



## **Request for Proposals**

# **City of Portsmouth, New Hampshire**

## **Annual Services Contract - Comprehensive Services for Emergency Generator Systems**

**RFP No. 50-17**

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 #50-17” 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 2:00 p.m., May 25, 2017.

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.

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. May 11, 2017 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.

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, Police Station Garage, High/Hanover Parking Garage, Pease Wastewater Treatment Facility, and 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 firm(s) selected 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, include:

- 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) Submission – 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) Scope of Services**

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

**iii) 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.

**iv) Relevant Experience and References**

Provide the details of experience and past performance of the firm on comparable work for other communities. This item should cover, at a minimum, the substantive nature of comparable work. 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 team members.

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.

**v) Work Schedule**

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

**vi) Costs**

Costs shall be submitted as part of the SCHEDULE OF PRICES listed in the Price Proposal Form in a separate sealed envelope. 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. May 11, 2017 in the Conference Room on the main floor at the Department of Public Works, 680 Peaverly 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 Mike Baker Pump Station Manager at (603) 766-1538, Mark Young Assistant Chief Plant Operator at the Portsmouth Water Treatment Plant in Madbury, New Hampshire at (603) 516-8360, Ms. Paula Anania, Chief Plant Operator at the Pease Wastewater Treatment Plant at (603) 766-1505, 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.

All questions must be received no later than 4:30 p.m. May 17, 2017. Questions should be emailed to Mike Baker, Pump Station Manager at [mbaker@cityofportsmouth.com](mailto:mbaker@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"> <li>Change all spark plugs and check the electrode gap.</li> <li>Change points</li> <li>Change condenser</li> <li>Check distributor cap and rotor and change. If necessary</li> <li>Check all ignition wires and replace, if necessary</li> <li>Check start solenoid terminals</li> <li>Check and adjust choke, when applicable</li> </ul>
ENGINE	<ul style="list-style-type: none"> <li>Change lube oil</li> <li>Change lube oil filter</li> <li>Tighten valve covers</li> <li>Fill governor sump with lube oil, when applicable</li> <li>Lubricate governor linkage</li> <li>Service oil bath air cleaner, when applicable</li> <li>Check entire unit for noticeable oil leaks</li> <li>Send oil sample out for analysis</li> </ul>
COOLING SYSTEM	<ul style="list-style-type: none"> <li>Test coolant protection</li> <li>Send coolant sample out for analysis</li> <li>Test coolant alkalinity</li> <li>Change Coolant Filters</li> <li>Check water hoses - both upper and lower</li> <li>Check bypass hoses</li> <li>Check fan belts</li> <li>Check engine block heater for operation, when applicable</li> <li>Check louver operation</li> </ul>
EXHAUST SYSTEM	<ul style="list-style-type: none"> <li>Check flexible section for cracks or leaks</li> <li>Drain condensation trap, when applicable</li> <li>Check exhaust flange gaskets</li> <li>Check exhausts muffler and drain, when applicable</li> <li>Visually inspect entire exhaust system for leaks</li> </ul>
FUEL SYSTEM	<ul style="list-style-type: none"> <li>Change primary and secondary fuel filter diesel only</li> <li>Check injector fuel lines diesel only</li> <li>Check flex fuel sections</li> <li>Check fuel pump</li> <li>Check fuel connections and tighten</li> <li>Check fuel solenoid</li> <li>Check day tank float</li> <li>Check regulator (Gas)</li> <li>Diesel Fuel Polishing</li> </ul>
BATTERY	<ul style="list-style-type: none"> <li>Load test battery</li> <li>Check specific gravity of battery</li> <li>Check battery voltage with engine running and off.</li> <li>Clean battery cables and replace, if necessary</li> <li>Clean battery posts and grease.</li> <li>Check fluid level and fill, if required</li> <li>Check operation of battery charger.</li> </ul>

