



June 4, 2026

Dear Sir/Madam:

Subject: **Sealed Bid No. 26-00119-ACAC – The Supply and Delivery of Bulk Motor Oil**

Southeastern Pennsylvania Transportation Authority ("SEPTA") will accept Sealed Bids through its Electronic Procurement System (ePS) website for **The Supply and Delivery of Bulk Motor Oil** (hereinafter called (*“the Work”*) as outlined in the Contract Documents until **Thursday, July 2, 2026 at 9:00AM**, at which time the bids will be made public and read aloud.

The contract duration is 365 calendar days from the notice to proceed.

The “Work” includes but is not limited to: The Supply and Delivery of an Estimated 63,300 Gallons of 15W-40 Bulk Motor Oil to Ten SEPTA Locations for One Year.

A pre-bid meeting (attendance not mandatory) will be held on **Thursday, June 11, 2026 at 9:00AM**. A representative of your company should join to discuss the proposed work with representatives of SEPTA. If you would like to call or log in for the Prebid Meeting or Bid Opening, the information is listed below:

Prebid Meeting Information:

Join: <https://teams.microsoft.com/meet/281710566114875?p=7CG6EERkSnFKxO0FVQ>

Meeting ID: 281 710 566 114 875

Passcode: Yx3TT9HK

Dial in by phone

+1 312-593-1554,,378017173# United States, Chicago

Find a local number

Phone conference ID: 378 017 173#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Bid Opening Information:

Join: <https://teams.microsoft.com/meet/291113555306298?p=30RrXnriNVe10sYNYk>

Meeting ID: 291 113 555 306 298

Passcode: Ve7QK736

Dial in by phone

+1 312-593-1554,,973129934# United States, Chicago

Find a local number

Phone conference ID: 973 129 934#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

All questions must be submitted by **Thursday, June 18, 2026 at 4:30PM** to be guaranteed an answer.

Any inquiries regarding this bid and any request for change, modification, or clarification of any aspect of these Contract Documents must be made in writing to SEPTA at least eight (8) calendar days prior to bid opening in order for consideration to be given by SEPTA to affect a change in the Contract Documents.



Any inquiries regarding this bid must be directed to **Carolyn Cotton** of the Procurement, Supply Chain and DBE Division at **cCotton@SEPTA.org** or (215) 580-7599. A change, modification, or clarification to the Contract Documents can only be affected by a written Addendum issued by SEPTA via our ePS.

All bids must be submitted through SEPTA's Electronic Procurement System (EPS). Mailed or hand delivered bids will be rejected. The Bid will be opened electronically on the scheduled time and date and will be secure and unreadable by SEPTA until that time. Attendance at the Bid Opening meeting is not mandatory.

No bid will be opened and considered that is submitted later than the time specified.

SEPTA retains the right to reject any and all bids, as determined to be in the best interest of SEPTA.

Each bid submitted shall remain firm for at least ninety (90) days from the date of the Bid Opening and may not be withdrawn in whole or in part during that time. By submitting a bid, the bidder certifies that the bid price is held firm for that time and any extension thereof.

SEPTA, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4, and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation, and will not be discriminated against on the grounds of race, sex, color, or national origin in consideration for an award.

Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

All bidders will be required to certify compliance with Executive Order 12549 (ineligible contractors).

Any contract issued as result of this solicitation is subject to a financial assistance contract between SEPTA and U.S. Department of Transportation.

Sincerely,

Carolyn Cotton

Carolyn Cotton
Senior Contract Administrator
Procurement & Supply Chain Management