

**COUNCIL MEETING AGENDA REQUEST FORM**

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COUNCIL MEETING DATE: August 25, 2020

SUBJECT/REASON FOR AGENDA ITEM: \_\_\_\_\_

Temporarily Alcohol Permit Waiver  | Open Container Law Waiver

Other: \_\_\_\_\_

***Please be specific about the reason to be on the agenda.***

A resolution to approve the Mayor to enter into contract with ARRCO Company Services for Generator Maintenance and Repair Services. Total Annual Preventive Maintenance amount of \$27,266.29 and Repair services hourly rate of \$119.00.

Requested By: Purchasing

NAME: Jana Thurman Soileau

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

Please note that the Hammond City Council meets the Second and Fourth Tuesday of the Month at 5:30pm, 312 East Charles Street, Hammond, LA 70401, All requests have to be submitted to the City Council Clerk by the Thursday prior of the meeting no later than 4:30pm, All requests can be submitted electronically to banks\_tm@hammond.org or fax (985) 277-5611. If you have any questions please call (985) 277-5610

**BELOW TO BE FILLED OUT BY COUNCIL CLERK**

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DATE RECEIVED: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_

Council Clerk: Tonia Banks Agenda Item Number \_\_\_\_\_

Approved: \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Remarks: \_\_\_\_\_

Carlee Gonzales  
Council President

\_\_\_\_\_  
Tonia Banks

\_\_\_\_\_  
Date

**RFP 21-08  
GENERATOR MAINTENANCE  
CITY OF HAMMOND**

**August 17, 2020  
10:00 a. m.**

**Received (6) Six bids:**

	<b>Preventive Annual Maintenance Total *</b>	<b>Service Labor Hours Rates</b>	<b>After Hours/Weekend Hourly Rates</b>	<b>Holiday Hourly Rates</b>	<b>Emergency Call Out Hourly Rates</b>
<b>Cummins, Inc.</b>	<b>\$ 34,986.34</b>	<b>\$172.00</b>	<b>\$220.00</b>	<b>\$220.00</b>	<b>\$172.00(8-5) \$220.00</b>
<b>ARCCO Company Services</b>	<b>\$ 27,266.29</b>	<b>\$119.00</b>	<b>\$119.00</b>	<b>\$178.50</b>	<b>\$119.00</b>
<b>Gensouth **</b>	<b>\$ 90,774.00</b>	<b>\$145.00</b>	<b>\$217.50</b>	<b>\$290.00</b>	<b>\$217.50</b>
<b>Stewart &amp; Stevenson</b>	<b>\$ 58,500.00</b>	<b>\$135.00</b>	<b>\$202.00</b>	<b>\$270.00</b>	<b>\$202.00</b>
<b>RP Power ,LLC *</b>	<b>\$ 61,725.00</b>	<b>\$90.00</b>	<b>\$135.00</b>	<b>\$180.00</b>	<b>\$135.00</b>
<b>Aligned Electrical LLC</b>	<b>\$53,310.00</b>	<b>\$120.00</b>	<b>\$180.00</b>	<b>\$240.00</b>	<b>\$720.00 for a 4 hour min. OT rates apply over 4 hours</b>

**\*No signature on the RFP**

**\*\*Proposal incomplete**

**Bids were due in by 10:00 a. m. Monday, August 17, 2020.**

**Present at bid:**

**Krystle Noto, Assistant Purchasing Agent**

**Vivian Mcgee, Buyer for the City of Hammond**

**Proposal #**     RFP 21-08      
**Project:**     General Maintenance & Repair Services for City Generators      
**Proposal Open Date:**     August 17, 2020         10 am      
**Location:**     PURCHASING      
**Hammond Web Site:**     YES     **Daily Star Ads:**     July 21, 28 & August 4, 2020    

Company Name	Contact Info	Email	Fax	Date
TAW Power Systems, Inc.	Steve Pinkerton <a href="mailto:Steve.pinkerton@tawinc.com">Steve.pinkerton@tawinc.com</a> <a href="mailto:Jeffrey.robichaux@tawinc.com">Jeffrey.robichaux@tawinc.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RFP 7/21/20 Reminder 8/12/20
ARCCO	Tom Sanders <a href="mailto:tsanders@arcco.com">tsanders@arcco.com</a> Kayla Stogner <a href="mailto:kstogner@taylorpower.com">kstogner@taylorpower.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RFP 7/21/20 Reminder 8/12/20
Stewart & Stevenson	Jason Centola <a href="mailto:J.centola@ssss.com">J.centola@ssss.com</a> Matthew Dufrene <a href="mailto:m.dufrene@ssss.com">m.dufrene@ssss.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RFP 7/21/20 Reminder 8/12/20
Taylor Power Systems	Craft Tyler <a href="mailto:ctyler@taylorpower.com">ctyler@taylorpower.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RFP 7/21/20 Reminder 8/12/20
Cummins	Mike Oubre <a href="mailto:mike.oubre@cummins.com">mike.oubre@cummins.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RFP 7/21/20 Reminder 8/12/20
Pan American Power	Chris <a href="mailto:chrisd@panampower.com">chrisd@panampower.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RFP 7/21/20 Reminder 8/12/20
Gensouth	Wayne Bridges <a href="mailto:waynebridges@gensouth.trssinc.com">waynebridges@gensouth.trssinc.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RFP 7/21/20 Reminder 8/12/20
Multiquip Inc.	Mike Ferguson <a href="mailto:mferguson@multiquip.com">mferguson@multiquip.com</a> Larry Savitz <a href="mailto:lsavitz@multiquip.com">lsavitz@multiquip.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RFP 7/21/20 Reminder 8/12/20
Power Cross	Darrell Pecar <a href="mailto:kgpecar@gmail.com">kgpecar@gmail.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RFP 7/21/20 Reminder 8/12/20

