

INVITATION TO BID
AND
SPECIFICATIONS
FOR

2014-17 Generator Maintenance

CITY OF ST. CHARLES
ILLINOIS
2014

SPECIFICATION # 140804
OPENING DATE: August 4, 2014

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SPECIFICATION # 140804

OPENING DATE: August 4, 2014

SECTION I

NOTICE

Sealed bids will be received at the Office of the Purchasing Manager, Two East Main Street, St. Charles, Illinois **no later than 10:00 a.m., Monday, August 4, 2014,** for 2014-17 Generator Maintenance.

Proposals will be opened publicly and read aloud in the Council Chambers at 10:00 a.m., Monday, August 4, 2014.

Specifications and bidder information must be obtained at the Office of the Purchasing Manager, City of St. Charles, 200 Devereaux Way, St. Charles, Illinois.

All sealed envelopes must be clearly marked for which bid they pertain to.

CITY OF ST. CHARLES

Michael W. Shortall
Purchasing & Inventory Control Manager

SECTION II
INFORMATION TO BIDDERS

1. **GENERAL CONDITIONS:**

- A. Bids shall be submitted in a sealed envelope, inserted in a larger sealed envelope. Both envelopes shall be clearly marked with the word "Bid", and the name of the project or subject of the bid. (Sec. 2.33.200A of the St. Charles Municipal Code). The outer envelope shall be addressed "Purchasing Manager, City of St. Charles, Two East Main Street, St. Charles, IL 60174." Include a return address on both envelopes. Bids received after the specified time and date will be returned unopened. Bids shall be on City of St. Charles bid form and shall be returned attached to the original specification sheets. Copies are not acceptable. **All bids submitted are binding for sixty (60) calendar days following the date of the bid opening.**
- B. All bid proposals must be signed with the firm name and by an authorized officer or employee of the company. One bid per bidder is allowed.
- C. The award of bids shall be made, after determination of the successful bidder by the City Council, by issuance of a City purchase order from the City of St. Charles purchasing manager to the successful bidder.
- D. The City of St. Charles reserves the right to waive minor specification deviations and reject any or all bids, and to accept the bid, which is in the opinion of the City Council, the lowest conforming bid from a responsible bidder as defined by state law and Sec. 2.33.230 of the St. Charles Municipal Code.
- E. All bids must be quoted on the basis of delivery to the City storeroom, 200 Devereaux Way in St. Charles, IL. The price shall be stated in units and bids made on each item separately. In case of conflict, the unit price shall govern. The City reserves the right to award the bid in aggregate or on individual items.
- F. All taxes, storage, handling and delivery costs incurred prior to receipt of the material by the City must be assumed by the successful bidder.
- G. All taxes, storage, handling and delivery costs incurred prior to receipt of the material by the City must be assumed by the successful bidder. The City of St. Charles is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax.

The Illinois Department of Revenue tax exempt form can be obtained through the City of St. Charles Office of Purchasing.

The winning bidder will be required to complete the requested information included on this form. It is the purpose of this document to allow the winning bidder to purchase items for the bid project, tax free. It is the intent that the contractor will include the savings into the bid or quote.

Contractors will be responsible for utilizing this tax exempt form in a legal and responsible way. The contractor must sign a certification that the tax exempt form will be solely used for the purpose stated above. Abuse of the City's tax exempt status to avoid sales tax liability on other contractor purchases shall not be tolerated and may disqualify the contractor from being awarded future City contracts or business.

- H. If applicable, material is to be delivered on a flatbed trailer and ready to be unloaded from the side of the trailer without driving a forklift onto the trailer. Advance notice of 48 hours is required by calling 630-377-4421. Deliveries can be made to the City between the hours of 7:00 a.m. - noon and 12:30 p.m. - 3:30 p.m.
- I. Each bidder shall make an accurate statement in the proposal of the smallest number of calendar days in which delivery can be made after placement of the order.
- J. Any firm bidding this/these unit(s) must have a full service shop which includes parts and service mechanics capable of making any adjustments or repairs as may be required. The firm must also have service truck capabilities.
- K. Materials will be paid within 30 days of receipt/acceptance of same and receipt of invoice, or if a discount is allowed and is advantageous to the City, within five (5) days of receipt/acceptance of same and receipt of the invoice. Bids will be evaluated on both thirty (30) day and discount pricing.

REQUIRED _____ NOT REQUIRED X _____

- L. Travel time (incl. on-site repairs and/or pick up and delivery) is included for all maintenance.

REQUIRED X _____ NOT REQUIRED _____

2. **MATERIALS:**

Only new, unused, first quality material and/or equipment shall be offered by the bidder.

3. **BID RESULTS:**

The bidder must supply a self-addressed, stamped envelope for obtaining bid results. **NO** bid results will be given by telephone.

