



CORPORATION YARD
UTILITIES AND MAINTENANCE
100 EDES COURT
MORGAN HILL, CA 95037-5301
408-776-7333
FAX: 408-779-6282
WWW.MORGAN-HILL.CA.GOV

CITY OF MORGAN HILL – REQUEST FOR PROPOSALS

May 2013

GENERATOR MAINTENANCE SERVICES

The Utilities Division of the City of Morgan Hill is requesting proposals from qualified contractors to provide generator maintenance services for specified areas within the City. The services to be provided will include any and all necessary parts, labor, machine shop work, field work, shop and field welding, miscellaneous repair, travel time, expenses, and equipment.

The attached proposal sheet includes forms for describing proposed rates for both levels of the work. **Failure to use the format and forms provided will result in an incomplete proposal.**

Instructions for delivering proposals:

- **Deliver By:** No later than **11:00 a.m. on Tuesday, May 21, 2013**
- **Deliver To:** City of Morgan Hill Utilities Division, 100 Edes Court, Morgan Hill, CA 95037
- **Sealed Envelope:** Clearly labeled **"REQUEST FOR PROPOSAL: MAINTENANCE AND REPAIR FOR GENERATORS"**

Proposals will be reviewed by staff within a reasonable period following receipt, and all respondents notified of results. Respondents need not be present for consideration of award. **Incomplete proposals will not be considered.**

Companies submitting a proposal shall maintain the appropriate license, insurance and permit requirements of the City, State and Federal governments, and other requirements of the law.

For additional information pertaining to this proposal, please contact me by email at jay.jaso@morganhill.ca.gov or at (408) 776-7333.

Sincerely,

Jay Jaso
Management Analyst

PROPOSAL INFORMATION – GENERATOR MAINTENANCE & REPAIR

Notice to Contractors

Notice is hereby given that sealed proposals will be received by the City of Morgan Hill Utilities Division for furnishing any and all necessary parts, materials, labor, travel and mileage, and other items required to provide routine repairs, maintenance, and parts for City generators. This will include machine shop work, field work, shop and field welding as described in the labor and equipment charges included on the attached forms.

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Inspection of Site of Work

Candidates are required to inspect the site of the work in order to satisfy themselves of the location of the proposed work and of the actual conditions at the site of work. If a candidate requires further clarification of facts or conditions, it is the candidate's responsibility to contact the Utilities Division at 408-776-7333 for assistance before submitting a proposal. No such supplemental information so requested or furnished shall vary the terms of the Specifications or the candidates' sole responsibility to clearly understand the work to be performed.

The submission of a proposal by the candidate shall constitute the acknowledgment that, if awarded the contract, the candidate has made adequate and full examination of the work site, access to the work site, and all other information, conditions, and matters essential to the fulfillment of the work that will be required. No claim for additional compensation will be allowed due to a lack of information or knowledge of the work required.

Evaluation of Proposal

All proposals will be considered, and each will be evaluated to ascertain which one best meets the needs of the City. Additional requests for information may be necessary in order to clarify parts of the proposal. Evaluation considerations will include the following:

1. Responsiveness of the proposal in clearly demonstrating an understanding of the City's objectives and the ability to meet the City's needs.
2. Cost - although a significant factor, may not be the dominant factor. Cost is particularly important when all the other evaluation criteria are relatively equal..

3. Technical expertise of the firm and those assigned to the project.
4. Demonstrate ability to effectively work with City staff, and representatives.
5. References

Attachments and Exhibits

The Attachments and Exhibits to this Request for Proposals are integral to the proposal, and must be completed in full as part of the respondent's submittal. Failure to use the attached forms provided will result in an incomplete proposal.

The City is not liable for any cost incurred by a firm responding to this Request for Proposal.

Incurred Costs

The City is not liable for any cost incurred by a firm responding to this Request for Proposals.

Assignment

No agreement, nor any duties or obligations resulting from this proposal, may be assigned by selected firm without the prior written consent of City.

SCOPE OF WORK

The City of Morgan Hill has 20 generators within the City limits maintained by City staff. The scope of this contract is to provide both routine and emergency maintenance and repairs to these generators in the event City staff is not able to. The selected contractor will be responsible for furnishing any and all labor, machine shop work, field work, shop and field welding, miscellaneous repair, travel time, expenses, and equipment necessary to do the work required.

The work will be of a non-emergency, scheduled nature between normal business hours of 7:00 AM to 3:30 PM. The work will consist of routine, on-call support to Utilities Division crews in the repair and maintenance of the City's generators. Routine maintenance services shall be performed on normal work days defined as non-holiday Mondays through Fridays, 7:00 AM through 3:30 PM during the months of October, November, and December.

