



Iowa Department of Transportation

800 Lincoln Way, Ames, IA 50010

515-239-1310

Fax 515-239-1538

Fax Back Immediately

(This Page Only)

To above fax number, ATTN: Jean Gustafson

Internet Bid Proposal Download Acknowledgement

This form must be faxed back to the Iowa Department of Transportation Purchasing Department so your company can receive any notifications or addendums to this proposal. Sealed bids may not be returned by fax. Sealed bids must be returned using the envelope provided or by attaching the label page provided in this package.

Failure to do so, may be cause to disqualify your bid proposal submission.

Proposal No.: 4349

Proposal Description: OIL - LUBRICATING

Company Name: _____

Contact: _____

Email Address: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Cell Phone: _____

Federal Tax ID: _____

If you have any questions or concerns, please call 515-239-1173 or Email jean.gustafson@dot.iowa.gov

		Date Bids Due 12/2/2009	Time of Bid Opening 1:00 PM	Bid Opening Location Purchasing, Ames, IA	
Proposal Number 4349	Description OIL - LUBRICATING				
Contract to Begin 1/1/2010	Date of Completion 6/30/2010		Proposal Guaranty Amount \$0.00		Liquidated Damages \$0.00
Additional Information Contact Jean Gustafson	E-Mail Address jean.gustafson@dot.iowa.gov		Phone (515) 239-1173		Fax (515) 239-1538
Company Name				Federal Tax ID	
Street Address			City	State	Zip Code
Individual preparing bid (type or print)	E-Mail Address		Phone	Fax	
Will you sell these items/services to political subdivisions within the State of Iowa under the same prices, terms and conditions as specified? <input type="checkbox"/> YES <input type="checkbox"/> NO			Are you a Iowa Targeted Small Business? <input type="checkbox"/> YES <input type="checkbox"/> NO		

GENERAL INFORMATION

This bid package includes the proposal, schedule of prices, standard terms and conditions, supplemental terms, specifications, mailing label and other information you need to prepare your bid. The pages of the document labeled "Bid response" must be typed or completed in ink, signed, and returned in a flat style envelope prior to the bid opening date and time. Please use the furnished mailing label, or indicate on your return bid by marking "Iowa Department of Transportation, proposal number & letting date" on the outside of the return envelope. The bidder may personally deliver, mail, or select a carrier that ensures timely delivery. Faxed bids will not be accepted.

If required, each bid must be accompanied by a proposal guaranty in an accepted form, in the sum indicated above. Refer to the Standard Terms and Conditions for the accepted forms in which the proposal guaranty requirement may be fulfilled. Bids lacking a required proposal guaranty will not be considered for award. If the contractor fails to enter into a formal contract within fifteen (15) days after award is made, the proposal guaranty may be retained by the State.

PROPOSAL STATEMENT

The entire contents of this Proposal, Addendums to the Proposal, Specifications, Supplemental Terms and Conditions, Standard Terms and Conditions, and Schedule of Prices shall become part of the contract.

We promise to enter into a contract within fifteen (15) days after award or forfeit the proposal guaranty furnished herewith.

We promise to furnish all materials, equipment and/or services specified, in the manner and the time prescribed, at prices hereinafter set out.

We certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor, or potential competitor; and that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor.

We certify that all materials, equipment and/or services proposed meet or exceed the specifications and will be supplied in accordance with the entire contents of this proposal.

We promise to complete the contract within the contract period, or pay any liquidated damages, if stipulated, for each calendar day as set forth in the bid documents.

Signed: _____ Date: _____



Schedule Of Prices

Proposal Number 4349

Letting Date

OIL - LUBRICATING

12/2/2009 1:00 PM

Group 1 HEAVY DUTY LUBRICATING OIL

Item	Qty	Price	Unit	Shipping Terms	Stock #
1.1	300	_____	US Quart	FOB:Ames,Iowa	015-019020

OIL LUBRICATING GAS ENGINE SAE 5W-20

QUART BOTTLE

MUST MEET SERVICE DESIGNATION "GF-4/SM"

Does this product qualify as re-refined? _____ Yes* _____ No _____ %

*If yes, please provide documentation.

