

CONTRACT FOR SERVICES AND/OR PRODUCTS

THIS CONTRACT FOR SERVICES AND/OR PRODUCTS (herein “**Contract**”) is made and entered into this 14th day of November 2016 by and between the TOWN OF COLLIERVILLE, TENNESSEE, a Tennessee municipal corporation, (herein the “**TOWN**”) and SAYLE OIL COMPANY, a Mississippi corporation (herein the “**CONTRACTOR**”).

WITNESSETH:

WHEREAS, the TOWN desires to contract with a provider of petroleum fluids products (herein the “**Contract Items**”), and

WHEREAS, the CONTRACTOR has the requisite experience, abilities and resources to perform and/or furnish the foregoing, and

WHEREAS, the CONTRACTOR desires to enter into this Contract as an independent contractor and is ready, willing and able to provide the services and/or furnish the products in accordance with the terms of and subject to the conditions in this Contract.

NOW, THEREFORE, for good and valuable consideration, received or to be received, the sufficiency of which the parties acknowledge, the parties agree as follows:

1.00 SCOPE OF CONTRACT

The CONTRACTOR is to furnish the services and/or products as specified in the Invitation to Bid issued by the TOWN under No. TC 2016-32 Petroleum Fluids (herein the “**Invitation to Bid**”) and any amendments thereto. The Invitation to Bid and any amendments thereto are attached hereto as **Exhibit “A”** and incorporated by reference herein and made a part hereof. Unless otherwise specified herein, the CONTRACTOR is to furnish all materials, tools, equipment, manpower, and consumables necessary to complete the Contract Items.

2.00 TERM OF CONTRACT

The period of this Contract shall be for twelve (12) months, beginning on November 14, 2016 and ending on November 13, 2017. This Contract may be extended by the TOWN for four (4) additional successive twelve (12) month periods or portions thereof, up to a cumulative total of sixty (60) months, by written notice to the CONTRACTOR given at least thirty (30) days before the expiration of the term then in existence.

3.00 COMPENSATION

3.01. Amount of Compensation. The CONTRACTOR agrees to provide the services, equipment and products as specified in its bid to the TOWN at the cost specified in said bid and amendments, if any, the bid and any amendments thereto being attached hereto as **Exhibit “B”** and incorporated by reference herein and made a part hereof. The amount as specified in **Exhibit “B”** may be increased or decreased by the TOWN under Section 4.00 of this Contract (“**Additional Services**”), through the issuance of an Addendum. Any prices specified in this Contract or an Addendum thereto will remain in effect for the term of this Contract or any extensions thereof.

3.02. Payment of Compensation. All invoices received by the TOWN are payable within thirty (30) days from receipt, provided they have first been approved by the TOWN department that is the beneficiary of the Contract Items, and such department has accepted the Contract Items. The TOWN reserves the right to partially pay any invoice submitted by the CONTRACTOR when requested to do so by the TOWN department that is the beneficiary of the Contract Items. All invoices shall be directed to the Accounts Payable Department, Town of Collierville, 500 Poplar View Parkway, Collierville, Tennessee 38017. In the event any Contract Items are deemed unacceptable, the TOWN'S representative shall notify the CONTRACTOR of the deficiencies in writing and the TOWN may withhold payment until the deficiencies are corrected to the satisfaction of the TOWN, such determination to be made in the sole and absolute discretion of the TOWN. All invoices must clearly indicate the Invitation to Bid number.

4.00 ADDITIONAL SERVICES

In the event the TOWN requests that the CONTRACTOR perform additional services and/or furnish additional products not covered by this Contract, the CONTRACTOR shall perform such additional services after the TOWN and the CONTRACTOR enter into an equitable agreement regarding the additional services and/or products.

5.00 NOTICE TO PROCEED

The CONTRACTOR shall commence to perform and/or furnish the Contract Items called for under this Contract upon the written Notice to Proceed issued by the TOWN.

6.00 CONFLICT OF INTEREST

The CONTRACTOR declares that neither the Mayor, nor any Aldermen, nor any other TOWN official or employee holds a direct or indirect interest in this Contract. The CONTRACTOR pledges that it will notify the TOWN in writing should any TOWN official become either directly or indirectly interested in this Contract. The CONTRACTOR declares that as of the date of this declaration that it has not given or donated or promised to give or donate, either directly or indirectly, to any official or employee of the TOWN, or to pay anyone else for the benefit of any official or employee of the TOWN any sum of money or other thing of value for aid or assistance in obtaining this Contract. The CONTRACTOR further pledges that neither it nor any of its owners, officers or employees will give or donate or promise to give or donate, directly or indirectly, to any official or employee of the TOWN or anyone else for the benefit thereof any sum of money or other thing of value for aid or assistance in obtaining any change order to this Contract.

7.00 COMPLIANCE WITH LAWS

The CONTRACTOR agrees to observe and to comply at all times with all applicable Federal, State, and local laws, ordinances, and regulations in any manner affecting the provision of the Contract Items and to comply with all instructions and orders issued by the TOWN regarding the Contract Items.

8.00 TERMINATION

Upon thirty (30) days written notice, with or without cause, the TOWN may terminate this Contract. Following such termination, the TOWN and the CONTRACTOR shall agree upon an amount of payment for all Contract Items properly performed or furnished prior to the effective date of termination.

9.00 WARRANTY

The CONTRACTOR warrants that the Contract Items, including any equipment and products provided shall: in the case of services (i) conform to all applicable standards of care and practice in effect at the time the service is performed; (ii) be of the highest quality; and (iii) be free from all faults, defects or errors; and in the case of products meet the specifications in the Invitation to Bid. The CONTRACTOR warrants that all equipment and products provided shall be furnished to the TOWN in good and working condition. If the CONTRACTOR is notified in writing by the TOWN of any faulty Contract Items furnished by the CONTRACTOR, the CONTRACTOR shall, at the TOWN'S option, either: (i) perform again the relevant Contract Items to correct such fault, defect or error, at no additional cost to the TOWN; or (ii) refund to the TOWN the charge paid by the TOWN which is attributable to such portions of the faulty, defective or erroneous Contract Items, including any costs for re-provision of the relevant Contract Items by other contractors. The CONTRACTOR warrants that all products provided by the CONTRACTOR shall be merchantable, be fit for the purpose intended and shall meet the specifications of the Invitation to Bid. The CONTRACTOR shall be liable for secondary, incidental or consequential damages of any nature resulting from any work performed under this Contract.

10.00 FORCE MAJEURE

The obligations of CONTRACTOR hereunder are subject to and shall be excused in the event of riots, wars, and Acts of God.

11.00 INSURANCE

11.01. Comprehensive General Liability Insurance. The CONTRACTOR, at its own expense, shall keep in force and at all times maintain during the term of this Contract Comprehensive General Liability Insurance issued by a responsible insurance company and in a form acceptable to the TOWN, coverage for CONTRACTOR on an occurrence basis against claims for bodily injury, death or property damage with combined single limits of not less than One Million Dollars (\$1,000,000) for Bodily Injury and Property Damage.

11.02. Automobile Liability Insurance. The CONTRACTOR, at its own expense, shall keep in force and at all times maintain during the term of this Contract Automobile Liability coverage in the minimum amount of Five-Hundred Thousand Dollars (\$500,000) combined single limits for Bodily Injury and Property Damage.

11.03. Workers' Compensation Coverage. The CONTRACTOR, at its own expense, shall keep in force and at all times maintain during the term of this Contract full and complete Workers' Compensation Coverage as required by State of Tennessee law.

11.04. [Omitted].

11.05. Certificates of Insurance. The CONTRACTOR shall provide the TOWN with Certificates of Insurance on all the policies of insurance and renewals thereof in forms acceptable to the TOWN. Said Comprehensive General Liability policy shall provide that the TOWN be an additional insured. The TOWN shall be notified in writing of any reduction, cancellation or substantial change of said policy or policies at least thirty (30) days prior to the effective date of said action. All insurance policies shall be issued by responsible companies who are acceptable to the TOWN and licensed and authorized to do business under the laws of the State of Tennessee.

12.00 CLAIMS, LIABILITY AND INDEMNITY

The CONTRACTOR shall assume all risk in connection with the performance of this Contract, and shall be liable for any damages to persons or property resulting from the negligent or willful acts, errors, or omissions of the CONTRACTOR, its agents, servants, and/or employees in connection with the prosecution and completion of the Contract Items covered by this Contract. The CONTRACTOR agrees that it will indemnify and hold the TOWN and its employees harmless from all claims of any type and for any expenses and costs including attorney's fees and court costs which may be incurred by the TOWN arising from the negligent or willful acts, errors, or omissions of the CONTRACTOR, its agents, servants and/or employees in the performance of this Contract, and the CONTRACTOR will carry sufficient general liability insurance to provide the above indemnification. The indemnities set forth herein shall survive the expiration or termination of this Contract.

13.00 ATTORNEY'S FEES

If any legal action or other proceeding is brought for the enforcement of this Contract or because of any alleged dispute, breach, default, or misrepresentation in connection with any provisions of the Contract and the TOWN is successful therein, the TOWN shall be entitled to recover from the CONTRACTOR reasonable attorney's fees, court costs and all expenses even if not taxable or assessable as court costs (including, without limitation, all such fees, costs and expenses incident to appeal) incurred in that action or proceeding in addition to any other relief to which the TOWN may be entitled.

14.00 EQUAL EMPLOYMENT OPPORTUNITY

14.01. Non-discrimination. In carrying out the Contract Items under this Contract, the CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin or sex. The CONTRACTOR shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, national origin or sex. Such action shall include, but not be limited to, the following: employing; upgrading; demoting; transferring; recruiting or paying recruitment compensation; and selecting for training, including apprenticeships.

