

INVITATION TO BID

The City of Rochester, New Hampshire, will accept sealed bids for **Emergency Generator Repair & Maintenance Services**. Bids must be submitted in a sealed envelope plainly marked:

Sealed Bid: “**Emergency Generator Repair & Maintenance Services**”

Bid # 15-40

City of Rochester, New Hampshire

Attn: Purchasing Agent

31 Wakefield Street

Rochester, NH 03867

All bids must be received no later than **June 11, 2015** at “**2:15**” pm. Actual bid opening will begin at **2:30 PM**. No late bids, faxed, e-mailed or telephone bids will be accepted. Bid and specifications may be obtained by visiting www.rochesternh.net, or emailing purchasing@rochesternh.net, or by contacting the Purchasing Agent at City Hall, 31 Wakefield Street, Rochester, NH 03867, (603) 335-7602. All bid questions must be submitted in writing (email preferred) to the Purchasing Agent. Bidder are to monitor website for addendums, and postings of all bid questions and answers. The period for questions or addendums will end 1 week prior to bid opening. All bids must be made on the bid forms supplied, and the bid forms must be fully completed when submitted.

A mandatory walk through for all contractors, unless currently under contract for this Service, will be held **Thursday June 4, 2015 at 8:00 AM**. All bidders will meet at the Rochester Public Works Department, 45 Old Dover Road Rochester, NH 03867.

CITY OF ROCHESTER, NEW HAMPSHIRE**BID SPECIFICATIONS FOR GENERATOR MAINTENANCE & INSPECTION**

The City of Rochester is requesting bids on emergency power generator maintenance and inspection. This contract must be approved by the Director of Public Works and shall become effective on July 1, 2015 and expire on July 1, 2018. This is a three (3) year bid, renewable each year. The bid shall remain in effect for one (1) year, and may be renewed for two additional years based upon the following: 1) Satisfactory performance of the selected contractor as determined by the Director of Public Works and the purchasing agent for the City of Rochester; and 2) mutual agreement between both the City of Rochester and the contractor selected. The contractor agrees that for extra work, if any, performed in accordance with the terms and provisions of the contract documents, they will accept compensation as stipulated herein. Minimum specifications are listed below. Work to included all materials, labor, tools, equipment and supplies to complete the project. No subcontractors shall be allowed unless written approval is giving by the City of Rochester.

There is one Department participating in this bid, the Public Works Department, with three separate divisions. The following outlines the contact names, addresses, phone and fax numbers and associated divisions.

Public Works Department

45 Old Dover Road
Rochester, NH 03867
603-332-4096 - Fax 603-335-4352

Wastewater Division (includes Pump Stations) - Contact Person
Chief Plant Operator: David Green
603-332-8950 - Fax 603-335-6940

Buildings Division - Contact Person
Municipal Services Supervisor: Kirk Beswick
603-332-4096 - Fax 603-335-4352

Water Treatment Division - Contact Person
Chief Plant Operator: Ian Rohrbacher
603-335-4291 - Fax 603-335-9286

- 1) The selected contractor will provide preventative maintenance and inspection services for emergency power generators at various locations listed below.
- 2) At a minimum, the contractor quote must contain fixed pricing for performing the semi-annual and annual maintenance activities discussed below.
- 3) The contractor will supply all labor, vehicles, tools, testing equipment and parts, which satisfy manufacturer's applicable requirements.
- 4) In addition, the contractor will be responsible for maintaining a schedule governing all generator maintenance and inspection activities, i.e., the specific periodic tasks to be performed for each generator.
- 5) A copy of the schedule must be submitted to the Public Works Department for review and approval.
- 6) The contractor will be responsible for providing advance notification, at a minimum of 24 hours, to the facility managers of any inspection or maintenance activities.

- 7) The contractor will establish a logbook for each location, which documents the inspection or maintenance activity; and records fuel and generator run time.
- 8) The contractor must provide the City with a list of telephone numbers, pager numbers, and cell phone numbers where qualified service technician(s) can be reached at all times in the event of an emergency. Maximum thirty (30) minute call back time is required.
- 9) The contractor must provide a list of names and resumes of qualified service technicians that will be providing services to the owner as outlined in this document.
- 10) The owner reserves the right to require a specific qualified service technician, as long as said technician is employed by contractor.
- 11) In addition, the contractor quote shall specify;
 - a) Labor billing rate for repair activities not covered under the fixed price activities-include straight time and overtime rates, and under what circumstances overtime rates are charged.
 - b) Mileage charges for repair activities not covered under the fixed price activities.
 - c) Policies if any, on pricing of replacement parts not covered under the fixed price activities.
 - d) A list of five (5) customers with contract names and phone numbers that your company provides emergency power generator maintenance and inspection services to with like equipment (size, models, etc.).
 - e) Bidders are requested to hold their bid prices for three years with no price adjustment.
 - f) Qualified repair personnel shall be available and capable of reaching the facilities within a twenty-four (24) hour period for non-emergency services and shall be available and capable of reaching the facilities within a four (4) hour period for emergency services.
 - g) Bidders must fully disclose any and all: 1) have you ever failed to complete any work awarded you in the scheduled contract time, including approved extensions, 2) have you ever defaulted on a contract, 3) have you ever had liquidated damages assessed on a contract. Yes_____, No_____: If so to any of these questions, where and why.

