



Request for Proposals

City of Portsmouth, New Hampshire

Annual Services Contract - Comprehensive Services for Emergency Generator Systems

RFP No. 32-14

City of Portsmouth
Portsmouth, New Hampshire

Department of Public Works

**“Annual Services Contract – Comprehensive Services for Emergency
Generator Systems”**

REQUEST FOR PROPOSAL

Sealed Request for Proposals, plainly marked with “Annual Services Contract – Comprehensive Services for Emergency Generator Systems for the City of Portsmouth, RFP 32-14 ” on the outside of the mailing envelope as well as the sealed Non-Price Proposal & Price Proposal Envelopes, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire 03801, will be accepted until February 10, 2014 @ 2:00 p.m.

Site Visit: There will be a one time site visit for vendors who are interested in seeing the generators. Interested vendors are to meet at 10:00 a.m., January 30, 2014, in the Conference Room on the main floor at the Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH. This visit will give vendors an opportunity to look at some of the larger generators. This visit is not mandatory, but it is the only time available to see the generators.

The City of Portsmouth Public Works Department is seeking Proposals from firms to provide comprehensive services for servicing Emergency Generator Systems throughout the City of Portsmouth. The purpose of this RFP is to contract for these services.

Five (5) copies of Proposals shall be submitted by the date and time as indicated above.

Specifications may be obtained from the City’s web site: <http://www.cityofportsmouth.com/finance/purchasing.htm>, by contacting the Finance/Purchasing Department on the third floor at the above address, or by calling the Purchasing Coordinator at 603-610-7227. Questions may be addressed to the Purchasing Coordinator. Addenda to this proposal document, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. Addenda will not be provided directly to bidders.

The City of Portsmouth reserves the right to reject any or all Proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

A. Purpose

The City of Portsmouth, New Hampshire seeks specific qualifications from interested firms that are capable of providing comprehensive services as part of an annual service contract for Emergency Generator Systems.

Each firm must submit a two-part Proposal, each being in its own sealed envelope, consisting of a “Price Proposal” and a “Non-Price Proposal”.

B. Background

The **CITY OF PORTSMOUTH** operates and maintains a total of 36 emergency generator systems. These systems are located as follows:

Department of Public Works Facility, City Hall, Central Fire Station, Fire Station No. 2, Portsmouth High School, Portsmouth Middle School, Dondero Elementary School, Police Station Garage, High/Hanover Parking Garage, Peirce Island Wastewater Treatment Facility, Pease Wastewater Treatment Facility, at sixteen wastewater pump stations throughout the City, Portsmouth Water Treatment Plant in Madbury, Newington Booster Pump Station, Collins Well, Havens Well, Greenland Well, and Portsmouth Well No.1.

The attached Table 1 indicates the Emergency Generator System locations that will be part of this Services Contract. A summary of each system is also attached indicating the specifics of each emergency generator system including size, manufacturer and operating fuel system.

C. Description of the Contract Services Firm Procurement Process

a) General

The process for procurement of Services will proceed in two stages. Each firm must submit a two-part Proposal, each being in its own sealed envelope, consisting of a “Price Proposal” and a “Non-Price Proposal”.

b) Delivery of Proposals

When sent by mail, the sealed Proposal shall be addressed to the Owner at the address and in the care of the official in whose office the Proposals are to be received. All Proposals shall be filed prior to the time and at the place specified in the Invitation for Proposals. The Proposal shall include the Price Proposal in a separate sealed envelope. The Price Proposal portion shall not be opened until after the selection committee concludes the preliminary selection process. Proposals received after the time for opening of the Proposals will be returned to the firm, unopened. Faxed Proposals are **NOT ACCEPTABLE**.

c) Submission of Written Qualifications

The selection committee will review and evaluate the written responses to the Request for Proposal (RFP). Firms making proposals must respond in writing to all requirements of this RFP. Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information that is felt to be relevant by the proposing firm should be included after required components of the proposal described in paragraph g.

Firms with no prior experience and submittals that do not meet the minimum requirements will not be considered.

