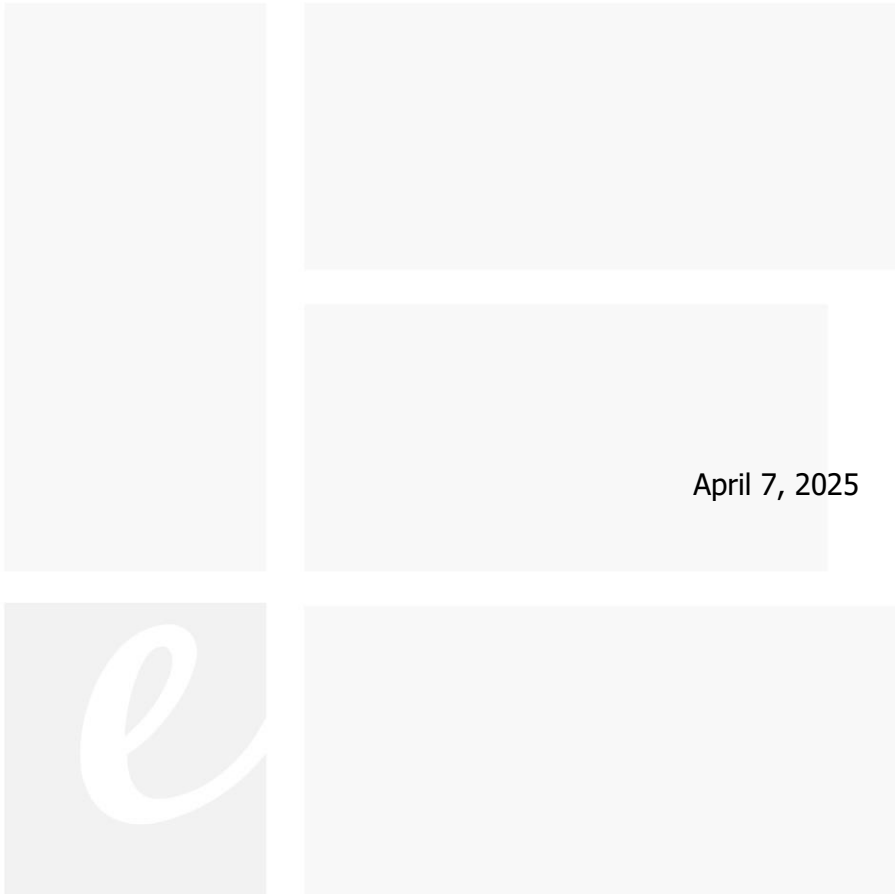




**REQUEST FOR
PROPOSAL**

FOR

GENERATOR MAINTENANCE SERVICE



April 7, 2025

REQUEST FOR PROPOSAL FOR GENERATOR MAINTENANCE SERVICE

I. INTRODUCTION

The City of Edgerton is hereby soliciting proposals from interested contractors to provide generator maintenance services for all City owned generators.

II. SCOPE OF REQUEST

The Department of Public Works and Utility is seeking bid submissions from qualified contractors for generator maintenance for seven (7) generators at seven (7) locations/city facilities in the City of Edgerton, Kansas.

Contractors are to provide the necessary labor and parts to perform routine scheduled preventative maintenance services to facility back-up generators throughout the City of Edgerton, on a semi-annual basis and/or as requested by the contract to maintain the unit in an operable condition in accordance with the specific task noted below and the Original Equipment Manufacturers (OEM) recommendations.

A complete list of the facility back-up generator locations included the specific manufacturer, model number, serial number, KW, and specific address locations are attached. The kW ranges for the facility back-up generators are from 40 to 600.

The contractor shall supply and maintain an adequate inventory of all necessary tools, equipment and normal parts and materials for the outlined preventive maintenance task under this contract. Any repairs required beyond the standard preventive maintenance task(s) identified during an inspection, shall be documented and presented to the Utility Superintendent, or their designee prior to the commencement of any repairs.

Pricing for Preventative Maintenance services shall be offered as lump sum price for each visit to a specific facility back-up generator. This lump sum price should include all costs (labor, parts, materials, equipment, travel time, etc.) required by the contractor to perform the scope of work, including Load Tests, as specified.

All generators are offered as individual line items on the Bid Proposal Forms. Bidders shall be available and capable of performing repair services on each generator for which preventive maintenance services have been bid. The contractor shall **not charge** the City for vehicle, trip or mileage charges, fuel, or fuel surcharges for the performance of preventative maintenance.

