DEPARTMENT: Public Works/Fleet

BY: James J. Petropulos
PHONE: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION:

Authorize Public Works to Award a Contract to the Lowest Responsible Bidder for Bids to Supply oil and miscellaneous fluids for the County’s Fleet.

Public Works received two bids to provide this service and the apparent low bidder is Chase’s Foothill Petroleum.

Public Works is requesting that the County award the contract for oils and miscellaneous fluids with the provision to limit the length of contract service to one year with two additional optional years. This will coincide with the provisions set in the fuel bid that was awarded to Chase’s Foothill Petroleum per Resolution No. 03-340.

The County has just entered into a Contract with Chase’s Foothill Petroleum to provide fuel for the County’s fleet.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board awarded the first fuel and fluid contract in 1992. Bids were also solicited in 1998 and 2000.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not award the bid at this time. The County will need to solicit bids and start the procedure from the beginning.

Financial Impact? (x) Yes ( ) No  Current FY Cost: $  Annual Recurring Cost: $
Budgeted In Current FY? (X) Yes ( ) No ( ) Partially Funded

Amount in Budget: $
Additional Funding Needed: $

Source:
Internal Transfer
Unanticipated Revenue 4/5’s vote
Transfer Between Funds 4/5’s vote
Contingency 4/5’s vote
( ) General ( ) Other

List Attachments, number pages consecutively
Application

1. Bid submitted by Chase’s Foothill Petroleum
2. Bid submitted by Bartlett Petroleum
3. Bid results

CLERK’S USE ONLY:
Res. No. 361  Ord. No. _____
Vote – Ayes: Noes: Absent: _____
Approved: _____  Minute Order Attached: ( )  No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: __________
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: __________
Deputy

COUNTY ADMINISTRATIVE OFFICER:
Requested Action Recommended  ( ) No Opinion
Comments: __________

CAO: __________

Revised Dec. 2002
COUNTY OF MARIPOSA

4639 Ben Hur Road
Mariposa, CA 95338
(209) 966-2285 FAX (209) 966-2174
E-mail mpa-fleet@mariposacounty.org

JAMES J. PETROPULOS
Director

DEPARTMENT OF
PUBLIC WORKS
Divisions of:
• Design & Construction
• Administration
• Operations
• Fleet Services

COUNTY OF MARIPOSA

BID SPECIFICATIONS

FOR
OIL, GREASE AND ANTIFREEZE

F.S.B. # 04-002

SCOPE:

This bid is for one (1) year with two (2) additional one-year options for the County of Mariposa for oil, grease and antifreeze used in the operation of the County Fleet. The Notice of Award of Contract is anticipated to be issued on October 27, 2003, with the Contract extending from November 1, 2003 through October 31, 2004.

The entire package will be bid as a whole and NOT divided among Bidders.

PRICE:

PRICES SHALL BE FIRM FOR THE CONTRACT PERIOD. VENDORS WILL NOT BE ALLOWED TO FLUCTUATE THEIR PRICE FOR THE CONTRACT PERIOD.

All prices quoted will be F.O.B. to Fleet Services at 4639 Ben Hur Rd. These prices will include like products in different quantities to be bid separately. Bid prices shall be inclusive of State Tax and California Oil Recycling Tax. The unit price on the contract price sheet shall include all costs to dispense as well as delivery to Fleet Services in an agreeable means to Fleet Services. Bids quoting other than F.O.B. Fleet Services will be rejected.

BID REQUIREMENTS:

The products listed on bid are to be equivalent or exceed products listed.

QUANTITY:

The total quantity shown is approximate and is for bid evaluation purposes only. The quantity is not guaranteed. Any contract resulting from this bid will expire on October 31, 2004, and may be renewed on an annual basis for two (2) additional years by mutual consent. The county will not be obligated or required to purchase any of the Contractor's inventories resulting from the expiration of this contract. The county may purchase oil, grease and antifreeze from other than contractor in the event that their product is not readily available or in the event of an emergency.
MINIMUM BID AMOUNTS:

Less than minimum deliveries may be made when agreed upon by both the Contractor and Fleet Services.

