

## **NOTICE TO CONTRACTORS**

Proposals for the Generator Maintenance Contract for various facilities for the City of Olean, New York, will be received at the Office of the Director of Public Works, Room 206 of the Municipal Building, 101 East State Street, Olean, New York until 3PM on Friday, March 1, 2024.

Specifications may be obtained from the Public Works Department, Room 206, 101 East State Street, Olean, New York 14760, telephone (716) 376-5651.

Bids must be submitted on the prescribed Proposal Form. Bid shall be submitted in a sealed envelope marked on the outside thereof: **“PROPOSAL FOR GENERATOR MAINTENANCE”**.

No bidder may withdraw his bid for a period of 45 days after opening.

The City of Olean reserves the right to accept or reject any and all bids, to waive technicalities, or to readvertise for bids, if the best interest of the City of Olean will be served thereby.

LENS MARTIAL, City Clerk

DEPARTMENT OF PUBLIC WORKS

# **SPECIFICATIONS FOR** **GENERATOR MAINTENANCE CONTRACT** **AT VARIOUS CITY OF OLEAN FACILITIES**

**CONTRACT PERIOD:** This contract shall be good for 36 months beginning May 1, 2024 and expiring April 30, 2027.

**SCOPE OF WORK:** The main responsibilities of the contractor will be to perform semi-annual inspections on the emergency generator systems, study the technical data provided by the manufacturers, maintain records and take precautionary measures for safety as suggested by the manufacturers. Contractor shall provide all equipment and labor necessary to meet all requirements of these specifications as follows:

## **FULL SERVICE INSPECTION CHECKPOINTS**

- Battery condition (clean terminals and add water)
- Battery charger operation / charge rate (adjust if needed)
- Replacement of lubrication oil and filters
- Perform oil analysis
- Disposal of waste oil and filters
- Replacement of fuel filters
- Replacement of water filters
- Inspection of coolant, lubricant, and fuel line hoses
- Test coolant system inhibitor level
- Perform coolant sample analysis
- Test antifreeze protection level
- Inspect water pump and all belts
- Visually inspect fuel plumbing and fuel tank
- Inspect air filter and intake system
- Inspect exhaust system
- Functional testing of engine, generator set (including shutdowns, alarms, instruments, warning lights, and crank cycling)
- Adjustment of engine governor and voltage regulator
- Recording and verifying unit is running with proper temperature, pressures, and engine speed
- Check engine operation noting any unusual conditions of performance
- Function testing of automatic transfer switch, switchgear, and/or annunciator (to be scheduled through City of Olean Electrical Div)
- Check generator brushes, stator, lead splices, and circuit breaker
- Inspection of block heater and hoses

## **MINOR INSPECTION CHECKPOINTS**

- Battery condition (clean terminals and add water)
- Battery charger operation / charge rate (adjust if needed)
- Inspection of coolant, lubricant, and fuel line hoses
- Test coolant system inhibitor level
- Perform coolant sample analysis
- Test antifreeze protection level
- Inspect water pump and all belts
- Visually inspect fuel plumbing and fuel tank
- Inspect air filter and intake system
- Inspect exhaust system
- Functional testing of engine, generator set (including shutdowns, alarms, instruments, warning lights, and crank cycling)
- Adjustment of engine governor and voltage regulator
- Recording and verifying unit is running with proper temperature, pressures, and engine speed
- Check engine operation noting any unusual conditions of performance
- Function testing of automatic transfer switch, switchgear, and/or annunciator (to be scheduled through City of Olean Electrical Div)
- Check generator brushes, stator, lead splices, and circuit breaker
- Inspection of block heater and hoses



**LOAD BANK TESTING:** Contractor will provide costs, as an option, a two-hour resistive load bank testing at 100% kw rating for all city owned generators listed . Contractor will recommend which generators need load bank testing with City of Olean approving the load bank testing before its performed.

