



**Town of Bluffton
Request for Proposals
RFP # 2017-46**

**GENERATOR PREVENTATIVE MAINTENANCE AND AS NEEDED / ON-CALL
REPAIR SERVICES**

1. PURPOSE

The Town of Bluffton, South Carolina (Town) is seeking proposals from interested and qualified firms with past, proven, positive experiences in providing generator preventative maintenance and as needed / on-call repair services, under a fixed price master service agreement. The target start date for performing these services is June of 2017.

It is the intent of the Town to enter into a Master Service Agreement with the awarded firm for a term of one (1) year with the option to renew for three (3) additional one (1) year periods.

At any time during the solicitation process, the Town of Bluffton reserves the right to refuse any and all sealed proposals and to waive any technicalities and formalities. The Town of Bluffton reserves the right to negotiate with all qualified Proposers. The Town may cancel this solicitation in part or in its entirety at any time during the solicitation process if it is in the Town's best interest to do so.

2. SOLICITATION TERMS and CONDITIONS

Proposers Responsibility:

While the Town has used considerable efforts to ensure an accurate representation of information in this RFP, each prospective Proposer is urged to conduct its own investigations into the material facts and the Town shall not be held liable or accountable for any error or omission in any part of this RFP.

Before submitting a proposal, each Proposer shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the full performance of a contract and to verify any representations made by the Town upon which the Proposer will rely. If the Proposer receives an award because of its submission, failure to have made such investigations and examinations will in no way relieve the Proposer from its obligations to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the Proposer for additional compensation or relief.

A Proposer, by submitting a proposal represents that the Proposer has read and understands the Request for Proposals requirements and its response is made in accordance therewith and that the Proposer is familiar with the local conditions under which the awarded Proposer must perform.

It is incumbent upon each prospective Proposer to carefully examine these requirements, terms, and conditions. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing in accordance with procedures set forth herein. The Town will not be responsible for any oral representation given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.

Questions and Inquiries:

Questions and inquiries must be received seven (7) calendar days prior to the submittal due date. Replies considered necessary or critical to the solicitation will be issued through an addendum within the Bid Opportunities section of the Town's website at www.townofbluffton.sc.gov. It is the Proposer's responsibility to check the website periodically to determine if an addendum has been issued. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect and may not be relied upon by potential firms in submitting their qualifications statement. Receipt of all addenda shall be acknowledged by the firm signing and enclosing said addendum acknowledgement with their proposal.

Questions and inquiries regarding this solicitation shall be submitted to:

Ron Olson
Facilities Administrator
Town of Bluffton
rolson@townofbluffton.com

Restricted Discussions:

All prospective Proposers are hereby instructed not to contact any member of the Town of Bluffton Council, the Town Manager or Town of Bluffton staff members, other than the noted contact person OR the Town's Purchasing Administrator regarding this RFP or their response at any time during the RFP process. Any such contact shall be cause for rejection of your submittal

Submittal of Proposals:

Sealed proposals shall be received by or prior to:

2:00 p.m. on Thursday, April 6, 2017

Packages containing submittals shall be presented as such that they may be easily identified. The outside of the package shall be identified as follows:

RFP # 2017-46
Generator Preventative Maintenance and As Needed / On-Call Repair Services
Town of Bluffton
Attn: Ron Olson

Packages containing submittals shall be sent to

**Town of Bluffton
20 Bridge Street
Bluffton, South Carolina 29910**

Opening of Proposals:

The receipt and opening of packages containing proposals shall be public, at the address, on the date and time specified above. The closing date and time shall be scrupulously observed. All proposal packages that have been timely accepted by the Town will be formally opened and accepted for consideration. The names of the firms submitting a proposal package will be read aloud and recorded. No other information will be provided to the public until after a final contract has been awarded.

Late Submittals:

Under no circumstances shall proposals be delivered after the time specified; such submittals will be returned unopened to the submitting firm. The Town will not be responsible for late deliveries or delayed mail. It is the firm's sole responsibility to assure that his/her proposal is complete and delivered at the proper time and place of the said opening. Submittals which for any reason are not delivered will not be considered. Offers by facsimile, telegram or telephone are not acceptable.

