



Invitation for Bid (IFB) B2249

Fleet Maintenance Fluids and Lubricants

IFB ISSUANCE DATE: May 18, 2022

PURCHASING CONTACT: Stephanie Runge, 770-426-3524

stephanie.runge@cobbk12.org

IMPORTANT DATES

EVENT	DATE (dates are tentative)
IFB issued and posted to the CCSD Bonfire Interactive Portal https://cobbk12.bonfirehub.com/portal/?tab=openOpportunities	May 18, 2022
Deadline for written questions submitted through the Bonfire Interactive Portal	May 25, 2022 @ 3:00 pm ET
Responses to questions posted on the CCSD Bonfire Interactive Portal	May 27, 2022
Deadline for bid responses submitted to the CCSD Bonfire Interactive Portal	June 2, 2022 @ 3:00 pm ET
Evaluation	June 2022
Award	June 2022

NOTICE as to all Cobb County School District premises: Any person entering the premises waives all civil liability against this premises owner and operator for any injuries caused by the inherent risk associated with contracting COVID-19 at public gatherings, except for gross negligence, willful and wanton misconduct, reckless infliction of harm, or intentional infliction of harm, by the individual or entity of the premises. (O.C.G.A. § 51-16-3).

May 18, 2022

TO ALL VENDORS:

Cobb County School District (CCSD) invites bids for furnishing any and all goods and/or services required for **“Invitation for Bid (IFB) B2249, Fleet Maintenance Fluids and Lubricants”** as described in this document.

The CCSD Procurement Services Department General Terms and Conditions are hereby acknowledged, understood, and agreed to by the parties and are hereby fully incorporated into the solicitation document and the resulting contract. Refer to the CCSD Procurement Services website for the complete General Terms and Conditions. Go to www.cobbk12.org. From this screen, select **“Menu”**, select **“Departments”**, choose **“Procurement Services”** and find the link to **“General Terms and Conditions”** located in the center of the page.

Vendors are instructed to carefully read all terms, conditions, specifications, and requirements in this IFB. Vendors are required to complete and return all forms in their entirety. Questions regarding the proposal must be submitted through the CCSD Bonfire Interactive Portal. Only questions received prior to **May 25, 2022 @ 3:00 pm ET** shall be considered. Answers will be posted to the CCSD Bonfire Interactive Portal by **May 27, 2022**.

All bid responses must be submitted through the **CCSD Bonfire Interactive portal**.

The bid close date will be on **June 2, 2022 at 3:00 p.m. Eastern Time**. Please allow ample time to complete the submission through the CCSD Bonfire Interactive Portal. The portal does not allow late submissions.

CCSD reserves the right to accept or reject any or all bids and to waive any technicalities or informalities.

Your interest and participation in the CCSD solicitation process is appreciated.

Sincerely,



Barbara Bates, CPPB, NIGP-CPP
Director of Procurement Services

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COBB COUNTY SCHOOL DISTRICT
MARIETTA, GEORGIA
PROCUREMENT SERVICES DEPARTMENT

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SUBMISSION REQUIREMENTS

1.0 COMMUNICATIONS WITH CCSD STAFF

- 1.1** All communications concerning this IFB must be submitted in writing through the CCSD Bonfire Interactive Portal. Only written responses distributed by the Procurement Services Department will be binding upon the CCSD. The Procurement Services Department, in its discretion, may call upon user departments for clarification in their area of expertise. **Questions concerning this solicitation must be received by 3:00 PM ET on May 25, 2022 through the CCSD Bonfire interactive Portal. Responses to questions will be posted through the CCSD Bonfire Interactive Portal on May 27, 2022.**
- 1.2** From the issue date of this IFB until completion of the entire solicitation process and announcement of award notification, all vendor communication must be authorized by the Procurement Services Department including, but not limited to, communications with school system employees and/or contracted agents related to this IFB. Violation of this provision may result in rejection of the vendor's response.
- 1.3** It is the vendor's responsibility to check the CCSD Bonfire Interactive Portal for any addenda, responses to vendor questions, or other communications that may be issued or released during the solicitation period. Following receipt of vendor responses to a solicitation, it is the vendor's responsibility to be available via email and phone during the review process in the event clarification or additional information is required. If clarification or additional information is requested, the responsibility rests on the vendor to ensure that CCSD receives requested information before the deadline(s) indicated.

2.0 SUBMISSION OF RESPONSES

- 2.1** Responses must be on the forms furnished within the CCSD Bonfire Interactive Portal for this IFB and completed in their entirety. Bids must be submitted through the CCSD Bonfire Interactive Portal.
- 2.2** Vendors are instructed to read all terms, conditions and specifications as outlined in the IFB carefully. Responses must be either typed or written in ink. Any correction made within the IFB submission (white-out or strikethrough) must be initialed by an authorized representative of the company submitting the bid or the bid may be rejected by CCSD.
- 2.3** All responses submitted become the property of the CCSD and are subject to applicable open records policies and laws.

