



**INVITATION FOR BIDS
OIL AND LUBRICANTS
BID #2024-04**

ADDENDUM ONE

June 8, 2023

To All Prospective Bidders:

Please take note that the Lower Pioneer Valley Educational Collaborative is changing the submittal time for the Oil and Lubricants Bid #2024-04 on June 20, 2023 to 11:30 a.m. The submittal due date and time is referenced in the Invitation to Bid, and on Pages 1, 2 and 5 of the Invitation to Bid as June 20, 2023 at 12:30 P.M. The submittal time has been changed to 11:30 a.m. on June 20, 2023. The change is highlighted in yellow on the attached pages.

Attach one copy of this addendum, signed and dated, and return with your bid package by June 20, 2023 at 11:30 a.m.

Authorized Signature

Date:

Company Name:



INVITATION FOR BID

OIL AND LUBRICANTS BID #2024-04

The Lower Pioneer Valley Educational Collaborative (LPVEC) is seeking bids for the purchase of Oil and Lubricants for various size school buses/vehicles.

Bid specifications can be obtained at the Lower Pioneer Valley Educational Collaborative, 174 Brush Hill Avenue, West Springfield, MA after 10:00 a.m. on June 5, 2023 or by calling (413) 735-2200.

Sealed paper bids should be submitted in the format requested to the Lower Pioneer Valley Educational Collaborative, 174 Brush Hill Avenue, West Springfield, MA 01089, marked on the outside lower, left-hand corner of the Bidder's envelope "**Oil and Lubricants Bid #2024-04**" and received no later than ~~12:30 p.m.~~ **11:30 a.m.** on June 20, 2023, at which time bids will be publicly opened via Google Meet conference and recorded. No bid shall be accepted after this deadline.

The LPVEC is exempt from state sales tax and adheres to MGL Chapter 30B bidding requirements.

The LPVEC, acting for the participating school districts and municipalities, reserves the right to waive any informalities in any or all bids or to reject any or all bids, or any portion thereof, as may be in the best interest of the Collaborative and its participants to do so.

Prior to the issuance of a contract or purchase order, the Collaborative reserves the right to request any Bidder to submit appropriate information of Oil and Lubricants as covered in the bid specifications.

GENERAL INFORMATION

1. INTRODUCTION AND PURPOSE

The Lower Pioneer Valley Educational Collaborative (LPVEC), on behalf of its affiliate organization, the Massachusetts Association of School Business Officials – West (Participants), is requesting written proposals on behalf of the Participants for their **School Oil and Lubricant Bid #2024-04**. This solicitation is being conducted in accordance with the provisions of Massachusetts General Laws Chapter 30B, and all contracts must be strictly awarded in accordance with the requirements of this Invitation for Bid. The Collaborative has no discretion under the law to consider bids that fail to comply with those requirements, except for minor informalities.

- 1.1. The LPVEC provides programs and services to its member districts in the areas of career and technical education, special education, and school transportation.
- 1.2. MASBO-West is a professional organization whose membership is comprised of school business officials, superintendents, and other school business personnel from 54 school districts located in Western Massachusetts.
- 1.3. This proposal is intended to cover all interested participating communities, which include, but are not limited to:

Lower Pioneer Valley Educational Collaborative
Pittsfield Public Schools

2. SUBMISSION OF BIDS – INSTRUCTION TO PROPOSERS

- 2.1. **SUBMISSION DEADLINE AND REQUIREMENTS:** The Lower Pioneer Valley Educational Collaborative is requesting Bids from qualified vendors for their **Oil and Lubricant Bid #2024-04**. Bids must be submitted to:

The Lower Pioneer Valley Educational Collaborative
ATTN: Anna Bishop, Director of Finance & Operations
174 Brush Hill Avenue
West Springfield, MA 01089

Sealed bids should be marked on the outside lower, left-hand corner of the Bidder's envelope "**Oil and Lubricant Bid #2024-04**" and submitted no later than ~~12:30 p.m.~~ **11:30 a.m.** June 20, 2023, at which time bids will be publicly opened via Google Meet conference and recorded. No bid shall be accepted after this deadline. No telephone, facsimile, or verbal quotations will be accepted. The LPVEC is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

Additional copies of the Invitation for Bids documents are available upon request.

Each Bidder is responsible for delivery of the Bid. Bids and/or Bid revisions received after the date and time specified will not be considered.



Each Bid must be an original and hard copy, and signed by an authorized member of the Bidder’s company. This member should be the highest-ranking officer at the local level.

Each Bidder must submit with the signed original Bid, one (1) copy of the signed original Bid.

