

INVITATION TO BID
REPAIR AND SERVICING OF BACK-UP POWER GENERATORS
TOWN OF SOMERS

The Town of Somers is currently seeking bids for the repair and servicing of Six (6) back-up power generators.

Please find the proposal package attached

Please email proposals to trolland@somersct.gov:

Todd Rolland
Director of Public Works
Tree Warden
Town of Somers
93 Egypt Road
Somers, CT 06071
(860)763-8238 - Office
trolland@somersct.gov

The Town of Somers, reserves the right to reject any and all proposals, negotiate with one or more firms, or modify any scope of work at our sole discretion. The lowest priced proposal is NOT the sole determining factor when awarding this contract.

Incomplete proposals will be rejected.

The winning Bidder shall provide proof of Liability and Workman's Compensation Insurance, one million dollar minimum coverage, and the Town of Somers shall be named as additional insured on their policy.

The term of the contract shall be one (1) season beginning November 1, 2019 and ending October 30, 2020.

**THE TOWN OF SOMERS, DEPARTMENT OF PUBLIC WORKS IS SOLICITING BIDS FOR
THE REPAIR AND SERVICING OF BACK-UP POWER GENERATORS AT THE
FOLLOWING FACILITIES:**

1. Department of Public Works, 93 Egypt Road;
 - 35 KW, Kohler, Model #30ROZI, Fuel Type: Diesel
2. Fire Department, 400 Main Street:
 - 100 KW, ONAN, Model #DGDB-4489361, Fuel Type: Diesel
3. Kibbe Fuller School, 619 Main Street:
 - 23 KW, Kohler, Model #20REOZK, Fuel Type: Diesel
4. Police Department, 451 Main Street:
 - 25 KW, Generac, Model #QT02515JNSX, Fuel Type: Propane
5. Sewer Treatment Plant, 33 Quality Ave:
 - 25 KW. Generac, Model #12751100100, Fuel Type: Diesel
6. Senior Center, 19 Battle Street:
 - 26 KW, Kohler, Model #20ROZJ, Fuel Type: Diesel

TOWN OF SOMERS MUNICIPAL GENERATORS

Type of Generator	Facility	Address	Size (KW)	Model #	Ser. #	Fuel Type	Fuel Capacity
Kohler	DPW	93 Egypt Rd	35	30ROZI	0683454	Diesel	100
Onan	Fire House	400 Main St.	100	DGDB-4489361	J000160426	Diesel	100
Kohler	Kibbe Fuller	619 Main St.	23	20REOZK	339NGMGF0001	Diesel	123
Generac	Police Station	451 Main St.	25	QT02515JNSX	7313885	Propane	1,000 UST Shared with Building Fuel
Generac	Sewer Plant	34 Quality Ave.	25	12751100100	2109197	Diesel	100
Kohler	Senior Center	19 Battle St.	26	20ROZJ	602317	Diesel	100

GENERAL REQUIREMENTS/SPECIFICATIONS FOR REPAIR AND SERVICING OF BACK-UP POWER GENERATORS

The undersigned proposes to furnish all labor, material and services required to complete the work specified below in accordance with this document, and under the terms and conditions hereafter set forth and as directed by the Town.

- 1) **CRITERIA FOR BID ACCEPTANCE:**
 - Have the adequate staff and financial resources for performance or have ability to obtain such resources as required during performance.
 - Have the necessary experience, organization skills and trained staff.
 - Have a satisfactory record of performance.

- 2) **BASE BID:**
 - Each back-up generator shall receive semi-annual service.
 - The first service of the fiscal year shall be performed in September shall be a Level One (1) service.
 - The second service of the fiscal year shall be performed in April and shall be a Level Two (2) service.

