



REQUEST FOR PROPOSAL

Allegan County
Facilities Management
3283 -122nd Ave
Allegan, MI 49010

Generators Preventative Maintenance Services

BID PROPOSAL #10117

Optional Pre-Bid Proposal Meeting: February 22, 2012 @ 11:00 a.m.

Bid Deadline: March 1, 2012 @ 3:00 p.m.
Bid Opening: March 1, 2012 @ 4:00 p.m.

REQUEST FOR PROPOSAL

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I. INTRODUCTION
A. Instructions to Responders

Notice to Bidders

Sealed bids will be received until the time and the place and for the product(s) or service(s) as listed on the PROPOSAL-CONTRACT form attached and as further specified. These bids will be publicly opened at the Allegan County Courthouse or other designated area, in the presence of bidders, (attendance is optional), and County officials. After tabulation and review and when required, bids will be presented to the County Commissioners for award of contract. The County reserves the right to review all bids submitted for a period of 30 days after the date of bid opening.

How to Submit a Proposal

All bids shall be submitted in *sealed envelopes*, mailed or delivered to: County of Allegan, Attention: Purchasing Analyst, 3283 122nd Ave., Allegan, MI 49010, and plainly marked on the outside with ***bid number, identification of item being bid and date of bid opening***. It will be the sole responsibility of the bidder to ensure that the proposal reaches the location where bids are to be sent before the closing hour and date shown on the enclosed PROPOSAL-CONTRACT form.

Purpose of Bid

The County of Allegan intends to secure a source of supply for the product(s) and service(s) at the lowest price; early and satisfactory manufacture; and prompt and convenient shipment and service by the supplier to the County. Any failure on the part of the supplier to comply with the ensuing conditions and specifications shall be reason for termination of contract.

Examination of Contract Documents and Existing Conditions

Before submitting a proposal, bidders should carefully examine the entire Contract Document, including the specifications, and by the submission of a bid, the bidder will be understood to have read and be fully informed as to the contents of all of the bidding documents. Bidders should especially note any state or federal regulations and/or requirements in bids involving funds from respective agencies and be prepared to adhere to those requirements.

Should a bidder find any discrepancies, omissions, ambiguities, or conflicts among the contract documents, or be in doubt about their meaning, they should bring such questions to the attention of the County Finance Director no later than five (5) business days prior to the date of the receipt of bids. The County Finance Director will review the questions and, where information sought is not already indicated or specified, there will be a

clarifying “Notice to Bidders,” which will become part of the Bid Documents. Neither the County nor the County Finance Director will be responsible for any oral instructions.

Rejection of Bids

The County reserves the right to reject any and all bids or to accept the bid or any part thereof which is determined to best serve the needs of the County and to waive any informalities or irregularities in the bids. While cost is a factor in any bid award, it is not the only factor and may not be the determining factor.

Quantities

The quantities or usage shown are estimated only unless otherwise stated. No guarantee or warranty is given or implied by the County as to the total amount that may be or may not be purchased from any resulting contracts. These quantities are for bidders information only and will be used for tabulation and presentation of bid and the County reserves the right to increase or decrease quantities as required.

Bidding on Equivalent Products

If and wherever in the specifications a brand name, make, name of manufacturer, trade name, or vendor catalog number is mentioned, it is the purpose of establishing a grade or quality of material only. Since the County does not wish to rule out other competition and equal brands or makes, the phrase **or approved equal** is added. However, if a product other than those specified is bid, it is the bidder’s responsibility to name such a product within the bid, and to prove to the County that said product is equal to that specified and to submit brochures, samples, and/or other specification in detail on the item(s) bid. The County shall be the sole judge concerning the merits of bids submitted.

Trade Discounts and Price Variances

Bids on individual items must include unit prices, as well as total price. Where a variance exists on the bid form between the unit price and the extension or whenever other discrepancies are noted between prices on the bid form and prices quoted elsewhere in the bid package, the unit price quoted on the bid form shall prevail. The County will also consider trade discounts and other pricing features in each individual bid prior to determining the successful bidder.

Submissions

Bidders must submit two (2) copies of PROPOSAL-CONTRACT forms.

