

City of Morrow Request for Bids
Back-up Generator
Pre-Bid Conference June 4, 2012 at 10am
Bid Deadline June 13, 2012 at 2pm

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Be advised that any conversations (in reference to this bid) between bidders and any City employee or City official outside of the contact identified in this bid during the entire competitive bidding process is strictly prohibited. Such actions will result in removal of the vendor from the bidder's list and rejection of the vendor's bid. The ONLY official position of the City is that position which is stated in writing in this document. No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

Purpose: The City of Morrow is seeking bids for Back-up Generator as described throughout this document.

The Police Department/Public Works emergency power needs include lighting, back up for the department's telephone and computer systems. The intent of the city is to have a reliable emergency generator for all the department's electrical needs.

Currently, the generator consists of a covered 9 feet by 5 1/2 feet pre-poured concrete pad. The vendor will remove the existing generator and relocate it to the desired location of the Buildings Supervisor. The vendor will then prepare the pad for the new generator. The vendor will then install the new generator on the pad. The delivery and installation will require a rollback wrecker or a boom truck.

The City of Morrow will hereinafter be referred to as the "City." Respondents to the RFB shall be referred to as "Bidders." The Bidder to whom the contract is awarded shall be referred to as the "Contractor."

Scope: The emergency generator and all components and equipment provided are to be the manufacturer's latest model. All attachments, equipment or accessories not specifically listed in this bid request are to be included to conform to the best practices known within the emergency generator in trade, quality, workmanship and design.

The emergency generator is to be a 36Kw, natural gas powered 120/208 volt, at minimum 125 amps, 3 phase, 60Hz system. The system should include all

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necessary components for an operational generator during the event of an emergency.

- The installation will include one 200 AMP Automatic Transfer Switch
- Installation of one 150-AMP sub-panel for emergency circuits
- Install two new 20AMP circuits (one located at the B-Building 150ft run and one to the C-Building 175ft run)
- Relocate necessary circuits to the new emergency load center
- Run larger heavy gauge wire to transfer switch and make all electrical connections between transfer switch and generator
- Installation & connection of natural gas supply line to the generator
- Installation of electrical & Control circuits from generator to the automatic transfer switch
- Perform all manufacturer initial tests, measurements and adjustments as required
- The proposed generator should at a minimum have a two year warranty
- The proposal should include the first year of the annual maintenance support contract
- The contractor is to supply a set of operating and maintenance manuals for the emergency generator

Qualifications:

All bidders must be qualified to perform all duties specified in this Bid.

Executive Summary:

Every copy of the proposal should include an executive summary inserted as the first page following any bid package covers and table of contents that clearly state the name of the company, the contact for the bid process including name, phone number, email and mailing address and any price quotes for services and or equipment.

Communication:

It is the responsibility of the bidder to inquire about any requirement of this RFB that is not understood. Responses to inquiries, if they change or clarify the RFB in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFB. The City will not be bound by oral responses to inquiries or written responses other than addenda. Inquiries about the RFP must be made to:

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Anou Sothsavath
anou@cityofmorrow.com

The deadline for all inquiries is June 11, 2012 at 12pm.

Evaluation: Award will be made to the bidder considered most qualified who will act in the best interest of the City and whose proposed system meets the demands of the City's services. Bid packages must include references. These references should represent agencies utilizing the equipment outlined in the proposal or similar equipment. Provide company names with contact person and telephone number.

Evaluation Criteria: Proposals will be evaluated on many criteria deemed to be in the City's best interests to include but are not be limited to:

- Ability to meet specifications
- Pricing
- Responsiveness to proposal terms and conditions
- Approach and considerations for this project as demonstrated by the language of the submittal
- References
- Business location
- Experience in providing the services specified in this RFP.

Pre Bid: There is a pre-Bid conference that will allow for a detailed discussion of the City's expectations. At this time, bidders will have an opportunity to address any questions and communicate the feasibility of the City's expectations.