III. SCOPE OF WORK

Term:

This agreement shall be for a term of Three (3) years. This agreement will be subject to the Kansas Cash Basis Law, K.S.A. 10-1101. Any automatic renewal of the terms of the Agreement shall create no legal obligation on the part of the City of Edgerton. The City of Edgerton is obligated only to pay periodic payments or monthly installments under the Agreement as may

lawfully be made from (a) funds budgeted and appropriated for that purpose during the City of Edgerton's current budget year or (b) funds made available from any lawfully operated revenue producing source.

Either party shall have the authority to discontinue/cancel the agreement 60 days prior to the annual renewal of the agreement.

Invoices:

All invoices shall be submitted to the City of Edgerton either mailed to 404 E Nelson Street Edgerton, KS 66021, or emailed to invoice@edgertonks.org.

Equipment:

A list of all generators to be covered under this contract can be found in **Attachment A**.

Description of Services:

For the duration of this agreement, a successful bidder during normal business hours, shall inspect the equipment, one of which will include two (2) visits per year with the descriptions of services provided below: (list may not be all inclusive, the outcome is that all equipment is maintained to allow reliable, efficient operation at any time)

- A. Engine-Fuel System
 - Main fuel supply level
 - Solenoid valve operation
 - Water in the system
 - Flexible hose connectors
 - Tank vents
 - Overflow piping unobstructed
 - All piping conditions
 - Leaks
 - Fuel Samples
- B. Lubrication System
 - Oil level
 - Oil Heater if applicable
 - Crankcase Breather
 - Leaks
- C. Cooling System
 - Fluid Level (topping off to be included up to 1 gallon per year)
 - Antifreeze condition and protection level
 - Radiator air flow
 - Radiator exterior free from debris
 - Drive belts
 - Water pumps
 - Flex hoses and connections

- Engine Coolant heater
- Duct work and louvers
- Louver motor controls if applicable
- Leaks

D. Exhaust System

- Leakage
- Drain condensate trap
- Insulation and fire hazards
- Exhaust hangars and supports

E. Battery / Charging System

- Electrolyte levels
- Terminals clean and tight
- Remove Corrosion
- Install anti corrosion rings
- Battery charger and charge rate
- Test CCA Rating

F. Electrical System

- Tighten control wires
- Check Wire chafing
- Safety and alarms
- Boxes, panels, and cabinets
- Circuit Breakers and fuses

G. Ignition system

- Ignition system- plugs, plug wires, points, coil, cap, rotor

H. Generator

- Brush length, appearance
- Commutator slip rings
- Main rotor and stator
- Bearings
- Exciter rotor and stator (PMG)
- Voltage regulator
- Unusual conditions, noises,
- vibrations, temperatures,
- and deteriorations
- Enclosure or service room clean

(Note that not all items are applicable to all equipment)

In addition to the services listed, one (1) visit per year will include services described as:

A. Oil and Filter Change

Remove the existing engine oil and recharge the engine with new manufacturer approved oil.

Remove and replace oil filters, fuel filters, and water filters (if applicable)

Record contaminated oil condition.

Dispose of contaminated oil in the appropriate, safe, and legal manner.

B. Automatic Transfer Switch Inspection: inspection the following:

Main contactor pads

Control relays and circuit boards

Control loose connections

Settings of time delays

Operation of the exercise clock, recording results

Check and record voltage sensing relays/devices

C. Load Bank Testing

Conduct a 2-Hour duration test, which includes:

Visual Inspection

Start and run generator

Connection resistive load bank to generator for testing

Record Data of KW, Percent Load applied, voltage, amps, Hz, temperature, oil pressure, run time and time stamp.

Bidder's Responsibility:

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

Each bidder shall utilize staff that are trained, experienced and qualified to perform all necessary generator preventive maintenance activities specified. They will ensure proper safety protocols are met as required by the manufacturer of the equipment, OSHA, and/or other Federal, State, or Local Code, Laws or Regulations.

The bidder shall develop and maintain a maintenance schedule for each generator. This will also include developing and maintaining a maintenance log or log of record for each generator, that includes the listing of all work performed, date of service, and the technician that performed the work. This log shall be shared with the Utility Superintendent or their designee, as well as included with the accompanying invoice.

The bidder will provide a rate sheet for services that are identified from the maintenance inspections. Labor rates to be included are a Technician, Engineer/Project Manager, trip charges, and costs associated with after hour worked.

All insurance is to be held by the bidder.

Warranty:

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

The successful bidder(s) also warrants against defects in material and workmanship of all the successful bidder(s) part(s) or component(s) supplied hereunder for a period of one (1) year from the date of installation or until the termination date of this agreement, whichever is earlier. If any part(s) or component(s) prove defective during the aforementioned warranty period, the successful bidder(s) will at its option repair or replace any such item provided they are not damaged, abused, or affected by chemical properties.

