



**REQUEST FOR PROPOSALS  
for  
GENERATOR MAINTENANCE SERVICES**

**SEPTEMBER 2, 2019**

Issued By:

City of Fargo Public Works Department  
402 23<sup>rd</sup> Street N.  
Fargo, ND 58102  
(701) 241-1453 (Phone)  
(701) 241-8100 (Fax)



City of Fargo Public Works is issuing a Request for Proposal (RFP) for contractor assistance in performing generator maintenance services.

Contractor will deliver one (1) original RFP to the following Address:

City of Fargo Auditors Office  
RFP Generator Maintenance Services  
225 4<sup>th</sup> Street N.  
Fargo, ND 58102

Office hours are 7:45 am to 4:30 pm, Monday through Friday, excluding holidays.

**Proposal Due Date and Time**

**2:00 p.m. Tuesday, September 10, 2019**

Proposals received after the above cited date and time will be considered late and not accepted.

- Please make sure the envelope or package is marked:  
**"GENERATOR MAINTENANCE SERVICES RFP"**
- Please direct questions regarding this RFP to Ben Dow at (701) 241-1453.

Thank you for your interest.

## **I. PURPOSE OF PROPOSAL**

The City of Fargo is seeking contractors to work with Public Works for Generator maintenance services.

Public Works has miscellaneous standby generators. Manufacturers include Katolite, and Cummins. Request is for two (2) service visits annually: one (1) full maintenance service (fluids and filters included) and one (1) maintenance inspection. The replacement of batteries and air filters will be considered extra, and not included in price of service.. All parts, repairs and / or fluid changing must be done with parts and fluids that meet or exceeds the manufacturer's specifications and requirements. Any substitution of these parts, fluids, or the changing of any factory settings must be approved by the Contract Administrator. Any used oil taken out of the generators must be transported and properly disposed of.

### **PROPOSAL TERMS:**

The city reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, contractors' qualifications and capabilities to provide the specified service. The city reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the city's specifications and needs.

Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 60 days. Failure of the successful proposer to accept the obligation of the contract may result in the cancellation of any award.

In the event it becomes necessary to revise any part of this RFP an addenda will be provided. Deadlines for submission of RFPs may be adjusted to allow for revisions. To be considered, original proposal and amended proposal must be at the City of Fargo Auditors Office on or before the date and time specified.

The prices stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened to the mutually agreed end date of contract.

## **II. PROPOSAL SPECIFICATIONS**

The proposal should include all of the following information:

- A. Contractor's qualifications, years in business, experience in providing the level and type of service specified in the proposal.
- B. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposal shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed by the person signing the proposal.

### **III. SCOPE OF SERVICES**

This RFP is for Generator Maintenance Services. The contractor will be required to perform the generator maintenance services as set forth in this section.

Services would be scheduled as follows:

Full Service – December

Inspection – June

### **IV. Description of Services Desired**

Preventative Maintenance Program

#### **A. COOLING SYSTEM**

1. Inspect radiator exchanger
2. Check coolant level
3. Glycol check of coolant (freezing pt.) (Cat SOS or Equivalent)
4. Inspect all hoses and connections
5. Inspect fan drive pulley and fan
6. Inspect fan belts
7. Check jacket water heater
8. Inspect water pump
9. Inspect thermostats

#### **B. FUEL SYSTEM**

1. Inspect fuel tank
2. Change fuel/water separator strainers
3. Inspect all fuel lines and connections
4. Inspect governor and controls
5. Change all fuel filters
6. Check fuel pressure
7. Test fuel in tanks for water (Documentation provided)

#### **C. AIR INTAKE & EXHAUST SYSTEM**

1. Change air filters as needed (At the discretion of the City's Technician)
2. Check air filter service indicator
3. Inspect air inlet system
4. Inspect turbocharger
5. Check exhaust manifold
6. Inspect exhaust system

