



**TOWN OF MANSFIELD
Facilities Management Department
Request For Proposal (RFP)**

Generator Service Contract

Submission Deadline:

Monday, October 23, 2017 at 2:00 p.m.

Submission Contact and Address:

Allen N. Corson, Director
Facilities Management Department
4 South Eagleville Road
Mansfield, Connecticut 06268
860-429-3326

Corsonan@mansfieldct.org
www.mansfieldct.org

Background:

The facilities of the Town of Mansfield are located east of Hartford in Mansfield, Connecticut. The Town takes care of four school buildings, grades pre-Kindergarten to eighth. Additional facilities also include, and the department maintains Mansfield Daycare, Mansfield Community Center, Senior/Wellness Center, Mansfield Library, Maintenance Shop, Town Hall, Public Works Complex, three small park buildings, Historical Society, Old Eagleville School House and three Fire Stations.

The Facilities Management Department has been maintaining these buildings drawing funds from the operating budget and also making Capital Improvements as needed.

Overview:

The Facilities Management Department is requesting a proposal from generator repair servicing professionals experienced in preventive maintenance and servicing various diesel and LP gas generators. The selected vendor will need to submit and cover fees for any required permits to complete the work. The selected vendor will work with the Facilities Management Department,

Scope of Work:

The selected vendor will perform two preventive maintenance services in a fiscal year on all town/school generators. The first of these two services will be a major scheduled maintenance to include the following:

- Change engine oil, engine filter and air filter.
- Inspect, clean and adjust spark plugs, ignition points and condenser (not applicable on diesel units).
- Check and record following data:
 - Hour meter operation
 - Anti-freeze protection
- Inspect all of the following areas on each unit, addressing as needed:
 - Condition of ignition system
 - Condition of anti-freeze protection and coolant level, adding up to one gallon level.
 - Verify the low level coolant alarm
 - Verify the engine water jacket heater
 - Fuel and water separator on diesel units
 - Condition of all hoses and belts, including condition.
 - Distributor, battery charging generator/alternator, starter, and governor.
 - Check entire unit for any fluid leaks (oil, fuel, water).

The selected vendor will perform a second scheduled maintenance service following a six month time period from the initial major service, and will include the following:

- Inspect, clean and adjust spark plugs, ignition points and condenser (not applicable on diesel units).
- Check and record following data:
 - Hour meter operation
 - Anti-freeze protection

- Engine lube oil level and condition
- Inspect all of the following areas on each unit, addressing as needed:
 - Condition of ignition system
 - Condition of anti-freeze protection and coolant level, adding up to one gallon level.
 - Verify the low level coolant alarm
 - Verify the engine water jacket heater
 - Fuel and water separator on diesel units
 - Condition of all hoses and belts, including condition.
 - Distributor, battery charging generator/alternator, starter, and governor.
 - Check entire unit for any fluid leaks (oil, fuel, water).

Town of Mansfield - Generators

LOCATION	ADDRESS	MAKE	MODEL
Goodwin Elementary	321 Hunting Lodge Road	Kohler	50ROZJ81
Vinton Elementary	306 Stafford Road	Kohler	50ROZJ61
Mansfield Community Center	10 South Eagleville Road	Spectrum	50DSEJB
Southeast Elementary	134 Warrenville Road	Kohler	50ROZJ81
Mansfield Middle School	205 Spring Hill Road	Kohler	50ROZJ81
Storrs Center Parking Garage	33 Royce Circle	Cummins	GGHE1201846
Public Works Garage	230 Clover Mill Road	Cummins "B"	A041D724
Fire Station #107	879 Stafford Road	Onan	30EK-3R/1487m
Fire Station #207	1722 Storrs Road	Katolight	L25FPW4
Fire Station #307	999 Storrs Road	Cummins	DSFDD
Rescue Vehicle #207	1722 Storrs Road	Onan	10HDAG/617310
Town Hall	4 South Eagleville Road	Cummins	DSGAA-A041E96

SUBMISSION REQUIREMENTS

Submission Due Date:

Qualifications and proposals will be accepted at the Facilities Management Office, 4 South Eagleville Road, Mansfield, CT 06268, until Monday, October 23, 2017 at 2:00 p.m. Proposals received after that time will not be considered. Submissions will be reviewed by staff. Submittals may be withdrawn 90 days after opening, if no award has been made.

