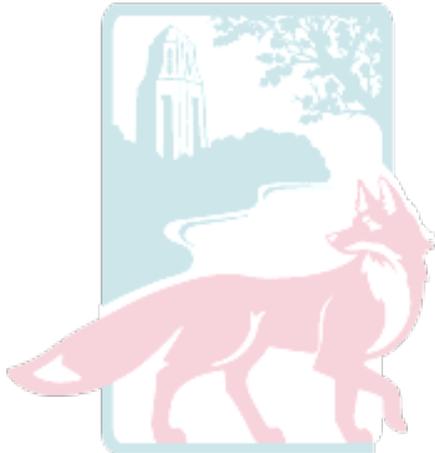


INVITATION TO BID
AND
SPECIFICATIONS
FOR

Generator Maintenance Bid



CITY OF
CITY OF ST. CHARLES
ILLINOIS

2018

ILLINOIS • SINCE 1834

SPECIFICATION #180625

BID OPENING: June 25, 2018

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SPECIFICATION #180625

BID OPENING : June 25, 2018

City of St. Charles – Request for Bids – Generator Maintenance

SECTION 1 **NOTICE TO BIDDERS** **Invitation for Bid**

Sealed bids will be received by the City of St. Charles at the Office of the Purchasing Manager, Two East Main Street, St. Charles, Illinois 60174 no later than **2:00 p.m., Monday, June 25th, 2018** for the **Generator Maintenance Bid**. All bids will be opened publicly and read aloud in the Council Chambers located at, Two East Main Street, St. Charles, IL 60174, at **2:00 p.m., Monday, June 25, 2018.**

Important note on bid submittals: The hardcopy bid submittal must be in a sealed envelope, with “Generator Maintenance Sealed Bid Enclosed” written on the envelope, inside the mailing envelope. Bidders must have this sealed envelope inside the mailing envelope, such that it can be confirmed that the documents were not altered by whoever opens the mailing envelope. Bids received without being sealed within an envelope inside the mailing envelope will not be accepted!

Any person, firm or corporation submitting a proposal shall have been in business a minimum of five years, and shall be fully experienced in all aspects of the projects described above. The successful bidder must provide proof of this past experience to the City of St. Charles as part of their bid submittal. Bidders are advised of the following requirements of this contract: 1) Compliance, where applicable, with the Illinois Prevailing Wage of the State of Illinois, Kane County; 2) ~~10% Bid Security with the bid submittal in accordance with the Instructions to Bidders;~~ 3) ~~115% Performance and Payment Bond and;~~ 4) Certificate of Insurance meeting the City’s requirements. Strikethrough text has been intentionally deleted and those items are not required.

Bid Documents and Proposal forms may be obtained at no charge at the City of St. Charles website at, <http://www.stcharlesil.gov/bids-proposals> after, 2018) Addenda will be available to via the website. It is the responsibility of the contractor to frequently check the City’s website for any future addendums. Contractors will be required to submit all addendum acknowledgement forms with their bid submittal. All questions shall be directed to Mr. Jeffrey Anderson, at 630-762-6910 or at janderson@stcharlesil.gov.

Pre-bid meeting:

Bidders are invited to attend a **non-mandatory** pre-bid meeting on **Tuesday June 5th at 7:00am.** The pre-bid meeting will start at Substation # 5 located at 2561 Dukane Dr St Charles. Bidders will then drive to the various generator locations to allow for a review the scope of the project, become familiar with the individual generator locations, and to offer bidders an opportunity to present questions regarding the project.

The City expressly reserves the right to reject any or all bids or to accept the one that appears to be in the best interest of the City. The City expressly reserves the right to waive any informalities, discrepancies or technical irregularities in a bid if to do so is in the best interest of the City. The City reserves the right to defer the acceptance of any bid and the award of a Contract. Prices quoted must be valid through April 30, 2019. At the City's discretion, a three year contract is possible. Vendors interested in submitting pricing through April 30, 2021 can do so on the provided pricing sheets.

