

# REQUEST FOR PROPOSAL

RFP # ST3

Fire Station Backup Emergency Generator



Due Date: Friday, March 27, 2015

Issued By:  
Sherrills Ford-Terrell Fire & Rescue Inc.  
4011 Slanting Bridge Road  
Sherrills Ford, N.C. 28673

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ADVERTISEMENT FOR PROPOSAL  
Sherrills Ford-Terrell Fire & Rescue Inc.  
FIRE STATION BACK-UP EMERGENCY GENERATOR  
RFP # ST3

Sealed Proposals will be received by Sherrills Ford-Terrell Fire & Rescue Inc., on or before Friday, March 27<sup>th</sup>, 2015 by 10:00 AM for the design, purchase and installation of a Liquid Propane backup emergency generator at Sherrills Ford-Terrell Fire & Rescue Station # 3, located at 4582 Burris Road, Denver, N.C. 28037.

Proposal documents and addendum may be downloaded by Respondents at the following web site, [www.sftfr.net](http://www.sftfr.net).

It is a Respondent's responsibility to verify they have obtained all information before submitting a proposal.

The successful Respondent will be required to furnish satisfactory performance and labor in the amount of 100% of the award amount and satisfactory insurance coverage.

Sherrills Ford-Terrell Fire & Rescue Inc. reserves the right to accept any Proposal, to reject any or all Proposals, to waive irregularities and/or informalities in any Proposal, to make the award in any manner Sherrills Ford-Terrell Fire & Rescue Inc.(SFTFR) believes to be in its best interest, and to reduce or eliminate this purchase agreement without prior notice.

Any further information may be obtained from Sherrills Ford-Terrell Fire & Rescue Inc. at (828) 478-2131.

## **SECTION I INSTRUCTIONS TO RESPONDENTS**

### **OBJECTIVE**

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified contractor for the sale of a fire station backup emergency generator, conforming to the specifications stated in this proposal, and all work necessary to complete the installation of the emergency generator at SFTFR fire station # 3, located at 4582 Burris Road, Denver, N.C. 28037.

Any Proposal which does not conform fully to these instructions may be rejected.

### **QUESTIONS OR CLARIFICATIONS OF RFP REQUIREMENTS**

All questions regarding this RFP shall be submitted via email. Emailed questions and inquiries will be accepted from any and all prospective Respondents in accordance with the terms and conditions of this RFP.

All questions shall be submitted on or before Friday, March 20<sup>th</sup>, 2015 by 5:00 P.M. and should be addressed to:

Chief Rick Davis at: [rdavis@sftfr.net](mailto:rdavis@sftfr.net)

### **OFFICIAL DOCUMENTS**

Sherrills Ford-Terrell Fire & Rescue Inc. shall accept no changes to the Proposal documents made by the Contractor unless those changes are set forth in the "Specification and Explanation Worksheet" section of Proposal form.

### **PREPARATION OF PROPOSALS**

Proposals should be prepared providing a straight-forward, concise description of the Respondent's ability to meet the requirements of this RFP. Proposals shall be typewritten.

Proposals must be submitted on "Proposal Forms" provided with each blank properly filled in each section and sub-section of each item must be marked clearly as to it meeting SFTFR's specifications completely or not. Any deviation from the specification must be fully described, in detail on the Explanation Worksheet section of Proposal form. If forms are not fully completed it may disqualify the Proposal.

Each person signing the Proposal certifies that he/she is the person in the Contractor's firm/organization responsible for the decision as to the fees being offered in the Proposal and has not and will not participated in any action contrary to the terms of this provision.

## **PROPOSAL SUBMISSION**

All Proposals are due and must be delivered to Sherrills Ford-Terrell Fire & Rescue Inc. on or before Monday, March 27<sup>th</sup>, 2015 at 10:00 a.m. Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

Each Respondent must submit one (1) original Proposal in a sealed envelope.

Proposal submitted must be clearly marked:

### **RFP-ST3**

**Fire Station Backup Emergency Generator.**

**Proposals must be addressed and delivered to:**

Sherrills Ford-Terrell Fire & Rescue Inc.

Attn: Chief Rick Davis

P.O. Box 51

Sherrills Ford, N.C. 28673

### **Proposals May Be Hand Delivered To:**

Sherrills Ford-Terrell Fire & Rescue Inc.

Attn: Chief Rick Davis

Headquarters Fire Station

4011 Slanting Bridge Road

Sherrills Ford, N.C. 28673

All Proposals received on or before the Due Date will be opened and recorded immediately. No immediate decisions are rendered.

