

CITY OF SCRANTON

INVITATION TO BIDDER

SEPARATE SEALED BIDS WILL BE RECEIVED BY THE CITY CONTROLLER FOR THE CITY OF SCRANTON, 2<sup>ND</sup> FLOOR, 340 NORTH WASHINGTON AVENUE, SCRANTON, PA.18503, UNTIL **MONDAY, OCTOBER 18, 2021 AT 10:00 A.M.**, AT WHICH TIME THEY WILL BE READ ALOUD IN CITY COUNCIL CHAMBERS, 2<sup>ND</sup> FLOOR, CITY HALL BY THE BUSINESS ADMINISTRATOR (OR HIS DESIGNEE) FOR THE FOLLOWING:

BULK OIL DELIVERED  
FOR THE PERIOD  
JANUARY 1, 2022 THRU DECEMBER 31, 2022  
AS PER SPECIFICATIONS

ALL BIDS SHALL BE IN ACCORDANCE WITH THE SPECIFICATIONS WHICH MAY BE OBTAINED BY VISITING THE CITY OF SCRANTON WEBSITE AT: [WWW.SCRANTONPA.GOV](http://WWW.SCRANTONPA.GOV) UNDER THE BUSINESS TAB AND OPEN BID OPPURTUNITIES AS LABELED ABOVE. IF YOU INTEND ON SUBMITTING A BID, YOU ARE REQUIRED TO NOTIFY JULIE REED, PURCHASING CLERK FOR THE CITY OF SCRANTON VIA EMAIL AT [JREED@SCRANTONPA.GOV](mailto:JREED@SCRANTONPA.GOV). IF YOU FAIL TO NOTIFY THE PURCHASING CLERK OF YOUR INTENT TO SUBMIT A BID, YOU WILL NOT RECEIVE ANY ADDENDA OR ANSWERS TO ANY QUESTIONS THAT MAY BE SUBMITTED BY OTHER BIDDERS.

EACH BIDDER SHALL ENCLOSE A CASHIER'S CHECK, OR CERTIFIED CHECK OR BID BOND IN THE AMOUNT OF \$ 500.00, AS A GUARANTEE TO KEEP ITS OFFER OPEN UNTIL THE CITY ACCEPTS OR REJECTS SAME AND AS TO THE SUCCESSFUL BIDDER UNTIL THE REQUIRED SURETY BOND IS FURNISHED. PROPOSALS MUST BE TYPEWRITTEN OR WRITTEN LEGIBLY IN BLACK INK. A CASHIER'S CHECK, AND/OR AN OFFICIAL BANK CHECK IS ACCEPTABLE. THE SUCCESSFUL BIDDER, WITH TEN (10) DAYS OF THE NOTIFICATION OF THE AWARD SHALL BE REQUIRED TO FURNISH A SURETY BOND IN THE AMOUNT OF \$1,000.00 AS A GUARANTEE TO FURNISH SERVICES AS SPECIFIED. THE CONTRACT SHALL BE AWARDED TO THE LOWEST, MOST RESPONSIBLE BIDDER; HOWEVER, THE CITY OF SCRANTON RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS OF ANY BID SUBMITTED.

SIX (6) COPIES OF THE BIDS ARE TO BE SUBMITTED TO JOHN MURRAY, CITY CONTROLLER, 340 NORTH WASHINGTON AVE., SCRANTON, PA. 18503. BIDS MUST BE PLAINLY MARKED AND IDENTIFIED AS "BULK OIL 2022" SO AS TO ARRIVE BY THE DATE AND TIME SPECIFIED ABOVE. IF YOU ARE HAND DELIVERING THE BID, YOU MUST CONTACT THE CITY CONTROLLER'S OFFICE AT 570-348-4125 TO COME DOWN AND ACCEPT THE SEALED BID UPON ENTERING CITY HALL. THE PAPER COPY WILL BE THE TIME-STAMPED OFFICIAL SUBMISSION.

ALL BIDS **MUST** BE ACCOMPANIED BY SIGNED AFFIRMATIVE ACTION, NON-SEGREGATED FACILITIES, NON-COLLUSION AND DISCLOSURE FORMS.

