors does not appropriate funds for the stated purpose of maintaining the contract. In the event of such cancellation, COUNTY has no further obligation, other than payment for services or goods that COUNTY has already received.

28. PUBLIC INFORMATION:

Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all information submitted in response to this solicitation, including, but not limited to, pricing, product specifications, work plans, and any supporting data becomes public information and upon request, is subject to release or review by the general public including competitors.

Any records submitted in response to this solicitation that Contractor reasonably believes constitute proprietary, trade secret or otherwise confidential information must be appropriately and prominently marked as CONFIDENTIAL by Contractor **prior** to the close of the solicitation.

Notwithstanding the above provisions, in the event records marked CONFIDENTIAL are requested for public release pursuant to A.R.S. § 39-121 et seq., COUNTY will release records marked CONFIDENTIAL ten (10) business days after the date of notice to Contractor of the request for release, unless Contractor has, within the ten (10) day period, secured a protective order, injunctive relief or other appropriate order from a court of competent jurisdiction, enjoining the release of the records. For the purposes of this paragraph, the day of the request for release is not counted in the time calculation. Contractor will be notified of any request for such release on the same day of the request for public release or as soon thereafter as practicable.

COUNTY will not, under any circumstances, be responsible for securing a protective order or other relief enjoining the release of records marked CONFIDENTIAL, nor is COUNTY in any way financially responsible for any costs associated with securing such an order.

29. CUSTOM TOOLING, DOCUMENTATION AND TRANSITIONAL SUPPORT:

Costs to develop all tooling and documentation, such as and not limited to dies, molds, jigs, fixtures, artwork, film, patterns, digital files, work instructions, drawings, etc. necessary to provide the contracted services or products and unique to the services or products supplied to COUNTY are included in the agreed upon Unit Price unless specifically stated otherwise in the contract. Such tools and documentation are the property of COUNTY and will be marked, as is practical, as the "Property of Pima County" and if requested by COUNTY a copy of the tooling and documentation will be delivered to COUNTY within twenty (20) days of acceptance by COUNTY of the first article sample, or not later than ten (10) days of termination of the contract associated with their development, without additional cost to COUNTY. Contractor also agrees to act in good faith to facilitate the transition of work to a subsequent Contractor if and as reasonably

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

requested by COUNTY at no additional cost. Should exceptional circumstances be present that may justify an additional charge, Contractor may submit said justification and proposed cost and negotiate an agreement acceptable to both Contractor and COUNTY, but Contractor may not withhold any requested tooling, document or support as defined above that would delay the orderly, efficient and prompt transition of work. Should conduct by Contractor result in additional costs to COUNTY, Contractor will reimburse COUNTY for said actual and incremental costs provided that COUNTY had given Contractor reasonable time to respond to COUNTY's requests for support.

30. AMERICANS WITH DISABILITIES ACT:

Contractor will comply with all applicable provisions of the Americans with Disabilities Act (public law 101-336, 42 USC 12101-12213) and all applicable federal regulations under the act, including 28 CFR parts 35 and 36.

31. NON-EXCLUSIVE:

Contracts resulting from this solicitation are non-exclusive and are for the sole convenience of COUNTY, which reserves the right to obtain like goods and services from other sources for any reason.

32. PROTESTS:

An interested party may file a protest regarding any aspect of a solicitation, evaluation, or recommendation for award. Protests must be filed in accordance with the Pima County Procurement Code, Section 11.20.010.

33. TERMINATION:

COUNTY reserves the right to terminate any Master Agreement, Purchase Order, Delivery Order, Delivery Order Maximo or award, in whole or in part, at any time, without penalty or recourse, when in the best interests of COUNTY. Upon receipt of written notice, Contractor will immediately cease all work as directed by the notice, notify all subcontractors of the effective date of termination and take appropriate actions to minimize further costs to COUNTY. In the event of termination under this paragraph, all documents, data, and reports prepared by Contractor under the contract become the property of and must be promptly delivered to COUNTY. Contractor is entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination. The cost principles and procedures defined by A.A.C. R2-7-701 apply.