The City reserves the right to require the low bidder to file proof of his ability to finance and execute the project. This proof shall include, but not be limited to, a financial statement, list of equipment owned by bidder, backlog of jobs under a Contract only to a Bidder who furnishes satisfactory evidence that he has the ability, sufficient capital, facilities, and plant to enable him to prosecute the work successfully and promptly.

The City of St. Charles does not discriminate in admission, access to, treatment, or employment in its programs and activities.

END OF SECTION

SECTION III
SPECIFICATIONS
City of St. Charles
Public Works Department

Technical Specification
Service and Preventive Maintenance for Emergency Power Standby Generators
For a Three Year Period

1.0 SCOPE OF WORK:

The City of St. Charles (the City) owns and operates (38) natural gas and diesel powered Standby Emergency Generators from many different manufacturers ranging in size for 15kW to 900kW. The City is requesting price quotations for service and preventive maintenance for the (38) Generators. These Generators must be fully functional and capable of operating 24 hours per day, seven days per week, to provide emergency standby power. The City requires a Contractor to provide a Service, and Preventive Maintenance program, along with testing and reporting.

1.01 Contractor's Service shall provide skilled personnel with the technical qualifications to perform service and preventative maintenance, and testing on all of the City Generators. The Generators must be maintained in a fully operationally condition at all times. All of the Generators are located in the City of St. Charles. The scope of work covers all Generators. All work conducted shall be performed by qualified service representatives.

1.02 The Contractor shall provide at least three (3) references, within the past three (3) years, of clients for who services have been performed. The references shall include names, addresses, and telephone numbers of the clients for whom prior services and preventive maintenance was performed and include an explanation of the services provided.

1.03 The Contractor shall thoroughly examine the generator locations (which may have limited working space and site access) and be familiar with the site conditions under which work will be performed as well as the generators before submitting a proposal.

1.03 A Voluntary "job walk-down" with full access to the generators will be scheduled prior to submittal of bids. Bidder should allocate an entire 8 hour work day to get to the different sites.

1.05 Attachment A delineates the size, fuel type, model and location of the (38) generators.

2.0 TECHNICAL REQUIREMENTS:

2.01 The Contractor will attend to the following Service Items:

1.1 Change oil and oil filter(s)

- 1.2 Change fuel filter(s)
- 1.3 Add water and coolant inhibitor to prescribed levels
- 1.4 Replace all seals and gaskets to complete above items
- 1.5 Clean battery posts and cable lug
- 1.6 Lubricate rear generator bearings
- 1.7 Sample fuel (diesel unit) and report findings per DMF NO. 2 - ASTM D975.

TESTING

- 1.8 Sample coolant and report findings and abnormal conditions for Iron, Aluminum, Lead, Copper, Silicon, Sodium, Potassium, Molybdenum, Nitrate, Ferrous Sulfate, freeze point, R.A./ml, A/F% and visual color
- 1.9 Perform oil and coolant sample analysis by an ISO 17025 Accredited Testing Laboratory.
- 1.10 The analysis report shall comment on the condition of each fluid considering past and present results, and provide recommendations for any further testing or remedial action as dictated by those results.
- 1.11 Test analysis reports shall be provided to the City in a timely manner. Preventive Maintenance Invoices will not be approved until all the fluid test analysis reports have been received by the City.

2.02 The Contractor will perform the following System Service Checks:

2.02.01 Cooling System:

- 1.0 Radiator and Heat Exchanger-visual inspection of leaks, damage and debris. Louvers operate correctly
- 2.0 Coolant- visual inspection for correct levels and condition of coolant (rust, oil, contaminants). Check coolant conditioner concentration and temperature protection. Check filler cap gasket and sealing surfaces.
- 3.0 Hoses and connections-visual inspection of all hoses for deterioration. Check tightness of connections.
- 4.0 Fan drive pulley and fan-check for loose or worn pulleys and lube fan bearings. Check fan operations and clearance.
- 5.0 Fan belts-inspect for wear and deterioration. Check tension and adjust as necessary.
- 6.0 Jacket water heater-inspect for proper operation. Check thermostat settings and for proper coolant temperature.
- 7.0 Water pump-visual and operation inspection for leaks or unusual noises.

