



December 3, 2013

**STATE OF ALABAMA
COUNTY OF SHELBY**

SEALED BIDS OIL CHANGES AND RELATED SERVICES

Sealed bids for **Oil Changes and Related Services** will be received in the office of the County Manager, Shelby County Administration Building, 200 West College Street in Columbiana, Alabama 35051 (mailing address: P. O. Box 467), until 3:00 p.m. on **December 17, 2013** 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 – Oil Changes and Related Services**" 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.

INSURANCE AND LICENSING REQUIREMENTS

This contract shall not be executed by the County Manager until the successful contractor has supplied the following information in a timely manner, as outlined in the attached contract specifications:

- A. Section 84 State/County privilege license and all other required license(s).
- B. Proof of Insurance containing additional coverage for the Shelby County Commission, its successors, or assigns.

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.

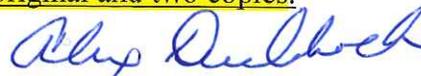
The Shelby County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Shelby County Commission. Shelby County Commission reserves the right to reject all bids.

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.

All awarded vendors must provide Immigration Law Compliance Documents found on the Shelby County website at www.shelbyal.com.

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



Alex Dudchock
County Manager

SPECIFICATIONS

Services to include 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

	BID AMOUNT
5 quart oil change with engine oil filter	
6 quart oil change with engine oil filter	
7 quart oil change with engine oil filter	
8 quart oil change with engine oil filter	
9 quart oil change with engine oil filter	
10 quart oil change with engine oil 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:

Year	Make/Model	Bid Amount
1994	CHEVY 1500	
1998	CHEVY 1500	
1999	CHEVY 1500	
2002	CHEVY 1500	
2008	CHEVY 1500	
2006	CHEVY 2500 4WD	
1999	CHEVY 3500	
2000	CHEVY 3500	
2001	CHEVY 3500	
2002	CHEVY 3500	
2006	CHEVY COLORADO	
2007	CHEVY COLORADO	
2006	CHEVY EXPRESS	
1998	CHEVY IMPALLA	
2000	CHEVY IMPALLA	
2001	CHEVY IMPALLA	
2002	CHEVY IMPALLA	
2004	CHEVY IMPALLA	
2005	CHEVY IMPALLA	
2006	CHEVY IMPALLA	
2007	CHEVY IMPALLA	
2008	CHEVY IMPALLA	
2009	CHEVY IMPALLA	
1995	CHEVY LUMINA	
2003	CHEVY MALIBU	
2009	CHEVY MALIBU	
2002	CHEVY S-10 PU	
2001	CHEVY SILVERADO	
2003	CHEVY SILVERADO	
2006	CHEVY SILVERADO	
2001	CHEVY TAHOE	
2002	CHEVY TAHOE	
2003	CHEVY TAHOE	
2008	CHEVY TAHOE	
2009	CHEVY TAHOE	
2002	CHEVY TRAILBLAZER	

Year	Make/Model	Bid Amount
2006	CHEVY TRAILBLAZER	
2007	CHEVY TRAILBLAZER	
2008	CHEVY TRAILBLAZER	
2008	DODGE CALIBER	
2007	DODGE CHARGER	
2008	DODGE CHARGER	
2009	DODGE CHARGER	
2010	DODGE CHARGER	
2000	DODGE DAKOTA	
2004	DODGE DAKOTA	
2005	DODGE DAKOTA	
2007	DODGE DAKOTA	
2003	DODGE DURANGO	
2004	DODGE DURANGO	
2004	DODGE DURANGO	
2006	DODGE DURANGO	
2007	DODGE DURANGO	
2008	DODGE DURANGO	
2009	DODGE DURANGO	
1999	DODGE R1500	
2000	DODGE R1500	
2001	DODGE R1500	
2002	DODGE R1500	
2003	DODGE R1500	
2004	DODGE R1500	
2005	DODGE R1500	
2001	DODGE R2500	
2002	DODGE R2500	
2003	DODGE R2500	
2007	DODGE R2500	
2000	DODGE RAM VAN	
2008	F-150 SUPERCAB 4X4	
1994	FORD BRONCO	
1994	FORD CROWN VIC	
1998	FORD CROWN VIC	
1999	FORD CROWN VIC	
2000	FORD CROWN VIC	
2001	FORD CROWN VIC	
2002	FORD CROWN VIC	
2003	FORD CROWN VIC	
2004	FORD CROWN VIC	
2005	FORD CROWN VIC	
2006	FORD CROWN VIC	
2007	FORD CROWN VIC	
2008	FORD CROWN VIC	

Year	Make/Model	Bid Amount
1998	FORD E 150	
2007	FORD E 250	
1997	FORD E350	
2005	FORD E350	
2007	FORD E350	
2008	FORD E350	
2008	FORD ESCAPE	
1999	FORD EXPEDITION	
2003	FORD EXPEDITION	
2004	FORD EXPEDITION	
2006	FORD EXPEDITION	
2010	FORD EXPEDITION	
2000	FORD EXPLORER	
2002	FORD EXPLORER	
1997	FORD F-150	
1998	FORD F-150	
2000	FORD F-150	
2003	FORD F-150	
2004	FORD F-150	
2005	FORD F-150	
2006	FORD F-150	
2007	FORD F-150	
2008	FORD F-150	
2010	FORD F-150	
1996	FORD F-250	
2003	FORD F-250	
2004	FORD F-250	
2007	FORD F-250	
1997	FORD F-350	
1999	FORD F-350	
2001	FORD F-350	
2002	FORD F-350	
2003	FORD F-350	
2006	FORD F-350	
2008	FORD F-350	
2009	FORD F-350	
2001	FORD F-450	
2001	FORD RANGER	
1999	FORD TAURUS	
2000	FORD TAURUS	
2005	FORD TAURUS	
2000	FORD VAN	
1999	GMC VAN	
1999	GMC YUKON	
2008	GMC YUKON	

Year	Make/Model	Bid Amount
2010	HONDA ODYSSEY	
1996	JEEP CHEROKEE	
1998	JEEP CHEROKEE	

- 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 _____

Sworn to and subscribed before me this

The ____ Day of _____, 2013 _____

Notary

My Commission expires: _____