14.02. Posting and Advertising. The CONTRACTOR agrees to post in conspicuous spaces available to employees and applicants for employment a notice setting forth the provisions of the non-discrimination clause contained in Paragraph 14.01 hereinabove. The

CONTRACTOR shall, in all solicitations or advertisements for employees placed by, or on behalf of, the CONTRACTOR, state that all qualified applicants shall receive consideration for employment without regard to race, creed, color, national origin or sex. The CONTRACTOR shall incorporate the foregoing requirements of this Paragraph 14.02 in all subcontracts, if any, for services or products covered by this Contract.

15.00 TRANSFER, ASSIGNMENT OR SUBLETTING

This Contract shall not be transferred or assigned or sublet without prior written consent of the TOWN.

16.00 SAFETY MEASURES

The CONTRACTOR shall take all necessary precautions for the safety of the TOWN'S and CONTRACTOR'S employees and the general public and shall erect and properly maintain at all times all necessary vehicular and facility safeguards for the protection of workmen and the public. If necessary, the CONTRACTOR shall post signs warning against hazards in and around the site where the CONTRACTOR is furnishing Contract Items.

17.00 FAMILIARITY WITH THE CONTRACT ITEMS

The CONTRACTOR, by executing this Contract, acknowledges full understanding of the extent and character of the Contract Items required and the conditions surrounding the provision thereof. The TOWN will not be responsible for any alleged misunderstanding of the Contract Items to be furnished or completed, or any misunderstanding of conditions surrounding the performance thereof. It is understood that the execution of this Contract by the CONTRACTOR serves as the CONTRACTOR'S stated commitment to fulfill all the conditions referred to in this Contract.

18.00 ENTIRE AGREEMENT

This Contract and all exhibits hereto constitute the entire agreement and understanding between the parties relating to the subject matter herein and shall not be modified, altered, changed or amended unless in writing and signed on behalf of the parties. Each and every modification and amendment of this Contract must be in writing and signed by all of the parties hereto. Each and every waiver of any covenant, representation, warranty, or other provision of this Contract must be in writing and signed by each party whose interest is adversely affected by such waiver. No waiver granted in any one instance shall be construed as a continuing waiver applicable in any other instance.

19.00 PERMITS, LICENSES AND CERTIFICATES

The CONTRACTOR is to procure all permits, licenses, and certificates, or any such approvals of plans or specifications as may be required by federal, state and local laws, ordinances, rules, and regulations, for the proper execution and completion of the Contract Items under this Contract.

20.00 FIRE, THEFT, LOSS

The CONTRACTOR is responsible for all damage or loss by fire, theft or otherwise to materials, tools, equipment, and consumables left on TOWN property by the CONTRACTOR.

21.00 CONTRACTING AUTHORITY

The persons executing this Contract on behalf of the TOWN and the CONTRACTOR hereby personally represent and warrant to all other parties that they have been duly authorized to execute and deliver this Contract.

22.00 GOVERNING LAW

This Contract is being executed and delivered and is intended to be performed in the State of Tennessee, and the laws (without regard to principles or conflicts of law) of such state, and of the United States of America shall govern the rights and duties of the parties hereto in the validity, construction, enforcement and interpretation hereof. Any litigation brought with respect to this Contract shall be brought in a court of competent jurisdiction in Shelby County, Tennessee and the CONTRACTOR hereby consents to the jurisdiction of such courts.

23.00 OPPORTUNITY FOR REVIEW

Each party has received and had the opportunity to review this Contract, and each party has had the opportunity, whether exercised or not, to have each respective party's attorneys review this Contract; and, accordingly, the normal rule of construction to the effect that any ambiguities are resolved against the drafting party shall not be employed in the interpretation of this Contract.

24.00 SECTION HEADINGS

The section headings contained in this Contract are for convenience of reference purposes only and are not intended to qualify the meaning of any section and shall not affect the interpretation of this Contract.

25.00 NOTICES

All notices, demands, and requests required or permitted by this Contract shall be in writing and shall be sent by facsimile transmission, air or other courier, or hand delivery as follows:

(i) To: Town of Collierville
500 Poplar View Parkway
Collierville, TN 38017
Facsimile: (901) 457-2207

(ii) To: Sayle Oil Company
5095 Lamar Ave.

Memphis, TN 38118
Facsimile: (901) 366-9698

Any notice, demand, or request sent by facsimile transmission shall be deemed given for all purposes under this Contract when properly transmitted by telecommunication device. Any notice, demand, or request which is hand delivered or sent by air or other courier shall be deemed given for all purposes under this Contract when received.

Any party to this Contract may change such party's address and/or telecopier number for the purpose of notices, demands and requests required or permitted under this Contract by providing written notice of such change of address to all of the parties, which change of address shall only be effective when notice of the change is actually received by the party who thereafter sends any notice, demand or request.

26.00 SEVERABILITY

If any provision of this Contract is held to be unlawful, invalid or unenforceable under present or future laws effective during the terms hereof, such provision shall be fully severable and this Contract shall be construed and enforced as if such unlawful, invalid, or unenforceable provision were not contained herein by its severance herefrom. In addition, in lieu of such unlawful, invalid or unenforceable provision, there shall be added automatically as a part hereof a provision as similar in terms to such unlawful, invalid, or unenforceable provisions as may be possible and may be lawful, valid or enforceable. Furthermore, if any provision of this Contract is capable of two constructions, one of which would render the provision void and the other which would render the provision valid, then the provision shall have the meaning which renders it valid.

27.00 NO CONSENT TO BREACH

No consent or waiver, express or implied, by any party to this Contract to or of any breach or default by the other party to this Contract in the performance by such other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default of the same or any other obligations hereunder. Failure on the part of any party to this Contract to complain of any act or failure to act of any other party to this Contract, or to declare such party in default, irrespective of how long such failure continues, shall not constitute a waiver by the non-defaulting party of its rights hereunder.

28.00 OTHER INSTRUMENTS

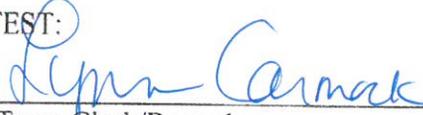
The parties shall execute and deliver all other appropriate supplemental agreements and other instruments and take any other action necessary to make this Contract fully and legally effective, binding and enforceable as between the parties and as against third parties.

[Signatures to follow on next page]

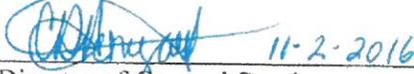
WITNESS THE DUE EXECUTION HEREOF.

**TOWN OF COLLIERVILLE,
TENNESSEE**

By: 
Stan Joyner, Mayor

ATTEST:
By: 
Town Clerk/Recorder

APPROVED AS TO FORM AND
CONTENT:

 11-2-2016
Director of General Services

SAYLE OIL COMPANY

By: 
Its: COO

CONTRACTOR's Mailing Address:
5095 Lamar Ave.
Memphis, TN 38118

CONTRACTOR's Telephone Number:
(901) 366-0544

CONTRACTOR's Facsimile Number:
(901) 366-9698



EXHIBIT "A"

Invitation to Bid No. TC 2016-32

TOWN OF COLLIERVILLE

GENERAL SERVICES DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

Stan Joyner, Mayor
James H. Lewellen, Town Administrator
Mark Krock, Finance Director
Derek Honeycutt, Director of General Services
Mandy Bajusz, Purchasing Manager



INVITATION TO BID

BID DESCRIPTION: PETROLEUM FLUIDS

BID NUMBER: TC2016-32

DUE DATE: No Later Than

2:00:00 P.M.
(Local Time)

THURSDAY
(Day)

OCTOBER 20, 2016
(Date)

SEALED BID No. TC2016-32
DUE DATE: 10-20-2016

TABLE OF CONTENTS

LEGAL NOTICE TO BIDDERS	SECTION I
GENERAL TERMS AND CONDITIONS	SECTION II
DETAILED REQUIREMENTS / SPECIFICATIONS	SECTION III
BID RESPONSE FORM	SECTION IV
IRAN DIVESTMENT ACT COMPLIANCE	SECTION V
TITLE VI	SECTION VI
VENDOR LIST	SECTION VII
REFERENCES LIST	SECTION VIII
CONTRACT FOR SERVICES AND/OR PRODUCTS	SECTION IX
TOWN OF COLLIERVILLE BID ENVELOPE	ATTACHMENT

SEALED BID No. TC2016-32
DUE DATE: 10-20-2016



TOWN OF COLLIERVILLE
GENERAL SERVICES DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION I

LEGAL NOTICE TO BIDDER(S)

LEGAL NOTICE TO BIDDERS

The Town of Collierville Purchasing Division is requesting sealed bids on the following items:

BID # TC2016-32 “PETROLEUM FLUIDS”

Complete bid packages are available from the Purchasing Division, 500 Poplar View Parkway, Collierville, TN 38017, Monday through Friday, 8 a.m. to 5 p.m. Interested parties may visit the Purchasing Division’s Bid and RFP webpage at <http://collierville.com/departments/general-services/bids-and-rfps> for further solicitation information and to obtain the project’s official bid/RFP distribution form by clicking on the bid/RFP/RFSOQ number. The completed distribution form should be returned by facsimile request at 901-457-2258; or by email to tocpurchasing@ci.collierville.tn.us.

Please Note: As a part of doing business with the Town of Collierville, Tennessee, each individual, company or organization is required to obtain a Vendor Number to reference when requesting a copy of any bid. The Vendor will also be required to reference its Vendor Number on the Bid Response Form.

