



Washoe County Purchasing Department
Post Office Box 11130
Reno, Nevada 89520-0027
Phone (775) 328-2280 Fax (775) 328-3696
www.co.washoe.nv.us



"Dedicated to Excellence in Public Service"

WASHOE COUNTY INVITATION TO BID NO. 2651-08

SAFETY INSPECTION/LUBE FLEET SERVICE

Released Wednesday May 28, 2008
By Michael E. Burdett Buyer

BID MUST BE SUBMITTED ON THIS Bid FORM
Sealed bids will be accepted until 2:00 p.m., Wednesday,
June 18, 2008 at the Washoe County Purchasing Department,
1001 E. Ninth St., Bldg. C, Rm C200, Reno, NV 89512-2845

A handwritten signature in black ink, appearing to read "John L. Balentine".

John L. Balentine, C.P.M.; CPP
Purchasing and Contracts Administrator

TABLE OF CONTENTS

1.	SCOPE AND INTENT	2
2.	BID RECEIPT AND OPENING TIME.....	2
3.	PREPARATION OF BID.....	2
4.	SUBMISSION OF BID.....	3
5.	LATE BID	4
6.	WITHDRAWAL OF BID	4
7.	NO BID	4
8.	DISCOUNTS	5
9.	TAX EXEMPTION	5
10.	AWARD OF BID	5
11.	JOINDER PROVISION.....	6
12.	BID PREPARATION/RESPONSE.....	6
13.	DELIVERY	6
15.	IMPLIED WARRANTIES	8
16.	EXCEPTIONS TO SPECIFICATIONS.....	8
17.	BID EVALUATION	8
18.	PROTEST OF SPECIFICATIONS OR CONTRACT TERMS.....	9
19.	DISCLOSURE OF PRINCIPALS.....	9
20.	OPEN MEETING LAW.....	9
21.	DEFAULT	9
22.	APPEAL BY UNSUCCESSFUL BIDDER.....	9
23.	DESCRIPTIVE LITERATURE.....	10
24.	SPECIFICATIONS.....	10
25.	BID SCHEDULE	11
29.	DISCLOSURE OF PRINCIPALS.....	13
30.	CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS.....	14
31.	OPTIONAL BID SURVEY.....	15
32.	PM-A SERVICE CHECKLIST.....	ATTACHMENT A
33.	ENGINE OIL SPECIFICATION SHEET.....	ATTACHMENT B
34.	ENGINE OIL MSDS SHEET.....	ATTACHMENT C

Firm Name _____

1. SCOPE AND INTENT

The Equipment Services Division of the Washoe County Public Works Department is seeking to establish an agreement for delivery of Equipment Services' Safety Inspection and Lube Service as is described on the PM-A checklist provided in attachment A on certain designated fleet vehicles. The requested unit's service should conform to the technical specifications provided [#24 SPECIFICATIONS], and be suitable for continuous use by the Equipment Services Division.

1.1. Washoe County reserves the right to add vehicles as needed to the Safety Inspection and Lube Services agreement with the successful proposer through June 30, 2009 provided there is no increase in pricing.

1.2. Washoe County requires that services listed on the PM-A service checklist [#24 SPECIFICATIONS] will be completed only by ASE Certified Technicians with current ASE certification in brakes, steering and suspension.

1.3. Washoe County is required to use recycled oil, therefore the engine oil must be Inter-State Ultra motor oil or a County approved equal. (see attachment B for oil specifications and Material Safety Data Sheet)

1.4. Washoe County reserves the right to inspect the maintenance facility of all bidders to verify that it has the necessary capacity, safety equipment, certified lifts, etc. to perform the service being requested.

2. BID RECEIPT AND OPENING TIME

It is mandatory that bids be *signed by a duly authorized representative of the firm*, and be received and time-stamped in the Washoe County Purchasing Department not later than **2:00 p.m., Wednesday, June 18, 2008.**

2.1. Late bids shall be disqualified from consideration.

2.2. Sealed bids shall be opened in the Washoe County Purchasing Department at 2:15 p.m. Wednesday, June 18, 2008.

3. PREPARATION OF BID

Bidder shall examine all drawings, specifications, attachments, special instructions, and terms and conditions of the bid. Failure to do so will be at the bidder's risk.

Firm Name _____

- 3.1. Any irregularities or lack of clarity in the bid should be brought to the attention of the Washoe County Purchasing Department for correction or clarification.
- 3.2. Any addenda issued shall forthwith become an integral part of the bid. Bidder shall be required to acknowledge receipt of same by signing and returning the addenda with the original bid document.
- 3.3. Bidder shall furnish the required information typed or written in ink.
- 3.4. Erasures or other changes must be initialed in ink by the person signing the bid.
- 3.5. In the space provided on the bid schedule, a duly authorized representative of the proposing firm shall sign the bid document.
- 3.6. Bidder shall proofread his bid carefully for errors.
- 3.7. In the event of a difference between written words and figures, the amount stated in written words shall govern.
- 3.8. In the event of a difference between a unit price and the extended price, the unit price shall govern.
- 3.9. All equipment or supplies offered shall be new, currently in production, and of the manufacturer's latest design. No used or refurbished equipment will be accepted.
- 3.10. Technical specifications contained herein shall be considered as minimum requirements. Should the manufacturer's current published data or specifications exceed these, they shall be considered minimum and be furnished by the bidder. A bidder deviating from the specifications must specify any and all exceptions. Failure to note exceptions shall be interpreted to convey that the proposer will perform in the manner described and/or specified in this bid solicitation.
- 3.11. Alternate bid proposals shall be considered provided said alternative(s) are fully described and accompanied by brochures, literature, specifications or a combination thereof. Washoe County's decision with respect to equality shall be final.

