



County Of Siskiyou

Request for Proposals (RFP) RFP #DPW-22-01 Public Works

for

Lubricants and Solvents

Proposals may be mailed, delivered, or emailed to:

Gabrielle Thomas

Staff Services Analyst II

Siskiyou County Public Works

1213 Fairlane Road, Suite 3

Yreka, CA 96097

gmthomas@co.siskiyou.ca.us

Proposals Due by:

March 15, 2022

4:00 PM PST

Preface

The County of Siskiyou, hereafter referred to as “The County,” is located in Northern California and borders Oregon.

Estimated Timeline of Events

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Date	Activity
02/17/2022	Release of Request for Proposals (RFP)
03/01/2022	Deadline to Submit Questions
03/15/2022	Submission of Proposals due by 4 PM
03/17/2022	Review of Proposals
03/21/2022	Notification of Final Selection
TBD	Board of Supervisors Approval
EST: April 2022	Professional Service Agreement Start Date

Scope of Work

The Siskiyou County Department of Public Works is seeking proposals from qualified firms (Contractor) for bulk lubricant and solvent delivery services with said services to be provided by Contractor at 269 Sharps Road, Yreka, California. These services must be available and be provided 24 hours a day, 7 days a week, and 365 days per year. Contractor’s delivery vehicles and procedures must meet all applicable federal, state and/or local regulations. Requests for Proposal (RFP) packets are available on the County website www.co.siskiyou.ca.us (click on “Resources” and then “Bids/RFPs”), or can be picked up at the County of Siskiyou Department of Public Works, 1312 Fairlane Road, Suite 3 in Yreka, California.

General:

- Contractor shall deliver lubricants and solvents as described below to 269 Sharps Road, Yreka, California.
- Acceptance of bid will not necessarily be based entirely on price alone, but will consider overall service as well.
- All products must meet or exceed SAE engine specifications set forth by major manufacturers including: Caterpillar, Cummins Diesel, Detroit Diesel, John Deere, International, Chrysler, Chevrolet and Ford. Documentation must be provided indicating compliance.
- Material Safety Data Sheets (MSDS) must be provided on all products at the time the contract is awarded.
- All prices to be F.O.B. 279 Sharps Road, Yreka, California.
- The purchase agreement will be used by various Siskiyou County Departments and prices quoted are not limited to the Public Works Department only.
- Occasionally special lubricants or solvents are required. As we do not know specific types or quantities at this time they are not included on the attached form and will not be considered when awarding this bid. However, we do ask what markup would be added to your cost if you should supply these products.

Lubricants and Solvents:

All oil and lubricants must meet or exceed the American Petroleum Institute (API) specifications for the noted Chevron products. The list of products to be provided includes but is not limited to the following:

- SAE 15W-40 API CK-4
- SAE 5W-20 SYNTHETIC BLEND
- SAE 10 ENGINE OIL
- SAE 30 ENGINE OIL
- SAE 40 ENGINE OIL
- SAE 50 ENGINE OIL
- SAE SYNTHETIC CD
- SAE 10W-30 ENGINE OIL
- DEXRON III/ MERCON
- TO4 3W TFD
- 80/90 GEAR LUBE GL-5
- 75/90 SYNTHETIC GEAR LUBE
- AW 46 HYDRAULIC OIL
- HYTRAN
- AW ISO 220
- SYNTHETIC ISO 220
- EP 68
- ISO 100
- RO 68
- SCH 630

- SHINGLE OIL
- THF 1000
- GREASE HD EP2
- SYNTHETIC GREASE
- SOLVENT
- KEROSENE

Delivery:

Contractor agrees to provide delivery of bulk and single use lubricants and solvents ordered at all hours of the day and all days of the year, as the need requires. Contractor's delivery vehicles and procedures must meet all applicable federal, state and/or local regulations.

Delivery and control of inventory to be on an "as needed" basis or before the levels of the bulk lubricant tanks decrease to one third (1/3) of their capacity and with a priced invoice accompanying each shipment.

Interruptions in Service:

Contractor shall notify County at least three (3) days in advance of any foreseeable potential interruptions in service (e.g. – work stoppages, facility/equipment maintenance, etc.) so that the location of 269 Sharps Road, Yreka, California may be refilled, if necessary, prior to the anticipated down time.

Reporting:

Contractor shall also provide, upon request of County, printed or electronic copies of Oil Price Information Service (OPIS) pricing documentation, as needed, in order to validate invoice pricing.

For the purpose of reconciliation, Contractor shall provide hard copy receipts at the time of delivery.

Lubricant and Solvent Pricing:

All lubricant and solvent pricing shall be fixed for a minimum of ninety (90) days after the effective date of the contract. Prices may be adjusted after this time in accordance with the following:

1. Vendor shall notify the County of proposed price increases. Written notification should be sent to the following address:

County of Siskiyou Department of Public Works
1312 Fairlane Road, Suite 3
Yreka, CA 96097

2. New prices shall be firm for a minimum of ninety days (90).
3. The County reserves the right to accept or reject the new prices. If prices are rejected, the County will notify the vendor in writing, and the new agreement will be cancelled without prejudice to either party, on the date the new prices would have become effective.

4. If the new prices are accepted, they will not become effective until fifteen days (15) after the County receives the request.
5. Price increases shall be submitted on copies of Exhibit A of the bid package with the new prices shown for each item.

Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

- a. Please provide the proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the proposer.

2. Qualifications

- a. Provide specific information concerning the proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.

3. Company Profile

- a. Provide a brief description of your company, including structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

4. Approach:

- a. Provide a description of the methodology developed to perform all required services, information as to the type of software that is anticipated to be used in the delivery of services, and your response to the scope of work as referenced above.

5. References:

- a. Please include at least three (3) references, including name, address, telephone number, and email, for whom similar services have been provided

6. Price Proposal:

- a. Complete the fee schedule (Exhibit A) completely that outlines all of the costs associated with the required services and materials and all on-going costs for recommended or required services.
- b. Indicate price mark for special lubricants and solvents (Exhibit A).
- c. Indicate price to include recycling tax/gallon (Exhibit A).

- d. Indicate whether you will accept and give full credit for empty drums from other vendors (Exhibit A).

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview with any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entity or entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at the Siskiyou County Department of Public Works, 1312 Fairlane Road, Suite 3, Yreka, California on or before **4 PM, March 15, 2022** (ATTN: Gabrielle Thomas, Staff Services Analyst)
- **Mailing:** Hard copy proposals by way of mail must be mailed to 1312 Fairlane Road, Suite 3, Yreka, CA 96097 and postmarked by **4 PM, March 15, 2022**
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Gabrielle Thomas at gonthomas@co.siskiyou.ca.us and must be received by **4 PM, March 15, 2022**

Proposers shall provide one (1) original copy with signature and four (4) exact copies of the original by hand delivery, mail, as instructed above.

Proposers submitting proposals electronically will only be required to send one copy.

Proposers are asked to direct all inquiries related to the project(s) Chuck Gray, Road Superintendent, cgray@co.siskiyou.ca.us, (530) 842-8293

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.