

**TOWN OF TRUMBULL
REQUEST FOR QUOTATION
W.P.C.A. - EMERGENCY GENERATOR MAINTENANCE**

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 6007 DUE: SEPTEMBER 18, 2013 3:00 PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for the **EMERGENCY GENERATOR MAINTENANCE** for various WPCA (Sewer Dept.) Pump Stations throughout the Town in accordance with the requirements contained in this request.

1. PREPARATION OF PROPOSALS

- a) Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and two (2) EXACT COPIES. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.
- b) Bidders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded
- c) No oral, telephonic, or faxed proposals will be considered. Corrections, deletions, or additions to bids may be made by wire, provided such wires are received in correct and comprehensive form prior to the opening time of bids, and confirmed by letter. No telephone corrections, deletions, or additions will be accepted. The Town reserves the right to reject any or all bids, and to waive any or all formalities in connection therewith.

2. BID SUBMISSION

Bids are to be submitted in a sealed envelope addressed as follows:

Bid: 6007 Due: SEPTEMBER 18, 2013
Purchasing Agent
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

Please be advised that the person(s) signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

3. BID TIME

- a) Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud. Any bids submitted or received after the advertised hour shall not be accepted, opened or read.
- b) A bidder may withdraw a proposal at any time prior to the above scheduled date and time. Any bid received after the above scheduled date and time shall not be considered or opened.

4. TOWN OPTIONS

- a) The TOWN reserves the right to reject any and all bids and does not bind itself to accept the lowest bid or any proposal for this work or any part thereof, and shall have the right to ask for new bids for the whole or parts, should it desire to do so.
- b) If your proposal does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

5. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. **INQUIRIES**

All inquiries regarding this request may be directed to **Mr. Joseph Solemene, WPCA Supervisor (203-452-5048)**, and shall be answered up to the close of business on **September 16, 2013** after which time no additional questions will be accepted. To ensure consistent interpretation of inquiries, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders.

The Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of award in writing.

8. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting the selected contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with a Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

9. **HOLD HARMLESS CLAUSE**

The Contractor agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

10. **WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

11. **INSURANCE**

The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with an Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

| General Liability | Each | Each Occurrence | Aggregate |
|---|-------------|-----------------|-------------|
| Bodily Injury Liability | \$1,000,000 | \$1,000,000 | \$1,000,000 |
| Property Damage Liability | | \$1,000,000 | \$1,000,000 |
| Personal Injury Liability | | \$1,000,000 | \$1,000,000 |
| Comprehensive Automobile Liability | | | |
| Bodily Injury | \$1,000,000 | \$1,000,000 | \$1,000,000 |
| Property Damage | | \$1,000,000 | \$1,000,000 |

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611.

In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department

12. **CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

13. **PRICING AND TERM**

The Town requires firm fixed prices for a period of one (1) year following Quotation opening and nothing elsewhere in this Quotation shall abrogate this firm period. The Town may renew the term of the award for this requirement for an additional twelve (12) months, at the price stated in the Quotation Response Form by giving the contractor at least thirty (30) days written notice.

14. **CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

15. **ADDENDUMS**

It is the responsibility of the bidder to verify prior to final submittal of a bid or bid if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website www.trumbull-ct.gov under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5031 for inquiries regarding addenda.

TOWN OF TRUMBULL
REQUEST FOR QUOTATION

EMERGENCY GENERATOR MAINTENANCE

BID NUMBER 6007 DUE: SEPTEMBER 18, 2013 3:00 PM

SPECIFICATIONS AND REQUIREMENTS

Service Requested shall be a Lump Sum Price: Replace all crank case oil, fuel, air and water filters. Perform a complete tune-up on all engines, including spark plugs, distributor cap, rotor, point set and condenser where applicable.

Perform a complete inspection and assessment of each generator and transfer switch system listed. **Ensure each unit is running (exercising) under load automatically for approximately 1-Hour, one day a week.** Complete enclosed Service Report including recommendations to avoid potential problems discovered during inspection. The bid price is to include all parts, labor and travel time.