4. **SUBMISSION OF BID**

Proposer shall sign and return the **ENTIRE BID DOCUMENT**.

4.1. Bid's and addenda thereto shall be enclosed in a sealed envelope addressed to the Washoe County Purchasing Department, 1001 E. Ninth Street, Building C Room C-200, Reno, Nevada 89512-2845. *Bid envelope must indicate name and address of bidder, Bid number, and opening date.*

4.2. In order for a bid to be considered it shall be mandatory that the bid document be received and time-stamped in the Washoe County Purchasing Department no later than the receiving time specified in the bid document.

Firm Name _____

4.3. Washoe County assumes no responsibility for errant delivery of bids, including those relegated to a courier agent who fails to deliver in accordance with the time and receiving point specified.

4.4. Washoe County shall not be responsible for the premature opening of a bid that is not properly addressed or identified.

4.5. A bid submitted by telephone, telegraphic notice, or facsimile will not be accepted.

4.6. Prices offered shall only be considered if they are provided in the appropriate space(s) on the bid schedule. For consideration, any additions or deductions to the bid prices offered must be shown under the exceptions section of the bid. Extraneous numbers, prices, comments etc., appearing elsewhere on the bid shall be deemed to have no effect on the prices offered in the designated locations.

4.7. When a bid surety is required, such surety shall be acceptable only in the form of a bid bond, certified check, or cashier's check in the amount stated. The surety must accompany the bid. After award of bid by the Board of County Commissioners, the bid surety of the unsuccessful bid shall be returned. The surety of the successful bidder shall be retained until satisfactory performance has been rendered.

4.8. Washoe County shall provide a copy of the bid results to those proposers requesting such, provided that a stamped, self-addressed envelope is included with the bidder's response.

5. LATE BID

A bid received after the receiving time specified shall be rejected.

5.1. BIDDERS NOTE THAT THE RECEIVING TIME IS DIFFERENT FROM THE OPENING TIME.

6. WITHDRAWAL OF BID

A bid may be withdrawn by written or telegraphic notice, provided such notice is received prior to the date and time set for the bid opening.

6.1. A request for withdrawal of a bid received after the scheduled bid opening will not be considered.

7. NO BID

In the event the bidder chooses not to bid on the Invitation, indicate "NO BID" on the face of the return envelope or Bid Schedule Page of the bid document, affix firm name and address and return it according to the instructions in section 4, "Submission of Bid," above.

Firm Name _____

8. DISCOUNTS

Prompt payment discounts shall be included in bid evaluation ONLY if discount period offered is twenty (20) or more days.

8.1 Discount period will be computed from the date of completed delivery/performance or from the date the correct invoice is received by Comptroller, if later than the delivery date. For the purpose of earning discounts, payment is deemed to be made on the date on the County warrant

9. TAX EXEMPTION

Washoe County is exempt from Nevada State Sales Tax by act of the Nevada State Legislature, NRS 372.325, which exempts all local governments within the State of Nevada. Washoe County is also exempt from Federal Excise Tax. Washoe County's exemption certificate number is 88730007K, under Chapter 32 of the Internal Revenue Code.

10. AWARD OF BID

Award of bid shall be made on the basis of the bid that is most advantageous to Washoe County. In all instances, the decision rendered by the Board of County Commissioners shall be final.

10.1. Washoe County reserves the right to reject any or all bids per NRS 332.075, and to waive any informalities or irregularities.

10.2. Washoe County reserves the right to hold bids for a period of ninety (90) days from date of opening before awarding or rejecting said bids.

10.3. Severability exists with regard to acceptance or rejection of any item, group of items, or section unless bidder has stipulated specific limitations.

10.4. A purchase order and/or contract issued to the successful bidder shall be considered sufficient notification of the award of bid.

10.5. It is understood that the successful proposer shall consider this bid an open end contract for all items offered. In the event the Washoe County Equipment Service requires additional items or replacement items, it is understood that the successful bidder agrees to furnish items as per the terms of this bid from the date of award through the completion of this contract.

10.6. Fiscal Funding Out Clause: Washoe County reasonably believes that funds can be obtained sufficiently to make all payments during the term of this contract.

Firm Name _____

However, if sufficient funds are not allocated to continue the renting or purchasing of the products and/or service, this contract may be terminated when appropriated funds expire.

10.7. The resulting agreement with the successful proposer shall not be assigned to any other person or entity without the consent of Washoe County. Requests for assignment shall be submitted, in writing, to the Purchasing and Contracts Administrator.

11. JOINDER PROVISION

In accordance with the provisions of NRS 332.195, certain other public entities may participate in this joinder procedure for equipment as described herein.

11.1. Each participating entity shall execute agreements for the required service in accordance with the procedures of the Accounting and Purchasing Departments of the public entities involved.

11.2. Within the scope of this Invitation to BID, Washoe County shall be held harmless in any and all transactions between the bidder and the other participating governmental entities.

11.3. The bidder shall acknowledge the joinder process and shall acknowledge Washoe County as the situs of the bid procedure.

12. BID PREPARATION/RESPONSE

Bidder shall sign and return all pages of this bid. Pricing offered shall include all delivery and installation charges and shall be exclusive of Federal, State and local government taxes.