REQUIRED MAINTENANCE ACTIVITY LISTING**Service Frequency**

- ☐ Semi-annual maintenance activities to be performed during the month of September of each calendar year.
- ☐ Annual maintenance activities to be performed during the month of March of each calendar year.

SEMI-ANNUAL

Perform visual inspection, add fluids, correct as required:

1. Engine oil level	2. Coolant level
3. Battery water level	4. Air cleaner
5. Hoses	6. Belts
7. Block heater	8. Battery terminals
9. Wiring	10. Check antifreeze concentration and record
11. Check battery specific gravity and record	12. Inspect exhaust system and drain condensation from muffler
13. Run engine for 10 minutes under no load and record readings.	14. Inspect transfer switch main contacts.
15. Inspect fuel storage tanks (day and bulk) – document findings.	16. Restore System to Automatic Operating Condition and Reset Service Interval Hours in Controller.

ANNUAL

1. Provide Oil Analysis with Report (This sample to be taken before the oil change.)	2. Replace lube oil, waste oil legally disposed
3. Replace fuel filters or clean fuel strainer on generator & inline (if applicable)	4. Replace lube oil filters
5. Clean / Replace air filter (as needed)	6. Replace coolant filters (if applicable)
7. Perform air inlet restriction test (diesel units) – document results.	8. Check governor oil level (if applicable), change / add to as required
9. Inspect / adjust hoses, belts, linkages	10. Check coolant level, condition of coolant, protection rating and perform pressure test (replace coolant and legally dispose) – document results.
11. Gas / LP engines – inspect complete ignition system, check timing, replace points, condenser, spark plugs & wires, (correct as required)	12. Diesel engines – inspect injection system and fuel lines
13. Inspect fuel supply system, including piping, solenoid valve and transfer tank where applicable	14. Check engine / block heater operation, (adjust / replace as required)
15. Inspect exhaust system and drain condensation if system has drain provision	16. Lubricate fan hub, tack drive, linkages and bearings, etc.
17. Check battery electrolyte levels and specific gravity, clean terminals as needed, spray terminals with corrosion proof solvents – document results.	18. Check battery charger operation and charge rate
19. Adjust output voltage and frequency as required	20. Check all engine and generator shutdown and alarm systems

21. After notifying contact person, operate transfer switch(es) and confirm proper operation of all times and accessories.	22. Confirm proper operation of all engine gauges and AC metering
23. Run engine at no load for 10 minutes, then at facility load for 30 minutes, check for leaks and unusual noises, verify proper operation of gauges and note readings. evaluate system, verify proper power output, allow 10 minute cool down period.	24. Inspect transfer switch main contacts
25. Prepare report of each service visit to be signed by contact person or representative with one copy to be left in the logbook and original to be sent with invoice.	26. Instruct contact person or representative on the operation and regular inspection of the equipment.
27. Replace diesel fuel filter/water separator elements.	28. Clean Unit.
29. Inspect fuel storage tanks (day and bulk) – document findings.	30. Restore System to Automatic Operating Condition and Reset Service Interval Hours in Controller.

ADDITIONAL WORK

This work may be necessary during the life of this agreement. The City of Rochester is requesting fixed pricing to help formulate maintenance budgets.

1. Change and replace Antifreeze with proper legal disposal.
2. Change and replace all Belts and Air Filters.

Waste oil: The City has a waste oil burner located at the Department of Public Works – the contractor shall coordinate with the DPW garage for waste oil disposal. The City holds the rights to first refusal of all of the waste oil generated under this contract.

