



Purchasing Department
Finance Group

January 25, 2012

REQUEST FOR EMERGENCY GENERATOR - PREVENTIVE MAINTENANCE		
PROJECT NUMBER	3142	Document length - 29 pages
DUE DATE	2:00 PM	February 15, 2012

The City of Norwalk is soliciting proposals for **Emergency Generator - Preventive Maintenance** services. Request for Proposal [RFP] documents are available upon receipt of this invitation over the Internet at <http://www.norwalkct.org>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe.

Candidates will be required to provide:

1. Copies of current certifications as applicable.
2. Other information – as requested.

All questions must be directed, in writing via e-mail to David Carroll, Purchasing Officer, dcarroll@norwalkct.org. The deadline for submission of questions is 2:00 pm, February 8, 2012.

Businesses, without fax or Internet access equipment, may contact the Purchasing Department at 203-854-7712 for any RFP information. Our fax number is 203-854-7817

If, after review of the RFP documents, your firm is interested in performing the services specified, provide the information requested, sign and return the complete document, along with your detailed proposal, to the City of Norwalk Purchasing Department by the due date.

Sincerely,

David Carroll
Purchasing Officer

A. SPECIFICATIONS

1. SCOPE

The City of Norwalk is soliciting proposals from qualified generator maintenance & service firms to provide comprehensive service for the equipment listed within this proposal at various locations. Services to be provided include the complete testing, inspection, maintenance, repair and emergency service of standby generator and electrical transfer switch equipment.

The Contractor shall furnish all material and equipment required for these services in accordance with industry standards. All material and equipment supplied shall be new and of the highest quality and condition.

Any details of service not explicitly stated in this scope of work but are considered to be customary and accepted in accordance within industry standards shall be provided to the City of Norwalk by the awarded contractor.

The scope of this proposal shall include the performance of two (2) semi-annual, preventive maintenance inspection services and annual full load test for emergency generators at various locations.

In the table below is a list of generators to be maintained by the awarded Contractor of this proposal. It is to be understood that generators can be added, replaced, or subtracted from the list during the life of the agreement without penalty or premium.

	Quantity	Generator Description	Location
1.	1	Onan 250DFM, Cummings NT-855-G3 engine	City Hall 125 East Avenue
2.	1	Kohler Power Model 600 RE O2M	Police Headquarters 1 Monroe Street
3.	1	Caterpillar 3406C, Caterpillar SR4B engine	Dept. Public Works Garage 15 South Smith Street
4.	1	Cummins 200KW, DGFC-5742032, Cummins Diesel 68.3 Commercial Marine/Industrial Engine	Norwalk Health Department 137 East Avenue
5.	1	Onan 450 EM-15R/19856M, Ford C51-6491 engine	Norwalk Public Library 1 Beldon Avenue

2. REQUIREMENTS/ CONTRACTOR QUALIFICATIONS

1. All Contractors shall be qualified to test and service the equipment in accordance with The National Fire Protection Association (NFPA) and manufacturer's requirements.

2. The Contractor shall possess all qualifications, including all State of Connecticut required licenses and permits to perform the work specified. Copies of these licenses and permits shall be submitted to the Purchasing Department with the contractors' proposal responses.

3. The Contractor shall have experience testing and servicing standby, commercial/industrial generators and electrical transfer switches for a minimal period of at least three (3) years.

4. The Contractor and their technicians shall currently have, and maintain, S1 and/or S2 licensing according to State and Federal regulations. Contractors shall provide a copy of their licensing with the contractors' proposal responses.

5. The Contractor must be able to provide timely service as described in this proposal and maintain adequate stock of replacement parts inventory in order to meet the service requirements of the City.

6. The Contractor must employ certified mechanics for engines, generators, and transfer switches. A current list of employees who will service the City's equipment must be submitted with the contractor's response. This list must contain the employee's name, level of certification, and dates of certification. The awarded contractor must submit a notarized copy of each certification prior to contract finalization.

7. The Contractor is required to submit an inspection sheet after the performance of each preventative maintenance service described in Section 4, below. This sheet must list the results of each inspection, any corrective action taken and any recommended action to be taken (with owner's permission). Also, the Contractor will supply a detailed report for each emergency service or repair. This report must contain a description of the problem and any corrective action taken.

3. SITE VISITS

Any contractor wishing further access to the site locations shall contact Mr. Michael Sgobbo, Guardian Engineering Services, Facilities Manager, at (203) 854-7709.

4. WORK TO BE PERFORMED BY THE CONTRACTOR - TESTING AND TESTING FREQUENCY

1. Testing, inspection, and maintenance service shall be in accordance with NFPA 110, its latest revision(s), and manufacturer recommendation and/or requirement(s).