Hand delivered Proposals will be date/time stamped/signed by Chief Rick Davis at the address above in order to be considered. Normal business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding Holidays. SFTFR will not be liable to any Respondent for any unforeseen circumstances, delivery or postal delays. Postmarking on the Due Date will not substitute for receipt of the Proposal. Each Respondent is responsible for submission of their Proposal.

Additional time will not be granted to a single Respondent; however, additional time may be granted to all Respondents when SFTFR determines that circumstances warrant it.

## **SELECTION CRITERIA**

Respondents to this RFP will be evaluated by SFTFR's governing Board of Directors.

## **INTERVIEW**

SFTFR has the right to request interviews with selected Respondents when necessary.

## **TYPE OF CONTRACT**

A sample of the standard Services Agreement is included as Attachment A. Those who wish to submit a proposal to SFTFR are required to carefully review the Services Agreement. **SFTFR will not entertain changes to the terms and conditions of the standard Services Agreement.**

SFTFR reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in SFTFR's sole judgment, the best interests of the community will be so served.

## **SUBCONTRACTORS**

All subcontractors shall be clearly identified in the proposal. All subcontractors permitted to do any portion of the work will be bound by the terms, conditions and specifications of the selected Respondent's contract with SFTFR. The Respondent shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify SFTFR for such acts or omissions.

It is the responsibility and duty of the Respondent to see that all conditions are met by the subcontractor(s). All directions given to the subcontractor in the field by SFTFR shall bind the Contractor the same way as if they were given to the Respondent directly.

## **COST LIABILITY**

SFTFR assumes no responsibility or liability for costs incurred by the Contractor prior to the execution of a Professional Services Agreement. The liability of SFTFR is limited to the terms and conditions outlined in the Agreement. By submitting a Proposal, Respondent agrees to bear all costs incurred or related to the preparation, submission and selection process for the Proposal.

## **DEBARMENT**

Submission of a Proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that SFTFR will be notified of any changes in this status.

## **INSURANCE REQUIREMENTS**

Specified in the sample contract (**Attachment A**) with this proposal are the insurance requirements which must be kept in place for the duration of this awarded work. Awarded contractor must produce all required insurance certificates within five (5) days of award and before work can be started. Please attach, with the submitted quote, one copy of current Certificate of Insurance.

**FAILURE TO FULFILL GUARANTEE:** In the event of the failure of any merchandise within the guarantee period to meet the requirements of the detailed specifications, or failure to perform satisfactorily in service, such failure shall be adequate cause and justification for rejection of any or all merchandise furnished under these "detailed specifications."

**INSPECTION:** Any materials, workmanship, or equipment, which may be discovered to be defective within the warranty period, shall be removed and made good by the contractor at their expense regardless of any previous inspection or final acceptance. If any campaign change made necessary by improper material, improper installation or material or faulty designs, the campaign change shall be made and the cost shall be borne by the manufacturer of the equipment manufacturer.

**RESERVATION OF RIGHTS**

SFTFR reserves the right to accept any Proposal or alternative Proposal proposed in whole or in part, to reject any or all Proposals or alternatives Proposals in whole or in part and to waive irregularity and/or informalities in any Proposal and to make the award in any manner deemed in the best interest of SFTFR.

SFTFR reserves the right not to consider any Proposal which it determines to be unresponsive and deficient in any of the information requested within the RFP.

SFTFR reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or that a revised scope be implemented.

## **SECTION II DETAILED SPECIFICATIONS AND SCOPE OF WORK**

Respondent understands that the scope of work includes designing, purchasing, providing, installing all components needed to install a new 48Kw automatic backup emergency generator at a fire station. This includes all electrical and mechanic work needed to properly install the generator according to all state and local codes. Also included is installing proper foundation for the generator along with training, warranty and service agreement. A fully functional unit upon completion of work shall be provided.

All current circuit breakers within the fire station will be replaced, if needed, to make compliant to all code requirements.

It is SFTFR's understanding that according to the Catawba County Inspections Department, upgrades will need to be made to the existing service for the facility listed in this RFP. It will be the respondent's responsibility to research and list any necessary upgrades, including costs, in their RFP.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

### **GENERATOR SPECS**

Core Requirements:

- 48kw (Minimum)
- Generator shall be capable of operating all fire station circuits.
- Engine shall be Liquid Propane gas fired unit
- Outdoor enclosure
- Onboard battery conditioner
- Block Heater
- An approved Ampere service rated transfer switch (automatic) shall be installed that meets system requirements and all applicable codes.

The installed generator set shall be rated at a minimum of 48KW Liquid Propane.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

### **RESPONDENTS MUST COMPLETE EACH SECTION AS INDICATED**

#### **Transfer Switch:**

- SERVICE ENTRANCE RATED (Automatic)
- Transfer Switch must be of an appropriate watt to facility generator operations and meet all applicable codes.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_



## **Sound Requirements:**

The generator shall be provided with weather protective / sound attuned housing.  
Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

## **CONTRACTOR NARRATIVE / DRAWING**

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

- A statement confirming the generator system, generator system communications capability, accessories and control system specifications;
- a statement of methods and materials that will be used to provide Liquid Propane gas service to the new generator system;
- A statement of methods and materials that will be needed to install and connect the appropriate watt automatic transfer switch to the new generator that is compliant to all applicable codes;
- A statement of methods and materials that will be used to connect all existing loads to the new generator backup system;
- A statement that all building electrical power systems will be backed up by the new generator system at the completion of the project;
- A statement of method to assure proper exhaust ventilation. It shall be non acceptable to have fumes enter any part of the interior fire station or nearby buildings.
- A statement with the breakdown of the project installation timeline;
- A statement confirming that all current circuit breakers within the building will meet system requirements. If not, a statement of methods and materials that will be used to meet system requirements and all applicable electrical codes.
- A proposed layout drawing showing the footprint of the generator and concrete pad.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

## **COSTS**

Proposal must include a clearly understandable schedule of charges. All charges will be included in the cost breakdown of proposals. No additional costs will be charged to SFTFR. If any error or omission of equipment or service is made by the contractor, the contractor will incur any additional costs.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

## **SUBCONTRACTORS**

Contractor will provide a list of any subcontractors and their required information proposed to perform any function of this contract.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

### **DELIVERY REQUIREMENTS**

The successful contractor shall provide, deliver, install and have the new generator running properly within 60 calendar days from the notification of Proposal award,

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

### **ELECTRICAL CONTRACTOR LICENSE**

All electrical work shall be conducted under the direct supervision and approval of a licensed electrician and meet all applicable electrical codes.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

### **Fuel Source Hookup**

SFTFR will be responsible for obtaining Quality Propane (Department Contract Vendor) to make necessary upgrades and connections to existing LP Gas service for generator operation and associated costs for the fuel source hookup.

### **EXPERIENCE**

Submitting contractor must have at least five (5) years of commercial/industrial experience.

Contractor will provide a brief narrative of your company's relative work experience and services you provide.

The contractor will provide a list of at least three (3) commercial/industrial references where this type of work has been performed in the last five (5) years. Please include a description of the work completed, company name, contact person, phone number and email for all references.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

### **PERMIT / CODES**

Contractor shall secure all required permits and inspections.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

Installation shall comply with applicable state and local codes and meet the approval of the Catawba County Electrical and Mechanical Inspectors.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

### **TECHNICAL BULLETIN NOTIFICATION**

The manufacturer shall notify SFTFR of any technical bulletins, warnings or product recalls associated with equipment over the lifetime of equipment warranty.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

### **LABELING REQUIREMENTS**

All proper labeling will be adhered to all equipment according to codes and laws.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

### **INSTALLATION**

All equipment shall be installed by the contractor in accordance with the final submittals and contract documents.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

Equipment shall be installed in accordance with the manufacturer's instructions as well as instructions included in the listing or labeling of UL listed products.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

Contractor will provide ALL labor and materials to complete the installation of the generator including installation of concrete pad

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

Contractor will restore any landscaping, asphalt, concrete, etc. disturbed by the install to its original state or approved alternative. Any damage to SFTFR property caused by the installation of the generator will be repaired at the contractor's expense.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

Contractor will make all connections to the building's panel boxes, required interfaces with the electric company and provide any/all enhancements or updates to the electrical lines, all electrical revisions, new panel and additional or relocation of breakers with proper labeling.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

All electrical wires will be installed in hidden view or out of site within any part of the living quarters of the fire station. All wires will be installed in compliance of code.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

All current electrical circuit breakers at the fire station will be replaced, if needed, by code compliant circuit breakers.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

## **ACCEPTANCE**

Contractor will provide field acceptance testing which will include a full load test (2 hours) at 100% with an electrical inspector on site. If needed a portable load bank will be provided by contractor. Contractor will provide reports to owner after conclusion of test/start-up.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

## **SERVICE WARRANTY AND AVAILABILITY**

Contractor will provide a one (1) year maintenance agreement from date of owner's acceptance of working generator.

Contractor shall have local service availability and factory trained service technicians to provide warranty service on all products provided. The service organization shall be on call 24 hours per day, 365 days per year. The supplier shall maintain an inventory of critical replacement parts at the local service organization, and in service vehicles.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

## **WARRANTY**

Contractor will provide a one (1) year parts and labor warranty (all associated equipment) including a guarantee that in the event of a generator failure a repair technician will be on site to diagnose the generator within one (1) hour of trouble report. This warranty will start from the date of acceptance. The warranty shall be comprehensive. No deductibles shall be allowed for travel time, service hours, repair, parts cost, etc.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

## **AUTO EXCERISE**

The generator will be equipped and capable of conducting a weekly auto exercise.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

### **TRAINING / MANUALS**

Contractor will instruct SFTFR personnel on all operations and safety features.

At least two (2) on-site hours of training will be provided to SFTFR.  
Contractor will provide SFTFR with two (2) copies of all manuals and instructions. Contractor will provide all warranty information in electronic and hard copy.

Does Your Proposal Comply With All Aspects Of This Section? Yes \_\_\_\_ No \_\_\_\_

## **DETAILED SPECIFICATIONS – EXCEPTIONS**

### **EXPLANATION WORKSHEET**

**Explanation or Alternate of a “No” Answer to specification(s).**

Add Additional Attachments if Needed.

## **APPENDIX A – RESPONDENT INFORMATION FORM**

Respondent Name:

Address: City/State/Zip Code:

Telephone Number: E-mail Address:

1. Respondent Established: Years in Business: \_\_\_\_\_

2. Business Structure ( ) Partnership ( ) Corporation ( ) Sole Proprietor

3. Number of years in business as current company named above? \_\_\_\_\_

4. How many companies are or have used your services within North Carolina within the last three (3) years. \_\_\_\_\_.

5. Types of services provided and technical details that make Respondent uniquely qualified for this work:

6. References (complete attached sheet)

## ***REFERENCES***

CONTRACTOR TO COMPLETE ALL BLANKS IN THIS DOCUMENT

LIST AT LEAST THREE REFERENCES WITH WHOM YOU HAVE HAD SIMILAR CONTRACTS DURING THE PAST THREE YEARS. THESE REFERENCES MUST BE INCLUDED WITH YOUR PROPOSAL.

1. Company

Contact Name

Telephone Number

E-mail

2. Company

Contact Name

Telephone Number

E-mail

3. Company

Contact Name

Telephone Number

E-mail

This form must be completed and returned with your Proposal.

## **APPENDIX B - FEE PROPOSAL FORM**

The undersigned hereby declares that the instructions and specifications have been carefully examined and that an emergency backup generator will be furnished and installed for the prices set forth in this Proposal. It is understood and agreed that the instructions, specifications, compliance questions, answers, and additional responses are an integral part of the Proposal submission from the undersigned (detailed specifications).

Time of delivery and installation of the emergency backup generator shall be stated as the number of calendar days following receipt of the order by the vendor to receipt of the goods or services by SFTFR.

The undersigned contractor further agrees and understands that SFTFR reserves the right to accept any Proposal, to reject any or all Proposals, to waive irregularities and/or informalities in any Proposal, to make the award in any manner SFTFR believes to be in its best interest, and to reduce or eliminate this purchase agreement without prior notice.

### **Breakdown of Charges**

#### **Quantity - Item Unit / Service Price**

COMPANY

Concrete Pad and Installation \$

(1) 48 kW Liquid Propane Gas Generator  
(Packing and Delivering Included)  
\$

Size: \_\_\_\_\_ Amp Transfer Switch including all revisions and/or updates to new and existing electrical panels. \$

Generator Installation and Associated Wiring \$

1 Year Warranty Agreement

1 Year Service/Maintenance Agreement \$

Training/Manuals \$

List any other associated items and costs \$

**TOTAL COST OF PROPOSAL \$**



**PROPOSAL FORM CONTINUED...**

Delivery time after receipt of Contract:

Warranty Explanation:

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How did you receive notification of this Proposal?

How did you obtain the Proposal specifications? If Proposal documents were downloaded from a website, please list:

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PLEASE PRINT:

CONTRACTOR

NAME\_\_\_\_\_

AUTHORIZED  
REPRESENTATIVE\_\_\_\_\_

SIGNATURE  
\_\_\_\_\_

CONTRACTOR

ADDRESS\_\_\_\_\_

E-MAIL

PHONE

WITNESS

DATE

This form **must** be completed and returned with your Proposal