12.1. Detailed specifications and/or product literature shall be submitted in duplicate with bid response.

13. DELIVERY

In space provided on bid schedule, proposers shall indicate the total delivery time for all services required after receipt of vehicle, not to exceed 90 minutes (not inclusive of any approved additional items as defined in section 13.2). Successful bidder shall be expected to adhere to delivery time stated, to maintain status with the County as a responsible bidder

13.1. The successful bidder will be responsible for completion of all inspections per the supplied Washoe County PM-A checklist and installation of engine oil

Firm Name _____

filter and engine oil per the vehicle manufacturer's specification. This will include the removal of all residual fluids or other materials and disposal in accordance with all applicable requirements.

13.2. Replacement of non-safety related parts will not be performed without written approval by an authorized representative of Equipment Services. Contact information will be provided to the successful bidder.

13.3. The County reserves the right to inspect any replaced part upon request and to be informed of the manufacturer's make and model of the part/parts being replaced to insure compliance with County standards. If the inspected part does not meet the County's criteria for replacement, the County will not be responsible for the cost of the new part.

13.4. Each vehicle scheduled for service will be assigned a work order number issued by Equipment Services. This number must be referenced on all service provider's documentation, including all invoices and statements. Upon completion of each service, the provider will fax a copy of their completed work order to the authorized representative of Equipment Services.

13.5. Should the services be improperly or unsatisfactorily performed, the successful proposer shall provide the services again and as required, at the successful proposer's sole expense.

13.6. In the event that the successful bidder fails to deliver the product and/or service in accordance with the terms and conditions of the bid, Washoe County shall have the option to either terminate the contract or temporarily procure the product and/or service from another supplier. If the product and/or service are procured from another supplier, the successful bidder shall pay Washoe County any difference between the bid price and the price paid to the other supplier.

13.7. The successful bidder shall replace, at their expense, damaged or defective parts or service within fourteen (14) calendar days after notice. This shall include any associated costs. Failure to do so will cause such service to be procured from another supplier. If the service is procured from another supplier, the successful bidder shall pay the Washoe County any difference between the bid price and the price paid to the other supplier.

13.8. Delivery time for the service shall be a consideration in the bid evaluation and recommendation for award process

14. WARRANTY REQUIREMENTS

Firm Name _____

In the space provided on the bid schedule, bidders shall indicate the nature and duration of the warranty on the service offered.

14.1. At time of delivery of bid, successful bidder shall deliver written warranties to:

Washoe County Purchasing
1001 E. Ninth Street,
Building C, Room C200
Reno NV 89512-2845

15. IMPLIED WARRANTIES

All implied warranties of merchantability and "fitness for a particular purpose" shall survive the warranty period.

16. EXCEPTIONS TO SPECIFICATIONS

In the space provided in Section 28 bidders shall note whether they comply or take exception to any of the specifications. In addition, in the space provided on the bid schedule, bidders shall indicate any exceptions with the terms and conditions of the bid, and may clarify any exceptions taken with bid specifications. Please identify specification number or bid section for which exceptions are taken. Submittal of a specification sheet alone shall not be considered sufficient notification of exceptions.

16.1. Failure to note compliance or exception in the spaces provided in Section 28 and on the BID Schedule if related to other terms and conditions of bid shall be evidence of the bidder's intent to perform in the manner described and/or specified in this bid.

16.2. Washoe County reserves the right to accept or reject any or all alternatives or exceptions offered, based solely on the value of said alternatives or exceptions to Washoe County.

17. BID EVALUATION

BID evaluation shall be based on the following factors; but other factors shall be considered if need shall arise during the evaluation process:

17.1. Ability to meet specifications;

17.2. Cost of Service as specified;

17.3. Maintenance capability and costs;

Firm Name _____

17.4. Warranty offered; and

17.5. Delivery schedule.

18. PROTEST OF SPECIFICATIONS OR CONTRACT TERMS

A bidder who believes bid specifications are unnecessarily restrictive or limit competition may submit a protest, in writing to the Washoe County Purchasing Department.

If time allows, the Purchasing Department will promptly respond in writing to each written protest, and where appropriate, issue all revisions, substitutions, or clarifications via addenda. Protests of technical or contractual requirements shall include the reason for the protest, supported by documented factual information, and any proposed changes to the requirements.

19. DISCLOSURE OF PRINCIPALS

Bidders shall complete and return with their bid response, the single copy of the form entitled "Disclosure of Principals" located in Section 29 of this Invitation to Bid.

20. OPEN MEETING LAW

NRS 241 provides that public business shall be conducted in open meeting. The office of the Washoe County District Attorney shall defend challenges to any resultant award.

21. DEFAULT

In case of default by the successful bidder, Washoe County may purchase the Service from another source and hold the defaulting bidder responsible for any excess cost occasioned thereby, assess a penalty equal to five (5) percent of the total bid price, commence with proceedings against any surety and/or performance bond held in conjunction with the bid, debar the bidder for a period of not less than one (1) year or more than five (5) years, and/or pursue other applicable legal remedies.