The Price Portion of the selected firm(s) will be opened once two or three firms have been short-listed and prior to the oral interviews if any.

d) Oral Interview

The selection committee may, at its discretion, select a minimum of one and no more than three qualified firms to proceed to the competitive oral interview stage of the procurement process. Each of the selected qualified firms will participate in a detailed oral interview to more fully discuss their approach to this project and to answer questions posed by the selection committee.

e) Selection

The top ranking candidate will be invited to negotiate a Contract with the City of Portsmouth. Should the City and the top ranked firm not be able to reach an agreement, the City will then negotiate with the second-highest ranked firm. The City reserves the right to discontinue the selection process at any time prior to execution of the contract. There will be no reimbursement to any firm for the cost of proposal preparation. The Contract shall include among other items a requirement that the firm carry certain insurance policies naming the City as an “additional insured”.

f) Proposal Evaluation

The City reserves the exclusive right to select or reject the firm(s) that it deems to be in the best interest to accomplish the project specified herein. Factors integral to the evaluation process, including:

- i) The firm’s ability, capacity, and skill to perform within the specified time limits. The firm shall have experience and capabilities for municipal facilities and wastewater and water applications in the electrical and mechanical disciplines. The firm’s experience, reputation, efficiency, judgment and integrity. The firm shall have prior experience with municipal facilities and wastewater and water application systems.

- ii) The quality and availability of supplies and materials that the firm has access to for maintenance and repairs to the City's equipment.
- iii) Firm's prior performance. The firm shall demonstrate that they have been involved in emergency generator service work for a minimum of five (5) years in municipal facilities and wastewater and water applications similar in size and complexity to the City of Portsmouth. Please provide at least three (3) reference contact names and phone numbers.
- iv) Sufficiency of firm's financial resources to fulfill the Contract.
- v) Other applicable factors as the City determines necessary or appropriate.
- vi) Firm's Proposal has been prepared in accordance with the instructions of the RFP.
- viii) Proposed schedule and scope of work.
- ix) Price

The City reserves the right to undertake such investigation of the firm's qualifications and references as it deems necessary to determine the firm's ranking. The firm may be requested to provide additional information as part of the interview process. Failure to provide additional information and to execute any releases requested for reference checks may result in disqualification.

g) Request For Proposals – Minimum Requirements

Submittals at a minimum shall consist of the following:

i) Description of Firm

Brief description of the firm including location of corporate headquarters and potential satellite office proposed to handle this project.

ii) Statement of Project Requirements

Statement in succinct terms the firm's understanding of what is required by this Request for Proposal.

iii) Scope of Services

Describe in narrative form the firm's approach and technical plan for accomplishing the work listed herein. Provide a discussion of how the firm will assure adequate and timely completion of this project. A description of the firm overall capability and assurance that it can meet its' commitment to successfully complete this project.

iv) Team

Provide the names, with their resumes, of all members of the team. Each team member's experience, background and special skills shall be included. The team leader(s) should be designated.

v) Relevant Experience

Provide the details of experience and past performance of the firm on comparable projects for other communities. This item should cover, at a minimum, the substantive nature of comparable projects. Contract firms are required to give sufficient information of their experiences to permit the City to understand and verify the exact nature of the contributions made by the consultant to the projects listed.

vi) Work Schedule

Provide a work schedule as part of the annual Services Contract.

vii) References

Provide the name, title, locations and telephone number of persons who can substantiate the firm's referenced experiences. Contractor shall supply executed releases, see Appendix A, for all references.

viii) Costs

Costs shall be submitted as part of the SCHEDULE OF PRICES listed in the Price Proposal Form. In addition, the Firm shall include their standard rate schedule for work beyond the proposed scope outlined within this RFP.

D. Site Visitation and Additional Information

Site Visit: There will be a one time site visit for vendors who are interested in seeing the generators. Interested firms are to meet at **10:00 a.m., January 30, 2014** in the Conference Room on the main floor at the Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH. This visit will give vendors an opportunity to look at some of the larger generators. This visit is not mandatory, but it is the only time available to see the generators.

All prospective firms may contact the Chief Water Plant Operator Mr. Steve Scotton at the Portsmouth Water Treatment Plant in Madbury, New Hampshire at (603) 516-8360, Ms. Paula Anania, Chief Wastewater Plant Operator at (603) 427-1553, Mr. Todd Croteau, Public Works General Foreman, at (603) 766-1428, or Ken Linchey (603) 431-5080 Ext. 251, at the School Department for additional information. Prospective firms may also contact Mr. Terry Desmarais, City Engineer at (603) 766-1421 for additional information.