Acceptance / Rejection:

The Town reserves the right to accept or reject any or all proposals. The Town also reserves the right to waive any irregularities, informalities, or technicalities and may at its discretion, request a new solicitation.

Receipt of a proposal does not indicate that the Town of Bluffton has pre-determined a company's qualifications to receive an award or contract. Such determination will be made after the opening and will be based on the Town's evaluation of the proposals compared to the specific requirements and qualifications of a firm as contained and described in this document.

Proprietary and/or Confidential Information:

A proposal is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. A firm that cannot agree to this standard should not submit a proposal.

All information that is to be treated as confidential and/or proprietary must be CLEARLY identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12 point type, in the upper right hand corner of the page. All information not so denoted and identified may be subject to disclosure by the Town.

Award:

Award will be made to the Proposer who submits the overall proposal that is judged to provide the most advantageous and best value to the Town. In determining the most advantageous proposal, the Town reserves the right to consider criteria, such as, but not limited to, cost, quality, workmanship, past experience, ability, capability, reputation, and past performance. The Town may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.

Local Preference:

The Local Vendor Preference program has been implemented by the Town of Bluffton under the Town of Bluffton Ordinance No. 2010-13. The ordinance allows the Town to implement more favorable evaluation criteria for vendors that are certified as local vendors. Any vendor certified as a local vendor shall be given preference in the following manner:

A. Definition of a Certified Local Vendor:

- Company maintains a local office within the legally defined boundaries of Beaufort County; has a majority of full time employees, chief officers and managers regularly conducting work at this location; properly licensed for commercial operations; is open to the public; and is in compliance with local zoning requirements;
- Company has held a valid Town Business License for a consecutive period of at least two (2) years prior to application for certification; and
- Company has submitted a Local Preference Certification statement and is on file .

B. Evaluation Processes:

- Selection criteria shall include (as applicable) the local vendor preference program or demonstrated local content with a minimum weighting of five (5) percent

3. QUALIFICATIONS

At a minimum, and to be considered a responsible proposer, the individuals and/or firm must:

- A.** Currently possess or be willing to obtain a Town of Bluffton Business License if contract is awarded;
- B.** Have **five (5)** years of documented past, proven and positive experiences in providing the services requested;
- C.** Provide at least five (5) references of clients for whom the firm has provided similar services
- D.** Demonstrate the ability to provide the requested services;

4. SCOPE OF SERVICES

Except as otherwise provided herein as the responsibility of Town of Bluffton, the successful proposer will provide Generator Preventative Maintenance and As Needed / On-Call Repair services for its various projects, installations, repairs and emergency services for the effective and economical operation of facilities or properties owned by or otherwise utilized by the Town of Bluffton. The Contractor shall furnish all labor, materials, tools, and resources necessary to implement the work being requested.

The Contractor shall have the capability and resources to install, maintain, repair and replace generator components, systems, mechanisms and configurations as required by the Town. The cost for all services shall be in

accordance with the scheduled fees and rates provided in Exhibit "C" of this solicitation. All hourly rates shall begin at the time the Contractor arrives to the job site. All repairs, adjustments, and alterations covered by this contract are subject to the Town's approval.

The Contractor shall provide goods and services that are described and included within Exhibit "A" and Exhibit "B", attached hereto. Exhibit "A", Exhibit "B" and Exhibit "C" shall be incorporated into the Master Service Agreement.

Term of Contract:

This contract shall be effective for one (1) year following the date of execution.

Option to Renew:

Prior to, or upon completion of the initial term of this contract, the Town shall have the option to renew the contract for three (3) additional one (1) year periods. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a Town prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the Town.

5. SUBMITTALS and FORMAT

By submitting a proposal, the firm certifies that it has full knowledge of the scope, nature, and quality of work to be performed. Submittals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the scope of work and a solution that is viable and within the Town's best interests.