Pre-bid Information:

Attached is a listing of the generator units included in this proposal. Any questions concerning these units may be directed to Allen N. Corson or Bill Trietch; contact information on last page of this bid.

Directions for Submissions:

Interested companies are required to submit one (1) original hard copy, and either two (2) additional hard copies or an electronic (PDF) copy. Hard copies are to be delivered to the Facilities Management Office at the address listed on cover; electronic copy to be sent via email to: corsonan@mansfieldct.org.

Those companies applying must be licensed, certified or have a proven record to perform the work, and provide evidence of experience in preventive maintenance and servicing various diesel and LP gas generators, and cost estimation of similar projects in the Northeast region of the United States. Submissions must include the following sections:

- Letter of Transmittal
- Qualifications Statement (include brief history of firm, credentials, etc.)
- Scope of Services
- Specialized Expertise
- Similar Projects/References
- Schedule of Fees – Please use attached bid form.
- A concise and complete description of the work to be performed, including an explanation that your company understands the project, its approach to the work and the key issues to resolve.

Proposal:

The cost proposal shall be completed on the attached proposal bid form based on the scope of work specified herein.

Evaluation Criteria & Right to Reject:

The Facilities Management Department may reject any or all proposals or submittals for such reason as it deems proper. In acceptance of proposals or submittals, the Facilities Management Department will be guided by what it deemed to be in the best interest of the town at the time of selection. The Facilities Management Department also reserves the right to negotiate further with one or more firms as to any of the features of their proposals or submittals and to accept modifications to the work and/or price when such action will be in the best interest of the town. The award will be made to the most responsible qualified bidder, taking into consideration all criteria included in this request for proposal. The cost portion of the evaluation will be based upon a lump sum proposal fee submitted and will also be used as part of the criteria for selection.

Any and all work will need to be accomplished in the projected timeframes put forth in this Request for Proposal, or in any attached listing of projects by location and projected completion work dates. Jobs may be awarded as a package or broken down by location based on best value for the Town of Mansfield.

Proposal is for an agreement to cover three (3) fiscal year periods, beginning with the 2017-2018 fiscal year, with the option of two (2) one-year extensions. Work is not authorized to commence prior to October 15, 2017 to start. Scheduling will be 1) major services to be conducted October/November; 2) second services to be conducted April/May. All billing for the two services per fiscal year will be scheduled within the worked fiscal year, dated and submitted no later than June 30th of fiscal year.

Responses will be reviewed and evaluated by the Facilities management Department and the candidates may be invited to participate in oral interviews. Criteria to be considered in evaluating proposals will include:

- Qualifications and required licensing or certification for stated work
- Minimum Liability Insurance for stated work
- Ability of professional personnel
- Past record and experience
- Willingness to meet time requirements
- Location
- Workload of the firm
- Technical experience of the company
- Responsiveness in clear understanding of the work to be performed
- Strength of client recommendations
- Attendance at Pre-bid Walk-through
- Local (City, County, Regional) experience

Additional Information:

Additional information may be obtained by contacting:

Allen N. Corson, Director
Facilities Management Department
Phone: 860-429-3326
Email: corsonan@mansfieldct.org

Bill Trietch, Deputy Director
Facilities Management Department
Phone: 860-429-3322
Email: trietchwj@mansfieldct.org

Proposal Bid Form:

Contractor Name: _____

Contractor Address: _____

Town of Mansfield - Generators				
LOCATION	ADDRESS	MAKE	MODEL	LUMP SUM COST
Goodwin Elementary	321 Hunting Lodge Road	Kohler	50ROZJ81	\$
Vinton Elementary	306 Stafford Road	Kohler	50ROZJ61	\$
Mansfield Community Center	10 South Eagleville Road	Spectrum	50DSEJB	\$
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Rescue Vehicle #207	1722 Storrs Road	Onan	10HDAG/617310	\$
Town Hall	4 South Eagleville Road	Cummins	DSGAA-A041E96	\$
TOTAL LUMP SUM COST				\$