



STATE OF ALABAMA
COUNTY OF SHELBY

January 22, 2021

SEALED BIDS OIL CHANGE SERVICES

Sealed bids for **Automotive Oil Change Services** will be received in the office of the County Manager, Shelby County Administration Building, 200 West College Street, Room 123, Columbiana, Alabama 35051, until 2:30 p.m. on February 9, 2021 at which time bids will be publicly opened and read. The County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest responsive 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. Any entity of Shelby County Commission may purchase from this bid.

If you have any questions concerning this bid, please contact Tammy Shaw at tshaw@shelbal.com.

GENERAL INFORMATION

All bidders must use our form for submitting their bids. Bids must be submitted in triplicate. All bids must be sealed and marked in the lower left hand corner "**BID – Automotive Oil Change Service**" 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 bid file and Commission Minutes.

Use of trade names and numbers shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.

Any entity of Shelby County Commission, Shelby County Board of Education or any municipality within Shelby County upon agreement and approval of both parties may purchase from this bid.

The County may cancel this contract at any time for any reason, provided a thirty day written notice is given.

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

DISQUALIFICATION OF BIDS

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

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

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 Commission reserves the right to reject all bids.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of sixty (60) days.

Prices must be valid for a period of one (1) year from date of bid award. This contract may be renewed for up to three (3) years from the initial award date upon the agreement of both parties.

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.

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


Chad Scroggins
County Manager

SPECIFICATIONS

Services to include Conventional and Synthetic Oil & Spin-on Oil Filter Change, Chassis Lube (includes 2-wheel drive & 4-wheel drive vehicles) and Vehicle Safety Check.

Oil and Oil Filter change shall include oil and filter that meets or exceed OEM specifications

OEM Requirements for Conventional Oil	BID AMOUNT
5 quart oil change with Conventional engine oil and filter	
6 quart oil change with Conventional engine oil and filter	
7 quart oil change with Conventional engine oil and filter	
8 quart oil change with Conventional engine oil and filter	
9 quart oil change with Conventional engine oil and filter	
10 quart oil change with Conventional engine oil and filter	
Price per quart for EACH additional quart of oil above 10 quarts	

OEM Requirements for Synthetic Oil	BID AMOUNT
5 quart oil change with synthetic engine oil and filter	
6 quart oil change with synthetic engine oil and filter	
7 quart oil change with synthetic engine oil and filter	
8 quart oil change with synthetic engine oil and filter	
9 quart oil change with synthetic engine oil and filter	
10 quart oil change with synthetic engine oil and filter	
Price per quart for EACH additional quart of oil above 10 quarts	

Please include a price list for all other services offered at bidder's location(s) not specifically noted within this bid.

Items found during safety check must be reported to operator and documented on service ticket. Safety checks shall be performed at no additional cost and shall include the following items:

- Radiator hoses
- Fan and alternator belts
- Transmission / transaxle fluid level
- Differential rear end oil level
- Differential rear end oil level (front wheel or 4 wheel drive)
- Brake Fluid level
- Power Steering fluid level
- Fill Windshield washer fluid level
- Battery fluid level and cable ends
- Coolant level
- Air filter check
- Breather element and EC Valve Check
- PCV valve check
- Radiator water level
- Wiper blades condition
- Tire pressure / Wear
- Clutch fluid level
- Check all lights
- Check horn
- Lube door hinges

Engine air filters shall be inspected. If the vehicle operator desires replacement, the following prices shall apply:

- Invoices shall be sent to the Shelby County Highway Department, 506 Highway 70, Columbiana, AL 35051. All invoices MUST include the vehicle number and Shelby County employee's signature.
- Service Timeframe requested level of service time should be no more than two hours unless further mechanical work is necessary.
- All prices shall include environmental and disposal fee where applicable.
- Any exception to these specifications must be indicated on the Bid or on a separate attachment labeled "EXCEPTIONS."
- Shelby County's fleet will vary from time to time. NO minimum purchase for any particular vehicle is guaranteed.
- Locations – Please specify the addresses of all service locations that will honor these bid prices.

The undersigned offers these prices, terms and delivery as per stated specifications.

Name of Company _____

Signature: _____

Print Name: _____

Email Address: _____

Address: _____

Phone with area code _____ Bid Bond: _____

Sworn to and subscribed before me this

The _____ Day of _____ 2021 _____

Notary

My Commission expires: _____