The Contractor is not the manufacturer of repair/replacement part(s). The parts used to perform any services shall be only those that are recommended by the equipment manufacturer. All part(s) provided by the Contractor carry only those written warranties made by the manufacturer of the equipment or part and are subject to any limitations or exclusions provided by such manufacturer, except subject to the one-year time period outlined in the paragraph above.

All warranties provided by the Contractor will be void if the City fails to follow manufacturer's recommended maintenance and service guidelines, equipment is operated in excess of its rated capacity or equipment is used in applications outside its recommended use. Warranties will not apply to equipment failure caused by misuse, abuse, or improper operations. Except to the extent specified in the Warranty article or a special warranty made by the Contractor in a written Quote provided by the Contractor's authorized representative.

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. Part(s), component(s) or services furnished by others to the successful bidder(s) carry the same guarantee to the agency as the successful bidder(s) receives. If the City requests parts or services not included in the agreement, it is agreed that all requested parts(s), component(s) or services supplied by the successful bidder(s) will be accepted subject to the successful bidder's Condition of Sale issued with each order.

Other Items:

Should inspection(s) indicate that repairs are necessary that are outside the scope of this contract, the Contractor shall provide the City, in writing a composite price including labor, parts, materials and related expenses for the repairs. However, the city may elect to procure bids from other vendors if deemed necessary.

Before making any repairs, outside this Agreement, the successful bidder(s) must receive prior approval from the City, or the Utility Superintendent or their designee. All repair services and parts charged against this contract must be verified and approved by the City. Invoices for repairs must include a breakdown of time (how many hours worked) and parts.

IV. SUBMISSION REQUIREMENTS

All attached documents are required as part of the submission.

- a. Submit a digital submission to the City of Edgerton prior to **4:00 pm on April 24, 2025**. The submission should be completed proposals shall be clearly marked "Generator Maintenance Service" and emailed to mmabrey@edgertonks.org. Emails received after 4pm will not be acknowledged. USB drives can also be delivered to City Hall (Attention: Mike Mabrey) prior to the submission deadline.
- b. Any subsequent addenda will be compiled and made available on the city website on April 21, 2025. Addenda must be acknowledged and included in the proposal packet as an attachment. The addenda acknowledgement does not count towards the total page count.
- c. Questions during the RFP period should be directed to the contact listed below, prior to April 18th, 2025, at 4pm:

Mike Mabrey, Utility Superintendent
mmabrey@edgertonks.org
City of Edgerton, Kansas
PO Box 255
404 East Nelson Street
Edgerton, KS 66021
Phone: (913) 893-6231

Attachments:

- a. Facility & Generator Locations

ATTACHMENT A:

GENERATOR MAINTENANCE AND REPAIR BASE BID FORM

ITEM	LOCATION AND ITEM	UNIT (S)	UNIT COST	BID TOTAL
1	CAT C18 – 600 KW 20600 Homestead Ln. Edgerton, KS 66021 / BBCWWTP			
	Semi-Annual Inspection	1		
	Annual Inspection	1		
	TOTAL			
2	MTU 4R0120 DS100 – 100 KW 32590 Homestead Ln. Edgerton, KS 66021 / Big Bull Creek Lift Station			
	Semi-Annual Inspection	1		
	Annual Inspection	1		
	TOTAL			
3	MTU 8V1600 DS400 – 400 KW 19129 Essex St. Edgerton, KS 66021 / Essex Lift Station			
	Semi-Annual Inspection	1		
	Annual Inspection	1		
	TOTAL			
4	CAT D40-6 – 40 KW 32882 W 191st St. Edgerton, KS 66021 / Intermodal Lift Station			
	Semi-Annual Inspection	1		
	Annual Inspection	1		
	TOTAL			
5	MTU 0M924LA – 80 KW 18517 Waverly Rd. Edgerton, KS 66021 / Big Industrial Lift Station			
	Semi-Annual Inspection	1		
	Annual Inspection	1		
	TOTAL			
6	CAT D80-8 – 80 KW 710 E Nelson St. Edgerton, KS 66021 / Edgerton Wastewater Lift Station			
	Semi-Annual Inspection	1		
	Annual Inspection	1		
	TOTAL			

ITEM	LOCATION AND ITEM	UNIT (S)	UNIT COST	BID TOTAL
7	GENERAC SD200 – 200 KW 303 E Nelson St. Edgerton, KS 66021 / The Greenspace **New Unit			
	Semi-Annual Inspection	1		
	Annual Inspection	1		
				TOTAL
				TOTAL BASE BID