- (a) Unless otherwise specified, bidders must use PROPOSAL-CONTRACT forms furnished by the County. Failure to do so may cause a bid to be rejected. Removal of any part of the bid proposal may invalidate the bid.

- (b) Proposals having any erasures or corrections must be initialed by bidder in ink. Bids shall be signed in longhand, in ink, by the principal authorized to make contracts. All quotations shall be typewritten or filled in with pen and ink.

Descriptive Data

Bidders must enclose with their bid forms data sheets, specifications, catalogs or literature completely describing the equipment, product or service to be furnished.

Equal Opportunity Clause

Bidders must verify with their bid that they are an Equal Opportunity Employer.

Assignment of Contract

The successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of said contract, or his right, title or interest in or to same, or any part thereof, without previous consent in writing from the County Administrator, endorsed on or attached to the Contract.

Service and Parts

Bidders must be prepared to submit evidence to the County, in addition to that required in the attached specifications that qualified personnel and adequate parts inventory are available to maintain all bid equipment in effective operation.

Guarantees/Warranties

Bidders must indicate the full guarantees and/or warranties prevailing on all equipment, parts and labor.

Delivery and/or Completion

Bidders shall indicate delivery or completion date of product(s) or service(s). These dates may be taken into consideration in making the award. Penalties imposed upon the County for late performance, shall be the responsibility of the vendor.

Contract Performance and Payment Bond

When a construction contract that exceeds \$50,000 is awarded, the following bonds or security may be required and shall become binding on the parties upon the execution of the contract:

- (a) A performance bond satisfactory to the County, executed by a surety company authorized to do business in the State of Michigan or otherwise

secured in a manner satisfactory to the County, in an amount equal to 100% of the price specified in the contract; and

- (b) A payment bond satisfactory to the County, executed by a surety company authorized to do business in the State of Michigan or otherwise secured in a manner satisfactory to the County, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract. The bonds shall be an amount equal to 100% of the price specified in the contract.

Nothing herein shall prevent the requirement of such bonds on construction contracts under \$50,000 when the circumstances warrant.

Manuals, Instructions, etc.

Successful bidder must deliver with the product two (2) copies each of operation, shop and parts manual; instructions and schematics pertaining to the equipment or product to be furnished by the County.

Samples and/or Demonstrations

Evidence in the form of samples may be requested if brand is other than specified. Such samples are to be furnished after the date of bid opening only upon request of the County unless otherwise stated in the Bid Documents.

Quality

All materials used for the manufacture or construction of any item(s) covered by this bid shall be new. The items bid must be new, the latest model, of the best quality and highest grade of workmanship, unless the option to include supplemental proposals for pre-owned, or demonstrator equipment or materials has been specified by the County.

Default Provision

In case of default by the bidder or contractor, the County of Allegan may procure the products or services from other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.

Compliance with Law

All goods or equipment bid shall comply with all applicable Federal, State, and local laws relative thereto including all safety related items as required by the Federal Occupational Safety and Health Act (OSHA). The successful bidder shall defend actions or claims brought and hold harmless the County from loss, cost or damage by reason of actual or alleged violations of Federal, State or local law in the design or manufacturing of equipment and/or material.

Royalties and Patents

The successful bidder shall pay all royalties and license fees and shall defend all suits or claims for infringement of any copyright or patent rights and shall hold and save the County and its officers, agents, servants and employees harmless from any and all loss and liability of any nature or kind whatsoever, including costs and expenses of defense, for or on account of any copyrighted, patented or unpatented invention, process, article or appliance manufactured or used in the performance of the contract, including its use by the bidder unless otherwise specifically stipulated in the Contract Document.

Inspection Expenses

Should it be required that County personnel travel outside of the County to inspect product(s) or equipment, all expenses covering such travel shall be at the expense of the bidder.

Liability Insurance

The successful bidder must carry Public Liability Insurance with limits of at least \$500,000/\$1,000,000 to protect the County of Allegan, and said bidder shall comply with the requirements of all Federal and State Laws and Regulations relating to Social Security, Unemployment Insurance and Workmen's Compensation so that the County of Allegan will not be liable in any way for any claim evolving from said work in carrying out the contract.

