

**INVITATION TO BID
GENERATOR SERVICE CONTRACT
Bid #16-17-45
CITY OF GREENVILLE
NORTH CAROLINA**



Find yourself in good company

**PRE-BID MEETING: TUESDAY, JUNE 6TH, 2017 @ 9:00 AM
PUBLIC WORKS CONFERENCE ROOM
1500 BEATTY STREET, GREENVILLE, NC**

**BID-OPENING: TUESDAY, JUNE 20TH, 2017 @ 2:00 PM
PUBLIC WORKS CONFERENCE ROOM
1500 BEATTY STREET, GREENVILLE, NC**

CONTACT PERSONS:

QUESTIONS REGARDING THE BID PACKAGE:

*Ms. Denisha Harris
Purchasing Manager
Telephone: (252) 329-4862
Fax: (252) 329-4464
Email: dharris@greenvillenc.gov*

QUESTIONS REGARDING THE SPECIFICATIONS:

*Mr. Ross Peterson
Building Facilities Coordinator
Telephone: (252) 329-4921
Fax: (252) 329-4844
Email: rpeterson@greenvillenc.gov*

**CITY OF GREENVILLE
Invitation to Bid
“Generator Service Contract”**

The City of Greenville, NC is requesting bids for the planned maintenance for the “Generator Service Contract” of City owned generators. The scope of work shall include but is not limited to the labor for the inspection and provide full service of generators that include lubricating oil, lubricating oil filters, fuel filters, coolant filters and coolant.

A mandatory pre-bid meeting will be held at the Public Works Conference Room on Tuesday, June 6, 2017 @ 9:00 AM following with site visits. A site visit to each location is mandatory to be eligible to submit a bid.

Sealed bids will be received by the City of Greenville until Tuesday, June 20, 2017 @ 2:00 PM at the Public Works Reception Desk located at 1500 Beatty Street, Greenville, NC 27834.

Mailed bids shall be delivered to 1500 Beatty Street, Greenville, NC 27834 on or before Tuesday, June 20, 2017 @ 2:00 PM and addressed to Mr. Ross Peterson, Building Facilities Coordinator, with the words Bid Enclosed, Generator Service Contract on the outside of the mail carrier envelope.

All bids will be marked with the date and time they are received by reception staff. Bids will be opened and evaluated by Building Facilities Coordinator with additional Public Works staff. A bid tabulation will be available upon request once the contract is awarded and signed by the successful bidder.

The City of Greenville reserves the right to reject any or all bids, waive any informality and award contracts that appear to be in its best interest. The right is reserved to hold any or all proposals for a period of sixty (60) days from the bid opening thereof.

From the date of this advertisement until the date of opening the bids, the plans and specifications of the proposed work and/or a complete description of the apparatus, supplies, materials or equipment are and will continue to be on file in the office of the City of Greenville Purchasing Manager, 1500 Beatty Street, Greenville, NC 27834, during regular business hours, and available to prospective bidders. Inquiries should be directed to the Purchasing Manager at the above address --- Telephone (252) 329-4862. Minority/Women owned business are encouraged to submit proposals.

*Denisha Harris, Purchasing Manager
City of Greenville
1500 Beatty Street
Greenville, NC 27834*

INSTRUCTIONS TO BIDDERS**Bids to Provide
Generator Service Contract
Greenville, NC 27834**

