



# COVER PAGE

## Bid Proposal # 2212 PETROLEUM PRODUCTS

Sealed bids and electronic submitted bids for the above will be received until **10:00 AM CST, Tuesday, November 27, 2018** and publicly opened in the City of Alexandria Council Chambers or Council Committee Room.

Please file bid by one of the following means:

**Hand-Delivered or Express Delivery:**

Attention: Donna Jones, City Clerk  
City of Alexandria - City Hall  
915 Third Street, First Floor  
Alexandria, LA 71301  
Phone: 318-449-5090

**Mailed via USPS:**

Attention: Donna Jones, City Clerk  
City of Alexandria - City Hall  
PO Box 71  
Alexandria, LA 71309-0071

**Electronic Bid Submission: Central Bidding**

Pursuant to Louisiana R.S. 38:2212 B.(6)(a) through E. (1-7) and R.S. 38:2212.1 B.(4)(a), vendors/contractors have the option to submit their bids and bid bonds electronically. Bids and bonds to be filed electronically shall be posted with **Central Bidding** at [www.centrauctionhouse.com](http://www.centrauctionhouse.com) (phone 1-225-810-4814). Registration will need to be completed prior to posting of bid.

Complete bid specifications are available for viewing and downloading at the City of Alexandria's website [www.cityofalexandriala.com](http://www.cityofalexandriala.com) ; on the left hand side of the opening page, go to the heading "*Business*" then drop down to "*RFP/RFQ/Bids*"; the current bids will be listed for your convenience.

City of Alexandria Buyer Name:	<u>Wilma Kelly, Senior Buyer</u>
Phone Number:	<u>(318) 441-6162</u>
Fax Number:	<u>(318) 619-3415</u>
E-Mail Address:	<u><a href="mailto:wilma.kelly@cityofalex.com">wilma.kelly@cityofalex.com</a></u>



Joe C. Despino  
Purchasing Manager

# City of Alexandria

Purchasing Department  
P.O. Box 71  
Alexandria, Louisiana  
71309-0071



Office: (318) 441-6180  
Fax: (318) 441-6185

Sealed bids will be received until **10:00 AM**,  
Tuesday, **November 27, 2018** and publicly opened in  
the Council Chambers or Council Committee Room.

City of Alexandria Bid # **2212**  
Page: 1 of 25  
Date Specifications Prepared: September 14, 2018

Bid Bond Requirements: A bid bond or check  
for N/A% of the total amount of bid.

Performance Bond Requirements: In the event bid  
is accepted, a performance bond shall be required  
in the amount of N/A%.

**Please file bid with the following:**

**Donna Jones, City Clerk**  
**City of Alexandria - City Hall**  
**915 Third Street**  
**P.O. Box 71**  
**Alexandria, LA 71309-0071**  
**Phone: 318-449-5090**

## INTRODUCTION

### PETROLEUM PRODUCTS

It is the intent of the City of Alexandria to secure pricing for Petroleum Products for use by various City of Alexandria Departments. This bid shall remain in effect for a period of twelve (12) months from bid award date.

Single or Multiple Awards: The City of Alexandria (COA) may elect to award this solicitation to a single vendor or to multiple vendors which ever offers the best value for the COA. Award may also be by Category or overall low bid.

**All bid prices shall include any and all freight charges.** All products are to be shipped F.O.B., freight pre-paid, to various locations designated at the time of order within the corporate limits of the City of Alexandria.

**Completed bid packet should be returned as issued by the City of Alexandria with ALL PAGES intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, may result in the bidder's (proposer's) entire bid being rejected.**

**Questions and/or clarifications of bid specifications are to be in written form only, either mailed, faxed, or e-mailed to the attention of Wilma Kelly, City of Alexandria - Purchasing Department, P.O. Box 71, Alexandria, LA 71309-0071; Fax #318-619-3415; e-mail [wilma.kelly@cityofalex.com](mailto:wilma.kelly@cityofalex.com); and must be received by close of business on Thursday, November 15, 2018.**

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

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**GENERAL CONDITIONS FOR BIDDERS - PLEASE READ CAREFULLY**

1. Pursuant to LA R.S 38:2212.1. C.(1)(2), any manufacturer's preference in this proposal is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.
2. Pursuant to LA R.S. 38:2212 B.(1), the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
3. Preference shall be given to bidders quoting F.O.B. Destination (the City of Alexandria using department), FREIGHT PREPAID, unless otherwise requested.
4. Each bidder shall submit his proposal on the proposal form furnished by the City of Alexandria Purchasing Department. The complete bid package must be returned as issued by the City with all pages intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, shall result in the vendor's entire bid package being rejected.
5. Literature, brochures, and other related paperwork attached to the bid should be identified with the name of the bidder and bid item number.
6. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
7. Pursuant to LA R.S. 38:2212 F., the bid specifications may contemplate a fixed escalation or de-escalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index or the Producer Price Index. Bids based on specifications which are subject to a recognized escalation index shall be legal and valid for any item of a public work, at the discretion of the City.
8. Pursuant to LA R.S. 38:2212.1. F., any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria to acquire quantities of the above listed items under a contract with the City of Alexandria for items awarded by public bid, pursuant to the cooperative purchasing provisions of Part VII of Chapter 17 of Subtitle III of Title 39 of the Louisiana Revised Statutes of 1950, R.S. 39:1701 et seq.
9. The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications. (Price(s) should be itemized.)
10. All erasures or corrections on the bid form must be initialed and the City of Alexandria may rely on the apparent authority represented by the initials.
11. The City of Alexandria reserves the right to reject for cause any and all bids or parts of bids, or accept bids most beneficial to the City.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