The Town reserves the right to award a contract pursuant to this RFP without further discussion with proposers. Therefore, it is important that each submittal is complete, adheres to the format and instructions contained herein, and is submitted in the most favorable manner possible. Failure to provide the requested information will render your proposal as non-responsive.

The submittal package shall consist of four (4), one (1) signed original and three (3) complete copies of the Respondents proposal. The submittal package along with the appropriate number of copies shall be sealed and delivered no later than date and time listed above.

The contents of the proposal shall include the following:

A. Letter of Transmittal

Limit to one (1) or two (2) printed pages.

- Briefly state the firms understanding of the work to be done and the commitment to perform the work.
- Give the names of the persons who will be authorized to make representations for the firm, their titles, and contact information.
- The letter must be signed by an authorized representative of the company who has the authority to commit the company to their proposal as submitted.

B. Copy of Town of Bluffton Business License

This section shall include a copy of the firm's Town of Bluffton Business License. If the firm does not currently have a license, then a letter of commitment to obtain a Town of Bluffton Business License if contract is awarded shall be inserted.

C. Vendor Profile

- Description of firm.
- How long the vendor has been in the business of providing generator preventative maintenance, installation, repair and emergency services.
- Staff qualifications for each of the vendor's key staff who may be assigned to this project. Be sure to include professional certifications, designations, accomplishments and accreditations for each employee who will be assigned to the Town of Bluffton.
- The names of all commercial accounts/contracts currently held by the firm.

D. References

Provide five (5) current references of organizations or accounts that have utilized your firm's services. This should include their current status and contact information.

E. Methodology and Approach

Within a narrative, describe the firm's methodology and approach to providing generator services by:

1. Defining the service and continuous support that will be provided to this account;
2. Describe the warranty program offered by your firm;
3. Identify your typical response times to service calls during normal business hours and describe how they are prioritized;
4. Provide your approach in providing support and service for afterhours emergency service calls, to include how they are prioritized;
5. Provide information on your guaranteed response time to all service calls;
6. Describe the resources that are available for your firm to support this account;
7. Describe the process to ensure proper training of your staff is current with various generator systems.

F. Cost Details and Pricing Schedule

Firms shall submit a pricing schedule with cost details that is inclusive of standard hourly labor rates during both normal business hours and emergency after-hours situations. Pricing for equipment and parts shall be based on a cost plus percentage rate. Only the forms provided within this solicitation will be accepted for pricing submittals.

6. EVALUATION, SELECTION, NEGOTIATION and AWARD

State of South Carolina procurement code will be followed to secure the awarded firm. The contact listed within this solicitation, in coordination with the Purchasing Administrator, will be the coordinator for the selection process and the sole point of contact for all respondents. In addition to the materials provided in the written responses to this RFP, the Town may utilize site visits or may request additional material, information, interviews, presentations or references from the respondent(s) submitting a proposal or offer.

A. Evaluation Criteria:

Proposals will be evaluated on the basis of the following criteria:

- a. **Proposed Costs**
- b. **Methodology and Approach**
- c. **Relevant Experience**
- d. **Local Presence**

A points system will be given to each criteria listed through the identified weighting system:

EVALUATION CRITERIA	MAX POINTS
Proposed Costs	40
Methodology and Approach	20
Relevant Experience	30
Local Presence	10
TOTAL POSSIBLE POINTS	100

B. Evaluation Method

All responsive submittals will be reviewed and evaluated by a Review and Selection Team. This three (3) to five (5) member committee approach will require selected staff to evaluate the submittals through the following processes:

- Individually provide a detailed review and thorough evaluation of each submittal;
- Individually score each submittal utilizing the scoring method given;
- Combining the scores of each individual team member to form an overall team score;
- Eventual participation in a team discussion, including in-depth evaluations and group interaction after individual review and scores are achieved.

