

## **REQUEST FOR PROPOSALS**

**DATE:** January 30, 2014

**TITLE:** Maintenance Contract For Fixed Emergency Power Generators

The city of Geneva is seeking proposals from qualified and experienced firms for the annual maintenance of the fixed emergency power generators owned by the City.

**SUBMITTAL REQUIREMENTS:** One (1) original, marked as "original", one (1) paper copy of your proposal should be returned in a sealed package bearing the name and address of the respondent and be labeled "**Maintenance Contract For Fixed Emergency Power Generators**". Paper copy should be unbound and printed double-sided to minimize paper or other material use

**SUBMISSION LOCATION:** Geneva Fire Department  
200 East Side Drive  
Geneva, IL. 60134  
Attn: Chief Steve Olson

**Questions Deadline:** **February 10, 2014, 12:00 pm**  
All questions must be submitted in writing via e-mail to Chief Steve Olson, [gfd@geneva.il.us](mailto:gfd@geneva.il.us)

**Answers:** **Questions will be answered no later than February 11, 2014, 4:00 PM.**

**SUBMISSION DATE & TIME:** **February 12, 2014, 12:00 PM**  
**Faxed or E-Mailed RFP Responses will not be accepted.**

**CONTACT PERSON:** Steve Olson  
Fire Chief  
[gfd@geneva.il.us](mailto:gfd@geneva.il.us)  
Telephone: (630) 232-2530

**PROPOSAL RESPONSE FORM**  
**For**  
**Maintenance Contract For Fixed Emergency Power Generators**

**RFP Due Date & Time:** February 12, 2014, no later than 12:00 p.m.

To: Geneva Fire Department  
200 East Side Drive  
Geneva, Il. 60134

**The proposer shall return RFP with all documents, as well as literature, samples, etc. as required within the specifications.**

The undersigned proposer, having examined the specifications and any other related documents, hereby agrees to provide the services per the scope of work and to perform other work stipulated in, required by and in accordance with the proposal documents attached for and in consideration of the proposed prices.

**RECEIPT OF ADDENDA:** The undersigned hereby acknowledges receipt of following addendum(s): \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_.

By signing this proposal, the proposer hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended. The awarding of any contract resulting from this RFP will be based upon the funding available to City of Geneva. The terms of the RFP and the response shall be incorporated by this reference as though fully set forth into the Contract notwithstanding any language in the contract to the contrary. In the event of any conflict between the terms of the Contract and the terms of the RFP and the response, the terms of the RFP and the response shall govern. Every element or item of the RFP and the response shall be deemed a material and severable item or element of the contract. **THIS SECTION MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY OR ENTITY RESPONDING TO THE RFP.**

Signature \_\_\_\_\_

Typed Signature \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax# \_\_\_\_\_

Federal I.D./Social Security # \_\_\_\_\_ Date \_\_\_\_\_

# REFERENCES

## PROPOSAL RESPONSE FORM For

### **Maintenance Contract For Fixed Emergency Power Generators**

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List below businesses or other organizations for whom you have provided comparable services:

Offeror's Name: \_\_\_\_\_

1. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Date of Project: \_\_\_\_\_
  
2. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Date of Project: \_\_\_\_\_
  
3. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Date of Project: \_\_\_\_\_
  
4. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Date of Project: \_\_\_\_\_

**CITY OF GENEVA  
COMPETITIVE SELECTION PROCEDURE - REQUEST FOR PROPOSAL  
TERMS AND CONDITIONS**

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**A. REQUEST FOR PROPOSALS**

A.01 Definition:

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible offerors and revisions to proposals prior to award of a contract. Award will be based on the criteria set forth herein.

A.02 Proposal Opening:

Sealed proposals will be received by the city of Geneva until the date and time specified, at which time the names of offerors will be read aloud and recorded on an abstract. Contents of the sealed proposals will be opened and evaluated in private with proposal information kept confidential until an award is made. Late proposals shall be rejected and returned unopened to the sender. The City of Geneva does not prescribe the method by which proposals are to be delivered; therefore, it cannot be held responsible for any delay, regardless of the reason, in delivery of the proposals.

A.03 Proposal Preparation:

Proposals must be submitted on this form and all information and certifications called for must be furnished. Proposals submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Proposals may be modified or withdrawn prior to the time specified for the opening of proposals. Proposals shall be filled out legibly in ink or typewritten with all erasures, strikeovers and corrections initialed in ink by the person signing the proposal. The proposal shall include the legal name of the Vendor, the complete mailing address, and be signed in ink by a person or persons legally authorized to bind the Vendor to a contract. Name of person signing should be typed or printed below the signature.