2. All testing, inspections, and maintenance shall be accomplished as per the semi-annual and annual inspection suggested maintenance schedule in NFPA 110, Annex A "Emergency Power Supply Systems (EPSS) "Class, Type and Level". Service shall be performed at regular intervals.

3. Three (3) year load tests of the EPSS shall be priced, performed, and billed separately at the request of a representative from the City. In order to reduce load testing costs, contractors are requested to schedule and perform tests of all units on a concurrent basis.

4. The Contractor shall provide all labor, material, equipment, and supervision to perform the planned preventive maintenance service for each emergency generator unit on a semi-annual and annual basis.

5. A trained service representative will visit a site to perform preventive maintenance work. All work will be performed in a safe and professional manner and the work area will be left in a neat and clean condition. Load tests will be performed as requested by the owner.

5. EMERGENCY AND REPAIR SERVICE

1. For purposes of this specification, repair service shall be defined to include all corrective work needed to maintain proper operation of the equipment as required and/or recommended by the manufacturer, and/or as requested by the City, excluding those services covered by NFPA Testing and Inspection Service. Additionally, this proposal is not intended to include the purchase and installation of new, capitalized EPSS generator systems and/or equipment.
2. The contractor awarded Emergency and Repair Service under this proposal for each facility shall maintain a twenty-four [24] hour, seven [7] day per week emergency service coverage and a telephone number manned by personnel employed by the Contractor. Contractors must respond by phone within one (1) hour of notification, and be on site within four [4] hours of notification to attend to the respective equipment malfunction and/or failure. Serious equipment and/or system deficiencies or failures must be immediately reported to the City's representative or designee.
3. Emergency and Repair Service shall be billed separately on a time and material basis. Additional charges for travel time, mileage, fuel, and travel expenses shall not be allowed. Labor hours shall accrue to the nearest quarter hour.
4. The City may, at their discretion, call an OEM factory authorized contractor for emergency repair and/or trouble-shooting, or any other service work for those components specific to the manufacturer requiring special knowledge and/or tools for expediency in restoring equipment to full service. The agency assumes responsibility for costs associated for this type of "non contract" service, and payments for this type of service shall be made directly to the OEM factory authorized contractor.

6. RECORD OF INSPECTION

1. The Contractor shall sign in and sign out at each service site. Failure to sign in or out shall be interpreted as non-performance of service and will not be paid. At the conclusion of each visit, the contractor's representative will have their maintenance service ticket signed by a representative of Building Management, 125 East Avenue, Room 115, Norwalk, CT.
2. Upon completion of each scheduled testing and inspection service, the Contractor shall provide a written report of work performed to the respective Maintenance Supervisor and/or designee. The report shall contain specific information regarding testing/inspection results of the identified equipment and/or devices within the system.
3. The completed report shall be submitted to the Building Management Department, 125 East Avenue, Room 115, Norwalk, CT, no later than 10 days after completion of scheduled service. A duplicate copy of the report shall accompany the testing/inspection

invoicing, and/or any other authorized work not covered under this agreement, along with the City-approved written quotation for work.

4. The Contractor shall be completely responsible for the service and work performed including any damages or breakdowns caused by their failure to take appropriate action. Any and all expenses incurred by the City as a result of the Contractor's services performed, or negligence of services, shall be assessed to the Contractor.

7. PREVENTIVE MAINTENANCE PRICING

1. Costs for Preventive Maintenance Service shall be provided as a lump sum per generator in Section 2.2A *PRICING RESPONSE FORM*. Costs for Labor Rates shall be provided as hourly rates in Section 2.2B *PRICING RESPONSE FORM*. Material Costs shall be provided in terms of a percentage of List Prices in Section 2.2B *PRICING RESPONSE FORM*.

2. All billing on invoices shall reflect the costs supplied by the contractor in the proposal submission. Individual line item billing on invoices shall be separated and identified by costs for Preventive Maintenance Service, Labor Rates, and Material Costs.

Note: Replacement parts should be changed in accordance with manufacturers recommended maintenance program or sooner if necessary. All replacement parts, where applicable, shall be dated using a black permanent marker.

B. GENERATOR MAINTENANCE & SERVICE TO BE PERFORMED

1. STARTING SYSTEM:

1. Clean batteries and cables.
2. Check and record specific gravity if batteries are lead-acid or, check and record voltage readings if batteries are nickel-cadmium.
3. Check for proper starter operations, noting any unusual noises.
4. Check for proper cranking motor disconnect.
5. Replace plugs, points, cap, rotor, condenser, clean as required. Check all connections in fuel, oil, cooling, battery, and exhaust systems.
6. Inspect spark plugs, magneto and coils.

2. BATTERY CHARGING SYSTEM:

1. Check battery charger for proper operation.
2. Check battery charging alternator for proper output.
3. Tighten and clean all battery connections.
4. Check electrolyte level and fill.