**The Vendor Number may be obtained by accessing the Town’s vendor registration site and registering as a Town of Collierville vendor at <http://tocpurchasing.collierville.com/bso>. If you are a registered vendor of the Town of Collierville, but have forgotten or misplaced your vendor number, please visit <http://tocpurchasing.collierville.com/bso> and click on the “Registered Vendor Search” link. If you have any questions regarding the Vendor Number, please call the Purchasing Division at (901) 457-2253.*

Deadline for sealed bids, submitted to the Purchasing Division, 500 Poplar View Parkway, Collierville, TN 38017, is Thursday, **October 20, 2016 2:00:00 p.m. (local time)**. The bids will then or soon thereafter be publicly opened and read aloud in the Town Board Chambers at 500 Poplar View Parkway, Collierville, Tennessee.

Bid packages must be clearly marked on the outside of the provided opaque Town of Collierville—Official Bid Envelope: **TC2016-32 – “PETROLEUM FLUIDS”**

The Town of Collierville reserves the right to reject any and all bids, accept bids in part or whole, waive defects, informalities or minor irregularities in bids or bid process and to make bid awards, as deemed, to be in its best interest.

During the competitive bid process, Bidders are instructed not to contact the employees of the using departments concerning this Bid Request. **The ONLY official position of the Town is that position which is stated in writing and issued by the Purchasing Division.** No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

Respectfully,
Derek Honeycutt
Director of General Services

SEALED BID No. TC2016-32
DUE DATE: 10-20-2016



TOWN OF COLLIERVILLE
GENERAL SERVICES DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION II

GENERAL TERMS, CONDITIONS & INSTRUCTIONS

**TOWN OF COLLIERVILLE, PURCHASING DIVISION
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TN 38017
PHONE: (901) 457-2253**

The following terms, conditions, and instructions are included in and become a part of this Bid Request.

1.0 PREPARATION OF BIDS:

- 1.1 **In order to maintain accurate data on each vendor receiving an Invitation to Bid, it is requested that the vendor receiving an invitation, but not wishing to bid, complete and return the attached NO BID REPLY FORM which is part of this section (Refer to page 9 of 9). This information will not preclude receipt of future invitations unless the vendor requests that the firm's name be removed from the Town's Vendor Database or the vendor does not return either this form or a bonafide bid.**

Repeated failure to comply with this request shall be cause for removal of the vendor's name from the vendor database.

- 1.2 All information requested of the vendor shall be entered in the appropriate spaces throughout the bid documents. Failure to provide the appropriate information SHALL be just cause for rejection of the bid.
- 1.3 All information shall be entered in ink or typewritten. Mistakes may be crossed out and correction inserted before submission of your bid. The person signing the bid shall initial correction in ink.
- 1.4 Corrections and/or modifications received after the designated bid opening time will not be accepted.
- 1.5 An authorized officer, employee or agent of the bidder shall sign all bids.

2.0 BID SUBMITTAL INFORMATION:

- 2.1 The bid response document and the other documents contained in this bid packet are legal documents; if the bidder does not understand any of them, the bidder should consult with its attorney. Only the document forms in this bid packet may be used.
- 2.2 A bid shall be invalid if the bidder fails to deposit it in the designated location prior to the time and date for receipt of bids as indicated in the Legal Notice to Bidder(s). The Town will not consider any bid received at the Town's designated location for the bid opening after the exact time specific for receipt. The Town reserves the right to consider bids determined by the Town, in the Town's sole discretion, to have been received late due to mishandling by the Town after receipt of the bid and prior to any award.
- 2.3 A bidder may modify or withdraw a bid by an appropriate document executed and delivered to the Purchasing Division at any time prior to the opening of bids.
- 2.4 **Please Note:** As a part of doing business with the Town of Collierville, Tennessee, each individual, company or organization is required to obtain a Vendor Number to reference when submitting a Bid Response Form. The Vendor Number may be obtained by accessing the Town's vendor registration site and registering as a Town of Collierville vendor at <http://tocpurchasing.collierville.com/bsa>. If you have any questions regarding the Vendor Number, please call the Purchasing Division at (901) 457-2253.
- 2.5 Submit bids (1) in a Town of Collierville Official Bid Envelope with your company's name and address, (2) the Town of Collierville sealed bid number and project title and (3) closing time and due date of bid.

- 2.6 The Town is not responsible for delays occasioned by the U.S. Postal Service or any other means of delivery employed by the bidder. Similarly, the Town is not responsible for, and will not open, any bid responses that are received later than the date and time stated within this bid packet.
- 2.7 All bid responses must be received and time stamped on or before the required bid opening time (local time, 00:00:00) at which time or soon thereafter all bids will be publicly opened and read aloud. Late bids will not be considered.

3.0 CRITERIA OF AWARD:

- 3.1 The Town reserves the rights: (1) to award bids/contracts received on the basis of individual items, or groups of items or on the entire list of items, (2) to reject any or all bids, accept bids in part or whole, (3) waive defects, informalities or minor irregularities in bids or bid process and (4) to award the bid/contract that is deemed, to be in the best value (most advantageous to the Town) as determined by some or all of the following:
 - 3.1.1 Prices offered.
 - 3.1.2 Quality of product/service offered.
 - 3.1.3 General reputation and performance capabilities of the bidder.
 - 3.1.4 Conformity with specifications herein.
 - 3.1.5 Delivery and/or installation schedule.
 - 3.1.6 Location and availability of service and/or repair facilities, personnel and parts.
 - 3.1.7 Suitability for intended use.
 - 3.1.8 Responses to provided references.
 - 3.1.9 Payment terms/discounts offered.
 - 3.1.10 Demonstrations provided, if required.
 - 3.1.11 Ability to meet contract requirements such as warranty provisions, insurance requirements, bonding requirements, etc.
- 3.2 Town of Collierville reserves the right to purchase any or all items in this bid off the current State of Tennessee Statewide Contract, if it is considered by the Director of General Services to be in the best interest of the Town.
- 3.3 In case of one or more identical bids, the winning bidder will be determined by placing in a hat sheets of paper bearing, respectively, the names of the bidders submitting identical bids, with a representative of the Town drawing one piece of paper, and the name of the bidder thereon shall be the successful bidder.
- 3.4 The award of this bid to the successful bidder shall be governed by the laws of the State of Tennessee.

4.0 SPECIFICATIONS:

- 4.1 The specifications given in Section III are not intentionally written around any one manufacturer and are for the purpose of indicating general size, type, and description of the equipment needed.
- 4.2 The Town hereby reserves the right to approve as an equal, or to reject as not being equal, any item the bidder proposed to furnish which contains minor variations from specification requirements but may comply substantially therewith. Items exceeding specifications will be considered as meeting specifications.
- 4.3 The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications.
- 4.4 Changes to the bid specifications are not valid unless authorized in writing by the Town of Collierville Purchasing Division by means of an addendum.

- 4.5 During the competitive bid process, Bidders are instructed not to contact the employees of the using departments concerning this Bid Request. **The ONLY official position of the Town is that position which is stated in writing and issued by the Purchasing Division.** No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

5.0 PRICING AND PAYMENT TERMS:

- 5.1 Prompt payment discounts will be taken into consideration in determining the award. However, an offer of a payment discount must allow a reasonable period of not less than thirty (30) days in order to be included in evaluation of bid pricing. Payment discounts restricted to payment in twenty-nine (29) days or less will not be considered in evaluating bids, as such a short time imposes an unreasonable burden for processing a payment, and the Town cannot be assured that timely action will be taken. A bid offering a payment discount in a period of less than thirty (30) days will be evaluated as a bid without a payment discount offer. Should this bidder obtain an award by reason of their gross price, the Town will hold the offer of payment discount and would make every effort to obtain the discount even if extraordinary action is necessary.
- 5.2 The Town reserves the right to accept any prompt payment discount offered by the successful bidder, however, time will be computed from date of receipt of correct invoice or receipt and acceptance of the shipment, whichever is later.
- 5.3 All prices shall be valid for a minimum of sixty (60) days from the bid opening date unless otherwise indicated in the bid request.
- 5.4 If there is a discrepancy between unit price and its extension, unit price shall prevail.
- 5.5 Prices will be considered as net if no cash discount is shown.

6.0 DELIVERY:

- 6.1 All deliveries shall be F.O.B. Collierville, Tennessee location in place/inside. Unless otherwise specified in the Invitation to Bid, all prices quoted by the bidder must be F.O.B. Collierville, Tennessee with all delivery, handling, surcharges and other charges included in the bid price. Failure to do so may cause rejection of bid. The Town will not pay any additional surcharges relative to this bid number.
- 6.2 The successful bidder shall not be responsible for failure to deliver materials or render services due to acts of God.
- 6.3 Time of delivery shall be stated as the number of calendar days following receipt of the order by the awarded vendor to receipt and acceptance of the goods or services by the Town.
- 6.4 Should deliveries not be made on time as outlined in the successful bidder's response sheet, then the Town has the authority to cancel any and all orders issued under this bid.

7.0 LIABILITIES:

- 7.1 The vendor shall hold the Town, its officers, agents, servants, and employees harmless from liability of any nature or kind because of use of any copyrighted, or uncopyrighted composition, secret process, patented or unpatented invention under this bid, and agrees to defend, at its own expense, any and all action brought against the Town because of the unauthorized use of such articles.

8.0 GRATUITIES:

- 8.1 Town of Collierville may, by written notice to the Bidder, cancel any contract and/or purchase order resulting from the bid without liability if it is determined by the Town that gratuities, in the form of

entertainment, gifts, or otherwise, were offered or given by the Bidder, or any agent or representative of the Bidder, to any officials or employee of the Town with a view toward securing a contract or securing favorable treatment with respect to the award, or the making of any determination with respect to the performing of such a contract. In the event the contract and/or purchase order is cancelled by the Town pursuant to this provision, the Town shall be entitled, in addition to any other rights and remedies, to recover or with hold the amount of the cost incurred by the Bidder in providing such gratuities.

9.0 SAMPLES:

- 9.1 Samples of items, when required, shall be furnished free of cost to the Town.
- 9.2 Samples of items selected may be retained for future comparison.
- 9.3 Samples that are not destroyed by testing, or that are not retained for future comparison will be returned upon request at the bidder's expense.