LAWRENCE D. WEST  
BUSINESS ADMINISTRATOR

PROPOSAL BLANK

THE UNDERSIGNED HEREBY DECLARES THAT THE UNDERSIGNED HAS CAREFULLY EXAMINED THE ATTACHED BIDDING DOCUMENTS, AND HEREBY PROPOSES TO FURNISH THE CITY OF SCRANTON WITH THE FOLLOWING AS SPECIFIED AND DELINEATED WITHIN THESE DOCUMENTS:

BULK OIL DELIVERED  
FOR THE PERIOD  
JANUARY 1, 2022 THRU DECEMBER 31, 2022  
AS PER SPECIFICATIONS

SEE ATTACHED SHEET  
PRICE PER GALLON

PLEASE INDICATE THE AMOUNT OVER THE WHOLESALE COST OF OIL WHICH THIS AMOUNT REPRESENTS: \$ \_\_\_\_\_.  
NOTE THAT PURSUANT TO THE TERMS OF THIS BID PROPOSAL, THE PRICE/COST OF OIL MAY FLUCTUATE OVER THE TERM OF THIS ONE-YEAR CONTRACT. THE CITY OF SCRANTON REQUIRES, AS A CONDITION OF THIS BID, THAT THE PRICE DIFFERENTIAL STATED ABOVE WILL REMAIN CONSTANT IN RELATION TO THE WHOLESALE COST OF OIL TO THE BIDDER.

ACCOMPANYING THIS BID IS A CERTIFIED CHECK, CASHIER'S CHECK AND/OR BID BOND NUMBER FOR THE AMOUNT OF \$ \_\_\_\_\_, (REPRESENTING 10% OF THE BID, SAID BID TO BE CALCULATED AT THE RATE STATED OVER THE TERM OF THE CONTRACT). AND WILL SERVE AS A GUARANTEE TO KEEP ITS OFFER OPEN UNTIL THE CITY ACCEPTS OR REJECTS THE SAME, AND AS TO THE SUCCESSFUL BIDDER, UNTIL THE REQUIRED SURETY BOND (PERFORMANCE) IS FURNISHED.

IF THE UNDERSIGNED IS AWARDED THE AFOREMENTIONED CONTRACT, IT WILL FURNISH (WITHIN TEN (10) DAYS OF AWARD), A SURETY BOND IN AMOUNT OF 100% OF THE TOTAL CONTRACT IN FAVOR OF THE CITY OF SCRANTON FOR THE AMOUNT OF \$ \_\_\_\_\_.

IT IS THE UNDERSTANDING OF THE UNDERSIGNED THAT THE CITY OF SCRANTON MAY REJECT ANY OR ALL BIDS, OR ANY PORTION OF ANY BID FOR THE ABOVE CONTRACT.

THE UNDERSIGNED GUARANTEES THAT IF IT IS THE SUCCESSFUL BIDDER, AND IS AWARDED THE AFOREMENTIONED CONTRACT, IT WILL DELIVER THE GOODS OR SERVICES WITHIN THE AFOREMENTIONED CONTRACT, IT WILL DELIVER THE GOODS OR SERVICES WITHIN \_\_\_\_\_ OF THE AWARDING OF THE CONTRACT.

\_\_\_\_\_  
PRINT/TYPE NAME OF BIDDER

DATE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF BIDDER

STATE WHETHER INDIVIDUAL  
PARTNERSHIP OR CORPORATION COMPANY NAME: \_\_\_\_\_

\_\_\_\_\_  
ADDRESS: \_\_\_\_\_

IF INCORPORATED, UNDER THE LAWS  
OF WHAT STATE? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
TELEPHONE NO: \_\_\_\_\_

SPECIFICATIONS FOR BULK OIL DELIVERY:

Successful bidder must equal or exceed these specifications.

AW46 275 Gallons or More	\$ _____/per gallon
15-40 Oil 275 Gallons or More 80-	\$ _____/per gallon
90W- Keg- #16 Gallon	\$ _____/per keg
Multi-Vehicle ATF(Synthetic)Transmission Oil or	\$ _____/per gallon
Equivalent	\$ _____/per gallon
5W/30 (Semi-Synthetic) Motor Oil or Equivalent	\$ _____/per gallon
Diesel Exhaust Fluid (DEF) 4000 Gallons or More	\$ _____/per gallon

The price quoted will necessarily fluctuate with the price of oil. Bidder represents that its price will never exceed the differential stated on this bid between the wholesale cost of oil per gallon and the charge to The City of Scranton for a gallon of oil. Bidder understands that this price could go up or down. Each fluctuation must be accompanied by written notice of the wholesale cost of oil from the manufacturer.