The Town reserves the right to request additional information and/or clarification of any information submitted by any respondent at any time during the evaluation process. This includes, but is not limited to information that indicates financial resources as well as the ability to provide and maintain the services as requested. The Town reserves the right to make investigations of the qualifications of the respondent as it deems appropriate, including but not limited to background investigations.

Firms exhibiting the ability to provide and maintain the services requested; submits a proposal that is formatted correctly; and is inclusive of all the required forms will be considered a responsive and responsible proposer.

C. Selection Method:

In general, the Town of Bluffton wishes to avoid the expense (to the Town and to presenting firms) of unnecessary presentations. Therefore, the Town will make every reasonable effort to achieve the ranking using written submittals alone.

If no single top ranked firm can be clearly identified by review of the written submittals alone, then the Review and Selection Team shall request the Purchasing Administrator to schedule the top ranked firms for presentations / interviews.

The Town may choose to conduct oral interviews with, or receive oral presentations from, one or more of the Proposers. If the Town chooses to allow oral interviews and/or presentations, such interviews or oral presentations will be open to the public. The Town will not be liable for any costs incurred by a Proposer in connection with such interviews/presentations (i.e., travel, accommodations, etc.)

The Selection and Review team will rank all complete submittals received and/or formal oral presentations/interviews in order of preference and outcomes will be based on the determination of which firm will meet the needs and provide the best overall value to the Town as it pertains to the requirements of the scope of work.

D. Negotiations:

The Town reserves the right to negotiate a final agreement with the top ranked proposal that meets the needs and is considered the best value to the Town of Bluffton. If a contract cannot be negotiated with the highest ranking firm, negotiations may be conducted with the second, and then the third, and so on until a satisfactory contract can be agreed upon and executed. Additionally, should the Town choose to do so, it reserves the right to provide all responsive and responsible Proposers an opportunity to submit their best and final offers.

E. Award and Contract

Award will be made in accordance with the Town of Bluffton's purchasing policy and procedures. A contract resulting from an award shall be the Town of Bluffton's purchase order and/or contract, containing the Town's terms and conditions. A sample of the contract has been attached to this solicitation for viewing. Contracts from firms submitting a proposal will not be accepted.

Attachments

1. Sample Town of Bluffton Agreement
2. Exhibit "A" – Scope of Work
3. Exhibit "B" – Preventative Maintenance Requirements
4. Exhibit "C" – Pricing Schedule

EXHIBIT "A"

SCOPE OF WORK

GENERATOR PREVENTATIVE MAINTENANCE AND ON-CALL / AS-NEEDED REPAIR SERVICES

I. GENERAL

- A. The Contractor, if doing business under an assumed name, i.e. an individual, association, partnership, corporation, or otherwise, shall be registered with the State of South Carolina Division of Corporations and hold a current and valid Town of Bluffton Business License.
- B. The Contractor shall assume full responsibility for damage to Town property caused by the Contractor's employees or equipment as determined by designated Town personnel.
- C. The Contractor shall be solely responsible for the safety of the Contractor's employees and others relative to the Contractor's work, work procedures, material, equipment, transportation, signage and related activities and equipment.
- D. The Contractor shall possess and keep in force all licenses and permits required to perform the services of this Agreement.
- E. No guarantee of the actual service requirement is implied or expressed by this Agreement. As needed and on-call service requirements shall be determined by actual need. The Town reserves the right to include additional units or remove current units during the tenure of this agreement.
- F. This is a non-exclusive agreement. The Town may now or hereafter enter into agreements with other contractors for maintenance and service of its generators. Employees of the Town may elect to place orders with one or more contractors under agreement with selection made on the basis of price, location, hours of operation, and/or availability of needed services.
- G. All chemicals and lubricants used shall be properly labeled by Contractor and shall be approved for use, in writing, by the Public Works designee. A Material Safety Data Sheet (MSDA) for each chemical and/or lubricant proposed for use shall be submitted by Contractor for approval at least fifteen (15) days before beginning the work. All chemicals and/or lubricants used shall have a Material Safety Data Sheet (MSDA) attached to the container.
- H. Contractor's maintenance and service personnel shall be trained and experienced in servicing the generators and equipment specified. Contractor shall provide certification upon request by the Town representative.
- I. Contractor shall supply a list of employee names and telephone numbers for emergency service and update this list as it changes.