INVENTORY OF GENERATORS

Public Works Department	
Public Buildings Group	
<u>Central Fire Station, 33 Wakefield Street, (Rochester)</u>	Generator: Generac Model - M-92A 02025S Type - SG050-G367.4N18CBYYC, 60 KW Engine: Generac Model - S/N, Fuel - LNG Transfer Switch: Generac Model - M-92A 02025-W, S/N - 19063
<u>Police Station, 23 Wakefield Street, (Rochester)</u>	Generator Make: Olympian Generator set model: D200P4-1, S/N – OLY00000CNNS01041, 200 KW, Fuel - Diesel Transfer Switches: Two (2) switches – ASCO Series 7000
<u>Gonic Fire Station No. 2, 74 Main Street, (Gonic)</u>	Generator: Enterprise Power Systems Model – EL85FPF4, S/N – RF-3218972 B-34817, 85 KW Engine: Ford Model – 460T, S/N - , Fuel - LNG Transfer Switch: 2 each, (1) ASCO – Series 300 ATS, Rating: 260 AMPS, 208 Volts, 60 Hz, 3 Phase, Cat # A300326041C, Serial # 117343-7; (2) ASCO – Series 300 ATS, Rating: 70 AMPS, 208 Volts, 60 Hz, 3 Phase, Cat # A30037041C, Serial # 120447-4
<u>Public Works Offices & Garage, 45 Old Dover Road, (Rochester)</u>	Generator: Caterpillar Model – D60-4, S/N – CAT00C44LN4D00372, 60 KW Engine: Caterpillar Model – C4.4 3054C, S/N – E4M03378 , Fuel – Diesel Transfer Switch: ASCO – Series 351479 ATS, Rating: 800 AMPS, 208 Volts 60 Hz, 3 Phase, 4 Wire.
Water Treatment Group	
<u>Water Treatment Plant, 64 Strafford Road, Route 202A, (Rochester)</u>	Generator: Onan Model – 250 ODVG-17R/28408B, S/N – None, 250 KW Engine: Kumatso Model – 06110TA, S/N 20382, Fuel – Diesel Transfer Switch: - ASCO Cat # C9403600-99X, S/N A55424
<u>Industrial Way, Industry Way, 10 Rod Road, (Rochester)</u>	Generator: Generac Model – 94A025855, S/N 2013288, 200 KW Engine: Caterpillar Model – 3208, S/N – 5YF01868, Fuel – Diesel Transfer Switch: - ASCO Cat # 300322591C, S/N 747451001
<u>Washington Street Booster Station, Route 202 @ intersection of Hussey Hill Road, (Rochester)</u>	Generator: Caterpillar Model – D200P3, S/N – OLY00000ENNS02049, 200 KW Engine: Model – GCD325, S/N – WS4486N1483594, Fuel – Diesel Transfer Switch: - ASCO, Series 300, Cat # E00300030400N10C, S/N – 362821-001 RE
<u>Richardson Street Pump Station, Route 108 - Rochester Hill Road, (Rochester)</u>	Generator: Caterpillar Model – D200P3, S/N – OLY00000TNNS02457, 200 KW Engine: Model – GCD325, S/N – WS4486N1497669, Fuel – Diesel Transfer Switch: ASCO Series 4000, Cat # J4ADTSA30400N5XC, S/N – 370298 RE
<u>Coheco River Well Site, Route 11, Farmington Rd. (Rochester).</u>	Generator: Cummins Model: 140GGLB-5012109, S/N – G100136485, Spec. H, 175KVA, 3ph. Engine: GM-8.1L, Propane V8, S/N – L24593 Transfer Switch: - Cummins, Model: OTPCB-5012107, Spec A, S/N – F100127626

Wastewater Group

Wastewater Treatment Facility, Mechanical Building, 175 Pickering Road, (Gonic)

Generator: Caterpillar Model – SR4, S/N – 8ER01912, 300 KW

Engine: Caterpillar Model – 3406, S/N – 4ZR03788, Fuel – Diesel

Transfer Switches:

- 1) Admin Building: ASCO Series 940, Cat # E940340097, S/N – FP103150-5
- 2) Filter Building: ASCO Series 940, Cat # E940340097, S/N – FP103150-3
- 3) Mechanical Building: ASCO Series 940, Cat # E940340097, S/N – FP103150-4

Wastewater Treatment Facility, Lagoon Blower Building, 175 Pickering Road, (Gonic)

Generator: Superior Model – 150R161, S/N - 0485439, 150 KW

Engine: Cummins Model – NT-, S/N – 30119213, Fuel – Diesel

Transfer Switch: - 2) Russ Electric RMT – 4003C

Wastewater Treatment Facility, Headwork's, 63 Pickering Road, (Gonic)

Generator: Caterpillar Model – SR4, S/N – 8ER01915, 300 KW

Engine: Caterpillar Model – 3406, S/N – 4ZR03809, Fuel – Diesel

Transfer Switch: - Russ Electric, 1) RMT – 4003C, 1) RMT 260-3CT

NEW 125 Pump Station, 247 Gonic Road, Route 125, (across from Country Club), (Gonic)

Generator: IDE Model 140-H478A, S/N 87694, 125 KW

Engine: White Model - D4800TAX223, S/N – 4020852, Fuel – Diesel

Transfer Switch: - Zenith Model – 2T522EC6-7AAAA, S/N 160274

Ledgeview Pump Station, 54 A Ledgeview Drive, (off Oak Street), (Gonic)

Generator: IDE Model – 370239, S/N – 86427, 20 KW

Engine: Cummins Model – 4B-3.9, S/N – 44106445, Fuel – Diesel

Transfer Switch: - Westinghouse, Style 3T4346, Cat # HTSBP30104BS

River Street Pump Station, 62 River Street (downhill behind SES School), (Rochester)

Generator: Caterpillar Model – SR-4, S/N – 7C7149, 75 KW

Engine: Caterpillar Model – 3114, S/N – 6AF00270, Fuel – Diesel

Transfer Switch: Kohler Model # KCT-AMTA-02255 Serial # K0774772

Ray Drive Pump Station, 2 A Ray Drive, (Rochester)

Generator: Generac Model – 90A01484-S, S/N – 891087, 25 KW

Engine: Generac Model – 4.0L, S/N 70874, Fuel – Diesel

Transfer Switch: - Generac Model 90A01484-W, S/N 12691

Route 11 Pump Station, Route 11, 25 Farmington Road, (Honda Barn parking lot), (Rochester)