10.0 CONFLICT OF INTEREST:

- 10.1 No part of the total contract and/or purchase order amount resulting from this bid shall be paid directly or indirectly to any official or employee of the Town of Collierville, Tennessee as wages, compensation, or gifts in exchange for acting as official, agent, employee, subcontractor, or consultant to the bidder in connection with any work contemplated or performed relative to this bid.

11.0 TAXES:

- 11.1 The bidder shall not include any sales, use or federal excise tax to be collected from the Town since the Town is tax exempt.
- 11.2 Tax exemption certificates will be furnished upon request.

12.0 BRAND NAMES:

- 12.1 Brand names and number, when used, are for reference to indicate the character or quality desired.
- 12.2 When brand, number, or level of quality is not stated by the bidder, it is understood the offer is exactly as specified.
- 12.3 Any items other than those brands specified in the bid specifications must be equivalent as to function, basic design, type and quality of materials, method of construction, and any required dimensions.

13.0 DEFAULT BY BIDDER:

- 13.1 In case of default by the bidder, the Town may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the vendor, the difference between the price named in the contract or purchase order and actual cost thereof to the Town. Prices paid by the Town shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Town.

14.0 BID BONDS AND INSURANCE:

- 14.1 When required, Bid Bonds may be submitted in the form of a Bid Bond or a Cashier's Check in the amount required.

- 14.1.1 The Bid Bond must be considered good and solvent by the Town. A good and solvent bond means a bond (1) written by a surety or insurance company listed on the United State department of the treasury financial management service (FMS) list of approved bonding companies, (2) written for an amount which is less than or equal to the amount indicated as approved for the surety or insurance company by the FMS, and (3) is written by a surety or insurance company that is licensed and authorized to do business as a surety or insurer in the State of Tennessee.
- 14.1.2 If a Certified or Cashier's check, as stated above, is supplied, a deposit slip will be completed for the transaction and the check will be deposited within no more than three business days after the initial collection, as required by state law (T.C.A. § 6-56-111) and as per Town standard operating procedures for cash control activities (FIN-051). Unsuccessful bidders who supplied a Certified or Cashier's check will be reimbursed by the Town following the award of the contract.
- 14.1.3 The Town may accept a Letter of Credit, in lieu of a Bid Bond or Certified or Cashier's check, provided that the Bidder has contacted the Town no less than 7 business days, without exception, prior to the bid opening date and time to obtain a template of the language required by the Town to be placed in the Letter of Credit. Failure to use the Town specified Letter of Credit language when submitting the Letter of Credit as stated in the manner below shall result in a non-responsive bid.

14.2 When required, bidders must supply certificate of insurance or bonds through a company that is authorized to do business in the State of Tennessee.

15.0 THIRD PARTY ASSIGNMENT:

15.1 There shall be no assignments, whatsoever to third parties (financial, etc.) unless expressly agreed to by the Town of Collierville in a separate written agreement. Any assignment or attempted assignment, of any nature to third parties, without consent of the Town, shall be cause for termination of the contract at the option of the Town.

16.0 LIEU, CLAIMS OR ENCUMBRANCE:

16.1 The vendor, by bidding their requirements and if they become the successful bidder, agree that all goods and materials are free of any lieu, claim or encumbrance.

17.0 DOCUMENTS INCLUDED IN CONTRACTS:

17.1 The specifications, terms / conditions and detailed requirements shall become a part of any contract agreement and / or purchase order that result from this bid.

18.0 INSPECTION:

18.1 When the Town deems it necessary to inspect shipments, it may do so. Should the inspection reveal that the shipment is not as per the specifications, then the Town has the privilege to return said items at the supplier's expense.

19.0 PURCHASES FROM STATE OF TENNESSEE CONTRACTS:

19.1 The Town reserves the right to purchase item(s) in this bid off the State of Tennessee Contract or other governmental agency contract if it is considered in the best interest of the Town.

20.0 DISCLOSURE OF CONFIDENTIAL OR PROPRIETARY INFORMATION:

20.1 Bidders are advised that T.C.A. 10-7-503(a) mandates that all State, County and Municipal records shall, all times during business hours, be available for personal inspection by any citizen of Tennessee. Any information which is identified in a bid response as proprietary or confidential is therefore subject

to inspection and the Town of Collierville assumes no liability for any information so identified and divulged pursuant to a request under T.C.A. 10-7-503(a).

- 20.2 Once the bids have been opened by the Director of General Services or his/her designated representative, they may be inspected by the public and copies available to bidders only in the Office of Purchasing, 500 Poplar View Parkway, Collierville, Tennessee. Copies made for other parties than the bidders will incur a duplication fee to be collected immediately upon receiving the requested copies.

21.0 TITLE VI INFORMATION:

- 21.1 The Town does not discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities pursuant to Title VI or the Civil Rights Act of 1964 (42 U.S.C. 200d) and the Americans with Disabilities Act of 1990, Pub. L.101-336.

22.0 COLLUSION:

- 22.1 Bidders, by submitting a signed bid or proposal, certify that the accompanying bid or proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.

23.0 BID PROTEST:

- 23.1 Any protest concerning the award of this bid shall be decided by the Director of General Services. Protest shall be made in writing to the Office of Purchasing and shall be filed within 10 days of issuance of award notification. A protest is considered filed when received by the Office of Purchasing. The written protest shall include the name and address of the protestor, identification of the procurement, a statement of the specific reasons for the protest and supporting exhibits. The Office of Purchasing will respond to the written protest within seven days. The Director of General Services' decision relative to the protest shall be final.

24.0 AVAILABILITY OF APPROPRIATED FUNDS:

- 24.1 The bidder hereto agrees that any and all payments due from the Town, as required under the terms of this agreement, are contingent upon the availability of Appropriated Funds.

25.0 BID WITHDRAWAL:

- 25.1 At any time up to the hour and date set for opening of bids, a bidder may withdraw his/her bid. Such withdrawal must be in writing and sent to the Director of General Services at the address set forth herein, delivered in person. Such withdrawal shall be effective only upon receipt by the Director of General Services and will not preclude the submission of another bid by such bidder to the hour and date set for the opening of bids.
- 25.2 After the scheduled time for opening of bids, no bidder will be permitted to withdraw his/her bid.

26.0 TIE BID:

- 26.1 In case of one or more identical bids, the winning bidder will be determined by placing in a hat sheets of paper bearing, respectively, the names of the bidders submitting identical bids, with a representative of the Town drawing one piece of paper, and the name of the bidder thereon shall be the successful bidder.

27.0 QUESTIONS AND INQUIRES:

- 27.1 Any concerns with this invitation to bid should be addressed to Mandy Bajusz, Purchasing Manager, telephone number (901) 457-2261, FAX number (901) 457-2258, Monday through Friday, 8:30 A.M. to 4:30 P.M.
- 27.2 Any matter of this bid package that requires explanation or interpretation must be inquired into by the Bidder in writing at least three days (excluding weekends and holidays) prior to the time set for the Bid Opening. Fax all questions to the Buyer, Lori Bryant, in the Purchasing Division at (901) 457-2258. All questions will be responded to in the form of written addenda to all Bidders. All addenda that you receive shall become a part of the contract documents.
- 27.3 No addenda will be issued later than three (3) business days prior to the date for receipt of bids except an addendum withdrawing the request for bids or one which includes a revised date for receipt of bids.

TO OUR SUPPLIERS: Please take a few minutes to complete this form and return it if you are submitting a “No Bid” response.

STATEMENT OF NO BID

We ask that you place an “X” on the appropriate blank that corresponds with your company’s “No Bid” response.

- 1. _____ Specifications too “tight”, i.e. geared toward one (1) brand or manufacturer only. (Briefly explain below.)
- 2. _____ Specifications are unclear. (Briefly explain below)
- 3. _____ We are unable to meet specifications.
- 4. _____ Insufficient time to respond to the Invitation to Bid. (Briefly explain below if fault of Town)
- 5. _____ Our schedule would not permit us to perform within the required time.
- 6. _____ We are unable to meet bond requirements.
- 7. _____ We are unable to meet insurance requirements.
- 8. _____ We do not offer this product or service.
- 9. _____ Remove us from your bidders list for this particular commodity or service.
- 10. _____ Please keep our name on your bidders list for future reference.
- 11. _____ Other (specify below)

FURTHER REMARKS: (e.g., name change, address, phone or Fax change)

COMPANY NAME: _____

DATE: _____ **TIME:** _____

NAME: _____ **TITLE:** _____

SIGNATURE: _____

SEALED BID No. TC2016-32
DUE DATE: 10-20-2016



TOWN OF COLLIERVILLE
GENERAL SERVICES DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION III

DETAILED REQUIREMENTS / SPECIFICATIONS

**TOWN OF COLLIERVILLE, PURCHASING DIVISION
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TN 38017
PHONE: (901) 457-2253**

1. SCOPE

This Invitation to Bid covers the annual requirements for the Town's Fleet Maintenance and Waste Water Treatment facilities for automotive and industrial lubricants. The purpose is to establish a requirements contract with firm pricing and delivery from which the Town may receive product as needed.

2. CONTRACT TERM

This contract shall be for a period of one year with an option to extend for four, one year at a time for a total of five years. Renewals will be activated upon the Town of Collierville's request.

3. DELIVERY

The successful bidder shall be required to provide all products ordered within five (5) business days after the receipt of the purchase order.

All shipping, delivery, and/or freight charges must be included in the unit prices. The Town will pay no additional shipping, delivery, and/or freight charges.

Repeated delayed or partial deliveries of services shall be interpreted as failure to meet contractual obligations and may be cause for cancellation of the contract.

