



Request for Proposals

City of Sedalia Generator Maintenance

Introduction

The City of Sedalia, Missouri is seeking proposals from vendors to provide generator maintenance for the City of Sedalia. The selected vendor will be providing maintenance and repair services for 12 City-owned generators located in various parts of Sedalia. These services will be on an annual maintenance agreement and an as-needed basis. Below is the breakdown of information for each of the 12 generators:

Location	Manufacturer	Fuel Type	Model #	Serial #	KW	Year Installed
2900 W. Main St.	Kohler (John Deere)	Diesel	40R0ZJ71	328954	40	1993
4104 W. Main St.	Kohler (Ford)	Natural Gas	20RZ82	393711	19	1997
3420 W. 32nd St.	Kohler (John Deere)	Diesel	100R0ZJ81	356157	100	1995
23534 Hwy B	Kohler (John Deere)	Diesel	100RE0ZID	2192200	100	2009
21230 Main St. Road	Onan (Cummins)	Diesel	100DGDE	F970640755	100	2007
3700 W. 16th	Onan (Cummins)	Diesel	DGBB5007070	L010315906	35	2001
2902 W. Main	MTU	Diesel	DS00600D6SRAH148	356786-1-2-0213	600	2013
26999 Goodwill Chapel Rd.	MTU	Diesel	DS00600D6SRAH148	356786-1-1-0213	600	2013
200 S. Osage	Caterpillar	Diesel	3306	09NR02554	250	1998
901 E. 3rd St.	Onan (Cummins)	Diesel	DGFC5699457	L040727781	80	2004
600 S. Hancock	Onan (Cummins)	Diesel	DGCG5699456	L040727780	80	2004
2606 W. 16th	Generac	Diesel	SD0175GG1767D18HPVY	8229130	175	2014

ADDENDUM INFORMATION

Annual service for first 8 locations above, quarterly inspections and an annual service for the last four locations.

Two hour load banks for the last six locations.

Fuel samples on all locations (no oil samples).

Please provide information which might help us in the selection process, such as the persons or team that we will be working with, the backgrounds of those individuals, similar projects your company has recently completed or are now active, and any other municipalities, if any, that you have been contracted with currently or in the past.

UPDATED SUBMITTAL DATE

We request that all information be received by **2:00 pm, October 23, 2015** at City of Sedalia, Attn: John Simmons, 200 S. Osage Avenue, Sedalia, MO 65301.

Sincerely,
John Simmons
Community Development Director

Project Timing

Listed below are specific and estimated dates and times of actions related to this RFP. In the event that the City finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

TIMELINE

Date	Event
September 28, 2015	Date of issue of the RFP
October 23, 2015	Proposal Submittal Deadline – 2:00 p.m.
October 23-30, 2015	Community Development Staff Review
November 16, 2015	Recommendation to City Council
November 17, 2015	Notification of selected vendor

Contents of Proposal

All proposals shall be in written form and include:

- The names, respective titles, and years of service of all persons who will be responsible for management and coordination.
- A narrative or other statement explaining the firm's qualifications.
- A brief statement of the availability of key personnel.
- The name and telephone numbers of persons who can be called as references regarding the firm's past performance.
- An hourly fee schedule for all personnel who would be assisting the City.
- Maintenance contract price with unit breakdown (if possible).

Consultant Selection Process and Criteria

Pursuant to the Brooks Act for Consultant Selection, the following criteria will be the basis for selection.

GENERAL REQUIREMENTS	POINTS
1. Completeness and thoroughness of proposal.	5
2. Favorable references from former clients.	15
TECHNICAL REQUIREMENTS	
1. Experience and technical competence.	25
2. Services to be rendered – quantity, quality and price	25
3. Capacity and capability to provide services	15
TOTAL	100

Compensation

Following the selection of a firm and the successful negotiation of an agreement, a contract shall be negotiated between the City and the successful firm. Reimbursement shall be made according to an agreed upon schedule, specified within the contract for a maximum not-to-exceed amount.

Proposal Submittal Deadline: **2:00 p.m., October 23, 2015**

The City of Sedalia reserves the right to waive any informalities or minor irregularities, reject any and all proposals which are incomplete, conditional, or obscure, accept or reject any proposal in whole or in part with or without cause, and accept the proposal which best serves the City of Sedalia.

All consulting firms interested in submitting formal proposals for the project described herein must submit an **original and four (4) copies** of all required information to:

John Simmons
Community Development Director
City of Sedalia
200 South Osage
Sedalia, Missouri 65301

For further information on this RFP contact Gary Gerken, Building Maintenance Supervisor, or John Simmons, Community Development Director at 660-827-3000.