Generator: Generac Model – 89A03775-S, S/N – 890040, 50 KW

Engine: Generac Model – 4.0L, S/N – 64238, Fuel – Diesel

Transfer Switch: - ASCO Serial # 372007-002RE CAT # D00300030104N10F

Salmon Falls Road Pump Station, 235 Salmon Falls Road, (East Rochester)

Generator: Generac Model – 89A03358-S, S/N – 889561, 100 KW

Engine: Generac Model – 6.4L, S/N – 73398, Fuel – Diesel

Transfer Switch: - Generac, GTS Systems, Part # 64790 Model # 11887 CAT # 89A03358-W

South Main Street, 182 South Main Street – Rte 108, bottom of Rochester Hill (Rochester)

Generator: Caterpillar Model # D50-4 Serial # CAT00C44PN4D00900 KW 50

Engine: Model # 3054C Serial # *E4M04872*

Transfer Switch: ASCO Series: 300 Serial # 411253RE Catalog # D00300030230N1XC

Tara Estates Pump Station, 724 Salmon Falls Road, (East Rochester)

Generator: IDE Model – 50-C239T, S/N 87772, 50 KW

<p>Engine: Cummins Model – 4BT-3.9, S/N – 44192902, Fuel – Diesel Transfer Switch: - Westinghouse, Style 5T0648, Cat # ATSBP30225WS</p>
<p><u>Ryan Circle Pump Station</u>, 19 Ryan Circle, (Rochester) Generator: Generac Model - 88A02245-3, S/N – 886695, 35 KW Engine: Generac Model – 3.0L, S/N – 70874, Fuel – Diesel Transfer Switch: - Generac Model 88A02245, S/N 8228</p>
<p><u>OLD 125 Pump Station</u>, 742 Columbus Avenue, Route 125, (Rochester) Generator: Make: Caterpillar; Gen Set Model – D125-6, S/N – CAT00C66TN6D00106, 125 KW, Fuel – Diesel Transfer Switch: - ASCO Series 300, Cat No. – A300326091XC, S/N - 104516</p>
<p><u>Portable Generator #1 on a Trailer</u>, Typically located at the Quonset Hut unless in use. Generator: POW'R Gard Generator Corp., Model – TS175, S/N – 1002222, 140 KW, 175 KVA, 1800 RPM, 60 Hz, 1/3 Phase, 1/.8 P.F. Engine: John Deere, PowerTech 8.1 L, 6081 OEM Diesel S/N # *RG6081T090947*</p>
<p><u>Airport Drive (off Route 108)</u> – 91 Airport Drive (behind Frisbie Memorial Hospital Storage Facility) Generator: Caterpillar, generator set 3116 Engine: Model 3116 D.I. S/N 2SG00434 140 KW Transfer Switch: ASCO A-300 Cat# D00300030230N10F S/N # 477636RE</p>
<p><u>Chestnut Hill Road Pump Station</u> 36 Chestnut Hill Road (behind Community Center, adjacent to practice fields) Generator: Olympian, Generator set: model D40P3, S/N: OLY00000CNPF03484, 40 KW Engine: Perkins, List No. 2320/1500, S/N: AG51040*U624222L*, Fuel – Diesel Transfer switch: ASCO – Series 7000, S/N – 269813 FP CAT # E7ADT5A30150N50C</p>
<p><u>Lowell Street Pump Station</u>, 40 Lowell Street Auto Start Set: Gorman-Rupp watchdog Engine: Wisconsin, Model: VG4D, Spec #359346, S/N – 6160694, Voltage 460, Hp 20, RPM 1750, PH 3, Hz 60 Pump model: T4A3-B, Fuel: Natural gas</p>
<p><u>Front Street Pump Station</u>, 13 Front Street, East Rochester (shared parking lot w/ Boston Felt Company) Generator: Olympian, Generator set model: D150P1, Serial # OLY00000TNAT01738 Factory Rating 150 eKW, Voltage 480, PH 3, Duty Cycle stand-by Engine Perkins: List # 2334/1800, Serial # 4D51133*085D008M*, Fuel – Diesel Alternator: Frame size – 5034J Transfer Switch – GE Zenith controls, Model ZTSD, S/N 1486659, Rating – Amps 600, PH 3, Volts 270/480, Hz 60, Model #ZS5DB06041-07N405X</p>
<p><u>Washington Street Pump Station</u>, 121 Washington Street, Rte 202 @ intersection of Brock St. (Rochester) Generator: Model # D50-4 Serial # CAT00C44JN4D00589 KW 50 Engine: Model # 3054C Serial # *E4M04201* Transfer Switch: ASCO Series: 300 Serial # 450890RE Catalog # D00300030230NIC</p>
<p><u>Portable Generator #2 on Trailer</u>, Typically located at the Quonset Hut unless in use. Generator: Caterpillar Model: C3.3 Product ID #: CAT00C33AN3X00376 Engine Info: Engine Family: 333, Engine Type: 2450/1800, Argt. No: 266-4536, EPA Family: 6PKXL03.3DC1, kW: 35 @ 1800 RPM.</p>
<p><u>Matildas Way Pump Station</u>, 2 Matildas Way (off of Flag Rd) (Gonic.) Auto Start Set: Gorman-Rupp watchdog</p>

Engine: Zenith, Model: P428NBP12S-05, Serial #: B0600160, Fuel: Propane.