Brand Bid _____

Product # _____

Item	Qty	Price	Unit	Shipping Terms	Stock #
1.2	7	_____	Drum	FOB:Ames,Iowa	015-019030

OIL LUBRICATING GAS ENGINE SAE 5W-20

30 GALLON DRUM

MUST MEET SERVICE DESIGNATION "GF-4/SM"

Does this product qualify as re-refined? _____ Yes* _____ No _____ %

*If yes, please provide documentation.

Brand Bid _____

Product # _____

Item	Qty	Price	Unit	Shipping Terms	Stock #
1.3	804	_____	US Quart	FOB:Ames,Iowa	015-019050

OIL LUBRICATING GAS ENGINE SAE 5W-30

QUART BOTTLE

MUST MEET SERVICE DESIGNATION "GF-4/SM"

Does this product qualify as re-refined? _____ Yes* _____ No _____ %

*If yes, please provide documentation.

Brand Bid _____

Product # _____

Item	Qty	Price	Unit	Shipping Terms	Stock #
1.4	50	_____	Drum	FOB:Ames,Iowa	015-019100

OIL LUBRICATING GAS ENGINE SAE 5W-30

30 GALLON DRUM

MUST MEET SERVICE DESIGNATION "GF-4/SM"

Does this product qualify as re-refined? _____ Yes* _____ No _____ %

*If yes, please provide documentation.

Brand Bid _____

Product # _____



Schedule Of Prices

Proposal Number 4349

Letting Date

OIL - LUBRICATING

12/2/2009 1:00 PM

Item	Qty	Price	Unit	Shipping Terms	Stock #
1.5	108		US Quart	FOB:Ames,Iowa	015-019225

OIL LUBRICATING GAS ENGINE SAE 10W-30
 QUART BOTTLE
 MUST MEET SERVICE DESIGNATION "GF-4/SM"

Does this product qualify as re-refined? ____ Yes* ____ No ____ %
 *If yes, please provide documentation.

Brand Bid _____

Product # _____

Item	Qty	Price	Unit	Shipping Terms	Stock #
1.6	4		Drum	FOB:Ames,Iowa	015-019230

OIL LUBRICATING GAS ENGINE SAE 10W-30
 30 GALLON DRUM
 MUST MEET SERVICE DESIGNATION "GF-4/SM"

Does this product qualify as re-refined? ____ Yes* ____ No ____ %
 *If yes, please provide documentation.

Brand Bid _____

Product # _____

Item	Qty	Price	Unit	Shipping Terms	Stock #
1.7	230		Drum	FOB:Ames,Iowa	015-019300

OIL LUBRICATING DIESEL ENGINE SAE 15W-40
 55 GALLON DRUM
 MUST MEET SERVICE DESIGNATION "CJ-4/SM"
 MUST BE PREMIUM OIL, MADE FROM GROUP II BASE STOCK, SYNTHETIC BLEND OR PURE
 SYNTHETIC (BASE STOCK COMPOSITION TO BE 100% GROUP II)

Does this product qualify as re-refined? ____ Yes* ____ No ____ %
 *If yes, please provide documentation.

Brand Bid _____

Product # _____

Group 2	HYPOID DIFFERENTIAL OIL
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Schedule Of Prices

Proposal Number 4349

Letting Date

12/2/2009 1:00 PM

OIL - LUBRICATING

Item	Qty	Price	Unit	Shipping Terms	Stock #
2.1	13		Drum	FOB:Ames,Iowa	015-023501

HYPOID DIFFERENTIAL OIL SAE 80W-90
 30 GALLON DRUM
 MUST MEET API SERVICE DESIGNATION "GL-5"

Does this product qualify as re-refined? ____ Yes* ____ No ____ %
 *If yes, please provide documentation.

Brand Bid _____

Product # _____

Group 3	TRANSMISSION DRIVETRAIN OIL
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Item	Qty	Price	Unit	Shipping Terms	Stock #
3.1	13		Carton	FOB:Ames,Iowa	015-018910

TRANSMISSION DRIVETRAIN OIL SAE 10W
 PACKAGING CAN BE: 2/2.5 GAL. JUGS IN CARTON OR A 5 GAL. PAIL
 MUST MEET CATERPILLAR "TO-4" & ALLISON "C-4" SERVICE DESIGNATION.