STARTING SYSTEM	<ul style="list-style-type: none"> <li>Check starter motor solenoid terminal</li> <li>Check starter motor</li> <li>Check charge rate on alternator or internal charge circuit</li> <li>Check alternator belt</li> <li>Check wiring and terminals</li> <li>Check solid-state boards for connection</li> </ul>
OPERATIONAL CHECKS	<ul style="list-style-type: none"> <li>Scan Computer for codes if applicable</li> <li>Start generator and conduct safety shutdown tests for the following: <ul style="list-style-type: none"> <li>Low oil pressure</li> <li>High water temperature</li> <li>Over speed</li> <li>High air' temperature, air-cooled sets only</li> </ul> </li> <li>Check voltage output</li> <li>Check frequency (Hz)</li> <li>Record hour meter reading, when applicable</li> <li>Check unit for vibration and any unusual noises</li> <li>Run Unit for 15 minutes under available load</li> </ul>
AUTOMATIC SWITCH	<ul style="list-style-type: none"> <li>Inspect contractor assembly and connections</li> <li>Check exerciser clock and time setting</li> <li>Check time delays</li> <li>Check selector switch</li> <li>Check Voltage sensors for visual condition</li> <li>Start and stop generator from transfer switch</li> </ul>
FINAL CHECK	<ul style="list-style-type: none"> <li>Check field breaker is in the ON position</li> <li>Check that selector switch is in the automatic mode</li> <li>Start and stop generator using generator controls</li> <li>Start and stop generator using the switch controls <ul style="list-style-type: none"> <li>• <b>Simulate power failure*</b></li> </ul> </li> </ul>
GENERAL INSPECTION OF SITE	<ul style="list-style-type: none"> <li style="text-align: center;"><b>*Receive prior approval from supervisory personnel before Performing this function.</b></li> <li>Reset generator and leave set in the remote position</li> </ul> <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 3:30 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 **4** hours. If the facility generator is still not operable within **4** hours, the Contractor shall supply a rental generator within **6** hours of initial notification if requested by the City. Initial notification shall be when the city places an emergency service call to the firm. 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.

### **Amounts of Insurance**

- A) Comprehensive General Liability:  
 Bodily Injury or Property Damage - \$1,000,000/\$2,000,000  
 Single Occurrence/aggregate
- B) Automobile and Truck Liability:  
 Bodily Injury or Property Damage - \$1,000,000/\$2,000,000  
 Per occurrence and general aggregate

Additionally, the Contractor shall purchase and maintain the following types of insurance:

- A) Workers Comprehensive Insurance coverage sufficient to meet statutory requirements for all people employed by the Contractor to perform work on this project.
- B) Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
- C) Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.

This insurance shall be in accordance with the requirements of the most current laws of the State.

**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.

**PRICE PROPOSAL FORM FOR BASE BID**  
**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:

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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
<b>1</b>	<p><b>Tucker's Cove Pump Station</b>                      Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p align="center">_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float:right"><b>Price in Figures</b></span></p>
<b>2</b>	<p><b>Heritage Road Pump Station</b>                      Annual Contract for Planned Servicing, inspection, testing and report of Emergency Generator Systems for the Department at</p> <hr/> <p align="center">_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float:right"><b>Price in Figures</b></span></p>
<b>3</b>	<p><b>Not used</b></p>

<p><b>4</b></p>	<p><b>Marcy Street Pump Station</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<p><b>5</b></p>	<p><b>Woodlands 1 Pump Station</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<p><b>6</b></p>	<p><b>Woodlands 2 Pump Station</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<p><b>7</b></p>	<p><b>Rye Line Pump Station</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<p><b>8</b></p>	<p><b>Constitution Avenue Pump Station</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<p><b>9</b></p>	<p><b>West Road Pump Station</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>

10	<p><b>Griffin Park Pump Station</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
11	<p><b>Leslie Drive Pump Station</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
12	<p><b>Gosling Road Pump Station</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
13	<p><b>Atlantic Heights Pump Station</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
14	<p><b>Wastewater Dept. – Pease Wastewater Treatment Facility</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
15	<p><b>Not used</b></p>

16	<p><b>Mechanic Street Pump Station</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
17	<p><b>Deer Street Pumping Station</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
18	<p><b>Corporate Drive Pump Station</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
19	<p><b>Water Dept.- Water Treatment Plant, Madbury, NH</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
20	<p><b>Water Dept. – Newington Water Booster Station</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
21	<p><b>Water Dept. – Collins Well Station</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>

<p><b>22</b></p>	<p><b>Water Dept. – Portsmouth Well No. 1 Station</b>  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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<p><b>23</b></p>	<p><b>Water Dept. – Greenland Well Station</b>  <i>Annual Contract for back up direct drive motor maintenance only</i></p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<p><b>24</b></p>	<p><b>Dept. of Public Works – High-Hanover Parking Garage</b>  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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<p><b>25</b></p>	<p><b>Dept. Public Works –Police Station</b>  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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<p><b>26</b></p>	<p><b>Dept. Public Works – Central Fire Station</b>  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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<p><b>27</b></p>	<p><b>Dept. Public Works –Public Works Facility</b>  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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>