3. FUEL SYSTEM:

1. Check engine and supply system for any fuel leaks.
2. Check operation of day tank pump and float switch.
3. Check electrical and piping connections to day tank.
4. Drain condenser from the bottom of the day tank.
5. Change fuel filters annually
6. Fuel treatment at owner request to add stabilizer and biocide to fuel tanks.

4. LUBE OIL SYSTEM:

1. Check engine oil level.
2. Check engine oil pressure.
3. Take sample of lube oil for analysis [one (1) per year] and submit written report of the results of the analysis and recommend appropriate action.
4. Change lube oil filter annually.
5. Visual inspection of crankcase breather.

5. AIR INTAKE SYSTEM:

1. Check air cleaner condition. Replace air filters.
2. Check turbocharger for excessive end play.
3. Listen for any unusual noises from this area.
4. Check air intake louvers for proper operation.
5. Insure that air intake flow is not unduly restricted.

6. EXHAUST SYSTEM:

1. Inspect exhaust silencer, flexible connection and exhaust piping.
2. Visually check exhaust outlet for excessive smoking.
3. Visually check crankcase breather for excessive smoking.

7. COOLING SYSTEM:

1. Check coolant level.
2. Check for proper amount of anti-freeze.
3. Check radiator core for obstruction or buildup of foreign matter.
4. Check general condition of engine coolant.
5. Check all belts for wear and proper tension.
6. Check all hoses for cracks and brittleness.
7. Check jacket water heaters and thermostats for proper operation.
8. Take sample of coolant for analysis [one (1) per year] and submit written report of the results of the analysis and recommend appropriate action.

8. SPEED CONTROL SYSTEM:

1. Check governor rods and linkage for loose or worn parts.
2. Check governor operation under load.
3. Tighten loose wiring connections and note any potential problems.

9. SAFETY SYSTEM:

1. Test over speed device.
2. Test water temperature contactor.
3. Test lube oil pressure contactor.
4. Test over crank device.

10. A.C. POWER GENERATOR:

1. Make a general inspection of all electrical connections on regulator and generator.
2. Grease bearings if necessary.
3. Check and adjust voltage regulator. Inspect slip rings.

11. ENGINE CONTROL PANEL:

1. Inspect all electrical connections and tighten where necessary.
2. Inspect condition of relay contacts.
3. Thoroughly clean control panel.
4. Check operation of all lights and replace any indicator lights not working.
5. Replace any blown fuses.
6. Check operation of main circuit breaker and leave in "READY" position.

12. GENERAL

1. Carefully inspect engine for leaks or deterioration.
2. Make note of any unusual sounds during walk-around inspections.
3. Check and adjust voltage and frequency.
4. Add engine fluids as required.
5. Grease necessary fittings.
6. General maintenance on jacket water heaters, engine plumbing, etc.

13. FLUID CHANGE:

1. One (1) engine oil and oil filter change per year.
2. Coolant change as requested by owner.

14. LOAD TESTING: (with available building load at approximately 7:00am for 1 hour as requested by owner) - During load testing, record the readings of the following:

1. Lube oil pressure
2. Water Temperature
3. Frequency
4. Current (all three phases)
5. Voltage (all three phases)
6. Kilowatts
7. Check auto start - stop move
8. Check operation of transfer switch when requested by owner.

15. WORK HOURS

1. Work must be performed between the hours of 7:30 AM to 4:00 PM, Monday through Friday. No work is to be performed outside of these hours without authorization from the City. The Contractor shall notify the City twenty-four (24) hours in advance prior to scheduled service date.

16. EMERGENCY SERVICE

1. The Contractor shall provide as required emergency service to perform repairs to the generator units any time of the day, 365 days per year. The Contractor shall respond by phone within one (1) hour of notification and on site within four (4) hours of notification to attend to the respective equipment malfunction or failure.

17. TELEPHONE SERVICE

1. The Contractor shall maintain a continuous telephone service where he can be reached 24 hours a day, seven days each week, Sundays and Holidays included. Answering machines are not acceptable.

18. LAWS, PERMITS, AND LICENSES

1. The Contractor shall comply with all applicable Federal, State and Municipal Laws and as required, to perform all work as specified.
2. The Contractor shall possess all qualifications, and obtain any required licenses and permits to perform the work specified. Proof of these items shall be provided to the Purchasing Department with proposal submission.

19. REPAIR WORK

1. The Contractor shall only perform work, which is required. Repairs shall be performed only with the authorization of authorized City representative. Should any repair work be performed without authorization, payment will not be made.
2. All services and repairs must meet with the approval of the authorized designed representative of the City.
3. Replacement parts must be original manufacturer or meet original manufacturer specification. The Contractor is required to replace defective or failed parts with the same OEM brand (“like for like”) unless otherwise authorized and instructed by the Maintenance Supervisor and/or supervisory designee. Replacement parts must be stocked locally and be available within twenty-four [24] hours. For UL listed parts, the Contractor will be responsible for replacing UL listed components with other UL listed components so as to maintain the entire system’s UL rating. Replacement parts no longer covered by manufacturer warranty shall be paid for after installation and successful testing. All replacement parts, where applicable, shall be dated using a black permanent marker.
4. Replacement parts for both service and stocking needs shall be priced FOB Destination. The City shall pay additional overnight freight charges when such delivery is requested to expedite restoration of equipment to proper function.
5. The Contractor must at the request of the City provide a copy of the manufacturers published price list(s) which are used for quoting.
6. The Contractor must demonstrate that they maintain an adequate inventory of OEM replacement parts and supplies both in the service vehicles to be used and in their local office at the request of the City of Norwalk. The City may request a written inventory of the material owned by the Contractor for use in local repair and replacement. The City of Norwalk reserves the right to inspect proposer’s facilities prior to an award, and at any time thereafter.

20. TIME SHEETS

1. The Contractor shall submit a time sheet for each day worked on preventive maintenance. Time sheet shall only indicate equipment serviced. Details of servicing can be found on the preventive maintenance record sheets. The Contractor shall also provide a time sheet for repair work, which is not covered under the preventive maintenance specifications.

21. EQUIPMENT

1. The Contractor is responsible for providing all tools and equipment necessary to efficiently perform all work in a professional and workmanlike manner. A list of equipment may be requested by the City of Norwalk as a requirement of this proposal.

22. REFERENCES

1. The Contractor shall include in the bid submittal, references from five service accounts with company name, address contact name and phone numbers.

23. LABOR, TRAVEL, MILEAGE AND/OR TRUCK CHARGES

1. All labor, travel, mileage, fuel, and/or truck charges shall be combined as one labor rate. The City will not accept nor authorize payment for travel time or expenses of service personnel to any of the City locations. The only billable time will be for service work performed.

24. WARRANTY

1. The Contractor shall warranty all work performed, preventive maintenance and/or repair work for a period of ninety (90) days.

25. EQUIPMENT DATA

1. Onan 250DFM, Cummings NT-855-G3 engine
2. Kohler Power Model 600 RE O2M
3. Caterpillar 3406C, Caterpillar SR4B engine
4. Cummins 200KW, DGFC-5742032, Cummins Diesel 68.3 Commercial Marine/Industrial Engine
5. Onan 450 EM-15R/19856M, Ford C51-6491 engine

26. INSPECTION SHEET

1. Within ten (10) days from the completion of each preventive maintenance service, a separate written report on each generator will be issued to the City and the City's Purchasing Agent, specifying the Contractor's findings on the above stated items including any recommendations of the Contractor.

27. EQUIPMENT RENTAL

1. It is understood that on occasion bidder shall have to provide rented equipment (ex. Generators and cable) to the City to complete work or provide for a temporary need. All rentals shall be preapproved by an authorized City representative and billed at contractor's cost plus bid markup.

28. USE OF PREMISES

1. On or about the premises and adjacent areas, the contractor shall ensure that all apparatus, storage of materials, and activities of workmen be confined to the limits indicated by law, ordinances, permits and the direction of the authorized City representative, and shall not encumber or permit the premises or adjacent areas to be encumbered with such materials or apparatus.
2. The work site shall be kept in an orderly and safe fashion so as not to interfere with the progress of the work or the work of any other contractor.
3. The contractor shall be responsible for repairing and replacing anything damaged by his operations, within thirty (30) days after notification by the authorized City representative that damage has occurred.
4. It will be the responsibility of the contractor to report, to the authorized City representative, any damages found prior to any work at this site.

29. HOUSEKEEPING

1. The Contractor shall at all times keep the premises and adjacent areas free from accumulations of waste material or rubbish. At the completion of the work, he/she shall remove, from and about the premises, including adjacent areas; all tools, rubbish, replaced parts, waste oils, fluids and surplus materials used for work and shall have the area "Broom Clean" and ready for use. In case of a dispute, the City may remove rubbish and clean up, and then may charge the Contractor either by deduction of amounts unpaid to the Contractor, or by other means as determined to be fair and equitable by the authorized City representative.

30. CONTRACTOR PERFORMANCE

1. The Contractor's performance may be reviewed annually or sooner if necessary. Services provided under the contract shall continue throughout the term of the contract, provided that the contractor receives favorable reviews for each awarded location.
2. The Contractor performance concerns will be addressed through the Purchasing Department for the City of Norwalk. When notified of a pending performance concern contractors shall respond to notifications within seven (7) business days.
3. In the event that a contractor receives an unfavorable review from the agency and does not correct the issue within a reasonable period, or continues to perpetuate the issue, the City reserves the right to terminate any agreement in place.