PUMP STATION/GENERATOR LOCATIONS

- 119 WHITE PLAINS ROAD (Constructed 1971) 350 KW Cummins Diesel. (Model VT12-635-GS
 - S/N 10218034) 277/480, 3-PH. (950 Hrs.) Gen. Set, Trans. Switch & Control Panel indoors.
- 188 BLUE RIDGE DRIVE (Constructed 2002) – 118KW Onan/Cummins Natural Gas
 - (Model GGK0449 - S/N K000179523) 277/480, 3-PH. (530 Hrs.) Gen Set, Control Panel and
 - Transfer Switch located indoors in an underground vault.
- 110 HAWLEY LANE (Constructed 1981) 20 KW – Kohler/Ford Natural Gas
 - (Model 20RZ – S/N 190287) 120/240, 3-PH. (885 Hrs.) Gen. & Transfer Switch outdoors.
- 4351 MADISON AVE. (Constructed 2004) 80 KW – Onan/Cummins Diesel. (Model DGCG-5697641 –
 - S/N LO40724324) 277/480, 3-PH (560 Hrs.) Gen., Transfer Switch, Fuel Tank Indoors.
- 101 MERRITT BLVD. (Constructed 2011) 40KW – Onan/Cummins Diesel (Model DSFAB-H100151 –
 - S/N H100151788) 277/480, 3-PH. (55 Hrs.)
- 135 MERRITT BLVD. (Brick Building Constructed 1980) 175 KW – Fermont/Cummins Diesel.
 - (Model 200DC-1 S/N 66070009)Volt: 277/480, 3-PH, 24 Bat. Volts (1328 Hrs.) Gen. & Trans. Switch Indoors.
- 2595 RESERVOIR AVENUE (Installed 1998) 125 KW Cummins/Onan Diesel (Model 125DKEA –
 - S/N J980812236) Gen. Trans. Switch & Fuel Tank Installed Outdoors.
- 111 SCENIC HILL ROAD (Constructed 1994) 30 KW – Katolite Natural Gas
 - (Model SJA-35795 S/N 9D104270) 220 Single-Phase. Outdoor mounted unit & transfer switch
- 49 TREFOIL DRIVE (Constructed 1969) 30 KW-Onan Natural Gas (Model 30.00EK-15R/30156
 - S/N K860852695) 240 Single- Phase. Gen. & Trans. Switch Outdoors.
- 118 WHITNEY AVENUE (Constructed 1982) 300 KW – Cummins Diesel (Model M520FDR7020HHW
 - S/N NF-19-50367-6127-1) 277/480, 3-PH, 24 Bat. Volts (780 Hrs.)
- 20 WILDWOOD DRIVE (Constructed 1982) 40 KW – Spectrum Propane Gas (Model 45GI8G
 - S/N 0712805) 277/480, 3-PH, (300 Hrs.)

**TOWN OF TRUMBULL
 REQUEST FOR QUOTATION**

EMERGENCY GENERATOR MAINTENANCE

BID NUMBER 6007 DUE: SEPTEMBER 18, 2013 3:00 PM

SPECIFICATIONS AND REQUIREMENTS

**EMERGENCY GENERATOR PREVENTATIVE MAINTENANCE
 CHECK LIST**

| COOLING SYSTEM | Acceptable | Not Acceptable |
|--|-----------------------|---------------------------|
| 1. Antifreeze Level and Correct Concentration | _____ | _____ |
| 2. Condition of Fan Belts | _____ | _____ |
| 3. Condition of Hoses and Connections | _____ | _____ |
| 4. Operation of Coolant Block Heater | _____ | _____ |
| ENGINE ELECTRICAL SYSTEM | Acceptable | Not Acceptable |
| 1. Battery(s) Age and Voltage Output | _____ | _____ |
| 2. Terminals & Cables Clean and Tight | _____ | _____ |
| 3. Lead Acid Battery Distilled Water Level | _____ | _____ |
| 4. Condition of Alternator Belt(s) | _____ | _____ |
| 5. Correct Voltage Output of Trickle Charger | _____ | _____ |
| 6. Alternator Charging Rate During Exercise Operation | _____ | _____ |
| 7. All Indicator Lights & Alarms Operating during Exercise | _____ | _____ |
| ENGINE EXHAUST SYSTEM (During Exercise Operation) | Acceptable | Not Acceptable |
| 1. Exhaust System leaks, hangers, connections | _____ | _____ |
| TRANSFER SWITCH (During Exercise Operation) | Acceptable | Not Acceptable |
| 1. Gen. Power from Line Power Transference | _____ | _____ |
| 2. Transference Back to Line Power | _____ | _____ |
| 3. Exercise Clock Functioning Correctly, Gen. set exercises once weekly for approximately 1 Hr. | _____ | _____ |
| 4. Indicator Lights, Contacts, Cabinet | _____ | _____ |

TOWN OF TRUMBULL
REQUEST FOR QUOTATION
EMERGENCY GENERATOR MAINTENANCE

BID NUMBER 6007 DUE: SEPTEMBER 18, 2013 3:00 PM

BID PROPOSAL FORM

The undersigned hereby submits proposal(s) for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals.

PROPOSAL

All pricing shall include all parts, manpower and travel time and all other related costs associated with the effort as requested herein.

| | Year 1 (12 Mos.) | Option (12 Additional Mos.) |
|---|------------------|-----------------------------|
| TOTAL PROPOSED PRICE TO COMPLETE THE PREVENTIVE MAINTENANCE AS REQUESTED ABOVE AND AT ALL LOCATIONS | \$ _____ | _____ |

The above price is firm for _____ months.

Note any exceptions or clarifications :(use additional pages as necessary)

Company Name

By (Signature)

Address

Print Name

Title

Email

Telephone

Mobile

Fax