- J. The Contractor shall employ sufficient qualified project managers/account executives, certified/licensed mechanics and certified/licensed technicians who can arrive on the site within the specified time period and perform the services required.
- K. Services to be provided shall be performed by qualified, trained, certified and licensed service personnel, directly employed by the Contractor. Under no conditions shall any work specified be subcontracted without the Town's prior approval. Pre-approved Subcontractor's shall be accompanied by and under the direct supervision of the Contractor at all times.
- L. The Contractor shall ensure and maintain or have access to an adequate inventory of standard replacement parts for common components for generators under contract within 24 hours.
- M. The Contractor shall have the proper tools and test equipment to maintain all the generators and equipment under the contract.
- N. The Contractor shall maintain complete and detailed service and maintenance records for each generator and will be provided to the Town upon request.
- O. The Contractor shall provide preventative maintenance consisting of prescheduled recurring actions that are to be performed on a regular interval determined by generator operating hours that may be recommended by each generator manufacturer. The preventative maintenance tasks are designed to maintain the generators for prime operating condition so that the generators will operate effectively, reliably and efficiently.
- P. The Contractor shall furnish all labor, parts, materials, test equipment, tools, programming materials, and services to be performed in compliance with applicable standards, regulations and codes established by local, state and federal agencies.
- Q. The Contractor shall provide licensed/certified service mechanics and technicians that have obtained and hold current certifications with Kohler and Caterpillar generator systems.
- R. The Contract shall respond to all service requests, including repair calls regardless of the time of day or uncertain weather conditions. Repair calls shall be responded to within four hours. The Town will provide reasonable means of access to all equipment covered by the resulting agreement. The Contractor shall schedule the start and stop of all generators considered incidental to the Town's day to day operations as arranged with Town representatives.
- S. The Contractor shall ensure that the required services specified in this contract, meet the quality standards outlined therein. All work performed under this contract shall be consistent with best industry practices, to assure adequate protection of Town assets. The Town will conduct inspections on maintenance and repair work performed on the generators to ensure the work is in compliance with the contract.
- T. The Contractor shall furnish and provide a warranty in which all work is to be free from defects of materials or workmanship for a period of one (1) year after acceptance of the work by the Town. Any defects developing within said period due to reasons stated shall be made good without any expense to the Town.

II. RESPONSIBILITIES OF THE CONTRACTOR

The responsibilities of the Contractor include, but shall not be limited to, the following:

- A. Provide all required equipment, materials, tools, labor, and supervision to service and maintain the Town's generators and their associated equipment with **Bi-Annual Preventative Maintenance** (consisting of 1 major service and 1 minor service) and **As-needed/On-call Repair Services** for the identified generators at the following locations:
1. Public Works Depot – 2 Recreation Court, Bluffton, SC 29910
Make: Caterpillar
Model Number: D50-4S
Serial Number: CAT00C44KNCD00810
Specifications: 208 amps – 50KV/50KW
1 phase – 120/240 voltage
 2. Law Enforcement Center – 101 Progressive Street, Bluffton, SC 29910
Make: Kohler
Model Number: 100REOZIE
Serial Number: 2319339
Specifications: 347 amps – 125KV/100KW
3 phase – 120/208 voltage
- B. Provide repair services to problems that are either discovered at the time of providing preventative maintenance or as requested by the Town. Respond to service calls as follows:
1. Basic service shall be performed Monday through Thursday, 8:00 a.m. through 5:30 p.m. and Fridays from 8:00 a.m. to 1:00 p.m. Emergency service shall be provided after regular working hours, weekends, and holidays.
 2. Response time to the site shall not exceed two (2) hours.
 3. Provide two (2) contact phone numbers. The phones shall be answered by actual persons and not recorded messages.
- D. Perform all services listed on Exhibit "C", Preventative Maintenance for generators.
1. Preventative maintenance services shall be performed on a bi-annual basis consisting of 1 major service and 1 minor service.
 2. During bi-annual visits contractor shall ensure that all appropriate tasks, detailed in Exhibit "C", are performed for generator.

