

METROPOLITAN COMMUNITY COLLEGE

3200 BROADWAY -- KANSAS CITY, MISSOURI 64111

(816) 604-1100

Purchases of Supplies and Services
INQUIRY FOR PRICE -- NOT AN ORDER

An Equal Opportunity Employer

BID NUMBER
6994
December 17, 2013
DATE

Quotations are requested on the following list of materials, articles or services for delivery to College or Department designated, subject to the conditions of the inquiry.

1. Submit one copy of proposal in a sealed envelope marked "Quotation on Bid Number (As Shown)."
2. Prices must be stated in units of quantity specified and extended in total column.
3. Proposals, to receive consideration, must be received prior to time designated in this inquiry.
4. The Board of Trustees reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposals as may be deemed to its interest, and to award by item, combination of items or lot.
5. MO SALES AND USE TAX Not applicable to any purchase. Exemption certificate furnished as required.
6. Any bid may be withdrawn at any time prior to that specified herein for the opening of bids, but no bid may be withdrawn for a period of sixty (60) days thereafter.
7. Instructions, manufacturer's catalog numbers, etc., where shown herein, are for descriptive purposes to guide the bidder in interpreting the standard of quality, design and performance required, and shall not be construed to exclude proposals based on furnishing other types of materials or service. However, any substitution or departure proposed by bidder must be clearly noted and described and must meet the prescribed specifications as to standard of quality, general design and performance required.
8. Samples requested, if any, must be furnished free of expense, and if not destroyed or required in connection with the award or delivery will, upon request, be returned at the bidder's expense. Right is reserved to mutilate or destroy any samples if considered necessary for testing purposes.
9. Prices quoted, unless otherwise stated by bidder, are to include any packing, crates, containers, etc., necessary to complete delivery as designated herein.
10. It is to be understood the bidder, if awarded an order or contract agrees to protect, defend and save harmless the Board of Trustees from any suits or demands for payment that may be brought against it for the use of any patented material, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract; and he further agrees to indemnify and save harmless the Board of Trustees from suits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties by, or from any of the acts of the contractor, his servants or agents.
Insofar as Workman's Compensation Act is concerned, the bidder or contractor agrees to furnish an official certificate or receipt of the Industrial Commission of MO, showing that he has paid into the State Insurance Fund the necessary premiums, whenever in the opinion of the Board of Trustees certificates are deemed necessary.
11. A 5% preference shall be granted to all firms, corporations, or individuals doing business as a Missouri firm, corporation or individual on all contracts other than new construction, provided the additional cost to the District does not exceed \$500.
12. Information pertaining to any item of this request may be obtained by email: Purchasing.info@mccck.edu.

PURCHASING MANAGER
 3200 BROADWAY, KANSAS CITY, MO 64111

Closing time of bids: 11:00AM January 10, 2014

Diane Pasheo

 Purchasing Manager

MATERIAL, ARTICLES OR SERVICE	UNIT PRICE	TOTAL
FEDERAL EXCISE TAX NOT APPLICABLE TO ANY PURCHASE. Exemption certificates will be furnished where necessary SEALED BID FOR Emergency Generators Maintenance Service as per attached specifications. BIDS ARE TO BE CONTAINED IN SEALED ENVELOPES MARKED SEALED BID NO. 6994 Emergency Generators Maintenance Service And addressed to the: PURCHASING MANAGER METROPOLITAN COMMUNITY COLLEGE 3200 BROADWAY KANSAS CITY, MISSOURI 64111 Above Prices Are to be Quoted F.O.B. College or Department Designated		
TERMS: _____% cash discount if paid within _____ days from delivery and acceptance of goods.		

THIS CERTIFICATE MUST BE EXECUTED BY BIDDER

In compliance with the above invitation for bids, and subject to all the conditions thereof, the undersigned agrees, if this bid be accepted within the time stipulated above in paragraph 6, to furnish any or all of the items upon which prices are quoted in accordance with the specifications applying at the price set opposite each item.

