

Town of Friday Harbor

PO Box 219 / Friday Harbor / WA / 98250

(360) 378-2810 / fax (360) 378-5339 / www.fridayharbor.org

SMALL WORKS BID
Annual Generator Maintenance and Loadbank Service
Friday Harbor, Washington

INVITATION

The Town of Friday Harbor seeks bids for annual generator maintenance & load bank service for year 2020 with (3) optional service extensions.

The Town of Friday Harbor will receive bids until 2:00 p.m. on Friday, February 21, 2020. Faxed and emailed bids will be accepted.

US Mail or Delivery Town of Friday Harbor Attn: Town Clerk 60 Second Street PO Box 219 Friday Harbor, WA 98250	Electronically Amy Taylor, Town Clerk amyt@fridayharbor.org (PDF only) <i>Confirmation will be returned.</i>	Fax (360) 378-5339 Attn: Town Clerk <i>Call Town Hall to confirm receipt of bid.</i>
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Specifications for the generator maintenance and load bank service are available at Town Hall, 60 Second Street, PO Box 219, Friday Harbor, Washington 98250, (360) 378 – 2810 or for download at www.fridayharbor.org.

Bidders must comply with all applicable governmental requirements including, but not limited to, debarment, affirmative action programs, prevailing wage and other equal employment opportunity actions.

For additional information or to schedule site visits, please contact Wayne Haefele, Public Works Director, at (360) 378 - 2154 or e-mail wayneh@fridayharbor.org.

SUBMITTAL INSTRUCTIONS

Complete, sign and submit the BID PROPOSAL no later than 2:00 p.m. on Friday, February 21, 2020. Town will accept delivered, emailed and faxed bids. Failure to complete and/or submit completed information may cause rejection of the Bid. Small Works projects will only be awarded to Contractors who are both listed on the MRSC Rosters and may be certified as eligible to perform the work in accordance with DOR/L&I at the time of award.

CONTRACT AND INSURANCE REQUIREMENTS

Contractors will be required to execute a pricing agreement with the Town of Friday Harbor. The Contractor shall maintain insurance in amounts specified by the Town for the term of the agreement.

SPECIFICATIONS AND BIDDER PROPOSAL PAGES

Contact Wayne Haefele, Public Works Director, at (360) 378 - 2154 or e-mail wayneh@fridayharbor.org for questions relating to SPECIFICATIONS. The Town of Friday Harbor reserves the right to reject any or all bids and to determine which bid is, in the Town's judgment, the lowest responsive and responsible bid of a bidder or group of bidders. The Town of Friday Harbor also reserves the right to waive any informalities in any bid and to delete or add any of the items listed in the bid as set forth therein.

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BID PROPOSAL
Annual Generator Maintenance and Load Bank Service
Friday Harbor, Washington

TO: TOWN CLERK

DATE: _____

Item:	Description:	Unit Price	Total
1	Generator Maintenance including engines, automatic transfer switches, inspection items, deliverables, materials and travel expenses for year 2020.	Each	
2	Load bank testing	Each	
<p>Having carefully examined all specifications prepared by the Town of Friday Harbor, as well as the premises and conditions affecting the work, the Undersigned proposes to furnish all labor, equipment, material and perform all work, in accordance with the terms & conditions and prevailing wage requirements attached, which price is hereby designated as to the total proposal price for all necessary work.</p> <p>The undersigned is, and will remain in, full compliance with all Washington State administrative agency requirements including, but not limited to registration requirements of Washington State Department of Labor & Industries for contractors, including but not limited to requirements for bond, proof of insurance and annual registration fee.</p> <p>The undersigned has reviewed all insurance requirements contained in the Contract and has verified the availability of and the undersigned's eligibility for all required insurance. The undersigned verifies that the cost for all required insurance, has been included in this Proposal.</p> <p>The undersigned's Washington State:</p>			
SIGNATURE OF AUTHORIZED AGENT			
PRINT NAME AND TITLE			
CONTACT INFORMATION			
Firm _____		Phone _____	
Address _____		Email _____	
City, State, Zip _____		WA STATE UBI	

END OF PROPOSAL

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SPECIFICATIONS

Annual Generator Maintenance and Loadbank Service Friday Harbor, Washington

The specifications or scope of work included have been prepared to describe the standard quality, performance, and other characteristics needed to meet Town requirements. All listed generators are located at facilities within a six-mile radius of the Town of Friday Harbor, San Juan Island, Washington.

The Town is seeking to establish a pricing agreement for a period of one (1) year, with the option to renew for up to three years. The purpose of the pricing agreement is to provide maintenance, repair and supply parts as required for the generators listed herein. The pricing agreement is to be renewed by issuing work orders each fiscal year the agreement is extended.

Quantities specified in the Bid Proposal are approximate and total of the bid will be used for the purpose of selecting the lowest responsible bidder. The term of the pricing agreement shall be effective on the date of award and shall expire December 31, 2020. It may be extended by Town for up to an additional two (2) 12-month periods for a maximum of 36 months, subject to:

- Pricing for the two optional twelve (12) month term extensions.
- Town of Friday Harbor's annual approval of an extension of services.
- The Vendor's compliance with the terms and conditions as established by the pricing agreement.
- The Vendor's satisfactory performance, and timely compliance with the requirements of these specifications.