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**General Conditions for Bidders - Please Read Carefully (Continued)**

12. Any bid submitted which contains additions, conditional or alternate bids, or irregularities which may make the proposal incomplete, indefinite, or ambiguous as to its meaning, thus requiring clarification after the specified date and time of bid opening shall be rejected.
13. Bids shall be opened publicly in the City Council Chambers or Council Committee Room.
14. Cash discounts may be accepted, but **SHALL NOT** be considered in making award.
15. Regarding a bid for purchase of materials, supplies or services, not to include construction of any public works, a written notice of acceptance mailed or otherwise furnished to the successful bidder shall result in a binding contract without further action by either party.
16. When any bid is accepted for the construction or doing of any public works, a written contract shall be executed by and between the City of Alexandria and the Contractor. No contract shall be binding upon the City until it has been executed by the City and delivered to the successful bidder. Should the bidder to whom the contract is awarded fail to execute the contract, the award shall then be made to the next lowest responsible bidder, or re-advertised for public bid, said decision to be in the sole judgment of the City of Alexandria. This action may result in the loss of bidding privileges for a period of one (1) year.
17. The City of Alexandria shall schedule for payment the invoices for articles or services purchased under this bid within thirty (30) days after due and proper delivery accompanied by invoice.
18. The City of Alexandria is exempt from all sales taxes. A sales tax exempt form shall be furnished by the City of Alexandria Purchasing Department, if requested.
19. Bidder(s) awarded item(s) by the City of Alexandria shall be responsible for supplying all products at the awarded price(s). Failure may result in the City's cancellation of the remaining items awarded.
20. Regarding Service Contracts and Procurement Contracts, the terms of the contract shall be binding upon any and all parties involved until goods and supplies are delivered, services have been rendered, and/or work has been completed and accepted by the Mayor on behalf of the City of Alexandria and all payments required to be made to the Contractor have been made. However, a contract may be terminated under any and all of the following conditions:
  - (a) By mutual agreement and consent of either party upon thirty (30) days written notice to the other party;
  - (b) By the Mayor, on behalf of the City of Alexandria, as a consequence of the failure of the Contractor to comply with the terms and conditions of the contract or the progress or quality of work to be performed in a satisfactory manner, proper allowance being made for circumstances beyond the control of the Contractor; or
  - (c) By satisfactory completion of all services and obligations described in the contract.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

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**General Conditions for Bidders - Please Read Carefully (Continued)**

If the contract is terminated for any of the terms and conditions authorized in sub-paragraph (b) above, Contractor shall be formally notified in writing by the City of Alexandria Purchasing Department by means of certified mail informing him of cancellation of the contract, giving specific reasons for said cancellation. Contractor shall have the right to appeal to the City Council within ten (10) days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a letter addressed to the City Council and delivered to the City Clerk, stating that an appeal to the decision of cancellation is desired. The City Council shall thereafter hold a hearing on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. After hearing the appeal, the city Council may, by a majority vote, sustain, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its findings.

21. Contractors submitting bids for Public Works construction projects in excess of \$1.00 must show his Contractor's License Number on the front of the bid envelope, except for certain projects for which a Contractor's License Number is not required by the State Contractor's Licensing Board. Failure to comply with this directive shall result in automatic bid rejection, furthermore, any Contractor who submits a bid for a type of construction for which he is not properly licensed shall be acting in violation of LA R.S. 37:2163, and shall be subject to all provisions for violation and penalties thereof. Contractors who are owned by, and are submitting a bid as a subsidiary of a parent company, whose name is listed in the State of Louisiana's Roster of Licensed Contractors, may do so by including a letter of proof of ownership from the parent company with the submitted bid package. The letter must be signed as per LA R.S. 38:2212 B.(5)(a)(b)(c) (see Item #22 below).

22. All bids submitted via USPS (registered or certified), overnight courier or hand delivered, shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212 B.(5)(a)(b)(c), which states:

(c)(i) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the division of administration or the State of Louisiana. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions are met:

(aa) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the Secretary of State, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the Secretary of State.

(bb) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principle, or other documents indicating authority which are acceptable to the public entity.