A.04 Proposal Envelopes:

Envelopes containing proposals must be sealed and addressed to the City of Geneva, Fire Department. The name and address of the Vendor must be shown in the upper left corner of the envelope.

A.05 Addenda:

A.05.1 Addenda are written instruments issued by the City prior to the date for receipt of proposals which modify or interpret the RFP by addition, deletion, clarifications, or corrections.

A.05.2 Prior to the receipt of proposals, addenda will be emailed to all who are known to have received a complete Request for Proposals.

- A.05.3 After receipt of proposals, addenda shall be distributed only to offerors who submitted proposals, and those offerors shall be permitted to submit new proposals or to amend those submitted.
- A.05.4 Each offeror shall ascertain prior to submitting a proposal that all addenda issued have been received and acknowledge on the proposal response form, by submission of a proposal, such act shall be taken to mean that such offeror has received all addenda, and that the offeror is familiar with the terms thereof and understands fully the contents of the addenda.
- A.06 Evaluation of Proposals:  
The proposals submitted by offerors shall be evaluated solely in accordance with the criteria set forth in the RFP. The Proposals shall be categorized as:
- A.06.1 Acceptable;
- A.06.2 Potentially Acceptable; that is, reasonably susceptible of being made acceptable; or
- A.06.3 Unacceptable.
- A.07 Discussion of Proposals:  
A.07.1 The city of Geneva may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Offerors shall be accorded fair and equal treatment with respect to any opportunity of discussion and revision of proposals. During the course of such discussions, the City shall not disclose any information derived from one proposal to any other offeror.
- A.08 Negotiations:  
The City of Geneva reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The City may require the entire proposal be made an integral part of the resulting contract. This implies that all responses, supplemental information, and other submissions provided by the offeror during discussions or negotiations will be held by the City of Geneva as contractually binding on the successful offeror.
- A.09 Notice of Unacceptable Proposal:  
When the City determines an offeror's proposal to be unacceptable, such offeror shall not be afforded an additional opportunity to supplement its proposal. The decision of the City shall be final.

A.10 Interpretation or Correction of Documents:

Vendors shall promptly notify the City of any ambiguity, inconsistency or error they may discover upon examination of the specification documents. Interpretations, corrections and changes will be made by addendum.

A. 11 Variances:

State or list by reference any variations to specifications, terms and conditions.

**B. TERMS AND CONDITIONS**

B.01 Authority:

This Request for Proposals is issued pursuant to applicable administrative policies of the City of Geneva.

B.02 Errors in Proposals:

Offerors are cautioned to verify their proposals prior to submission. Negligence on the part of the offeror in preparing the proposal confers no right for withdrawal or modification of the proposal.

B.03 Reserved Rights:

The City of Geneva reserves the right at any time and for any reason to cancel this Request for Proposals, or to accept an alternate Proposal. The City reserves the right to award one or more contracts for their services specified herein. The City reserves the right to waive any immaterial defect in any proposal. Unless otherwise specified by the offeror, the City has one hundred twenty (120) days to accept. The City may seek clarification from any offeror at any time and failure to respond promptly is cause for rejection.

B.04 Incurred Costs:

The City of Geneva will not be liable in any way for any costs incurred by respondents in replying to this RFP.

B.05 Award:

Proposals will be evaluated and negotiated by the City. The City shall have the authority and discretion to determine the qualifications, responsibility and capabilities of offerors, the reasonableness of price, and other factors (where applicable): (a) adherence to all conditions and requirements of the proposal specifications; (b) price; (c) qualifications of the Vendor, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value.

B.05.1 Confidential information submitted shall be maintained in confidence to the extent permitted by the Illinois Open Meetings Act, and the Illinois Freedom of Information Act.

- B.06 Pricing:  
The price for the contract is to be held firm for the term of the contract.
- B.07 Taxes:  
The City of Geneva is exempted from paying Illinois Retailers Occupation Tax and Federal Excise Tax.
- B.08 Warranty:  
Vendor or Seller (as the case may be) expressly warrants that all goods and services (real property and all structures thereon) will conform to the drawings, materials, performance and any other specifications, samples or other description furnished by the City, and will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship. Vendor or Seller (as case may be) agrees that these warranties shall run to City of Geneva, its successor, assigns, customers and users of the products or services and that these warranties shall survive acceptance of the goods or performance of the services.
- B.09 Indemnity:  
Contractor and/or Servicer and/or Seller (as the case may be), agrees to save, hold harmless, defend and indemnify the City of Geneva and its Officers, Agents and Employees from any and all liability or loss incurred by the City of Geneva resulting from Contractor's and/or Servicer's noncompliance with any laws or regulations of any governmental authority having jurisdiction over Contractor's and/or Servicer's performance of this contract and Contractor's and/or Servicer's violation of any of the terms and conditions of this agreement, and from the Contractor's and/or Servicer's negligence arising from, in any manner and in any way connected with, the terms and conditions of this Agreement and arising from the Contractor's and/or Servicer's performance there under.
- Contractor and/or Servicer and/or Seller shall provide to the City of Geneva proof of adequate insurance coverage to satisfy the indemnification provisions herein.**
- B.10 Default:  
If delivery of services is not completed by the time promised, the City reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by the Contractor.
- B. 11 Additional Information and Comments: Include any other information you believe to be pertinent, but not specifically mentioned elsewhere.
- B. 12 CERTIFICATE OF INSURANCE REQUIRED BY CITY OF GENEVA  
Contractor to furnish and deliver prior to commencement of work, a completed Certificate of Insurance satisfactory to the requirements of the City of Geneva containing:

- B.12.1 The Contractor and all Subcontractors shall provide a Certificate of Insurance naming the Owner (City of Geneva) as certificate holder and as additional insured. The certificate shall contain a 30-day notification provision to the owner (City of Geneva) prior to cancellation or modification of the policy.
- B.12.2 Commercial General Liability insurance including Products/Completed Operations, Owners and Contractor Protective Liability and Broad Form Contractual Liability. The exclusion pertaining to Explosion, Collapse and Underground Property Damage hazards eliminated. The limit of liability shall not be less than the following:
- |                                   |             |
|-----------------------------------|-------------|
| General Aggregate                 | \$2,000,000 |
| Products and Completed Operations | \$2,000,000 |
| Personal and Advertising Injury   | \$1,000,000 |
| Each Occurrence                   | \$1,000,000 |
| Or - Combined Single Limit        | \$1,000,000 |
- B12.2.1 Products and Completed Operation coverage is to remain in force for a period of two years after the completion of project.
- B12.3 Business Automotive Liability Insurance including owned, hired and non-owned automobiles, and/or trailer and other equipment required to be licensed, with limits of not less than the following:
- |                                     |             |
|-------------------------------------|-------------|
| Each Person for Bodily Injury       | \$1,000,000 |
| Each Occurrence for Bodily Injury   | \$1,000,000 |
| Each Occurrence for Property Damage | \$1,000,000 |
| Or - Combined Single Limit          | \$1,000,000 |
- B12.4 Statutory Worker's Compensation insurance shall be in accordance with the provisions of the laws of the State of Illinois, including Occupational Disease Act provisions, for employees at the site of the project, and in case work is sublet, the Contractor shall require each Subcontractor similarly to provide this insurance. In case employees are engaged in work under this contract and are not protected under the Workers Compensation and Occupational Disease Act, the Contractor shall provide, and shall cause Subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.
- B12.5 Umbrella Liability:  
Aggregate Limits \$2,000,000
- B12.6 Professional Liability policy to cover all claims arising out of the Consultant's operations or premises, Sub-consultant's operation or



premises, anyone directly employed by the Consultant or Sub-consultant, and the Consultant's obligation of indemnification under this Contract.

Limits:

Aggregate

\$1,000,000

*Vendor to furnish a copy of the Endorsement showing the City of Geneva, as an additional named insured on the General Liability, Auto, and Excess policies.*

**STATEMENT OF WORK**  
**For**  
**Maintenance Contract For Fixed Emergency Power Generators**

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The city of Geneva is seeking proposals for the annual maintenance and service of the fixed-place emergency power generators that are identified in the attached list. The proposed scope of work will include, but is not limited to:

**Cooling System**

- Inspect the Radiator / Heat Exchanger
- Inspect all Hoses and Connections
- Inspect, adjust, and lubricate fan drive pulley and fan
- Inspect and/or replace as needed all fan belts
- Inspect Jacket Water Heater (if present)
- Inspect water pump, thermostat(s)
- Take coolant sample

**Fuel System**

- Inspect day tank level and gauge if present
- Inspect all fuel lines, connections and filters. Replace filters following the manufacturers' schedule.
- Inspect the engine governor and controls, insure they are functioning within design specification
- Inspect water fuel separators – replace filters following the manufacturers' schedule.