INVOICES FOR SERVICES

1. A service report form documenting the extent of each required inspection/maintenance shall be completed by contractor and submitted to City of Rochester, Public Works Department within 30 working days of performance and must be submitted prior to payment of invoice. At a minimum; date, name of job site (location), work activities performed, name of employee(s), travel time and mileage, arrival and departure times, status of equipment, recommendation of any additional service that may be required.
2. A logbook of the inspection/maintenance activities shall be kept at each generator location for the City's review. Documentation of all replacement parts, belts, filters, lubrication, antifreeze to include: part numbers, vendors, quantities used, etc. shall be located in each logbook for each generator set.
3. Failure to provide these service documents within the specified time frame, constitutes a breach of contract; unless a written waiver has been authorized by the Director of Public Works Department.
4. All invoices require the approval of the Director of Public Works Department for payment. Invoice number(s) must be clearly marked on each payment request.
5. Any parts required and authorized by the customer will be subject to a maximum markup as noted in the bid document. The contractor shall advise the owner of all costs required to provide such services and receive authorization by the owner prior to commencing services. The owner shall have the right to purchase parts directly from manufacturer equipment supplier(s) or through the contractor. In such case where the contractor is authorized to furnish new parts, either for repair or 100% replacement, the owner cost shall be limited to a value equal to the contractor's actual cost, including freight plus the percent (%) parts markup noted on the bid form. Percent (%) markup charge shall not include freight costs. Contractor must provide invoices of their actual costs as required by owner.
6. Any repairs must be approved by the Public Works Director or division head prior to performing the work.
7. In the event that the Department of Public Works, to include all its divisions, were to add additional generators and transfer switches to existing or new sites during the duration of this contract, the contractor agrees to accept the additional equipment as part of the contract and for the extra work, if performed in accordance with the terms and provisions of the contract documents, they will accept compensation as stipulated herein.

City of Rochester, New Hampshire – Emergency Generator Maintenance & Inspection

Semiannual Report

Site: _____

S = Satisfactory

US = Unsatisfactory

N/A = Not Applicable

Emergency power systems require qualified and trained personnel for tests and maintenance procedures. Ensure the routine maintenance and operational testing is in accordance with the manufacturer's recommendations.

Perform visual inspection; add fluids, correct as required:

Inspection	Remarks
1. Engine oil level	
2. Coolant level	
3. Battery water level	
4. Clean Air Filter	
5. Hoses	
6. Belts	
7. Block heater	
8. Battery terminals	
9. Wiring	
10. Run engine for 10 minutes under no load and record readings.	
11. Check antifreeze concentration and record	
12. Check battery specific gravity and record	
13. Inspect exhaust system and drain condensation from muffler	
14. Inspect transfer switch main contacts	
15. Inspect fuel storage tanks (day and bulk)	
16. Restore System to Auto. Operating Condition and Reset Service Interval Hours in Controller.	

Comments:

Date: _____

Service Technician: _____

City's Representative: _____

Print Name

Signature

City of Rochester, New Hampshire – Emergency Generator Maintenance & Inspection

Annual Report

Site: _____

S = Satisfactory

US = Unsatisfactory

N/A = Not Applicable

Emergency power systems require qualified and trained personnel for tests and maintenance procedures. Ensure the routine maintenance and operational testing is in accordance with the manufacturer's recommendations.

Inspection / Maintenance	Remarks
1. Provide oil analysis with report (this sample is to be taken before oil change)	
2. Replace lube oil, waste oil legally disposed	
3. Replace lube filters	
4. Replace fuel filters or clean fuel strainer on generator or inline (if applicable)	
5. Replace coolant filters (if applicable)	
6. Clean / Replace air filter(s)	
7. Check governor oil level (if applicable), change / add to as required	
8. Perform air inlet restriction test (diesel units) – document results.	
9. Check coolant level, condition of coolant, protection rating and perform pressure test (replace coolant and legally dispose) – document results.	
10. Inspect / adjust hoses, belts, linkages	
11. Diesel engines – inspect injection system and fuel lines	
12. Gas / LP engines – inspect complete ignition system, check timing, replace points, condenser, spark plugs & wires, (correct as required)	
13. Check engine / block heater operation, (adjust / replace as required)	
14. Inspect fuel supply system, including piping, solenoid valve and transfer tank where applicable	
15. Lubricate fan hub, tack drive, linkages, bearings, etc.	
16. Inspect exhaust system and drain condensation if system has drain provision	
17. Check battery charger operation and charge rate	
18. Check battery electrolyte levels and specific gravity, clean terminals as needed, spray terminals with corrosion proof solvents – document results.	
19. Check all engine and generator shutdown and alarm systems	
20. Adjust output voltage and frequency as required	

21. Confirm proper operation of all engine gauges and AC metering	
22. After notifying contact person, operate transfer switch(es) and confirm proper operation of all times and accessories.	
23. Inspect transfer switch main contacts	
24. Inspect fuel storage tanks (day and bulk)	
25. Replace diesel fuel filter/water separator elements.	
26. Run engine at no load for 10 minutes, then at facility load for 30 minutes, check for leaks and unusual noises, verify proper operation of gauges and note reading, evaluate system, verify proper power output, allow 10 minute cool down period.	
27. Instruct contact person or representative on the operation and regular inspection of the equipment.	
28. Clean unit	
29. Prepare report of each service visit to be signed by contact person or representative with one copy to be left in the logbook and original to be sent with invoice.	
30. Restore System to Auto. Operating Condition and Reset Service Interval Hours in Controller.	