SCOPE OF WORK
ANNUAL SERVICE
CITY OF MORGAN HILL

DATE:	WORK ORDER:	DEALER CODE:
EMPLOYEE:	EQUIP. LOCATION:	HOURS/MILES/KILOMETERS: / / / /
MODEL:	SERIAL NO:	RELATED MODEL/SERIAL NO: / /

	SATISFACTORY	UNSATISFACTORY
1. ENGINE LUBRICATING SYSTEM		
A. Check oil level and top off	_____	_____
B. Check oil pressure using unit mounted gauge	_____	_____
C. Check engine for unusual oil leaks	_____	_____
2. FUEL SYSTEM		
A. Check fuel pressure (if equipped)	_____	_____
B. Inspect fuel system for leaks	_____	_____
C. Check day tank fuel level & main tank (gage only)	_____	_____
3. INTAKE SYSTEM		
A. Check all hoses and connections	_____	_____
B. Visually check air cleaner	_____	_____
4. GOVERNOR		
A. Check all linkages & ball joints (if applicable)	_____	_____
B. Check oil in governor (if applicable)	_____	_____
C. Check any unusual oil/fuel leakage	_____	_____
5. COOLING SYSTEM		
A. Check coolant level & inhibitor content, top off	_____	_____
B. Check temperature of jacket water heater	_____	_____
C. Check condition of all belts, hoses and connections	_____	_____
6. ENGINE ELECTRICAL STARTING SYSTEM		
A. Check battery cap vents (lead acid only)	_____	_____
B. Check battery water levels & adj. (lead acid only)	_____	_____
C. Visually check batteries & connections	_____	_____
D. Check battery charging system for correct operation adjust as needed	_____	_____

	SATISFACTORY	UNSATISFACTORY
7. GENERATOR		
A. Check generator & instruments under bldg. load (if possible)	_____	_____
B. Check general appearance of air screen	_____	_____
8. ENGINE CONTROLS		
A. Check instruments for normal function	_____	_____
B. Verify controls set on auto	_____	_____
9. GENERAL		
A. Visually check engine mounts	_____	_____
B. Visually check complete unit	_____	_____
10. GENERATOR SWITCHGEAR & EMERGENCY SOURCE FEEDERS		
A. Operate generator circuit breaker manually at time of visit (if possible)	_____	_____
11. RUNNING TEST	_____	_____
A. BEFORE STARTING ENGINE:		
Check engine oil level and coolant level.		
Check block heater-will maintain coolant temperature of about 90 degrees F in the block.		
Check fuel level in storage tank.		
Check battery water level and top as necessary.		
Check battery terminals for corrosion and connections for tightness (lead acid).		
B. WITH ENGINE RUNNING:		
Check oil pressure.		
Check fuel pressure.		
Check oil level and add oil as required.		
Check RPM (frequency).		
Check generated voltage.		
Check for leaks of unusual noises.		
C. AFTER STOPPING ENGINE:		
Check/verify all switches are in proper positions for automatic start.		
Check fuel level in tank.		
Record battery charger volts, check for proper operation.		
Remove, clean and reinstall all battery connections (lead acid).		
Inspect generator for cleanliness.		
Drain crankcase oil and replace with new oil.		
Remove and replace oil and fuel filters.		
Inspect air filter(s) and replace as required.		
Start engine and load with contractor supplied resistive load bank. Run under load for at least one hour.		
Check generator output.		
Take oil sample for analysis.		

12. REPORTING:

- A. Provide written service report for each visit.
- B. Advise customer of any/all unusual situations or potential problems which will require further attention.
- C. Advise when main fuel tank is below 3/4 full.

COMMENTS / RECOMMENDATIONS

SCOPE OF WORK

Contractor shall furnish any and all necessary parts, materials, labor, travel and mileage and other items required to complete the proposed work.

ANNUAL SERVICE includes a full inspection, changing oil, oil filters, fuel filters, testing the coolant for conditioner and antifreeze levels, disposal of fluids/filters, performing a full resistive load test and completing the attached inspection sheet (Appendix A).