34. ORDER OF PRECEDENCE-CONFLICTING DOCUMENTS:

In the event of inconsistencies between contract documents, the following is the order of precedence, superior to subordinate, that will apply to resolve the inconsistency: Master Agreement, Delivery Order or Delivery Order Maximo, offer agreement attached to a Master Agreement, Delivery Order or Delivery Order Maximo; these standard terms and conditions; any other solicitation documents.

35. INDEPENDENT CONTRACTOR:

The status of Contractor is that of an independent Contractor. Contractor and Contractor officer's agents or employees are not considered employees of COUNTY and are not entitled to receive any employment-related fringe benefits under the COUNTY Merit System. Contractor is responsible for payment of all federal, state and local taxes associated with the compensation received pursuant to this Contract and will indemnify and hold COUNTY harmless from any and all liability which COUNTY may incur because of Contractor's failure to pay such taxes. Contractor is solely responsible for its program development and operation.

36. BOOKS AND RECORDS:

Contractor will keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of COUNTY. In addition, Contractor will retain all records relating to this contract at least five (5) years after its termination or cancellation or, if later, until any related pending proceeding or litigation has been closed.

37. COUNTERPARTS:

The Master Agreement or Purchase Order awarded pursuant to this solicitation may be executed in any number of counterparts and each counterpart is considered an original, and together such counterparts constitute one and the same instrument. For the purposes of the Master Agreement and Purchase Order, the signed offer of Contractor and the signed acceptance of COUNTY are each considered an original and together constitute a binding Master Agreement, if all other requirements for execution have been met.

38. AUTHORITY TO CONTRACT:

Contractor warrants its right and power to enter into the Master Agreement or Purchase Order. If any court or administrative agency determines that COUNTY does not have authority to enter into the Master Agreement or Purchase Order, COUNTY is not liable to Contractor or any third party by reason of such determination or by reason of the Master Agreement or Purchase order.

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

39. FULL AND COMPLETE PERFORMANCE:

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of the Master Agreement, Purchase Order, Delivery Order or Delivery Order Maximo to be performed on the part of the other, or to take any action permitted as a result thereof, is not a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.

40. SUBCONTRACTORS:

CONTRACTOR is fully responsible for all acts and omissions of any subcontractor and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts CONTRACTOR may be liable to the same extent that CONTRACTOR is responsible for the acts and omissions of persons directly employed by it. Nothing in this contract creates any obligation on the part of COUNTY to pay or see to the payment of any money due any subcontractor, except as may be required by law.

41. SEVERABILITY:

Each provision of this Contract stands alone, and any provision of this Contract found to be prohibited by law is ineffective to the extent of such prohibition without invalidating the remainder of this Contract.

42. LEGAL ARIZONA WORKERS ACT COMPLIANCE:

CONTRACTOR hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to CONTRACTOR's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). CONTRACTOR will further ensure that each subcontractor who performs any work for CONTRACTOR under this contract likewise complies with the State and Federal Immigration Laws.

COUNTY has the right at any time to inspect the books and records of CONTRACTOR and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of CONTRACTOR's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting CONTRACTOR to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, CONTRACTOR will take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor as soon as possible so as not to delay project completion.

CONTRACTOR will advise each subcontractor of COUNTY's rights, and the subcontractor's obligations, under this Article by including a provision in each subcontract substantially in the following form:

"SUBCONTRACTOR hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to SUBCONTRACTOR's employees, and with the requirements of A.R.S. § 23-214 (A). SUBCONTRACTOR further agrees that COUNTY may inspect the SUBCONTRACTOR's books and records to insure that SUBCONTRACTOR is in compliance with these requirements. Any breach of this paragraph by SUBCONTRACTOR is a material breach of this contract subjecting SUBCONTRACTOR to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Article is the responsibility of CONTRACTOR. In the event that remedial action under this Article results in delay to one or more tasks on the critical path of CONTRACTOR's approved construction or critical milestones schedule, such period of delay will be excusable delay for which CONTRACTOR is entitled to an extension of time, but not costs.

