

CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT
Purchasing Department
2500 Edgewood Road
NW Cedar Rapids, Iowa
52405

May 2023

BID REQUEST – Motor Oil

The Purchasing Office of the Cedar Rapids Community School District requests bids on the attached listed items. Submit all bids to F.O.B. Transportation Department, 2500 Edgewood Road NW, Cedar Rapids, Iowa 52405. Do not include Federal or State Tax in prices submitted.

The Purchasing Office and/or Board of Directors reserve the right to reject any bids or any part thereof, to waive informalities and to enter into such contract or contracts, as we shall deem in the best interest of the Cedar Rapids Community School District in the County of Linn, State of Iowa.

Bids are due in the Purchasing Office, 2500 Edgewood Road NW, Cedar Rapids, Iowa 52405 no later than **Tuesday, May 30th, 2023 at 10:00a.m. CST.** **Bids must follow the table formatting below or risk not being included in the final bid review.**

EMAIL: Marked "**Bid – Motor Oil**" in the subject line of the message and emailed to:
bids@crschools.us **10 MB maximum size**

OR

Place bids in an opaque envelope and mail to:

ATTN: Bid – Motor Oil - 2023 - 2024
Mrs. Carissa Jenkins, Manager of Purchasing
Purchasing Department
Cedar Rapids Community School District 2500
Edgewood Rd NW
Cedar Rapids, IA 52405

We are not responsible for late bids due to machine or server malfunction or other technical timeline items. Please plan accordingly. Call 319-558-2321 to confirm receipt if needed.

Questions regarding this bid are due by Tuesday, May 23rd at 10am CST and are to be directed to:

Olivia Pikokivaka, Purchasing Coordinator
Email: opikokivaka@crschools.us

GENERAL CONDITIONS:

1. Trade name listed indicates quality desired and in no way intends to discriminate against any manufacturer.
2. Return one copy of each page showing bid items, giving unit price and total price as requested. Pricing shall be FOB Cedar Rapids Community School District, 2500 Edgewood Rd NW, Cedar Rapids, IA 52405.
3. Orders will be issued on an as needed basis.
4. Quantities are estimated for a calendar year (July 2023 through June 2024). The District does not guarantee that the quantities estimated will be accurate for the upcoming contract period. The District reserves the right to order decreased or increased amounts from those specified. However, the estimates are as accurate as we are able to determine. Actual quantities, whether lesser or greater than estimated, will not affect the prices as bid and accepted for the term of the contract(s).
5. The name of any manufacturer mentioned in the specifications is for the purpose of establishing a minimum acceptable standard of quality desired by the District. On all items bid, the bidder shall clearly indicate the product being bid and, where applicable, shall supply catalog cuts and descriptive literature with the original copy of the bid. It is the sole discretion of the Cedar Rapids Community School District to make the determination if a product will be acceptable as an equivalent.
6. Samples are to be made available, if requested. If requested and a product sample is not provided, the bid will be withdrawn from consideration. Send requested samples to CRCSD - Transportation, 2500 Edgewood Road NW, Cedar Rapids, Iowa 52405.
7. Other tax-supported governmental agencies or departments within the state of Iowa may extend the opportunity to purchase off this bid or proposal with the agreement of the successful vendor(s) and notification to the Purchasing Department, Cedar Rapids Community School District phone 319-558-2321.
8. The District reserves the right to split the award by item as deemed necessary.
9. Bidder will be responsible for picking up returns and recyclables and crediting to the Cedar Rapids Community School District account.
10. Delivery of Motor Oil/Fluids will be twenty-four (24) hours or less after telephone order is placed. Inability to comply with this request may result in cancellation of agreement with the successful bidder(s).
11. Any company that desires not to bid at this time and wishes to remain on the School District mailing list, should notify the Purchasing Manager to that effect. Otherwise, any company not submitting a bid may be removed from the mailing list for types of items listed in this bid.

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52405

May 2023

BID – MOTOR OIL

Will you hold your pricing firm for twelve (12) months for additional orders? Yes No
If no, please state the date you will hold pricing firm through: _____

Product Description	Annual Quantity	Price (per gal)
15W-40 Diesel Oil	900 Gallons (Bulk tank)	\$
10W-30 C-4	10- 55 Gallon Barrels	\$
5W-30	5- 55 Gallon Barrels	\$
Washer Fluid	700 Gallons (Bulk tank)	\$
DEF Fluid	600 Gallon (Bulk tank)	\$
Tube Grease	1 Case	\$
Syn ATF HD Tran Fluid	4- 55 Gallon Barrels	\$
ELC Antifreeze 50/50	3- 55 Gallon Barrels	\$
Mercon LV (Brand Specific)	3- 55 Gallon Barrels	\$
50/50 Preston Commend HD Red antifreeze (Brand Specific)	7- Gallon 55 barrels	\$

Do you collect used oil/filters? Yes No

Waste Oil - \$ _____ Waste Filter - \$ _____

Prepared by:

Company _____

Address _____ City _____ State _____ Zip _____

By _____ Title _____

Phone _____ Date _____