Valentine Mechanical	Lance Valentine <a href="mailto:lancef@valmechsvs.com">lancef@valmechsvs.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RFP 7/21/20 Reminder 8/12/20
Tangi Electric	Jessica Flanagan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RFP 8/13/20
RP Power	Taylor Hudson <a href="mailto:taylor@rppower.com">taylor@rppower.com</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RFP 8/13/20



**City of Hammond  
Purchasing Department**

**RFP # 21-08**

**General Maintenance and Repair Service Contract  
City of Hammond Generators**

**Proposals Shall Be Received by the Purchasing Department, City of  
Hammond**

**310 East Charles Street  
P.O. Box 2788  
Hammond, Louisiana 70404-2788**

**By  
10:00 A.M. August 17, 2020**

**Advertisement in the Official Journal, Daily Star, to be  
Published Three (3) Times**

**July 21, 28 & August 4, 2020**

**For Additional Information or Questions, Contact:  
Jana Thurman -Purchasing Manager- (985)-277-5633**

**This is the Proposal of:**

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

**Company:** \_\_\_\_\_

**Section 3 Business/WBE/SBE/MBE/DBE:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**Person to Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Your Proposal is important to us.**

However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs, but only serve as a means of verifying you received notification of this RFP.

**Section 3 Business/WBE/SBE/MBE/DBE**

The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

**Nondiscrimination Requirements**

By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

The Proposer also agrees to keep informed of and comply with all federal, State, and local laws, ordinances, and regulations which affect the Proposer's employees or prospective employees.

## 1. Scope of Work

Provide necessary labor and parts to perform routine scheduled preventive maintenance services to facility back-up generators throughout the City of Hammond on a yearly basis and/or as requested by the City of Hammond to maintain the unit in operable condition in accordance with the specific task noted below and the Original Equipment Manufacturers (O.E.M.) recommendations.

The contact person for specification clarification is:  
Janice Russo @ (985) 277-5966 or russo\_jm@hammond.org

## 2. Services:

The Specific preventive maintenance services shall include at a minimum the following task for the engine and generator systems. This list is not intended to be all inclusive for each and every generator. The contractor shall also comply with the specific recommendations of the O.E.M for the preventive maintenance and for all parts/material/fluid requirements.

- a. **Engine Lubrication System: visual check for leaks; change lube oil and filters every 12 months or 150 operation hours, whichever occurs first.**
- b. **Engine Air Cleaners: wet type clean and change oil once a year; dry type clean or replace filter if needed.**
- c. **Ignition System: replace spark plugs as needed; check magneto; set timing if needed.**
- d. **Governor: check and set speed, sensitivity and oil level.**
- e. **Engine Cooling System: check general condition; check antifreeze and add if needed. Check belts and hoses.**
- f. **Engine Electric System: hydrometer test battery; clean and lubricate battery posts and cables, load test batteries, check alternator belts; check battery charger for proper operation.**
- g. **Engine Fuel System: visually check for leaks; check all visible connections and flexible hoses; adjust carburetor; clean fuel strainers; replace fuel filters; replace flexible fuel hoses if needed; check for water in day fuel tank and main tank.**
- h. **Engine Exhaust System: visually check for leaks or corrosion; check condensation trap and muffler condition.**
- i. **AC Generator: visually inspect generator condition; check slip rings and commutator for wear; check lubrication of rear generator bearing.**
- j. **Engine Driven Flood or Fire Pump: visually inspect pump and check packing glands.**
- k. **Miscellaneous: check all instruments for proper operation; check timers and relays for proper operation; check all connections for tightness; check safety circuits, shutdowns and alarm systems.**
- l. **Operation: run engine unloaded; at customer's request and in customers presence, transfer load to generator set and make adjustments as needed.**
- m. **Clean Up: wipe down unit; remove used fluids and materials from Customer's location and dispose in accordance with EPA regulations.**
- n. **Check crankcase air piping.**
- o. **Check block heaters.**
- p. **Check fuel/water separator.**
- q. **Check fuel day tank.**

- r. **Complete fluid analysis (Oil, Diesel, Coolant), to be performed by an independent lab, free of charge.**
- s. **Load Banking – two (2) hour minimum.**

### **3. Replacement Parts**

Contractor shall supply and maintain an adequate inventory of all necessary tools, equipment and normal parts/materials for the preventive maintenance task.

### **4. Identified Repairs**

Any repairs required beyond the standard preventive maintenance task(s) identified during the inspection, shall be documented and presented to the city for approval prior to the commencement of any repair services.

### **5. Contractor Personnel**

Only trained, experienced and qualified facility back-up generator personnel shall perform the necessary generator preventive maintenance and repair work specified.