<p><b>28</b></p>	<p><b>Dept. Public Works – City Hall</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<p><b>29</b></p>	<p><b>Dept. Public Works – Portsmouth High School</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<p><b>30</b></p>	<p><b>Not used</b></p>
<p><b>31</b></p>	<p><b>Water Dept. –Madbury #3 Well</b> <i>Annual Contract for back up direct drive motor maintenance only</i></p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<p><b>32</b></p>	<p><b>Water Dept. – Madbury #2 Well</b> <i>Annual Contract for back up direct drive motor maintenance only</i></p> <hr/> <p>_____ per lump sum \$ _____</p> <p><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<p><b>33</b></p>	<p><b>Dept. Public Works – Fire Station # 2</b> 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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>

<b>34</b>	<p><b>Water Dept. – Haven Well Station</b>  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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<b>35</b>	<p><b>Water Dept. –Pease Water Plant</b>  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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<b>36</b>	<p><b>Portsmouth Middle School</b>  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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>
<b>37</b>	<p><b>Fire Station #3</b>  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><b>Price in Words</b> <span style="float: right;"><b>Price in Figures</b></span></p>

Price Proposal: (Lump Sum of Parts 1 through 37)

\$ \_\_\_\_\_

\_\_\_\_\_ per lump sum \$ \_\_\_\_\_

**PROPOSAL FORM FOR ADDITIONAL/ALTERNATIVE #1 BID****LOAD BANK TESTING OF DIESEL GENERATORS****It is mandatory to fill out this section as well.**

<b>ITEM #</b>	<b>EST. QTY</b>	<b>UNITS</b>	<b>ITEM DESCRIPTION AND UNIT PRICE IN WORDS</b>	<b>UNIT PRICE IN FIGURES</b>	<b>ITEM TOTAL IN FIGURES</b>
2	1	PS	Heritage Ave Pump Station	\$_____	\$_____
7	1	PS	Rye Line Pump Station	\$_____	\$_____
12	1	PS	Gosling Road Pump Station	\$_____	\$_____
16	1	PS	Mechanic Street Pump Station	\$_____	\$_____
17	1	PS	Deer Street Pump Station	\$_____	\$_____
19	1	W	Water Dept.-Water Treatment Plant Madbury NH	\$_____	\$_____
20	1	W	Water Dept.-Newington Booster Station	\$_____	\$_____
28	1	DPW	Dept. Public Works- City Hall <b>Can only be done on Fridays after 1PM</b>	\$_____	\$_____

29	1	DPW	Dept. Public Works – Portsmouth High School. <b>Can only be done during School Vacations</b>	\$ _____	\$ _____
<hr/>					
35	1	W	Water Dept. – Pease Water Plant	\$ _____	\$ _____
<hr/>					

**ADD ALT#1 Price Proposal:  
Total of Items 2 to 35**

Total \$ \_\_\_\_\_  
In Words

\$ \_\_\_\_\_  
In Figures

**BASIS OF AWARD: Price Proposal plus Add Alt#1 Price Proposal Total**

Total \$ \_\_\_\_\_  
In Words

\$ \_\_\_\_\_  
In Figures

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 the Boston Consumer Price Index. 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 contract with a single firm for all work. The City may reject any or all Proposals for any reason deemed to be against its best interest.**

**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.

% discount \_\_\_\_\_  
**Discount Percent**

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

Vendor: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City, State, Zip Code

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

Fax: \_\_\_\_\_

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



**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

PS= Pump Station    W= Water    DPW= Dept of Public Works

Gen #	Location & Name	Dept.	Manufacturer		Fuel	Size of Gen.
			Engine	Generator		
1	Tucker's Cove	PS	Ford	Onan	Propane	40.34 kW
2	Heritage Road Pumping Station	PS	Ford	Onan	Diesel	30 kW
3	Not used					
4	Marcy Street Pumping Station	PS	Ford	Onan	Nat. gas	20 kW
5	Woodlands 1 Pumping Station	PS	Chrysler	Onan	Propane	30 kW
6	Woodlands 2 Pumping Station	PS	Chrysler	Onan	Propane	30 kW
7	Rye Line Pumping Station	PS	Ford	Caterpillar	Nat. gas	80 kW
8	Constitution Avenue Pumping Station	PS	Ford	Ford	Propane	45 kW
9	West Road Pumping Station	PS	Ford	Onan	Propane	30 kW
10	Griffin Park Pumping Station	PS	Ford	Onan	Nat. gas	30 kW
11	Leslie Drive Pumping Station	PS	Ford	Onan	Propane	45 kW
12	Gosling Road Pumping Station	PS	Ford	Onan	Diesel	125kW
13	Atlantic Heights Pumping Station	PS	Ford	Onan	Propane	30 kW
14	Pease Wastewater Treatment Plant	PS	Caterpillar	Caterpillar	Diesel	250 kW
15	Not used					