(cc) The corporation, partnership, or other legal entity has filed in the appropriate records of the Secretary of State in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the Secretary of State shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

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**General Conditions for Bidders - Please Read Carefully (Continued)**

23. In-State preferences shall not apply to procurements involving federal funds.
24. Pursuant to LA R.S. 38:2212 O.(2)(a)(b), any modifications of plans and specifications will be made through an addendum. No addendum shall be issued within seventy-two (72) hours of the bid opening, excluding weekends and legal holidays, without the extension of the bid opening date. An extension of at least seven (7) but no more than thirty (30) working days is required but, re-advertising is not required. The addendum shall be transmitted by any one of the following methods: (1) facsimile transmission; (2) e-mail; (3) by hand; or (4) posted on the City of Alexandria's website ([www.cityofalexandrialala.com](http://www.cityofalexandrialala.com)) and posted on Central Bidding's website ([www.centralauctionhouse.com](http://www.centralauctionhouse.com)) if applicable.
25. All Federal Transit Administration (FTA) funded procurements, including operating assistance funding contracts, are to follow the Master Agreement, to include all applicable federal clauses.
- a. Any bidder that is found listed on the Federal Government's *System for Award Management* (SAM) website, at [www.sam.gov/portal/sam](http://www.sam.gov/portal/sam) , under the advanced search feature for *Excluded Parties List System* (EPLS), shall automatically be rejected for the award of this bid, by Category and/or in its entirety. This applies to any portion of the bid that is a procurement funded by FTA.
26. Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. The *AFEAT* Program should be inquired about through the Division of Finance.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

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***Alexandria Fairness, Equality, Accessibility, and Teamwork Program (AFEAT)***

Dear Vendor:

Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. *Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- B. *Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- C. *Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.*
- D. *Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.*
- E. *Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.*

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit [www.diversityinaction.org](http://www.diversityinaction.org).

Should you have any questions or comments, please do not hesitate to contact our Finance Department at 318-449-5091 or our Purchasing Department at 318-441-6180.

Sincerely,

City of Alexandria

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

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FEDERAL TRANSIT ADMINISTRATION (FTA) REQUIREMENTS

**BREACHES AND DISPUTE RESOLUTION; 49 CFR Part 18; FTA Circular 4220.1D**

Disputes -Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of (Recipient)'s [title of employee]. This decision shall be final and conclusive unless within [ten (10)] days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to the [title of employee]. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the [title of employee] shall be binding upon the Contractor and the Contractor shall abide by the decision.

Performance During Dispute -Unless otherwise directed by (Recipient), Contractor shall continue performance under this Contract while matters in dispute are being resolved.

Claims for Damages -Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

Remedies -Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between the (Recipient) and the Contractor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State in which the (Recipient) is located.

Rights and Remedies – The duties and obligations imposed by the Contract Documents and the rights and remedies available there under shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the (Recipient), (Architect) or Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach there under, except as may be specifically agreed in writing.

**CARGO PREFERENCE REQUIREMENTS; 46 U.S.C. 1241; 46 CFR Part 381**

The contractor agrees:

- a. to use privately owned United States-Flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to the underlying contract to the extent such vessels are available at fair and reasonable rates for United States-Flag commercial vessels;
- b. to furnish within 20 working days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in the preceding paragraph to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590 and to the FTA recipient (through the contractor in the case of a subcontractor's bill-of-lading.)
- c. to include these requirements in all subcontracts issued pursuant to this contract when the subcontract may involve the transport of equipment, material, or commodities by ocean vessel.



**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

**FTA Requirements (continued):**

**CIVIL RIGHTS REQUIREMENTS; 29 U.S.C. § 623, 42 U.S.C. § 2000; 42 U.S.C. § 6102, 42 U.S.C. § 12112;**

**42 U.S.C. § 12132, 49 U.S.C. § 5332; 29 CFR Part 1630, 41 CFR Parts 60 et seq.**

In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

- a. Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
- b. Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
- c. Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

**FTA Requirements (continued):**

**CLEAN AIR; 42 U.S.C. 7401 et seq; 40 CFR 15.61; 49 CFR Part 18**

(1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FT A and the appropriate EPA Regional Office.

(2) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

**CLEAN WATER REQUIREMENTS; 33 U.S.C. 1251**

(1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et .The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

**DISADVANTAGED BUSINESS ENTERPRISE (DBE); 49 CFR Part 26**

- a. This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The agency's overall goal for DBE participation is 10 %.
- b. The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as **{insert agency name}** deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (*see* 49 CFR 26.13(b)).
- c. ***{If a separate contract goal has been established, use the following}*** Bidders/offerors are required to document sufficient DBE participation to meet these goals or, alternatively, document adequate good faith efforts to do so, as provided for in 49 CFR 26.53. Award of this contract is conditioned on submission of the following **[concurrent with and accompanying sealed bid] [concurrent with and accompanying an initial proposal] [prior to award]**:
  1. The names and addresses of DBE firms that will participate in this contract;
  2. A description of the work each DBE will perform;
  3. The dollar amount of the participation of each DBE firm participating;
  4. Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal;

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

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**FTA Requirements (continued):**

5. Written confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment; and
6. If the contract goal is not met, evidence of good faith efforts to do so.

Bidders must present the information required above as a matter of responsiveness prior to contract award. (*see* 49 CFR 26.53(3)).

***{If no separate contract goal has been established, use the following}*** The successful bidder/offeree will be required to report its DBE participation obtained through race-neutral means throughout the period of performance.

- d. The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from the **{insert agency name}**. In addition, **[the contractor may not hold retainage from its subcontractors.] [is required to return any retainage payments to those subcontractors within 30 days after the subcontractor's work related to this contract is satisfactorily completed.] [is required to return any retainage payments to those subcontractors within 30 days after incremental acceptance of the subcontractor's work by the {insert agency name} and contractor's receipt of the partial retainage payment related to the subcontractor's work.]**
- e. The contractor must promptly notify **{insert agency name}**, whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of **{insert agency name}**.