**\*\* DUE TO THE NUMEROUS BULK OIL SPECIFICATIONS, THE CONTRACT WILL BE AWARDED ON AN AVERAGE TO LOWEST MOST RESPONSIBLE BIDDER\*\***

## Affirmative Action Certification

During the term of this contract, Bidder agrees as follows:

- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affitmativie action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it, such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with affirmative action certification of this contract or with

any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

- (7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.
- (8) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
- (9) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (10) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Name of Bidder)

BY \_\_\_\_\_

TITLE \_\_\_\_\_

### Certificate of Non-Segregated Facilities

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal sub-contractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Name of Bidder)

BY \_\_\_\_\_

TITLE \_\_\_\_\_

Non-Collusion Affidavit of Prime Bidder

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. He is \_\_\_\_\_  
(Owner, partner, officer, representative or agent)

of \_\_\_\_\_, the Bidder that has submitted the bid;

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.



Non-Collusion Affidavit  
Signature Page

Signed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(TITLE)

MY COMMISSION EXPIRES \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_\_

## Disclosures by Current Contractors

1. Provide the names and titles of all individuals providing professional services to the City of Scranton including advisors and subcontractors, if any. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
  - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton and their position;
  - List the names of any of the above individuals who has been a registered federal or state lobbyist and the date of the most recent renewal/registration.
2. Since January 1, 2011, have any of the individuals identified in paragraph two above been employed by the City of Scranton. If yes, please identify the individual by his/her name and position with the City of Scranton and dates of employment.
3. Since January 1, 2011, has the Contractor employed paid compensation to a third party intermediary, agent, or lobbyist to directly or indirectly communicate with any individual on the list of municipal officials in connection with any transaction or investment involving the Contractor and the City of Scranton. This question does not apply to any officer or employee of the Contractor who is acting within the scope of the Contractor's standard professional duties on behalf of the Contractor including the actual provision of legal, accounting, engineering, real estate, or other professional advice, services or assistance pursuant to its professional services contract with the City of Scranton.
4. Since January 1, 2011 has any agent, officer, director, or employee of the Contractor solicited a third party to make a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made. If yes, please identify the agent, officer, director, or employee who made the solicitation; the individual or individuals who were solicited, and the municipal officers, candidates, political party, or political committee for whom the solicitation was made.
5. Since January 1, 2011, has the contractor made any Contribution to a municipal official or candidate for municipal office in the City of Scranton. If yes, please identify the recipient, the amount, and the date of the contribution.
6. Does the Contractor have a direct financial, commercial, or business relationships with any individual on the List of Municipal Officials. With regard to every municipal official for which the answer is yes, identify that individual and provide a detailed written description of that relationship.
7. Since January 1, 2011, has the Contractor conferred any gift of more than nominal value to any individual on the List of Municipal Officials. A gift includes money, services, loans, travel, and entertainment, at value or discounted value. With regard to every municipal official for which the answer is yes, identify the recipient, the gift, and the date it was conferred.

8. Did the Contractor make political contributions the meet all of the following four criteria: (i) The contribution was made at any time since January 1, 2011; (ii) the contribution was made by an officer, director, executive-level employee, or owner of at least five percent (5%) of the Contractor; (iii) the amount of the contribution was at least \$500.00 in the form of either a single contribution by an officer, director, executive-level employee or owner of at least five percent (5%) or the aggregate of all contributions by all officers, directors, executive-level employees, and owners of at least five percent (5%) and (iv) the contribution was made to a candidate for any public office in the Commonwealth of Pennsylvania or to an individual who holds that office, or to a political committee of a candidate for public office in the Commonwealth of Pennsylvania or of an individual who holds that office. If yes, then the Contractor shall provide the following information: the name and address of the contributor, the contributor's relationship to the Contractor, the name and office or position of each recipient, the amount of the contribution, and the date of the contribution.
  
9. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the Contractor and officials or employees of the City of Scranton. If yes, please provide a detailed written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist.
  
10. Please provide the name(s) and person(s) completing this form. One of the individuals identified by the Contractor in paragraph two must participate in completing this form and must sign the verification statement below.

### VERIFICATION

I, \_\_\_\_\_, hereby state that I am \_\_\_\_\_  
 for \_\_\_\_\_, and am authorized to make this verification.

I verify that the facts set forth in the foregoing Act 44 Disclosure Form for entities providing professional services to the City of Scranton are true and correct to the best of my knowledge, information, and belief. I understand that false statements herein are made subject to penalties of 18 P.A.C.S section 4904 relating to unsworn falsification to authorities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_