It is expected that one qualified facility back-up generator person is all that is required to provide the preventive maintenance work. Unless pre-approved by the City, the City will not approve payment for more than one person per visit unless the nature of the job conditions warrant.

### **6. Protective Equipment**

Contractor shall provide proper Personnel Protective Equipment for their employees performing the work for the City as required by any Federal, State, or local codes, laws and regulations.

### **7. Maintenance Schedule**

The contractor shall develop and maintain a maintenance schedule for each generator. The contractor shall also develop and maintain a maintenance log for each generator, listing all work performed, date of service and signature of technician performing the work. The log shall be forwarded to the city's POC (Point of Contact). A copy of the detailed log of the work performed shall accompany each invoice.

### **8. Pricing for Preventive Maintenance**

Pricing for preventive maintenance services shall be offered as a lump sum price per visit for each specific facility generator to be performed at its location. The lump sum price shall include all costs (labor, parts/materials, equipment, travel time, etc.) required by the contractor to perform the scope of work, including Load Tests.

**Contractor shall not charge the City of Hammond for vehicle, trip or mileage charges, fuel or fuel surcharges for the performance of preventive maintenance or repair services. Invoices for repairs must include a breakdown of time (how many hours worked) documented arrival and departure time and parts clearly listed.**

### **9. Load Tests**

The City will have the option to request the contractor to perform an annual load test on its facility back-up generator(s) during the preventive maintenance inspection. The cost of the performance of the Load Test shall be included in the lump sum price for the preventive maintenance services. 2-hour load test. Load shall be increased in 25% increments for 1 hour and run at 100% load for 1 hour. Generator will be cooled down for a 5-minute period at no load. Official test report provided with voltage, frequency, kW load, amps, oil pressure, coolant temp, and ambient air temp readings recorded.

If the load test results are unsatisfactory, the contractor will be expected to re-test the facility back-up generator at no additional charge, after applicable repairs or adjustments have been completed.

### **10. Bidder's Responsibility**

Each bidder shall fully acquaint himself with the conditions relating to the scope and restrictions attending the execution of the work under the conditions of this RFP. It is expected that this will sometimes require on-site observation. The failure or omission of a bidder to acquaint himself with the existing conditions shall in no way relieve him of any obligation with respect to this RFP or to the contract.

### **11. Safety**

The contractor shall ensure that all work is performed in a safe manner and shall provide all necessary equipment and barriers to protect the work site, workers, City employees, the public, vehicles and property.

### **12. Waste Oil**

Disposal of all "waste oil" will be the responsibility of the successful bidder. Waste oil will constitute any petroleum, oils and lubricants (POL) removed from any piece of equipment that is a part of this specification. Since the City is concerned with protecting our environment, all POL removed from serviced equipment will be classified as "waste oil" and is to be disposed of within the guidelines of Department of Natural Resources and Environmental Control and EPA regulations. **Include, as a part of your response to the RFP, your method of waste oil disposal.**

### **13. Training**

Upon request, the successful bidder will provide, free of charge, formal/informal training to the agency so that they understand the operation and diagnostic procedures necessary to keep the equipment operating in the most beneficial manner.

### **14. Warranty**

The successful bidder guarantees that all service and repairs provided under this agreement/contract shall be performed in a workmanlike manner. Any claim of defective workmanship must be provided to the successful bidder by written notice prior to the termination date of this contract upon which the successful bidder agrees to remedy and redo any such service (s) in a timely manner without cost to the City.

The successful bidder also warrants against defects in materials and workmanship of all the successful bidder part(s) or components(s) supplied hereunder for a period of one year from date of installation or until the termination date of this agreement/contract, whichever is earlier. If any part(s) or component(s) should prove defective during the aforementioned warranty period, the successful bidder will at its option repair or replace any such items provided they were not damaged, abused, or affected by chemical properties.

The successful bidder's obligation to repair, replace, or perform a service, on any defective part(s) component(s) or service shall be the agency's exclusive remedy under this agreement/contract.

### **15. Agreement Extras**

Should inspection(s) indicate that repairs are necessary that are outside the scope of this agreement, the service contractor shall provide the City in writing a composite price including labor, parts, material and related expenses for these repairs. However, the City may elect to procure prices from others if deemed necessary. Should alternations, additional adjustments or repairs be made by others to any part of the system(s) covered by this service agreement, the service contractor has the right to inspect such work as to having been performed in an acceptable manner to the service contractor prior to continuing the service agreement coverage. The service contractor will notify the agency in writing of such conditions which must be corrected prior to the service contractor's acceptance.

Before making any repairs, outside the Preventive Maintenance Scope, the successful bidder must receive prior approval from the City. All repair service and parts charged against the contract must be verified and approved by the City. Invoices for repairs must include a breakdown of time (how many hours worked) documented arrival and departure time and parts clearly listed.

#### **I) Repair Services to include:**

##### **a) Repair all generator models with approval from City Personnel.**

Contractor shall provide the necessary labor, parts/materials and equipment to perform the required work on an as needed basis to return facility back-up generator unit back to an operable condition.

##### **b) Successful bidder can sub-contract repairs to an authorized dealer:**

## 16. Equipment

A list of Generators to be covered under contract are listed below. The City of Hammond reserves the right to add or delete locations as needed.