Product, in various quantities shall be required to be delivered to the following locations:

3.1. Town of Collierville Fleet Maintenance
508 Keough Road
Collierville, TN 38017

3.2. Shelton Road Wastewater Treatment Plant
136 E. Shelton Road
Collierville, TN 38017

Delivery hours are Monday – Thursday 7:00 a.m. – 3:00 p.m., and Friday 7:00 a.m. – 11:00 a.m. Deliveries will not be accepted prior to or after these times.

4. PURCHASE ORDERS

The successful bidder shall provide product only after receipt of a written Town of Collierville Purchase Order or a verbal request containing a purchase order number. Any product delivered without a written purchase order or a verbal request containing a purchase order number shall be at the Contractor's expense.

5. DELIVERY TICKETS/INVOICING

The successful bidder shall furnish an itemized ticket for all product delivered at the time the product is delivered. The ticket shall be itemized, including the date, proper pricing and full description of the products delivered. The successful bidder shall submit an invoice to the Town for all product delivered for each delivery. There shall be separate delivery tickets for each location.

The Town's purchase order number will be required on each invoice.

The Town is exempt from paying Federal Excise Tax, and this should be taken into consideration when submitting your bid. Other oil taxes levied on the contractor, but are not to be passed on to the final customer, such as the Used Oil Collection tax, will not be paid by the Town.

6. INSURANCE

Unless otherwise required by Special Conditions of this Invitation To Bid, if a contract is awarded, the bidder will be required to purchase and maintain during the life of the contract, Comprehensive General Liability insurance, Comprehensive Automobile Liability insurance, and Worker's Compensation insurance with limits of not less than those set forth in the contract example in Section IX of this Invitation to Bid.

The bidder shall provide the Town with Certificates of Insurance evidencing the coverages required above. Such certificates shall provide that the Town be given at least 30 days prior written notice of any cancellation of, intention to not renew, or material change in such coverage. Bidder must provide Certificates of Insurance before commencing work in connection with the contract.

The providing of any insurance required herein does not relieve the bidder of any of the responsibilities or obligations assumed by the bidder in the contract awarded or for which the bidder may be liable by law or otherwise.

Failure to provide and continue in force such insurance as required above shall be deemed a material breach of the contract and shall operate as an immediate termination thereof. Unless otherwise required by Special Conditions of this Invitation to Bid, if a contractor is awarded, the bidder will be required to purchase and maintain during the life.

7. SPECIFICATIONS

All motor or hydraulic oil offered as a result of this ITB shall be a Group II base oil.

All product offered and delivered to the Town as a result of this ITB shall meet the specifications listed below. The Town shall, in its sole opinion, determine if a product does not meet specifications and any product offered that does not, in the sole opinion of the Town, meet the specifications will be declared as non-responsive to this ITB and shall not be considered for award.

ENGINE OILS

- 7.1. 15W40 Diesel Motor Oil – To be provided in quarts, gallons and bulk. The product should be the same manufacturer regardless of the size container. The product shall meet or exceed spec API, CJ4 and Cat ECF-3.
- 7.2. 5W20 GF 5 Motor Oil for Dodges - 55 gallon drum & quarts
- 7.3. 5W30 GF 5 Motor Oil – 55 gallon drum
- 7.4. SAE Grade Non-Detergent Motor Oil 30 – To be provided in individual quarts by the case

TRANSMISSION FLUIDS

- 7.5. Automatic Transmission Fluid – To be provided in quarts. Meets or exceeds spec: Dexron H, ATF +3 and 4, Mercon and Mercon V.
- 7.6. Synthetic Automatic Transmission (Transynd) Fluid – To be provided in gallon jugs. To meet or exceed spec: TES 295.

HYDRAULIC OILS

- 7.7. Hydraulic Oil, AW46 – To be provided in 5-gallon pails and bulk. Meets or exceed spec: Dennison HF-0/1/2, Vickers M-2950-S and Bosch Rexroth 90 220.
- 7.8. Hydraulic Oil AW32 - To be provided in a drum. ISO Grade, Viscosity Index 108.
- 7.9. Hydraulic Fluid, Tractor – To be provided in 5-gallon pails. To meet or exceed spec: J20C, Case 1207, M2C134D.
- 7.10. Hydraulic Oil, Industrial – To be provided in 5-gallon pails. DTE 10 Excel 15 Hydraulic Oil - ISO 11158 L-HV, ISO Viscosity Grade 15, Viscosity Index ASTM D 2270 Hydraulic Oil.

GEAR LUBES/OILS

- 7.11. 80W-90 Universal Gear Lubricant – To be provided in 5-gallon pails. SAE Grade, Viscosity Index 97.
- 7.12. 75W90 Synthetic Gear Lube – To be provided in 35-pound pails. To meet or exceed spec: API: GL5/MT, Eaton E500 and International 6816.
- 7.13. 80W140 Synthetic Gear Lube – To be provided in 35-pound pails. To meet or exceed spec: API: GL5/MT, Eaton E500 and International 6816.
- 7.14. Industrial Gear Oil – To be provided in 35-pound pails. To meet or exceed spec: ISO Grade 68, AGMA grade 2EP, DIN 51517-CLP68, ISO 12925-1 CKD68, and Textron Power Transmission Grade-E2.
- 7.15. Industrial Gear Oil – To be provided in 35-pound pails. To meet or exceed spec: ISO Grade 150, AGMA grade 4EP, Viscosity Index 93, Flender BA Table 7300 A, DIN 51517-CLP150, ISO 12925-1 CKD150, and Textron Power Transmission Grade-E4.
- 7.16. Industrial Gear Oil – To be provided in 35-pound pails. To meet or exceed spec: ISO Grade 680, AGMA Grade 8 EP, Viscosity Index 70.
- 7.17. Industrial Synthetic Gear Oil – To be provided in drums and 5-gallon pails. To meet or exceed spec: PAO Synthetic; ISO Grade 220, AGMA Grade 5 EP, Viscosity Index 161.
- 7.18. Industrial Synthetic Gear Oil – To be provided in drums and 5-gallon pails. To meet or exceed spec: PAO Synthetic; ISO Grade 320, AGMA Grade 6 EP, Viscosity Index 156.

GREASES

- 7.19. NLGI Grade EP2 Grease – To be provided in 35 pound pails. Thickener Lithium, Viscosity Index 52.
- 7.20. NLGI Grade HT 2 Grease – To be provided in individual tubes by the case. Thickener Lithium Complex, Viscosity Index 104 Grease.
- 7.21. NLGI Grade Multiplex Red 2 Grease – To be provided in 35 pound pails. Thickener Lithium Complex, Viscosity Index 89 Grease.

ANTIFREEZES

- 7.22. Universal Antifreeze – To be provided in gallon jugs. 5-year or 150,000 mile protection.
- 7.23. Dexcool Antifreeze – To be provided in gallon jugs. 5-year or 150,000 mile protection.
- 7.24. Heavy Duty Antifreeze – 600,000 mile service life, red concentrate, CAT EC-1 compatible
- 7.25. Heavy Duty Antifreeze – 600,000 mile service life, red 50/50, CAT EC-1 compatible

DIESEL EXHAUST FLUIDS

- 7.26. Diesel exhaust fluid (DEF) 2.5 gallon jugs for SCR Systems
- 7.27. Diesel exhaust fluid (DEF) bulk, pumped into stationary tote.

MISCELLANEOUS FLUIDS, CLEANERS, & TESTING KITS

- 7.28. Windshield Wash Concentrate – to be provided in 5-gallon pails with a 5-gallon to 55-gallon ratio for summer use.
- 7.29. Floor Dry – To be provided in 40 lb bags.
- 7.30. Absorbent pads – To be provided by the case. Vendor shall provide case size and count.
- 7.31. Oil Analysis Kit & Lab Testing Services

8. RECYCLED/RE-REFINED LUBRICATING MOTOR OIL

In accordance with Tennessee Code, T.C.A. 12-3-531(a), bidders may bid lubricating motor oil that is recycled or re-refined. Bidder shall indicate on the bid form whether the lubricating motor oil is recycled or re-refined, and the percent that is recycled or re-refined.

9. BRAND NAMES

Any manufacturers' names, trade names, brand names, or catalog numbers used in the specifications are there for the purpose of establishing and describing general performance and quality levels. Such references are not intended to be restrictive, and bids are invited on these and comparable brands or products of any manufacturer, which meet or exceed the quality of the specifications listed for any item unless otherwise stated in the specifications or proposal.

10. PACKAGING REQUIREMENTS

10.1. All containers shall be labeled with the manufacturer's brand name, product description and lot number. Size of the container will be specified on the ITB and/or attachments.

10.2. Container labels shall include API Service Category(ies) (for engine oils), API logo (for engine oils), SAE viscosity grade (for engine oils and gear lubricants), ILSAC designation (where applicable), MILSPEC designation (where applicable), and other manufacturer data ordinarily included on packaging of like products sold to the public.

10.2.1. Drum Exchange: Shall be clearly marked and identifiable. Delivered containers shall be picked up by the vendor within five (5) working days of the Town's request. All transporting of containers is the sole responsibility of the vendor. Vendor shall indicate on the bid form charges associated with return or exchange of drums, if any.

10.2.2. Damaged Containers: Products delivered in containers that are damaged, shall be picked up and replaced by the vendor with an identical product packaged in an undamaged container, within five (5) working days of the Town's request, at the vendor's expense. The Town shall not be charged a restocking fee for returns of damaged containers.

11. PRICE ADJUSTMENT

Bidder will provide a thirty- (30) day written notice to the Town's assigned Contract Specialist for any price increases or decreases explaining the increase or decrease, and also provide the EXACT amount of the MAJOR OIL COMPANIES' increase to the bidder's cost on the products in question. Decreases instituted by the oil companies shall be passed along to the Town.