Comments:

Date: _____

Service Technician: _____
Print Name Signature

City's Representative: _____
Print Name Signature

CITY OF ROCHESTER NEW HAMPSHIRE
BID PROPOSAL FORM
(1 of 2 pages to be submitted with bid)

EMERGENCY POWER GENERATOR MAINTENANCE & INSPECTION BID
BUILDINGS AND GROUNDS SITES

Department	Semiannual Service per visit	Annual Service per visit	Antifreeze Change	Belt and Air Filter change
Central Fire				
Police Station				
Gonic Fire Station No. 2				
Public Works Offices & Garage				

WATER TREATMENT PLANT SITES

Department	Semiannual Service per visit	Annual Service per visit	Antifreeze Change	Belt and Air Filter change
Water Treatment Plant				
Industrial Way				
Washington Street Booster Station				
Richardson Street				
Cocheco Well Site				

WASTEWATER TREATMENT PLANT

Department	Semiannual Service per visit	Annual Service per visit	Antifreeze Change	Belt and Air Filter change
Waste Water Treatment Facility: Mechanical Building				
Wastewater Treatment Facility: Lagoon Blower Building				
Wastewater Treatment Facility: Headwork's				
New 125				
Ledgeview				
River Street				
Ray Drive				
Route 11				

(2 of 2 pages to be submitted with bid)
WASTEWATER TREATMENT PLANT (Con't)

Salmon Falls Road				
South Main Street				
Tara Estates				
Ryan Circle				
Old 125				
Portable Generator #1 on Trailer				
Airport Drive				
Chestnut Hill				
Lowell Street				
Front Street				
Washington Street				
Portable Generator #2 on trailer				
Matildas Way				

TIME & MATERIALS RATES FOR MAINTENANCE & SERVICE

Straight Time	Price per Hour	
Overtime	Price per Hour	
Mileage Charges	Price per Mile	Total Miles/Charges per visit
Parts, Percent Markup	Percent Markup	

Bidder Name: _____

Bidder Address: _____

Signature: _____

Telephone: _____ Fax# _____ E-Mail _____

E-mail: _____

Signature

Title

Bid results will be posted after 48 hours on the City of Rochester's web site:
www.rochesternh.net or will be available by request via e-mail at the following address:
purchasing@rochesternh.net

INSTRUCTION TO BIDDERS**PREPARATION OF BID PROPOSAL**

1. The Bidder shall submit her/his proposal upon the form(s) furnished by the City (attached). The bidder shall specify a unit price for each pay item. All figures shall be in ink or typed.
2. If a unit price or lump sum bid already entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
3. The bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown, by a partnership the name and post office address of each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.
4. All questions shall be submitted in writing to and received by the Purchasing Agent at the above address, a minimum of 7 days prior to the scheduled bid opening. The Purchasing Agent, will then forward both the question and the city's response to the question to all known prospective bidders.

IRREGULAR PROPOSALS

Bid proposals will be considered irregular and may be rejected for any of the following reasons:

1. If the proposal is on a form other than that furnished by the Owner or if the form is altered or any part thereof is detached.
2. If there are unauthorized additions, conditional or alternate bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
3. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alternate pay items.

DELIVERY OF BID PROPOSALS

When sent by mail, the sealed proposal shall be addressed to the City of Rochester, Purchasing Agent, 31 Wakefield Street, Rochester, NH 03867. All proposals shall be

filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Emailed or faxed bid proposals are not acceptable.

WITHDRAWAL OF BID PROPOSALS

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

PUBLIC OPENING OF BID PROPOSALS

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

DISQUALIFICATION OF BIDDERS

Either of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of her/his bid proposal(s):

1. Evidence of collusion among bidders.
2. Failure to supply complete information as requested by the bid specifications.

CONSIDERATION OF PROPOSALS

1. Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern. In case of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and unit bid prices, the latter shall govern.
2. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.
3. Bid results will be available on the website at www.rochesternh.net within 48 hours of the bid opening.

AWARD OF CONTRACT

The City holds the right, in its judgment, to award the contract to the bidder, which it feels is in the best interest of the City. If a contract is to be awarded, the Contractor/Vendor selection shall be based in part on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, reference checks, project understanding, approach, ability to comply with proposed or required time to completion or performance, licensing or certification, in good standing with Federal, State and Local agencies, possession of satisfactory record of performance, cost and to a responsible and qualified bidder whose proposal complies with all the requirements prescribed as soon as practical after the bid opening. No bid shall be withdrawn for a period of (60) sixty days subsequent to the opening of bids without the consent of the City of Rochester. The successful bidder will be notified, by the form mailed to the address on his proposal, that his bid has been accepted and that he has been awarded the contract.