Bidders are hereby notified that issuance of this Invitation for Bid and receipt of responses does not assure that a Bidder will be chosen. LPVEC reserves the right to reject any and all bids. LPVEC reserves the right to waive any of the informalities of this Invitation for Bid, to request additional information from any Bidders, to award without negotiation or discussion, to negotiate with any Bidders, to reject any or all bids or parts of bids, to solicit new bids, or to reject any or all Bidders as it deems in either's best interest.

2.2. KEY DATES:

Specifications Available	10:00 a.m.	June 5, 2023
Question Submittal Deadline	4:00 p.m.	June 9, 2023
Responses due:	12:30 p.m. 11:30 a.m.	June 20, 2023

3. INQUIRIES

Prospective Bidders may request clarification of information contained in the Invitation for Bid. All such requests must be received by the close of business on June 9, 2023. A response to all written requests will be provided two (2) business days after the inquiry deadline. Responses to any request for clarification will be provided in writing to all prospective Bidders who are on record as having received the Invitation for Bid. All inquiries for clarification of information contained in the Invitation for Bid must be submitted on the Bidder Inquiry Form (Submittal Form III) to:

Anna Bishop, Director of Finance & Operations
 Lower Pioneer Valley Educational Collaborative
 174 Brush Hill Avenue
 West Springfield, MA 01089
 Phone: 413-735-2200
 Fax: 413-735-2280
 abishop@lpvec.org

4. CONTRACT TERMS

It is the intention of the Lower Pioneer Valley Educational Collaborative and its Participants to enter into multiple agreements for the purchase of Oil and Lubricant supplies. Participants will enter into their own agreement with the selected vendors. The agreements shall remain in effect until June 30, 2024.

5. GENERAL BID REQUIREMENTS

5.1. All Submittal Forms and addendums, if applicable, are to be submitted with the bid.

- 5.2. **BID SECURITY:** A bid deposit shall be included with this bid in the form of a bid bond, certified check or cashier's check issued by a responsible bank or trust company in the amount of 5% of the contract price made payable to the Lower Pioneer Valley Educational Collaborative as a guarantee of good faith. This amount shall function as Bid Security until such time as contract(s) is/are negotiated between the Lower Pioneer Valley Educational Collaborative and the successful Bidders. It is further clarified that a bid deposit will be required from any one Bidder regardless of the number of bids submitted.
- 5.3. Should any Bidder(s) to whom an award is made fail to enter into contract within fifteen (15) days after receipt of notice of the award, the amount so received from such Bidder(s) shall become the property of the Lower Pioneer Valley Educational Collaborative as liquidated damages to compensate for losses due to delay. The bid securities of all Bidders will be returned within ten (10) days after the bid opening.
- 5.4. **BID FORM:** Must be submitted and signed by duly authorized officer of the Company with authority to secure contracts.
- 5.5. **NON-COLLUSION STATEMENT:** By submitting a bid to LPVEC, Bidder will certify that their offer is in all respects bona fide, fair, and made without collusion or fraud with any person. As used in this section, "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.
- 5.6. **TAX COMPLIANCE CERTIFICATE:** Bidders are further advised that upon signing a contract, the selected vendor must certify that it has complied with any and all laws of The Commonwealth relating to taxes, reporting of employees, and withholding and remitting of child support as required by Mass. Gen. Laws c.62C §49A and the Child Care Act, Stat. 1990, c.521, §7, as amended by Stat 1991, c. 329 as provided in the contract. A vendor's failure to certify compliance with said laws would be cause for LPVEC not to enter into a contract. LPVEC further reserves the right to investigate, at any time prior to its execution of a contract or during the term of a contract, any information indicating that there has been a failure to comply with said laws. If LPVEC determines that any selected vendor has not complied with said laws, it shall decline to enter into a contract and may decline to extend the contract.

6. CONTRACT AWARD

Bids will be publicly opened via Google Meet conference and recorded in the Lower Pioneer Valley Educational Collaborative office at 174 Brush Hill Avenue, West Springfield, Massachusetts, on June 20, 2023 at ~~12:30 p.m.~~ **11:30 a.m.**

The award(s) will be made on a per item basis to the lowest responsive and responsible bidder who meets or exceeds the minimum specifications.

Notice of acceptance of bid, given or mailed, within sixty (60) business days after the opening of bids shall constitute acceptance of any item therein, conditioned on the submission by the successful Bidder of any evidence of ability to perform (satisfactory to the LPVEC), receipt of the successful bidder's Bid Security, Performance Bond, or any other assurances, and execution of the contract by the LPVEC.

The LPVEC reserves the right to accept or reject any and all bids or any item(s) thereof and to award the contract as the LPVEC deems is in it's, and other participants', best interest.