43. CONTROL OF DATA PROVIDED BY COUNTY:

For those projects and contracts where COUNTY has provided data to enable the Contractor to provide contracted services or products, unless otherwise specified and agreed to in writing by COUNTY, Contractor will treat, control and limit access to said information as confidential and will under no circumstances release any data provided by COUNTY during the term of this contract and thereafter, including but not limited to personal identifying information as defined by A.R.S. § 44-1373, and Contractor is further prohibited from selling such data directly or through a third party. Upon termination or completion of the contract, Contractor will either return all such data to COUNTY or will destroy such data and confirm destruction in writing in a timely manner not to exceed sixty (60) calendar days.

END OF PIMA COUNTY STANDARD TERMS AND CONDITIONS

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

EXHIBIT A – DETAILED REQUIREMENTS

A. General Specifications:

1. All products shall be approved for year round use in Pima County, Arizona for all fleet motor equipment, including automobiles, gasoline and diesel powered trucks, turbo-charged diesel engines, auxiliary engines and both on and off road maintenance equipment, under all load conditions.
2. Petroleum based products offered must be American Petroleum (API), certified and labeled as such and shall conform in quality to the accepted standards of the Society of Automotive Engineers (SAE).
3. Contractor must have current API licensure authorizing bidder to display applicable API nomenclature and logo.
4. Products labeled “Energy Conserving” and/or displaying the mark (a star) must meet current requirements of the International Lubrication Standardization and Approval Committee (ILSAC).
5. OSHA MSDS must be provided to each delivery site for all items delivered for the first time.
6. All products shall be guaranteed against any adverse effect on the original factory engine warranty.
7. Contractor must provide technical support, at no cost to the County, for proper product use, selection and any problems that may arise.
8. Contractor shall be responsible for all spillage that may occur during transit, loading or unloading operations. Cleanup must be performed in accordance with Environmental Protection Agency (EPA) and the State of Arizona guidelines and requirements. Failure to do so will initiate corrective action and charge back to the vendor of any costs incurred.

B. General Specifications – Lube Truck Requirements:

1. Pima County currently has two lube trucks that services primarily the off road equipment, but may service other equipment as necessary. A local depot is necessary for transfer of product to the lube trucks. Lube trucks normally are filled twice per week, but this can range from occasionally twice per day to once per week, depending on service work scheduled to be performed. Successful Contractor shall be responsible to stock all items to meet the lube truck requirements as listed herein.
2. Loading of product should be performed at the Contractor’s facilities. County facilities will not be used to load or store the bulk product. Loading of product should take place indoors or under a protected shelter to protect product from contamination during transfer. Contamination could occur from, but is not limited to rain, dirt and/or blowing dust.
3. The trucks carry approximately 8 bulk products. Capacity for each product varies from 55 to 95 gallons. When trucks are filled, all containers will normally be topped off, but this is at the driver’s discretion.
4. Lube trucks are stationed at 1291 S Mission Road. The local depot must be located with ten miles of 1291 S. Mission Road. Local depot must be opened for operation no later than 7:00 a.m. and close no sooner than 3:00 p.m., Monday through Friday.

C. Packaging Specifications:

1. All items must be labeled and packaged in accordance with Code of Federal Regulations Title 49, Transportation, American National Standards Institute (ANSI) MH2, Materials Handling and Z129.1, Hazardous Industrial Chemicals.
2. All containers must be labeled with the manufacturer’s brand name, product description, lot number, and expiration date (if applicable).
3. Container labels must include API service category (for engine oils), API logo (for engine oils), SAE viscosity grade (for engine oils and gear lubricants), and other manufacturer data ordinarily included on packaging of like products sold to the public.
4. All drums delivered must be in satisfactory condition with minimal dents, rust free and clean. Unsatisfactory drums will be rejected upon delivery with replacement required within 24 hours of refusal at no additional cost to Pima County.
5. All drums shall be supplied as returnable containers. No container deposits may be charged.