31. EQUIPMENT IDENTIFICATION AND VERIFICATION

1. It is the responsibility of the Contractor awarded this contract to verify equipment items by make and model number, quantities, and location of items at each location. Any discrepancies and/or omissions do not relieve the Contractor of responsibility for maintaining discrepant and/or omitted items.

2. The Awarded Contractor is required to review each location's equipment information data sheet and confirm in writing as to the accuracy and completeness of the specification information. An equipment identification verification/discrepancy report must accompany the first 6 month NFPA testing report and invoicing for each awarded location.

32. PAYMENT AND INVOICES

1. Detailed description of all completed preventive maintenance and/or repair work must accompany all invoices.

2. Detail billings must be received by the City within fifteen days after completion of each service.

3. All invoices shall match the amounts submitted on the contractor's proposal.

4. Any additional labor or material charges as authorized by the City will be paid according to the following requirements:

1. Labor Charges - The Contractor's invoice must list specifically the type of employee or laborer utilized and the number of man hours worked. The bidder agrees and hereby certifies that all labor charges contained in the invoices and vouchers shall be only those that were required and necessary to complete the work.

2. Material Costs- to be billed at bidder's cost plus mark up as follows:

1. The invoices for payment must list specifically all parts and materials and cost to Bidder for each item. The City may require verification of these costs by copy of the invoice as submitted to the Contractor for payment. The bidder agrees and hereby certifies that all parts and materials which he purchases shall be at lowest price available at the time considering the prevailing conditions and circumstances for which it is required that the purchase be made. The City reserves the right to supply material when deemed in the best interest of the City.

5. Additional Items- If the Contractor expects to incur any additional costs not specified in the above paragraphs, he must submit a list of those items and corresponding charges or schedule with his proposal. There will be no additional charge for delivery or mileage. No other costs except those placed in the bid proposal at the time the bid is submitted shall be evaluated, considered or deemed acceptable charges by the City. The Contractor further agrees that should it be determined by the City that the Contractor is falsifying his invoices or partaking in fraudulent practices so as to reflect higher costs than actually incurred in the repair, this falsification or fraudulent practice shall be considered a material breach of the terms of the contract. Nothing herein shall be considered to limit the authority of the City to prosecute any bidder or Contractor who violates the laws of the State of Connecticut.

The pricing submitted by contractors for this RFP shall be all inclusive of any and all costs such as travel, time, fuel, truck charges, and any other costs necessary to provide the services described in this proposal. Contractors shall not include these costs or any other supplemental charges as a separate line item in their response sheet or invoices.

33. HOURS OF OPERATION

1. Working hours are as follows: All work is to be performed Monday through Friday, 7:00 a.m. to 4:30 p.m., except for designated state holidays. All requests for service or scheduling of work must be made during this time period. In the instances where the City may request call-back service outside of the 7:00 a.m. – 4:30 p.m. time frame, the Contractor shall only invoice for the technician’s overtime premium portion of the contract. This is the difference between the normal workday hourly rate and the night, weekend, holiday hourly rate. Equipment shutdowns are to be scheduled a minimum of 24 hours in advance.

2. The Contractor will perform all repair work in a manner that will cause the least interference with operation of the facility unless otherwise agreed upon between the City, or the designated City representative and Contractor.

34. SCHEDULING OF WORK

1. Upon award of contract, the contractor shall immediately submit a tentative schedule of inspections for the remainder of the fiscal year. A tentative schedule of inspections shall be submitted to the Building Department annually each December 1 for the remaining contract years.

35. OWNER OCCUPANCY

1. The owner will occupy the premises during the entire period of contract for the conduct of normal operations.

36. USE OF PREMISES

1. Nothing contained in the specifications shall be interpreted as giving the contractor exclusive use of the premises where the work is performed.

2. The Contractor shall be held solely responsible for any damage to the existing structures, systems, equipment and site caused by him or by his employees and shall repair or replace same to their original conditions as directed by the City of Norwalk designee at no additional cost.

3. The work of the contract shall not interfere with the normal conditions and safe operation of the building and site. If such interference appears possible because of the new construction to existing work or other reasons, the work involved must be done at a time and in a manner directed by the owner as part of the contract.

38. CODES, RULES, ORDINANCES, AND APPROVALS

1. All materials furnished and all work installed shall comply with the rules and recommendations of the City of Norwalk; and must comply with all applicable State and local codes, laws, ordinances, rules and regulations, with all requirements of local utility companies, and with the recommendations of the Insurance Rating Organization having jurisdiction. It is intended that the specifications not violate any of the above.

2. Where violations occur, such codes, laws, rules, ordinances, regulations and recommendations shall be implemented and made to comply with those areas in violation. The Contractor must call any such violations to the attention of the City before making any changes to the specifications or proceeding with the work.

3. The Contractor shall, at his expense, give all notices, obtain all permits, licenses, approvals, fees and other costs in connection with the work and obtain all required certificates of inspection for the work and deliver same to the agency before requesting acceptance and final payment.