22. APPEAL BY UNSUCCESSFUL BIDDER

Any unsuccessful bidder may appeal a pending bid award prior to award by Washoe County. The appellant must:

Firm Name _____

- 22.1. Submit a written protest to the Purchasing and Contracts Administrator within five workdays after the bid recommendation for award has been posted to www.demandstar.com.
- 22.2. Describe, in the written protest, the issues to be addressed on appeal.
- 22.3. Post, with the written protest, a bond with good and solvent surety authorized to do business in this state or submit other security in a form approved by Washoe County, who will hold the bond or other security until a determination is made on the appeal.
- 22.4. Post the bond or other security in the amount of 25% of the total dollar value of appellant's bid, up to a maximum bond or other security amount of \$250,000.
- 22.5. Not seek any type of judicial intervention until Washoe County has rendered its final decision on the protest.
- 22.6. Washoe County will stay any award actions until after the Purchasing and Contracts Administrator has responded in writing to the protest. If the appellant is not satisfied with the response, appellant may then protest to the Washoe County Board of Commissioners, who will render a final decision for the County. No bid protests will be heard by the Board of Commissioners unless the bidder has followed the appeal process.
- 22.7. If an appeal is granted, the full amount of the posted bond will be returned to the appellant. If the appeal is denied or not upheld, a claim may be made against the bond for expenses suffered by the County because of the unsuccessful appeal.
- 22.8. Washoe County is not liable for any costs, expenses, attorney's fees, and loss of income or other damages sustained by the appellant in a bid process.

23. DESCRIPTIVE LITERATURE

All bids shall be submitted with two (2) copies of manufacturer's current literature and/or drawings and specifications for the services requested.

24. SPECIFICATIONS

SEE ATTACHMENT "A" PM-A CHECKLIST ITEMS

Firm Name _____

25. BID SCHEDULE

**1. COMPLETE SERVICE WITH WASHOE COUNTY PM-A SERVICE [28 ITEMS
PERFORMED BY ASE CERTIFIED TECHNICIANS AS IDENTIFIED ON
ATTACHEMENT A]:**

A) TOTAL PER SEDAN PER SERVICE \$ _____
(Based on 20 or less vehicles per month)

ADDITIONAL COST, IF APPLICABLE, FOR PICK-UPS, VANS or SUV's
\$ _____
(Based on 20 or less vehicles per month)

B) TOTAL PER SEDAN PER SERVICE \$ _____
(Based on more than 20 vehicles per month)

ADDITIONAL COST, IF APPLICABLE, FOR PICK-UPS, VANS or SUV's
\$ _____
(Based on more than 20 vehicles per month)

TIME REQUIRED TO COMPLETE WASHOE COUNTY PM-A SERVICE AFTER VEHICLE
HAS BEEN DELIVERED TO YOUR SHOP: _____ MINUTES

OPTION:

**2. COMPLETE SERVICE WITH YOUR COMPANY'S PREMIER OIL CHANGE
SERVICE [IE JIFFY LUBE "SIGNATURE SERVICE" OIL CHANGE.]:**

A) TOTAL PER SEDAN PER SERVICE \$ _____
(Based on 20 or less vehicles per month)

ADDITIONAL COST, IF APPLICABLE, FOR PICK-UPS, VANS or SUV's
\$ _____
(Based on 20 or less vehicles per month)

B) TOTAL PER SEDAN PER SERVICE \$ _____
(Based on more than 20 vehicles per month)

ADDITIONAL COST, IF APPLICABLE, FOR PICK-UPS, VANS or SUV's
\$ _____
(Based on more than 20 vehicles per month)

Firm Name _____

TIME REQUIRED TO COMPLETE SERVICE WITH YOUR COMPANY'S PREMIER OIL CHANGE SERVICE IE JIFFY LUBE "SIGNATURE SERVICE" OIL CHANGE AFTER VEHICLE HAS DELIVERED TO YOUR SHOP: _____ MINUTES

Will the above work be performed with ASE certified technicians? Yes ___ No ___.
If no, please explain.

26. **MINORITY STATUS:** Has this firm been certified as a minority, women or disadvantaged business enterprise by any governmental agency? ___Yes No ___ If yes, please specify government agency: _____

Date of certification: _____

The above information is for information only. Washoe County encourages minority business participation, however no preferences shall be given.

27. **BUSINESS LICENSE:** Please indicate your business license number, jurisdiction and effective dates: _____

28. **CUSTOMER REFERENCES:**

Contact Name	Company	Telephone Number	Fax Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

29. **EXCEPTIONS:** Are there exceptions to any of the terms, conditions or specifications contained in this Invitation to Bid? ___Yes No___. Bidders shall indicate whether they comply or take exception with each item of the specifications. If exception is taken, please indicate the nature of the exception on the specification sheet and/or in the space provided below. Attach additional sheet(s) if necessary. For consideration bidders shall reference specific section and paragraph numbers.

Firm Name _____

Firm Name _____	In compliance with this "Invitation to Bid" and subject to all the Terms and Conditions thereof, the undersigned offers and agrees, if this bid is accepted to furnish any and all goods or services described herein at the prices, terms and delivery stated.
Address _____	
City _____	
State _____ Zip Code _____	
Telephone _____ Area Code _____	
Delivery shall be ___ calendar days after receipt of order.	
Terms ___ % ___ Days	
Bidder's Federal Tax I.D. # _____	Signed _____
	Print Name _____
	Print Title _____

30. DISCLOSURE OF PRINCIPALS

(Please print or type)

_____ COMPANY NAME	_____ TELEPHONE NUMBER W/AREA CODE
_____ STREET ADDRESS	_____ FAX NUMBER W/AREA CODE
_____ CITY, STATE AND ZIP CODE	_____ FEDERAL TAX I.D. NUMBER

NAMES OF OFFICERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

_____ NAME	_____ OFFICIAL CAPACITY
_____ STREET ADDRESS	_____ CITY, STATE AND ZIP CODE
_____ NAME	_____ OFFICIAL CAPACITY
_____ STREET ADDRESS	_____ CITY, STATE AND ZIP CODE
_____ NAME	_____ OFFICIAL CAPACITY
_____ STREET ADDRESS	_____ CITY, STATE AND ZIP CODE
_____ NAME	_____ OFFICIAL CAPACITY
_____ STREET ADDRESS	_____ CITY, STATE AND ZIP CODE

Firm Name _____

NAME

OFFICIAL CAPACITY

STREET ADDRESS

CITY, STATE AND ZIP CODE

IF FURTHER SPACE IS REQUIRED, PLEASE ATTACH ADDITIONAL SHEET(S)

31. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective supplier, _____ certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- (d) Have not within a three-year period preceding this application/bid had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this bid or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of authorized Representative

Signature of Authorized Representative

Date

Firm Name _____

I am unable to certify to the above statement. My explanation is attached.