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

D. Item Specifications, Group 1 - Delivered Packaged Requirements: (See Exhibit B, Pages 17-19)

The specifications for each line item are listed below.

1. Oil, for passenger cars, vans, SUV & light truck engines: SAE 5W20; Synthetic blend; API – SM, SL; Energy Conserving; ILSAC GF-4; Daimler Chrysler MS-6395Q and MS-6395L; Ford WSS-M2C930-A; GM 6094M; GM 9986202. Package: bulk. 76 Super Synthetic Blend or approved equal.
2. Oil, for passenger cars, vans, SUV & light truck engines: SAE 5W20; Synthetic blend; API – SM, SL; Energy Conserving; ILSAC GF-4; Daimler Chrysler MS-6395Q and MS-6395L; Ford WSS-M2C930-A; GM 6094M; GM 9986202. Package: 55-gallon drum. 76 Super Synthetic Blend or approved equal.
3. Oil, for passenger cars, vans, SUV & light truck engines: SAE 5W20; Synthetic blend; API – SM, SL; Energy Conserving; ILSAC GF-4; Daimler Chrysler MS-6395Q and MS-6395L; Ford WSS-M2C930-A; GM 6094M; GM 9986202. Package: quart. 76 Super Synthetic Blend or approved equal.
4. Oil, for passenger cars, vans, SUV & light truck engines: SAE 5W30; Synthetic blend; API – SM, SL; Energy Conserving; ILSAC GF-4; Daimler Chrysler MS-6395Q and MS-6395L; Ford WSS-M2C929-A; GM 6094M; GM 9986231. Package: bulk. 76 Super Synthetic Blend or approved equal.
5. Oil, for passenger cars, vans, SUV & light truck engines: SAE 5W30; Synthetic blend; API – SM, SL; Energy Conserving; ILSAC GF-4; Daimler Chrysler MS-6395Q and MS-6395L; Ford WSS-M2C929-A; GM 6094M; GM 9986231. Package: 55-gallon drum. 76 Super Synthetic Blend or approved equal.
6. Oil, for passenger cars, vans, SUV & light truck engines: SAE 5W30; Synthetic blend; API – SM, SL; Energy Conserving; ILSAC GF-4; Daimler Chrysler MS-6395Q and MS-6395L; Ford WSS-M2C929-A; GM 6094M; GM 9986231. Package: quart. 76 Super Synthetic Blend or approved equal.
7. Oil, for all gas, diesel and turbo-charged engines: SAE 15W40; Universal fleet; API – CI-4 Plus, CI-4, CH-4, CG-4, CF-4, CF, SL, SJ; Allison C-4; Caterpillar ECF-1A, ECF-2; Cummins CES 20078, CES 20076; Detroit Diesel 7SE270; Navistar engines; Mack EO-N Premium Plus 03, EO-M Plus, EO-M; Volvo VDS-2, VDS; Mil-L-2104E, Mil-L 46152E. Package: Bulk. 76 T5X Heavy duty Multi-grades or approved equal.
8. Oil, for all gas, diesel and turbo-charged engines: SAE 15W40; Universal fleet; API – CI-4 Plus, CI-4, CH-4, CG-4, CF-4, CF, SL, SJ; Allison C-4; Caterpillar ECF-1A, ECF-2; Cummins CES 20078, CES 20076; Detroit Diesel 7SE270; Navistar engines; Mack EO-N Premium Plus 03, EO-M Plus, EO-M; Volvo VDS-2, VDS; Mil-L-2104E, Mil-L 46152E. Package: 55-gallon drum. 76 T5X Heavy duty Multi-grades or approved equal.
9. Oil, for all gas, diesel and turbo-charged engines: SAE 15W40; Universal fleet; API – CI-4 Plus, CI-4, CH-4, CG-4, CF-4, CF, SL, SJ; Allison C-4; Caterpillar ECF-1A, ECF-2; Cummins CES 20078, CES 20076; Detroit Diesel 7SE270; Navistar engines; Mack EO-N Premium Plus 03, EO-M Plus, EO-M; Volvo VDS-2, VDS; Mil-L-2104E, Mil-L 46152E. Package: quart. 76 T5X Heavy duty Multi-grades or approved equal.
10. Oil, hydraulic: Anti-wear, Anti-rust and Anti-foam, For use in systems which have combination vane and axial piston, high pressure and high output; grade 68; must meet Denison HF-2, Vickers M-2950-S, I-286-S.. Package: 55-gallon drum, Megaflo AW 68 or approved equal.
11. Fluid, transmission, for use in passenger car and truck automatic transmissions: Dexron II, III-H; Mercon; C-4; TO-2; Vickers M-2950-S. Package: 55-gallon drum. 76 Super ATF or approved equal.
12. Fluid, transmission, for use in passenger car and truck automatic transmissions: Dexron II, III-H; Mercon; C-4; TO-2; Vickers M-2950-S. Package: quart. 76 Super ATF or approved equal.
13. Fluid, synthetic transmission, for use in passenger car and truck automatic transmissions: Dexron-VI, must meet GM Dexron –VI; Denison HF-0; Vickers M-2950-S, I-286-S. Package: bulk. Phillips/Conoco/76 ATF or approved equal.
14. Fluid, synthetic transmission, for use in passenger car and truck automatic transmissions: Dexron-VI, must meet GM Dexron –VI; Denison HF-0; Vickers M-2950-S, I-286-S. Package: 55-gallon drum. Phillips/Conoco/76 ATF or approved equal.
15. Fluid, synthetic transmission, for use in passenger car and truck automatic transmissions: Dexron-VI, must meet GM Dexron –VI; Denison HF-0; Vickers M-2950-S, I-286-S. Package: quart. Phillips/Conoco/76 ATF or approved equal.