GEN #	LOCATION	MODEL	SERIAL #	YEAR	KW	AMOUNT
B85001	SCHOOL DIST/ CORP YARD	DMT 250 G CUMMINS	860280	1985	250	\$
B87002	EL TORO	GENERAC 1854-3	8Z1335	1987	10	\$
B89004	CITY HALL	CATAPILLAR 3408	78Z03200	1989	400	\$
B99013	POLICE STATION	OLYMPIAN D125 P1	E1848A/001	1999	125	\$
S03006	C LIFT STATION	KOHLER 80RE0ZJB		2003	80	\$
S03018	B LIFT STATION	KOHLER 40RE0ZJB	0761654	2003	40	\$
S04019	I LIFT STATION	SYNERGY 30JDA	00-210323-01	2004	30	\$
S06020	G LIFT STATION	OLYMPIAN DP40P2	OLY00000KNPF3 580	2006	40	\$
S92009	PORTABLE	KOHLER 40ROZJ01	302415	1992	40	\$
S92010	PORTABLE TRUCK MOUNTED	KOHLER 40ROZJ01	302421	1992	40	\$
S98003	PORTABLE	MQ60	3682877	1998	60	\$
W01016	PORTABLE TRAILER	MAGNETEK QD150	RG6081T125462	2001	150	\$
W02017	PORTABLE TRAILER	OLYMPIAN D150P4	VNNS00568	2002	150	\$
W06021	JACKSON BOOSTER	D200FRJ 4T2	106704-0405	2006	200	\$
W89005	JACKSON TANK	KOHLER 125ROZJ71	257785	1989	125	\$
W92007	PORTABLE TRAILER	KOHLER 150ROZS	303106	1992	150	\$
W92008	E. DUNNE BOOSTER	CATAPILLAR 3412	81Z11841	1992	500	\$
W92011	JACKSON BOOSTER	KOHLER 150ROZJ71	303110	1992	150	\$
W98012	PORTABLE TRAILER	OLYMPIAN CD150	2041361	1998	150	\$
W99015	PORTABLE TRAILER	MAGNETEK QD150	RG6081A084763	1999	150	\$
(Enter this total on the "Total Proposal" page at the end of this document)						\$

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL

SCOPE OF WORK

The Preventive Maintenance Service is a 3 year rotational program.

The PM-3 Service includes:

- A) Replacement of Fan and Alternator Drive Belts
- B) Replacement of Engine Cooling System Hoses
- C) Block Heater hoses replaced with high temperature Silicon Hose
- D) Replacement of Standard Ethylene Glycol Coolant

*	FY 13/14	FY 14/15	FY 15/16
1	B89004	B01002	B85001
2	S04019	S03006	S03006
3	S06021	S92009	W05020
4	S92010	W01016	W06022
5	S98003	W92007	W89005
6	W02017	W92008	W98012
7	W99013	W92011	W09023
8	W99014	Fire Pump	

* See Exhibit A for a description of each generator

Annual Total for Fiscal Year 13/14	
Annual Total for Fiscal Year 14/15	
Annual Total for Fiscal Year 15/16	
Total for PM-3 Enter this total on the 'Total Proposal' Sheet at the end of this document	

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL

**SCOPE OF WORK
EMERGENCY SERVICING**

- 1. Provide directory and updates of all emergency phone numbers.
- 2. Provide 24 hour emergency repair coverage.
- 3. Provide an emergency generator in the event repairs cannot be made at the site.
- 4. Provide below a list of available generators, rates and response time to the City in the event of a disaster:

GENERATOR	RATES THROUGH 2016
EMERGENCY RESPONSE TIME TO THE CITY =	

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL

GENERATOR REPAIR

The following is a request for labor and equipment costs associated with generator repair. Please add any costs that could be associated with the repair of Morgan Hill generators. These costs will be a determining factor in assigning repair work outside the scope of work for Annual Generator Maintenance Services.

FIELD SERVICE	RATE
SUPERVISOR	\$ /HOUR
SERVICEMAN AND TRUCK	\$ /HOUR
SERVICEMAN/HELPER/TRUCK	\$ /HOUR
TRAVEL TIME	\$ /HOUR
SHOP WORK	
SHOP LABOR	\$ /HOUR
OVERTIME	
OVERTIME/MONDAY--FRIDAY	\$ /HOUR
SATURDAY	\$ /HOUR
SUNDAY	\$ /HOUR
HOLIDAY	\$ /HOUR
TRAVEL TIME	\$ /HOUR

EMERGENCY RESPONSE TIME TO MORGAN HILL: _____ HOURS

AVAILABLE 24 HOURS: YES/NO

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL

TOTAL PROPOSAL

**FOR GENERATOR MAINTENANCE SERVICES COMPRISING TOTALS FROM EXHIBITS "A"
AND "B" INCLUDING ALL WORK SPECIFIED, COMPLETE:**

Total Exhibit A **\$_____.**

Total Exhibit B **\$_____.**

TOTAL **\$_____.**

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL

STATEMENT OF SUBCONTRACTORS

Project: Generator Maintenance Services

The following are the subcontractors we propose to engage on the following items of work. Any item of work which does not designate a subcontractor will be done by the contractor.

Work to be Performed by Subcontractor	Name and Address of Subcontractor	Dollar Value of Agreement

SIGNATURE OF BIDDER: _____

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL

LIST OF REFERENCES

Please list five (5) clients that we may contact regarding your work performance.

1.

2.

3.

4.

5.

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THIS PROPOSAL AS SUBMITTED, INCLUDING ALL REQUIRED
ATTACHMENTS, IS BINDING UPON THE UNDERSIGNED
FOR NINETY (90) DAYS AFTER THE PROPOSAL RECEIPT DATE.

COMPANY

ADDRESS

TELEPHONE

FAX

EMAIL ADDRESS

CONTACT PERSON

SIGNATURE

(PRINT NAME)

DATE

THIS FORM MUST BE USED WHEN SUBMITTING PROPOSAL