Does this product qualify as re-refined? ____ Yes* ____ No ____ %
 *If yes, please provide documentation.

Brand Bid _____

Product # _____

Group 4	HOIST OIL
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Item	Qty	Price	Unit	Shipping Terms	Stock #
4.1	8		Drum	FOB:Ames,Iowa	015-017000

OIL HYDRAULIC HOIST SAE 10W 55-GAL/DRUM
 55 GALLON DRUM
 MUST MEET ISO 32/SAE 10W SERVICE DESIGNATION.

Does this product qualify as re-refined? ____ Yes* ____ No ____ %
 *If yes, please provide documentation.

Brand Bid _____

Product # _____

Group 5	TRACTOR FLUID
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Schedule Of Prices

Proposal Number 4349

Letting Date

OIL - LUBRICATING

12/2/2009 1:00 PM

Item	Qty	Price	Unit	Shipping Terms	Stock #
5.1	90	_____	Drum	FOB:Ames,Iowa	015-022851

OIL HYDRAULIC TRANSMISSION FLUID (HTF)
55-GAL.DRUM

55 GALLON DRUM- ****MUST BE DYED TYPICAL AND EXPECTED GREEN COLOR****
LATE MODEL TRACTOR COMBINATION HYDRAULIC/DIFFERENTIAL/SET BRAKE SYSTEMS.
MEETING JOHN DEERE J20C PERFORMANCE SPECIFICATION.

Does this product qualify as re-refined? _____ Yes* _____ No _____ %
*If yes, please provide documentation.

Brand Bid _____

Product # _____

Group 6 AUTOMATIC TRANSMISSION FLUID

Item	Qty	Price	Unit	Shipping Terms	Stock #
6.1	60	_____	US Quart	FOB:Ames,Iowa	015-022700

OIL AUTO TRANS. DEXRON ATF III QT/CAN
QUART BOTTLES *****MUST BE DYED TYPICAL AND EXPECTED RED COLOR *****
MUST MEET OLD DEXRON III/MERCON SPECIFICATIONS.

Brand Bid _____

Product # _____

Item	Qty	Price	Unit	Shipping Terms	Stock #
6.2	45	_____	Drum	FOB:Ames,Iowa	015-022711

OIL AUTO TRANS. DEXRON ATF III 55-GAL/DRUM
55 GALLON DRUM *****MUST BE DYED TYPICAL AND EXPECTED RED COLOR *****
MUST MEET OLD DEXRON III/MERCON SPECIFICATIONS.

Brand Bid _____

Product # _____

Group 7 SYNTHETIC OIL PRODUCTS

Item	Qty	Price	Unit	Shipping Terms	Stock #
7.1	30	_____	Carton	FOB:Ames,Iowa	015-019361

SYNTHETIC TRANSMISSION OIL SAE 50W
PACKAGING CAN BE: 2-2.5 GAL. JUGS IN CARTON OR 5 GAL. PAIL.
FORMULATION MUST BE QUALIFIED AGAINST EATON ROADRANGER AND ROCKWELL
EXTENDED WARRANTY AND EXTENDED DRAIN SPECIFICATIONS.
MUST MEET API "MT-1" SERVICE DESIGNATION.

Brand Bid _____

Product # _____



Schedule Of Prices

Proposal Number 4349

OIL - LUBRICATING

Letting Date

12/2/2009 1:00 PM

Item	Qty	Price	Unit	Shipping Terms	Stock #
7.2	50	_____	Carton	FOB:Ames,Iowa	015-024000

SYNTHETIC DIFFERENTIAL OIL SAE 75W-90

PACKAGING CAN BE: 2-2.5 GAL. JUGS IN CARTON OR 5 GAL. PAIL.
FORMULATION MUST BE QUALIFIED AGAINST EATON ROADRANGER AND ROCKWELL
EXTENDED WARRANTY AND EXTENDED DRAIN SPECIFICATIONS.
MUST MEET API "GL-5" SERVICE DESIGNATION.