12. QUANTITY

Quantities listed are the Town's best estimate of current requirements, but shall not bind it to purchase, accept or pay for more than its actual needs nor for any item for which funds are not available. Bidder will refer to the attached sheets for quantity requirements.

13. SUBMISSION OF BID DOCUMENTS

The Bid, with attachments, must be placed in the supplied Town of Collierville bid envelope, sealed and delivered to the Town of Collierville. The envelope containing the Bid and attachments must be plainly marked with the following information to-wit:

- (1) The Bidder's name and Address,
- (2) Due Date of Bid package,
- (3) Project Title.

The following items **SHALL** be returned in the bid package for consideration: **(Failure to provide appropriate information SHALL be just cause for rejection of the bid.)**

- (1) Bid Response Form, Section IV**
- (2) Iran Divestment Act Affidavit, Section V**
- (3) Title VI Form, Section VI (Optional)**
- (4) Reference Sheet, Section VIII**

All bid documents be submitted to the Town of Collierville General Services Department, 500 Poplar View Parkway, Collierville, TN 38017 no later than **2:00:00 P.M. (local time) on Thursday, October 20, 2016.**

SEALED BID No. TC2016-32
DUE DATE: 10-20-2016



TOWN OF COLLIERVILLE
GENERAL SERVICES DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION IV

BID RESPONSE FORM



BID RESPONSE FORM

Stan Joyner
Mayor

Town of Collierville
General Services Department
500 Poplar View Parkway
Collierville, Tennessee 38017
(901) 457-2253

James H. Lewellen
Town Administrator

Derek Honeycutt
Director of General Services

POSITIVELY NO BIDS CONSIDERED UNLESS SUBMITTED ON THIS FORM

BID NO.: TC-2016-32

ALL SEALED BIDS MUST BE RECEIVED AND TIME STAMPED ON OR BEFORE **THURSDAY, OCTOBER 21, 2016, 2:00:00 P.M. (LOCAL TIME)** IN THE OFFICE OF THE DIRECTOR OF GENERAL SERVICES, 500 POPLAR VIEW PARKWAY, COLLIERVILLE, TENNESSEE 38017, AT WHICH TIME OR SOON THEREAFTER THE BIDS WILL BE PUBLICLY OPENED AND READ ALOUD IN THE TOWN BOARD CHAMBERS.

IF YOU DO NOT RESPOND TO THIS REQUEST FOR BID WITH A **“BID”** OR **“NO BID”**, WE WILL ASSUME THAT YOU NO LONGER WISH TO BID ON THE COMMODITY INDICATED BELOW, AND YOUR COMPANY’S NAME MAY BE REMOVED FROM THE MAILING LIST.

****REQUIRED TO SUBMIT BID: TOWN OF COLLIERVILLE VENDOR # _____**
(See Public Notice Form for Information on Obtaining a Vendor #)

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	AMOUNT	
					DOLLARS	CENTS
1	22 CS	Motor Oil, 15W40 Manufacturer: _____ Manufacturer Part No. _____ Recycled/Re-refined? (Y/N) _____ % Recycled/Re-refined: _____	Case – 12 Quarts			
2	47 CS	Motor Oil, 15W40 Manufacturer: _____ Manufacturer Part No. _____ Recycled/Re-refined? (Y/N) _____ % Recycled/Re-refined: _____	Case – 6 Gallons			
3	1,200 GL	Motor Oil, 15W40 Manufacturer: _____ Manufacturer Part No. _____ Recycled/Re-refined? (Y/N) _____ % Recycled/Re-refined: _____	Gallon – Bulk			
4	7 DR	5W20 GF5 Motor Oil Manufacturer: _____ Manufacturer Part No. _____ Recycled/Re-refined? (Y/N) _____ % Recycled/Re-refined: _____	55-Gallon Drum			
5	10 CS	5W20 GF5 Motor Oil Manufacturer: _____ Manufacturer Part No. _____ Recycled/Re-refined? (Y/N) _____ % Recycled/Re-refined: _____	Case – 12 Quarts			

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	AMOUNT	
					DOLLARS	CENTS
6	2 DR	5W30 GF5 Motor Oil Manufacturer: _____ Manufacturer Part No. _____ Recycled/Re-refined? (Y/N) _____ % Recycled/Re-refined: _____	55-gallon drum			
7	1 CS	Non-Detergent Motor Oil 30 Manufacturer: _____ Manufacturer Part No. _____ Recycled/Re-refined? (Y/N) _____ % Recycled/Re-refined: _____	Case - 12 Quarts			
8	25 CS	Automatic Transmission Fluid, Dexron/Mercon Manufacturer: _____ Manufacturer Part No. _____	Case - 12 Quarts			
9	12 CS	TranSynd Transmission Fluid Manufacturer: _____ Manufacturer Part No. _____	Case - Gallons			
10	1,200 GL	Hydraulic Fluid, AW46 Manufacturer: _____ Manufacturer Part No. _____	Gallon - Bulk			
11	2 PL	Hydraulic Fluid, AW46 Manufacturer: _____ Manufacturer Part No. _____	5-Gallon Pail			
12	1 DR	Hydraulic Fluid, AW32 Manufacturer: _____ Manufacturer Part No. _____	55-Gallon Drum			
13	1 PL	Hydraulic Fluid, Tractor Manufacturer: _____ Manufacturer Part No. _____	5-Gallon Pail			
14	3 PL	Hydraulic Fluid, Industrial Manufacturer: _____ Manufacturer Part No. _____	5-Gallon Pail			
15	3 PL	Universal Gear Lube, 80W90 Manufacturer: _____ Manufacturer Part No. _____	5-Gallon Pail			
16	4 PL	Synthetic Gear Lube, 75W90 Manufacturer: _____ Manufacturer Part No. _____	35-Lb Pail			
17	5 PL	Synthetic Gear Lube, 80W140 Manufacturer: _____ Manufacturer Part No. _____	35-Lb Pail			
18	1 PL	Industrial Gear Oil, ISO Grade 68 Manufacturer: _____ Manufacturer Part No. _____	35-Lb Pail			
19	2 PL	Industrial Gear Oil, ISO Grade 150 Manufacturer: _____ Manufacturer Part No. _____	35-Lb Pail			

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	AMOUNT	
					DOLLARS	CENTS
20	5 PL	Industrial Gear Oil, ISO Grade 680 Manufacturer: _____ Manufacturer Part No. _____	35-Lb Pail			
21	1 PL	Industrial PAO Synthetic Gear Oil, ISO Grade 220 Manufacturer: _____ Manufacturer Part No. _____	5-Gallon Pail			
22	1 DR	Industrial PAO Synthetic Gear Oil, ISO Grade 220 Manufacturer: _____ Manufacturer Part No. _____	400-Lb Drum			
23	5 PL	Industrial PAO Synthetic Gear Oil, ISO Grade 320 Manufacturer: _____ Manufacturer Part No. _____	5-Gallon Pail			
24	1 DR	Industrial PAO Synthetic Gear Oil, ISO Grade 320 Manufacturer: _____ Manufacturer Part No. _____	400-Lb Drum			
25	2 PL	EP2 Grease Manufacturer: _____ Manufacturer Part No. _____	35-Lb Pail			
26	3 CS	HT2 Grease Manufacturer: _____ Manufacturer Part No. _____	Case – 40 14oz tubes			
27	10 PL	Multiplex Red 2 Grease Manufacturer: _____ Manufacturer Part No. _____	35-Lb Pail			
28	15 CS	Universal Antifreeze Manufacturer: _____ Manufacturer Part No. _____	Case – 6 Gallons			
29	5 CS	DexCool Antifreeze Manufacturer: _____ Manufacturer Part No. _____	Case – 6 Gallons			
30	38 CS	Heavy Duty Antifreeze, Red Concentrate Manufacturer: _____ Manufacturer Part No. _____	Case – 6 Gallons			
31	10 CS	Heavy Duty Antifreeze, Red 50/50 Manufacturer: _____ Manufacturer Part No. _____	Case – 6 Gallons			
32	10 EA	Diesel Exhaust Fluid (DEF) Manufacturer: _____ Manufacturer Part No. _____	2.5 Gallon Jugs			

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	AMOUNT	
					DOLLARS	CENTS
33	1,300 GL	Diesel Exhaust Fluid (DEF) Manufacturer: _____ Manufacturer Part No. _____	Gallon - Bulk			
34	1 PL	Windshield Wash Concentrate Manufacturer: _____ Manufacturer Part No. _____	5-Gallon Pail			
35	110 BG	Floor Dry	40# Bag			
36	2 CS	Absorbent pads Case Size: _____ Case Quantity: _____	Case			
37	1 EA	Oil Analysis Kit	Each			
38	1 EA	Lab Testing Service (of item 24)	Each			
39		Drum Exchange Charge: _____ Missing Cap: _____ Missing Ring: _____ Other Charges: _____				
LUMP SUM TOTAL						

DELIVERY PROMISED: _____ F.O.B. COLLIERVILLE

TERMS: _____ Discounts will be allowed for prompt payment as follows: 10 calendar days, ____%; 15 calendar days ____%; 20 calendar days ____%; 30 calendar days ____%.
45 calendar days, ____%; 60 calendar days ____%; 90 calendar days ____%; _____ calendar days ____%.

FIRM'S NAME: _____ ADDRESS: _____

Organized and existing under the laws of the State of _____ and doing business as _____ a corporation, _____ a partnership, _____ an individual, _____ a limited liability company, or _____ otherwise.