**Natural Gas-fire units**

- Gas Line and Connections

**Air Induction and Exhaust**

- Inspect air filter(s) following the manufacturers' schedule.
- Inspect air filter service indicator(s)
- Inspect and service turbocharger – if present
- Inspect exhaust manifold(s)

**Exhaust System**

- Inspect and service as needed valves and rotators (at valve adjustment only)
- Inspect external exhaust ports and mufflers

**Louver Operation**

- Inspect lube Oil System

- Check oil level and filters - replace following the manufacturers' schedule.
- Inspect oil filter(s) – replace following the manufacturers' schedule.
- Inspect magneto / distributor – service following the manufacturers' schedule.
- Inspect crankcase breather
- Submit sample of engine oil for laboratory analysis and report findings to the owner.

### **Starting System**

- Check condition of starting batteries, including specific gravity – insure they are charged and in good condition. Replace after consultation with owner.
- Inspect battery charging system to insure it maintains the starting batteries.
- Inspect starting motor(s)
- Inspect alternator insuring it meets its design specifications for output.

### **Engine Monitors, Safety Controls and Control Panel**

- Inspect and test remote monitoring and alarm station
- Inspect the operation of start controls; insure the manual and automatic operations function as designed.
- Inspect voltmeter, ammeter, frequency meter, hour meter, circuit breaker(s)

### **Generator**

- Inspect bearings, slip rings, and brushes
- Inspect space heater – if present
- Inspect and service vibration isolator – if present
- Inspect and service all wiring connections to insure they are secure, connection points are intact, free of wear or mechanical damage
- Grease Generator Bearings\*

### **Natural Gas Engines Only**

- Inspect the carburetor and linkage
- Inspect unit oil pressure during normal operation to insure it is within design specifications.
- Inspect and test ignition system to insure it operates per design specifications.

**Transfer Switch** – vendor to submit a description of recommended inspection steps. At the minimum the owner requires:

- Inspect and test transfer switch for each unit, insure the unit is clear and free of dust and dirt and that it meets its design specifications.
- Inspect and test internal clock used to trigger weekly exercise of the generator.

### **Monthly / Weekly Checks**

- Vendor shall develop and provide to the owner a recommended inspection routine for each unit based on the operating characteristics of each unit that will be used by city employees between annual inspections by the vendor.

Attached is a list of the generators that are proposed to be included under a single contract for annual inspection and service. The name and contact number have been provided should a vendor wish to inspect the unit on-site.

### **SPECIAL CONDITIONS**

***Rejection of Proposals: The City reserves the right to accept or reject any or all proposals and to waive any informality in proposals.***

Response Instructions:

One (1) original, marked as "original", one (1) paper copy and one (1) CD copy of your proposal should be returned in a sealed package bearing the name and address of the respondent and be labeled "**Maintenance Contract For Fixed Emergency Power Generators**". Paper copy should be unbound and printed double-sided to minimize paper or other material use. All proposals are to be submitted by February 12, 2014 by 12:00 pm to:

Geneva Fire Department  
200 East Side Drive  
Geneva, IL. 60134  
Attn: Chief Steve Olson

## City of Geneva

1. **Water Treatment Plant – Bob Van Gyseghem – 630-232-1501**  
4000 Keslinger Road  
Caterpillar  
750e kW  
937 kVA
  
2. **Western Avenue Lift Station – Bob Van Gyseghem – 630-232-1501**  
1796 Western Avenue  
Kohler  
Continuous            Standby  
KW 315                350  
KVA 394               438  
Amp 474               526
  
3. **Kautz Road Lift Station – Bob Van Gyseghem – 630-232-1501**  
584 Kautz Road  
Generac  
KW 150  
KVA 187.5  
Amp 225.5
  
4. **Geneva Public Works – Dan Dinges – 630-232-1501**  
1800 South Street  
Cummins 4B 3.9  
Model 30R0Z271  
Serial# 186198.
  
5. **City Hall – Dustin Schultze – 630-918-1510**  
22 S. First Street  
Geneva, IL. 60134  
Kohler  
100 kVA
  
6. **Police Department – Chief Steve Mexin – 630-232-4736**  
20 Police Plaza  
Make: Kohler Fast Response  
Model: LSG 0751 6005-A  
SN# 04252 L-13-TK
  
7. **Fire Department – Chief Steve Olson – 630-232-2530**  
2530 Fargo Blvd  
Kohler  
Model 60RZ  
SN# 350180
  
8. **Fire Department – Chief Steve Olson – 630-232-2530**  
200 East Side Drive  
Detroit Diesel  
Model# 250GS  
SN# 0771100