CANCELLATION OF AWARD

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability or other claim against the City.

BID EVALUATION

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process, including, but not limited to:

1. The bidder's ability, capacity, and skill to perform within the specified time limits.
2. The bidder's experience, reputation, efficiency, judgment, and integrity.
3. The quality, availability and adaptability of the supplies and materials sold.
4. The bidder's past performance.
5. The sufficiency of bidder's financial resources to fulfill the contract.
6. The bidder's ability to provide future maintenance and/or services.
7. Any other applicable factors as the City determines necessary and appropriate (such as compatibility with existing equipment).

CONDITIONS AT SITE

Bidders shall be responsible for having ascertained pertinent local conditions, such as: location, accessibility and general character of the site. The character and extent of existing work within or adjacent to the site and any other work being performed thereon at the time of the submission of her/his bid.

LAWS, PERMITS AND REGULATIONS

1. The Contractor shall obtain and pay for all licenses and permits as may be required of him by law, and shall pay for all fees and charges for connection to outside services, and use of property other than the site of the work for storage of materials or other purposes.
2. The Contractor shall comply with all State and Local laws, ordinances, regulations and requirements applicable to work hereunder, including building code requirements. If the Contractor ascertains at any time that any requirement of this Contract is at variance with applicable laws, ordinances, regulations or building code requirements, she/he shall promptly notify the City of Rochester in writing.

CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE

1. The Contractor shall deliver with bid documents; certificates of all insurance required hereunder. The certificate shall state that the companies issuing insurance will endeavor to mail to the City of Rochester ten (10) days notice of cancellation, alteration or material change of any listed policies. The Contractor shall keep in force the insurance required herein for the period of the Contract. At the request of the City of Rochester, the Contractor shall promptly make available a copy of any and all listed insurance policies. The requested insurance must be written by a Company licensed to do business in New Hampshire at the time the policy is issued.
2. The City of Rochester, NH shall be listed as additional insured on all the Certificates of Insurance.

3. The Contractor shall require each Subcontractor employed on the Project to maintain the coverage listed below unless the Contractor's insurance covers activities of the Subcontractor on the Project.
4. No operations under this Contract shall commence until certificates of insurance attesting to the below listed requirements have been filed with and approved by the Department of Public Works, and the Contract approved by the City Manager.
 - a. Workmen's Compensation Insurance
Limit of Liability - \$100,000.00 per accident
 - b. Commercial General Liability
Limits of Liability
Bodily Injury: \$1,000,000.00 per occurrence, \$1,000,000.00 aggregate
Property Damage: \$500,000.00 per occurrence, \$200,000.00 aggregate
Combined Single Limit, Bodily Injury and Property Damage:
\$2,000,000.00 aggregate
 - c. Automobile Liability
Limits of Liability - \$500,000.00 per accident.
 - d. The Contractor shall indemnify, defend, and save harmless the City of Rochester and its agents and employees from and against any suit, action or claim of loss or expenses because of bodily injury. Including death at any time resulting there from, sustained by any person or persons or on account of damage to property, including loss of use thereof, whether caused by or contributed to by said City of Rochester, its agents, employees or others.

ACCIDENT PROTECTIONS

It is a condition of this Contract, and shall be made a condition of each subcontract entered into pursuant to the Contract. That a Contractor and any Subcontractors shall not require any laborer or mechanic employed in the performance of the Contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to health or safety, as determined by construction safety and health standards of the Occupational Safety and Health Administration, United States Department of Labor, which standards include, by reference, the established Federal Safety and Health regulations for Construction. These standards and regulations comprise Part 1910 and Part 1926 respectively of Title 29 of the Code of Federal Regulations and are set forth in the Federal Register. In the event any revisions in the Code of Federal Regulations are published, such revisions will be deemed to supersede the appropriate Part 1910 and Part 1926, and be effective as of the date set forth in the revised regulation.

SUBCONTRACTS

1. Nothing contained in the Specifications or Drawings shall be construed as creating any contractual relationship between any Subcontractor and the City of Rochester. The Division or Sections of the Specifications are not intended to control the Contractor in dividing the work among Subcontractors or to limit the work performed by any trade.
2. The Contractor shall be as fully responsible to the City of Rochester for the acts and

omissions of Subcontractors and of persons employed by her/him, as she/he is responsible for the acts and omissions of persons directly employed by her/him.

PROTECTION OF WORK AND PROPERTY

The Contractor shall, at all times, safely guard the City's property from injury or loss in connection with this Contract. She/he shall, at all times, safely guard and protect her/his own work and that of adjacent property from damage. All passageways, guard fences, lights and other facilities required for protection by State or Municipal laws, regulations and local conditions must be provided and maintained.