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

NAME: _____ TITLE: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

SEALED BID No. TC2016-32
DUE DATE: 10-20-2016



TOWN OF COLLIERVILLE
GENERAL SERVICES DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION V

IRAN DIVESTMENT ACT COMPLIANCE

TOWN OF COLLIERVILLE IRAN DIVESTMENT ACT COMPLIANCE

The Iran Divestment Act of 2016, effective as of July 1, 2016, is codified at Tenn. Code Ann. § 12-12-101 *et seq.* The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the TOWN, from entering into contracts with persons or entities engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in Tenn. Code Ann. § 12-12-105, a person engages in investment activities in the energy sector of Iran if:

(1) The person provides goods or services of twenty million dollars (\$20,000,000) or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or

(2) The person is a financial institution that extends twenty million dollars (\$20,000,000) or more in credit to another person, for forty-five (45) days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list, created pursuant to § 12-12-106, as a person engaging in investment activities in Iran as described in this section.

This Act requires the State of Tennessee's chief procurement officer to publish on the State's web site a list of persons it determines engage in investment activities in Iran (the "Prohibited Entities List"). The initial list will be published within 120 days after the effective date of the Act (July 1, 2016).

Any BIDDER that is on the Prohibited Entities List will be ineligible to contract with the TOWN.

Pursuant to the Act, any BIDDER that attempts to contract with the TOWN must certify, at the time the bid is submitted, that the BIDDER is not identified on the Prohibited Entities List.

A bid shall not be considered for award, nor shall any award be made where the BIDDER fails to submit a signed and verified Bidder's Certification.

**BIDDER’S CERTIFICATION OF COMPLIANCE WITH
IRAN DIVESTMENT ACT**

Tenn. Code Ann. § 12-12-101 *et seq.*

Comes _____, for and on behalf of
(Printed name of Principal Officer of Company)

_____, (the “Company”) and, after being duly
authorized by the Company so to do, makes oath that:

By submission of this bid, each bidder and each person signing on behalf of any
bidder certifies, and in the case of a joint bid each party thereto certifies as to its
own organization, under penalty of perjury, that to the best of its knowledge and
believe that each bidder is not on the list created pursuant to § 12-12-106.

Signature

Title: _____

Sworn to and subscribed before me, a Notary Public, this ____ day of _____,
20____.

Notary Public

My Commission Expires:

SEALED BID No. TC2016-32
DUE DATE: 10-20-2016



TOWN OF COLLIERVILLE
GENERAL SERVICES DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION VI

TITLE VI INFORMATION

TITLE VI INFORMATION

- 1. The Town of Collierville agrees to comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d, et seq.), and the Department of Transportation Implementing Regulations (49 CFR Part 21) relative to the Contract which is the subject hereof.
- 2. The Contractor is requested, but is not obligated, to include the following disclosure information, Voluntary Title VI and Title IX Form, with the Contractor's sealed bid.

VOLUNTARY TITLE VI AND TITLE IX FORM

Attach form to sealed bid

For Title VI and Title IX compliance, the Contractor's voluntary disclosure of the following information is requested.

- 1. Number of Contractor's Employees Who Are:

_____ Male _____ Female

- 2. Number of Contractor's Employees Who Are:

_____ Caucasian _____ African-American
 _____ Hispanic _____ Other (please specify)

SEALED BID No. TC2016-32
DUE DATE: 10-20-2016



TOWN OF COLLIERVILLE
GENERAL SERVICES DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION VII
VENDOR NOTIFICATION LIST

**TOWN OF COLLIERVILLE, PURCHASING DIVISION
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TN 38017
PHONE: (901) 457-2253**

Vendor Notification List

TC2016-32 "Petroleum Fluids"

Commodity Codes: 405-24, 405-27, 405-31, 405-36, 405-39, 405-49, 405-51, 405-57, 405-85

Vendor ID	Vendor Name	Address	City	State	Postal Code	Contact Name	Phone	Fax	Email
0000928	A-1 Small Engines	7057 Highway 72 East	Byhalia	MS	38611	Michelle Cunningham	(662)851-7777	(662)851-0000	a1engine@bellsouth.net ;
00003750	Abby Farm Supply Inc. dba Abby Equipment	3849 New Getwell Rd	Memphis	TN	38118	Don Mayhan	(901)365-0060	(901)365-0032	jeri_hamilton@yahoo.com ;
00001355	AVPOL International LLC	158 Madison Ave Suite 101	Memphis	TN	38103	Lionel Williams	(901)353-1002	(901)358-7693	lwilliams@avpolintl.com ;
00001277	Best-Wade Petroleum, inc.	PO Box 566 201 Dodge Drive	Ripley	TN	38063	David Alderman	(901)288-4398	(731)635-5434	dalderman@bestwade.com ;
00001772	Dynamic Synthetic LLC	799 Rolling Oaks Lane	Collierville	TN	38017	Jerry Tubbs	(901)853-0319	(901)248-6792	jtubbs01@comcast.net ;
00004290	Heritage petroleum	516 North 7th Avenue P.O. Box 6850	Evansville	IN	47719	Jamie Orth	(800)422-3645	(812)422-0757	jorth@heritageoil.com ;
00000782	Hydrotex	12920 SENLAC, Suite 190	Farmers Branch	TX	750234	Lyle Wiescamp	(972)389-8500	(800)333-8461	lwiescamp@hydrotexlube.com ;
00002015	Industrial Chemicals, Inc.	P.O. Box 660688	Birmingham	AL	35266-0688	Jane Blankenship	(205)823-7330	(205)978-0485	jane.b@industrialchem.com ;
00001353	John E. Retzner Oil Company, Inc.	PO Box 82	Morris	IN	47033	Luke Hanson	(812)932-1646	(812)932-3900	lhanson@retzneroil.com ;
00000686	KANO LABORATORIES, INC	P O BOX 110098	NASHVILLE	TN	37222	SUSAN WOOD	(615)833-4101	(615)833-5790	kanolabs@aol.com ;
00004573	Lykins Oil Co	5163 Wolfpen Pleasant Hill Road	Milford	OH	45150	Laura Bohmer	(513)965-6262	(513)831-1086	lbohmer@lykinsenergy.com ;
00000321	Mid-South Sales	101 E. Jefferson	West Memphis	AR	72301	Chuck Preslar	(870)930-4277	(870)733-1720	cpreslar@mid-southsales.com ;
00000031	PANTHER OIL COMPANY, INC.	396 AIRWAYS BLVD.	JACKSON	TN	38301	Kevin Dye	(731)421-4693	(731)421-4695	kevin@pantherpetroleum.net ;
00003042	Parman Energy Corporation	7101 Cockrill Bend Blvd.	Nashville	TN	37209	Guerry Simmons	(615)350-8266	(615)350-8561	gsimmons@parmanenergy.com ;
00002200	Red Bud Supply	P.O. Box 533	Belmont	MS	38827	Ginger Henry	(662)454-6011 Ext. 125	(662)454-7786	gingerrbs@bellsouth.net ;

Vendor ID	Vendor Name	Address	City	State	Postal Code	Contact Name	Phone	Fax	Email
00000936	River City Hydraulics	P.O. Box 6033	Sherwood	AR	72124	Wayne Hennerd	(800)365-6183	(501)834-1233	rchwayne@sbcglobal.net ;
00001332	Sayle Oil Company	5095 Lamar Ave	Memphis	TN	38118	Jerry Graham	(901)366-0544	(901)366-9698	jerrygraham@sayleoil.com ;
00004286	Sun Coast Resources, Inc.	6405 Cavalcade, Bldg. 1	Houston	TX	77035	Lisa Moore	(713)429-6702	(713)969-3383	national@suncoastresources.com ;
00000399	Tri State Truck Center Inc.	P.O. Box 405 494 Crump Blvd.	Memphis	TN	38101	Earl Triplett	(901)947-5000	(901)947-5001	jcoletta@tristatetruck.com ;

SEALED BID No. TC2016-32
DUE DATE: 10-20-2016



TOWN OF COLLIERVILLE
GENERAL SERVICES DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION VIII

REFERENCE SHEET

TOWN OF COLLIERVILLE

REFERENCE SHEET FOR BID NO. TC2016-32
--

Each bidder shall submit with their bid a list of at least three (3) customers, which contracted services similar to what we are specifying herein sometime during the past twelve months. The listing shall include a contact name with phone number, since it is the intent of the Town of Collierville to call all names submitted for verification and recommendations.

(1)	NAME OF COMPANY:
	ADDRESS:
	PHONE NUMBER:
	CONTACT:

(2)	NAME OF COMPANY:
	ADDRESS:
	PHONE NUMBER:
	CONTACT:

(3)	NAME OF COMPANY:
	ADDRESS:
	PHONE NUMBER:
	CONTACT:

SEALED BID No. TC2016-32
DUE DATE: 10-20-2016



TOWN OF COLLIERVILLE
GENERAL SERVICES DEPARTMENT
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TENNESSEE 38017

SECTION IX

CONTRACT FOR SERVICES AND/OR PRODUCTS

EXHIBIT "B"
CONTRACTOR'S Bid



BID RESPONSE FORM

Town of Collierville
 General Services Department
 500 Poplar View Parkway
 Collierville, Tennessee 38017
 (901) 457-2253

Stan Joyner
 Mayor

James H. Lewellen
 Town Administrator

Derek Honeycutt
 Director of General Services

POSITIVELY NO BIDS CONSIDERED UNLESS SUBMITTED ON THIS FORM

BID NO.: TC-2016-32

ALL SEALED BIDS MUST BE RECEIVED AND TIME STAMPED ON OR BEFORE **THURSDAY, OCTOBER 21, 2016, 2:00:00 P.M. (LOCAL TIME)** IN THE OFFICE OF THE DIRECTOR OF GENERAL SERVICES, 500 POPLAR VIEW PARKWAY, COLLIERVILLE, TENNESSEE 38017, AT WHICH TIME OR SOON THEREAFTER THE BIDS WILL BE PUBLICLY OPENED AND READ ALOUD IN THE TOWN BOARD CHAMBERS.