4. **ADDENDUM**

Any interpretation of the specifications will be mailed to each bidder receiving a set of the bid documents. Bidders shall acknowledge receipt of such addendum by returning the addendum form.

5. **BID DEPOSIT**

A 10% bid deposit (certified check, cashier's check, or bank draft) or bid bond **is** required to accompany this bid. Failure to do so will eliminate the bid.

REQUIRED _____ NOT REQUIRED X _____

6. **PERFORMANCE BOND**

A performance bond in the amount of 100% of the bid submitted **is** required within ten (10) calendar days of acceptance of the bidder's proposal by the City.

The performance bond of the successful bidder shall have a minimum "A" rating as defined in Best's Key Rating Guide, be conditioned on the faithful performance of the requirements of the contract, and shall have as surety a corporate surety authorized to act as such in Illinois. The performance bond shall cover payment for all labor and material, and insure completion of the project. The bidder will be responsible for all claims for injuries to persons or damages to property or premises arising out of or in connection with his or her operations prior to the acceptance of the finished work or supplies, and that he or she will promptly make payments to all persons supplying him or her or them with labor or materials in the prosecution of the work provided for in the contract; and shall guarantee to indemnify and save the City and its officers and employees harmless from all costs, damages, and expenses arising out of or by reason of the bidder's failure to comply and perform the work and complete the contract in accordance with the specifications.

The performance bond shall be in conformance with the requirements of the Illinois Act in relation to bonds of bidders entering into contracts for public construction. (Illinois Compiled Statutes Ch. 30, Sec. 550/1, et seq.)

REQUIRED _____ NOT REQUIRED X _____

7. **GENERAL GUARANTY**

The bidder agrees to (a) hold the City, its agents, and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopied composition, secret process, patented or unpatented, invention, article, or

appliance furnished or used in the performance of the contract in which the bidder is not the patentee, assignee, licensee, or owner; (b) protect the City against latent defective material or workmanship and to repair or replace any damages or marring occurring in transit or delivery; (c) pay for all permits, licenses, and fees and give all notices and comply with all laws, ordinances, and rules of the City and State of Illinois; (d) indemnify City against all claims for personal injury, death, and/or property damage arising out of the project.

8. **ASSIGNMENT**

Assignment of this contract or any part thereof, or any funds to be received thereunder by the bidder shall be subject to the approval of the City of St. Charles.

9. **DEFAULT**

The contract may be cancelled or annulled by the purchasing manager in whole or in part by written notice of default to the bidder upon nonperformance or violation of contract terms. An award may be made to the next lowest bidder, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting bidder (or his surety) shall be liable to the City for costs to the City in excess of the defaulted contract prices. The bidder shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the bidder to deliver materials or services within the time stipulated on his or her bid, unless extended in writing by the purchasing manager, shall constitute contract default.

10. **INSURANCE**

Detailed insurance requirements are included under City of St. Charles Insurance Requirements for Bidders.

The bidder **shall** secure and maintain in effect at all times, at his or her expense, insurance of the following kinds and limits to cover all locations of the bidder's operations in connection with work on his or her company's projects, naming the City of St. Charles as an additional insured. The bidder shall furnish Certificates of Insurance to the City before starting construction or within 10 days after the execution of the contract, whichever date is reached first. All insurance policies shall include a non-cancellation clause provision preventing cancellation without 30 days written prior notice to the City. In case of insurance cancellation, bidder shall obtain a new insurance policy in compliance with this paragraph prior to the effective date of cancellation.

Certificates of insurance must be completed on the ACCORD 25-S form, with the cancellation clause revised and revisions initialed. An example is enclosed.

REQUIRED X _____ NOT REQUIRED _____

For this specific project, the City of St. Charles is requiring a liability umbrella of \$ 5,000,000 (aggregate for this project).

REQUIRED _____ NOT REQUIRED X _____

11. **CERTIFICATE OF COMPLIANCE**

All bidders are required to complete the Certificate of Compliance (attached) as per the Illinois Compiled Statutes Ch. 65, Sec. 11-42.1-1, which will be returned with the bid.

12. **HEALTH AND SAFETY ACT**

All work under this contract shall comply with the Occupational Safety and Health Act (OSHA) of 1975, and all other federal, state or local statutes, rules or regulations affecting the work done under the contract.

13. **PREVAILING WAGE RATE**

To the extent as required by law, contractors shall comply with the Illinois Prevailing Wage Act, 820 ILCS 130/.01 (the "Act") and the current City of St. Charles Ordinance with rates to be paid, in effect at the time work is performed in the County where the work is performed. The successful bidder is responsible for posting and issuing current rates to its employees and subcontractors. Current rates are available through the Illinois Department of Labor's website at <http://labor.illinois.labor.gov/>.