16	Mechanic Street Pumping Station	PS	Cummins	Onan	Diesel	750 kW
17	Deer Street Pumping Station	PS	Caterpillar	Caterpillar	Diesel	500 kW
18	Corporate Drive Pumping Station	PS	Caterpillar	Caterpillar	Nat. gas	100 kW
19	Madbury Water Treatment Plant	W	Caterpillar	Caterpillar	Diesel	750 kW
20	Newington Booster Station (Bean)	W	International	Olympian	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	Greenland Well Station	W	Industrial White 4 cylinder engine	Direct Drive Engine	Propane	N/A
24	High/Hanover Parking Garage	DPW	GM Industrial	Cummins	Nat. gas	20 kW
25	Police Station Garage	Police	Komatsu	Onan	Diesel	60 kW
26	Central Fire Station	Fire	Ford	Onan	Nat. gas	25 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	700 kW
30	Not used					
31	Madbury Well #3	W	Chrysler	Direct Drive Engine	Propane	N/A
32	Madbury Well #2	W	Industrial White 4 cylinder engine	Direct Drive Engine	Propane	N/A
33	Fire Station # 2	Fire	Caterpillar Model G200LG2	Caterpillar	Nat. gas	200kW
34	Haven Well	W	GM 8.1	Kohler	Propane	80kW

<b>35</b>	<b>Pease Water Plant</b>	<b>W</b>	<b>John Deere</b>	<b>Kohler</b>	<b>Diesel</b>	<b>60kW</b>
<b>36</b>	<b>Portsmouth Middle School</b>	<b>School</b>	<b>John Deere</b>	<b>Kohler</b>	<b>Diesel</b>	<b>350kW</b>
<b>37</b>	<b>Fire Station #3</b>	<b>Fire</b>	<b>GM</b>	<b>Kohler</b>	<b>Natural gas</b>	<b>30kW</b>

## Additional Information- Pump Stations

<i>Gen #</i>	<i>STATIONS</i>	<i>Serial #</i>	<i>Model #</i>	<i>Engine</i>	<i>Generator</i>	<i>Fuel</i>	<i>Size of Gen</i>
13	Atlantic	D860814486	30.OEK-15R/29374R	FORD	ONAN	PROPANE	30 KW
8	Constitution	A810544519	45.OEN.15R/7512M	FORD	ONAN	PROPANE	45 KW
18	Corporate	F6521A/001	G100F1	FORD	OLYMPIAN	NATURAL GAS	100 KW
17	Deer	G6B01488	3456	CATERPILLER	CATERPILLER	DIESEL	500 KW
10	Griffin	H880150931	30EKL23698R	FORD	ONAN	NATURAL GAS	30 KW
12	Gosling	A050732783	DGDK-5700184	CUMMINS	CUMMINS	DIESEL	125 KW
2	Heritage	I160166742	30.0DEH-15R/92116	FORD	ONAN	DIESEL	30 KW
3	Not used						
11	Leslie	E860822739	45.OEM-15R/29374R	FORD	ONAN	PROPANE	45 KW
4	Marcy	B860801699	20.OES-15R/27229B	FORD	ONAN	NATURAL GAS	20 KW
16	Mechanic	97427-1	KTTA38G1	CUMMINS	DMT	DIESEL	750 KW
7	Rye line	ANG01537	G80F3	FORD	CATERPILLER	NATURAL GAS	80 KW
1	Tuckers Cove	I980793513	45GGFC	FORD	ONAN	PROPANE	40.34 KW
9	West	B840697752	30.OEK-15R/19361M	FORD	ONAN	PROPANE	30 KW
5	Woodlands 1	B860798896	H225	CHRYSLER	ONAN	PROPANE	30 KW
6	Woodlands 2	F840711706	30.05K-3R/7573A	CHRYSLER	ONAN	PROPANE	30 KW

14	Pease WWTP	7YR00732	3306	CATERPILLER	CATERPILLER	DIESEL	250 KW
15	Not used						

## **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