

**NORTH TEXAS MUNICIPAL WATER DISTRICT  
INSTRUCTIONS TO BIDDERS**

1. Bids shall be submitted on the form provided in the bid packet.
2. The specifications listed are minimum requirements and are intended to govern, in general, the size, type and quality of equipment and/or materials desired.
3. Bidders shall fill in all information asked for in the blanks provided under each item and return the whole bid document as their bid. Failure to completely describe the item(s) being bid may result in rejection of your bid. The NTMWD reserves the right to evaluate variations from these specifications.
4. Address bids to Mr. Jeff Bond, Fleet Manager, North Texas Municipal Water District, P.O. Box 2408, Wylie, Texas 75098. For Overnight deliveries sent other than by USPS, please mail to 501 E. Brown St., Wylie, Texas 75098. So that the bid will not be opened until the appointed hour, mark envelopes in lower left corner, **BID ENCLOSED – LUBRICANTS  
APRIL 1, 2018.**
5. If you have any questions regarding the preparation of your bids, you may contact Mr. Jeff Bond, Fleet Manager, NTMWD, at [jbond@ntmwd.com](mailto:jbond@ntmwd.com) or (469) 626-4458.
6. Equipment and/or materials other than new and current year models or products shall not be considered as responsive to these specifications. It is the intention of the District to purchase on the specifications a standard production item(s). In addition to the equipment set out in these specifications as a minimum, these units shall include all equipment set out in the manufacturer's literature as standard equipment. All materials shall be complete and ready for continuous utilization.
7. The bidder shall attach hereto and it shall be made a part of this bid, regularly printed literature as published by the factory, which sets out and described the equipment or materials to be furnished.
8. The NTMWD reserves the right to reject any and all bids and waive formalities.
9. The owner shall award a contract to the bidder whose evaluation by owner indicates the award to be in the best interest of the owner.
10. The NTMWD reserves the right to award by item or total bid, to delete items and to increase or decrease quantities.
11. No bid may be withdrawn within thirty (30) days after date of bid opening.
12. The NTMWD is a governmental agency and is exempt from all applicable taxes. A sales tax exemption certificate will be provided to the successful bidder. (See Federal Excise Tax under pricing.)
13. In case of discrepancy between the unit price and the extension, the unit price will be taken.

14. ALL BIDS MUST BE SIGNED.

15. No conditions or exceptions to bids are allowed. Any bid listing conditions or exceptions will be considered nonconforming and will be rejected.

16. Bidder must disclose in its bid the name(s) of any person or entity who shall, during the duration of the Lubrication Agreement, serve as a supplier or subcontractor to Bidder for the labor, materials, and/or transportation to be provided by Bidder to NTMWD under the terms of the Agreement. All such listed persons or entities shall be evaluated by NTMWD, along with the Bidder, to determine the lowest responsible bidder.

17. The Lubricant bid is an estimated annual usage. Actual quantities to be purchased may be less than or greater than the estimate.

18. NTMWD lubricants usage is greatly affected by weather and municipal use patterns which fluctuate seasonally as well as monthly and weekly. Daily, weekly, and monthly quantities of fuel ordered by NTMWD will fluctuate during the course of the year.