**ENERGY CONSERVATION REQUIREMENTS; 42 U.S.C. 6321 et seq.; 49 CFR Part 18**

The contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

**FEDERAL CHANGES; 49 CFR Part 18**

The contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement (Form FTA MA (2), dated 10/95) between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

**GOVERNMENT-WIDE DEBARMENT AND SUSPENSION**

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

**FTA Requirements (continued):**

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by City of Alexandria. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to City of Alexandria, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS; FTA Circular 4220.1D**

The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1E are hereby incorporated by reference. Anything to the contrary herein notwithstanding all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The contractor shall not perform any act fail to perform any act, or refuse to comply with any City of Alexandria, LA requests which would cause the City of Alexandria, LA to be in violation of the FTA terms and condition.

The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any (name of grantee) requests which would cause (name of grantee) to be in violation of the FTA terms and conditions.

The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1E are hereby incorporated by reference. Anything to the contrary herein notwithstanding all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The contractor shall not perform any act fail to perform any act, or refuse to comply with any City of Alexandria, LA requests which would cause the City of Alexandria, LA to be in violation of the FTA terms and condition.

**NO GOVERNMENT OBLIGATION TO THIRD PARTIES**

1. The Purchaser and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Purchaser, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.
2. The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

**FTA Requirements (continued):**

**PRIVACY ACT; 5 U.S.C. 552**

The Contractor agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. § 552a. Among other things, the Contractor agrees to obtain the express consent of the Federal Government before the Contractor or its employees operate a system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.

The Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.

**PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS; 31 U.S.C. 3801 et seq.; 49 CFR Part 31; 18 U.S.C. 1001; 49 U.S.C. 5307**

1. The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made,

pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

2. The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.
3. The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

**TERMINATION; 49 U.S.C. Part 18; FTA Circular 4220.1E**

**Termination for Convenience (General Provision)** The (Recipient) may terminate this contract, in whole or in part, at any time by written notice to the Contractor when it is in the Government's best interest. The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

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**FTA Requirements (continued):**

time of termination. The Contractor shall promptly submit its termination claim to (Recipient) to be paid the Contractor. If the Contractor has any property

in its possession belonging to the (Recipient), the Contractor will account for the same, and dispose of it in the manner the (Recipient) directs.

**Termination for Default [Breach or Cause] (General Provision)** If the Contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Contractor fails to perform in the manner called for in the contract, or if the Contractor fails to comply with any other provisions of the contract, the (Recipient) may terminate this contract for default. Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the Contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by the (Recipient) that the Contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the Contractor, the (Recipient), after setting up a new delivery of performance schedule, may allow the Contractor to continue work, or treat the termination as a termination for convenience.

**Opportunity to Cure (General Provision)**

The (Recipient) in its sole discretion may, in the case of a termination for breach or default, allow the Contractor [an appropriately short period of time] in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions.

If Contractor fails to remedy to (Recipient)'s satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within [ten (10) days] after receipt by Contractor of written notice from (Recipient) setting forth the nature of said breach or default, (Recipient) shall have the right to terminate the Contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude (Recipient) from also pursuing all available remedies against Contractor and its sureties for said breach or default.

**Waiver of Remedies for any Breach**

In the event that (Recipient) elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this Contract, such waiver by (Recipient) shall not limit (Recipient)'s remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

**Termination for Convenience (Professional or Transit Service Contracts)**

The (Recipient), by written notice, may terminate this contract, in whole or in part, when it is in the Government's interest. If this contract is terminated, the Recipient shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

**Termination for Default (Supplies and Service)**

If the Contractor fails to deliver supplies or to perform the services within the time specified in this contract or any extension or if the Contractor fails to comply with any other provisions of this contract, the (Recipient) may terminate this contract for default. The (Recipient) shall terminate by delivering to the Contractor a Notice of

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

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**FTA Requirements (continued):**

Termination specifying the nature of the default. The Contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner or performance set forth in this contract.

If, after termination for failure to fulfill contract obligations, it is determined that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Recipient.

**Termination for Default (Transportation Services)**

If the Contractor fails to pick up the commodities or to perform the services, including delivery services, within the time specified in this contract or any extension or if the Contractor fails to comply with any other provisions of this contract, the (Recipient) may terminate this contract for default. The (Recipient) shall terminate by delivering to the Contractor a Notice of Termination specifying the nature of default. The Contractor will only be paid the contract price for services performed in accordance with the manner of performance set forth in this contract.

If this contract is terminated while the Contractor has possession of Recipient goods, the Contractor shall, upon direction of the (Recipient), protect and preserve the goods until surrendered to the Recipient or its agent. The Contractor and (Recipient) shall agree on payment for the preservation and protection of goods. Failure to agree on an amount will be resolved under the Dispute clause.

If, after termination for failure to fulfill contract obligations, it is determined that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the (Recipient).