Brand Bid _____

Product # _____

I HEREBY CERTIFY THAT THIS PROPOSAL MEETS OR EXCEEDS THE MINIMUM REQUIREMENT INCLUDING SPECIFICATIONS AND ADDENDUMS.

(Please Print)

COMPANY NAME: _____ PHONE: _____ FAX: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____ E-MAIL: _____

SIGNATURE: _____ FED TAX ID: _____

AVAILABILITY AFTER RECEIPT OF P.O. (IN DAYS): _____

I ACKNOWLEDGE RECEIPT OF ADDENDUM NUMBERS: _____

Iowa Department of Transportation

PURCHASING PROPOSAL

Standard Terms and Conditions

Contents of Contract: The entire contents of this proposal shall become a part of the contract or purchase order. In case of a discrepancy between the contents of the contract documents, the following items listed by descending order shall prevail:

- Addendums
- Purchasing Proposal/Schedule of Prices
- Specifications, Plans and Drawings
- Supplemental Terms and Conditions
- Standard Terms and Conditions

For example, if there is a statement in the specifications that contradicts a statement in the Standard Terms and Conditions, the statement in the specifications shall apply.

Preparation of Proposal: All proposals must be completed in every respect and must clearly answer all questions contained in the proposal. Bids must be typed or completed in ink on the forms supplied by the department. **You must sign your bid and seal it in the envelope.** Bids must be received prior to the bid opening date and time. The bidder may personally deliver, mail, or select a carrier that ensures timely delivery

Proposal Guaranty: If required, a proposal guaranty, in the sum listed on the proposal form, can be supplied in one of the following ways: (1) A certified check or credit union certified share draft, cashier's check, or bank draft, drawn on a solvent bank or credit union, may be certified furnished with your bid. Certified checks and certified share drafts shall be drawn and endorsed in the amount indicated. Checks or drafts shall be made payable either to the Iowa Department of Transportation (Iowa DOT) or to the bidder. If payable to the bidder, the check or draft shall be endorsed, without qualifications, to the Iowa DOT by the bidder or his authorized agent. (2) An insurance or surety company may be retained to provide a bond in fulfillment of the proposal guaranty requirement. A properly completed and signed copy of the Proposal Guaranty (Form 131071) must accompany the bid. The Iowa DOT's Proposal Guaranty form must be used, no other forms or formats will be accepted.

Bid Opening: Bid Openings are public and conducted at the Ames complex unless otherwise specified. Proposals received after the time of the bid opening will be returned unopened.

Debarment and Vendor Suspension: By submitting a proposal, the contractor is certifying that it and its Principals and/or subcontractors are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the State of Iowa or any Federal department or agency.

Communications: Questions concerning this proposal should be directed to the Purchasing Agent listed on the Purchasing Proposal. Inquiries can be written, phoned, or faxed. In all cases, written communication will take precedence over verbal communication.

Acceptance/Rejection: The State of Iowa reserves the right to accept or reject any or all bids and to waive irregularities or technicalities, provided such waiver does not substantially change the offer or provide a competitive advantage to any vendor, in the judgement of the Iowa DOT. The Iowa DOT also reserves the right to accept that bid which is deemed to be in the best interests of the state. Any unauthorized changes, additions, or conditional bids including any ties to another bid or proposal or any reservations about accepting an award or entering into a contract, may result in rejection of the bid. Bids must remain available for award for thirty (30) days from date of bid opening.

Method of Award: Award shall be made to the lowest responsible, responsive bidder unless otherwise specified. By virtue of statutory authority preference will be given to products and provisions grown and coal produced within the State of Iowa.

Award Protests: Protests of award recommendations are to be addressed to the Director of Purchasing, and shall be made in accordance with paragraph 761--20.4(6)"e", Iowa Administrative Code.

Bid Results & Disclosure: A bid tabulation will be sent to all responsive bidders with an award recommendation indicated. At the conclusion of the selection process, the contents of all proposals will be placed in the public domain and be open to inspection by interested parties, according to state law. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the proposal.