1. Contractor is to provide verification to the City that the company's employees are covered under worker's compensation insurance coverage.
2. It is expressly understood by the contractor offering a bid after a written notice of award by the City, a written contract will be required to be executed and will serve together with this proposal, these instructions, and any detailed specifications as the entire form of contract between the parties.
3. Each Contractor submitting a bid is affirming that no official or employee of the City is directly or indirectly interested in this proposal for any reason of personal gain.
4. Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation Tax from which the City is exempt.
5. If the Contractor is unable to provide a bid for any reason, please send a letter of explanation.
6. Questions regarding any procedure for submission of a bid for **GENERATOR SERVICE CONTRACT** shall be directed by email to Ross Peterson, Building Facilities Coordinator, at rpeterson@greenvillenc.gov.
7. By submitting a bid for **GENERATOR SERVICE CONTRACT**, the Contractor attests that it is in compliance with all items listed in the bid/proposal instructions. Furthermore, the Contractor attests that the City of Greenville accepts no responsibility for any injuries to the firm's employees, while on City property performing their duties.
8. Contractor shall comply with all OSHA requirements associated with the work within this contract.
9. The starting date will be established once the contract has been approved and signed by both parties.
10. No work will be performed at any time without proper supervision. Names and experience of supervisors shall be provided.
11. All work shall be performed Monday – Friday during the hours of 7:00 AM to 5:00 PM.
12. The Contractor shall accompany a designated representative(s) of the City on inspections of work at any time during the contract period. The City reserves the right to make determinations as to whether service is performed satisfactorily. Deficiencies in work performance shall be corrected immediately.

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
SPECIFICATIONS FOR
“Generator Service Contract”**

1.0 SCOPE:

The scope of work shall include, but is not limited to:

- 1.1** The scope of work shall include but is not limited to the labor for the inspections of and provide full service of generators that include lubricating oil, lubricating oil filters, fuel filters, coolant filters and coolant. Refer to “Exhibit B” for a list of the generator locations and work details.

2.0 PAYMENT AND BID:

- 2.1** Bidders will comply with all local, state, and federal laws and ordinances governing said work including the Occupational Safety and Health Act of 1970.

- 2.2** By submitting a bid, the firm is attesting that they are an Equal Opportunity Employer.

- 2.3** The City of Greenville has adopted an Affirmative Action Program. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of opportunity in all aspects of employment.

- 2.4** Minority and/or Women Business Enterprise (MWBE) Program

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City’s contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of MWBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned firms whenever possible.

Questions regarding the City’s MWBE Program should be directed to the MWBE Office at (252) 329-4462.

- 2.5** The City of Greenville reserves the right to reject any and all bids, to waive any informalities and to accept the bid if seems most advantages to the City. Any bid submitted will be binding for sixty (60) days after the date of the bid opening.

2.6 Equal Employment Opportunity Clause

The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Greenville, NC. By submitting qualifications and/or proposals, the firm is attesting that they are an Equal Opportunity Employer. Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

2.7 The contractor will develop a lump sum bid; that will include, but is not limited to all work, equipment, parts, and labor specified herein.

3.0 WORKERS COMPENSATION AND INSURANCE:

3.1 The contractor shall maintain during the life of this contract, Worker's Compensation Insurance for all employees working at the project site under this contract, or as otherwise required by North Carolina General Statutes.

3.2 The Contractor shall have in place for the life of this contract public liability and property damage insurance and shall protect the City of Greenville from claims for damage or personal injury, which may arise from operations under this contract. The amounts of such insurance shall not be less than \$500,000 for injuries subject to the same limit per person and \$1,000,000 for property damage or otherwise needed to protect the interests of the owner. The Contractor awarded this contract is to provide a Certificate of Insurance showing the City of Greenville named as an additionally insured on all coverage. All insurance shall be maintained during the duration of the contract.

4.0 CANCELLATION:

4.1 Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent registered mail.

4.2 The contractor shall furnish the owner with satisfactory proof of insurance required before written approval of such insurance is granted by the owner. Executed contract documents, insurance certifications, invoices and other information requested, are to be sent to:

*Ross Peterson, Building Facilities Coordinator
City of Greenville
1500 Beatty Street
Greenville, N.C. 27834
Email: rpeterson@greenvillenc.gov*