- 1) MQ 18104 Hwy. 190 E.  
 Serial 7200992  
 KW 45  
 Multi-voltage & Phase  
 Unit # 113
  
- 2) MMQ 18104 Hwy. 190 E.  
 Serial 1408439  
 KW 45  
 Magnum Multi-voltage & 7 Phase
  
- 3) Carrier 18104 Hwy. 190 E.  
 Model ASPAS1CCA015  
 Serial 3005V03236  
 KW 15  
 Volt 240/ Phase 3  
 Unit # 102
  
- 4) Carrier 18104 Hwy. 190 E.  
 Model ASPAS1CCA015  
 Serial 3005V3266  
 KW 15  
 Volt 240/ Phase 3  
 Unit # 101
  
- 5) Carrier 18104 Hwy. 190 E.  
 Model ASPAS1CCA015  
 Serial 3005V3262  
 KW 15  
 Volt 240/ Phase 3  
 Unit # 103
  
- 6) Lift Station 1 1620 W. Church St.  
 Generac  
 Model QTO6024JNAX  
 Serial 8933581  
 KW 60  
 Volt 240/ Phase 3







- |   |                           |
|---|---------------------------|
| <p>25) Lift Station 40<br/> Generac<br/> Model G0065521<br/> Serial 3000164264<br/> KW 22<br/> Volt 240/Phase 3</p>         | <p>35 Pine Lane</p>       |
| <p>26) Lift Station 41<br/> Generac<br/> Model QTO2516GNSN<br/> Serial 5114059<br/> KW 25<br/> Volt 240/ Phase 3</p>        | <p>215 Club Deluxe</p>    |
| <p>27) Lift Station 42<br/> Generac<br/> Model QTO6024JVAX<br/> Serial 8933582<br/> KW 60<br/> Volt 240/ Phase 3</p>        | <p>Hwy. 190 E.</p>        |
| <p>28) Lift Station 49<br/> Generac<br/> Model QTO8046JNAX<br/> Serial 8941710<br/> KW 80<br/> Volt 240/ Phase 3</p>        | <p>43199 S. Holly St.</p> |
| <p>29) Well 1 (Well Pump)<br/> Onan<br/> Model GGLB-7850919<br/> Serial L11025352<br/> KW 150<br/> Volt 480/ Phase 3</p>    | <p>408 S. Oak St.</p>     |
| <p>30) Well 1 (Well Booster)<br/> Generac<br/> Model QT15068KNAC<br/> Serial 8867202<br/> KW 150<br/> Volt 480/ Phase 3</p> | <p>405 S. Oak St.</p>     |

- 31) Well 2 2101 Rue Denise.  
 MTU  
 Model 6R0185 GS200  
 Serial 94100500152  
 KW 200  
 Volt 480/ Phase 3
- 32) Well 3 709 Pecan St.  
 Generac  
 Model SGO300KG2014S18PPSYE  
 Serial 3005434357  
 KW 300  
 Volt 480/ Phase 3
- 33) Well 7 301 ½ Westin Oaks  
 Kohler  
 Model 125ROZ171  
 Serial 288900  
 KW 125  
 Volts 480/ Phase 3
- 34) South Plant Aerators 1400 Fagan Dr.  
 Cummins/Onan  
 Model 71637305  
 Serial 35212243  
 KW 300  
 Volts 480/ Phase 3
- 35) South Plant Lift Station 1801 Natchez St.  
 Cummins/Onan  
 Model QSX15-G9  
 Serial 79274328  
 KW 450  
 Volts 480/ Phase 3
- 36) City Barn/Front Office 18104 Hwy. 190 E.  
 Generac  
 Model QTO8054GNAX  
 Serial 3001516459  
 KW 80  
 Volt 208/ Phase 3

- 37) City Barn/Back Office  
 Generac  
 Model QTO3624ANAX  
 Serial 6231628  
 KW 36  
 Volt 240/ Phase 1  
 18104 Hwy. 190 E.
- 38) Airport Terminal  
 Generac  
 Model 9703240100  
 Serial 2098297  
 KW 60  
 Volt 240/ Phase 1  
 600 Judge Leon Ford Dr.
- 39) Airport Vault  
 Spectrum/Detroit Diesel  
 Model 50D8EJ  
 Serial 734181  
 KW 60  
 Volt 240/ Phase 1  
 600 Judge Leon Ford Dr.
- 40) Airport Tower  
 Taylor Power  
 Model TD100  
 Serial 27781  
 KW 100  
 Volt 120-208/ Phase 3  
 1000 Judge Leon Ford Dr.
- 41) Permit Office  
 Generac  
 Model QTO8046GNAX  
 Serial 8107939  
 KW 80  
 Volt 120-208/ Phase 3  
 219 E. Robert St.
- 42) Fire Communications  
 Dayton  
 Model 4LM43  
 Serial 3128033  
 KW 40  
 Volt 240/ Phase 1  
 502 SW Railroad Ave.