**COMPONENT REPLACEMENTS:** Contractor will maintain currently installed City-owned systems. Contractor will repair or replace serviceable components and parts on covered equipment that is found to be defective. Replaced components must be new or reconditioned of compatible design to maintain City's system.

**SCHEDULING:** Contractor shall schedule all work with City of Olean and give a minumim ten (10) working days notice before performing any routine maintenance on the generators.

**REPORTS:** Contractor shall provide two (2) hard copies and one (1) electronic copy of all work performed on the generators. These reports must be provided within 48 hrs after the work was performed.

**QUALIFICATIONS OF THE CONTRACTOR:** All bidders shall have at least five years experience as contractors in this field of work, and shall be required to perform the work set forth in the specifications.

**EMERGENCY SERVICE:** Should an emergency arise, contractor will assess the situation and will determine the required course of action with City. If it is determined that a site visit is required, Contractor shall arrive at site within two (2) hours.

**RESPONSIBILITY:** Under this contract the Contractor will be held responsible for any and all damage to buildings, walks, or grounds, property and persons in delivering any of his services while performing this contract.

**WAGE RATES AND LAWS:** New York State Department of Labor prevailing wages must be paid to employees. Copy of Wage Rate Schedule attached.

**INSURANCE REQUIREMENTS:** Contractor shall carry insurance for the full term of this contract no less than \$1 million for general liability and automotive. Workers' Compensation Insurance must be carried on all employees, to include the Proprietor, Partners and Executive Officers. If your coverage does not include all of the above, the attached waiver (ATTACHMENT A) must be signed, notarized, and returned with your bid and insurance documents.

**PAYMENT:** Payment will be made semi-annually, after each required service is performed.

**CANCELLATION:** The Director of Public Works reserves the right to cancel this contract at any time during the life of the contract by written notice to the Contractor if, after investigation, it shall be found that the Contractor is not rendering satisfactory service as required by these specifications.

**TERMS & CONDITIONS:** Contractor shall provide terms & conditions of service agreement. Contractor must also supply proposed preventative maintenance schedule.

## **PROPOSAL FORM**

The undersigned hereby agrees to provide all necessary equipment and services to perform the scope of work as described in the attached specifications:

<u>Generator Information</u>	<u>Inspection Type</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
<b>Wastewater Treatment Plant</b>	Full	\$ _____	\$ _____	\$ _____
174 South 19 <sup>th</sup> St	Minor	\$ _____	\$ _____	\$ _____
Cummins 1500KW Generator – diesel	Load Bank	\$ _____	\$ _____	\$ _____
Model # DQGAB-1601077				
<b>Hoop St Lift Station</b>	Full	\$ _____	\$ _____	\$ _____
601 Hoop St	Minor	\$ _____	\$ _____	\$ _____
Generac KW Generator –natural gas	Load Bank	\$ _____	\$ _____	\$ _____
Model # SG230				
<b>Shawmut Lift Station</b>	Full	\$ _____	\$ _____	\$ _____
135 Adams St	Minor	\$ _____	\$ _____	\$ _____
Generac KW Generator – natural gas	Load Bank	\$ _____	\$ _____	\$ _____
Model # SG70				
<b>Water Filtration Plant</b>	Full	\$ _____	\$ _____	\$ _____
1332 River St	Minor	\$ _____	\$ _____	\$ _____
Spectrum 800KW Generator – diesel	Load Bank	\$ _____	\$ _____	\$ _____
Model # 2000				
<b>Water Filtration Plant – Distribution</b>	Full	\$ _____	\$ _____	\$ _____
1332 River St	Minor	\$ _____	\$ _____	\$ _____
MTU Multi KW Generator – diesel	Load Bank	\$ _____	\$ _____	\$ _____
Model # 284NSL1708				
<b>Olean Municipal Building</b>	Full	\$ _____	\$ _____	\$ _____
101 East State St	Minor	\$ _____	\$ _____	\$ _____
MTU 150KW Generator – diesel	Load Bank	\$ _____	\$ _____	\$ _____
Model # 6R0120D5150				
<b>Central Fire Station</b>	Full	\$ _____	\$ _____	\$ _____
542 North Union St	Minor	\$ _____	\$ _____	\$ _____
MTU 100 KW Generator – diesel	Load Bank	\$ _____	\$ _____	\$ _____
Model # DS100D6S				
<b>Fire Station One</b>	Full	\$ _____	\$ _____	\$ _____
112 S 1 <sup>st</sup> St	Minor	\$ _____	\$ _____	\$ _____
MTU 28 KW Generator – natural gas	Load Bank	\$ _____	\$ _____	\$ _____
Model # 4R0063GS30				
<b>Kingsbrook Flood Control Station</b>	Full	\$ _____	\$ _____	\$ _____
Grossman Ave	Minor	\$ _____	\$ _____	\$ _____
Generac 150 KW Generator – diesel	Load Bank	\$ _____	\$ _____	\$ _____
Model # 150RE0ZJF				