4. All apparatus, equipment, such as ladders and construction such as scaffolding, chutes, etc. shall comply with the recommendations of the Manual of Accident Prevention in Construction published by the Associated General Contractors of America, OSHA, and approved revisions

5. The Contractor must at all times maintain a fire safe environment. Fire extinguishers are to be provided by the Contractor, at all work sites, of the size and type required for the work being performed. Sprinkler and alarm systems are not to be shut down or impaired without the approval of the agency representative. Welding will only be performed by certified welders. When welding is being performed there is to be a fire watch provided with extinguisher equipment at his or her immediate access.

39. MAINTENANCE OF UTILITIES

1. When installation of new equipment or modification of existing equipment requires the temporary shutdown of an existing operating system, the connection of the new equipment or modification work shall be performed at such time as designated by the owner on coordination with the Engineer. The City reserves the right to limit the shutdown time to a specified number of net hours and set the date and time of each occasion of complete shutdown. Contractors must notify the owner of the estimated duration of the shutdown period at least seven (7) days in advance. The Contractor shall ensure that all tools, supplies, equipment, and labor is on hand and in position to start the moment the shutdown period is made available.

2. The agency has the responsibility for the operation of the entire utility distribution system. Any interruption to agency operational function relative to the Contractor's work at hand shall be coordinated in advance by the Engineer with the agency. All operational changes shall be made in this manner.

40. MATERIAL SAFETY DATA SHEETS

1. Provide MATERIAL SAFETY DATA SHEETS for all materials used in the course of the work. The Contractor shall comply with and shall assume all responsibilities in accordance with all Federal, State, and local laws, ordinances, rules, orders, regulations, and codes, regarding transporting, handling, containment, reclaiming, replacement, removal, and/or disposal of all regulated and unregulated materials, including but not limited to, refrigerants and oils required for the work covered under the contract, and shall be responsible for all associated fees and/or charges. Failure to meet all requirements of this section shall be cause for termination of the contract.

41. STORAGE OF EQUIPMENT AND MATERIALS

1. All deliveries of material, equipment, etc., shall be made to the Contractor and accepted only by him and only during working hours. Agency personnel will not receive or accept any materials or equipment, etc. at any time. No storage of equipment and material on site is permitted.

42. DISPOSAL

1. All debris resulting from the performance of this contact will be the property of the Contractor and will be completely removed from the facility daily. All permits, manifests, fees or other requirements for the legal disposal of such debris are the sole responsibility of the Contractor.

43. ADMINISTRATIVE REQUIREMENTS FOR CONTRACTORS

Purchase Order Requirements:

Service Technician Reports: The Contractor shall be required to provide a new, completed, signed service report prior to service visit departure for each service visit. In addition, service report(s) must be legible and contain:

1. Date of service.
2. Location of service.
3. Make and Model number of equipment being serviced.
4. Manufacturer and Manufacturer Part number of parts being installed.
5. Accurate and Complete Description of work performed.
6. Technician name.
7. Arrival time and Departure time (Site Labor Only).
8. Agency Requisition Number.
9. Agency signature.
10. Necessary or additional recommended work

Billing Requirements:

All Contractors invoicing must contain:

1. Purchase Order number and requisition number (if applicable)
2. Date of Service.
3. Location of Service.
4. Summarized Description of Work performed.
5. Legible copies of signed service ticket(s) and/or Inspection Reports must accompany invoicing.

44. AMENDMENTS TO PROPOSAL

1. Any verbal information obtained from or statements made by the representative of the City or its designee at the time of examination of the documents or site shall not be construed as, in any way, amending contract documents. Only such corrections or addenda as are issued by the Director of Purchasing in writing to all contractors shall become a part of the contract.
2. Any addendum issued during the time of bidding shall be included in bids and become a part of the contract agreement.

45. TERM OF CONTRACT

1. The anticipated term of this award shall be approximately (2 1/3) fiscal years and may be extended, at the option of the City, in one (1) year increments, for up to two (2) additional agreements. The City of Norwalk's fiscal year begins July 1 of each year and ends on June 30. The anticipated agreement start date for this contract is March 1, 2012.

INSURANCE RIDER

The Contractor shall provide and maintain insurance coverage related to its services in connection with the Project in compliance with the following requirements.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the Contractor's policies.

A. Minimum Scope and Limits of Insurance:

Workers' Compensation insurance: With respect to all operations the Contractor performs, it shall carry workers' compensation insurance in accordance with the requirements of the laws of the State of Connecticut, and employer's liability limits of One Hundred Thousand Dollars (\$100,000.00) coverage for each accident, One Hundred Thousand Dollars (\$100,000.00) coverage for each employee by disease, Five Hundred Thousand (\$500,000.00) policy limit coverage for disease.