Delivery Provisions

Bid price is to be based upon the delivery terms of Free on Board, 3283 122nd Ave., Allegan, Michigan. Title to the purchased goods does not pass until the item(s) is received by the County.

Withdrawal of Bids

A written request for the withdrawal of a bid or any part thereof will be granted if the request is received by the County Administrator prior to the specified time of opening. Formal bids, amendments thereto, or requests for withdrawal of bids received by the County Finance Director after time specified for bid opening will not be considered.

Failure to Quote

If you do not choose to submit a bid, please return bidding documents, state reason thereon, and request that your name be retained on our bidders list. Failure to respond may result in your firm's removal from our bid mailing list.

Taxes

The County of Allegan is exempt from Federal Excise Tax and Michigan Sales Tax and same shall not be charged to the County.

Hold Harmless Agreement

The successful bidder shall agree to save and hold harmless and defend the County of Allegan from and against any or all claims, demands, suits and liability for death or injury to any person or damage to or loss of property, which injury, loss or damage is caused by or arises out of the execution of this contract of agreement.

Freedom of Information Act

Information submitted in this proposal is subject to the Michigan Freedom of Information Act and may not be held in confidence after the proposals are opened. All proposals shall be available for review after County staff have evaluated them

Endorsement Prohibition

The successful bidder is specifically denied the right of using in any form or medium the name of Allegan County, supportive documentation or photographs of County projects, plant, equipment or employees for public advertising unless express permission is granted by the Allegan County Board of Commissioners.

Further Information or Clarification

Should prospective bidders require further information or clarification, contact the County Finance Director.

Allegan County
PROPOSAL CONTRACT

Bid Proposal Number:	#10117
Item Being Proposed	Generators Preventative Maintenance Services
Mandatory Pre-Bid Meeting:	February 22, 2012 @ 11:00 am
Date of Bid Opening:	March 1, 2012 @ 4:00 pm

Product(s) or Service(s) Required:

See attachment "A"

BIDS MUST BE SUBMITTED ON OR BEFORE 3:00 P.M.*: March 1, 2012.

*Eastern Standard Time or Eastern Standard Daylight Savings Time, as applicable. The official time shall be recorded in the County Administrator's office. It will be the sole responsibility of the bidder to ensure that their proposal reaches the office of the County Administrator on or before closing hour and date shown above.

The Legal Notice, Invitation-to-Bid, Instruction to Bidders, Specifications, and/or any other pertinent documents form a part of the proposal and are made a part hereof.

Anti-Collusion Statement: The below signed bidder has not divulged to, discussed or compared its bid with other bidders and has not colluded with any other bidder, with the exception of qualified subcontractors, or parties to the bid. (Note: No premiums, rebates or gratuities to employees or officials of the County are permitted either with, prior to, or after any delivery of product(s) or service(s). Any such violation will result in cancellation and/or return of the item(s), as applicable, and removal from Bid List(s)).

Allegan County Administrator: We (I), the below signed, hereby agree to furnish the following product(s) or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications, and all attachments hereto. We (I) have read all attachments including the Specifications and fully understand what is required. By submitting this signed Proposal-Contract, we (I) officially accept a Contract if approved by the Board of Commissioners and such acceptance covers all terms, conditions and specifications of this Proposal-Contract; and we (I) hereby agree that we (I) will make available for audit to appropriate County officials any applicable records pertinent to a resulting order and/or Contract for verification of pricing per terms of purchase agreement.

All prices to be quoted F.O.B. Allegan County, Michigan (Delivered at the applicable County address indicated in bidding document and/or purchase order).

We (I) propose to furnish the following to Allegan County, Michigan. (Full description and price – attach separate sheet if necessary).

Variance: State any variances to the specifications, terms and/or conditions in this space or reference herein all variances contained on other pages of this proposal form or in any bid attachment. Failure to do so may be cause for rejection of bid, or if order is executed, material and/or services provided which do not comply will not be accepted. If no statement is contained in the above space, it is hereby implied that your bid complies with the full scope of this bid invitation. (Variances may be outlined on a separate sheet to be attached to this Proposal-Contract form.)

Bid is firm for acceptance within _____ days after bid opening (minimum of 30 days).

