



**Fairfield County School District**  
1226 U.S. Highway 321 By-Pass South  
Winnsboro SC 29180  
(803) 635-4607  
(803) 635-7890 (FAX)

## **REQUEST FOR PROPOSALS (“RFP 19-01”) GENERATOR SERVICES**

Fairfield County School District requests proposals from qualified vendors to establish a contract to furnish and install an automatic emergency standby Generac Protector Series generator liquid-cooled gaseous engine for the District’s server room. Located at 1226 U.S. Highway 321 By-Pass South, Winnsboro SC 29180.

The information and instructions set forth below are designed to solicit responses that will demonstrate your company’s capability to satisfy the District’s requirements. Each company is requested to submit its most competitive offer.

### **I. DISTRICT BACKGROUND INFORMATION**

The District is composed of five elementary schools and four secondary schools. The district motto is “Excellence through Teamwork”.

## II. SCOPE OF SERVICES

The work required under the Scope of Services includes providing and installing all components, materials, and labor needed to install a Generac model RG060 voltage 120/208 three phase and/or equal system meeting the same criteria of the Generac product. This will provide backup emergency generator to power the District's server room located at 1226 U.S. Highway 321 Bypass South, Winnsboro, SC 29180. This includes all electrical and mechanic work needed to properly install the generator according to state and local codes. Please attachment A.

Electrical power systems proposed should adhere to and comply with the following classifications and categories:

**Emergency Power System:** An independent reserve source of electric energy that, upon failure or outage of the normal source, automatically provides reliable electric power within a one hour to the District's server room.

**Standby Power System:** An independent reserve source of electric energy that, upon failure or outage of the normal source, provides electric power of acceptable quality so that the user's server room equipment and emergency lighting.

The Vendor shall secure all required Fairfield and State permits and inspections.

### A. Specifications

1. The unit proposed must comply with local, state, and federal regulations for permanent mount emergency generators.
2. The unit must meet current Environmental Protection District ("EPA") requirements for Federal Emission Regulation and comply with all applicable codes (local, state, federal), industry standards, laws, and regulations.
3. The unit and installation proposed should adhere to all applicable National Electrical Codes ("NEC").
4. The unit and installation proposed should adhere to all applicable National Fire Protection Association ("NFPA") codes.

### B. Installation

1. Installation of the unit shall be performed by licensed electricians and other certified installers.
2. Installation shall occur between the hours of 6:00am – 8:00am.
3. Equipment shall be installed according to manufacturer's instructions.

4. Vendor shall provide all labor and materials to complete the installation of the generator including the concrete slab.
5. The Vendor shall repair any damage to the District's property caused by the installation of the generator at the Vendor's expense.
6. The Vendor shall make all connections to the building's panel boxes, required interfaces with the electrical company and provide any/all enhancements or updates to the electrical lines.

### **C. Certification & Testing**

1. The unit must comply with the most current NFPA 110 standards. This standard covers performance requirements for emergency and standby power systems providing an alternate source of electrical power in the building, in the event that normal electrical power source fails. Systems include power sources, transfer equipment, controls, supervisory equipment, and accessory equipment needed to supply electrical power to the selected circuits. This standard covers installation, maintenance, operation, and testing requirements as they pertain to the performance of the emergency power supply system.
2. Vendors installing generators that fall under this section will ensure that pre-testing is performed and the copies of relevant testing materials containing NFPA standards are distributed to the owners of the new system.

### **D. Removal and Disposal of waste and materials from project**

1. The Vendor shall remove and dispose of all waste material generated during the installation.

### **E. Warranty**

1. The manufacturer shall notify the District of any technical bulletins, warnings or product recalls associated with the equipment over the lifetime of the equipment warranty.
2. **Additional Warrants:** The Vendor warrants that all products/equipment and related services furnished hereunder will be free from liens and encumbrances; defects in design, materials, and workmanship; and will conform in all respects to the terms of this RFP including any specifications or standards. In addition, Vendor warrants the products/equipment and related services are suitable for and will perform in accordance with the ordinary use for which they are intended

**F. Acceptance**

1. The Vendor shall provide field acceptance testing which shall include a full load test (2 hours) at 100% with an electrical engineer and the District's Facilities Manager or designee present.
2. The Vendor shall provide a written satisfactory installation report to the District after conclusion of test/start-up.