- |   |                              |
|---|------------------------------|
| <p>49) Criminal Justice Building<br/>         Cummins/Onan<br/>         Model GGHE-5701788<br/>         Serial A050733673<br/>         KW 60<br/>         Volt 120-208/ Phase 3</p> | <p>303 E. Thomas St.</p>     |
| <p>50) Hammond Police Department<br/>         Generac<br/>         Model 17706810100<br/>         Serial 9220747<br/>         KW 250<br/>         Volt 120-208/ Phase 3</p>         | <p>120 S. Oak St.</p>        |
| <p>51) Police Communications (DOTD)<br/>         Guardian<br/>         Model 0044561<br/>         Serial 3769040<br/>         KW 12<br/>         Volt 240/ Phase 1</p>              | <p>685 N. Morrison Blvd.</p> |

### **17. Emergency Service**

The Successful bidder shall provide emergency service on an “as needed basis”. All labor, travel, cost, parts and supplies will be the responsibility of the bidder. Compensation shall be limited to payment of the appropriate labor rate for time actually spent on the repairs and parts. Travel time/expenses are the responsibility of the successful bidder and will not be reimbursed.

Emergency service shall be provided, as needed on a twenty-four (24) hour, seven (7) days a week basis. From the time of the call, the successful bidder has a maximum of four (4) hours to respond and be on site to this call.

### **18. Technical Services Engineering Backup**

The service shall have in their direct employ personnel who will be available, without additional charge, for analysis, diagnostic and predictive analysis of complex or unusual electrical/mechanical maintenance problems associated with the successful service contractor’s administration of bid specification.

## Instructions to proposers

**PROPOSERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTION AS EARLY AS POSSIBLE DURING THE SUBMITTAL PERIOD. QUESTIONS OR CONCERNS MUST BE SUBMITTED TO THE PURCHASING MANAGER DURING THE PROPOSAL PERIOD AND SHALL BECOME PART OF YOUR PROPOSAL PACKAGE. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE PROPOSERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE PROPOSALS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO THE SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER PROPOSALS ARE OPENED.**

RFP Packages are mailed only as a courtesy. The City of Hammond does not assume responsibility for proposers to receive RFP packages. Proposers should rely on advertisements in the local newspaper, City Website, and personally pick up RFP packages with specifications. Full information may be obtained, or questions answered, by contacting the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street.

**These specifications are written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the RFP states that only the brand name will be considered for reasons of compatibility, etc.**

**The RFP number, Proposers name, address, Louisiana Contractor License number and RFP opening date shall be clearly printed or typed on the outside of the Proposal envelope, if mailed. Only one (1) proposal shall be accepted from each proposer. Alternates shall not be accepted unless specifically requested in the RFP specifications. Proposals can be delivered, mailed, faxed or emailed.**

The method of delivery of proposals is the responsibility of the proposer. All proposals shall be received by the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street Hammond, Louisiana on or before the specified RFP opening date and time.

Normally, bid bonds will not be required on bids for materials, supplies, annual contracts or small labor contracts. If a bid bond is required it will be included in the specifications.

Proposals shall be accepted only on the RFP forms furnished by the City of Hammond Purchasing Department. The City of Hammond shall only accept proposals from those proposers in whose name the RFP forms and or specifications were issued. Altered or incomplete proposals forms, or use of substitute forms or documents, shall render the proposal non-responsive and subject to rejection.

**The entire RFP package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Department as THE RFP.**

All proposals must be typed or written in **BLUE/BLACK INK**. Any erasures, strikeover and/or changes to prices shall be initialed by the proposer. Failure to initial shall be cause for rejection of the proposal as non-responsive.

All proposals shall be signed. Failure to do so shall cause the proposal to be rejected as non-responsive.

Where one (1) or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Agent/Building Director, after study and review, reserves the right to determine the acceptability of any equivalent offered. The decision, after study and review, shall be final and binding.

If proposing "equivalent" products, specifications, illustrative literature and any deviations shall be submitted with proposal. Representative samples shall be submitted upon request, if appropriate.

**Liability:**

The Contractor at all times during the term of the contract shall maintain and pay for property damage and public liability insurance with limits of at least (\$1,000,000.00) one million dollars inclusive of bodily injury and property damage for any one occurrence.

Prior to commencing work under this contract the Contractor must file with the City a "certificate of insurance" meeting aforementioned requirements with the City of Hammond named insured by added endorsement. All premiums and expense incurred with this insurance shall be paid for by the Contractor.

The Contractor shall assume the defense of and indemnify and save harmless the City and its Officers and Agents from all claims relating to work.

The Contractor shall be responsible for any and all damages or claims for damages or injuries or accidents done or caused by him or his employees, or resulting from the execution of the work, or any operations, or caused by reason of existence or location or condition of facilities or of any materials, supplies, or machinery used thereon or therein, or neglect or omission on his part, or all of the several acts or things required to be done by them, under and by these conditions, and covenants, and agrees to hold the City harmless and indemnified for all such damages and claims for damages.

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, all attorney fees, and judgments of every nature and description made, brought or recovered against the City by reason of any act or omission of the Contractor, his agents or employees, in the execution of his work.

**Worker's Compensation:**

The Contractor shall, at all times, pay or cause to be paid, any assessment or compensation required to be paid pursuant to the Worker's Compensation Act.

The Contractor shall, at the time of entering into a Contract with the City, provide satisfactory proof that all assessments or compensation payable to the Worker's Compensation Board have been paid and the City may, at any time during the performance or upon the completion of such Contract require a further declaration such Contract require a further declaration that such assessments or compensations have been paid.