Completion of Delivery: _____ calendar days after receipt of Purchase Order.
[Note: County reserves the right to consider delivery or completion time as a vital consideration when making or recommending award.]

Guarantee or Warranty:

Proposal-Contract Submitted by:

Company/Address: _____

Telephone: _____

Signature: _____

Title: _____

E-Mail Address: _____

II. ATTACHMENT “A”
Specifications

Bid Proposal Number	#10117
Item Being Proposed	Generators Preventative Maintenance Services

1.0 INTRODUCTION:

- 1.1 The County is requesting prices on a three (3) year contract for Generator Preventative Maintenance Agreement from April 1, 2012 through March 31, 2015, with two (2) one-year extensions if the terms and services continue to be acceptable to both parties.

2.0 SCOPE OF SERVICE:

- 2.1 Allegan County has nine (9) tower sites and nine (9) building locations that have generators, see Section 3.0 for location and equipment listing. The County is requesting a full service preventative maintenance and repair program for these sites and locations. In addition, at six locations, a monthly NFPA 110 building loads test and inspection (See Attachment “C”) for information.
- 2.2 The service contract will guarantee a 2-hour on site response time coverage 24 hours a day and seven (7) days a week for emergency coverage.
- 2.3 The service contract will cover preventative maintenance (PM) service scheduled by the Facilities Management Director during normal business hours (8:00 am to 5:00 pm EST – Monday through Friday or at other times by special arrangements).
- o PM equipment: one (1) Annual on all generators
 - o Monthly building load test and PM on six generators:
- 2.4 The service contract will include 100% parts, labor, and travel expenses for annual preventative maintenance and all labor and travel expenses for the monthly building load tests and reports.
- 2.5 Any personnel performing maintenance service must be certified or professionally trained for the County’s generators.
- 2.6 The County understands that during the preventative maintenance service that it may require a shut-down to perform the service on these units.

- 2.7 Generator Maintenance Service to be performed annually:
 - 2.7.1 Change lube oil, primary and bypass lube filters, fuel, water filters and air filters.
 - 2.7.2 Check battery and charging systems.
 - A. Clean all battery terminals and verify integrity of cables and connectors
 - B. Load test battery
 - C. Measure specific gravity of each battery cell
 - D. Verify proper operation and float voltage of external battery charger
 - E. Verify and record output of engine alternator
 - 2.7.3 Perform generator engine
 - A. Verify and record oil pressure and water temperatures
 - B. Test all safety shutdown circuits and alarm
 - C. Inspect air intake system including air filter condition, crankcase breather and turbocharger
 - D. Inspect muffler system and drain condensation and verify rain cap operation
 - E. Inspect engine starting system including cables and connectors
 - F. Inspect exhaust flex couplings and piping for leaks and proper connections
 - G. Check for abnormal vibration or noise
 - H. Inspect spark plugs, plug wires and distributor
 - 2.7.4 Check fuel system
 - A. Inspect all fuel lines and hoses for leaks and general condition
 - B. Inspect day tank and float assembly for proper operation and leaks
 - C. Inspect fuel pump for leaks
 - D. Verify proper operation of governor and governor linkage-where applicable
 - E. Check level of fuel in supply tank-when applicable
 - F. Drain water and sediment from fuel filter and tank – when practical
 - 2.7.5 Check coolant system
 - A. Inspect all clamps and hoses and identify any visual leaks
 - B. Verify proper operation of engine jacket water heater
 - C. proper operation of engine jacket water heater
 - D. Test coolant freeze point and verify coolant level.

- E. Inspect belt condition and tension and correct as needed
- 2.7.6 Check controls
- A. Verify and record output voltage and adjust voltage regulator if needed.
 - B. Calibrate control meters
 - C. Verify and record output frequency and adjust governor if necessary
 - D. Verify operation of all lamps on control panel and remote annunciators
 - E. Inspect for any loose connections, terminals or discoloration
- 2.7.7 Check generator
- A. Inspect and lubricate generator end bell bearing
 - B. Inspect brushes, brush holders and commutator
 - C. Inspect cooling screen and general condition of alternator
 - D. Inspect for abnormal vibration
 - E. Verify connections and insulation condition
 - F. Verify proper operation of shunt trip on mainline circuit breaker-if applicable
- 2.7.8 Check automatic transfer switch
- A. Verify proper operation of exerciser clock and adjust if needed
 - B. Provide visual inspection of all contacts and connection points
 - C. Perform building load test if practical and inspect for proper transfer and retransfer
 - D. Verify correct operation of all lamps on control
- 2.7.9 Additional repairs, parts or service that are required must be brought to attention of the County and preapproved before started. Labor rates and material cost markup or discounts for each year must be provided with your bid.
- 2.7.10 Provide electronic copy of inspection report, with recommendations, to the County no later than 5 business days after service.
- 2.8 Monthly building load tests
- A. Must be conducted according to form found in attachment "C".
 - B. Must be conducted on a consistent day each month.

