

# CITY OF WASHINGTON



## REQUEST FOR BIDS FOR

### S.A.E 40 Diesel Engine Oil 15W40 Oil Universal Hydraulic Oil

Thursday, February 19, 2026

## REQUEST FOR BIDS

The City of Washington, Kansas, is requesting bids for ten 55-gallon barrels of S.A.E 40 Diesel Engine Oil must meet A.P.I. Service CJ-4 classification or better; one 55-gallon 15W40; and one 55-gallon Universal Hydraulic Oil. Please give a per gallon price bid delivered to 1001 Park Road, Washington, KS. **Specification sheets MUST provide TBN and viscosity of oil, and MUST accompany bid.**

Bids will be received at the City Clerk's Office, P.O. Box 296, 301 C Street, Washington, Kansas 66968, until 9:00 a.m. on Monday, March 2, 2026, and should be clearly marked "Oil Bid". Faxed and emailed bids will be accepted. Faxes may be submitted to Attn: City Clerk, 785-325-2678. Emailed bids may be submitted to Denise Powell, City Clerk at, [washclerk@washingtorks.net](mailto:washclerk@washingtorks.net).

All bids shall be honored for 15 days after the bid opening.

Bids will be reviewed at 9:00 a.m. on Monday, March 2, 2026 in the City Council Chambers and a recommendation made to City Council for consideration at the March 2, 2026, council meeting. Bidders will be notified on Tuesday, March 3, 2026.

Successful bidder must have oil delivered, including specifications, and invoice submitted by no later than Monday, March 16, 2026.

The City of Washington reserves the right to reject any or all bids with or without cause and to waive any irregularities.

If you have questions, please feel free to contact me at (785) 325-2284.

Sincerely,  
Carl D. Chalfant, City Administrator

**INSTRUCTIONS FOR BIDS**

for

**S.A.E 40 Diesel Engine Oil**

**15W40 Oil**

**Universal Hydraulic Oil**

**GENERAL**

Staff is requesting to purchase 660 gallons.

**DELIVERY**

Will be delivered to 1001 Park Road, Washington, KS 66968. City Staff shall be notified 24 hours prior to delivery. A shipping invoice must accompany the delivery which must be signed by a City Employee and a copy of the invoice given to the employee. Delivery must be made during a city work day between the hours of 8:00 a.m. and 5:00 p.m.

All cost associated with transportation shall be included in the bid.

**TAXES**

This purchase is tax exempt. Appropriate certification will be supplied to the vendor upon request.

**BID SHEET**

**S.A.E 40 Diesel Engine Oil**

S.A.E 40 Diesel Engine Oil "DELIVERED" \_\_\_\_\_ per gallon

**15W40 Oil**

15W40 Oil "DELIVERED" \_\_\_\_\_ per gallon

**Universal Hydraulic Oil**

Universal Hydraulic Oil "DELIVERED" \_\_\_\_\_ per gallon

TOTAL BID AMOUNT \$ \_\_\_\_\_

**SPECIFICATIONS MUST ACCOMPANY BID.**

APPROXIMATE DELIVERY DATE \_\_\_\_\_

Delivered to:  
City of Washington  
Power Plant  
1001 Park Road  
Washington, KS 66968

Bill or email to:  
City of Washington  
P.O. Box 296  
Washington, KS 66968  
washclerk@washingtonks.net

Representative: \_\_\_\_\_

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Comments: \_\_\_\_\_

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