**Termination for Default (Construction)**

If the Contractor refuses or fails to prosecute the work or any separable part, with the diligence that will insure its completion within the time specified in this contract or any extension or fails to complete the work within this time, or if the Contractor fails to comply with any other provisions of this contract, the (Recipient) may terminate this contract for default. The (Recipient) shall terminate by delivering to the Contractor a Notice of Termination specifying the nature of the default. In this event, the Recipient may take over the work and complete it by contract or otherwise, and may take possession of and use any materials, appliances, and plant on the work site necessary for completing the work. The Contractor and its sureties shall be liable for any damage to the Recipient resulting from the Contractor's refusal or failure to complete the work within specified time, whether or not the Contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the Recipient in completing the work.

The Contractor's right to proceed shall not be terminated nor the Contractor charged with damages under this clause if-

1. the delay in completing the work arises from unforeseeable causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include: acts of God, acts of the Recipient, acts of another Contractor in the performance of a contract with the Recipient, epidemics, quarantine restrictions, strikes, freight embargoes; and

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

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**FTA Requirements (continued):**

2. the contractor, within [10] days from the beginning of any delay, notifies the (Recipient) in writing of the causes of delay. If in the judgment of the (Recipient), the delay is excusable, the time for completing the work shall be extended. The judgment of the (Recipient) shall be final and conclusive on the parties, but subject to appeal under the Disputes clauses.

If, after termination of the Contractor's right to proceed, it is determined that the Contractor was not in default, or that the delay was excusable, the rights and obligations of the parties will be the same as if the termination had been issued for the convenience of the Recipient.

**Termination for Convenience or Default (Architect and Engineering)**

The (Recipient) may terminate this contract in whole or in part, for the Recipient's convenience or because of the failure of the Contractor to fulfill the contract obligations. The (Recipient) shall terminate by delivering to the Contractor a Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the Contracting Officer all data, drawings, specifications, reports, estimates, summaries, and other information and materials accumulated in performing this contract, whether completed or in process.

If the termination is for the convenience of the Recipient, the Contracting Officer shall make an equitable adjustment in the contract price but shall allow no anticipated profit on unperformed services.

If the termination is for failure of the Contractor to fulfill the contract obligations, the Recipient may complete the work by contract or otherwise and the Contractor shall be liable for any additional cost incurred by the Recipient.

If, after termination for failure to fulfill contract obligations, it is determined that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Recipient.

**Termination for Convenience or Default (Cost-Type Contracts)**

The (Recipient) may terminate this contract, or any portion of it, by serving a notice of termination on the Contractor. The notice shall state whether the termination is for convenience of the (Recipient) or for the default of the Contractor. If the termination is for default, the notice shall state the manner in which the contractor has failed to perform the requirements of the contract. The Contractor shall account for any property in its possession paid for from funds received from the (Recipient), or property supplied to the Contractor by the (Recipient). If the termination is for default, the (Recipient) may fix the fee, if the contract provides for a fee, to be paid the contractor in proportion to the value, if any, of work performed up to the time of termination. The Contractor shall promptly submit its termination claim to the (Recipient) and the parties shall negotiate the termination settlement to be paid the Contractor.

If the termination is for the convenience of the (Recipient), the Contractor shall be paid its contract close-out costs, and a fee, if the contract provided for payment of a fee, in proportion to the work performed up to the time of termination.



**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

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**FTA Requirements (continued):**

If, after serving a notice of termination for default, the (Recipient) determines that the Contractor has an excusable reason for not performing, such as strike, fire, flood, events which are not the fault of and are beyond the control of the

contractor, the (Recipient), after setting up a new work schedule, may allow the Contractor to continue work, or treat the termination as a termination for convenience.

**I hereby agree to all requirements listed above from page 7 through page 16:**

\_\_\_\_\_  
Signature of Contractor's Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Contractor's Authorized Official

\_\_\_\_\_  
Title

**(Any bidder that is found listed on the Federal Government's SAM's (System for Award Management) website at [www.sam.gov/portal/sam](http://www.sam.gov/portal/sam), under the advanced search feature for EPLS (Excluded Parties List System), shall automatically be rejected for the award of this bid, by Category and/or in its entirety).**

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

**BID SPECIFICATIONS**

**SCOPE:** The following bid specifications are to be used as minimum and maximum standards for **Petroleum Products**, for use by various departments within the City of Alexandria. All products bid shall either meet or exceed the following specifications.

Unless otherwise stated, the use of manufacturer's name and product numbers are for descriptive purposes and to establish general quality levels only, they are not intended to be restrictive.

Bid award shall be made on a total bid price per bid item, per category. Failure to bid on all items within a given category **shall result in automatic bid rejection**. There are three (3) categories; listed as *Category I – Engine & Hydraulic Oils*, *Category II – Greases* and *Category III - Miscellaneous*. Single or Multiple Awards: The City of Alexandria (COA) may elect to award this solicitation, to overall low bidder or to low bidder per category, to a single vendor or to multiple vendors, which ever offers the best value for the COA. It is acknowledged, however, that a single award will be the more manageable option for the operation of the using Departments.

Approximate Usage Statement: Whenever quantities or usages are provided by the City of Alexandria, these quantities are estimates only. No guarantee or warranty is given or implied by the City of Alexandria as to the total annual amount that may or may not be purchased from any resulting contract. These estimated numbers shall be used to calculate the line item and total bid prices.

Prospective bidders are required to state exactly what they intend to furnish, otherwise, it is fully understood that they shall furnish all items as stated. Bidder should indicate in the space provided below, under "*Bidder's Response*:", the necessary information to indicate he/she is conforming with the bid specifications for each item as written. If Bidder is in complete compliance with each bid specification item as written, please write "Comply" in the space provided; if not, please indicate in this space, the necessary information on the product you are proposing. Each specification response is necessary to ensure the proper evaluation and tabulation of this bid. If each "*Bidder's Response*" section is not filled in or completed, your bid may be rejected.

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**Bidder's Response:**

**1.0 General:**

1.1 No bid may be withdrawn for at least thirty (30) days after the scheduled closing time for the receipt of bids. \_\_\_\_\_

1.2 Products shall be new, un-used. \_\_\_\_\_

1.3 **All bid prices shall include any and all freight charges.** All products shall be shipped F.O.B. within 48 hours of receipt of a purchase order, to the location stated on the order. Failure to comply with the 48 hour delivery shall be grounds for termination for default and award to the second low bidder. All locations are within the corporate limits of the City of Alexandria. \_\_\_\_\_

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

**Bid Specifications (Continued)**

**1.0 General: (Continued)**

**Bidder's Response:**

- 1.4 Each bidder shall furnish, attached to their bid, complete product properties data information on each product being bid. \_\_\_\_\_
- 1.6 Each respective bidder shall be responsible for insuring that his/her product(s) meets or exceeds specifications as described herein. \_\_\_\_\_
- 1.7 Upon request by the City, the successful bidder(s) may be required to furnish additional information on product(s) bid for evaluation purposes. \_\_\_\_\_
- 1.8 Quantities listed in the specifications under the item description are to be used as estimates only. NO quantities are guaranteed. \_\_\_\_\_
- 1.9 Bidder shall be a stocking distributor for the products bid. Upon request by the City of Alexandria, the successful bidder must present evidence of distributorship. \_\_\_\_\_
- 1.10 Awardee shall provide all materials, including labels for ATRANS to collect oil samples. Awardee shall pick up samples and perform oil analysis. The results shall be e-mailed within seven (7) days to [billy.fisher@cityofalex.com](mailto:billy.fisher@cityofalex.com). \_\_\_\_\_
- 1.11 All products listed for delivery to Atrans are purchased through federal funding. As a condition of award, Federal Transportation Administration (FTA) requirements shall apply. \_\_\_\_\_
- 1.11.1 Submittal of required FTA documents as described on pages 7 through 15 of this document, shall be required with the bid submittal. Contact Karen Kelly, City of Alexandria Transit Manager, at 318-441-6090 with questions. \_\_\_\_\_

**2.0 Escalation/De-escalation Clause:**

- 2.1 In the event of escalation/de-escalation of bid price(s) after award, successful bidder(s) shall be required to provide the notification on their manufacturer's letterhead of such escalation/de-escalation price change to the Purchasing Department for consideration and approval (see General Conditions Item #1.7). \_\_\_\_\_

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

**Bid Specifications (Continued)**

**3.0 Delivery:**

- 3.1 For bulk orders, it shall be the successful bidder's responsibility to transfer the delivered product(s) into the City's bulk storage containers located at the City of Alexandria Central Complex, located at 2021 Industrial Park Road, Building V, Alexandria, LA 71303, at NO additional cost to the City. \_\_\_\_\_
- 3.2 Vendor shall be responsible for removal and disposal of all empty / used drums, at no additional cost to the City. The using Department will designate a location for the empty tanks and place them there, in effort to assist the Contractor in efficient collection. \_\_\_\_\_
- 3.3 Product delivery shall be to four specific locations as listed below and specified in each product item list, at no additional charge to the City. \_\_\_\_\_
- 3.3.a. Motor Pool at 2021 Industrial Drive, Building V.  
Contact: Anthony Clayton, 318-441-6157 or email to [Anthony.clayton@cityofalex.com](mailto:Anthony.clayton@cityofalex.com). \_\_\_\_\_
- 3.3.b. ATRANS at 2021 Industrial Drive, Building V.  
Contact: Karen Kelly, 318-441-6090 or email to [Karen.kelly@cityofalex.com](mailto:Karen.kelly@cityofalex.com). \_\_\_\_\_
- 3.3.c. Parts Department at 2021 Industrial Drive, Building V.  
Contact: Jody Despino, 318-441-6152 or email to [Jody.despino@cityofalex.com](mailto:Jody.despino@cityofalex.com). \_\_\_\_\_
- 3.3.d. Sanitation Department at 2021 Industrial Drive, Building V.  
Contact: Stefan Cheney, 318-441-6078 or email to [Stefan.cheney@cityofalex.com](mailto:Stefan.cheney@cityofalex.com). \_\_\_\_\_
- 3.3.e. Water Department at Adams Pump Station at 3810 Horseshoe Dr.  
Contact: Doug Sigler, 318-473-1264 or email to [Doug.sigler@cityofalex.com](mailto:Doug.sigler@cityofalex.com). \_\_\_\_\_
- 3.4 Alexandria Motor Pool owns their 275 gallon bulk storage tanks, therefore, the successful bidder shall be responsible for supplying an air operated pump, reel, and metered automatic nozzle, unless specified differently in each item description. Successful bidder shall also be responsible for all supply parts provided and maintenance of the same. \_\_\_\_\_

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

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**Bid Specifications (Continued)**

**Bidder's Response:**

- 3.5 For Alexandria Transit System (ATRANS) and Sanitation Departments, the successful bidder shall be responsible for supplying the 275 gallon bulk storage tank and/or 550 gallon tote, an air operated pump, reel and metered automatic nozzle, unless specified differently in each item description. Successful bidder shall also be responsible for all supply parts provided and maintenance of the same. \_\_\_\_\_
- 3.6 For Alexandria Transit System (ATRANS), bulk deliveries for 55 gallon drums shall be with a Vendor furnished air driven pump and metered automatic nozzle, unless specified differently in each item description. Successful bidder shall also be responsible for all supply parts provided and maintenance of the same. \_\_\_\_\_
- 3.7 For Adams Pump Station, their bulk deliveries shall be in 55 gallon drums. They own their own pump and nozzle. Successful bidder shall also be responsible for all supply parts provided and maintenance of the same. \_\_\_\_\_

END OF SPECIFICATIONS

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

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**PRICE PAGE**

**CATEGORY I – Engine & Hydraulic Oils:**

1. Oil, Engine, 15W40, Heavy Duty, Mobil Delvac 1300 Super or equal; in compliance with emissions standards.

Brand Name: \_\_\_\_\_ Stock Number: \_\_\_\_\_

- a. Bulk delivery to Motor Pool, estimated use = 4 deliveries/year for a total of 2000 gal/year.

2000 Gal Estimated X \$ \_\_\_\_\_/Gal Unit Price = \$ \_\_\_\_\_ Total

- b. Bulk delivery to ATRANS, estimated use = 4 deliveries/year for a total of 1000 gal/year.

1000 Gal Estimated X \$ \_\_\_\_\_/Gal Unit Price = \$ \_\_\_\_\_ Total

2. Oil, Engine, 5W20 semi-synthetic blend; Motorcraft or equal; in compliance with new Ford vehicle warranty specifications.

Brand Name: \_\_\_\_\_ Stock Number: \_\_\_\_\_

- a. Bulk delivery to Motor Pool, estimated use = 2 deliveries/year for a total of 550 gal/year.

Vendor must supply 275 gallon tank in addition to Delivery Condition specification #3.4.

550 Gal Estimated X \$ \_\_\_\_\_/Gal Unit Price = \$ \_\_\_\_\_ Total

3. Oil, Engine, 5W30, Full Synthetic, Mobil 1 or equal.

Brand Name: \_\_\_\_\_ Stock Number: \_\_\_\_\_

- a. Bulk delivery to Motor Pool, estimated use = 1 delivery/year for a total of 275 gal/year.

Vendor must supply 275 gallon tank in addition to Delivery Condition specification #3.4.

275 Gal Estimated X \$ \_\_\_\_\_/Gal Unit Price = \$ \_\_\_\_\_ Total

- b. Drum delivery to ATRANS, estimated use = 1 delivery/year for a total of 55 gal/year.

1 Drum Estimated X \$ \_\_\_\_\_/Drum Unit Price = \$ \_\_\_\_\_ Total

4. Oil, Low Ash, 30W (for Water Wells). Food grade not required.

Brand Name: \_\_\_\_\_ Stock Number: \_\_\_\_\_

- a. Drum delivery to Adams Pump Station, estimated use = 1 delivery/year for a total of 55 gal/year

1 Drum Estimated X \$ \_\_\_\_\_/Drum Unit Price = \$ \_\_\_\_\_ Total

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

**Price Page (continued)**

5. Oil, Gas Engine, 40W (for Water Wells). High detergent, Mobil Pegasus 805 or equal.

Brand Name: \_\_\_\_\_ Stock Number: \_\_\_\_\_

- a. Drum delivery to Adams Pump Station, estimated use = 1 delivery/year for a total of 55 gal/year

1 Drum Estimated X \$ \_\_\_\_\_/Drum Unit Price = \$ \_\_\_\_\_ Total

6. Oil, Hydraulic, Premium AW 68, Inhibited Anti-Foam, Anti-Wear.

Brand Name: \_\_\_\_\_ Stock Number: \_\_\_\_\_

- a. Bulk delivery to Motor Pool, estimated use = 7 deliveries/year for a total of 1925 gal/year.

1925 Gal Estimated X \$ \_\_\_\_\_/Gal Unit Price = \$ \_\_\_\_\_ Total

7. Oil, 80W140, Synthetic Gear Oil, Mobile Delvac product code #105438 or equal.

Brand Name: \_\_\_\_\_ Stock Number: \_\_\_\_\_

- a. Drum delivery to ATRANS, estimated use = 1 delivery/year for a total of 55 gal/year.

1 Drum Estimated X \$ \_\_\_\_\_/Drum Unit Price = \$ \_\_\_\_\_ Total

8. Oil Analysis, per general condition 1.10.

- a. Each delivery/test to ATRANS, estimated use = 8 tests/month for a total of 96 tests/year.