#### **D. ENGINE MONITORS & SAFETY CONTROLS**

1. Check all gauges
2. Check all safety controls
3. Check remote enunciators & alarms

#### **E. LUBE OIL SYSTEM**

1. Check oil level
2. Change all oil filters
3. Check oil pressure

4. Inspect crankcase breather
5. Check for any leaks
6. Take sample of existing oil (CAT SOS or Equivalent)
7. Change oil

F. STARTING SYSTEM

1. Inspect batteries, terminals & connections
2. Check specific gravity of batteries (documentation provided)
3. Perform load test on batteries (documentation provided)
4. Inspect battery charger
5. Inspect starting motor
6. Inspect alternator

G. GENERATOR

1. Inspect bearings
2. Check vibration isolators
3. Inspect control panel
4. Check start controls
5. Check voltmeter
6. Check ammeter
7. Check frequency meter
8. Check circuit breaker

H. TRANSFER SWITCH

1. Inspect all connections (retighten if necessary)
2. Inspect wiring for brittle or burn marks
3. Inspect all switches

I. PROVIDE WRITTEN DOCUMENTATION OF ALL WORK PERFORMED

1. Oil Test Results (documentation provided)
2. Diagnostic Procedures and Results

J. On Call Service

In the event of a generator failure or malfunction, the Contractor shall provide-on-call repair services within two (2) hours of receiving the call. Call backs for on-call repairs for the same problem within a twenty-four (24) hour period shall be at the Contractor's expense.

K. Other Repairs

A repair is defined as a deficiency which is identified during regular preventive maintenance that is not the result of normal wear and tear and is not because of any improper performance by the Contractor or failure to perform preventative maintenance.

Contractor should prepare and submit to the Contract Administrator a written "not-to exceed" estimate of the man hours and materials, based on the labor rate and parts mark-up listed on the Price Form, which will be required to perform any major repairs. Repairs shall be made only with the written Authorization of the Contract Administrator. The City may obtain additional repair cost estimates and authorize major repair work to be done by another contractor when it is determined to be in the best interest of the City .

Parts estimated to be over \$30,000 will require competitive bidding. Contractor will not purchase parts over \$30,000 until authorized by the City.

M. Property Damage

Contractors will be notified in writing by the Director of Public Works of any property damage that occurs as a result of generator maintenance services. Notification will be within 48 hours of Director of Public Works becoming aware of such property damage. Contractor will be solely and wholly financially liable for any damaged property, as a result of negligence on the part of the contractor. The contractor will repair, to the satisfaction of the Public Works Department, any damaged property in a timely manner after the terms of this contract.

## **V. STANDARD PROVISIONS FOR CONTRACTS**

### **A. Reporting of Contractor**

The contractor will work closely with Street Department Staff and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

All reports, estimates, memoranda and documents submitted by the contractor must be dated and bear the contractor's name. All reports made in connection with these services are subject to review and final approval by city.

The city reserves the right to inspect the contractor's activities during the term of this contract.

### **B. Personnel**

The contractor will provide the required services personally and will not subcontract or assign services without the city's written approval.

The contractor will not hire any city employee for any of the required services without the city's written approval.

### **C. Indemnification Agreement**

The contractor will protect, defend and indemnify the city, its officers, agents, servants, volunteers and employees for any and all liabilities, claims, liens, fines, demands and costs including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the city in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Contractor, any sub-contractor, or any employee, agent or representative of the Contractor.

### **D. Insurance Requirements**

All insurance (Worker's Compensation, Comprehensive General Liability, and/or Automobile) shall be maintained at the expense of the contractor during the term of this contract.

E. Compliance with Laws and Regulations

The contractor will comply with all federal, state, and local laws and regulations.

F. Interest of Contractor

The contractor promises that it has no interest which would conflict with the performance of services required by the contract. The contractor also promises that, in the performance of this contract, no officer, agency, employee of the city, or member of its governing bodies, may participate in any decision relating to this contract which effects his/her personal interest or interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or has any personal or pecuniary interest.