**III. CONTENT OF PROPOSAL**

Please provide complete but succinct responses to the following:

**A. Background Information**

1. Organizational documents (e.g., Articles of Incorporation).
2. Certificate(s) of Good Standing from the State of South Carolina and your home jurisdiction.
3. General overview or description of the qualifications and experience of your company.

**B. Personnel and Staffing**

1. General information relating to the principals of your company, main office location and locations of branch offices.
2. Identify the personnel (including resumes, if applicable) who will be assigned to the District account and who is/are directly responsible and prepared to receive communication from the District.

**C. Insurance Requirements**

Before the commencement of any work, or the providing of any service, the Company shall provide the District with a valid Certificate of Insurance showing evidence of the following coverages and amounts with such insurance companies that have A.M. Best Company ratings of at least A (VII) or better:

**Workers' Compensation & Employers' Liability Insurance** (as required by the state)

Workers' Compensation: Statutory

Employers Liability: Bodily Injury by Accident: \$100,000 each accident  
Bodily Injury by Disease: \$100,000 each employee  
\$500,000 policy limit

**Commercial General Liability Insurance** (Primary & Umbrella) Commercial General Liability Insurance or equivalent with limits of not less than One Million Dollars (\$1,000,000) per occurrence, combined single limit for bodily injury, personal injury and property damage liability coverage including the following: all premises and operations, products/completed operations (for a minimum of two (2) years following contract completion) explosion, collapse, independent contractors, separation of insureds, defense and contractual liability. The District shall be named as an additional insured on a primary, non-contributory basis and waiver of segregation for General Liability, Auto, Worker's Compensation for liability arising directly or indirectly from services.

**D. Statement of Expertise and Experience**

1. List at least three (3) agencies or companies for which your company has provided generator installation services. Please list company name, address, telephone number, e-mail address, and contact person.
2. Provide in detail your company's capabilities and qualifications to provide the services for the requirements listed in the Scope of Services.
3. Describe your company's approach to conducting the services requested as well as an estimated timeline for the completion of milestones and the work as a whole.

**E. Narrative and Drawing**

Provide an overview/compliance statement of design and layout for the proposed system. The overview must include:

1. A statement confirming the generator system, generator system communications capability, accessories and control system specifications.
2. A statement of methods and materials that will be used to provide gas fuel service to the new generator system.
3. A statement of methods and materials that will be needed to install and connect the automatic transfer switch to the new generator that is compliant to all applicable codes.

'A statement of methods and materials that will be used to connect all existing loads to the new generator backup

4. A statement of methods and materials that will be used to connect all existing loads to the new generator backup system.
5. A statement that server room electrical power system will be backed up by the new generator system at the completion of the project.

6. A statement of method to assure proper exhaust ventilation. It shall be non-acceptable to have fumes enter any part of the interior of the District or nearby buildings.
7. A statement with the breakdown of the project installation timeline.
8. A statement confirming that the current circuit breaker within the building will be replaced (if necessary) with code compliant circuit breaker to ensure proper function of the generator system.
9. A proposed layout drawing showing the footprint of the generator and concrete pad.

**F. Cost and Expenses**

Please provide a cost to lease and a separate cost to purchase equipment, and any expenses for the services to be provided to the District as stated in the Scope of Services. The proposal must include a clearly understandable schedule of charges. All charges will be included in the cost breakdown of proposals. No additional costs will be charged to the District. If any error or omission of equipment or service is made by the Vendor, the Vendor will incur any and all additional costs.

These prices must be valid for a minimum of one hundred twenty (120) days.