All questions must be received no later than Feb. 3, 2014 @ 4:30 p.m. Questions should be emailed to Paula Anania at panania@cityofportsmouth.com

E. Scope of Services

- a) **Major Inspection: Major inspections to be performed once a year.** Service to include but is not limited to the following:

IGNITION	<ul style="list-style-type: none"> Change all spark plugs Change points Change condenser Check distributor cap and rotor and change. If necessary Check all ignition wires and replace, if necessary Check start solenoid terminals Check and adjust choke, when applicable
ENGINE	<ul style="list-style-type: none"> Change lube oil Change lube off filter Tighten valve covers Fill governor sump with lube oil, when applicable Lubricate governor linkage Service oil bath air cleaner, when applicable Check entire unit for noticeable oil leaks Take oil sample for analysis
COOLING SYSTEM	<ul style="list-style-type: none"> Test coolant protection Test coolant alkalinity Check water hoses - both upper and lower Check bypass hoses Check fan belts Check engine block heater for operation, when applicable Check louver operation Check water filters
EXHAUST SYSTEM	<ul style="list-style-type: none"> Check flexible section for cracks or leaks Drain condensation trap, when applicable Check exhaust flange gaskets Check exhausts muffler and drain, when applicable Visually inspect entire exhaust system for leaks
FUEL SYSTEM	<ul style="list-style-type: none"> Change primary and secondary fuel filter diesel only Check injector fuel lines diesel only Check flex fuel sections Check fuel pump Check fuel connections and tighten Check fuel solenoid Check day tank float Check regulator (Gas)
BATTERY	<ul style="list-style-type: none"> Load test battery Check specific gravity of battery Check battery voltage Clean battery cables and replace, if necessary Clean battery terminal on cables Clean battery posts and coat same Check fluid level and fill, if required Recharge and /or replace, it required

STARTING SYSTEM	<ul style="list-style-type: none"> Check starter motor solenoid terminal Check starter motor Check charge rat on alternator or internal charge circuit Check alternator belt Check wiring and terminals Check solid-state boards for connection
OPERATIONAL CHECKS	<p>Start generator and conduct safety shutdown tests for the following:</p> <ul style="list-style-type: none"> Low oil pressure High water temperature Over speed High air' temperature, air-cooled sets only Check voltage output Check frequency (Hz) Record hour meter reading, when applicable Check unit for vibration and any unusual noises Run unit full load minimum of 20 minutes
AUTOMATIC SWITCH	<ul style="list-style-type: none"> Inspect contractor assembly and connections Check exerciser clock and time setting Check time delays Check battery charger for proper output Check selector switch Check Voltage sensors for visual condition Start and stop generator from transfer switch
FINAL CHECK	<ul style="list-style-type: none"> Check field breaker is in the ON position Check that selector switch is in the automatic mode Start and stop generator using generator controls Start and stop generator using the switch controls Simulate power failure* <p>*Receive prior approval from supervisory personnel before performing this function. Reset generator and leave set in the remote position</p>
GENERAL INSPECTION OF SITE	<p>Inspect site for any debris or obstructions, which could cause a potential Problem or may be hazardous to the operation or surrounding area. Report any problems to the City's Contact Person</p> <p>This major inspection includes parts, lubricants, coolants, material or labor used in any of the above service level maintenance programs.</p>

- i) Prepare report on each service visit to be signed by the City of Portsmouth's representative with a copy in a maintenance log book to be left at the unit. The report shall include recommendations for repairs that should be performed to the emergency generator systems. Price quotations shall be provided within seven (7) days following the report for the selected firm to provide labor and parts for these recommended repair services.
- ii) Perform repair services including installation of additional parts not listed above on a normal notification or emergency basis. All such additional repair services shall be billed at the hourly unit price as indicated in the fee section of this Proposal. All parts shall be billed at current prices.

NOTE: Contractor shall invoice the City of Portsmouth describing the work performed on each generator. The invoice shall be specific for each facility worked on. This method of invoicing is necessary as part of the City's accounting system.

