

SPECIFICATIONS FOR
Motor Oil, Lubricants, Antifreeze, and Diesel Exhaust Fluid

ISSUING OFFICE:
COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
BUREAU OF PROCUREMENT
1800 Herr Street, 2nd Floor
Harrisburg, PA 17103



INVITATION FOR BID NUMBER:
6100064065
DATE OF ISSUANCE

July 17, 2025

1. CONTRACT SCOPE/OVERVIEW:

Any contract(s) awarded from this Invitation for Bid (IFB) will cover the requirements for all using Commonwealth agencies for motor oil, lubricants, antifreeze for diesel and gas engines, and diesel exhaust fluid (DEF), as indicated in this bid document and all specifications in Pennsylvania Commercial Item Description (PCID) documents.

Products shall meet the specifications per this statement of work & PCID's, be current industry-approved formulations, and be new and complete. All products must be ready for immediate use and must meet all applicable codes and standards to ensure optimal performance and regulatory compliance.

All questions as to suitability, specification, and usage for items bid and awarded under Group 6, Green Lube Products, shall rest solely with the using facility.

2. METHOD OF AWARD:

The IFB is separated into six Lots. Lot 1 through Lot 5 are single award Lots and will be awarded to the lowest responsive and responsible bidder per Lot who meet the requirements of the IFB. The lowest responsive bidder will be determined by the average sum of each lot.

For items packaged in Drums or Kegs, bids will be evaluated based on the specified unit of measure in the 2025 Bidder Cost Submittal Sheet (Gallon or Pound).

Lot 6 for Green Lube Products will be a multiple award Lot to all responsive and responsible bidders that meet the requirements of the IFB.

To bid on a Lot, you must submit bids for all line items within that Lot to qualify for an award for that Lot. You may bid on one, several, or all Lots contained in this IFB.

The Lots are broken down as follows (Line Items are in reference to the Line Items on Tab 2 of the Bidder Cost Submittal Sheet of the Cost Submittal):

Lot Number	Description	Line Items
Lot 1	Re-Refined Products	Line Items 1–8
Lot 2	100% Virgin Motor Oil	Line Items 9–13
Lot 3	Other Products – Transmission Fluid, Grease, Gear Oils	Line Items 14–29
Lot 4	Antifreeze	Line Items 30–31
Lot 5	Diesel Exhaust Fluid	Line Items 32–33
Lot 6	Green Lube Products (Multiple Award)	Line Item 34

3. ELIGIBILITY TO BID:

Bidder must be an Original Equipment Manufacturer (OEM) or authorized reseller or dealer for each item it bids on. If the Bidder is not the OEM, the Bidder must submit written certification from the OEM for which a bid is submitted. The OEM certification should be on the OEM letterhead and dated within 6 months of the bid due date. If the Bidder does not submit the OEM letters with its bid, DGS may request clarification from the Bidder to provide the OEM letters and Bidder shall have 10 calendar days from the day the clarification was received to provide the correct OEM letters to DGS. If Bidder does not provide the OEM letters by close of business (5:00PM EST) on the 10th day, DGS may reject its bid, and it will be deemed non-responsive.

4. SUBMISSION REQUIREMENTS:

A. The following documentation must be completed and submitted with the bid. Failure to submit the documentation listed below will result in the bid being rejected:

i. 2025 Bidder Cost Submittal Sheet

B. In addition, the following documents must be returned with the Contractor's Bid. Failure to submit any of the documentation listed below may result in the bid being rejected.

i. Bidders Current Price List at time of bid submission

ii. OEM Letters (if applicable)

iii. Lobbying Certification Form, BOP-1307

iv. Reciprocal Limitations Act, GSPUR-89

v. Iran Free Procurement Certification Form, BOP-1701

vi. Worker Protection and Investment Certification Form, BOP-2201

vii. COSTARS Program Election to Participate Form (optional)

viii. Certification of Recycled Content (if bidding on Lot 1)

5. CONTRACT TERM & RENEWAL:

The initial contract term is 1 year, beginning on the Effective Date and ending on the Expiration Date. The contract may be renewed by mutual agreement for up to 4 additional 1-year terms. The Commonwealth must provide written notice of renewal at least 90 days before the current term ends, and the Contractor must respond with

consent at least 30 days prior. All renewals will follow the same terms and conditions and may be exercised as single or multiple-year extensions.

6. PRICE ADJUSTMENTS:

Price adjustments may occur no more than once per 90 days and must be approved in writing by the Department of General Services. The contractor's pricing for each group shall remain firm for the initial 90 days of the contract.

A Line-Item Price may be updated in accordance with a Manufacturer's publicly posted price change on a once every 90-day basis. Such updates can be made starting 90 days from the effective date or at time of renewal. No line item shall be allowed to increase the price within 90 days of the last increase for that item.

Suppliers shall submit a letter on an appropriate letterhead to the Commodity Specialist requesting review and approval of the updated price. The Supplier shall itemize all changes in a clear and concise fashion. It is the responsibility of the supplier to adequately justify changes. All requests for Motor oil updates must be accompanied by the manufacturer's latest, publicly published price letter along with publicly posted Letters from Exxon/Mobil, Shell, and Conoco.

Price reductions will be accepted at any time during the contract term and may be implemented without waiting for the next adjustment window. Supplies are not obliged to increase prices based on the applicable Producer Price Index (PPI) and may offer a lower price at any time.