96 Tests Estimated X \$ \_\_\_\_\_/Test Unit Price = \$ \_\_\_\_\_ Total

**TOTAL PRICE PER CATEGORY I – Engine & Hydraulic Oils** \$ \_\_\_\_\_

**CATEGORY II – Greases:**

1. Transmission Fluid, Automatic Type, Global Synthetic, or equal; in compliance with new vehicle warranty.

Brand Name: \_\_\_\_\_ Stock Number: \_\_\_\_\_

- a. Bulk delivery to Motor Pool, estimated use = 1 delivery/year for a total of 275 gal/year.

Vendor must supply 275 gallon tank in addition to Delivery Condition specification #3.4.

275 Gal Estimated X \$ \_\_\_\_\_/Gal Unit Price = \$ \_\_\_\_\_ Total

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

**Price Page (continued)**

**CATEGORY II – Greases: (Continued)**

2. Transmission Fluid, Automatic Type, Dexron® III/ Mercon, or equal.

Brand Name: \_\_\_\_\_ Stock Number: \_\_\_\_\_

a. Bulk delivery to Motor Pool, estimated use = 1 delivery/year for a total of 275 gal/year.

275 Gal Estimated X \$ \_\_\_\_\_/Gal Unit Price = \$ \_\_\_\_\_ Total

3. Transmission Fluid, Automatic Type, 100% Synthetic, Castrol TranSynd™ or Mobil Delvac ATF.

Brand Name: \_\_\_\_\_ Stock Number: \_\_\_\_\_

a. Drum delivery to ATRANS, estimated use = 2 deliveries/year for a total of 110 gal/year.

2 Drum Estimated X \$ \_\_\_\_\_/Drum Unit Price = \$ \_\_\_\_\_ Total

4. Lithium Complex Grease, Mobil Grease XHP 461 or equal.

Brand Name: \_\_\_\_\_ Stock Number: \_\_\_\_\_

a. Keg delivery to Motor Pool, estimated use = 2 deliveries/year for a total of 242 gal/year.

2 Keg Estimated X \$ \_\_\_\_\_/Keg Unit Price = \$ \_\_\_\_\_ Total

**TOTAL PRICE PER CATEGORY II – Grease \$ \_\_\_\_\_**

**CATEGORY III – Miscellaneous:**

1. Anti-Freeze, Ethylene Glycol, Permanent Type, All Season, primary use on older vehicle inventory.

Brand Name: \_\_\_\_\_ Stock Number: \_\_\_\_\_

a. Bulk delivery to Motor Pool, estimated use = 1 delivery/year for a total of 55 gal/year.  
Vendor must supply 55 gallon drum in addition to Delivery Condition specification #3.4.

1 Drum Estimated X \$ \_\_\_\_\_/Drum Unit Price = \$ \_\_\_\_\_ Total

2. Anti-Freeze, Mobil Heavy-Duty SCA Precharged 50/50 (Red) Prediluted Coolant/Antifreeze, only, or equal.

Brand Name: \_\_\_\_\_ Stock Number: \_\_\_\_\_



**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:**  
**PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

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**Price Page (continued)**

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**CATEGORY III – Miscellaneous (Continued)**

a. Drum delivery to ATRANS, estimated use = 2 deliveries/year for a total of 110 gal/year.

2  Drum Estimated X \$   /Drum Unit Price = \$   Total

b. Case (gallon) delivery to Parts Dept, estimated use = 12 deliveries/year for a total of 300 gal/year.

50  Cases Estimated X \$   /Case Unit Price = \$   Total

3. Diesel Exhaust Fluid, Exxon Mobil Corp. Product #DEF-Blue or equal; in compliance with UREA regulations.

Brand Name:   Stock Number:

a. 2 ½ gallon container delivery to Parts Dept, (for use by Streets and various Dept),  
Estimated use = 12 deliveries/year for a total of 160 containers/year.

160  Containers Estimated X \$   /Container Unit Price = \$   Total

b. **275 Gallon Tote**, delivered to ATRANS, estimated use = 1100 gallons per year.  
(Vendor must supply tote & 110 volt DEF pump in addition to Delivery Condition specification #3.5.)

**Price Per Gallon** \$   X 275 Gallon Tote = \$   /Per Tote

c. **275 Gallon Tote**, delivered to Sanitation Department, estimated use = 550 gallons per year.  
(Vendor must supply tote & 110 volt DEF pump in addition to Delivery Condition specification #3.5.)

**Price Per Gallon** \$   X 275 Gallon Tote = \$   /Per Tote

**TOTAL PRICE PER CATEGORY III – Miscellaneous** \$

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:  
PETROLEUM PRODUCTS – TWELVE MONTH PERIOD**

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<b>ITEM#</b>	<b>PRODUCT DESCRIPTION</b>	<b>TOTAL PRICE</b>
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TOTAL PRICE PER CATEGORY I – Engine & Hydraulic Oils  
\$ \_\_\_\_\_

TOTAL PRICE PER CATEGORY II – Grease  
\$ \_\_\_\_\_

TOTAL PRICE PER CATEGORY III – Miscellaneous  
\$ \_\_\_\_\_

**TOTAL OVERALL BID PRICE: for all Categories I – III as subtotaled above:**  
\$ \_\_\_\_\_

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**Bidder Information:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_\_) \_\_\_\_\_

Authorized Printed Name and Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

(Per LA R.S. 38:2212.A.c.i - See General Conditions Item #22, Page 5 of these bid specifications.)