The successful bidder and each subcontractor shall submit monthly, in person, by mail, or electronically, a certified payroll to the City of St. Charles. The certified payroll shall consist of records of all laborers, mechanics, and other workers employed by them on the project. The records shall include each worker's name, address, telephone number (when available), the last four digits of the worker's social security number, classification or classifications, the hourly wages paid in each period, the number of hours worked each day, and the starting and ending times of work each day. The certified payroll shall be accompanied by a statement signed by the bidder or subcontractor which avers that:

- A. Such records are true and accurate;
- B. The hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required; and
- C. The bidder or subcontractor is aware that filing a certified payroll that he or she knows to be false is a Class B misdemeanor.

The City of St. Charles is required to keep the certification records submitted for a period of not less than five years. Furthermore, these records, except an

employee's address, telephone number, and social security number, shall be made available in accordance with the Freedom of Information Act.

14. **EXECUTION OF CONTRACT, INSURANCE AND PERFORMANCE BOND**

The successful bidder, within ten (10) business days after acceptance of the bidder's offer by the City, shall execute all requested contract documents, supply satisfactory evidence of required insurance, and furnish a satisfactory performance bond when required by the bid documents. In the event that the bidder fails to furnish required documents, insurance, and performance bond within ten (10) business days after acceptance of the bidder's offer by the City, then the City's acceptance of the offer shall automatically terminate, and the bid deposit of the bidder shall be retained by the City as reimbursement for administrative costs.

15. **RELEASE OF BID DEPOSITS**

Within a reasonable time after the bid opening, bid deposits of all except the three lowest responsible bidders will be released. The remaining deposits will be released after the successful bidder has executed the contract documents and furnished evidence of the insurance and bonds required by the bid documents.

16. **EQUAL OPPORTUNITY EMPLOYER**

The City of St. Charles is an equal opportunity employer, and all bidders are required to be equal opportunity bidders as defined by all applicable state and federal laws and regulations.

17. **VETERANS PREFERENCE**

The City of St. Charles, per Illinois Compiled Statutes Ch. 330, par. 55/1-55/3, gives preference to veterans for public works contracts, should a tie bid arise between local OR non-local bidders.

18. **CERTIFICATE OF NON-DISQUALIFICATION**

All bidders are required to submit a completed Certificate of Non-Disqualification (attached), as required under Illinois Compiled Statutes, Ch. 720, Sec. 33 E-11.

19. **PROVISIONS OF ST. CHARLES MUNICIPAL CODE**

All bids and contracts shall be in accordance with Title 2, Ch. 2.33 of the City of St. Charles Illinois Municipal code, as from time to time amended, which shall take precedence over and control all aspects of this contract, and which are incorporated herein by reference.

20. **SURVIVAL**

The provisions hereof shall survive and shall not merge with the resulting purchase order or contract awarded to the successful bidder, but shall be additional terms thereof; and the submission of a bid shall be deemed as acceptance of these terms.

21. **CERTIFICATE OF COMPLIANCE WITH SAFETY STANDARDS**
All bidders are required to submit a completed Certificate of Compliance with Safety Standards (attached).
22. **CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 87-1257 OF THE ILLINOIS HUMAN RIGHTS ACT**
All bidders are required to submit a completed Certificate of Compliance with Public Act 87-1257 of the Illinois Human Rights Act (attached).
23. **WAIVERS OF MECHANICS LIEN**
- A. With each application for payment, submit waivers of mechanics liens from the bidder, subcontractors, and suppliers for the construction period covered by the current application. Payment will not be released until the bidder has supplied the City with the waiver of liens.
1. Submit partial waivers on each item for the amount requested, prior to deduction for retainage, on each item.
 2. When an application shows completion of an item, submit final or full waivers.
 3. The City reserves the right to designate which entries involved in the work must submit waivers.
 4. Waiver Delays: submit each application for payment with the bidder's waiver of mechanics lien for the period of construction covered by the application.
- A. Initial application for payment: administrative actions and submittals, that must precede or coincide with submittal of the first application for payment, include the following:
1. List of subcontractors.
 2. List of principal suppliers and fabricators.
 3. Schedule of values.

REQUIRED _____ NOT REQUIRED X _____



Illinois Department of Revenue
 Office of Local Government Services
 Sales Tax Exemption Section, 3-520
 101 W. Jefferson Street
 Springfield, IL 62702
 217 782-8881

January 2, 2010

CITY OF ST CHARLES
 DIRECTOR OF FINANCE
 TWO EAST MAIN ST
 ST CHARLES IL 60174

Effective January 1, 2010, we have renewed your governmental exemption from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax, as required by Illinois law.