3. Contractor shall dedicate a minimum of eight (8) labor hours, per bi-annual service, to the completion of the preventative maintenance tasks. Contractors may accomplish this service in one visit or several shorter visits to the site. Eight labor hours and any time spent in excess of these hours shall be included in the bi-annual maintenance fee.
4. All preventive maintenance work shall be provided no less than two (2) times per year, unless otherwise specified, including start-up and shut down if applicable. Preventative maintenance includes, but is not limited to:
 - Examining each generator and its associated equipment to see that it is functioning properly and is in good operating condition.
 - Cleaning all components of dust, old lubricants, etc. to allow the equipment to function as designed.
 - Lubricating all equipment where needed to permit bearings, gears and all contact wearing points to operate freely and without undue wear.
 - Adjusting all linkages, motors, drives, etc. that may have drifted from the original design settings and positions.
 - Calibrating, sensing and monitoring safety and readout devices for proper ranges, settings and optimum efficiencies.
 - Testing and cycling the generator after it has been cleaned, lubricated, adjusted, and calibrated, to see that it is in good operational condition and at optimum efficiency.
 - Cleaning to remove any airborne particles and dirt build-up using either brush cleaning, high-pressure air or chemicals with low pressure wash (per manufacturer's schedule recommendation).
 - Lubricating all equipment where needed to permit bearings, gears, and all contact wearing points to operate freely and without undue wear (per manufacturer's recommendation).
 - Adjusting all linkages, motors, drives, etc. that have drifted from the initial design settings and positions (as needed).
 - Repairs to generators and overhauling periodically based on accumulated operating hours, building requirements, and/or as required to prevent breakdowns and to improve operational conditions per manufacturer's recommendations or industry standards.
 - Maintain the standardization and integrity of the generator and its associated equipment. This includes thermostats, pressure controls, relays, limits, valves, valve operators, switches, time clocks, contactors, controllers, safety controls, recorders, control panels and gauges.

- All controls must be replaced with current major control manufacturer replacement parts only.
 - The Contractor shall provide install and regularly change all filters at a frequency dictated by dirt conditions generally accepted to be at least two (2) times per year. The Contractor shall date all filter changes on the actual filter or post information on site at each filter location.
 - The Contractor shall provide physical inspections and assessments for the listed generators two (2) times per year, bi-annually.
- E. Provide written reports to the Town representative following each inspection or preventative maintenance service call. The reports shall state each generator checked, actual services performed, and shall note any unusual problems detected during the inspection.
- F. Perform repair services if directed to do so by the Town. Payment for repair services shall be based on actual labor hours to perform the repair plus cost of parts as outlined on Exhibit "B" (Schedule of Fees).
- G. **INSURANCE**: The Contractor shall at all times maintain the following minimum amounts and coverages of insurance during the contract:

Workers Compensation – The Selected Contractor shall agree to maintain Worker's Compensation Insurance & Employers Liability in accordance with the State of South Carolina Code.

Business Auto Policy – The Selected Contractor shall agree to maintain Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence for all owned, non-owned and hired automobiles.

Commercial General Liability – Commercial General Liability for public liability during the lifetime of a contract shall have minimum limits of \$1,000,000 per claim, \$2,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. All insurance policies shall be issued from a company or companies duly licensed by the State of South Carolina. Specific endorsements will be requested depending upon the type and scope of work to be performed.