**RFP Form for Public RFP 21-08**

As a qualified proposer for the project, I have carefully examined all of the RFP Documents and have examined the conditions and specifications of the work to be done, and I hereby propose to furnish all labor, materials, equipment, tools, etc., as called for by the RFP specifications.

I hereby acknowledge that I have received the following Addenda and they are reflected as part of this proposal.

List by date and Addendum number \_\_\_\_\_

I certify that I am duly licensed in Louisiana to perform the work. Louisiana License # \_\_\_\_\_

**Proposal Amount**

Proposer agrees to Furnish All Material, Supplies and Services in complete accordance with all RFP 21-08 Specifications for the sums indicated:

**Repair Services**

- **Service Labor Hourly Rates – Normal business hours 8am to 5pm**  
\$ \_\_\_\_\_.
- **After Hours/Weekend Hourly Rates \$ \_\_\_\_\_.**  
Overtime may be charged for work performed outside normal working hours, provided prior authorization is granted. Work that is performed outside normal working hours that is scheduled in advance will be invoiced at regular hourly rates unless conditions warrant the City to approve overtime hours.
- **Holiday Hourly Rates \$ \_\_\_\_\_.**
- **Emergency Call Out Hourly Rate \$ \_\_\_\_\_.**

<u>Generator</u>	<u>Locations</u>	<u>Annual Preventive Maintenance</u>
1) MQ Serial 7200992 KW 45 Multi-voltage & Phase Unit # 113	18104 Hwy. 190 E.	\$ _____
2) MMQ Serial 1408439 KW 45 Magnum Multi-voltage & 7 Phase	18104 Hwy. 190 E.	\$ _____

- 3) Carrier 18104 Hwy. 190 E. \$ \_\_\_\_\_  
 Model ASPAS1CCA015  
 Serial 3005V03236  
 KW 15  
 Volt 240/ Phase 3  
 Unit # 102
- 4) Carrier 18104 Hwy. 190 E. \$ \_\_\_\_\_  
 Model ASPAS1CCA015  
 Serial 3005V3266  
 KW 15  
 Volt 240/ Phase 3  
 Unit # 101
- 5) Carrier 18104 Hwy. 190 E. \$ \_\_\_\_\_  
 Model ASPAS1CCA015  
 Serial 3005V3262  
 KW 15  
 Volt 240/ Phase 3  
 Unit # 103
- 6) Lift Station 1 1620 W. Church St. \$ \_\_\_\_\_  
 Generac  
 Model QTO6024JNAX  
 Serial 8933581  
 KW 60  
 Volt 240/ Phase 3
- 7) Lift Station 3 504 Magazine St. \$ \_\_\_\_\_  
 Onan  
 Model DSHAC5938352  
 Serial KO70126303  
 KW 200  
 Volt 480/ Phase 3
- 8) Lift Station 4 501 Old Covington Hwy. \$ \_\_\_\_\_  
 Generac  
 Model QTO3624JNAN  
 Serial 5803338  
 KW 36  
 Volt 240/ Phase 3
- 9) Lift Station 5 1200 E. Hansen \$ \_\_\_\_\_  
 Generac  
 Model SG0300KG20142518HPYYE  
 Serial 3000083234  
 KW 300  
 Volt 480/ Phase 3

- |  |                            |                 |
|--|----------------------------|-----------------|
| <p>10) Lift Station 8<br/>                     Generac<br/>                     Model SG300KG20142518HPYYE<br/>                     Serial 3000083236<br/>                     KW 300<br/>                     Volt 480/ Phase 3</p> | <p>1501 Phoenix Square</p> | <p>\$ _____</p> |
|--|----------------------------|-----------------|
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|--|-----------------------|-----------------|
| <p>11) Lift Station 9<br/>                     Generac<br/>                     Model QTO8054JNAX<br/>                     Serial 3005498282<br/>                     KW 80<br/>                     Volt 240/ Phase 3</p> | <p>1300 Pecan St.</p> | <p>\$ _____</p> |
|--|-----------------------|-----------------|
- |   |                               |                 |
|---|-------------------------------|-----------------|
| <p>12) Lift Station 10<br/>                     Generac<br/>                     Model SG0100JG189<br/>                     Serial 3001477299<br/>                     KW 10<br/>                     Volt 240/ Phase 3</p> | <p>1999 S. Morrison Blvd.</p> | <p>\$ _____</p> |
|---|-------------------------------|-----------------|
- |  |                       |                 |
|--|-----------------------|-----------------|
| <p>13) Lift Station 12<br/>                     Generac<br/>                     Model QTO2516JNSX<br/>                     Serial 6151304<br/>                     KW 25<br/>                     Volt 240/ Phase 3</p> | <p>2200 W. Thomas</p> | <p>\$ _____</p> |
|--|-----------------------|-----------------|
- |  |                            |                 |
|--|----------------------------|-----------------|
| <p>14) Lift Station 13<br/>                     Generac<br/>                     Model QTO3624JNAN<br/>                     Serial 5803339<br/>                     KW 36<br/>                     Volt 240/ Phase 3</p> | <p>2608 Rue St. Martin</p> | <p>\$ _____</p> |
|--|----------------------------|-----------------|
- |   |                               |                 |
|---|-------------------------------|-----------------|
| <p>15) Lift Station 15<br/>                     Generac<br/>                     Model QTO2224JNAX<br/>                     Serial 3001755576<br/>                     KW 22<br/>                     Volt 240/ Phase 3</p> | <p>800 W. University Ave.</p> | <p>\$ _____</p> |
|---|-------------------------------|-----------------|
- |  |                        |                 |
|--|------------------------|-----------------|
| <p>16) Lift Station 17<br/>                     Generac<br/>                     Model QTO2724JNAX<br/>                     Serial 5947961<br/>                     KW 27<br/>                     Volt 240/ Phase 3</p> | <p>1301 N. Oak St.</p> | <p>\$ _____</p> |
|--|------------------------|-----------------|