Delivery, to destination as shown above, of any or all of the items, to be completed within _____ days from receipt or order. ←

IMPORTANT → As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Company Mailing Address	Typed/Printed Name of Company
City, State, Zip	Signature
	Typed/Printed Name and Title
	Phone Number / Fax Number

SUMMARY OF SERVICES REQUESTED

Metropolitan Community College is requesting bids for an organization that can inspect and service our emergency generators on a preventive basis as well as provide emergency repairs. Work to be performed at eight (8) different locations on five (5) campuses.

CONTRACT DATES

The initial term of the Agreement awarded to the successful bidder selected by MCC under this Bid Request (the "Contractor") will begin on or about March 1, 2014 and continue through February 29, 2016, with an option to renew for two (2) additional one (1) year period, based on mutually agreeable pricing and quality of service.

AWARD CRITERIA

1. Cost
2. Industry Experience
3. Reputation/Service Plan

QUESTIONS

Questions regarding the technical specifications of this bid should be emailed to Alan Olson at: alan.olson@mccck.edu. Questions regarding the bidding process should be addressed in writing only to: Purchasing.Info@mccck.edu. Responses will be shared with all potential vendors who respond to this request via the "Acknowledgement of Receipt". (see the last page of this document). Questions must be received by January 3, 2014.

MCC will be closed from December 24, 2013 until January 2, 2014.

TERMINATION

Should MCC become dissatisfied with the vendor's products and/or services, MCC shall give notice to the vendor and vendor shall have 30 days to remedy the issue(s). Should vendor not satisfactorily remedy the issue(s), MCC shall issue a letter to terminate vendor. Said letter will provide the effective date of termination but in no case will the effective date of termination be less than thirty (30) days. MCC may terminate the contract for convenience at any time by giving notice to vendor of its intent to terminate at least 60 days prior to the effective date of termination. In the event of termination, MCC will be liable only for payment of the products or services delivered prior to the termination date.

CONTRACT

The awarded vendor is to submit their regular contract agreement to MCC for official approval. If the vendor cannot provide one, MCC will execute a services agreement after the award.

5% PREFERENCE

5% preference shall be granted to all firms, corporations or individuals doing business as a Missouri firm, corporation or individual provided the additional cost to the District does not exceed \$500.

TOBACCO-FREE POLICY

All MCC locations are completely non-smoking both indoors and outside. No tobacco products are allowed. Bidder's personnel will be required to follow this policy.

MAINTENANCE SPECIFICATIONS FOR EMERGENCY/STANDBY GENERATORS

Service to include but not limited to (per Generator Manufacturer's Specification):

Engine Electrical (Starting Systems)

Batteries- Check battery water level, age, specific gravity & perform load test. Clean Batteries externally including cables and posts. Replace as necessary and/or manufactures specification.

Alternator- visually inspects alternator and belt. Measure and record DC voltage output.

Glow Plugs- (where applicable) – Check for proper operation.

Battery Charger – Visually inspect, measure and record DC voltage output.

Starter Motor – Visually inspect. Test for proper operation (performed during engine start).

Spark Plugs – (where applicable) check spark plug and spark plug wires condition. Replace as necessary.

Distributor Cap – inspect. Replace as necessary.

Generator

Windings – visually inspect windings.

Bearings – inspect for proper lubrication, lubricate as needed.

Brushes/Diodes – Visually inspect for wear.

Leads/Connections – Visually inspect for loose connections and tighten as necessary.

Circuit Breakers – test for proper operation.

Mounting bolts – Visually inspect for wear and/or damage.

Noise – Notate operational noise indicators of mechanical malfunction.

Safety Controls/Control Panel

Voltage (where applicable) – Measure and record loading and unloaded AC voltage.

Frequency (where applicable) – Measure and record loaded and unloaded Hertz frequency.