REGULAR DELIVERY REQUIREMENTS:

Deliveries are to be completed within 24 hours of receipt of order from Fleet Services to Contractor. Contractor agrees to deliver products between 8:00 am and 5:00 pm, Monday thru Friday, except County observed holidays.

ALLOCATIONS:

In the event the contractor’s supply of awarded items is reduced for reasons beyond the contractor’s control to a level which prevents the supply of the County’s requirements in full, the contractor agrees to supply the County no less than a proportionate share delivered to similar accounts, unless federal regulations require otherwise. If such reduction occurs, the County reserves the right to cancel all or part of the contract without prejudice to either party, by giving the contractor thirty (30) days written notification.

INVOICING:

All products supplied to Fleet Services must accompany a written numbered invoice itemizing all products delivered with prices and signed by a Fleet Services Employee.

CONTRACTOR’S RESPONSIBILITY:

The contractor shall perform all deliveries to Fleet Services in a safe and professional manner. Contractor’s equipment shall be up to federal and state standards and all personnel shall be trained in safety measures to preclude accidents endangering County personnel or property.

Contractor shall have adequate equipment for delivery of goods on proposed contract.

Contractor shall have on-site office and personnel resources for responding to the County’s needs, on weekdays during the hours of 8:00 a.m. through 5:00 p.m. Monday thru Friday except for County observed holidays. Contractor shall have 24-hour, 7-day emergency telephone service with a list supplied to Fleet services upon contract award.

Contractor shall supply certificates of insurance and workman’s compensation to the County at award of contract.

MODIFICATION OF CONTRACT:

Any contract resulting from this bid may be modified in whole or in part upon mutual agreement of both parties. Such modification shall be in writing, signed and dated by authorized representatives of each party.

Any questions regarding this bid proposal can be referred to Joe Halencak, Fleet Superintendent at Mariposa County Fleet Services, (209) 966-2285.
OIL & MISCELLANEOUS FLUIDS

BID FORM
# 04-002

Due 2:00 p.m. on October 24, 2003

For all of Mariposa County Fleet Services vehicles and equipment as per Bid Specifications (BID # 04-002)

1. NAME AND ADDRESS OF BIDDER:
   
   Chase's Foothill Pet.
   P.O. Box 137
   Mariposa, CA. 95338

2. PRICE IS SUBJECT TO DECREASES AND/OR INCREASES IN THE WHOLESALE PRICES AND TO THE FOLLOWING CHANGES (If any):

   ____________________________

   ____________________________

3. DEVIATIONS (If any):

   ____________________________

   ____________________________
DATE: 10-24-03          NAME OF BIDDER: Chase's Foothill PET.

PHYSICAL ADDRESS: 4632 Hwy. 49 S.
                     Mariposa, Ca. 95338

PHONE: (209) 966-3314    FAX: (209) 966-4265

PHONE NUMBER FOR 24-HOUR EMERGENCY: (209) 742-6762

PAGER #: (209) 742-9832

NAME OF PERSON TO CONTACT FOR 24-HOUR EMERGENCY:

Ira C. Chase

SIGNATURE OF AUTHORIZED BIDDER: Ira C. Chase

TYPE OR PRINT ABOVE SIGNATORY'S NAME: Ira C. Chase

TITLE OF SIGNATORY: Partner
### OILS AND MISCELLANEOUS FLUIDS BID

**F.S.B. # 04-002**

<table>
<thead>
<tr>
<th>DESCRIPTION / REQUIREMENTS</th>
<th>TUBE</th>
<th>QUART</th>
<th>GALLON</th>
<th>5 GAL. PAJL</th>
<th>¼ DRUM</th>
<th>55 GAL. DRUM</th>
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<tr>
<td>80w-90 API service GL5 limited slip Gear Oil</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>.95</td>
<td>.93</td>
<td>.75</td>
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<tr>
<td>Dextron Mercon III Automatic Transmission Fluid</td>
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<td>FORD Coolant (yellow)</td>
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<td>14.63</td>
<td>N/A</td>
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<td>Universal Coolant (green)</td>
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Indicate price in the appropriate column.

*** This form must be completed and returned with bid. ***