Signature _____ Date _____

32. OPTIONAL BID SURVEY

In order to better evaluate the quality of our Invitations to Bid we are requesting that you take a few minutes to complete this supplier survey. Its sole purpose is to gauge the effectiveness and clarity with which Washoe County describes their terms, conditions, and requirements.

Please rate the following on a scale of 1 to 5. A score of 1 indicates that you strongly disagree. A score of 5 indicates that you completely agree. Please circle or line through your choice.

- The amount of time provided to respond to the Invitation to Bid was sufficient. 1 2 3 4 5
- Bid requirements were clearly stated and easy to understand 1 2 3 4 5
- The specifications were fair and impartial (with respect to any specific supplier or manufacturer) 1 2 3 4 5
- Bid terms and conditions were clearly stated and easy to understand 1 2 3 4 5
- Bid evaluation criteria were clearly stated and easy to understand 1 2 3 4 5
- The bid document was well organized and easy to follow 1 2 3 4 5
- Overall, I am satisfied with the Invitation to Bid 1 2 3 4 5

Additional Questions:

How did you hear about the bid? _____

How did you receive the bid document? Online ___ Mail ___ Fax ___ Pickup ___ Other _____

In what ways could the Invitation to Bid be improved (or other comments)?
(Use back of page for additional space)

Thank you in advance for taking the time to complete this survey.

Firm Name _____

Firm Name _____

PM A Service Checklist

Task ID	Description	Add'l work required (check one)		Note additional work required, safety issues, type and quantity of fluid added, etc. Use attached comment sheet if additional space is required.
		Yes	No	
PM A	A - Service			
	Change engine oil, replace oil filter, refill to manufactures specs			
	Reset oil life system if applicable, install updated PM service sticker			
	Completion of all items listed below			
P01	Heating & A/C Ventilation System			
	Inspect heater & A/C components for proper operation			
P02	Cab Fixtures			
	Inspect seat cushion, window lifts, door latches and restraint system components for proper operation			
P03	Instruments & Gauges			
	Inspect all gauges and warning lights for proper operation			
P04	Glass Inspection			
	Inspect glass for breakage and damage			
	Inspect windshield wipers, windshield washer fluid level			
P05	Air Conditioning			
	Inspect air conditioning for proper operation and record cooling temp			
P06	Cab Metal			
	Inspect exterior body for any loose or damage components			
P07	Mounted Body			
	Inspect exterior mounted body for any loose or damage components			
P11	Front Axel			
	Inspect front axel for leaks and proper fill level			
	Inspect axel boots and wheel bearings			
P12	Rear Axel			
	Inspect rear axel for leaks and proper fill level			
	Inspect all differential vents			
P13	Brake Inspection (requires removal of wheels)			
	Inspect brake system; including brake lines and hoses, pads, calipers, wheel cylinders, rotors and drums, parking brake			
	Inspect brake master cylinder for proper fluid and fluid level, record brake thickness			
P14	Frame and Undercarriage			
	Inspect frame and undercarriage for any loose or damaged components			
P15	Inspect Steering			
	Inspect steering components and power steering fluid reservoir for proper fluid level			
	Inspect steering stabilizers, ball joints, and ball studs.			
	Inspect tie rod ends, drag links, and steering box			
P16	Inspect Suspension			
	Inspect suspension components for leaks or damage			
	Inspect shocks, struts, control arms and bushings			

PM A Service Checklist

Task ID	Description	Add'l work required (check one)		Note additional work required, safety issues, type and quantity of fluid added, etc. Use attached comment sheet if additional space is required.
		Yes	No	
P17	Tires Inspect tires, check for proper inflation and tire wear, rotate			
P26	Transmission Inspect transmission for leaks, proper operation, electrical connections and proper fluid level			
P28	Transfer case Inspect transfer case for leaks, proper operation, and proper fluid level			
P31	Charging System Inspect charging system and components for proper operation			
P32	Cranking System Inspect starter and components for proper operation			
P33	Lighting System Inspect all interior and exterior lighting Inspect all emergency lighting for proper operation			
P35	Battery Inspect battery and components for clean contacts, fill with distilled water if applicable, and check for proper operation			
P41	Air Intake System Inspect and clean air cleaner element Inspect air intake system and record filter minder reading if available			
P42	Cooling System Inspect radiator and components for leaks Inspect for proper coolant level and record freeze point Inspect water pump, bearings, belts and hoses			
P43	Exhaust System Inspect exhaust system for loose or damage components			
P44	Fuel System Inspect fuel system for leaks or damage			
P45	Power Plant Inspect engine for leaks and proper operation			
P47	Belts and Hoses Inspect all belts hoses for leaks and condition			
P94	Lubricate All Grease Fittings Inspect all grease fittings, replace broken or clogged fittings, add lube if needed			

[The page contains several columns of extremely faint, illegible text, likely bleed-through from the reverse side of the document. The text is too light to transcribe accurately.]