Commercial General Liability: With respect to all operations the Contractor performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00).

Automobile Liability: With respect to each owned, non-owned, or hired vehicles the Contractor shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000.00) coverage per accident for bodily injury and property damage.

Environmental Liability: If applicable based on the Contractor's Scope of Work, the Contractor is required to provide environmental and remediation (Contractor's Pollution Liability –CPL-) insurance in the amount of Five Million Dollars (\$5,000,000.00) per claim limit and Five Million Dollar (\$5,000,000.00) aggregate limit per occurrence. The policy shall be written on a follow form coverage wording to its underlying Schedule of insurance.

Errors and Omissions/Professional Liability: With respect to any damage caused by an error, omission or any negligent or wrongful act of the Contractor or any subcontractor or subconsultant in connection with any professional services performed under this Agreement the Contractor shall carry One Million Dollars (\$1,000,000.00) coverage per claim.

"Tail" Coverage: If any of the required liability insurance is on a "claims made" basis, "tail" coverage will be required at the completion of the Project for a duration of twenty-four (24) months, or the maximum time period reasonably available in the marketplace. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twenty-four (24) months following Project completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before

the effective date of this Agreement. If continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for a duration of not less than twenty-four (24) months from the date of final completion of the Project.

Acceptability of Insurers: The Contractor's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City.

Subcontractors: The Contractor shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein, with the exception of Errors and Omissions/Professional Liability insurance, unless Errors and Omissions/Professional Liability insurance is applicable to the Work performed by the subcontractor. All Certificates of Insurance shall be provided to the City's Corporation Counsel as required herein.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the Contractor shall notify the City whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the Contractor agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the Contractor.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in coverage or in limits before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the CONTRACTOR is primarily responsible for providing such written notice to the CITY thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the event of any such change the CONTRACTOR shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the CITY related to the CONTRACTOR's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the Contractor and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the Contractor's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the Contractor shall furnish Certificate(s) of Insurance to Corporation Counsel's Office prior to the Contractor's commencement of services under this Agreement. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed

thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, P. O. Box 798, Norwalk, Connecticut 06856-0798.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

SECTION 2 - RESPONSE FORMS

SPECIAL NOTES ON RESPONDING

ADDENDA information is available over the Internet at <http://www.bid.ci.norwalk.ct.us/html/add.htm> Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. A link to the Adobe site is provided at the bottom of the internet bid page. This service is also available via FAX. Dial 203-854-7897 from any phone to access the Purchasing Department's Express Request Line. Request document # 1 00 1. We strongly suggest that you check for any addenda a minimum of forty eight hours in advance of the bid deadline.

SUMMARIES will be available any time after 5:00 PM on the day of the bid opening over the Internet at <http://www.bid.ci.norwalk.ct.us/html/sum.htm>. This service is also available via FAX. Dial 203-854-7897 from any phone to access the Purchasing Department's Express Request Line. The document number to request will be the same as the project number indicated in the invitation to bid. Bid results will not be provided over the phone.

AWARD NOTIFICATION will be issued by mail.

BUSINESSES WITHOUT FAX EQUIPMENT or Internet access may contact the Purchasing Department at 203-854-7712 for this information.

BID RESPONSES are to be delivered to:

City of Norwalk
Purchasing Department, Room 103 125 East Avenue
P.O. Box 5125
Norwalk, Ct. 06856-5125

See section 3 for information on delivering bids by fax.

2.1 FORM OF PROPOSALS:

All proposals must include the following:

- A. An overview of company's accomplishments and abilities as they relate to the repair and maintenance of generator equipment.
- B. An outline of preventative maintenance services to be rendered including delegation of responsibilities of key personnel.
- C. Names of key personnel assigned for term of contract; a description (resume) of applicable background of these personnel.
- D. A Commitment to give notice to the City of any changes in key personnel as outlined in item C above, and City's option to reject such candidate.
- E. Attach a list of comparable projects you have completed within the past four years giving the following information for each.

Name of Company/Municipality

Address

Name and telephone number of contact person.

Project Scope.

Project Cost

- F. Hourly and per diem rates for engineering services in each discipline, as well as willingness to negotiate lump sum cost for these services.

You may include any additional information which demonstrates your qualification for this work.