**VI. ACTUAL OR POTENTIAL CONFLICTS**

All bidders are subject to applicable Federal, District and District conflict of interest laws, regulations and guidelines. Failure to comply with any such laws, regulations or guidelines will result in the proposal being rejected.

State whether you, your company, or any individual within your company represents any clients or interests or has a personal interest whether that interest is financial or otherwise, which creates or may create an actual or potential conflict in the performance of services for the District.

Please include a statement to the effect that at the time that you or your company are selected by the District, any facts which are known or come to light which create or may create an actual or potential conflict will be fully disclosed in writing to the District.

**VII. LOCAL SMALL AND DISADVANTAGED COMPANIES OR INDIVIDUALS/JOINT VENTURE RELATIONSHIPS**

It is the goal of the District to promote and assist participation by local, small and disadvantaged business enterprises licensed by the State of South Small and Minority Business Contracting and Certification ("SMBCC").

The bidder will be required to comply with all applicable requirements as set forth in the SMBCC. Any company or contractor seeking to submit a bid response or proposal as a CBE must submit its CBE number and a copy of the letter(s) of certification issued by the SMBCC.

Companies may subcontract and/or respond as joint ventures. If a joint venture arrangement has been entered into with a SMBCC for purposes of responding to this request, bidders are required to provide SMBCC's certification of the joint venture agreement at the time of proposal submission. The CBE number of subcontractor must also be provided at the time of proposal submission. All subcontract agreements must comply with SMBCC requirements. Please also include the following information in your response:

1. The nature of the joint venture or subcontractor agreement and the amount of work to be performed by each company. Please also state the specific tasks for which each company will be primarily responsible.
2. Identify the person who will have primary responsibility for overall or primary coordination with District staff.
3. The fee-sharing agreement between the companies.

The District encourages established companies or individuals to joint venture with minority and women owned companies. However, the submission of a joint venture proposal does not in any way prohibit the District from selecting one or more companies based on each company's demonstrated expertise, cost-efficiencies and needs of the District.

In the case of a pre-established relationship, each company must be qualified to perform its work with the highest level of skill and diligence required to fulfill responsibilities owed to the District.

## **VIII. SELECTION CRITERIA**

The District will review each proposal to determine which, if any, is most advantageous to the District's needs. Companies will be evaluated on experience to provide the requested services listed in the Scope of Services and the cost to the District.

### **Method of Evaluation**

An evaluation system will be utilized to review the proposals, using among others, items 1 through 5 on the Evaluation Criteria following. In evaluating proposals, the District places a high value on the following factors, not necessarily in any order of importance. Please note that price will not be the only factor in this selection process.

<b>Evaluation Criteria</b>	<b>Points</b>
<b>FACTOR 1</b> <u><b>Cost to the District</b></u> Price evaluation shall be based upon best value.	<b>35</b>
<b>FACTOR 2</b> <u><b>Qualification and Experience</b></u> Experience in providing the requested services listed in the Scope of Services.	<b>25</b>
<b>FACTOR 3</b> <u><b>Past Performance</b></u> Past performance with similar contracts.	<b>15</b>
<b>FACTOR 4</b> <u><b>Approach and Time Line</b></u> Approach and time line for completing the requested Scope of Services.	<b>20</b>
<b>FACTOR 5</b> <u><b>Division of Small &amp; Minority Business C C</b></u> Only a maximum of 5 points will be awarded to a business that is certified in any of the following categories: (a) Local Business Enterprise (LBE); (b) Small Business Enterprise (SBE); (c) Disadvantaged Business Enterprise (DBE); (d) Resident Owned Business (ROB); (e) Development Zone Enterprise (DZE); (f) Longtime Resident Business (LRB); (g) Veteran Owned Business (VOB); and (h) Local Manufacturing Business Enterprise (LME).	<b>5</b>
<b>TOTAL POINTS</b>	<b>100</b>