- C. A completed copy must be left with the County on the day of the test and an electronic copy provided within 5 business days.
- D. If building does not “pass” the test consistently then an annual resistive load bank test may be required and a optional cost for this test must be provided with your bid

2.9 Generator Back-up:

- In case of a generator failure, where a generator will be down longer than 24 hours, a temporary generator must be provided until the generator is repaired.

3.0 COUNTY BUILDINGS & TOWERS:

3.1 Site Locations – Buildings:

Site	Manufacturer	Model	Prod. Model	Serial No.	Type	Fuel
1. Sheriff’s Dept 112 Walnut St. Allegan, MI 49010	ONAN	DFCB	300.0DFCB	F910397354	ST	Diesel
2. County Svcs Building 3283 122 nd Ave. Allegan, MI 49010	ONAN	GGHC	80.0GGHC	H980780228	ST	NG
3. Transportation 750 Airway Dr. Allegan, MI 49010	ONAN	GGHF-7805831	70.0GGHC	L110244420	ST	NG
4. Medical Care Fac. 3265 122 nd Ave. Allegan, MI 49010	ONAN	DFAC	250.0DFAC	B040606335	ST	Diesel
5. Mental Health 3285 122 nd Ave. Allegan, MI 49010	ONAN	GGHD	100.0GGH D	K000173121	ST	NG
6. Youth Home 2243 33 rd St. Allegan, MI 49010	ONAN	GGLB	150.0GGL B-9300807	L110283412	ST	NG
7. Human Svcs 3255 122 nd Ave. Allegan, MI 49010	Cummins	GTA855G 2	215KW	I010281241	ST	NG
8. Wellhouse 3281 122 nd Ave. Allegan, MI 49010	ONAN	GGHG-5962287	100.0GGH G	A080142380	ST	NG
9. Central Dispatch 3271 122 nd Ave. Allegan, MI 49010	ONAN	DGFA-5003296	180KW	J01029805	ST	Diesel

3.2 Site Locations – Towers

Site	Manufacturer	Model	Prod. Model	Serial No.	Type	Fuel
10. Monterey Tower(1) 3038 30 th St. Hopkins, MI 49328	ONAN	45.0E M	45.0EM	C960601982	ST	LP
11. Monterey Tower(2) 3040 30 th St. Hopkins, MI 49328	ONAN	GGDB	20GGDB	G030526039	ST	LP
12. Saugatuck Tower 6531 134 th Ave. Saugatuck, MI 49543	ONAN	GGDB	20GGDB	G030525412	ST	LP
13. GunPlain Tower 15070 Doster Rd. Plainwell, MI 49080	ONAN	GGDB	20GGDB	G030525410	ST	LP
14. Otsego Tower 962 13 th St. Otsego, MI 49078	ONAN	GGDB	20GGDB	G030525411	ST	LP
15. Manlius Tower 5533 126 th Ave. Fennville, MI 49018	ONAN	GGDB	20GGDB	G030525409	ST	LP
16. Laketown Tower 1118 S. Washington St. Holland, MI 49423	ONAN	GGDB	20GGDB	G030525409	ST	LP
17. Lee Tower 1163 52 nd St. Pullman, MI 49450	ONAN	GGDB	20GGDB	G030526036	ST	LP
18. Valley Tower 3710 121 st Ave. Allegan, MI 49010	ONAN	GGDB	20GGDB	0304-054152	ST	LP
19. Wayland Tower 679 135 th Ave. Wayland, MI 49248	ONAN	GGDB	20GGDB	0304-054138	ST	LP

4.0 PROPOSAL REQUIREMENTS:

4.1 General Requirements:

This bid shall be submitted in a *sealed envelope*, mailed or delivered to: Allegan County Services Bldg, Attn: Kristin Wendt – Purchasing Analyst, 3283 – 122nd Ave, Allegan, MI 49010, and plainly marked on the outside with **RFP #10117 Generator Preventative Maintenance Services**.