IF YOU DO NOT RESPOND TO THIS REQUEST FOR BID WITH A "BID" OR "NO BID", WE WILL ASSUME THAT YOU NO LONGER WISH TO BID ON THE COMMODITY INDICATED BELOW, AND YOUR COMPANY'S NAME MAY BE REMOVED FROM THE MAILING LIST.

****REQUIRED TO SUBMIT BID: TOWN OF COLLIERVILLE VENDOR # 1332**
 (See Public Notice Form for Information on Obtaining a Vendor #)

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	AMOUNT	
					DOLLARS	CENTS
1	22 CS	Motor Oil, 15W40 Manufacturer: <u>Service Pro</u> Manufacturer Part No. <u>SPL00306</u> Recycled/Re-refined? (Y/N) <u>N</u> % Recycled/Re-refined: <u>0%</u>	Case - 12 Quarts	26.01	572.	22
2	47 CS	Motor Oil, 15W40 Manufacturer: <u>Purco Syn Bld</u> Manufacturer Part No. <u>PH000306</u> Recycled/Re-refined? (Y/N) <u>N</u> % Recycled/Re-refined: <u>0%</u>	Case - 6 Gallons 4gallon Case	35.72	1678	84
3	1,200 GL	Motor Oil, 15W40 Manufacturer: <u>Purco Syn Bld</u> Manufacturer Part No. <u>17164</u> Recycled/Re-refined? (Y/N) <u>N</u> % Recycled/Re-refined: <u>0%</u>	Gallon - Bulk	5.75	6900	00
4	7 DR	5W20 GF5 Motor Oil Full Syn Manufacturer: <u>Service Pro</u> Manufacturer Part No. <u>SPL17064</u> Recycled/Re-refined? (Y/N) <u>N</u> % Recycled/Re-refined: <u>0%</u>	55-Gallon Drum	364.10	2548	70
5	10 CS	5W20 GF5 Motor Oil Manufacturer: <u>Service Pro</u> Manufacturer Part No. <u>SPL00249</u> Recycled/Re-refined? (Y/N) _____ % Recycled/Re-refined: _____	Case - 12 Quarts Full synthetic 1 qt 6 qt case	X 13.80	138	00

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	AMOUNT	
					DOLLARS	CENTS
6	2 DR	5W30 GF5 Motor Oil ^{Full Syn} Manufacturer: <u>Service Pro</u> Manufacturer Part No. <u>SPL17219</u> Recycled/Re-refined? (Y/N) <u>N</u> % Recycled/Re-refined: <u>0%</u>	55-gallon drum	386.10	772	20
7	1 CS	Non-Detergent Motor Oil 30 Manufacturer: _____ Manufacturer Part No. _____ Recycled/Re-refined? (Y/N) _____ % Recycled/Re-refined: _____	Case - 12 Quarts	No Bid This Product		
8	25 CS	Automatic Transmission Fluid, Dexron/Mercon Manufacturer: <u>Service Pro</u> Manufacturer Part No. <u>SPL00221</u>	Case - 12 Quarts	21.00	525	00
9	12 CS	TranSynd Transmission Fluid Manufacturer: <u>Shell</u> Manufacturer Part No. <u>55002054</u>	Case - Gallons	87.63	1051 1	56
10	1,200 GL	Hydraulic Fluid, AW46 Manufacturer: <u>Purus</u> Manufacturer Part No. <u>171169</u>	Gallon - Bulk	3.95	4740	00
11	2 PL	Hydraulic Fluid, AW46 Manufacturer: <u>Purus</u> Manufacturer Part No. <u>PHD27169</u>	5-Gallon Pail	30.60	61	20
12	1 DR	Hydraulic Fluid, AW32 Manufacturer: <u>Purus</u> Manufacturer Part No. <u>PHD17168</u>	55-Gallon Drum	272.80	272	80
13	1 PL	Hydraulic Fluid, Tractor Manufacturer: <u>Tech Select</u> Manufacturer Part No. <u>TS27247</u>	5-Gallon Pail	23.80	23	80
14	3 PL	Hydraulic Fluid, Industrial Manufacturer: _____ Manufacturer Part No. _____	5-Gallon Pail	70.80	212	40
15	3 PL	Universal Gear Lube, 80W90 Manufacturer: <u>Purus</u> Manufacturer Part No. <u>PHD27173</u>	5-Gallon Pail	35.50	106	50
16	4 PL	Synthetic Gear Lube, 75W90 Manufacturer: <u>PHD Purus</u> Manufacturer Part No. <u>PHD27166</u>	35-Lb Pail	116.80	467	20
17	5 PL	Synthetic Gear Lube, 80W140 Manufacturer: <u>Purus</u> Manufacturer Part No. <u>PHD27145</u>	35-Lb Pail	123.10	615	50
18	1 PL	Industrial Gear Oil, ISO Grade 68 Manufacturer: <u>Purus</u> Manufacturer Part No. <u>PIN27195</u>	35-Lb Pail	32.50	32	50
19	2 PL	Industrial Gear Oil, ISO Grade 150 Manufacturer: <u>Purus</u> Manufacturer Part No. <u>PHD27197</u>	35-Lb Pail	33.85	67	70

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	AMOUNT	
					DOLLARS	CENTS
20	5 PL	Industrial Gear Oil, ISO Grade 680 Manufacturer: <u>Shell</u> Manufacturer Part No. <u>550026681</u>	35-Lb Pail	80.80	404	00
21	1 PL	Industrial PAO Synthetic Gear Oil, ISO Grade 220 Manufacturer: <u>Shell</u> Manufacturer Part No. <u>550026272</u>	5-Gallon Pail	163.45	163	45
22	1 DR	Industrial PAO Synthetic Gear Oil, ISO Grade 220 Manufacturer: <u>Shell</u> Manufacturer Part No. <u>550026259</u>	400-Lb Drum	1722.05	1722	05
23	5 PL	Industrial PAO Synthetic Gear Oil, ISO Grade 320 Manufacturer: <u>Shell</u> Manufacturer Part No. <u>550026712</u>	5-Gallon Pail	165.85	829	25
24	1 DR	Industrial PAO Synthetic Gear Oil, ISO Grade 320 Manufacturer: <u>Shell</u> Manufacturer Part No. <u>550026713</u>	400-Lb Drum	1755.60	1755	60
25	2 PL	EP2 Grease Manufacturer: <u>Purys</u> Manufacturer Part No. <u>PIN 27252</u>	35-Lb Pail	66.35	132	70
26	3 CS	HT2 Grease Manufacturer: <u>Purys</u> Manufacturer Part No. <u>PIN 00413</u>	Case - 40 14oz tubes	19.91	59	73
27	10 PL	Multiplex Red 2 Grease Manufacturer: <u>Purys</u> Manufacturer Part No. <u>PIN 27242</u>	35-Lb Pail	62.00	620	00
28	15 CS	Universal Antifreeze Manufacturer: <u>Shell</u> Manufacturer Part No. <u>5066315</u>	Case - 6 Gallons 30 DAY quote	48.18	722	70
29	5 CS	DexCool Antifreeze Manufacturer: _____ Manufacturer Part No. _____	Case - 6 Gallons	Nº B.D		
30	38 CS	Heavy Duty Antifreeze, Red Concentrate Manufacturer: <u>Shell</u> Manufacturer Part No. <u>550026166</u>	Case - 6 Gallons 30 DAY quote	43.68	1659	84
31	10 CS	Heavy Duty Antifreeze, Red 50/50 Manufacturer: <u>Shell</u> Manufacturer Part No. <u>550027617</u>	Case - 6 Gallons 30 DAY quote	34.44	344	40
32	10 EA	Diesel Exhaust Fluid (DEF) Manufacturer: <u>Purys</u> Manufacturer Part No. <u>PHD10027</u>	2.5 Gallon Jugs X 2	12.90	129	00 00

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	AMOUNT	
					DOLLARS	CENTS
33	1,300 GL	Diesel Exhaust Fluid (DEF) Manufacturer: <u>Purus</u> Manufacturer Part No. <u>PHD10008</u>	Gallon - Bulk	1.76	2288 2288	00
34	1 PL	Windshield Wash Concentrate Manufacturer: <u>P</u> Manufacturer Part No. _____	5-Gallon Pail	No Bid This Product		
35	110 BG	Floor Dry	40# Bag	4.35	478	50
36	2 CS	Absorbent pads Case Size: _____ Case Quantity: _____	Case	No Bid This Product		
37	1 EA	Oil Analysis Kit	Each 10 Per Kit	100.00	100	00
38	1 EA	Lab Testing Service (of item 24)	Each 10 Per Kit	200.00	200	00
39		Drum Exchange Charge: <u>No Charge</u> Missing Cap: <u>0</u> Missing Ring: <u>0</u> Other Charges: <u>0</u>				
LUMP SUM TOTAL					32395	50

DELIVERY PROMISED: 1-3 DAY F.O.B. COLLIERVILLE

TERMS: 30 DAY Discounts will be allowed for prompt payment as follows: 10 calendar days, _____%; 15 calendar days _____%; 20 calendar days _____%; 30 calendar days _____%; 45 calendar days, _____%; 60 calendar days _____%; 90 calendar days _____%; _____ calendar days _____%.

FIRM'S NAME: Sayle Oil Company ADDRESS: 5095 Lamar Ave. Memphis TN 38118

Organized and existing under the laws of the State of Tennessee and doing business as a corporation, _____ a partnership, _____ an individual, _____ a limited liability company, or _____ otherwise.

CITY: Memphis STATE: TN ZIP: 38118

TELEPHONE: 901-366-0544 FAX: 901-366-9698 EMAIL: Jerry.graham@sayleoil.com

NAME: Jerry Graham TITLE: Regional Account Manager

AUTHORIZED SIGNATURE: [Signature] DATE: 10-20-16