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2.4 Responses are to be submitted no later than the date and time set forth in this IFB. Bids and supporting documentation must be submitted through the CCSD Bonfire Interactive Portal.

2.4.1 Vendor Questionnaire

2.4.2 IRS W-9 Form

2.4.3 Vendor Reference Form

2.4.4 Georgia Security and Immigration Compliance Act Forms

2.4.5 Disclosure of Lobbying Activities Form (if applicable)

2.4.6 Acknowledgement and Agreement Form

2.4.7 Bid Form

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The Special Terms and Conditions are customized specifically to this solicitation. Taking exception to these terms and conditions or submitting conflicting language may be cause for rejection of the vendor's response.

Should these Special Terms and Conditions conflict with the General Terms and Conditions, the Special Terms and Conditions shall control.

1.0 PURPOSE

The Cobb County School District (CCSD) is seeking bids from qualified vendors to supply and deliver fluids and lubricants to the CCSD Fleet Maintenance Department. The annual estimated expenditures are approximately \$125,000.00.

1.1 OWNER'S REPRESENTATIVE. Supervision of and monitoring performance of the contract will be performed by CCSD's representative Michael Warner, Associate Director of Fleet Maintenance.

2.0 SCOPE OF WORK

2.1 The vendor must define packaging size and provide price per unit of measure on the Bid form. Example: 55 gallon drum – Price per drum and price per gallon.

2.2 The vendor must respond to all CCSD inquiries or customer service issues within twenty-four (24) hours.

2.3 The vendor must be able to deliver in bulk to each satellite shop below:

2.3.1 Argo Maintenance, 4885 Argo Road, Smyrna, GA 30082

2.3.2 Baker Bus Shop, 2351 Baker Road, Acworth, GA 30101

2.3.3 Mars Hill Bus Shop, 2891 Mars Hills Road, Acworth, GA 30101

2.3.4 Sanders Bus Shop, 3826 Sanders Road, Powder Springs, GA 30127

2.3.5 South Cobb Bus Shop/Transportation, 620 S. Cobb Dr., Marietta, GA 30060

2.4 The vendor warehouse location(s) must be within 50 miles of the South Cobb Bus Shop/Transportation at 620 S. Cobb Dr., Marietta, GA 30066 and be able to deliver product within 48 hours upon receipt of order.

2.5 There are no guarantees as to the quantities CCSD will purchase during the contract period and therefore, no liability for non-purchase.

3.0 GENERAL DESCRIPTION AND SPECIFICATIONS

3.1 Synthetic Automatic Transmission Fluid for Heavy Duty use: Must meet or exceed manufacturer's requirements for use in heavy-duty equipment and must be approved with certification from Allison Transmission or be a CCSD approved

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equivalent. If vendor submits an alternative, vendor must submit cut sheets detailing the alternative product specifications.

3.1.1 The vendor must be able to deliver not less than 55-gallon drums.

3.1.2 Estimated quantity purchased during a 12-month period is approximately 275 gallons.

3.2 **Automatic Transmission Fluid:** Must meet or exceed manufacturer's requirements for use in heavy duty equipment and must be approved with certification from Allison Transmission or be a CCSD approved equivalent. If vendor submits an alternative, vendor must submit cut sheets detailing the alternative product specifications.

3.2.1 The vendor must be able to deliver not less than 55-gallon drums.

3.2.2 The estimated quantity purchased during a 12-month period is 1,500 gallons.

3.3 **Motor Oil:**

3.3.1 **AE 15W40 Heavy Duty Motor Oil ONLY:** Oil must meet Major Diesel Engine manufacturer's requirements CK-4 category. The estimated quantity purchased during 12 month period is 8,500 gallons.

3.3.2 **5W20 Motor Oil:** Oil must meet or exceed performance standards and warranty requirements of car and light truck manufacturers relying on API SN Plus, SM, SL or SJ service category motor oil. The estimated quantity purchased during a 12-month period is 1,200 gallons.

3.3.3 **10W30 Motor Oil:** Oil must meet or exceed performance standards and warranty requirements of car and light truck manufacturers relying on API SN Plus, SM, SL or SJ service category motor oil. The estimated quantity purchased during a 12-month period is 350 gallons.

3.4 **Coolant:**

3.4.1 The vendor must provide Extended Life Coolant/Antifreeze meeting the following specifications:

3.4.1.1 Pre-diluted 50/50 mixed

3.4.1.2 Must meet American Society for Testing Materials (ASTM) D6210

3.4.1.3 Phosphate-free

3.4.1.4 Silicate-free

3.4.1.5 Nitrite-free

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3.4.1.6 Coolant/water ratio: 50% / 50%

3.4.1.7 Freeze Point: -24 degrees F

3.4.1.8 Boil over Point: +265 degrees F

3.4.2 Coolant shall **not** be required to have Supplemental Coolant Additives (SCA's) tested or added during the service life of product. The product shall have a service life of not less than 750,000 miles.