- b) **Additional Work: Additional work shall be provided on the hourly rate set forth below for additional work and emergency services.** Additional and emergency work shall be performed between normal working hours of 8:00 am and 4:30 pm Monday to Friday, excluding holidays (see City of Portsmouth Holiday Schedule – Attachment No. 2). Emergency service required during other than normal working hours will be invoiced at 1 ½ times the normal rate as quoted below, except Sundays and holidays when twice the hourly rate as quoted below will be invoiced. The additional work shall be either prearranged or will be on an emergency basis. The requested work may include rebuilding or overhaul work of the emergency generator systems. The firm shall be available on a 24 hour per day, 7 days per week basis with a response within 60 minutes to call to a single telephone number for servicing all Emergency Generator Systems. The normal hourly billing rate shall be as presented in the rate schedule provided by the Contracting Firm as part of this Proposal.
- c) **Spare Parts Discount:** Spare parts used for repair shall be based off a % discount manufacturer's price list of vendor's in house price list, to be supplied with bid, and held firm for a year. Increases are allowed on replacement parts at the commencement of the one year contract extension and must be accompanied by an updated manufacturer's or vendor's in house price list. The % discount shall stay the same.
- d) **Rental:** A rental generator shall be provided by the Contractor if the Contractor is unable to fix the facility generator to a fully functional operational capacity within 8 hours. If the facility generator is still not operable within 8 hours, the Contractor shall supply a rental generator within 10 hours of initial notification if requested by the City. Initial notification shall be as stipulated above under Section b) Additional Work. Rental generator shall be compatible to current size and accommodation as existing with sound attenuation for noise reduction. The rental generator shall remain on-site at a negotiated rate until the facility generator is fully functioning and fixed. Generator rental rates shall be negotiated at the time of need at a fixed rate until the facility generator is fully functional or the City requests the rental be removed. Rates shall not include any sales tax for added supplies/parts purchased; there shall be no additional fees for downtime, cleaning, stand-by, operations/technical rate, lodging, travel, or mileage; and the Contractor shall be responsible for supplying qualified personnel to make sure the rental generator is properly serviced during the rental period, properly hooked-up to the facility and fully functioning when

delivered. It is the responsibility of the Contractor to drop off and pick-up rental generators upon final repair or notification by the City. It shall be the City's responsibility to fuel the rental generator after receiving proper instructions by the Contractor.

F. Insurance

General

The successful firm shall be required to purchase and maintain, for the duration of this Contract, insurance of the limits and types specified below from an insurance company approved by the City.

Additionally Insured

All liability policies shall include the City of Portsmouth, NH as named "Additional Insured".

1. The insurance shall be primary in the event of a loss.
2. The additional insured endorsement must include language specifically stating that the entity is to be covered for all activities performed by, or on behalf of, the Consultant.

Evidence of Insurance

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance companies certifying that all the insurance policies specified below are in force for the specific period. The firm shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the City of Portsmouth, NH at least fifteen (15) days prior to the cancellation or non-renewal of such coverage.

Forms of Insurance

Insurance shall be in such form as will protect the firm from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this Contract whether such operation by himself or by anyone directly or indirectly employed by him.

Amounts of Insurance

Comprehensive General Liability:
Bodily Injury or Property Damage - \$1,000,000/\$2,000,000
Single Occurrence/aggregate
Automobile and Truck Liability:
Bodily Injury or Property Damage - \$1,000,000

Additionally, the firm shall maintain Workers Comprehensive Insurance coverage for all people employed by the firm to perform work on this project. This insurance shall be in accordance with the requirements of the most current laws of the State.

PRICE PROPOSAL FORM
To be placed in a separate sealed envelope)

Part A - SCHEDULE OF PRICES

NOTE: This Proposal shall be filled in by the **CONTRACT SERVICES FIRM** with the prices written in both words and numerals and the extensions made by him/her. In case of discrepancy between words and numerals, the **amount shown in words shall govern.**

CONTRACT SERVICES FIRM agrees to perform all the necessary labor and do all work described in the Scope of Services for **Major Inspections** (paragraph E.a)), for the following lump sum prices and/or unit prices:

Project involving Contract Services to the **CITY OF PORTSMOUTH's** Public Works Department in accordance with specifications, the following:

Item No.	Item Description and Unit Price in Words
1	<p>Wastewater Dept. – Tucker’s Cove Pump Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
2	<p>Wastewater Dept. – Heritage Road Pump Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
3	<p>Wastewater Dept. – Lafayette Road Pump Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>

<p>4</p>	<p>Wastewater Dept. – Marcy Street Pump Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>5</p>	<p>Wastewater Dept. – Woodlands 1 Pump Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>6</p>	<p>Wastewater Dept. – Woodlands 2 Pump Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>7</p>	<p>Wastewater Dept. – Rye Line Pump Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>8</p>	<p>Wastewater Dept. – Constitution Avenue Pump Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>9</p>	<p>Wastewater Dept. – West Road Pump Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>