USE OF PREMISES AND REMOVAL OF DEBRIS

The Contractor expressly undertakes at his own expense:

1. To take every precaution against injuries to persons or damage to property;
2. To comply with the regulations governing the operations of premises which are occupied and to perform his Contract in such a manner as not to interrupt or interfere with the operation of the Institution;
3. To perform any work necessary to be performed after working hours or on Sunday or legal holidays without additional expense to the City, but only when requested to do so by the City;
4. To store his apparatus, materials, supplies and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other Contractors;
5. Daily to clean up and legally dispose of (away from the site), all refuse, rubbish, scrap materials and debris caused by his operation. Including milk cartons, paper cups and food wrappings left by his employees, to the end that at all times the site of the work shall present a neat, orderly and workmanlike appearance;
6. All work shall be executed in a workmanlike manner by experienced mechanics in accordance with the most modern mechanical practice and shall represent a neat appearance when completed.
7. The City of Rochester has developed and enforces a smoke free policy. All sites under this covered under this contract are considered a smoke free zones. The contractor and its employees are required to follow this policy while on site.

MATERIALS AND WORKMANSHIP

1. Unless otherwise specified, all materials and equipment incorporated into the work under the Contract shall be new. All workmanship shall be first class and by persons qualified in their respective trades.
2. Where the use of optional materials or construction method is approved, the requirements for workmanship, fabrication and installation indicated for the prime material or construction method shall apply wherever applicable. Required and necessary modifications and adjustments resulting from the substitution or use of an optional material or construction method shall be made at no additional cost to the City.

STANDARDS

3. Materials specified by reference to the number, symbol or title of a specific standard, such as a Commercial Standard, a Federal Specification, Department's Standard Specifications, a trade association standard or other similar standard. Shall comply with requirements in the latest revision thereof and any amendment or supplement thereto in effect on the date of advertisement, except as limited to type, class or grade or modified in such reference.
4. Reference in the Specifications to any article, device, product, material, fixture, form or type of construction by name, make or catalog number shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition. In such cases the Contractor may, at his option, use any articles, device, product, material fixture, form or type of construction that, in the judgment of the City expressed in writing to all Bidders before opening of bids as an addendum, is an acceptable substitute to the specified.
5. Substitution During Bid Time: Whenever any particular brand or make of material or apparatus is called for in the Specifications, a Bidder's Proposal must be based upon such material or apparatus, or upon a brand or make which has been specifically approved as a substitution in an Addendum issued to all Bidders during the bidding time.
6. The intent is that the brand or make of material or apparatus that is called for herein establishes a standard of excellence that, in the opinion of the Consultant and Engineer, is necessary for this particular Project.
7. Substitution After Bid Opening: No substitutions will be considered after bids have been opened unless necessary due to strikes, lockouts, bankruptcy or discontinuance of manufacture, etceteras. In such cases, the Contractor shall apply to the City, in writing within ten (10) days of his realizing his inability to furnish the article specified, describing completely the substitution he desires to make.

EXTRAS

Except as otherwise herein provided, no charge for any extra work or material will be allowed unless the Director of Public Works has ordered the same, in writing.

GUARANTEE OF WORK

1. Except as otherwise specified, all work shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment or workmanship for one (1) year from the Date of Final Acceptance.
2. Make good any work or material, or the equipment and contents of said building or site disturbed in fulfilling any such guarantee.
3. In any case, wherein fulfilling the requirements of the Contract or of any guarantee, should the Contractor disturb any work guaranteed under another contract, the Contractor shall restore such disturbed work to a condition satisfactory to the Director of Public Works. And guarantee such restored work to the same extent as it was guaranteed under such other contracts.
4. If the Contractor, after notice, fails to proceed promptly to comply with the terms of the guarantee, the City of Rochester may have the defects corrected and the Contractor shall be liable for all expense incurred.

5. All special guarantees applicable to definite parts of the work that may be stipulated in the Specifications or other papers forming a part of the Contract shall be subject to the terms of this paragraph during the first year of the life of such special guarantee.

DEFAULT AND TERMINATION OF CONTRACT

If the Contractor:

1. Fails to begin work under Contract within the time specified in the notice to proceed; or
2. Fails to perform the work with sufficient workers and equipment, or with sufficient materials to assume prompt completion of said work; or
3. Performs the work unsuitably or neglects or refuses to remove materials or to perform anew such work as may be rejected as unacceptable and unsuitable; or
4. Discontinues the prosecution of the work; or
5. Fails to resume work, which has been discontinued, within the time frames included in specifications; or
6. Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency; or
7. Makes an assignment for the benefit of creditors; or
8. For any other causes whatsoever, fails to carry on the work in an acceptable manner the City of Rochester will give notice, in writing, to the Contractor for such delay, neglect, and default.

If the Contractor does not proceed in accordance with the Notice, then the City of Rochester will have full power and authority without violating the Contract to take the prosecution of the work out of the hands of the Contractor. The City of Rochester may enter into an agreement for the completion of said Contract according to the terms and conditions thereof, or use such other methods as in the City's opinion will be required for the completion of said Contract in an acceptable manner.

All extra costs and charges incurred by the City of Rochester as a result of such delay, neglect or default, together with the cost of completing the work under the Contract will be deducted from any monies due or which may become due to said Contractor. If such expenses exceed the sum which would have been payable under the contract, then the Contractor shall be liable and shall pay to the City of Rochester the amount of such excess.

OBTAINING BID RESULTS

Bid results will be available on the website at www.rochesternh.net within 48 hours of the bid opening.