5.0 DAMAGE TO CONTRACTORS PROPERTY:

- 5.1** The City of Greenville shall be under no obligation to replace or in any way compensate the contractor for fire, theft, vandalism or any other casualty, injury or damage to equipment or property belonging to the contractor while on City property.
- 5.2** The successful bidder agrees to indemnify or hold harmless the City of Greenville from and against any liability, loss, cost, damage suit, claim, or expense arising occurrence on the part of the successful bidder to include its officers, servants, agents or employees arising from its activities, operations, and performance of services while on City property and further agrees to release and discharge the City of Greenville and its Agents from all claims or liabilities arising from or caused by the successful bidder in fulfilling its obligations under this Agreement.
- 5.3** It is understood and agreed by the parties that the City of Greenville will assume no liability for damages, injury, or other loss to the successful bidder, its employees or property, tools or equipment, or to other persons or properties located on City facilities resulting from the successful bidder's activities and operations while performing those service enumerated herein. The successful bidder shall assume full and complete liability for any and all damages on City or private properties caused by or resulting from its activities, operations, and that of its employees, agents and officers.

6.0 ADDENDUM

- 6.1** Addendum: Any changes to the specifications will be issued as a written addendum. No oral statements, explanations, or commitments by whosoever shall be of any effect.
- 6.2** Amendment: The contract may be amended from time to time through written agreement by both parties.

7.0 E-VERIFY

- 7.1** The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. The Contractor represents that the Contractor and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

8.0 IRAN DIVESTMENT ACT:

- 8.1** Vendor certifies that it is not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. The vendor will not utilize on the contract any subcontractor that is listed on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58.

9.0 LOCAL PREFERENCE POLICY

8.1 The City of Greenville has adopted a Local Preference Policy, Resolution No. 056-13, and a Professional and other Services Policy, Resolution No. 057-13 that will pertain to this project. For more information, please see the City of Greenville's webpage at www.greenvillenc.gov/financialservices/purchasingdivision.

10.0 REFERENCE INFORMATION

All bidders shall provide a list of three (3) client references of similar work. The reference information shall include the company's name, a contact person's name with his or her title and their telephone number. Contractor shall provide the information below with their bid sheet. Contractor shall be experienced in projects of similar construction.

1. Company name: _____
Contact person: _____
Title: _____ Phone No. _____

2. Company name: _____
Contact person: _____
Title: _____ Phone No. _____

3. Company name: _____
Contact person: _____
Title: _____ Phone No. _____

11.0 CONTRACTOR INFORMATION

Contractor shall provide the information below with the bid sheet.

**CITY OF GREENVILLE
NORTH CAROLINA
PROSPECTIVE CONTRACTOR DATA FORM**

Company Name: _____

Address: _____

Phone Number: _____ **Mobile Phone Number:** _____

Email: _____ **Business Fax Number:** _____

Tax ID# _____

Corporation or Partnership: _____

Number of Years in Business: _____

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
REQUEST FOR BIDS**

In compliance with the request for bids by the City of Greenville and subject to all conditions and specifications thereof, the undersigned offers and agrees to furnish all equipment, labor and work site clean-up as provided in the above mentioned specifications.

Description

Generator Service Contract

Base Price:	Per Year Price	\$ _____ (10 generators per list in Exhibit "B")
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	Total Three (3) Year Contract	\$ _____ (per year price multiplied by 3)
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Add Alternate:	Per Remaining 2018 Year Five (5) months	\$ _____ (Police Fire Rescue Generator)
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	Total for 2 years 5 months	\$ _____
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Alternate #1 Price:	Per Year Price (Ficklen Stadium)	\$ _____
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Bid reviewed, prepared and submitted by-

Company Name: _____

Signed: _____

Print Name: _____

Date: _____

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
“Generator Service Contract”**

