



## Request for Proposals

### City of Sedalia Generator Maintenance 3 year contract with 2 year extension

#### Introduction

The City of Sedalia, Missouri is re-issuing this Request for 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.

Please see **Attachment A** for locations and details of each unit.

#### Scope of Services

The required services for each unit are found in **Attachment B**.

- Annual and bi-annual maintenance service for all 12 locations.
- Two hour load banks for the last six locations.
- Fuel samples on all locations (no oil samples).
- Service costs per location should include mileage and labor.

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.

The city of Sedalia is issuing this RFP as a 3 year contract with a 2 year extension clause for continuity of service for these critical infrastructure components.

#### SUBMITTAL DATE

We request that all information be received by **2:00 pm, October 28, 2016** at City of Sedalia, Attn: John Simmons, 200 S. Osage Avenue, Sedalia, MO 65301.

### **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**

<b>Date</b>	<b>Event</b>
<b>October 18, 2016</b>	<b>Date of issue of the RFP</b>
<b>October 28, 2016</b>	<b>Proposal Submittal Deadline – 2:00 p.m.</b>
<b>October 28-November 2, 2016</b>	<b>Committee Review of Proposals</b>
<b>November 7, 2016</b>	<b>Recommendation to City Council</b>
<b>November 8, 2016</b>	<b>Notification of selected vendor</b>

### **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.
- **Total Maintenance contract price per year with unit breakdown.**

### **Consultant Selection Process and Criteria**

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

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

## Attachment A

Location	Manufacturer	Eng Model #	Eng Serial #	Gen Model #	Gen Serial #	Fuel	Gallons	Kw	Year Installed
2900 W. Main St.	Kohler (John Deere)	4039df001	T04039d409268	40z0z171	328954	Diesel	90	40	1993
4104 W. Main St.	Kohler (Ford)	Lrg-4231-6005-f	20076-r-22-r	20RZ82	393711	Nat. Gas	n/a	19	1997
3420 W. 32nd St.	Kohler (John Deere)	6059f	Cd6059f171815	100r0zj81	356157	Diesel	210	100	1995
23534 Hwy B	Kohler (John Deere)	4045hf285	Pe40451028372	100re0zjd	2192200	Diesel	225	100	2009
21230 Main St.	Onan (Cummins)	6bt5.9-g-2	4553961	100dgdjb	F97040755	Diesel	173	100	2007
3700 W. 16th St.	Onan (Cummins)	100DGBB	L010315906	100dgbbb	L010315906	Diesel	120	35	2001
2902 W. Main St.	MTU	12v1600g80s	16701003298	Ds00600d6s	356786-1-2-0213	Diesel	1000	600	2013
26999 Goodwill Chapel Rd.	MTU	12v1600g80s	16701003299	Ds00600d6s	356786-1-1-0213	Diesel	1000	600	2013
200 S. Osage	Caterpillar	3306	9NR02554	3306	9NR02554	Diesel	300	250	1998
901 E. 3rd St.	Onan (Cummins)	6cta8.3g3	46454163	Dgfc-569945	L040727781	Diesel	225	80	2004
600 S. Hancock	Onan (Cummins)	4bta3.9-G-3	4654250	Dgcg569945	L0407227780	Diesel	225	80	2004
2606 W. 16th St.	Generac	F4he9685a*	J102-01092836	Sg01756G	8229130	Diesel	325	175	2014

## ATTACHMENT B

### Bi-Annual Maintenance

- **Inspect the enclosure.**
- **Check the battery electrolyte level and specific gravity.**
- **Check battery cables and connections.**
- **Inspect drive belts.**
- **Inspect the coolant heater.**
- **Check coolant lines and connections.**
- **Check for oil leaks and inspect lubrication system hoses and connectors.**
- **Check for fuel leaks and inspect fuel system hoses and connectors.**
- **Inspect the exhaust system, muffler and exhaust pipe.**
- **Check and clean air cleaner units.**
- **Inspect air induction piping and connections.**
- **Inspect the DC electrical system, control panel and accessories.**
- **Inspect the AC wiring and accessories.**

### Annual Maintenance

- **Services as in Bi-Annual Maintenance above.**
- **Change oil and filter.**
- **Change the fuel filter.**
- **Change the air filter as necessary.**
- **Clean the crankcase breather.**
- **Change spark plugs.**
- **Check coolant concentration.**
- **Flush the cooling system (as needed).**
- **Perform load bank testing for last six units listed in RFP page 1.**
- **Fuel testing & reconditioning (diesel-fueled units only).**
- **Remove water from fuel tank (diesel-fueled units only).**

The following items will be performed by city staff throughout the year:

### Weekly Maintenance

- **Run the generator (typically no-load, automatic transfer switch exercise cycle).**
- **Verify that the unit ran and has no alarms or warnings.**
- **Ensure adequate fuel levels.**
- **Ensure that the generator is in “Auto” mode, for automatic startup.**
- **Check that the circuit breaker is closed.**
- **Make sure there are no fluid leaks.**

### Monthly Maintenance

- **Check engine coolant level.**
- **Check engine oil level.**
- **Check the battery charger.**