BID 2651-08 Attachment B Recycled Oil Specification Sheet

COAST ULTRA MOTOR OILS

COAST ULTRA MOTOR OILS are specifically formulated premium quality re-refined oils meeting the most demanding lubrication requirements for virtually all diesel and gasoline engines. Coast Ultra Engine Oils provide flow at low temperatures, high viscosity for high temperatures, superior detergent/ dispersant additives, and friction reducing properties to promote superior engine life and performance.

TYPICAL TEST DATA

SAE GRADE	5w30	10w30	10w40	20w50@	30	40 @
APPEARANCE	Pale	Pale	Pale	Pale	Pale	Pale
GRAVITY API	32	31	29.2	29.6	27.2	26.8
FLASH COC, °F	410	410	420	435	430	460
POUR PT, °F	-38	-35	-35	-26	0	15
VISCOSITY						
CST AT 100C	10.4	10.4	14.5	18	11.3	14.4
CST AT 40C	63	68	99	163	96	135
CP AT -20C-CCV		3000	3200			
CP AT -10C-CCV				4300		
CP AT -25C-CCV	3200					
VISCOSITY INDEX	160	145	160	130	105	108
%RECYCLED RE-REFINED	78	75	74	70	75	64

APPLICATIONS: Formulated to meet or exceed industry requirements.

API Service Classifications SM- 5W-30, 10W-30, 10W-40

ILSAC Oil Specification GF-4-5w30 10W-30

Energy Conserving 5W-30, 10W-30

@ SAE 40 API- CF, CG-4, CH-4

@ SAE 20W-50 API SL

Manufacturers Performance Requirements: Ford ESE-M2C153-C (SAE 5w30, 10w-30),

Nissan Ka 24e, WSS- M2C153- F (SAE 5w-30, 10w-30)

General Motors GM 9986125 (SAE 5w30) GM 9986126 (SAE 10w30)

DISPOSAL: Used oil must be handled with caution and should be sent for recycling.

CERTIFICATION: Coast Ultra Motor Oils contain by volume re-refined base oil that will meet government requirements for the affirmative purchase of lubricating products (Coast 20W-50@ & 40@)
Does not meet California State Agency buy Recycled.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY

PHYSICAL CHEMISTRY

1. The following data were obtained for the reaction of hydrogen peroxide with iodide ion in the presence of ceric sulfate as a catalyst. The reaction is first order in hydrogen peroxide and first order in ceric sulfate. The rate of reaction is independent of the concentration of iodide ion.

[H ₂ O ₂] (M)	[Ce ^{IV}] (M)	[I ⁻] (M)	Rate (M s ⁻¹)
0.010	0.001	0.010	1.0 × 10 ⁻⁴
0.020	0.001	0.010	2.0 × 10 ⁻⁴
0.010	0.002	0.010	2.0 × 10 ⁻⁴
0.010	0.001	0.020	1.0 × 10 ⁻⁴
0.010	0.001	0.040	1.0 × 10 ⁻⁴
0.010	0.001	0.080	1.0 × 10 ⁻⁴
0.010	0.001	0.160	1.0 × 10 ⁻⁴
0.010	0.001	0.320	1.0 × 10 ⁻⁴
0.010	0.001	0.640	1.0 × 10 ⁻⁴
0.010	0.001	1.280	1.0 × 10 ⁻⁴

2. The following data were obtained for the reaction of hydrogen peroxide with iodide ion in the presence of ceric sulfate as a catalyst. The reaction is first order in hydrogen peroxide and first order in ceric sulfate. The rate of reaction is independent of the concentration of iodide ion.

3. The following data were obtained for the reaction of hydrogen peroxide with iodide ion in the presence of ceric sulfate as a catalyst. The reaction is first order in hydrogen peroxide and first order in ceric sulfate. The rate of reaction is independent of the concentration of iodide ion.

4. The following data were obtained for the reaction of hydrogen peroxide with iodide ion in the presence of ceric sulfate as a catalyst. The reaction is first order in hydrogen peroxide and first order in ceric sulfate. The rate of reaction is independent of the concentration of iodide ion.

**BID 2651-08 ATTACHMENT C
ENGINE OIL MSDS SHEET**

1. CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

PRODUCT NUMBER(S): Coast Ultra Motor Oil
5W-20, 5W-30, 10W-30, 10W-40, 20W-50, 30W, 40W

**COMPANY IDENTIFICATION
NUMBERS**

Coast Oil Company, LLC
4250 Williams Rd
San Jose, CA 95129

EMERGENCY TELEPHONE

HEALTH (24 hr): (408) 252-7720

PRODUCT INFORMATION: MSDS Requests: (408) 252-7720
Environmental, Safety, & Health Info. : (408) 252-7720
Product Information: (408) 252-7720

2. COMPOSITION/INFORMATION ON INGREDIENTS

**Coast Ultra Motor Oil
CONTAINING**

LUBRICATING BASE OIL
SEVERELY REFINED PETROLEUM DISTILLATE
> 80.00% 5 mg/m3 (mist) ACGIH TWA
 10 mg/m3 (mist) ACGIH STEL
 5 mg/m3 (mist) OSHA PEL

The BASE OIL may be a mixture of any of the following: CAS 64741884,
CAS 64741895, CAS 64741964, CAS 64741975, CAS 64742014, CAS 64742525, CAS
64742536, CAS 64742547, CAS 64742627, CAS 64742650, or CAS 72623837.