<p>10</p>	<p>Wastewater Dept. – Griffin Park Pump Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>11</p>	<p>Wastewater Dept. – Leslie Drive Pump Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>12</p>	<p>Wastewater Dept. – Gosling Road Pump Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>13</p>	<p>Wastewater Dept. – Atlantic Heights Pump Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>14</p>	<p>Wastewater Dept. – Pease Wastewater Treatment Facility Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator System for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>15</p>	<p>Wastewater Dept. – Peirce Island Wastewater Treatment Facility Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>

<p>16</p>	<p>Wastewater Dept. – Mechanic Street Pump Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>17</p>	<p>Wastewater Dept. – Deer Street Pumping Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>18</p>	<p>Wastewater Dept. – Corporate Drive Pump Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>19</p>	<p>Water Dept.- Water Treatment Plant, Madbury, NH Annual Contract for Planned Servicing, Inspection, testing and report of Emergency Generator System for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>20</p>	<p>Water Dept. – Newington Water Booster Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator System for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>21</p>	<p>Water Dept. – Collins Well Station Annual Contract for Planned Services, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>

22	<p>Water Dept. – Portsmouth Well No. 1 Station Annual Contract for Planned Services, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
23	<p>Water Dept. – Greenland Well Station <i>Annual Contract for back up direct drive motor maintenance only</i></p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
24* See note	<p>Dept. of Public Works – High-Hanover Parking Garage Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator System for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
25	<p>Dept. Public Works –Police Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
26	<p>Dept. Public Works – Central Fire Station Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
27	<p>Dept. Public Works –Public Works Facility Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>

<p>28</p>	<p>Dept. Public Works – City Hall Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>29</p>	<p>Dept. Public Works – Portsmouth High School Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>30</p>	<p>School Department – Dondero Elementary School Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>31</p>	<p>Water Dept. –Madbury #3 Well <i>Annual Contract for back up direct drive motor maintenance only</i></p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>32</p>	<p>Water Dept. – Madbury #2 Well <i>Annual Contract for back up direct drive motor maintenance only</i></p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
<p>33</p>	<p>Dept. Public Works – Fire Station # 2 Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>

34	<p>Water Dept. – Haven Well Station Annual Contract for Planned Services, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
35	<p>Water Dept. –Pease Water Plant Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>
36	<p>Portsmouth Middle School Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p>_____ per lump sum \$ _____</p> <p>Price in Words Price in Figures</p>

***Note: It is expected that in the near future, through the bidding process, the High Hanover Parking Facility Generator will be replaced. At that time the City will utilize the standard maintenance warrantied by the generator company. The specific date of installation is not know at this time therefore we have kept the facility part of this request for proposal.**

TOTAL PROPOSAL PRICE (Lump Sum of Parts 1 through 36)

\$ _____

_____ per lump sum \$ _____

The unit prices listed above shall be paid for actual quantities supplied in accordance with the applicable specifications within the various categories shown and shall be good for one year with renewable annual contracts up to two (2) additional years. The renewable contracts shall be adjusted to account for inflation in accordance with standard cost index increase. The prices as shown shall include all costs associated with performing the various items of work as outlined in this RFP. No additional payment beyond the unit price shall be made for work for the items listed above.

It is the intent to award all parts to the same contract services firm. The City may reject any or all Proposals for any reason deemed to be against its best interest.

CONTRACT SERVICES FIRM agrees to perform all the necessary labor and do all work described in the Scope of Services for Additional Work (paragraph E.b)), for the following unit prices:

Hourly Rate: _____
Rate in Words

\$ _____
Rate in Figures

Part B - Proposal Conditions

The Contract Services Firm understands that the Owner reserves the right to reject any or all Proposals and to waive any informalities in the Proposal.

The Contract Services Firm agrees that the Proposal shall be valid and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving proposals.

The full name of all persons and parties interested in the foregoing Proposal as principals are as follows:

.....
.....
.....
.....
.....
.....

Date:

Future request for proposals may be sent electronically. Please provide an e-mail address for future request for proposal invitations. If there is no available e-mail address, please indicate as such. Thank you in advance for your cooperation.

E-mail Address: _____

APPENDIX A

RELEASE OF ALL CLAIMS FOR PURPOSE OF REFERENCE CHECK

TO: _____
Name of Reference ("Reference")

Name of Employer/Organization ("Entity")

Address

Address

On behalf of the undersigned Contractor I hereby agree to release and hold harmless the above-named Reference and Entity from any and all claims and causes of action including without limitation actions for defamation, slander or interference with contractual relations for any statements made to the City during the course of the City's investigation of Contractor's qualifications.