2.02.02 Fuel System:

- 1.0 Fuel tank; visually inspect fuel tank system for leaks and fuel level. Test day tank pump for operation. Inspect fuel condition for contaminants.
- 2.0 Water trap/separator-drain water from fuel tank or water separator.
- 3.0 Fuel line and connections-inspect for leaks and tight connections.
- 4.0 Governor and controls-inspect governor oil level. Inspect controls and linkage for proper operation. Add oil as needed.
- 5.0 Fuel filters-primary and secondary-Inspect for damage, leaks and proper operation. Replace primary fuel filter.
- 6.0 Fuel pressure-operational check of gauge for correct pressure.

2.02.03 Air induction and exhaust system:

- 1.0 Air filters-primary and secondary- note reading. Inspect for proper operation. Reset indicator.
 - 2.0 Air filter-inspect and clean as necessary.
 - 3.0 Air inlet system- inspect piping and air filter housing for damage, loose connections and evidence of leaks Clean air filter's housing. Check housing seals and gaskets.
 - 4.0 Turbocharger-inspect for oil leakage or exhaust leakage. Check for unusual noises or operation.
 - 5.0 Exhaust manifold-inspect for damaged, loose or missing hardware and evidence of exhaust leakage.
 - 6.0 Exhaust system- inspect silencer and piping for damage, corrosion or leakage. Check rain cap. Check supports for vibration damage and loose connections.
- 2.02.04 Lube oil system:
- 1.0 Oil level-inspect for correct oil level and contamination. Visually inspect unit for leaks.
 - 2.0 Oil pressure-operational check gauge for correct pressure. Operational and visual inspection of pre lube pump.
 - 3.0 Crankcase breather-inspect for proper operation. Check connections and inspect hose for deterioration. Note excessive blow by.
- 2.02.05 Starting system:
- 1.0 Batteries-inspect for damage or leakage. Clean and tighten all battery connections. Check electrolyte level and note specific gravity.
 - 2.0 Battery charger- inspect for proper operation, loose terminals and deteriorating wiring.
 - 3.0 Starting motor-inspect electrical connection and wiring and operational check for abnormal engagement and cranking noises.
 - 4.0 Alternator- inspect for proper operation, loose connections and mounting hardware. Check belts, pulleys and voltage output.
- 2.02.06 Engine monitors and safety controls:
- 1.0 Safety controls-inspect for proper operation, loose connections and wiring deterioration. Check all safety controls for proper operation.
 - 2.0 Remote annunciators and alarms-inspect and test all panel and system alarms for proper operation.
- 2.02.07 Power generator:
- 1.0 Slip ring and brushes-remove and inspect brushes and slip rings. Adjust as necessary.
 - 2.0 Space heaters-inspect for proper operation.
- 2.02.08 Control panel:
- 1.0 Start controls-manual/auto-operational check for proper operation. Check automatic start.
 - 2.0 Voltmeter-operational check for correct readings. Check voltage level, voltage gain and voltage drop adjustment.
 - 3.0 Ammeter-operational check for correct readings. Record load and no-load readings, if possible.
- 2.02.09 Operational test:

- 1.0 Cold start engine, check for abnormal noises, leaks and vibrations, run for 30 minutes.
 - 2.0 Operation for all safety devices including water temperature, oil pressure, over speed over crank, etc.
 - 3.0 Check and record amps, volts, oil pressure, water temperature, fuel pressure, frequency and kilowatt-output (if possible).
 - 4.0 Check and record time for startup and signal delay, engine start, load pickup, automatic load transfer and load retransfer. Adjust transfer switch, relay, or control setting to obtain required performance.
 - 5.0 Restore system to automatic operations.
- 2.02.10 Other recommended maintenance items:
- 1.0 Contractor should provide alternate pricing for additional maintenance items not specified here, but recommended based on their professional experience.