A. Price Indexes-

All price adjustments must be justified using the most recent applicable Producer Price Index (PPI) report corresponding to each product category, as specified below. The Producer Price Index (PPI) must be used to support any price increase. The Base Index is the official published value of the designated Producer Price Index (PPI) at the time the original contract effective date or last approved adjustment.

- *Motor Oil (Lots 1, 2, 3, and 6)-*
Index Used: Producer Price Index (PPI) for Petroleum Lubricating Oils and Greases, Refined Petroleum
BLS Series ID: PCU3241913241910
Source: <https://fred.stlouisfed.org/series/PCU3241913241910>
- *Antifreeze/Coolant (Lot 4)-*
Index Used: Producer Price Index (PPI) for Petrochemical Manufacturing
BLS Series ID: PCU325110325110
Source: <https://fred.stlouisfed.org/series/PCU325110325110>

- *Diesel Exhaust Fluid (Lot 5)-*
Index Used: PPI for Nitrogenous Fertilizer Manufacturing which includes urea, the active component of DEF.
BLS Series ID: PCU32531132531
Source: <https://fred.stlouisfed.org/series/PCU325311325311>

B. Submission Requirements-

Suppliers must submit written requests for price adjustments at least 5 calendar days prior to the desired effective date to the Commodity Specialist, Jason Zabady, JZabady@pa.gov

Each request must include:

- The most recent published Producer Price Index (PPI) values for each category—Motor Oil, Antifreeze/Coolant, and Diesel Exhaust Fluid—along with their corresponding publication dates.
- A concise explanation outlining the basis for the requested adjustment, referencing changes in the applicable Producer Price Index (PPI).
- A copy—printed or digital—of the relevant Producer Price Index (PPI) data from the official source.

7. PACKAGING:

SHIPPING CONTAINERS. Unless otherwise specified, shipments shall be made in substantial commercial containers, so constructed as to ensure acceptance and safe delivery by common or other carriers.

RECONDITIONED DRUMS: Shall be #1 condition, unmarked, unlined, and processed in accordance with RIPA'S Responsible Container Management Program, for reconditioning. Send empty drums to a reconditioner with all labels, markings, and closures in place and tightened to prevent leakage.

LABELING DRUMS: Awarded contractor is responsible for labeling all drums prior to delivery. Labeling must be legible and on both tops and sides. Mark each drum with the name of the material, type, grade, service classification, quantity contained and Agency Purchase Order Number. Agencies will refuse any and all drums and cases not meeting these requirements.

8. RE-REFINED PRODUCTS:

All products offered by the bidder under the category of Re-refined Products, in accordance with the Standard Terms and Conditions, must contain a minimum of 25% Re-refined oil base stock. Bidders are required to provide certification of

Recycled Content.

9. SHIPPING AND DELIVERY:

Bid submittal pricing are to be to FOB (FREE ON BOARD) and shall include all transportation, transportation arrangements, delivery and handling charges.

Unless otherwise stated, delivery must be made within thirty (30) days after the effective date of issued PO.

The minimum required delivery for packaged products shall consist of one Drum, or one Keg, or shall have a minimum value of \$100.00. The minimum required delivery for Bulk products shall be 350 gallons.

10. ADDITIONS AND DELETIONS DUE TO PRODUCT AVAILABILITY:

Open enrollment for this contract may be publicly solicited through supplemental bids periodically as determined by the Issuing Office. Items that were not included in the original solicitation but are related to the scope of this contract may be added during that time. New potential suppliers may seek to be added as a contracted supplier by submitting a bid during that time. Existing contract suppliers may seek to add additional items to their contract by submitting a bid during that time.

11. PURCHASE ORDERS:

No blanket purchase orders shall be allowed under this contract.

Awarded Contractors are responsible for accepting POs Monday – Friday 6:00 a.m.to 5:00 p.m. The supplier must have the ability to accept orders manually, electronically, over the phone or via fax and with use of a Credit Card (P-Card).

12. ADDITIONAL INVOICING ISSUE:

In compliance with standard industry practice, invoicing for bulk products shall be rounded to a full gallon. Rounding of items of partial gallons at .49 and less shall be rounded to the lower full gallon and items at .50 and above shall be rounded up to the next full gallon. No calculation or adjustment for temperature shall apply.

13. REPORTING REQUIREMENTS:

Suppliers are required to provide a semiannually report to the contracting officer of the quantity and total price of each item delivered to Commonwealth facilities.

The report must be in MICROSOFT EXCEL format and contain the following data elements at minimum: facility name, facility address, type of product delivered, Order number/Purchase Order (PO) #, quantity of product delivered (by container size), and total monthly cost of each individual product delivered The report is due fifteen (15)

calendar days after the last date of the reporting month.

If the date for filing the report falls on a weekend or a national or state holiday the report is due the next business day. Example: The report for January is due February 15. Failure to file timely delivery reports may result in the termination of a supplier's contract.

14. ISSUING OFFICE:

The Department of General Services ("Issuing Office") has issued this IFB on behalf of the Commonwealth of Pennsylvania. The sole point of contact in the Commonwealth for this IFB shall be Jason Zabady, the Issuing Officer for this IFB.

If a bidder has any questions regarding this IFB, the bidder must submit the question(s) via email (with the subject line "IFB 6100063704") to the Issuing Officer named above. All questions must be submitted via email no later than 8/08/25. The Issuing Officer shall post the answers to the questions as an addendum to this IFB on the DGS website. It is the responsibility of the bidder to monitor the DGS website for new or revised information.

Please refer to all inquiries to:

Jason Zabady, Issuing Officer
Email jzabady@pa.gov