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

D. Item Specifications, Group 1 - Delivered Packaged Requirements: (See Exhibit B, Pages 17-19)

16. Fluid, transmission: synthetic blend; Chrysler ATF+3, ATF+4; Mercon V; Mercon; GM Dexron III-H; C-4; TO-2; HF-0; Vickers M-2950-S and I-286-S. Package: 55-gallon drum. 76 SuperATF or approved equal.
17. Fluid, transmission, for severe duty and extended drain intervals: Allison Spec TES-295 (AN-011001); Dexron-III (G34010); Allison C4-27403598. Package: 55-gallon drum. Castrol Transynd or approved equal.
18. Gear Lube, synthetic: SAE 75W90; EP; Universal; API Service GL-5, MT-1; Mil-L-2105E. Package: 400 pounds 76 Triton Syn Lube EP gear lube or approved equal.
19. Gear Lube, Extra Duty: For use in enclosed industrial gear sets operating under heavy loads. ANSI/AGMA 9005-E02; Cincinnati Machine P-63 (2 EP), P-76 (3 EP), P-77 (4 EP), P-74 (5 EP), P-59 (6 EP), P-35 (7 EP), P-78 (8A EP). Package: 400 pounds 76 Extra Duty Gear Lube NL5EP or approved equal.
20. Grease: Molybdenum; #2 bearing/chassis; Universal; rust inhibited; water resistant; minimum 3% molybdenum of disulfide; drop point minimum 350 degrees Fahrenheit recommended for extended intervals; category MPMG grease; NLGI GC-LB requirements for wheel bearings and chassis lubrication. Package: 120 pounds. 76 Mega-plex XD3 #2 or approved equal.
21. Grease, #2 chassis, for use in moderate operating temperatures in the 200-300 degree Fahrenheit: NLGI Grade 2. Package: 400 pounds. 76 Unoba EP2 or approved equal.