General Provisions of Pricing Agreement include:

- The Contractor will provide maintenance and repair services for up to eight (8) emergency generators and load bank testing services for up to seven (7) emergency generators located at Town facilities, and supply parts as required. Detailed maintenance requirements are listed herein.
- The Contractor agrees to submit service reports and other deliverables to the Town detailing the results of inspections and tests, condition of parts and overall operation of said generators.
- The Contractor will contact the Town with estimates for parts and labor before proceeding with any repairs other than routine maintenance.
- All "miscellaneous" charges will be described fully on the Contractor's invoice.
- Preventative maintenance will be scheduled to minimize charges for travel and service calls.
- The Town shall pay invoices within ten working days of the ensuing voucher approval.

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1. List of Generators and Scheduled Maintenance Items:

A. List of (8) generators to maintenance:

- Generac 350 kW - Fixed Mount;
- Olympian 170 kW – Fixed Mount;
- Spokane Diesel 115 kW – Trailer Mounted;
- Marathon 10 kW ---Portable;
- D.A. West 60 kW – Fixed Mount;
- Onan 150 kW – Fixed Mount;
- Cummins 25 kW – Fixed Mount; and
- Generac 130 kW Multi Voltage/Multi Phase– Trailer Mounted.

B. Scheduled Maintenance Service Items to be Included in the Pricing Agreement Cost:

- Engine oil filters;
- Fuel filters;
- Engine air cleaner elements;
- Engine oil;
- Engine coolant;
- Travel to jobsite;
- Mileage to jobsite.

C. Engine service items:

- Change engine lubricating oil and filter(s);
- Change fuel filter(s) and purge air from system;
- Verify coolant protection level and concentration;
- Inspect and record diesel fuel day tank level (diesel units);
- Inspect and record contaminant (water/ debris) level in diesel day tank;
- Check coolant level and refill (if required);
- Inspect / replace air cleaner and clean / wipe out dust or debris;
- Inspect cooling system including radiator and duct flange / louver assemblies;
- Inspect water pump for leakage or seeping;
- Inspect engine drive belt system and adjust (if required);
- Inspect engine coolant hoses between radiator and engine block;
- Inspect engine block heater for proper operation;
- Inspect engine block heater hoses;
- Inspect battery electrolyte level and refill (if possible);
- Inspect battery posts and cable assemblies and clean (if required);
- Load test engine start battery and record voltage / battery condition;
- Inspect wire harness for corroded / loose connections and correct as required;
- Verify operation of control switches and operator interface panel; and
- Record run hours.

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D. Automatic Transfer Switch (ATS) service items:

- Inspect and clean ATS cabinet;
- Inspect and clean ATS interior;
- Inspect and record ATS electrical connection temperature via infrared inspection;
- Inspect and clean ATS contactor / actuator assembly. (if practical);
- Verify ATS exercise clock settings and correct or adjust (to customer specs);
- Inspect ATS contact sets for alignment and adjust as required (if practical).

E. Operational Inspection Items:

- Initiate automatic start of engine-generator from automatic transfer switch;
- Record engine start battery voltage (cranking) and recovery time / voltage;
- Record engine-generator 3Ø voltage output;
- Record engine-generator 3Ø current output (when practical);
- Record 3Ø connected load (at automatic transfer switch);
- Observe ATS transfer operation (if practical);
- Operate under customer load for 30 minutes (if practical) and record 3Ø Voltage and current at 10-minute intervals;
- Adjust (as required) engine-generator voltage regulator (AVR) and governor to compensate for random voltage / current variation of connected load (if practical);
- Download operational alarms / warnings from control log (digital controls);
- Review alarm / event / warning logs and adjust / correct as required (digital controls);
- Reset engine-generator / ATS for normal operation; and
- Record run hours at end of test.

2. Load Bank Service Items:

A. List of (7) Generators to Load Bank:

- Generac 350 kW - Fixed Mount;
- Olympian 170 kW – Fixed Mount;
- Spokane Diesel 115 kW – Trailer Mounted;
- Marathon 10 kW ---Portable
- D.A. West 60 kW – Fixed Mount;
- Cummins 25 kW – Fixed Mount; and
- Generac 130 kW Multi Voltage/Multi Phase– Trailer Mounted.

B. Testing:

- Perform load bank testing on engine-generator at full load capacity of generator.

3. Other Services

A. On-site Post Inspection Items / Miscellaneous Deliverables:

- Clean / remove accumulated debris / refuse around generator installation area;
- Advise and provide estimates to Town representative of corrective action required;
- Obtain Town representative signatures for work completion approval on work order.
- Provide / submit written inspection reports (maintenance & load bank) to Town standard;
- Maintain database on Town equipment and provide annual asset record report.

END OF SPECIFICATIONS