Level One (1) service shall include all labor and replacement parts for the following services:

IGNITION:

- Change all Spark Plugs
- Change points
- Change Distributor cap & rotor
- Check all ignition wires
- Check start solenoid terminals
- Check and adjust choke when applicable

ENGINE:

- Change oil
- Change oil filter
- Tighten valve covers
- Fill governor sump with oil when applicable
- Check unit for oil leaks

COOLING SYSTEM:

- Test coolant protection
- Test coolant alkalinity
- Check water hoses both upper and lower
- Check bypass hoses
- Check fan belts
- Check engine block heater for operation when applicable
- Change antifreeze every other year

EXHAUST SYSTEM:

- Check flexible section for cracks or leaks
- Drain condensation trap when applicable
- Visually inspect entire exhaust system for leaks

FUEL System:

- Change primary and secondary fuel filter (diesel engines)
- Check injector fuel lines (diesel engines)
- Check flex fuel sections
- Check fuel pump
- Check and tighten fuel connections
- Check fuel solenoid
- Check day tank float

- Check regulator (gasoline engines)

BATTERY:

- Load test battery
- Check specific gravity of battery
- Check battery voltage
- Clean battery cables replace if required
- Clean cable battery terminals
- Clean battery posts and coat same
- Check fluid level and fill if required
- Recharge and/or replace if required

STARTING SYSTEM:

- Check starter motor solenoid terminal
- Check starter motor operation
- Check charge alternator or internal circuit charge rate
- Check alternator belt

ELECTRICAL:

- Check exciter
- Check regulator voltage
- Check diodes
- Check rectifiers
- Check brushes
- Clean collector rings
- Clean carbon deposits
- Check SCRS
- Check control panel relays
- Check wiring and terminals
- Check solid state board connections

OPERATIONAL CHECKS:

Start generator and conduct safety shutdown test for the following:

1. Low oil pressure
2. High water temperature
3. Overspeed
4. High air temperature (air-cooled units)
5. Check voltage output
6. Check frequency (Hz)
7. Record hour meter reading
8. Check unit for vibration and any unusual noises

AUTOMATIC SWITCH:

- Inspect contact assembly and connections
- Check exerciser clock and time setting
- Check time delays
- Check battery charger for proper output
- Check selector switch
- Check voltage sensors for visual condition
- Start and stop generator from transfer switch

FINAL CHECK:

- Check field breaker to ensure it is in the **On** position
- Check that the selector switch is in the **Automatic** position
- Start and stop the generator using the generator controls
- Start and stop the generator using the switch panel
- Start and stop the generator using the exerciser clock
- Simulate a power failure – Receive prior approval from Buildings personnel before performing this test

GENERAL SITE INSPECTION:

- Inspect site for any debris or obstructions which could hamper operation or cause a potential problem or could be hazardous to the operation of the generator or surrounding area

Level Two (2) service shall include all labor and replacement parts for the following services:

GENERAL INSPECTION:

- Check lube oil level and add if necessary
- Check lube filter(s) and top off oil if necessary
- Check battery fluid level and add if necessary
- Check coolant level and add if necessary
- Check exercise clock and running time meter, record hours on the work order
- Start unit and check operation and the following:
 - AC voltage
 - Frequency (Hz)
 - Battery charge rate
 - Leaks and any unusual noises
- Reset exercise clock if necessary
- Adjust governor, carburetor, voltage regulator to generator set specifications
- Inspect site for any debris, or obstructions, which could cause a potential problem or hazard

TOWN OF SOMERS
DEPARTMENT OF PUBLIC WORKS
REPAIR AND SERVICING OF BACKUP POWER GENERATORS
BID FORM

	<u>Level One Service</u>	<u>Level Two Service</u>
1. Public Works Department, 93 Egypt Road:	\$ _____	\$ _____
2. Fire Department, 400 Main Street:	\$ _____	\$ _____
3. Kibbe Fuller, 619 Main Street:	\$ _____	\$ _____
4. Police Station, 451 Main Street:	\$ _____	\$ _____
5. Sewer Plant, 33 Quality Avenue:	\$ _____	\$ _____
6. Senior Center, 19 Battle Street:	\$ _____	\$ _____

On-Call Service Rates

Per Hour Rate

For routine service and repair during normal business hours Monday – Friday:	\$ _____
For emergency service during normal business hours Monday – Friday excluding holidays:	\$ _____
For after-hours emergency service:	\$ _____

Under penalty of perjury and other remedies available to the Town of Somers, the undersigned certifies this bid is submitted without collusion and all responses are true and accurate. If awarded this bid, it is agreed this forms a contractual obligation to provide services at the dollar amount specified in this Bid Form, subject to and in accordance with all instructions, bidding and contract documents, including any addenda, which are all made part of this bid.

Signature of Authorized Person

Date

Printed Name of Authorized Person

Company Title of Authorized Person

Name of Company

Address of Company

City, State, and Zip Code

Telephone Number

E-Mail