E. Item Specifications, Group 2 - Lube Trucks Requirements: (See Exhibit B, Pages 20-21)

1. Oil, low ash diesel engine, for use in hydraulic systems and hydrostatic transmissions in Caterpillar and other off-highway equipment: API – CF; SAE 10W. 76 T5X Heavy duty Mono-grade or approved equal. (used for hydraulic systems only). Package: bulk
2. Oil, for all gas, diesel and turbo-charged engines: SAE 15W40; Universal fleet; API – CI-4 Plus, CI-4, CH-4, CG-4, CF-4, CF, SL, SJ; Allison C-4; Caterpillar ECF-1, TO-2; Cummins CES 20078; Detroit Diesel 7SE270; Navistar engines; Mack EO-N Premium Plus, EO-M Plus, EO-M; Volvo VDS-2, VDS; Mil-L-2104E, Mil-L-46152E. 76 T5X Heavy duty Multi-grades or approved equal. Package: bulk.
3. Oil, hydraulic: Anti-wear, Anti-rust and Anti-foam, For use in systems which have combination vane and axial piston, high pressure and high output; grade 68; must meet Denison HF-2, Vickers M-2950-S, I-286-S. Megaflo AW 68 or approved equal. Package: bulk
4. Fluid, hydraulic/tractor, for use in transmissions, final drive, wet brakes and hydraulic systems; TO-2; MS-1210, J21A; J20-C; J14-C; FNHA-2-C-201; M2C134-D. 76 Hydraulic/Tractor Fluid or approved equal. Package: bulk
5. Fluid, H/T 4, 30W, for use in Allison Powershift Transmissions: TO-4; TO-2; C-4; Vickers M-2950-S. 76 H/T 4 Fluid or approved equal. Package: bulk.
6. Fluid, transmission, for use in passenger car and truck automatic transmissions: Dexron II, III-H; Mercon; C-4; TO-2; Vickers M-2950-S. 76 Super ATF or approved equal. Package: bulk
7. Gear Lube, synthetic: SAE 75W90; EP; Universal; API Service GL-5, MT-1; Mil-L-2105E. 76 Triton Syn Lube EP gear lube or approved equal. Package: bulk.
8. Anti-Freeze/Coolant: prediluted 50/50 w/ deionized water; Universal low silicate coolant designed for use in both heavy-duty diesel and automotive engines; Freezing protection with 50% solution protects to -34 degrees F; Meets ASTM D 4656 for pre-blend automotive service; meets ASTM D 5345 for pre-blend heavy duty diesel service. Package: bulk. Texaco Anti-Freeze/Coolant Prediluted 50/50 or approved equal.
9. Grease: Molybdenum; #2 bearing/chassis; Universal; rust inhibited; water resistant; minimum 3% molybdenum of disulfide; drop point minimum 350 degrees Fahrenheit recommended for extended intervals; category MPMG grease; NLGI GC-LB requirements for wheel bearings and chassis lubrication. Package: 120 pounds. 76 Megaplex XD3 #2 or approved equal.

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

EXHIBIT B – PRICING SCHEDULE

All items in Exhibit B (Group 1 and Group 2) must be bid for response to be deemed responsive and evaluated. Failure to not bid all items may be cause for rejection as non-responsive. Quantities below may not reflect the actual annual amount of items that will be required during the duration of this contract. **Do not include sales tax in any pricing. Manufacturer, product name, product code and vendor part number must be stated in the space provided if Contractor uses any of this information for ordering or invoicing purposes.**

GROUP 1: DELIVERED PACKAGED REQUIREMENTS					
Item #	Description	Est. Annual Qty.	UOM	Unit Price	Extended Price
1	Oil, 5W20, bulk	3500	Gallon	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No _____				
2	Oil, 5W20, 55 gallon Drum	8	drum	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No _____				
3	Oil, 5W20, Quart	240	ea	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part . _____				
4	Oil, 5W30, bulk	3500	Gallon	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
5	Oil, 5W30, 55 gallon Drum	8	drum	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
6	Oil, 5W30, Quart	240	ea	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
7	Oil, 15W40, Bulk	2500	gallon	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

GROUP 1: DELIVERED PACKAGED REQUIREMENTS - continued

Item #	Description	Est. Annual Qty.	UOM	Unit Price	Extended Price
8	Oil, 15W40, 55 gallon Drum	8	drum	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
9	Oil, 15W40, Quart	240	ea	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
10	Oil, Hydraulic, AW 68, 55 gallon Drum	8	drum	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
11	Fluid, Transmission, 55 gallon. Drum	4	drum	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
12	Fluid, Transmission, Quart	100	ea	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
13	Fluid, Transmission, synthetic, bulk	3500	gallon	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
14	Fluid, Transmission, synthetic, 55 gallon drum	3	drum	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
15	Fluid, Transmission; synthetic blend; Quart	120	ea.	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

GROUP 1: DELIVERED PACKAGED REQUIREMENTS - continued					
Item #	Description	Est. Annual Qty.	UOM	Unit Price	Extended Price
16	Fluid, Transmission; synthetic blend; 55 gallon drum	6	drum	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
17	Fluid, Transmission; severe duty; 55-gallon Drum	2	drum	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
18	Gear Lube, synthetic, EP 75W90, 55 gallon. Drum	3200	pounds	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
	Drum Weight: _____				
19	Gear Lube, Extra Duty, NL5EP, 55 gallon. Drum	4000	pounds	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part _____				
	Drum Weight: _____				
20	Grease, Moly, #2 bearing/chassis,30 gallon; Drum	1200	pounds	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part _____				
	Drum Weight: _____				
21	Grease, Moly, #2 bearing/chassis, 55 gallon Drum	4000	pounds	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part _____				
	Drum Weight: _____				
				Sub-Total	
				Group 1:	\$

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

GROUP 2: LUBE TRUCK REQUIREMENTS					
Item #	Description	Est. Annual Qty.	UOM	Unit Price	Extended Price
1	Oil, Single Grade, 10W, Bulk	250	gallon	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
2	Oil, Multi Vis., 15W40, Bulk	250	gallon	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
3	Oil, Hydraulic, AW 68, Bulk	200	gallon	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
4	Fluid, Hydraulic/Tractor, Bulk	200	gallon	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
5	Fluid, H/T-4, 30W, Bulk	250	gallon	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
6	Fluid, Transmission, Bulk	150	gallon	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
7	Gear Lube, 75W90, Bulk	3000	pounds	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				

OFFER AGREEMENT

Solicitation #: 200666

Title: Oils, Greases, & Automotive Fluids

GROUP 2: LUBE TRUCK REQUIREMENTS Continued

Item #	Description	Est. Annual Qty.	UOM	Unit Price	Extended Price
8	Anti-Freeze Coolant, prediluted, 50/50 w/deionized water, bulk	100	gallon	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
9	Grease, Moly, #2, bearing/chassis, 30 gallon; Drum	960	pounds	\$	\$
	Manufacturer: _____				
	Product Name: _____				
	Product Code: _____				
	Vendor Part No. _____				
	Drum Weight: _____				
				Group 2 Sub-Total:	\$
	Add Group 1 & 2	TOTAL: (add sub-totals)			\$

Bidder has a local/toll free phone and fax number for customer service and receiving orders? Yes ___ No ___

Please list: Local Phone #: _____ Fax #: _____

Name of Representative for Pima County Account: _____

Bidder has a local representative that has access to email: Yes ___ No ___ If yes, please state email address:

Please list your company's main location and local location

(Main)
Location: _____

(Local)
Location: _____

All prices in Exhibit B shall be priced FOB destination/unloaded. Any items ordered not specifically listed here and not priced above that may be provided within the defined scope of this agreement the seller shall submit Master Price List (MPL) documents, CD, website information, etc., identifying all other items offered pursuant to this agreement. The resulting prices for these additional items shall be of similar discount off list prices as given for those items specifically defined above. Item unit prices above shall govern in case of conflict with MPL. Attach additional sheet(s) if needed to comply with all brands/products available to Pima County as defined by the scope.

List MPL Document by Title, MPL Media & Filenames or MPL Internet Address and Title(s)	Qty of Pages	Dated	Percentage Discount (Unit Price x Discount % = Discounted Unit Price)