Contracts: Successful contractor(s) may be sent either a formal Contract or a Notification of Award as confirmation of acceptance and award. Contracts shall be for the term stated on the Proposal and may be extended for additional period(s) under the same terms and conditions upon mutual agreement. The contractor may not assign the contract to another party without written authorization from the Office of Procurement and Distribution.

Pricing and Discount: Unit prices shown on the bid/proposal shall be quoted as the price per unit (e.g., gal., case, each, etc.) as stated on the request. If there is a discrepancy between the unit bid prices, extension, or total amount of bid, the unit prices shall prevail. Unless otherwise indicated, prices shall be firm for the duration of the contract or purchase. Discounts for early payment are allowed, but not considered in award of the contract.

Taxes: Prices quoted shall not include state or federal taxes from which the state is exempt. Exemption certificates will be furnished upon request.

Faxed bids will not be accepted.

Payment Terms: The Iowa DOT will normally pay properly submitted vendor invoices within fifteen (15) days of receipt, providing goods and/or services have been delivered, installed or inspected (if required), and accepted. Invoices presented for payment must be only for quantities received by the Iowa DOT, must reference the purchase order number, and be submitted for processing.

Quality: All material shall be new and of first quality. Items which are used, demonstrators, refurbished, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval by the Iowa DOT.

Recycled Content: The Iowa Code encourages purchase of products and materials with recycled content, including but not limited to paper products, oils, plastic products, compost materials, aggregate, solvents, and rubber products. When bidding recycled items or alternatives, note on your bid the recycled content, if known.

Infringement: Goods shall be delivered free of the rightful claim of any third party by way of infringement. Contractor shall indemnify and save harmless the State of Iowa and the Iowa DOT against all claims for infringement of, and/or royalties claimed under, patents or copyrights on materials and equipment furnished under this bid.

Default: Failure of the contractor to adhere to specified delivery schedules or to promptly replace rejected materials shall render the contractor liable for all costs in excess of the contract price when alternate procurement is necessary. This shall not be the exclusive remedy and the Iowa DOT reserves the right to pursue other remedies available to it by law or under the terms of this contract.

Ames Deliveries: Materials delivered to the Distribution Center's Receiving Section, 800 Lincoln Way, Ames, IA shall be delivered between the hours of 7:30 a.m. and 3:30 p.m. on any day except Saturday, Sunday, or a holiday. For deliveries to locations other than the Distribution Center, the contractor may wish to contact the destination location for available times to deliver, as some Iowa DOT offices and locations work a non-standard work week.

Delivery: Deliveries shall be F.O.B. destination unless otherwise specified. All deliveries shall be accompanied by a packing slip indicated the vendor, quantities shipped, and the purchase order number(s). All delivery charges shall be included in the bid price and paid by the contractor. No collect or C.O.D. deliveries will be accepted. When entering into a contract, the contractor shall notify the freight company that all freight and delivery charges are to be prepaid by the contractor. The Iowa DOT will not be liable for any freight claims or unpaid freight bills arising from this contract.

Applicable Law: The contract shall be governed under the laws of the State of Iowa. The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct. Any legal action relating to the contract shall only be commenced in the Story County, Iowa, District Court or the United States District Court for the Southern District of Iowa.

Administrative Rules: For Additional details on the rules governing the actions of the Office of Procurement and Distribution refer to 761 IAC, Chapter 20, Iowa Administrative Code, entitled "Procurement of Equipment, Materials, Supplies and Services".

Equal Opportunity: Firms submitting bids must be an "Equal Opportunity Employer" as defined in the Civil Rights Act of 1964 and in Iowa Executive Order Number Thirty-four.

Affirmative Action: The contractor (and also subcontractor, vendor, or supplier) is prohibited from engaging in discriminatory employment practices forbidden by federal and state law, executive orders and rules of the Iowa Department of Management, pertaining to equal employment opportunity and affirmative action. Contractor may be required to have on file a copy of their affirmative action program, containing goal and time specifications. Contractors doing business with Iowa in excess of \$5,000 annually and employing 50 or more full time employees may be required to file with the Iowa Department of Management a copy of their affirmative action plan. Failure to fulfill these non-discrimination requirements may cause the contract to be canceled and the contractor declared ineligible for future state contracts or subject to other sanctions as provided by law or rule.