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|---|---------------------------|-----------------|
| <p>24) Lift Station 39<br/> Generac<br/> Model G0100JG176<br/> Serial 3001483094<br/> KW 100<br/> Volt 240/ Phase 3</p>     | <p>End of Stein Rd.</p>   | <p>\$ _____</p> |
| <p>25) Lift Station 40<br/> Generac<br/> Model G0065521<br/> Serial 3000164264<br/> KW 22<br/> Volt 240/Phase 3</p>         | <p>35 Pine Lane</p>       | <p>\$ _____</p> |
| <p>26) Lift Station 41<br/> Generac<br/> Model QTO2516GNSN<br/> Serial 5114059<br/> KW 25<br/> Volt 240/ Phase 3</p>        | <p>215 Club Deluxe</p>    | <p>\$ _____</p> |
| <p>27) Lift Station 42<br/> Generac<br/> Model QTO6024JVAX<br/> Serial 8933582<br/> KW 60<br/> Volt 240/ Phase 3</p>        | <p>Hwy. 190 E.</p>        | <p>\$ _____</p> |
| <p>28) Lift Station 49<br/> Generac<br/> Model QTO8046JNAX<br/> Serial 8941710<br/> KW 80<br/> Volt 240/ Phase 3</p>        | <p>43199 S. Holly St.</p> | <p>\$ _____</p> |
| <p>29) Well 1 (Well Pump)<br/> Onan<br/> Model GGLB-7850919<br/> Serial L11025352<br/> KW 150<br/> Volt 480/ Phase 3</p>    | <p>408 S. Oak St.</p>     | <p>\$ _____</p> |
| <p>30) Well 1 (Well Booster)<br/> Generac<br/> Model QT15068KNAC<br/> Serial 8867202<br/> KW 150<br/> Volt 480/ Phase 3</p> | <p>405 S. Oak St.</p>     | <p>\$ _____</p> |

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|---|-------------------|----------|
| 31) Well 2<br>MTU<br>Model 6R0185 GS200<br>Serial 94100500152<br>KW 200<br>Volt 480/ Phase 3                      | 2101 Rue Denise.  | \$ _____ |
| 32) Well 3<br>Generac<br>Model SGO300KG2014S18PPSYE<br>Serial 3005434357<br>KW 300<br>Volt 480/ Phase 3           | 709 Pecan St.     | \$ _____ |
| 33) Well 7<br>Kohler<br>Model 125ROZ171<br>Serial 288900<br>KW 125<br>Volts 480/ Phase 3                          | 301 ½ Westin Oaks | \$ _____ |
| 34) South Plant Aerators<br>Cummins/Onan<br>Model 71637305<br>Serial 35212243<br>KW 300<br>Volts 480/ Phase 3     | 1400 Fagan Dr.    | \$ _____ |
| 35) South Plant Lift Station<br>Cummins/Onan<br>Model QSX15-G9<br>Serial 79274328<br>KW 450<br>Volts 480/ Phase 3 | 1801 Natchez St.  | \$ _____ |
| 36) City Barn/Front Office<br>Generac<br>Model QTO8054GNAX<br>Serial 3001516459<br>KW 80<br>Volt 208/ Phase 3     | 18104 Hwy. 190 E. | \$ _____ |
| 37) City Barn/Back Office<br>Generac<br>Model QTO3624ANAX<br>Serial 6231628<br>KW 36<br>Volt 240/ Phase 1         | 18104 Hwy. 190 E. | \$ _____ |

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| 38) Airport Terminal<br>Generac<br>Model 9703240100<br>Serial 2098297<br>KW 60<br>Volt 240/ Phase 1                | 600 Judge Leon Ford Dr.  | \$ _____ |
| 39) Airport Vault<br>Spectrum/Detroit Diesel<br>Model 50D8EJ<br>Serial 734181<br>KW 60<br>Volt 240/ Phase 1        | 600 Judge Leon Ford Dr.  | \$ _____ |
| 40) Airport Tower<br>Taylor Power<br>Model TD100<br>Serial 27781<br>KW 100<br>Volt 120-208/ Phase 3                | 1000 Judge Leon Ford Dr. | \$ _____ |
| 41) Permit Office<br>Generac<br>Model QTO8046GNAX<br>Serial 8107939<br>KW 80<br>Volt 120-208/ Phase 3              | 219 E. Robert St.        | \$ _____ |
| 42) Fire Communications<br>Dayton<br>Model 4LM43<br>Serial 3128033<br>KW 40<br>Volt 240/ Phase 1                   | 502 SW Railroad Ave.     | \$ _____ |
| 43) Fire Head Quarters<br>Generac<br>Model SGO100JG269.ON18HPYYE<br>Serial 30333760<br>KW 100<br>Volt 240/ Phase 3 | 1290 S. W. Railroad      | \$ _____ |
| 44) Central Fire Station<br>Cummins<br>Model GGLB-5961983<br>Serial L070141734<br>KW 150<br>Volt 240/ Phase 3      | 407 S. Oak St.           | \$ _____ |