ADDITIVES INCLUDING THE FOLLOWING
< 20.00%

ZINC ALKYL DITHIOPHOSPHATE
Chemical Name: PHOSPHORODITHIOIC ACID,O,O-DI-C1-14-ALKYL ESTERS, ZINC
SALT
CAS68649423 < 1.50% NONE NA

COMPOSITION COMMENT:

All the components of this material are on the Toxic Substances Control
Act Chemical Substances Inventory.

This product fits the ACGIH definition for mineral oil mist. The ACGIH
TLV is 5 mg/m3, the OSHA PEL is 5 mg/m3.

**BID 2651-08 ATTACHMENT C
ENGINE OIL MSDS SHEET**

3. HAZARDS IDENTIFICATION

***** **EMERGENCY OVERVIEW** *****

IMMEDIATE HEALTH EFFECTS

EYE:

Not expected to cause prolonged or significant eye irritation.

SKIN:

Contact with the skin is not expected to cause prolonged or significant irritation. Not expected to be harmful to internal organs if absorbed through the skin.

INGESTION:

Not expected to be harmful if swallowed.

INHALATION:

Contains a petroleum-based mineral oil. May cause respiratory irritation or other pulmonary effects following prolonged or repeated inhalation of oil mist at airborne levels above the recommended mineral oil mist exposure limit.

4. FIRST AID MEASURES

EYE:

Flush eyes immediately with fresh water for at least 15 minutes while holding the eyelids open. Remove contact lenses if worn. No additional first aid should be necessary. However, if irritation persists, see a doctor.

SKIN:

No first aid procedures are required. As a precaution, wash skin thoroughly with soap and water. Remove and wash contaminated clothing.

INGESTION:

If affected person is conscious, give plenty of water to drink. Drink two large glasses of water. Never give anything by mouth to an unconscious person. Get medical attention if symptoms appear.

INHALATION:

If inhaled, remove to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Get medical attention if symptoms appear.

5. FIRE FIGHTING MEASURES

FIRE CLASSIFICATION:

Classification (29 CFR 1910.1200): Not classified by OSHA as flammable or combustible.

FLAMMABLE PROPERTIES:

FLASH POINT: (COC) 388F (198C) Min.

AUTOIGNITION: NDA

FLAMMABILITY LIMITS (% by volume in air): Lower: NA Upper: NA

EXTINGUISHING MEDIA: CO₂, Dry Chemical, Foam, Water Fog

NFPA

RATINGS: Health 1; Flammability 1; Reactivity 0.

FIRE FIGHTING INSTRUCTIONS:

This material will burn although it is not easily ignited. For fires involving this material, do not enter any enclosed or confined fire space

**BID 2651-08 ATTACHMENT C
ENGINE OIL MSDS SHEET**

without proper protective equipment, including self-contained breathing apparatus.

COMBUSTION PRODUCTS:

Normal combustion forms carbon dioxide, water vapor and may produce oxides of sulfur, nitrogen and phosphorus. Incomplete combustion can produce carbon monoxide.

6. ACCIDENTAL RELEASE MEASURES

INFOTRAC (800-535-5053)

ACCIDENTAL RELEASE MEASURES:

This material may be toxic to aquatic organism and should be kept out of sewage and drainage systems and all bodies of water.

ACCIDENTAL RELEASE MEASURES:

Stop the source of the leak or release. Clean up releases as soon as possible. Contain liquid to prevent further contamination of soil, surface water or groundwater. Clean up small spills using appropriate techniques such as sorbent materials or pumping. Where feasible and appropriate, remove contaminated soil. Follow prescribed procedures for reporting and responding to larger releases.

7. HANDLING AND STORAGE

Container is not designed to contain pressure. Do not use pressure to empty container or it may rupture with explosive force. Empty containers retain product residue (solid, liquid, and/or vapor) and can be dangerous. Do not pressurize, cut, weld, braze, solder, drill, grind, or expose such containers to heat, flame, sparks, static electricity, or other sources of ignition. They may explode and cause injury or death. Empty containers should be completely drained, properly closed, and promptly returned to a drum reconditioner, or properly disposed of. Avoid contaminating soil or releasing this material into sewage and drainage systems and bodies of water.

8. EXPOSURE CONTROLS/PERSONAL PROTECTION

GENERAL CONSIDERATIONS:

Consider the potential hazards of this material (see Section 3), applicable exposure limits, job activities, and other substances in the work place when designing engineering controls and selecting personal protective equipment. If engineering controls or work practices are not adequate to prevent exposure to harmful levels of this material, the personal protective equipment listed below is recommended. The user should read and understand all instructions and limitations supplied with the equipment since protection is usually provided for a limited time or under certain circumstances.

**BID 2651-08 ATTACHMENT C
ENGINE OIL MSDS SHEET**

ENGINEERING CONTROLS

Use in a well-ventilated area. If user operations generate an oil mist, use process enclosures, local exhaust ventilation, or other engineering controls to control airborne levels below the recommended mineral oil mist exposure limits.

PERSONAL PROTECTIVE EQUIPMENT

EYE/FACE PROTECTION:

No special eye protection is normally required. Where splashing is possible, wear safety glasses with side shields as a good safety practice.