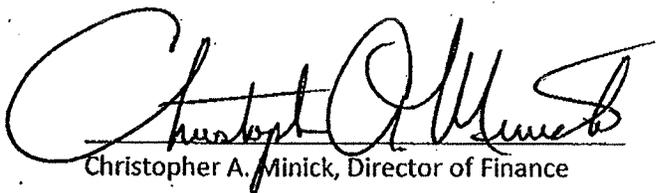
We have issued the following new tax exemption identification number:

E9996-0680-06
 to
 CITY OF ST CHARLES
 of
 ST CHARLES, IL

The terms and conditions governing use of your exemption number remain unchanged.

Office of Local Government Services
 Illinois Department of Revenue

Issued To: _____
 Company: _____
 Date Issued: _____
 Project: _____
 Dates Valid: _____


 Christopher A. Minick, Director of Finance



City of St. Charles Certificate of Insurance Requirements

All Contractors, Manufacturers/Distributors, and Suppliers shall be required to carry and evidence insurance coverage with a standard Acord Certificate of Insurance with minimum limits applicable. Sample attached.

1. Minimum Insurance Requirements and Limits

	<i>Coverage</i>		<i>Limits</i>
A.	Automobile Liability	\$1,000,000	Combined single limit
B.	Commercial General Liability	\$1,000,000	Per occurrence
		\$2,000,000	General aggregate

All Commercial General Liability policies must include Blanket Contractual coverage and Broad Form Vendors' Liability coverage.

C.	Workers' Compensation	\$500,000	Per accident
	(Employers' Liability)	\$500,000	Disease limit
		\$500,000	Each Disease
D.	Umbrella Liability	\$5,000,000	Limit

2. Cancellation or Alteration

The policies of insurance required by this exhibit shall provide that they cannot be cancelled or altered in any way changing coverage except after 30 days' prior written notice by certified mail to owner.

3. Workers' Compensation and General Liability Waiver of Subrogation in favor of the City.

4. Insurance Certificates

- Must be submitted ten (10) days prior to any work being performed to allow review of certificates.
- Certificates not meeting requirements must be revised and resubmitted within fifteen (15) days or the subcontractor will not be allowed on the jobsite.

5. Additional Insured and Broad Form Vendors' Liability in favor of the City.

The City must be named as an Additional Insured with the following wording appearing on the Certificate of Insurance: "The City of St. Charles and any official, trustee, director, officer, or employee of the City (plus any holder or mortgage as designated by the City) as to any and all projects, as an Additional Insured for the Commercial General Liability as respects any and all projects for any work being performed and this coverage will be primary and noncontributory."

6. Minimum Insurance Carrier

All contractors, manufacturers/distributors, and suppliers' insurance carriers must comply with the minimum A.M Best rating of A-VI for all insurance carriers.



CERTIFICATE OF LIABILITY INSURANCE

STCHAR2

OP ID: MR

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Wine Sergi & Co, LLC 225 Smith Road St. Charles, IL 60174 Richard W. Ryan	630-513-6600	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ E-MAIL ADDRESS: _____ FAX (A/C, No): _____																				
	630-513-6399	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A :</td> <td>AM Best Rating A-VI or better</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	AM Best Rating A-VI or better		INSURER B :			INSURER C :			INSURER D :			INSURER E :			INSURER F :	
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INSURER B :																						
INSURER C :																						
INSURER D :																						
INSURER E :																						
INSURER F :																						
INSURED Approved Contractor 123 Main Street Any Town, IL 60174																						

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

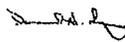
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				EACH OCCURRENCE \$ 1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY						
<input checked="" type="checkbox"/>	ANY AUTO		<input checked="" type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	HIRED AUTOS						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
<input checked="" type="checkbox"/>	UMBRELLA LIAB						EACH OCCURRENCE \$ 5,000,000
	EXCESS LIAB						AGGREGATE \$ 5,000,000
	DED						
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101; Additional Remarks Schedule, if more space is required)

The City of St. Charles and any official, trustee, director, officer or employee of the City (plus any holder or mortgage as designated by the City) as to any and all projects are additional insured as respects general liability coverage on a primary and non-contributory basis. Waiver of subrogation applies to general liability and workers compensation.

CERTIFICATE HOLDER**CANCELLATION**

STCHAR1 City of St. Charles 2 E. Main Street St. Charles, IL 60174	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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May 8, 2014

City of St. Charles
Public Works Department

**Technical Specification
Service and Preventive Maintenance for Emergency Power Standby Generators
For a ThreeYear Period**

1.0 SCOPE OF WORK:

The City of St. Charles (the City) owns and operates (37) 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 (37) 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 mandatory "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 (37) 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 damage, 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, 2015. Pricing for the optional second and third years of the contract must 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.

PRICING SHEET