Additional Insured Requirements – Except as to Workers' Compensation and Employers' Liability, said Certificate(s) shall clearly state that coverage required by the contract has been endorsed to include the Town of Bluffton, a municipality of the State of South Carolina, its officers, agents and employees as Additional Insured with a CG 2026-Designated Person or Organization endorsement, or similar endorsement, to its' Commercial General Liability. The name for the Additional Insured endorsement issued by the insured shall read "Town of Bluffton", a municipality of the State of South Carolina, its officers, employees and agents

EXHIBIT "B"

PREVENTATIVE MAINTENANCE REQUIREMENTS FOR GENERATORS AND ASSOCIATED EQUIPMENT

- I. General Overview of Service**
- II. Detailed Preventative Maintenance Requirement**
 - A. Major Service Checks**
 - 1. Fuel system
 - 2. Lubrication system
 - 3. Cooling system
 - 4. Exhaust system
 - 5. Air-Intake system
 - 6. Engine Electrical system
 - 7. Generator
 - 8. Transfer Switch
 - 9. General
 - B. Minor Service Checks**
 - 1. Fuel system
 - 2. Lubrication system
 - 3. Cooling system
 - 4. Exhaust system
 - 5. Air-Intake system
 - 6. Engine Electrical system
 - 7. Generator
 - 8. Transfer Switch
 - 9. General

I. GENERAL OVERVIEW OF SERVICES

The required preventative maintenance programs and services shall be performed on the identified generators as follows:

- A. 1 major service to be performed as per the manufacturers recommended maintenance services.
- B. 1 minor service to be performed as per the manufacturers recommended maintenance services.
- B. Annual price paid by Town for the preventative maintenance program as described herein includes all labor hours, transportation, supplies, materials and consumables such as belts, lubricants, filters, pads, etc., including but not limited to the supplies and materials listed in this exhibit. Price also includes all chemicals and lubricants used during preventative maintenance and repair services.

II. DETAILED PREVENTATIVE MAINTENANCE REQUIREMENTS

A. Major Service Preventative Maintenance Checks

- 1. Fuel System Checks
 - a. General inspection of all components
 - b. Change fuel filters
 - c. Check for water in tank
 - d. Take fuel sample
 - e. Drain fuel/water separator
 - f. Check and record fuel level in base tank
- 2. Lubrication System Checks
 - a. Change engine oil
 - b. Change oil filters
 - c. Check and record engine oil pressure
 - d. Check engine oil level
 - e. Check for oil leaks
 - f. Oil sample analysis
- 3. Cooling System Checks
 - a. Check water pump
 - b. Check cooling system hoses
 - c. Adequate fresh air to equipment
 - d. Check radiator core
 - e. Check radiator cap
 - f. Check coolant level
 - g. Check freeze point
 - h. Test anti-freeze
 - i. Add inhibitor
 - j. Check belts
 - k. Check condition fan hub
 - l. Check operation of jacket water heater

- m. Check and record operating temperature
 - n. Perform non-contact temperature measurements
4. Exhaust System Checks
 - a. Check condition of exhaust system
 - b. Check condition of turbocharger
 - c. Check for exhaust leaks
 - d. Check exhaust rain shield
 - e. Check for wet stacking
 5. Control System Checks
 - a. Check operation of all gauges and meters
 - b. Check the control cabinet
 - c. Check operation of all controls
 - d. Check shutdowns
 - e. Check panel indicator lamps
 - f. Check and record frequency
 - g. Check and record voltage
 6. Air Intake System Checks
 - a. Check breather tube
 - b. Check air inlet restriction
 - c. Check air system piping
 - d. Check condition of air cleaner
 7. Engine Electrical Systems Checks
 - a. Check battery condition
 - b. Clean battery and cables
 - c. Check specific gravity
 - d. Add distilled water as required
 - e. Check charger operation
 - f. Check battery under load
 8. Generator Checks
 - a. Vacuum debris
 - b. Check condition of bearing
 - c. Circuit breaker operation
 - d. Perform non-contact temperature measurements
 9. Transfer Switch Checks
 - a. Make visual inspection
 - b. Vacuum debris
 - c. Check lights
 - d. Perform transfer test
 - e. Perform non-contact temperature measurements