SKIN PROTECTION:

No special protective clothing is normally required. Where splashing is possible, select protective clothing depending on operations conducted physical requirements and other substances. Suggested materials for protective gloves include: <Viton> <Nitrile> <Silver Shield> <4H>

RESPIRATORY PROTECTION:

No respiratory protection is normally required. If user operations generate an oil mist, determine if airborne concentrations are below the recommended mineral oil mist exposure limits. If not wear a NIOSH approved respirator that provides adequate protection from measured concentrations of this material. Use the following

9. PHYSICAL AND CHEMICAL PROPERTIES

PHYSICAL DESCRIPTION:

Amber liquid.
pH: NA
VAPOR PRESSURE: <0.01 mm Hg at 100F
VAPOR DENSITY
(AIR=1): Heavier than air.
BOILING POINT: >600F (>315C)
FREEZING POINT: NA
MELTING POINT: NA
SOLUBILITY: Soluble in hydrocarbon solvents; insoluble in water.
SPECIFIC GRAVITY: 0.87 - 0.89 @ 15.6/15.6C
VOLATILE ORGANIC
COMPOUNDS (VOC) : <1 wt. %, 8.69 g/l (approx.)
VISCOSITY: 5.5 - 18.8 cSt @ 100C (Min.)

10. TOXICOLOGICAL INFORMATION

EYE EFFECTS:

The eye irritation hazard is based on data for a similar material.

SKIN EFFECTS:

The skin irritation hazard is based on data for a similar material.

ACUTE ORAL EFFECTS:

The acute oral toxicity is based on data for a similar material.

**BID 2651-08 ATTACHMENT C
ENGINE OIL MSDS SHEET**

ACUTE INHALATION EFFECTS:

The acute respiratory toxicity is based on data for a similar material.

ADDITIONAL TOXICOLOGY INFORMATION:

This product contains petroleum base oils which may be refined by various processes including severe solvent extraction, severe hydro cracking, or severe hydro treating. None of the oils requires a cancer warning under the OSHA Hazard Communication Standard (29 CFR 1910.1200). These oils have not been listed in the National Toxicology Program (NTP) Annual Report nor have they been classified by the International Agency for Research on Cancer (IARC) as; carcinogenic to humans (Group 1), probably carcinogenic to humans (Group 2A), or possibly carcinogenic to humans (Group 2B). This product contains zinc alkyl dithiophosphates (ZDDPs). Several ZDDPs have been reported to have weak mutagenic activity in cultured mammalian cells but only at concentrations that were toxic to the test cells. We do not believe that there is any mutagenic risk to workers exposed to ZDDPs.

During use in engines, contamination of oil with low levels of cancer-causing combustion products occurs. Used motor oils have been shown to cause skin cancer in mice following repeated application and continuous exposure. Brief or intermittent skin contact with used motor oil is not expected to have serious effects in humans if the oil is thoroughly removed by washing with soap and water.

11. TRANSPORT INFORMATION

The description shown may not apply to all shipping situations. Consult 49CFR, or appropriate Dangerous Goods Regulations, for additional description requirements (e.g., technical name) and mode-specific or quantity-specific shipping requirements.

DOT SHIPPING NAME: NONE

DOT HAZARD CLASS: NONE

DOT IDENTIFICATION NUMBER: NONE

DOT PACKING GROUP: N/A

ADDITIONAL INFO: Petroleum Lubricating Oil - Not Hazardous by U.S. DOT.
ADR/RID Hazard class - Not applicable.

12. REGULATORY INFORMATION

SARA 311 CATEGORIES:

1. Immediate (Acute) Health Effects: NO
2. Delayed (Chronic) Health Effects: NO
4. Sudden Release of Pressure Hazard: NO
5. Reactivity

Hazard: NO

The following components of this material are found on the regulatory lists indicated.

PHOSPHORODITHIOIC ACID,O,O-DI-C1-14-ALKYL ESTERS, ZINC SALTS is found on lists: 01,11,
SEVERELY REFINED PETROLEUM DISTILLATE is found on lists: 14,15,17,

BID 2651-08 ATTACHMENT C
ENGINE OIL MSDS SHEET

NEW JERSEY RTK CLASSIFICATION:

Under the New Jersey Right-to-Know Act L. 1983 Chapter 315 N.J.S.A. 34:5A-1 et. seq., the product is to be identified as follows:

PETROLEUM OIL

WHMIS CLASSIFICATION:

This product is not considered a controlled product according to the criteria of the Canadian Controlled Products Regulations.

13. OTHER ADDITIONAL INFORMATION

REVISION STATEMENT

Revises Section 8 (Exposure Controls/Personal Protection), Section 13 (Disposal Consideration), and Section 14 (Transport Information).

NFPA RATINGS: Health 1; Flammability 1; Reactivity 0;
HMIS RATINGS: Health 1; Flammability 1; Reactivity 0;
(0-Least, 1-Slight, 2-Moderate, 3-High, 4-Extreme, PPE:- Personal Protection Equipment Index recommendation, *- Chronic Effect indicator). These values are obtained using the guidelines or published evaluations prepared by the National Fire Protection Association (NFPA) or the National Paint and Coating Association (for HMIS ratings).

ABBREVIATIONS THAT MAY HAVE BEEN USED IN THIS DOCUMENT:

TLV - Threshold Limit Value TWA - Time Weighted Average
STEL - Short-term Exposure Limit TPQ - Threshold Planning Quantity
RQ - Reportable Quantity PEL - Permissible Exposure Limit
C - Ceiling Limit CAS - Chemical Abstract Service Number
A1-5 - Appendix A Categories () - Change Has Been Proposed
NDA - No Data Available NA - Not Applicable

The above information is based on the data of which we are aware and is believed to be correct as of the date hereof. Since this information may be applied under conditions beyond our control and with which we may be unfamiliar and since data made available subsequent to the date hereof may suggest modification of the information, we do not assume any responsibility for the results of its use. This information is furnished upon condition that the person receiving it shall make his own determination of the suitability of the material for his particular purpose.