

Town of Newmarket
Matthew Angell

Interim Finance Director
Town Hall
186 Main Street
Newmarket, NH 03857



603-659-3617 *1304

603-659-3351 (fax)

MAngell@newmarketnh.gov

Request for Proposal #17-0008
Generator Maintenance

You are cordially invited to submit a Bid for Generator Maintenance in accordance with the attached specifications, terms, and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

One copy of the Proposal must be submitted in a sealed envelope, plainly marked:

BID #17-0008 – Generator Maintenance
Finance Office
Town of Newmarket
186 Main Street
Newmarket, NH 03857

All proposals/bids must be received by September 13, 2016 at 2:00 pm EST

Matthew Angell,
Interim Finance Director

Town of Newmarket
Request for Bid – Generator Maintenance
Number – 17-0008

1. Introduction

The Town of Newmarket, New Hampshire is requesting pricing information and availability of generator maintenance for Town owned generators.

2. General Requirements

Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

No late, telephone, e-mail, or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the vendor submitting the proposal. The Town of Newmarket reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The Town reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The Town reserves the right to discontinue the select process at any time prior to awarding of a contract. The Town reserves the right to waive defects and informalities of the proposals.

Procurement information shall be a governmental record to the extent provided in NH RSA 91-A:4 and 5 and shall be available to the public. Proprietary information shall be considered a governmental record.

3. Project Requirements

The Town of Newmarket operates generators of various makes and models, which are listed on the table below. Many of these generators require repair and maintenance during normal business hours; however, the Town will require emergency repairs on an as needed basis.

The successful vendor will supply all labor, parts, and materials for the care and maintenance, including emergency repair, of Town owned generators, mobile equipment, and generators.

The successful vendor must maintain an electronic database of generator maintenance records and provide a monthly report to the Director of Public Works.

It is the intent of the Town to take the results of this bid and, after careful review and analysis of the prices and any possible options being offered, present the facts to the Town council on the September 21st and obtain approval on October 5th.

Any deviations from the specifications must be so noted and any bid prices must be reflective of these deviations.

Questions should be directed Matt Angell, Interim Finance Director at (603) 659-3617 x1304 or at mangell@newmarketnh.gov.

4. Information Available

In Service Date	Make	Model	Capacity	Engine Make	Engine Model	Hou
2004	Olympian	D100P1 NPS01523	100 KW	Perkins Engine	YB51047/ U826949L	495
2005	Olympian	D100P1S NPS02132	100 KW	Perkins Engine	YB51047/ UB51348M	268
1983	International Diesel Electric	55-H339	55 KW	Whites	D300X269	662
1976	Onan Electric	30.0EK- 15R/17119G	30 KW	Ford Power Products	300GF6005- A-SO31	976
2002	Kohler	45RZ	45 KW	Ford Power Products	CSG-649I- 6005-A	271
2001	Kohler	20RZ	Unknown	Ford Power Products	0G199-AA	229
2005	Generac	5803440100	20 KW	Generac 3.9L	OE8336	338
2000	Olympian	D200P4	200 KW	International	1807478C1	436
1969	Onan	200DPF- 4XR8/7807C	200 KW	Cummins	NT- 855PG335	418
1990	Stamford AC Generator	UCI274-F13	165 KW	Cummins	GTA-743-A	275
1997	Generac	974A- 04273-S	80 KW	Generac	83034-5.7L	60
1996	Generac	96A-04909- S	65 KW	Generac	76785-7.4L	560
2011	Kohler	8.5RES	7 KW	GM	Unknown	515
2009	Kohler	30RZG	33 KW	GM	4.3L	805

Insurance

The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$1,000,000, types of liability coverage, and workers compensation participation. Thirty day notice is required for cancellation of policy and Town of Newmarket shall be listed as additional insured.

Commitments

Provide a description of the vendor's overall capability, resources, and assurance that it can meet its commitment to successfully complete generator maintenance.

Compliance With Laws

The successful bidder warrants and promises that it will comply with all state and federal requirements regarding generator maintenance.

PRICING

Generator Maintenance – based on a two (2) year agreement for generator maintenance.

Payment: This should address generator maintenance for a pre-determined period of time (July 1, 2016 through June 30, 2018). The bidder must bid on all of the following items:

Maintenance and repair, regular work hours: Monday – Friday

Bid Price in Figures (must be total costs) \$ _____

Bid Price in words _____

Maintenance and repair, emergency hours: Monday – Friday 5:00 pm – 7:00 am, weekends, and holidays

Bid Price in Figures (must be total costs) \$ _____

Bid Price in words _____

Parts and Materials Mark-up

Mark-up (Expressed as a percentage over cost) _____%

REFERENCES

Recent names and phone number information must be provided for at least three (3) other customers for whom these types of services have been provided.

1. _____
2. _____
3. _____

**CONTACT INFORMATION, SUSPENSION & DEBARMENT CERTIFICATE,
AND SIGNATURE REQUIRED:**

Recent names and phone number information must be provided for at least three (3) other customers for whom these types of services have been provided.

Contact information:

Official Entity Name		Warranty/Guarantee	
Address		FOB Information	
City, State, Zip		Availability	
E-mail Address		State of Incorporation	
Telephone Number		Price holds for	
Fax Number			

Suspension and Debarment Certificate:

I certify that this vendor has not been suspended or debarred from participating in any federal or State contract or grant.

Signature

Date

Title

BID PROTESTS

1. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
2. If a satisfactory resolution of the protest is not achieved by submitting a compliant with the Finance Director, the person submitting the protest shall submit a written appeal to the Town Administrator within three (3) calendar days of a decision by the Finance Director.
3. Purchasing procedures shall be stayed pending a decision of the Town Administrator unless the Town Administrator decides that the award of a contract is necessary to protect substantial interest of the Town.

BID, RFP, AND QUOTE TERMS AND CONDITIONS

1. **BID ACCEPTANCE AND REJECTIONS:** The Town of Newmarket reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the Town;" to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB point is always to be Newmarket, New Hampshire unless otherwise indicated by the bidder. It is the bidder's responsibility to so designate an FOB point other than Newmarket. If the bidder has any special payments or delivery clauses which could effect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after the specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is customary for the Town of Newmarket to pay its bills within 20 – 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the Finance Director so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the proposed materials. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the Town of Newmarket reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Finance Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **INDEMNIFICATION:** The Bidder will indemnify the Town against all suits, claims, judgments, awards, loss, cost, or expense (including without limitation to attorneys' fees) arising in any way out of the Bidder's performance or non-performance of its obligations under this contract. Bidder will defend all such actions with counsel satisfactory to the Town at its own expense, including attorneys' fees, and will satisfy any judgment rendered against the Town in such action.

9. BID RESULTS: The Finance Office will not respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and its total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to Town Hall after a bid opening and asking to look through the file.