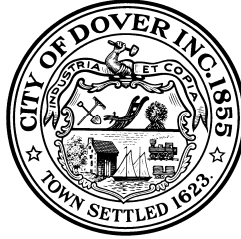


DANIEL R. LYNCH
Finance Director
d.lynch@dover.nh.gov

ANN M. LEGERE
Purchasing Agent
a.legere@dover.nh.gov



288 Central Avenue
Dover, New Hampshire 03820-4169

(603) 516-6030
Fax: (603) 516-6097
www.dover.nh.gov

City of Dover, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

July 18, 2012

REQUEST FOR QUOTE #Q13-002 **Stand By Generator Maintenance**

You are cordially invited to submit a Bid for Stand by Generator Maintenance in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

Two (2) copies of the Quote must be submitted in a sealed envelope, plainly marked:

QUOTE #Q13-002 – Stand By Generator Maintenance
Purchasing Office
City of Dover
288 Central Ave
Dover NH 03820

All bids must be received by **August 9, 2012 at 2:30 p.m. EST**

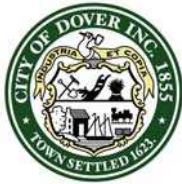
Ann M. Legere
Purchasing Agent

AML:kjn
Attachments

****IMPORTANT:*** In order to be notified of any future bids associated with your service, please visit our new web page, www.dover.nh.gov proceed to the Finance/Purchasing/Bids page and add your company to our vendor database.. ***Under Contracted services code 40 – Generator Maintenance***

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) business days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Quote

Number: **Q13-002**

Title **Stand By Generator Maintenance**

Date July 18, 2011

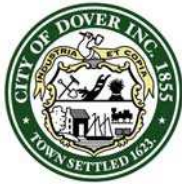
INTRODUCTION

The City of Dover is requesting semi and annual maintenance on the following Standby Generator units.

<u>Locations</u>	<u>Generators</u>
Watson rd	Kohler 30RZ
Wentworth Terrace	135kw Consolidated Power Inc (CPI)
Hampshire Circle	Kohler 30 kw
Cocheco St	Kohler Model 20 ROP 84
City Hall Unit 1	Kohler 135RZO 3 phase/natural gas/60hz/rpm1800
City Hall Unit 2	Kohler 135RZO 3 phase/natural gas/60hz/rpm1800

Maintenance check list outline: Those not marked are semi-annual checks.

1. Replace engine lube oil annually
2. Replace engine oil filters annually
3. Replace diesel fuel filters annually
4. Replace coolant filters annually
5. Service / clean air filter(s) annually
6. Perform air inlet restriction test
7. Check Coolant level, condition and protection rating
8. Inspect and adjust hoses, belts, and linkage.
9. Diesel engines; visually inspect injection system and fuel lines.
10. Check spark plugs and ignition system. Replace annually
11. Check engine block heater operation
12. Visually inspect fuel supply system including piping, solenoid valve and transfer tank (note fuel level).
13. Check battery charger operation and charge rate.
14. Check battery electrolyte levels, clean battery terminals, spray terminals with protector
15 Visually inspect exhaust system and drain condensation if drain available
16. Check engines warning and shutdown alarms, must be check with city's SCADA system.
17. Adjust voltage and frequency to match line power.
18. Check operation of engine gauges and generator output metering
19. Generator areas must be free of debris and spills caused by contractor.
20 Simulate power loss from transfer switch to evaluate unit under load condition.
21. Inspect transfer switch.
22. Complete inspection report and make recommended repairs in written form
23. Provide quotes on work needed, other than semi, and annual maintenance.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type	Quote	Number:	Q13-002
Title	Stand By Generator Maintenance		
Date	July 18, 2011		

GENERAL REQUIREMENTS

Vendors making proposals must respond in writing to all requirements of this Request for Quote. Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

Costs incurred for the preparation of a proposal in response to this Quote shall be the sole responsibility of the firm submitting the proposal. The City of Dover reserves the right to select or reject any consultant firm that it deems to be in the best interest to accomplish the project specified. The City reserves the right to accept the quotes on one or more items of a proposal, on all items of a proposal or any combination of items. The City reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate firm if the selection process is terminated. The City reserves the right to waive defects and informalities of the quote.

All questions should be directed to Ann Legere, Purchasing Agent @ a.legere@dover.nh.gov
Meetings with City employees must be scheduled ahead of time.

Procurement information shall be a governmental record to the extent provided in NH RSA 91-A: 4 and RSA 91-A: 5 and shall be available to the public. Proprietary information shall be considered a governmental record.

SUBMITTAL REQUIREMENTS

Statement of Project Requirements

State in succinct terms the vendors understands of what is required by this Request for Quote. The vendor shall demonstrate their knowledge of the project by documenting design and maintenance issues associated with this Project.

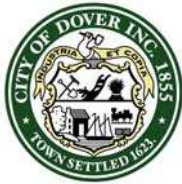
Team

Include a Project Team Chart of all individuals who will be assigned to work on this project. Also, list any proposed sub-consultants and their intended scope of work, if any.

Costs

Submit a cost proposal outlining the fee for each unit having the 23 point maintenance schedule to include any travel or mileage fees. Include oils, fluids, filters, coolants, sparkplugs and wires in this price.

Then, a price for call back services (estimate only 10 hrs), please provide an hourly rate for normal hours (7am-3pm), after hours-weekends-holidays, and emergency response time and minimum call out time. **All rates must include vehicle and travel expenses.**



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Quote Number: **Q13-002**
Title **Stand By Generator Maintenance**
Date July 18, 2011

Insurance

The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$1,000,000.00, types of liability coverage and workers compensation participation. Thirty day notice is required for cancellation of policy and City of Dover shall be listed as additional insured.

Commitments

Provide a discussion of how the vendor will assure adequate and timely completion of this project. Submit a description of the vendors overall capability, resources and assurance that it can meet its' commitment to successfully complete this project.

SELECTION

Vendor selection shall be based on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, project understanding, approach, ability to comply with proposed or required time of completion or performance, and possession of a satisfactory record of performance as well as costs.

CONTACT INFORMATION SIGNATURE REQUIRED:

Official Entity Name		FOB Information:	
Address:			
City, State, Zip		Availability:	
Email address:		State of Incorporation	
Warranty/guarantee:		Price holds for:	
Date:		SSN or EIN:	
Telephone #:		Fax #:	
Signature:		Title:	

Check here if appropriate: _____ (X) NO BID

Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations. The FOB point is always to be Dover unless otherwise stated by the bidder. A FOB point other than the City of Dover must be so stipulated by the bidder.

***IMPORTANT:** In order to be notified of any future bids associated with your service, please visit our new web page, www.dover.nh.gov proceed to the Finance/Purchasing/Bids page and add your company to our vendor database. **Contracted services code 40 – Generator Maintenance**



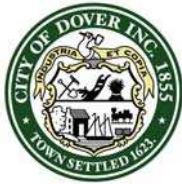
CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type	Quote	Number:	Q13-002
Title	Stand By Generator Maintenance		
Date	July 18, 2011		

Bid Protests

- A. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
- B. If a satisfactory resolution of the protest is not achieved by submitting a complaint with the Purchasing Agent, the person submitting the protest shall submit a written appeal to the City Manager within three (3) calendar days of a decision by the Purchasing Agent.
- C. Purchasing procedures shall be stayed pending a decision of the City Manager unless the City Manager decides that the award of a contract is necessary to protect substantial interests of the City.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Quote Number: **Q13-002**
Title **Stand By Generator Maintenance**
Date July 18, 2011

BID, RFP AND QUOTE TERMS AND CONDITIONS

1. **BID ACCEPTANCE AND REJECTIONS:** The City of Dover reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the City"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER. If the bidder has any special payment or delivery clauses which could effect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the custom of the City of Dover to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the City Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the City of Dover reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **BID RESULTS:** The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to City Hall after a bid opening and asking to look through the file; by visiting our website at www.dover.nh.gov, or by sending a written request for the bid analysis along with a self-addressed stamped envelope.