10. General Checks
 - a. Check for unusual conditions
 - b. Visually check the annunciator
 - c. Run generator under test
 - d. Record all readings
 - e. Verify controls in automatic
 - f. Verify all breakers are reset
 - g. Notify Town of additional recommended work

B. Minor Service Preventative Maintenance Checks

1. Fuel System Checks
 - a. General inspection of all components
 - b. Drain fuel/water separator
 - c. Check and record fuel level in base tank
2. Lubrication System Checks
 - a. Check and record engine oil pressure
 - b. Check engine oil level
 - c. Check for oil leaks
3. Cooling System Checks
 - a. Check water pump
 - b. Check cooling system hoses
 - c. Adequate fresh air to equipment
 - d. Check radiator core
 - e. Check radiator cap
 - f. Check coolant level
 - g. Check freeze point
 - h. Check belts
 - i. Check condition fan hub
 - j. Check operation of jacket water heater
 - k. Check and record operating temperature
 - l. Perform non-contact temperature measurements
4. Exhaust System Checks
 - a. Check condition of exhaust system
 - b. Check condition of turbocharger
 - c. Check for exhaust leaks
 - d. Check exhaust rain shield
 - e. Check for wet stacking
5. Control System Checks
 - a. Check operation of all gauges and meters
 - b. Check the control cabinet
 - c. Check operation of all controls
 - d. Check shutdowns
 - e. Check panel indicator lamps

- f. Check and record frequency
 - g. Check and record voltage
6. Air Intake System Checks
- a. Check breather tube
 - b. Check air system piping
 - c. Check condition of air cleaner
7. Engine Electrical Systems Checks
- a. Check battery condition
 - b. Clean battery and cables
 - c. Add distilled water as required
 - d. Check charger operation
 - e. Check battery under load
8. Generator Checks
- a. Circuit breaker operation
9. Transfer Switch Checks
- a. Make visual inspection
 - b. Vacuum debris
 - c. Check lights
 - d. Perform non-contact temperature measurements
10. General Checks
- a. Check for unusual conditions
 - b. Visually check the annunciator
 - c. Run generator under test
 - d. Record all readings
 - e. Verify controls in automatic
 - f. Verify all breakers are reset
 - g. Notify Town of additional recommended work



**Town of Bluffton
RFP # 2017-46**

**Exhibit C
GENERATOR PREVENTATIVE MAINTENANCE, AS NEEDED / ON CALL
SERVICES PRICING FORM**

1) Pricing schedule for Bi-Annual Preventative Maintenance (1 Minor service and 1 Major service) to be performed at the following locations: (2 times per year at each location)

Location	Model Type	Serial #	1 Annual Minor Service	1 Annual Major Service	Total of Bi-Annual Service
Public Works Depot	Caterpillar	CAT00C44KNCD00810	\$	\$	\$
Law Enforcement Center	Kohler	100REOZIE	\$	\$	\$

2) Hourly rate for Service Calls during normal business working hours: \$ _____ per hour
(Considered Mon. thru Fri. / 8:00 a.m. to 5:30 p.m.)

3) Hourly rate for Emergency Service calls after normal business hours: \$ _____ per hour
(Considered Mon. thru Fri. / 5:31 p.m. to 7:59 a.m.; Includes weekends and Town holidays)

4) Parts and Materials: Cost plus _____ %
(A copy of the material invoice and receipt shall be submitted along with Contractors invoice for payment)

5) Warranty: Parts - _____ Months
Labor - _____ Months

The undersigned agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals, but shall remain open for a period of ninety (90) days. The undersigned, if notified of the acceptance of this proposal in writing within the period described above, agrees to execute, after the notice of award, a contract for Generator Preventative Maintenance, As-needed / On-call Repair Services for the compensation stated above. Pending mutual negotiation and acceptance of a price for the work, the undersigned agrees to commence and fully complete the work in accordance with the schedule.

Submitted By:

LEGAL NAME OF FIRM: _____

REPRESENTED BY: _____ TITLE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE: _____ DATE: _____