Amperage (where applicable) - Measure and record loaded amperage.

Auto Start/Stop – Check for proper operation. If allowed, check automatic start.

Pre-Alarm – Verify proper annunciation of pre-alarm.

Remote Annunciator (where applicable) – inspect for proper operation.

Instrumentation

Oil Pressure Gauge – Check for proper condition. Measure and record oil pressure PSI.

Water Temperature Gauge – Check for proper operation. Measure and record water temperature.

Ammeter – Check for proper operation. Measure and record amperage in DC amps.

AC Electric Meters – Check for proper operation. Adjust calibration if needed.

Control Panel Wiring – Visually inspect for signs of wear and correct observed loose connections.

Air Induction and Exhaust

Precleaner – Visually inspect condition and clean as necessary.

Air Filter – inspect. Replace when necessary. Note condition of filter housing.

Intake – Visually inspect and note condition of intake pipe and gasket.

Turbocharger – Visually inspect for leaks, physical condition, and notate auditory indications of wear.

Exhaust/Silencer – Visually inspect for leaks and proper operation including rain cap. Notate anomalies in exhaust smoke.

Lubrication System

Lubrication Replace oil filters, inspect all gaskets and seals. Remove existing lubricating oil and dispose in accordance with EPA guidelines. Fill with fresh oil. Collect oil sample and send for analysis.

Crankcase Breather – Clean breather (where applicable). Note condition and any excessive blow by.

Governor – Check oil level.

Tubes, Lines, Seals & Gaskets – visually inspect for deterioration of indications of wear.

Cooling System

Radiator – Visually inspect radiator core condition; note indications of coolant leakage or core blockage. Check coolant level, fill as needed.

Radiator Cap – Check for indications of wear.

Coolant – Measure and record antifreeze point and PH level.

Thermostat – check for proper operation.

Hoses – visually inspect hoses, clamps, gaskets and connections.

Fan Assembly – Visually inspect fan, fan bearing, pulleys and belts for indications of wear. Measure belt tension for proper operation.

Water Pump – Visually inspect for proper operation, or audible indications of wear.

Jacket Water Heater – Inspection for proper operation, indication of wear on heater and associated hoses and clamps.

Fuel System

Fuel lines & Connections – Visually inspect for proper operation and indications of deterioration.

Priming Pump – (where applicable) Verify proper operation and inspect for seal damage or deterioration.

Fuel Filters – Replace fuel and Fuel/water separator filters. Check for proper seal and operation.

Governor & Controls – Inspect controls and verify for proper operation.

Carburetor/Mixer – Visually inspect and verify proper operation.

Day Tank/Fuel Cell – Visually inspect for leaks and check for proper operation. Make note of water in fuel cell and level of fuel.

Automatic Transfer Switch

Wiring & Controls – Visually inspect.

Connections Temp. – Check temperature of connections with infrared gun.

Contactors Operation – if allowed. Perform simulated power failure to test operation of contactor.

Timers & Controls – observe all time displays during simulated test.

Load Bank Testing

The load bank testing shall be performed as defined by NFPA 110 to include but not limited to a test equal to 100% of the kW rating of the system be applied for a period of 2 hours. During that time, operating parameters must be recorded at 15 minute intervals.

Contractor will furnish all materials, labor, tools and equipment and to accomplish the work as specified.

Contractor is encouraged to set up a time with the each campus's Facilities Superintendent to examine the site of the project or shall agree to be satisfied with the existing conditions, size and specifications for the Maintenance Specifications for the Emergency/Stand by Generators.

GENERATOR LOCATIONS, CONTACTS AND MODELS:

Access to Generators shall be coordinated with each campus.
All contracted annual maintenance work will be performed during normal business hours.

MAPLE WOODS:

2601 N.E. Barry Road
Kansas City, MO 64156
Tom Hulett, Facilities Superintendent
Office: 816-604-3063
Cell: 816-918-4795

ONAN 125DGDK

FACILITY SERVICES:

1601 Prospect
Kansas City, MO 64127
Alan Olson, Construction Superintendent
Office: 816-604-1455
Cell: 913-208-6513

ONAN GEN SET DSGAB

BLUE RIVER:

20301 E. 78 Highway
Independence, MO 64057
Tom Cooley, Facilities Superintendent
Office: 816-604-6538
Cell: 816-510-1969

ONAN 125DGDK

LONGVIEW:

500 SW Longview Road
Lee's Summit, MO 64081
Steve Greife, Facilities Superintendent
Office: 816-604-2221
Cell: 816-918-4351

ONAN 125DGDK

PENN VALLEY:

3200 Pennsylvania
Kansas City, MO 64111
Lloyd Hale, Facilities Superintendent
Office: 816-604-4062
Cell: 816-918-4394

KOHLER	180REOZJF	D-Lot
ONAN	125DGDK	Education Building
KOHLER	80REOZJF	Cooling Tower
ONAN	500DFEK	Health Sciences Institute (3444 Broadway)

BID RESPONSE

ANNUAL INSPECTIONS AND SERVICE

	Year 1	Year 2	Year 3	Total
Maple Woods: ONAN	\$ _____	\$ _____	\$ _____	\$ _____
Facility Services: ONAN	\$ _____	\$ _____	\$ _____	\$ _____
Blue River: ONAN	\$ _____	\$ _____	\$ _____	\$ _____
Longview: ONAN	\$ _____	\$ _____	\$ _____	\$ _____
Penn Valley D-lot: KOHLER	\$ _____	\$ _____	\$ _____	\$ _____
Penn Valley Education: ONAN	\$ _____	\$ _____	\$ _____	\$ _____
Penn Valley HSI: ONAN	\$ _____	\$ _____	\$ _____	\$ _____
Penn Valley Cooling Tower: KOHLER	\$ _____	\$ _____	\$ _____	\$ _____
District Total	\$ _____	\$ _____	\$ _____	\$ _____

ON-CALL SERVICE WORK

Labor Rate per Hour	\$ _____
Weekend Rate per Hour	\$ _____
Holiday Rate per Hour	\$ _____

Guaranteed response time for emergency maintenance/service _____

ALTERNATE: MONTHLY STARTUP (May or may NOT be awarded. Can be awarded in its entirety or by select locations only)

	Year 1	Year 2	Year 3	Total
Maple Woods: ONAN	\$ _____	\$ _____	\$ _____	\$ _____
Facility Services: ONAN	\$ _____	\$ _____	\$ _____	\$ _____
Blue River: ONAN	\$ _____	\$ _____	\$ _____	\$ _____
Longview: ONAN	\$ _____	\$ _____	\$ _____	\$ _____
Penn Valley D-lot: KOHLER	\$ _____	\$ _____	\$ _____	\$ _____
Penn Valley Education Bldg.: ONAN	\$ _____	\$ _____	\$ _____	\$ _____
Penn Valley HSI: ONAN	\$ _____	\$ _____	\$ _____	\$ _____
Penn Valley Cooling Tower: KOHLER	\$ _____	\$ _____	\$ _____	\$ _____
District Total	\$ _____	\$ _____	\$ _____	\$ _____

- **Please give us some information about your company's history and direct industry experience:**

- **Please include any references or service plan details that you would like to add:**

MINORITY & WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the practice of Metropolitan Community College (MCC) to ensure full and equitable economic opportunities to persons and businesses that compete for business with the College, including Minority and Women Business Enterprises (M/WBEs).

MCC encourages M/WBE participation in contracts for goods and services by firms that are certified. This may either be by the primary supplier/contractor being a certified M/WBE or by the utilization of qualified subcontractors, suppliers, joint ventures or other arrangements that afford meaningful opportunities for M/WBE participation. Work performed by M/WBEs must provide a commercially useful function related to the delivery of the service/product required herein. Second tier participation where suppliers generally provide supplies to a corporation but that are not directly related to this contract does not qualify as meaningful participation. MCC will consider certifications from agencies not located in Missouri for M/WBEs not located in Missouri with the approval of the Director of Purchasing.

M/WBE means a business that is a sole proprietorship, partnership, joint venture or corporation in which at least fifty-one percent (51%) of the ownership interest is held by minorities or women and the management and daily business operations of which are controlled by one or more minorities or women who own it. Minority is defined as belonging to one of the following racial minority groups: African Americans, Native Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos, Aleuts and other groups that may be recognized by the Office of Advocacy, United States Small Business Administration.

Bidders must indicate their MBE and WBE participation levels committed to this project on the "M/WBE Participation Form" included in this document. The names and percent participation of each MBE and WBE should also be provided on this form.

The contractor/supplier shall provide annual reports (or more frequently if requested) of the financial participation of M/WBEs. The report shall include the name(s) and address(es) of the certified M/WBEs, products or services provided and the total dollar amount or percentage of utilization. The annual report shall also include, separately, all second tier participation the contractor/supplier may have.

MCC will monitor the contractor/supplier's compliance in meeting the M/WBE participation levels committed to in the awarded proposal. If the contractor/supplier's payments to participating M/WBEs are less than the amount committed to in the contract, MCC may cancel the contract or suspend or debar the contractor/supplier from participating in future contracts.

If a participating M/WBE fails to retain their certification or is unable to satisfactorily perform, the contractor/supplier must obtain other certified M/WBEs to fulfill the M/WBE participation requirements committed to in the awarded proposal. The contractor/supplier must obtain the written approval of the Purchasing Manager for any new M/WBE participants. This approval shall not be arbitrarily withheld. If the contractor/supplier cannot obtain an M/WBE replacement, the contractor/supplier must submit documentation to the Purchasing Manager detailing all efforts made to secure an M/WBE replacement. The Purchasing Manager shall have sole discretion in determining if the actions taken by the contractor/supplier constitute a good faith effort to secure the participation of M/WBEs and whether the contract will be amended to change the M/WBE participation commitment.

M/WBE PARTICIPATION FORM

If proposing MBE/WBE participation, the contractor/supplier must indicate below the percentage of qualified MBE and WBE participation committed to in relation to the total dollar value of the contract regardless of whether the contractor/supplier is awarded one, some or all of the categories being proposed. Overall, the MBE and WBE participation must not be contingent upon award of a specific category and the contractor/supplier, if awarded a contract, must be able to achieve the stated participation for the resulting contract regardless of the categories awarded or not awarded. The contractor/supplier must be able to achieve participation stated below for the total value of the awarded contract(s). If the contractor/supplier is a qualified MBE and/or WBE, the contractor/supplier may indicate 100% participation.

The contractor/supplier is committed to the following MBE and WBE participation on this bid:

Total MBE Participation _____%

Total WBE Participation _____%

Complete the following table indicating the firms used to meet the participation levels indicated.

MBE Firm Name	MBE % of Contract

WBE Firm Name	WBE % of Contract

ACKNOWLEDGEMENT OF RECEIPT

**This Form Must be Completed and Emailed/faxed Upon
Receiving the Request for Proposal**

6994 – Emergency Generators Maintenance Service

Please fill in the requested information below and return by email or fax, as acknowledgement that you have received the Request for Proposal noted above.

Metropolitan Community College
Purchasing Department
Email to: purchasing.info@mccckc.edu
Or Fax: 816-759-1221

**By doing this, we will be able to provide notification of any
addenda to the RFP.**

Name of Firm: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Name: (Print) _____

Title: _____

Email address: _____

Signature: _____ Date: _____

_____ Yes, our company does have an interest in responding.

_____ No, our company does NOT have an interest in responding.

Email or fax this to MCC prior to **4:00pm on January 3, 2014.**

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