These bids will be publicly opened at the Allegan County Services Bldg with the names of the bidders only read out loud. The County reserves the right to review and evaluate before releasing any dollar amounts.

4.2 Inquires:

All questions must be submitted in writing by the deadline posted in the timeline. The County, at its discretion, may respond to an individual

question directly with the inquisitor or to all potential vendors. A list of all the bidder's questions and Allegan County's response will be available to all bidders following the deadline for the County response to questions posted in the timeline. Inquiries concerning clarification on any other portion in this RFP should be made to:

County of Allegan – Purchasing Analyst
3283 – 122nd Ave
Allegan, MI 49010
Finance-Purchasing@allegancounty.org

4.3 Submission of Qualifications Proposals

The submission of each bidder's information and all supporting documentation is not to exceed 30 pages double-sided, or 60 single-sided pages. This requirement will ensure the County receives only the most succinct information necessary to choose a contract vendor.

Before submitting a proposal, the bidder should carefully examine the entire RFP document and have a full understanding of the contents of the response document. Submission of a response constitutes the bidder's understanding of the contents of this RFP. The bidder's company name should be listed on the outside of the envelope for identification purposes during bid opening. Bidders should send the completed proposal to the following address:

County of Allegan – Purchasing Analyst
3283 – 122nd Ave
Allegan, MI 49010

Reference: RFP #10117 Generator Preventative Maintenance Services

4.4 Copies:

The bidder is required to supply to the County a master document (so marked), two (2) copies of your complete submission; for a total of (3) hard copies, and one (1) electronic copy in a PDF format. The following material is required to be received by March 1, 2012 @ 3:00 P.M. for your proposal to be considered.

4.5 Proposal will include the following (IN THIS ORDER):

- a. Statement of Work: A signed letter stating:
 - The bidder understands the County's needs.
 - The commitment to perform the services.

- b. Company Information:
 - The year the company was established, the location of the office from which the work on this engagement is to be performed and the year that office was established.
 - Explain the firm's experience.
 - The bidder shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies, professional organizations, or through legal action.

- c. Employees:
 - Furnish a list of the number of qualified technicians along with any certifications or licenses held and the number of years they have been with your firm. Identify whom you will select as the supervisory staff to service the County.
 - Provide information about the type and frequency of training programs conducted for staff.

- d. References:
 - The bidder shall list the most significant contracts (maximum of 5) performed in the last five years that are similar to this contract as described in this RFP with a similar volume. These engagements should be ranked on the basis of their size. Include the following:
 - Address and telephone and/or email address.
 - Owner contact information.

5.0 EVALUATION CRITERIA:

- 5.1 The County will review and evaluate each submitted proposal in accordance with the requirements of this RFP. The evaluation will include weighted criteria detailed in this RFP under specifications. If further information is desired, vendors may be requested to make additional written submissions or oral presentations to the County.

- 5.2 Proposals will be evaluated on the following:
 Rating Scale: 0 = no answer 1 = Inadequate
 2 = Below Average 3 = Average
 4 = Above Average 5 = Superior

		Rated score 1- 5	Multiplier	SCORE
1	Statement of Work		1	
2	Company Information		2	
3	List of Technicians		1	
4	Training		2	
5	References		2	
	Any legal action within the past five years? (no points given)	YES or NO		
	Total – possible points 40			
	Pricing (this score will be completed by Finance)			
	Total – possible points 60			
	GRAND TOTAL		100	