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|--|-----------------------|----------|
| 45) Fire Station 2<br>Generac<br>Model 1974500100<br>Serial 2065488<br>KW 40<br>Volt 240/ Phase 1                          | 508 E. Thomas St.     | \$ _____ |
| 46) Fire Station 3<br>Generac<br>Model 3729520100<br>Serial 2075663<br>KW 25<br>Volt 240/ Phase 1                          | 1614 N. Oak St.       | \$ _____ |
| 47) Fire Station 4<br>Generac<br>Model SG0047460<br>Serial 3692722<br>KW 25<br>Volt 240/ Phase 1                           | 607 S. Morrison       | \$ _____ |
| 48) Fire Station 5<br>Generac<br>Model 5337770100<br>Serial 2083398<br>KW 30<br>Volt 240/ Phase 1                          | 2975 Hwy. 190 E.      | \$ _____ |
| 49) Criminal Justice Building<br>Cummins/Onan<br>Model GGHE-5701788<br>Serial A050733673<br>KW 60<br>Volt 120-208/ Phase 3 | 303 E. Thomas St.     | \$ _____ |
| 50) Hammond Police Department<br>Generac<br>Model 17706810100<br>Serial 9220747<br>KW 250<br>Volt 120-208/ Phase 3         | 120 S. Oak St.        | \$ _____ |
| 51) Police Communications (DOTD)<br>Guardian<br>Model 0044561<br>Serial 3769040<br>KW 12<br>Volt 240/ Phase 1              | 685 N. Morrison Blvd. | \$ _____ |

**Total Annual Preventive Maintenance**

**DOLLARS**

(\$ \_\_\_\_\_ )

**Optional Emergency Generator Rental Agreement**

Contractor will establish Emergency Generator mobilization and setup at any or all the locations specified in Section 16, Equipment. The number of necessary emergency generators will be unrestricted and readily available to the City of Hammond to ensure public safety, protect the public health, public property and maintain emergency services. Contractor will mobilize, setup, confirm operability at setup location and demobilize emergency generators and all support accessories at the locations designated. Connection of all Generators will be completed by a City electrician. However, Contractor performing under the contract will be required to provide the cables and connectors as directed.

**Unit Price Schedule**

The contractor will be paid on a unit price basis. Unit prices include all necessary mobilization, insurance, overhead, profit.

Provide, mobilize, set up, confirm proper operation at set up location, and demobilization of:

<u>Generator Size</u>	<u>Name Brand</u>	<u>Voltage</u>	<u>Phase</u>	<u>Day Rental</u>	<u>Week Rental</u>	<u>Month Rental</u>
30kW	_____	_____	_____	\$ _____	\$ _____	\$ _____
60kW	_____	_____	_____	\$ _____	\$ _____	\$ _____
125kW	_____	_____	_____	\$ _____	\$ _____	\$ _____
200kW	_____	_____	_____	\$ _____	\$ _____	\$ _____
300kW	_____	_____	_____	\$ _____	\$ _____	\$ _____
500kW	_____	_____	_____	\$ _____	\$ _____	\$ _____
50' Cable	_____	_____	_____	\$ _____	\$ _____	\$ _____
100' Cable	_____	_____	_____	\$ _____	\$ _____	\$ _____

Signature of Bidder \_\_\_\_\_

Name of Company \_\_\_\_\_ Date \_\_\_\_\_

The above signature on this Bid certifies that bidder has carefully examined the instructions to bidders, terms and specifications applicable to and made a part of this Bid Package. Bidder further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this Proposal

## **Public Notice**

**PUBLIC NOTICE IS HEREBY GIVEN** that the City of Hammond, Parish of Tangipahoa, State of Louisiana will open proposals on **August 17, 2020 at 10:00 a.m.** at the Purchasing Department, City Hall Complex, 310 East Charles Street, Hammond, La. 70401, for the following:

### **GENERATOR MAINTENANCE & REPAIR SERVICES**

Any information or questions to complete the proposal may be obtained between the hours of 7:30 a.m. and 4:00 p.m. Monday through Friday at the City of Hammond Purchasing Department, 310 East Charles Street, Hammond, La., or at (985) 277-5633. RFP 21-08 may be obtained from website [www.hammond.org](http://www.hammond.org)

### **RIGHT IS RESERVED TO ACCEPT OR REJECT ANY OR ALL PROPOSALS.**

All proposals should be sent to the City of Hammond, Purchasing Manager, and P.O. Box 2788, Hammond, La. 70404-2788. The word **RFP**, must be underlined or highlighted and located at the top of the envelope.

**PROPOSAL/QUOTE REFERENCE NUMBER: RFP 21-08**

**PUBLISHED: July 21, 28 and August 4, 2020**