Targeted Small Businesses: The Iowa DOT seeks to provide opportunities for women and/or minority small business enterprises. To apply for certification as an Iowa Targeted Small Business, contact the Iowa Department of Inspection and Appeals (515-281-7357). Contractors shall take documented steps to encourage participation from Targeted Small Businesses for the purpose of subcontracting and supplying of materials.

Interest in Contract: No state or county official or employee, elective or appointive shall be directly or indirectly interested in any contract issued by the Iowa DOT, See Code of Iowa 314.2.

Records Audit: The contractor agrees that the Auditor of the State of Iowa or any authorized representative of the state, and where federal funds are involved, the Comptroller General of the U.S. Government, shall have access to and the right to examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, and records of the contractor relating to orders, invoices, or payments of this contract.

**Iowa Department of Transportation
SUPPLEMENTAL TERMS & CONDITIONS
For
Oil – Lubricating
Proposal No.: 4349
Letting Date: December 2, 2009**

Proposal Guarantee

Proposal guarantee is not required on this proposal.

Additional Information

If any additional information is required to properly evaluate the bid, the bidder shall furnish the requested information within three (3) working days after notification from the Office of Procurement and Distribution.

Ties and Reservations

No ties and reservations by the bidders are permitted on this proposal.

Contract Award

Award will be made for any one group or combination of groups. All items within a group must be bid to be considered for a group award.

Contract Period

The successful bidder will be awarded a six (6) month contract with an option to renew for three (3) additional 6 month periods in 6 month increments. A price adjustment may be allowed on each extension but must not exceed the CPI, PPI, or appropriate index for adjustment. The adjustment must be pre-approved by the Iowa Department of Transportation, Office of Procurement and Distribution, Purchasing Section.

Contract Quantities

Estimated quantity is based on previous purchases. Actual quantities purchased throughout the contract period may vary considerably from estimates.

Purchase Orders

Purchase orders will be issued for items as needed throughout the contract period.

Delivery Location

Material shall be delivered to the Iowa Department of Transportation, Distribution Center, Receiving Department, 800 Lincoln Way, Ames, Iowa 50010.

Delivery Requirements

Delivery shall be no later than 30 calendar days after receipt of order. Materials shipped in full pallet quantities shall be stacked and securely banded and/or shrink wrapped on two or four-way entry pallets measuring 48" x 48". Pallets must be structurally adequate to support the load. Height of merchandise plus the pallet must not exceed 60".

Invoicing & Packing List

Each Packing list and invoice must reflect only the merchandise relating to one purchase order. Multiple orders may be shipped together but each order requires individual invoicing and packing list stating purchase order number.

Material Safety Data Sheets (MSDS)

MSDS sheets must be returned with contract. Contracts will not be valid and no orders will be issued until MSDS sheets are received for each commodity.

Re-refined Oil Preferences

Iowa Code 8A316.2 requires that purchases of lubricating oil and industrial oil be made from the seller whose oil product contains the greatest percentage of recycled (re-refined) oil, unless one of the following circumstances regarding a specific oil product containing recycled (re-refined) oil exists:

- a. The product is not available within a reasonable period of time or in quantities necessary or in container sizes appropriate to meet a state agency's needs.
- b. The product does not meet the performance requirements or standards recommended by the equipment or vehicle manufacturer, including any warranty requirements.
- c. The product is available only at a cost greater than one hundred five percent of the cost of comparable virgin oil products.

Bio-Based Preferences

Iowa Code 8A316.4.a requires the department provide that when purchasing hydraulic fluids, greases, and other industrial lubricants the department or a state agency authorized by the department to directly purchase hydraulic fluids, greases, and other industrial lubricants shall give preference to purchasing bio-based hydraulic fluids, greases, and other industrial lubricants manufactured from soybeans.

Iowa Code 8A316.4.c(1) requires "Bio-based hydraulic fluids, greases, and other industrial lubricants" means the same as defined by the United States Department of Agriculture has not adopted a definition, "bio-based hydraulic fluids, greases, and other industrial lubricants" means hydraulic fluids, greases, and other lubricants containing a minimum of fifty-one percent soybean oil.

**Iowa Department of Transportation
Specifications and Requirements
For
Lubricating Oil**

REQUIRED DOCUMENTS

The successful bidder will be responsible to supply the following documents before an award will be made:

- ISO 9000 Certification documentation.
- A copy of the producers API license and/or trademark use license shall be provided for each exact product proposed.
- A copy of your Product Performance Warranty

The contracting authority will not be responsible for the cost of qualifications required here-in for the right to use API, ILSAC or any other trademarks on all containers allowed by licensing rights.

All engine oil containers **MUST** be marked with the “**API**” and /or “**ILSAC**” service round trademarks on all containers allowed by licensing rights and appropriate SAE viscosity rating.

All differential oil containers **MUST** be marked with the “**API**” Service Designation and “**SAE**” viscosity rating.

REQUIRED DOCUMENTS AND SAMPLES

The successful bidder shall provide the Contracting Authority a Technical Data Sheet or a completed copy of the attached typical properties form and a minimum 1 pint/maximum 1 quart sample for all items recommended for award. The technical data sheets/typical properties forms and samples shall be submitted to the Ames Purchasing Department for each oil before the initial contract shipment is made. The information and samples will not be required for subsequent shipments during the contract period, unless a significant change in formulation is made. Samples of finished oil before shipment are not required. All future tests will be compared to this initial sample. The Iowa DOT reserves the right to perform an audit of quality control & formulation documents at any time with no formal notification to the successful bidder.

METHODS OF TEST

Tests shall be made in accordance with the latest methods adopted by ASTM, when applicable. Inductively Coupled Plasma Spectroscopy (ICP) or Atomic absorption methods will be used to determine metallic elements and monitor additive levels.

INSPECTION

All testing will be done at an independent lab at no cost to the Contracting Authority. The successful bidder shall keep control testing records for each lot of oil throughout the contract period, and these records shall be available to the Contracting Authority upon request. The Contracting Authority reserves the right to inspect, sample and test all batches after delivery to Ames. Oil that is found not meeting the specification requirements must be replaced without cost to the Contracting Authority. Oil shipped out to facilities around the state from the warehouse must be picked up at these locations at no cost to the Contracting Authority. Any equipment damage attributed to the supplier's failure to provide oils and lubricants meeting the specification requirements will be considered the responsibility

of the supplier, as outlined in the supplier's Product Performance Warranty. After notification from the Office of Procurement and Distribution of a problem with product delivered the bidder will have 48 hours to correct the problem.

METHODS OF MEASUREMENT

Volumes shall be determined on the basis of 15.6° C (60° F). Each container shall be filled with the number of U.S. Standard quarts or gallons specified in the contract and marked on the container.

MARKINGS OF CONTAINERS

The label for marking of containers must contain the following information:

- Producers Name and Address
- Exact Product Name/lubricant type and product sales code number.
- SAE viscosity grade
- API and/or ILSAC grade designation service emblem and/or starburst
- Equipment manufacturer's specification compliance list
- Registered trademark product license number(s)
- Lot number and Date of Manufacture
- Quantity of liquid product contained
- Net weight of filled container
- Handling and safety warnings, including NFPA 4-color placard

A sample of labels for all products bid must be submitted with bid for evaluation and acceptance. They will be held for future reference by receiving dept. when checking in orders. A self-adhesive, weatherproof label must be affixed to all 30 and 55 gallon drum heads. Failure to comply with proper labeling will result in shipment rejection and return of material at vendor's expense, and could ultimately result in contract cancellation.

CONTAINERS FOR LIQUID LUBRICANTS

This specification covers the various shipping containers required for liquid petroleum lubricants. The size and type of container shall be as specified for each product.

DETAILED REQUIREMENTS

Drums shall be unlined new steel or unlined properly reconditioned ***(see end of section)** steel and shall have closed heads . New steel drums shall meet requirements of Federal Specification PPP-D-729, 55-gallon, or PPD-D-705, 30-gallon, for Type II, DOT-17E. (Note: Only 55 gallon and 30 gallon capacity drums will be accepted; i.e. no 33 gallon drums filled with 30 gallons of material will be accepted). All drums shall have a 2-inch filler plug, and a ¾-inch vent plug, located diametrically opposite each other, in the head of the drum. The closures shall be provided with cap seals. There shall be no evidence of leaking when the drums are filled.

Drums found leaking at the time of delivery will be returned for replacement of the drum and contents at no cost to the Contracting Authority.

All containers are non-returnable and become the property of the Iowa Department of Transportation. Barrels **will not** be identifiable as belonging to the Iowa Department of Transportation by **any markings (stenciled Stock Numbers, etc.)**.

* RECONDITIONING GUIDELINES:

- Previous contents must have been only lube oils or light petroleum products that can be removed by accepted reconditioning processes.

- Drums that have contained pigmented or odorized products are not acceptable.
- Lacquer linings or inner-coated drums are not acceptable.
- Drums should be reformed, straightening of chimes, to restore integrity and appearance.
- All drums should be cleaned internally by procedures, which include a hot detergent wash, a clean water rinse, and air-drying.
- The interior shall be free of rust, moisture or foreign matter.
- Old paint, rust, labels and other foreign matter must be removed from the drum exterior prior to painting.

REQUIREMENTS FOR RE-REFINED OIL

The Mohawk and Safety Kleen re-refining processes are the only processes to date that produce lubricants which meet American Petroleum Institute standards. This process will be required of all Vendors bidding re-refined base stock oil. Documentation of process must be provided for each product to be considered re-refined. Percent of re-refined content shall be listed on Schedule of Prices where indicated.

VISCOSITY REQUIREMENTS

The oils must meet the following properties for the respective grades.

<u>SAE Viscosity</u>	<u>5W20</u>	<u>5W30</u>	<u>10W30</u>	<u>15W40</u>
Viscosity at 100°C				
Kinematic cSt				
Minimum	8.2	10.3	10.3	14.2
Maximum	9.0	11.3	11.3	15.4
Viscosity Index, minimum	160	155	135	140

Iowa Department of Transportation
Typical Properties (Optional-may provide Technical Data Sheet)
Oil – Lubricating
Proposal No.: 4349
Letting Date: December 2, 2009

TYPICAL PROPERTIES DECLARATION FOR OIL PRODUCT

Vendor Name _____
Oil Product Manufacturer's Company Name _____
Exact Product Name _____
Exact Product Code or Sales Number _____
General Product Description (i.e.: 5w-30 SL engine oil) _____

The following is an analysis of the proposed product to be used for acceptance verification:

SAE Viscosity Grade (J300)	<input type="text"/>
API Service Designation	<input type="text"/>
Viscosity @ 100°C (ASTM D445)	<input type="text"/>
Viscosity @ 40°C (ASTM D445)	<input type="text"/>
Viscosity Index (ASTM D2270)	<input type="text"/>
API Gravity (ASTM D1298)	<input type="text"/>
Pour Point, °F (ASTM D97)	<input type="text"/>
MRV-TP1 Vis, P @ ∞C (ASTM D4684)	<input type="text"/>
Cold Crank Viscosity, P @ ∞C (ASTM D5293)	<input type="text"/>

For Diesel Oil

Sulfated Ash, % wt.	<input type="text"/>
TBN (ASTM D2896)	<input type="text"/>

We certify that the above information is accurate and correct. We understand that the stated product may be independently tested to verify these properties. We understand that future purchases of this product may be tested and compared to these properties.

Signed: _____

Title: _____

Date: _____

Bidder _____

SEALED BID

LETTING DATE: Wednesday, December 02, 2009

PROPOSAL NO: 4349

PROPOSAL DESCRIPTION: OIL - LUBRICATING

Iowa Department of Transportation
PURCHASING - SEALED BID PROPOSAL
800 Lincoln Way
Ames, IA 50010