1.0 The Service Contractor shall perform maintenance and service on the equipment listed below:

Base Service Bid:					
	<i>Location:</i>	<i>Address:</i>	<i>Manufacturer:</i>	<i>Fuel Source:</i>	<i>KW</i>
1	Fire Station #2	2490 Hemby Lane	Cummins Onan	Natural Gas	60
2	Fire Station #3	2400 Charles Blvd	Cummins Onan	Natural Gas	35
3	Fire Station #4	200 Staton Rd	Cummins Onan	Natural Gas	60
4	Fire Station #5	255 Rollins Dr	Cummins Onan	Natural Gas	60
5	Fire Station #6	3375 E. 10th St.	Cummins Onan	Natural Gas	60
6	EOC	3375 E. 10th St.	Cummins Onan	Diesel	175
7	City Hall #1	200 W. 5th St.	Cummins Onan	Natural Gas	125
8	City Hall #2	200 W. 5th St.	Cummins Onan	Natural Gas	125
9	City Hall #3	200 W. 5th St.	Cummins Onan	Natural Gas	125
10	Municipal Building	201 W. 5th St.	Cummins Onan	Natural Gas	60
11	Public Works Administration Building	1500 Beatty St.	Generac	Diesel	
12	Police Fire Rescue Building	500 S. Greene St.	Cummins Onan	Diesel	500
Alternate #1 Service Bid:					
13	Ficklen Stadium	Berkley Rd	Generac	Natural Gas	15

2.0 Maintenance and service for all generators shall be on a bi-annual basis. Once a year shall be a full service with load testing, inspection and preventative maintenance. The second shall be a visual inspection. See the table in 8.0 of Exhibit “B” for the items to be completed. Additional work to be performed will be done with the City of Greenville’s authorization prior to any work being done. Payment for additional service shall be separate from the contract price. Billing for any additional parts not covered under the contract will also be billed separately.

3.0 Reasonable access to the equipment to perform the services will be given. Work shall be performed for maintenance during normal business hours, Monday – Friday, 7:00 AM to 5:00 PM, excluding holidays.

4.0 It will be the responsibility of the generator contractor to maintain a maintenance schedule. A three (3) day notice by generator contractor shall be given prior to any service or inspection of the generators to the Fleet Superintendent at (252) 258-9639. If any repairs are needed it is the responsibility of the generator contractor to give a cost estimate. If estimate is approved the generator contractor will order all parts needed to complete repairs. Generator contractor shall keep Fleet Superintendent inform of the parts status, how long it will take to get the part and any delay on that will alter the original repair

schedule. A three (3) day notice shall be given prior to starting any approved repairs. The generator contractor shall provide a contact name, direct number and email address of the responsible personal that will oversee this account. In case of emergency we shall expect a return call from generator contractor with in one (1) hour to Fleet Superintendent and be onsite to diagnose within 4 hours. If immediate repair is needed cost estimate shall be provided to Fleet Superintendent for approval.

- 5.0** The Generator Services Contract will be for a period of three (3) years with an option to extend for two (2) additional years at the discretion of the City of Greenville and agreement with the Contractor. The price per year as quoted will be valid for the first three (3) years of the contract with the two (2) year extension price being negotiated between the City and contractor with the price increase being no more than 5%. The Alternate pricing may be added to the contract at the discretion of the City of Greenville.
- 6.0** Any parts installed shall be suitable for its intended use. A standard manufacturer's warranty will be required for all parts installed. Labor to replace any parts under warranty will be at no cost to the City of Greenville. Labor warranty shall be for two (2) years.
- 7.0** **ADD ALTERNATE:**
The generator at Police/Fire Rescue Headquarters located at 500 S. Greene Street has been recently replaced and is still under warranty. The warranty will expire February 1, 2018. A add alternate bid will be place for the remaining monthly services required for this generator to extend through the original contract period for generator services.
- 8.0** The minimum requirements for generator service shall include:

	Work to Performed	Once A Year	Visual Inspection
1	Perform job safety assessment	X	X
2	Inspect coolant level	X	X
3	Inspect for leaks (cooling system)	X	X
4	Inspect hoses	X	X
5	Visually inspect radiator and clear as applicable	X	X
6	Visually inspect coolant heater for leaks and operation	X	X
7	Record SCA concentration and antifreeze concentration	X	X
8	Inspect for leaks (lubrication system)	X	X
9	Inspect hydraulic governor level and linkage, if applicable	X	X
10	Inspect restriction indicator	X	X
11	Inspect integrity of air cleaner connections	X	X
12	Inspect of leaks (fuel system)	X	X
13	Inspect condition of fuel lines	X	X
14	Visually inspect day tank level and record level, if applicable	X	X
15	Visually inspect fuel tank level and record level. Notify if under half full.	X	X
16	Visually inspect gaseous fuel regulator vent, if applicable	X	X
17	Inspect fuel governor linkage for wear and proper operation	X	X
18	Drain condensation from fuel/water separator(s)	X	X
19	Inspect for leaks (exhaust system)	X	X
20	Visually inspect rain cap operation	X	X
21	Visually inspect exhaust system condition and connections	X	X
22	Visually inspect mounting hangers and insulation blankets	X	X
23	Visually inspect belts (cracked, frayed, loose)	X	X

