

CITY OF AUSTIN, TEXAS
PURCHASE SPECIFICATION
FOR

INDUSTRIAL LUBRICANTS

1.0 SCOPE AND CLASSIFICATION

1.1 Scope

This specification establishes minimum requirements for a supply agreement for the purchase of Industrial Lubricants for the City of Austin's Water Utility. Sections include: Scope and Classification, Applicable Specifications, Material Requirements, Contractor Requirements, Delivery Requirements, Invoicing and Security.

1.2 Classification

The industrial lubricants will be used by water treatment plants and wastewater treatment plants throughout the City.

2.0 APPLICABLE SPECIFICATIONS

2.1 The Contractor shall comply with Federal, State and local laws, ordinances, guidelines, for this type of product.

3.0 MATERIAL REQUIREMENTS

3.1 The Contractor shall provide lubricants manufactured by *MOBIL brand only* due to equipment concerns.

4.0 CONTRACTOR REQUIREMENTS

4.1 The Contractor shall indicate the manufacturer's name of the lubricant and shall indicate the shipping address/location from where the lubricant will be shipped. In the event this information changes throughout the contract period and prior to the shipping the first shipment from the new location, the Contractor shall submit written notification to each AW Contact Person listed at each Plant. This shall ensure that the lubricant is not repackaged and shall be shipped from an NSF (National Sanitation Foundation) approved manufacturer or by a NSF approved trucking company.

4.2 The Contractor shall conduct an annual lubrication audit within 5 business days after notification by the AW Contact Person. This audit will be to

examine the suitability and compatibility of lubricants in use at the plant.

- 4.3 The Contractor shall conduct an annual oil analysis within 5 business days after notification by the AW Contact Person.
- 4.4 The City reserves the right to add/delete locations during the contract period as it deems necessary.

5.0 DELIVERY REQUIREMENTS

- 5.1 Delivery shall be made on weekdays (except City of Austin holidays) during the listed business hours for each location. Delivery shall be made within 5 business days after order is placed by the Contact Person.
- 5.2 Deliveries shall be made between the hours of 6:00 a.m. and 3:00 p.m. CST, Monday through Friday (excluding Saturday, Sunday, and City-observed Holidays). AW reserves the right to add or remove locations at no additional cost to the City.
- 5.3 If the Contractor makes a delivery on any day other than the scheduled delivery date, the City will not be charged demurrage for any delays encountered in unloading the truck.
- 5.4 If a truck arrives (for a delivery) on a Saturday, Sunday, or holiday, without the *prior* approval from the Contact Person, the Contractor shall be responsible for all costs associated with shipment or reshipment of the ordered item(s).
- 5.5 The Contractor shall be responsible for cleanup of any spillage or leakage during transportation and/or on the plant site due to unloading and/or negligence of the driver.
- 5.6 Deliveries shall be made to the following City of Austin locations:

Davis Water Treatment Plant

Contact Person: Richard Everton, (512) 972-1730

3500 W. 35th Street

Austin, Texas 78703

richard.everton@austintexas.gov

DELIVERY HOURS: Monday thru Friday, **7:00 a.m. to 2:30 p.m. CST**

Ullrich Water Treatment Plant

Contact Person: Fred Harris (512) 972-1807

1000 Forest View Drive

Austin, Texas 78746

fred.harris@austintexas.gov

DELIVERY HOURS: Monday thru Friday, 7:00 a.m. to 3:00 p.m. CST

Hornsby Bend Wastewater Treatment Plant

Contact Person: Agmed Weber (512) 972-1973

2210 South FM 973

Austin, Texas 78725

agmed.weber@austintexas.gov

DELIVERY HOURS: Monday thru Friday, 7:00 a.m. to 2:30 p.m. CST

South Austin Regional Wastewater Treatment Plant

Contact Person: Mike Brock (512) 972-0616

1017 Fallwell Lane

Del Valle, Texas 78617

mike.brock@austintexas.gov

DELIVERY HOURS: Monday thru Friday, 6:00 a.m. to 12:00 p.m. CST

Walnut Creek Wastewater Treatment Plant

Contact Person: Mike Welch (512) 972-1428

7113 E. Martin Luther King Blvd

Austin, Texas 78724

mike.welch@austintexas.gov

DELIVERY HOURS: Monday thru Friday 7:00 a.m. to 2:00 p.m. CST

Pumps and Reservoirs

Contact Person: Jaime Pruneda

7113 E. Martin Luther King Blvd

Austin, Texas 78724

jaime.pruneda@austintexas.gov

DELIVERY HOURS: Monday thru Friday 7:00 a.m. to 2:00 p.m. CST

Water Treatment Plant #4

Contact Person: Mark Penton (512) 972-2201

6800 N. FM 620

Austin, 78732

mark.penton@austintexas.gov

DELIVERY HOURS: Monday thru Friday 7:00 a.m. to 2:00 p.m. CST

- 5.7 Additional locations may be added at no additional cost to the City.
- 5.8 Contractor shall FAX the "Chemical Delivery Notice" form (Attachment A) a minimum of 2 hours prior to delivery, to the location, upon receiving a purchase order and dispatching driver(s) for delivery to the plants.
- 5.9 Contractor transporting HM (Hazardous Material) for the City of Austin /

Austin Water shall comply with the Federal Motor Carrier Safety Regulations, 49CFR part 383 which governs commercial driver license standards requirements and penalties.

5.9a Hazardous Material is defined under 49 CFR part 383.5 as any material that has been designated as hazardous under 49 U.S.C. 5103 and is required to be placarded under subpart F of 49 CFR part 172 or any quantity of a material listed as a select agent or toxin in 42 CFR part 73

6.0 INVOICING

6.1 The Contractor shall submit invoices to the corresponding location within 5 business days after each delivery.

6.2 Invoice shall include, but is not limited to, the following:

- Contractor's name, address and phone number on a professionally pre-printed, sequentially numbered form
- Contractor's address and phone number
- City's contract number/purchase order number
- Contact person's name and department name
- Date of each delivery
- Location of each delivery
- Itemized description and pricing for each delivery