The pre bid conference will be held on June 4, 2012 at 10am at Morrow City Hall – 1500 Morrow Road, Morrow, Georgia, 30260.

Award: It is the intent of the City to award this bid all to one bidder. The City reserves the right to conduct any tests it may deem advisable and to make all evaluations. The City reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid but instead will accept the bid that best suites the City and the City's services. The City reserves the right to waive minor irregularities. A bid may be rejected if it is in any way incomplete or irregular. When there are tie bids, there shall be a preference for local companies.

It is the responsibility of the bidder to inquire about any details of this RFB that are not understood. All inquiries must be submitted by email. Responses to inquiries, **if they change** the RFB in a substantial manner, will be forwarded by

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email addenda to all parties that have received a copy of the RFB. Therefore, it is the responsibility of the bidder to ensure an email address has been provided.

Submission: A **SIGNED** original and three (3) copies of the bid must be received at Morrow City Hall, 1500 Morrow Road, Morrow, GA 30260. **Deadline for submittals is June 13, 2012 at 2pm.** The bid must be date/time stamped by Morrow City Hall in order to be considered. Bidders are strongly encouraged to submit bids in advance of the due date/time to avoid the possibility of missing the deadline due to unforeseen circumstances. Bidders assume the risk of the methods of dispatch chosen. The City assumes no responsibility for delays caused by any package or mail delivery service or unforeseen condition. A postmark on or before the due date **WILL NOT** be a substitute for receipt of bid. Bids received after the due date and time will be not be returned. Additional time will not be granted to any single bidder, however, additional time may be granted to all bidders when the City determines that circumstances require it. **FAXED OR E-MAIL BIDS WILL NOT BE ACCEPTED.**

Envelope: The signed bid should be submitted in an envelope or package, sealed and identified on the outside of the envelope with contact name, contact email, contact phone number, company name and due date.

Bid Opening: The bid packages will be opened and bid amounts recorded 30 minutes after the deadline for submittal at Morrow City Hall, 1500 Morrow Road, Morrow, Georgia 30260. For all bids that clearly identify a primary contact, provide an email address for the primary contact, a list of the submitted bids with company name, and bid amount will be sent via email.

Materials to Include:

1. Contact Information (with email) – prominently displayed and easy to locate
2. Description of Company
3. Executive Summary
4. Project Proposal
5. Credentials of Relevant Staff
6. List of Proposed Subcontractors (if any)
7. Basis of Pricing
8. E Verify Affidavit or Statement
9. Certificate of Insurance
10. Professional Certifications (if applicable)
11. References as previously described

Selection: All of the proposals are due on or before **June 13, 2012 at 2pm.** Each proposal will be evaluated by the appropriate staff. Three (3) bidders will be placed on a

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“short list” and may be asked to come in for an interview. The bidders that are selected to come in for an interview may be asked to submit additional information. You will be notified within one (1) week prior to the interview date of any additional information that will be needed from our office. We reserve the right to ask for clarification or additional information contained so that a fair and comprehensive evaluation of all proposals can be conducted. If only three (3) bids or fewer are received, the City reserves the right to terminate this process and begin again or to choose from the submissions.

Debarment: Submission of a signed bid in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

E-Verify: All bidders must participate in the Federal Employment Eligibility Verification process. An affidavit demonstrating participation is required with the Bid; no Bid shall be awarded without confirmation of participation in this program. (For your convenience, the City of Morrow has included an affidavit form should you need one).

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**E-Verify Affidavit
Georgia Public Employer Contractor
Or Provider of Services**

By signature on this affidavit, the undersign states that this employer uses the Federal Employment Eligibility Verification System for all newly hired employees beginning with the date of authorization listed. Additionally, this employer agrees to continue to use this system of employment verification throughout the contract period with the City of Morrow, Georgia.

Company Name: _____

Company Address: _____

Company E-Verify Id Number: _____

Date of Authorization: _____

Signature of Authorized Agent: _____

Date: _____

Subscribed and sworn before

me on this the ____ day of _____, ____.

Notary Public

My Commission Expires: