



October 26, 2022

**STATE OF ALABAMA
COUNTY OF SHELBY**

**INVITATION TO BID
Diesel Exhaust Fluid - Bulk**

Sealed bids for **Diesel Exhaust Fluid** will be received in the office of the County Manager, Administration Building- Shelby County, 200 West College St, Room 123, Columbiana, Alabama 35051 until **4:00 p.m. November 10, 2022**, which time bids will be publicly opened and read. The Shelby County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest bidder. Bidders are to state that bids submitted are firm and that no claims for errors will be made after bids are opened and subsequent thereof. If you have any questions concerning this bid, please contact Hank Helmers at hhelmers@shelbyal.com or call 205-670-6886.

GENERAL INFORMATION

All bidders must use our form for submitting their bids. All bids must be sealed and marked in the lower left corner "**BID –Diesel Exhaust Fluid-Bulk**" with opening date and time. Late bids will not be opened.

Records showing successful bidder(s) and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the file and Commission Minutes.

Should there be a change in ownership or management the contract shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. The contract is not transferable by either party.

DISQUALIFICATION OF BIDS

Bids may be disqualified before awarding of the contract for any of the following:

- A. Failure to mark envelope as required;
- B. Failure to sign or notarize the bid document; or
- C. Failure to include requested information or other details of the bid;

IMMIGRATION LAW

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

OPEN TRADE

By signing this contract, vendor agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

METHOD OF AWARD

The award will be made to the lowest responsive bidder meeting specifications. It is not the policy of The Shelby County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsive bidder.

The Shelby County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Shelby County Commission.

Shelby County requires a purchase order for all purchases/services. Copies of purchase orders shall be required by vendor for orders to be processed and invoices paid.

Please provide your bid response in triplicate, one original and two copies.

CONTRACT PERIOD/PRICING

The period of this contract will be for one (1) year from date bid is awarded. This contract may be renewed for up to three (3) years from the initial award date upon the agreement of both parties.

QUANTITIES/ORDER/DELIVERIES

Base bid on estimated yearly quantity as given in specifications. Delivery must be made within three (3) days after placing order.

SPECIFICATIONS

Yearly estimated consumption is 2,500 gallons.

Chad Scroggins
County Manager

Request for Bids

The Shelby County Highway department is accepting bids on bulk Diesel Exhaust Fluid that must meet OEM or equivalent specifications.

Orders for Diesel Exhaust Fluid shall be placed by phone, internet or email.

Diesel Exhaust Fluid shall be delivered within (3) workdays from the date of order to Shelby County Highway shop, 505 Hwy 70, Columbiana, AL 35051.

Vendor shall contact Shelby County Highway Department if order cannot be filled completely at (205)670-6872.

Shelby County shall have the ability to contact vendor to fill any emergency order as needed by phone, internet or email.

Delivery of Diesel Exhaust Fluid must be between the hours of 6:30 A.M and 2:00 P.M.

Consignment of Diesel Exhaust Fluid

Fuelman must be used to process billing of the product.

Ownership and management of all Diesel Exhaust Fluid inventory will be the responsibility of the successful bidder. The County will not assume ownership of Diesel Exhaust Fluid in the existing tank from the incumbent bidder the day a new contract begins (if a change is made from present contract bidder). Diesel Exhaust Fluid ownership becomes County property once authorized by Fuelman network and product is dispensed into county vehicle/tank. Existing product must be picked up by the incumbent bidder if there is a new vendor.

All exceptions to these specifications must be listed with the bid.

Failure to list any exception is cause for rejection of bid.

Vendor _____ Date _____

Diesel Exhaust Fluid	Price per Gallon

THE UNDERSIGNED OFFERS THESE PRICES, TERMS, AND DELIVERY AS PER BID SPECIFICATIONS

NAME OF COMPANY: _____

SIGNATURE: _____

ADDRESS: _____

TELEPHONE: _____

BID BOND: (If Applicable) _____

Sworn to and subscribed before me this the _____ day of _____ 2022

Notary Public

My Commission Expires: _____