3.0 STATEMENT OF WORK:

The Contractor shall respond to an equipment failure within four (4) hours or less of a call by the City for unscheduled or emergency onsite service. Unscheduled service calls shall be invoiced on hourly basis in accordance with the Quotation Form. The Contractor acknowledges that failure to respond to an emergency call could affect the wastewater treatment process, and cause plant non-compliance with mandated effluent permits, resulting in environmental liability with consequent fines and/or penalties, being imposed on the City. The Contractor agrees to make his best effort to respond to an emergency call for Generator service as quickly as possible. The City shall be provided with unlimited telephone support, 24 hours a day, 7 days a week, including weekends and holidays. Contractor shall provide documentation with regard to their emergency response procedure, capabilities, and logistics, and identify if response time can be shorter than 4 hours. Contractors' emergency response capabilities will be a heavily weighted component of the evaluation of this request.

The pricing sheet will require the Contractor to provide an hourly rate for additional maintenance and repair work, including emergency calls. The rates provided shall include the standard truck and equipment needed to perform the work. Generator parts and special equipment shall be billed separately and are not part of the hourly labor rate quote. For repairs and emergency call outs, the contractor will be paid the hourly rate for the time they are on the site of the work. Billing travel costs or mileage is not acceptable.

After contract award, Contractor shall provide the City with a copy of a template inspection sheet that will be used by the field technician. The sheet shall include all required inspection items, and places for the technician to provide their initials and any comments. The City will require a copy of each completed generator inspection sheet within 5 days of completion of the inspection.

3.01 The Contractor shall be capable of providing Load Bank Testing in a timely manner if requested to do so by the City.

3.02 Any non-consumable or non-warranty parts used during a service visit shall be approved by an authorized City representative and billed using the Contractor's current price list at the time of usage and shall be invoiced separately. The Contractor shall maintain sufficient parts

and supplies to service and repair the City's Generators. Travel to and from the City for all service visits shall be at no additional charge to the City.

3.03 Expenses incurred to repair items that have been worn in a manner consistent with their normal usage, shall be repaired at no additional charge.

3.04 Service Reports (Work Orders) for each scheduled and un-scheduled site visit shall be prepared by the service engineer and provided to the City on the same day as the service visit. The Service Report shall describe all work performed during the site visit and any parts used during the preventative and/or emergency maintenance service. The Service Report shall advise of any further work required and / or recommended.

3.05 Quotations for Work required and / or Recommended Repairs to correct deficiencies shall be prepared by the service engineer and provided to the City on the next day following the service visit. The Quotations shall describe all work required, the quantity and description of parts and material required, where practical, manufacturer part numbers for the needed work should be shown on the quotation. The Quotations shall also delineate labor and travel charges. Repair work will require similar communication and scheduling coordination with City personnel.

3.06 Invoices shall show unit identification and City of St. Charles Division of Responsibility e.g. Water, Wastewater, Electric, Facilities, Fire and Police. Invoices must also show the City Purchase Order Number.

3.07 Invoices for Preventative Maintenance shall be submitted to the City as a group, in a timely manner, after all the Preventive Maintenance at all the sites has been performed. Invoices for Work required and / or Recommended Repairs shall be submitted to the City in a timely manner.

4.0 ITEMS OF WORK:

For the unit prices quote, the Contractor shall provide all necessary labor, material, and equipment to provide the City with competent service and preventative maintenance program, testing support and consulting services to maintain the Generators.

4.01 The Contractor shall provide all hoisting, pumping, lifting, staging, scaffolding, and materials transportation as requested.

4.02 All work is to proceed in coordination with other trades as well as any scheduled projects.

4.03 The Contractor shall clean debris on a daily basis. The Contractor is responsible for proper disposal of all waste generated by maintenance activities at no additional cost to the City.

4.04 The Contractor shall comply with ordinances, codes, regulations and requirements of the government authorities having jurisdiction over this work.

4.05 The contractor shall anticipate multiple mobilizations for the completion of work. It should be assumed that multiple mobilizations will be required to complete the work as specified and included within this scope of work.

4.06 The site will be occupied by the City staff throughout the duration of the work.

4.07 There will be no additional charges for mileage, shop charges or add-ons not specifically approved by the City, prior to work being performed.

4.08 Any additional repairs, parts or services that are required, but not included under this agreement, will be brought to the attention of the City's site representative.

4.09 Individual unit pricing must be shown on the proposal.

4.10 The Contractor shall instruct the City's site representative, if such is personnel are present at the time of inspection, on operation and maintenance procedures between maintenance inspections.

4.11 The City reserves the right to exclude generators from the agreement and /or select multiple vendors to best meet the City's needs.

5.0 NON CONSUMABLE REPLACEMENT PARTS:

Non-consumable replacement parts furnished shall be essentially the standard product of the original generator manufacturer. Any substitution for original replacement parts shall be with an equivalent or a better product. The replacement part may be acceptable provided that it meets or exceeds all the requirements of the original part and that such substitute will not materially alter the original basic design.

6.0 CHANGES IN DESIGN AND / OR SUBSTITUTION OF REPLACEMENT PARTS:

If, during replacement and/or repair of defective parts, it is found expedient by the Contractor to modify or change the design of any part of the generators, including the equipment or any part thereof, completely detailed and checked working drawings showing the proposed changes are to be submitted to the City for review and approval. Any permitted modification or change of design as set forth above is to be at the sole discretion of the City. Approval of such changes does not release the Contractor from his obligation or guarantees, nor are any of the conditions of the Agreement abrogated thereby. Any additional costs, including redesign costs to this Contract resulting from these changes, are to be borne by the contractor.

7.0 SAFETY AND HEALTH:

7.01 The contractor shall be responsible for maintaining safe work practices in the work area in accordance with local, state and federal ordinances and regulations.

7.02 All delivery, unloading, and/or repair operations shall comply with OSHA 1926, Safety and Health Standards for the Construction Industry. The City's site representative has the authority to stop all work, or portions of the work, for noncompliance with the above safety and health requirements.

7.03 The contractor shall follow all applicable laws and regulations including, but not limited to, IDOL (Illinois Department of Labor) and OSHA (29 CFR Part 1910 and 29 CFR Part 1926).

8.0 REPLACEMENT PARTS GUARANTEE:

All replacement parts, materials, and workmanship furnished shall be guaranteed by the Contractor to perform the services required of them, to the full expectations and/or satisfaction of the City in accordance with recommendations from original equipment manufacturer, for a period of one (1) year from the date of installation and acceptance.

9.0 TERM OF CONTRACT:

The successful Bidder to whom the Contract is awarded, will be paid for Generator Service And Preventive Maintenance at the rates quoted in the proposal form. The prices quoted shall remain firm through April 30, 2019. Pricing for the optional second and third years of the contract may be provided with this submittal. The second and third years are not guaranteed to the successful bidder.

Given that the eventual contract is for a critical service, the City of St. Charles reserves the right to terminate the future contract, to which this proposal is based, for convenience with 30 days' notice.

CITY OF ST. CHARLES: PURCHASE ORDER GENERAL TERMS AND CONDITIONS

The following terms and conditions apply to the Order of goods or services to which they are attached, except as specifically provided otherwise in the Order.

TAX EXEMPTION:

The City of St. Charles is tax exempt, ID # E9996-0680-07.

ACCEPTANCE OF ORDER:

The Order is the City's offer to purchase the described goods and/or services from Vendor. The City's placement of the Order is expressly conditioned on Vendor's acceptance of all terms and conditions stated herein.

AMENDMENTS:

These terms and conditions may be amended only in writing and signed by the City's authorized agent.

UNIFORM COMMERCIAL CODE:

All applicable portions of the Illinois Uniform Commercial Code govern orders with the City.

DELIVERY; TIME OF ESSENCE; CANCELLATION BY CITY:

All prices include shipping and delivery to the City unless specified otherwise. Time is of the essence on all matters related to the purchase. If work and/or deliveries are not completed at the time agreed, the City may cancel the purchase or purchase elsewhere and hold Vendor accountable. If delivery dates cannot be met, Vendor must advise the City in writing of the earliest possible shipping date.

RISK OF LOSS:

Vendor bears all risk of loss, injury, or destruction of goods ordered herein until acceptance by the City. No loss, injury, or destruction will release Vendor from any obligations hereunder.

INSPECTION:

Goods must be properly packaged, or work completed to the highest standard. Damaged final product will not be accepted. If damage is not readily apparent at the time of delivery, the goods will be returned and must be replaced, or work must be redone, at no cost to the City. Notwithstanding any conflicting provision, the City has the right to inspect the final deliverable for at least 14 days after delivery/completion.

PATENTS AND COPYRIGHTS:

If any good or service delivered to the City is protected by any patent or copyright, then Vendor must indemnify and save harmless the City against any and all suits, claims, judgments, and costs instituted or recovered against the City by any person or entity on account of the use or sale of such articles by the City in violation or right under the patent or copyright.

NON-WAIVER OF RIGHTS:

No failure of the City to exercise any power given to it hereunder or to insist on strict compliance by Vendor with its obligations hereunder, and no custom or practice of the City at variance with the terms hereof, and no payment made constitutes a waiver of the City's right to demand exact compliance with the terms hereof.

MATERIAL SAFETY DATA SHEETS:

Proper Material Safety Data Sheets, in compliance with OSHA's Hazard Communication Standard, must be provided by Vendor to the City at the time of purchase.

COMPLIANCE WITH LAWS:

Vendor, in fulfilling the order, must comply with all applicable provisions of the federal, State of Illinois, and local laws, regulations, rules, and orders.

LAWS GOVERNING:

The Order is governed by and construed according to the laws of the State of Illinois. Venue for any action related to the order will be in the Circuit Court.

PAYMENT; PAYMENT TERMS:

All invoices must be addressed to Accounts Payable, City of St. Charles, 2 E. Main Street, St. Charles, Illinois, 60174, as indicated on the front of the Order. Each invoice must include Vendor's name and telephone number, quantities, item descriptions, and units of measure. The City's payment will be due 30 days after delivery and acceptance.

WARRANTY:

Vendor warrants that all goods and services furnished hereunder will conform in all respects to the terms of the Order, including all drawings, specifications, and standards, and will be free of defects in materials, workmanship, and design. Vendor warrants the goods and services are suitable for and will perform in accordance with their intended purposes.

COMPLIANCE WITH LAWS:

Vendor must comply with all applicable laws, including without limitation the Illinois Human Rights Act and the Public Works Employment Discrimination Act.

It is an unlawful employment practice for Vendor (1) to fail or refuse to hire or to discharge any individual or otherwise to discriminate against any individual with respect to her or his compensation, or the terms, conditions, or privileges of their employment, because of that individual's race, color, religion, sex, age, handicap, or national origin or (2) to limit, segregate, or classify Vendor's employees or applicants for employment in any way that would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect her or his status as an employee, because of that individual's race, color, religion, sex, age, handicap, or national origin. Vendor must comply with all applicable civil rights laws.



Bid Evaluation

Bids will be evaluated on a weighed scale based on the following criteria (criteria not in any particular order):

- Ability of bidder to complete project within requested timeframe (if applicable)
- City experience with (or references for) bidder regarding adherence to work schedules
- City experience with (or references for) bidder regarding workmanship/quality
- City experience with (or references for) bidder regarding responsiveness
- City experience with (or references for) bidder regarding communication
- Evaluated cost

Special Terms and Conditions:

Work issued on the future purchase order resulting from this bid will be on an “as directed” basis.

No quantities are known and there are no guaranteed quantities. Bidder must state if minimum quantities are required for their pricing to be valid.

The City of St. Charles reserves the right to terminate any future purchase order resulting from this bid for convenience with **15** (fifteen) calendar days notice.