G. Contingent Fees

The contractor promises that it has not employed or retained any company or person, other than a bona fide employee working solely for the contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the city may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the contractor.

H. Equal Employment Opportunity

The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion or political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of business).

I. Ownership of Documents and Publications

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the contractor. During the performance of the service, the contractor will be responsible for any loss of or damage to the documents which are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the contractor must reference the project sponsorship by the city.

J. Assigns & Successors

This contract is binding on the city and the contractor, their successors and assigns. Neither the city nor the contractor will assign or transfer its interest in this contract without the written consent of the other.

K. Termination of Contract

Termination without cause. Either party may terminate the contract by giving ten (10) days written notice to the other party.

L. Payroll Taxes

The contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the city against such liability.

M. Practice and Ethics

The parties will conform to the code of ethics of their respective national professional associations.

N. Changes in Scope or Schedule of Services

Changes due to the sale or the purchase of properties will be incorporated into this contract by written amendment.

O. Extent of Contract

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

## **VI. TERMS AND CONDITIONS**

A. Award

The city reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the contractors' qualifications and capabilities to provide the specified service.

The city does not intend to award a contract fully on the basis of response made to the proposal; the city reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed best to meet the city's specification and needs.

C. Term of Contract



The initial term of this contract shall be for one (2) year commencing on November 15, 2019 and expiring November 15, 2021. The term of this agreement may be extended for one-year periods for a maximum of three (3) additional years, if approved and accepted in writing by both the contractor and the city prior to September 30th of the appropriate year.

Contractor performance, quality of service, price, and reliability are some of the criteria that will be used as a basis for the city to exercise an option year. The awarded contractor or city may submit a written notification requesting to exercise the extension by no later than September 15th of the appropriate year.

The initial agreement places no obligation on the City to renew beyond the initial term of the contract.

D. Evaluation Criteria

E. The proposal submitted and received by CITY will be evaluated and ranked according to the following criteria:

1. Previous Work Experience – 35%
2. Available Equipment Inventory – 35%
3. Price – 30%

**BID SHEETS**

Facility	Address	QTY	Manufacturer	Model	Serial #
Public Works	402 23 <sup>rd</sup> ST N	1	Katolight	D250FPZ4	WA521311 /59695
Police BSE 2 <sup>nd</sup> Floor	105 25 <sup>th</sup> ST N	1	Caterpillar	3412	81Z23604
Police BSE	105 25 <sup>th</sup> ST N	1	Olympian	LR57008	177993/14
Lift Station 26	45 <sup>th</sup> ST S & 17 <sup>th</sup> Ave S	1	Katolite	D150FRJ14	59689
Lift Station 18	333 4 <sup>th</sup> ST S	1	Cummins	1500 DQGAB	D160944416
Lift Station 29	901 Oak St N	1	Cummins	250DQDAA- 1417602	K140762862

**PROPOSAL FORM**  
**Generator Maintenance Service**  
City of Fargo – Public Works

**June Inspection Service**

<b><u>Location</u></b>	<b><u>Rate</u></b>
Public Works Building	_____
Police BSE	_____
Police BSE 2 <sup>nd</sup> Floor	_____
Lift Station 18	_____
Lift Station 26	_____
Lift Station 29	_____

**December Full Service**

<b><u>Location</u></b>	<b><u>Rate</u></b>
Public Works Building	_____
Police BSE	_____
Police BSE 2 <sup>nd</sup> Floor	_____
Lift Station 18	_____
Lift Station 26	_____
Lift Station 29	_____

**Labor/Miscellaneous Rates**

Standard Hourly Rate	_____
Overtime Rate	_____
Travel Rate	_____
Material Mark-Up Percentage	_____

Miscellaneous Cost/Fees (Explain):

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## SIGNATURE SHEET

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Signature

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Company Name

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Print Name

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Company Address

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Title

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City, State

Zip Code

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Telephone Number

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Fax Number

---

Federal Tax ID Number

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URL/Email Address

The above individual must be authorized to sign on behalf of the company submitting the proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 60 days.