6.0 OTHER/NOTES:

- 6.1 The County reserves the right to reject any and all bids or to accept the bid or any part thereof which it determines to best serve the needs of the County and to waive any informalities or irregularities in the bids. While cost is a factor in any bid award, it is not the only factor and may not be the determining factor.
- 6.2 The County will accept payment terms of Net 30 days and will consider incentive options for early payments.
- 6.3 Invoices are to be itemized per service and sent to:
Allegan County Facilities Management Department
3283 122nd Avenue
Allegan, MI 49010
- 6.4 Insurances: The selected vendor must maintain the following insurance during the term of the contract:
- 6.4.1 **Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- 6.4.2 **Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or

aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

- 6.4.3 **Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit, Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- 6.4.4 **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be ***Additional Insureds***: “Allegan County, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.”
- 6.4.5 **Cancellation Notice:** Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Allegan County Administrator, 3283 122nd Ave, Allegan, MI 49010.
- 6.4.6 **Professional Liability:** The contractor shall procure and maintain during the life of this contract, Professional Liability Insurance in an amount not less than \$500,000 per occurrence and \$1,000,000 aggregate. The contractor shall be required to keep policy in force, or purchase “tail” coverage for a minimum of 3 years after the termination of this contract.
- 6.4.7 **Proof of Insurance Coverage:** The Contractor shall provide the Allegan County at the time the contracts are returned by him for execution, certificates and policies as listed below:
- a.) A copy of Certificate of Insurance for Workers' Compensation Insurance;
 - b.) A copy of Certificate of Insurance for Commercial General Liability Insurance;
 - c.) A copy of Certificate of Insurance for Vehicle Liability Insurance;

If so requested, Certified Copies of all policies mentioned above will be furnished.

- 6.4.8 If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to the Allegan County at least ten (10) days prior to the expiration date.

III. TIMELINE

Request for Proposals issued	February 8, 2012
Optional Pre-Bid Proposal Meeting	11:00 AM on February 22, 2012
Deadline for Questions to be submitted	3:00 PM on February 24, 2012
Deadline for County's response to questions	5:00 PM on February 27, 2012
Due date for proposals	3:00 PM on March 1, 2012
Proposal Opening*	4:00 PM on March 1, 2012

*Only vendor's names who have submitted a proposal will be announced on this date. Once the County has evaluated and confirmed that the proposals are responsive and are from responsible bidders then information (bid tab, etc.) will be available and sent to ALL responders.

IV. ATTACHMENT “B”
Allegan County Bid Proposal Form

Bid Proposal Number:	#10117
Item Being Proposed:	Generator Preventative Maintenance Services
Date Bid Proposals Due:	March 1, 2012 @ 3:00 pm

Vendor Name:	
Vendor Fax:	
Vendor Address:	
City, State, Zip:	

ITEMS: For services stated in “Attachment A”

The County reserves the right to award the below sections 1.0 and 2.0 separately or together, whichever it determines to best serve the needs of the County. If your firm offers a discount, please explain the discount and what it is based on: _____

1.0 Annual Preventative Maintenance for County Facilities ONLY (does not include Towers)

<u>Site</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Optional Year 4</u>	<u>Optional Year 5</u>
1. Sheriff’s Dept					
2. County Svcs. Building					
3. Transportation					
4. Medical Care Facility					
5. Mental Health					
6. Youth Home					
7. Human Services					
8. Wellhouse					
9. Central Dispatch					
TOTAL					

IV. ATTACHMENT “B” continued
Allegan County Bid Proposal Form

2.0 Annual Preventative Maintenance of County Towers ONLY (does not include Facilities)

<u>Site</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Optional Year 4</u>	<u>Optional Year 5</u>
10. Monterey (1)					
11. Monterey (2)					
12. Saugatuck					
13. GunPlain					
14. Otsego					
15. Manlius					
16. Laketown					
17. Lee					
18. Valley					
19. Wayland					
TOTAL					

3.0 Monthly Load Testing Preventative Maintenance of County Generators.

<u>Site</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Optional Year 4</u>	<u>Optional Year 5</u>
20. Sheriff’s Dept					
21. County Svcs. Bldg.					
22. Medical Care Fac.					
23. Mental Health					
24. Youth Home					
25. Human Services					
TOTAL					