<b>Johnsonbrook Flood Control Station</b>	Full	\$ _____	\$ _____	\$ _____
Front St	Minor	\$ _____	\$ _____	\$ _____
Generac 405 KW Generator – diese Model # 400RE0ZJB	Load Bank	\$ _____	\$ _____	\$ _____

<b>Two Mile Flood Control Station</b>	Full	\$ _____	\$ _____	\$ _____
Desoto Lane	Minor	\$ _____	\$ _____	\$ _____
Generac 250 KW Generator – diesel Model # 250RE0ZJE	Load Bank	\$ _____	\$ _____	\$ _____

<b>S. 4<sup>th</sup> St Lift Station</b>	Full	\$ _____	\$ _____	\$ _____
411 S. 4 <sup>th</sup> St	Minor	\$ _____	\$ _____	\$ _____
Kohler 125 KW Generator – natural gas Model # 125REZGC	Load Bank	\$ _____	\$ _____	\$ _____

<b>Martha Ave Lift Station</b>	Full	\$ _____	\$ _____	\$ _____
522 Martha Ave	Minor	\$ _____	\$ _____	\$ _____
Kohler 30 KW Generator – natural gas Model # 30CCL	Load Bank	\$ _____	\$ _____	\$ _____

<b>Stardust Pump Station</b>	Full	\$ _____	\$ _____	\$ _____
802 Main St	Minor	\$ _____	\$ _____	\$ _____
Cummins 50 KW Generator – natural gas Model # C50 N6	Load Bank	\$ _____	\$ _____	\$ _____

<b>TOTAL ANNUAL COST (BY YEAR)</b>	<u>2024</u>	<u>2025</u>	<u>2026</u>
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Full	\$ _____	\$ _____	\$ _____
Minor	\$ _____	\$ _____	\$ _____
Load Bank	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>	\$ _____	\$ _____	\$ _____

**TOTAL BID**    \$ \_\_\_\_\_

**TOTAL BID** \_\_\_\_\_  
(written in words)

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

FEIN #: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACH SERVICE AGREEMENT TERMS & CONDITIONS**  
**AND ALL INSURANCE DOCUMENTS**

## **NON-COLLUSIVE BIDDING CERTIFICATION**

BY SUBMISSION OF THIS BID OR PROPOSAL, THE BIDDER CERTIFIES THAT:

- (1) This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor.
- (2) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder competitor or potential competitor.
- (3) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal.
- (4) The person signing this bid or proposal certifies that he fully informed himself/herself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf.

\_\_\_\_\_  
BIDDER

BY:\_\_\_\_\_

DATED:\_\_\_\_\_



## PARTNERS/OFFICERS EXEMPTION

PROJECT DATES: \_\_\_\_\_

TITLE: \_\_\_\_\_

Notary Public