3.4.3 The vendor must be able to deliver not less than 55-gallon drums. Each shop stores coolant in in-ground tanks. Vendor will be required to deliver product and dispose of drums or totes at no charge to CCSD.

3.4.4 The estimated quantity purchased during a 12-month period is 5,000 gallons.

3.5 **Diesel Exhaust Fluid (DEF):** DEF must meet the following specifications:

3.5.1 DEF must meet specifications for use in all SCR diesel engines

3.5.2 DEF must meet AUS – 32 and ISO 22241 specifications

3.5.3 The vendor must be able to deliver not less than 275-gallon totes. Each shop currently is equipped with a dispensing pump and nozzle attached to tote.

3.5.4 The estimated quantity purchased during a 12-month period is 7,000 gallons.

3.6 **Grease:** Chevron Delo Grease EP NLGI 2 or CCSD approved equivalent. If the vendor submits an alternative, the vendor must submit cut sheets detailing the alternative product specifications.

3.6.1 The vendor must be able to deliver in 400 lb. or 120 lb. drums.

3.6.2 The estimated quantity purchased during a 12-month period is 800 to 1,000 lbs.

3.7 **Lubricant:** SAE 85W-140 Universal Gear Lubricant or CCSD approved equivalent.

3.7.1 The vendor must be able to deliver not less than 55-gallon drums.

3.7.2 The estimated quantity purchased during a 12-month period is 110 gallons.

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4.0 COST

- 4.1** Unless specifically consented to in writing by CCSD, prices must remain firm for one year from the award date, or for any renewal period, under the same terms and conditions as the IFB. The CCSD reserves the option to renew any contract award at its sole discretion.
- 4.2** Quantities/amounts shown in the IFB are estimates. Vendors are advised that the actual number purchased/required may vary from those in the IFB, depending upon the needs of the CCSD and the availability of funds.
- 4.3** Responses that contain minimum order amounts will not be accepted unless called for in the solicitation document.
- 4.4** Pricing must be submitted on the Bid Form(s) as requested without conditions unless called for in the solicitation document.
- 4.5** For Goods: Responses for goods must include all delivery and/or installation charges. Delivery and/or installation requirements will be as specified in the solicitation document.
- 4.6** Prompt payment discounts will be considered for the purposes of evaluation and award.
- 4.7** The CCSD does not pay late payment fees, interest, or attorneys' fees.
- 4.8** **CCSD requests that vendors have the ability to accept procurement (credit) cards and purchase orders. Pricing must reflect this and remain firm with no additional charges for using either method.** The successful vendor(s) may be responsible for providing usage reports and procurement card activity reports quarterly or upon request by CCSD.
- 4.9** **FEE STRUCTURE FOR ADDITIONAL ITEMS**

Within this document, CCSD has attempted to anticipate and identify all items that may be needed under this contract throughout the length of the award period. In the event CCSD has failed to include an item(s), responding vendors are asked to provide a fee structure for additional, related items that may be purchased during the award period. Vendors are to identify the pricing source and the associated fee structure in the space provided on the Bid Form. Some example responses are: X% discount below MSRP; X% discount below published catalog pricing; Cost plus X% mark-up. Upon request, awarded vendor must be able to provide documentation verifying appropriate discounts are granted throughout the

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contract. CCSD reserves the right to conduct periodic random audits of fair market value, etc. to ensure price granted is reasonable and accurate.

5.0 INSURANCE REQUIREMENTS

- 5.1** Commercial General Liability with limits of at least \$1 million . Coverage must include products and completed operations with reporting of claims on an occurrence basis.
- 5.2** Commercial Auto Liability with limits of at least \$1 million.
- 5.3** Umbrella Coverage in excess of GL and Auto of at least \$2 million.
- 5.4** Statutory Workers' Compensation
- 5.5** Employer's Liability of at least \$100 thousand.

Cobb County School District must be named as an additional insured on all applicable policies. The insurance carriers should be licensed to do business in the state of Georgia. The carriers must have an AM Best rating of A- or higher.

Please Note:

- The signing of Acknowledgement and Agreement signifies that the vendor complies with insurance requirements as specified.
- Proof of Insurance is not required with submission of bid but must be available upon request including during the evaluation process. CCSD will require proof of insurance before issuance of Award Letter/Contract.
- Vendor may choose to include proof of insurance with submission of bid to expedite the evaluation process and issuance of award to the successful vendor.
- Alternate coverage may be evaluated and accepted prior to award.
- After notification of pending award, a vendor not including proof of insurance with their bid will be given not more than five (5) business days (including day of notification) to provide proof or the bid will be deemed non-responsive.