4.0 Other costs

a. Labor rate per year _____

b. Parts and Materials mark up or discount off of list price _____

PAYMENT TERMS: _____

REPRESENTATIVE NAME (PRINT): _____

REPRESENTATIVE SIGNATURE: _____

E-MAIL ADDRESS _____

IV. ATTACHMENT "C"
Monthly Generator Full Load Test

Location _____

Are manufacturers operating recommendations/manual available on site? Yes / No

Generator # _____ Test Date _____ Time _____ Date of last test _____

Make necessary notifications? Yes / No Wear safety equipment

1. Perform scheduled maintenance on generator set in accordance with manufacturers recommendation or NFPA 110 Figure A6-3.1
2. Simulate power failure from ATS-1 (Life Safety Branch)
3. Record time delay to transfer load to emergency (10 seconds maximum) _____ Seconds
4. Start time _____ Am / PM
5. Close all transfer switches served by this generator
6. Record Voltage L1 _____ L2 _____ L3 _____ Amps L1 _____ L2 _____ L3 _____ Hz _____
7. Record Oil Pressure _____ DC Amps _____ DC Battery Volts _____
8. Test all warning lamps and alarms on generator control panel and remote enunciator
9. After 15 minutes of run time Record Oil pressure _____ DC Amps _____ Water Temp _____
Manufacturers recommended operating temperature? _____ °F
10. Return test switch to normal position at such time as to cause a 30 minute run time
11. Load test time _____ minutes (30 minutes minimum)
12. Prior to transfer to normal source
Record Voltage L1 _____ L2 _____ L3 _____ Amps L1 _____ L2 _____ L3 _____ Hz _____
13. Stop time of load test _____ AM / PM
14. Record time delay to re-transfer to normal source _____ minutes
15. Record time delay for engine shutdown _____ minutes
16. Ensure all switches are returned to automatic mode
17. Perform visual inspection, clean area and return supplies
18. Record engine run time hours _____ Fuel tank level _____

Note any problems or actions taken: _____

Any modifications to EPSS load since last test (addition or deletion of circuits or devices) Yes / No

Employee name: _____

Load Calculation

Name Plate KVA _____ x .3 = _____ (30% Name Plate Rating)

Amps L1 _____ + L2 _____ + L3 _____ = _____ ÷ 3 (or number of lines) = _____ Avg. Amps

Avg. Amps _____ x Volts x 1.732 (for 3 phase) ÷ 1000 = _____ KVA (Calculation "A")

If calculation "A" is greater than 30% of name plate value = "Pass"

If calculation "A" is less than 30% of name plate value = "Fail"

If either the load requirement or the operational temperature requirement is met, the load test passed. If neither of the requirements are met supplemental loading in accordance with 6-4.2.2 is required annually.

Load report certified by: _____ (Director or Designee)

Note: For single phase generators, use: Avg. Amps x Volts ÷ 1000 = KVA
If generator does not have an L3, divide total amps by 2 instead of 3 for Avg. Amps.

IV. ATTACHMENT "C"
Monthly Generator Full Load Test

Items listed below are those items which are required to be inspected or tested by NFPA 110. If an item on the list is not applicable to your EPSS black it out with a marker. Note if your manufacturer documentation has a different interval use that recommendation. These tests are to be conducted only by qualified and responsible personnel.

- | | |
|--|----------------------------|
| Fuel System Fuel Level | _____ (N/A if Natural Gas) |
| Fuel Lines | <input type="checkbox"/> |
| Lube System Oil Level | <input type="checkbox"/> |
| Coolant Heater | <input type="checkbox"/> |
| Cooling System Coolant Level | <input type="checkbox"/> |
| Adequate Air Flow Thru Radiator | <input type="checkbox"/> |
| Fan and Belts | <input type="checkbox"/> |
| Water Pump | <input type="checkbox"/> |
| Cooling Hoses | <input type="checkbox"/> |
| Exhaust System | <input type="checkbox"/> |
| Battery System Electrolyte Level | _____ |
| Remove Corrosion Outside Clean and Dry | <input type="checkbox"/> |
| Specific Gravity or State of Charge | _____ |
| Charger and Charge Rate | _____ |
| Electrical System General Inspection | <input type="checkbox"/> |
| Prime Mover General Inspection | <input type="checkbox"/> |
| Generator General Condition | <input type="checkbox"/> |
| Room or Housing Housekeeping | <input type="checkbox"/> |
| Restore to Automatic | <input type="checkbox"/> |