24	Visually inspect crankcase breather tube of oil or obstruction	X	X
25	Inspect spark arrestor, if applicable	X	X
26	Visually inspect battery electrolyte levels (electrical system)	X	X
27	Notate age of batteries (should be replaced every 3 years)	X	X
28	Visually inspect generator heater operation, if applicable	X	X
29	Visually inspect battery terminal connections	X	X
30	Visually inspect starter connections and wiring	X	X
31	Inspect and record battery charger voltage and charge rate	X	X
32	Record water temperature	X	X
33	Record oil pressure	X	X
34	Record starting volts DC	X	X
35	Record generator no load AC voltage	X	X
36	Record generator frequency	X	X
37	Panel lights – inspect illumination, safety lamps and alarms	X	X
38	Inspect oil level	X	X
39	Inspect water pump condition	X	X
40	Check or install updated distributor sticker with phone number	X	X
41	Reset all controls to Automatic (after PM event)	X	X
42	Run an observation test (15 minutes)	X	X
43	Disconnect all sources of AC and/or DC power including battery charger and follow Lock Out Tag Out procedure	X	
44	Reconnect AC and/or DC voltage sources including battery charger and remove all Lock Out Tag Out devices	X	
45	Change coolant filter	X	
46	Lubricate fan drive pedestal bearing, if applicable	X	
47	Change oil and filter, dispose of used oil and filter	X	
48	Replace fuel filters	X	
49	Replace fuel/water separator	X	
50	Test transfer switch operation	X	
51	Test oil heater operation, if applicable	X	
52	Inspect generator brush length, appearance, free to move in holder, if applicable	X	
53	Inspect generator commutator and slip rings, if applicable	X	
54	Test day tank transfer pump and solenoid valve operation, if applicable	X	
55	Clean spark arrestor, if applicable	X	
56	Inspect/empty condensate trap on silencer	X	
57	Inspect for dust and dirt (clean vent screens)	X	
58	Test battery performance with electronic analyzer	X	
59	Inspect duct work, louver motors, controls and test as appropriate	X	
60	Clean, tighten and lubricate battery connections as necessary	X	
61	Inspect stationary and movable main contacts	X	
62	Perform general inspection of the electrical system	X	
63	Lubricate generator bearings	X	
64	Check electrolyte level and specific gravity in battery(s)	X	
65	Test day tank float switch	X	
66	Check and test tank vents and overflow piping	X	
67	Wiring – check for loose connections, insulation, chafing, overheating and deterioration (engine)	X	
68	Wiring – check for loose connections, insulation, chafing, overheating and deterioration (ATS)	X	
69	Inspect circuit breakers, fuses	X	
70	Inspect boxes, panels and cabinets and clean as applicable	X	
71	Check calibration of voltage sensing relays/devices	X	
72	Clean crankcase breather	X	
73	Test operation of safeties and alarms	X	

74	Clean (thoroughly dust and vacuum)	X	
75	Exterior cleaning of cabinet with cloth	X	
76	Inspect timers	X	
77	Check wiring connections for fraying or wear (transfer switch)	X	
78	Inspect exercise clock, setup and adjust as necessary	X	
79	Inspect bus work and supporting hardware for carbon tracking, cracks or corrosion	X	
80	Inspect generator rotor and stator	X	
81	Replace heat exchanger treatment plugs, if applicable and record length	X	
82	Run an observation test (30 minutes)	X	