**IX. ADDITIONAL PROVISIONS**

1. The District reserves the right: (i) to amend or modify this RFP; (ii) to revise any requirement(s) of this RFP; (iii) to require supplemental statements or information from any responding party; (iv) to accept or reject any or all proposals; (v) to extend the deadline for submission of responses; (vi) to negotiate or hold discussions with any bidder; (vii) to correct deficiencies which do not completely conform to the instructions; (viii) to select one or more companies for all or part of the requested services; and (ix) to cancel, in whole or in part, this RFP, if the District deems it in its best interest to do so. The District may exercise the foregoing rights at any time without notice and without liability to any bidder or any other party for its expenses incurred in the preparation of proposals or otherwise. Proposals will be prepared at the sole cost and expense of the bidder.
2. This RFP does not commit the District to select a company, to pay the cost incurred in preparation of any proposal, or to procure or contract for the services described herein.

3. Nothing stated at any time by any representative of the District will effect a change in or constitute an addition to this RFP unless confirmed in writing by the District.
4. Companies submitting proposals must agree to keep confidential the information in their respective proposals and any information received from the District.
5. If Interviews are requested, companies will be notified of the date and time of any such meeting.
6. The company(s) selected will be required to execute a contract prescribed by the District, and to abide by all relevant laws and policies of the District and the State of South Carolina.

#### **X. TERM**

The District expects to enter into a contract with the winning bidder(s) for a period not to exceed one (1) year.

#### **XI. PRE-BID MEETING**

Companies planning to submit proposals should attend the pre-bid meeting on **Monday, December 9, 2019** at 10:00a.m. (ET). The pre-bid meeting will be held at 1226 U.S. Highway 321 Bypass South, Winnsboro, SC 29118. Proposals from companies who do not attend the pre-bid meeting will not be considered.

#### **XII. QUESTIONS ABOUT THIS RFP**

Companies may submit questions related to this RFP in writing or by e-mail **no later than Wednesday, December 11, 2019 by 10am**. All questions shall be sent to Greg Twitty, Purchasing Supervisor at [gtwitty@fairfield1.org](mailto:gtwitty@fairfield1.org) No oral proposals or oral modifications of proposals will be considered.

#### **XIII. DEADLINE**

**The deadline for submission of proposals is Thursday, December 19, 2019 at 10:00 a.m. (ET). Proposals must be received at Fairfield County School District Office, 1226 U.S. Highway Bypass South, Winnsboro SC 29180 on or before the deadline.**

#### **XIV. PROPOSAL SUBMISSION**

Please submit three (3) copies of the proposal, (1) Flash Drive Copy with the proposal files to Fairfield County School District, 1226 U.S. Highway Bypass South, Winnsboro SC 29180, Attn: Greg Twitty, Purchasing Supervisor.

The subject line of the email and the outside packaging of the Flash Drive submission must include **“Response to Generator Services RFP: Your Company Name”**

## Attachment A

### DATA CENTER GENERATOR

Provide and install the following:

- New Generac standby generator - Model RG060 or approved equal - voltage 120/208 three phase – natural gas
- Provide and install EMT feeder from ATS to exterior wall and transition to PVC underground to generator
- 200 amp automatic transfer switch and feeder from main distribution panel
- EMT feeder from ATS to new 200 amp MLO panel inside data room
- Reroute existing circuits supplying RTU 13 and 15 to new panel
- Reroute existing circuits for data room lighting to new panel
- Reroute existing wall receptacles for desk top computers in data room to new panel
- Install (8) circuits for equipment rack in data room
- Install (1) 70 amp circuit with #6 AWG for UPS in data room
- Install remote annunciator and remote emergency stop

Additional contractor responsibilities covered under this proposal:

- Provide concrete pad for generator
- Install gas line to generator from existing line by building gas meter
- Firestop rated walls and seal exterior wall penetrations
- Correct any damage to the facility/contents caused by construction
- Perform generator startup, testing, provide warranties and owner training
- Permits