Proposals are to be submitted (six copies) to
Norwalk City Hall, Purchasing Department, 125 East Avenue P.O. Box 5125, Norwalk,
Connecticut

2.2A PRICING RESPONSE FORM

Vendor Name -		
Address -		
Phone -	Fax -	Email -
Manager -		Fed ID#

The undersigned hereby declares that he has or they have carefully examined the equipment, specifications and project site(s) and has satisfied himself as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

A. PREVENTATIVE MAINTENANCE SERVICE PRICING

	Unit Description	Pricing 3/01/12-6/30/12	Pricing 7/1/12-6/30/13	Pricing 7/1/13-6/30/14	Option Year 1 Pricing 7/1/14-6/30/15	Option Year 2 Pricing 7/1/15-6/30/16
1.	Onan 250DFM, Cummings NT-855-G3 engine	\$	\$	\$	\$	\$
2.	Kohler Power Model 600 RE O2M	\$	\$	\$	\$	\$
3.	Caterpillar 3406C, Caterpillar SR4B engine	\$	\$	\$	\$	\$
4.	Cummins 200KW, DGFC-5742032, Cummins Diesel 68.3 Commercial Marine/Industrial Engine	\$	\$	\$	\$	\$
5.	Onan 450 EM-15R/19856M, Ford C51-6491 engine	\$	\$	\$	\$	\$
	Totals	\$	\$	\$	\$	\$

PROPOSAL LUMP SUM – (Totals 1-5, 3/01/12 – 06/30/16)	\$
Lump Sum in Writing	

2.2B PRICING RESPONSE FORM

Vendor Name -		
Address -		
Phone -	Fax -	Email -
Manager -		Fed ID#

The undersigned hereby declares that he has or they have carefully examined the plans, specifications, and project site and is satisfied as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

A. LABOR RATES (service to perform repairs)

(Regular Working Hours: Monday – Friday 7:30am – 3:30PM)

	Job Description	Hourly Rate 3/01/12-6/30/12	Hourly Rate 7/1/12-6/30/13	Hourly Rate 7/1/13-6/30/14	Option Year 1 Hourly Rate 7/1/14-6/30/15	Option Year 2 Hourly Rate 7/1/15-6/30/16
1.	Technician	\$	\$	\$	\$	\$
2.	Helper	\$	\$	\$	\$	\$

B. LABOR RATES (service to perform repairs)

(Weekends, Holidays, Emergency)

	Job Description	Hourly Rate 3/01/12-6/30/12	Hourly Rate 7/1/12-6/30/13	Hourly Rate 7/1/13-6/30/14	Option Year 1 Hourly Rate 7/1/14-6/30/15	Option Year 2 Hourly Rate 7/1/15-6/30/16
1.	Technician	\$	\$	\$	\$	\$
2.	Helper	\$	\$	\$	\$	\$

C. MATERIAL COSTS

	Item Description	% off List 3/01/12-6/30/12	% off List 7/1/12-6/30/13	% off List 7/1/13-6/30/14	Option Year 1 % off List 7/1/14-6/30/15	Option Year 2 % off List 7/1/15-6/30/16
1.	All materials	%	%	%	%	%

Submitted by:

Print Name of Authorized Agent of Company	
Signature of Authorized Agent of Company	
Date	

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #	.	Dated	.	Addendum #	.	Dated	.
Addendum #	.	Dated	.	Addendum #	.	Dated	.

2.3 STATEMENT OF QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Attach a financial statement or other supportive documentation. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

1. Number of years in business: _____

2. Number of personnel employed Part-time : _____ Full-time: _____

3. List six contracts of this type/size your firm has completed within the last three years:

Project	Date	Contact Person	Phone No.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.

4. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)	<input type="checkbox"/> general partnership
	<input type="checkbox"/> limited partnership
	<input type="checkbox"/> limited liability corporation
	<input type="checkbox"/> limited liability partnership,
	<input type="checkbox"/> corporation doing business under a trade name
	<input type="checkbox"/> individual doing business under a trade name
	<input type="checkbox"/> other (specify)

5. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled	Connecticut corporations - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?			Yes	No
				.	.
	Out-of -State corporations - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)			Yes	No
				.	.
6. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service if different from what has been indicated on the response form:					
Business Name	.				
Address	.				
City	.	State	.	Zip	.
Name of Agent	.				

NOTE: In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening.

A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

7. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential.

All information should be supported with appropriate audited financials.

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt = Shareholders' Equity)

8. SUBCONTRACTORS: If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.

Additional information may be requested subsequent to your responding to this bid request.

NOTE: SECTION 3 - GENERAL INFORMATION contains the City's Standard Terms and Conditions. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 121498 or later on file you may obtain a copy over the Internet at <http://www.bid.ci.norwalk.ct.us/html/terms.htm> . Adobe Acrobat reader is required to view this document. If you do not have this software you may down load it for free from Adobe. A link to the Adobe site is provided. This service is also available via FAX. Dial 203-854-7897 from any phone to access the Purchasing Department's Express Request Line. Request document number 1002.

SECTION 5 – LIVING WAGE ORDINANCE

GENERAL INFORMATION

Rev. 062211, Document #1019

NOTE: SECTION 5 contains information concerning City's Living Wage Ordinance. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 062211 or later on file you may download a copy from the Terms and Conditions section of our website at <http://www.norwalkct.org> Document number **1019**