Dated: _____ Contractor: _____

By: _____

Print Name: _____

Title: _____

Attachment 1

City of Portsmouth Summary – Emergency Generator Systems

See attached plan for location

WW= WasteWater W= Water DPW= Dept of Public Works

Gen #	Location & Name	Dept.	Manufacturer		Fuel	Size of Gen.
			Engine	Generator		
1	Tucker's Cove	WW	Ford	Onan	Propane	40.34 kW
2	Heritage Road Pumping Station	WW	Ford	Onan	Diesel	30 kW
3	Lafayette Road Pumping Station	WW	Cummins	Onan	Diesel	230 kW
4	Marcy Street Pumping Station	WW	Ford	Onan	Nat.	20 kW
5	Woodlands 1 Pumping Station	WW	Chrysler	Onan	Propane	30 kW
6	Woodlands 2 Pumping Station	WW	Chrysler	Onan	Propane	30 kW
7	Rye Line Pumping Station	WW	Caterpillar	Caterpillar	Nat.	80 kW
8	Constitution Avenue Pumping Sta	WW	Ford	Ford	Propane	45 kW
9	West Road Pumping Station	WW	Ford	Onan	Propane	30 kW
10	Griffin Park Pumping Station	WW	Ford	Onan	Nat.	30 kW
11	Leslie Drive Pumping Station	WW	Ford	Onan	Propane	45 kW
12	Gosling Road Pumping Station	WW	Ford	Onan	Diesel	125kW
13	Atlantic Heights Pumping Station	WW	Ford	Onan	Propane	30 kW
14	Pease Wastewater Treatment Plant	WW	Caterpillar	Caterpillar	Diesel	250 kW
15	Peirce Island WWTP	WW	Caterpillar	Caterpillar	Diesel	750 kW
16	Mechanic Street Pumping Station	WW	Cummins	Onan	Diesel	750 kW
17	Deer Street Pumping Station	WW	Caterpillar	Caterpillar	Diesel	500 kW

18	Corporate Drive Pumping Station- new	WW	Caterpillar	Caterpillar	Nat.	100 kW
19	Madbury Water Treatment Plant- new	W	Caterpillar	Caterpillar	Diesel	750 kW
20	Newington Booster Station	W	New in 2000	New in 2000	Diesel	150 kW
21	Collins Well	W	Ford	Direct Drive Engine	Propane	5 kW
22	Portsmouth Well No. 1	W	Caterpillar	Caterpillar	Propane	75 kW
23	Water Department–Greenland Well Station. Stand-by direct drive motor for emergency well pumping.	W	Right Angle Drive Unit: Johnson Gear	Model #47639 Model #G2300X214	Propane	White 4 cylinder engine with PTO RPM: 1760
24	High/Hanover Parking Garage	DPW	Wisconsin	Katolight	Nat.	15 kW
25	Police Station Garage	Police	Komatsu	Onan	Diesel	60 kW
26	Central Fire Station	Fire	Ford	Onan	Nat. gas	225 kW
27	Public Works Facility	DPW	Cummins	Onan	Nat. gas	100 kW
28	City Hall	DPW	Cummins	Onan	Diesel	100 kW
29	Portsmouth High School	DPW	Caterpillar	Caterpillar	Diesel	1500 kW
30	Dondero Elementary School	School	Ford	Onan	Diesel	45kW
31	Madbury Well #3	W	Chrysler		Propane	
32	Madbury Well #2 Chrysler Marine 6 cylinder engine with PTO; Right Angle Drive Unit: Johnson Gear RPM: 1760	W	White 4 cylinder engine With PTO Model #G2300X214		Propane	
33	Fire Station # 2	Fire	Caterpillar Model G200LG2	Caterpillar	Diesel	25KVA
34	Haven Well	W	GM 8.1	Kohler	Propane	80kW
35	Pease Water Plant	W	John Deere	Kohler	Diesel	60kW
36	Portsmouth Middle School	School	Kohler	Kohler	Diesel	60kW

ATTACHMENT 2

CITY OF PORTSMOUTH

OBSERVED HOLIDAYS

New Year's Day

Dr. Martin Luther King., Jr., Day

President's Day

Good Friday (Half Day)

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day and Day After

Christmas Day and Day After