6.0 ESCALATION/DE-ESCALATION CLAUSE

All prices offered shall be firm against any increase for one (1) year from the effective date of the contract. Before renewal, CCSD may entertain a request for escalation in accordance with the most recently published **Producer Price Index** at the time of the request. For this section, **PCU324110324110E (Heavy Fuel Oils) and PCU324191 (Petroleum Lubricating Oil and Grease)** as published by the United States Department of Labor, Bureau

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of Labor Statistics will be the benchmark. CCSD reserves the right to accept or reject the request for a price increase and, if appropriate, to utilize other resources in evaluating escalation requests. CCSD may entertain a request for escalation during the contract period if the current market conditions and prices at the time of the request have changed significantly. Documentation may be requested by CCSD that provides detailed information about the change in market conditions and prices. If the price change is approved, the price will remain firm for **365** days from the date of the increase unless otherwise stated in the renewal award letter. This clause also enables CCSD to seek de-escalation based on the same cited index, terms, and other resources.

7.0 AWARD

- 7.1** The CCSD reserves the right to accept or reject any part of a submitted response, to accept the entire response from one vendor, to accept portions of the response from several vendors, or to reject all responses submitted or to waive any minor irregularity. The CCSD reserves the right to award the bid under the most beneficial economic terms for the CCSD.
- 7.2** Award will be made to the responsive and responsible vendor based on price, availability, lead-time, past vendor experience, references, and compliance with the IFB specifications and requirements as outlined in this solicitation.
- 7.3** The award for this contract may be made to multiple vendors. All purchases and services under this contract are on an as-needed basis. No quantities or vendor purchases are guaranteed.

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CONFLICT OF INTEREST

ALL PROSPECTIVE VENDORS PLEASE READ CAREFULLY

Please refer to Board Policy BHA, Conflict of Interest, located on the Cobb County School District website at www.cobbk12.org select **Menu**, then select **Board**, then select **Policies and Rules**, then select **Section B** and choose **BHA**.

Any conflict with Board policy and/or administrative rules must be disclosed at the time of bid submission.

BOARD MEMBERS:

David Chastain, Chairman

David Banks, Vice Chairman

Charisse Davis

Dr. Jaha Howard

Leroy Tre' Hutchins

Randy Scamihorn

Brad Wheeler

EXECUTIVE CABINET:

Chris Ragsdale, Superintendent

Dr. Kevin Daniel

John Floresta

Sherry Hill

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BID FORM

ITEM #	DESCRIPTION	UOM	EST QTY	MFG/PKG SIZE <i>(i.e., 55-gal drum, 120 lb. keg)</i>	TOTAL COST PER PACKAGE <i>(i.e., 55-gal drum, 120 lb. keg)</i>	UNIT COST PER GALLON/LB
GROUP 1 – FLUIDS						
1	Synthetic Automatic Transmission Fluid per specifications in Section 3.1 or CCSD approved equivalent.	Gallon	275			
2	Automatic Transmission Fluid per specifications in Section 3.2 or CCSD approved equivalent.	Gallon	1,500			
3	Motor Oil - Heavy Duty AE 15W40 ONLY per specifications in Section 3.3.1	Gallon	8,500			
4	Motor Oil - 5W20 Motor Oil per specifications in Section 3.3.2 or CCSD approved equivalent.	Gallon	1,200			
5	Motor Oil – 10W30 Motor Oil per specifications in Section 3.3.3 or CCSD approved equivalent.	Gallon	350			
6	Coolant – Extended Life Coolant/Antifreeze per specifications in Section 3.4 or CCSD approved equivalent.	Gallon	5,000			
7	Diesel Exhaust Fluid (DEF) - Per specifications in Section 3.5 or CCSD approved equivalent.	Gallon Totes	7,000			
GROUP 2 – LUBRICANTS						
1	Grease – Chevron Delo Grease EP NLGI 2 per specifications in Section 3.6 or CCSD approved equivalent.	Pound	800 – 1,000			
2	Lubricant –Universal Gear SAE 85W-140 per specifications in Section 3.7 or CCSD approved equivalent.	Gallon	110			
GROUP 3 – RELATED ITEMS						
1	Per Section 4.9 of the Special Terms & Conditions, in the event CCSD has failed to include an item(s), responding vendors are asked to provide a fee structure for additional, related items that may be purchased during the award period. Vendors are to identify the pricing source and the associated fee structure in the space to the right. Example responses: X% discount below MSRP; X% discount below published catalog pricing; Cost plus X% mark-up.					

Please indicate the length of time you can hold pricing in the current market (i.e., 3 months, 6 months, etc.): _____

Vendor Name: _____