

Notice to Bidders

City of Beacon, New York

Sealed proposals will be received by the City of Beacon, Dutchess County, New York at the Municipal Building, One Municipal Plaza, Suite 1, Beacon, New York until 10:00 a.m., April 18, 2017 for furnishing the following listed materials and services in accordance with the specifications on file at the public works administrative office.

Preventive Maintenance Service for  
Emergency Generators

To request a copy of the Request for Proposals document call, write or email:

Jamie Mesnick  
City of Beacon City Hall  
One Municipal Plaza, Suite One  
Beacon, New York 12508  
845-838-5020  
[jmesnick@cityofbeacon.org](mailto:jmesnick@cityofbeacon.org)

The City of Beacon reserves the right to reject any and all proposals and to waive any and all irregularities in the best interest of the City.

Copies of Information for Bidders, Specifications and Non-Collusive Bidding Certification may be obtained by qualified bidders at the Public Works office, Municipal Building, One Municipal Plaza, Suite 1, Lower Level, Beacon, New York.

The City reserves the right to reject any or all bids if it is deemed in the interest of the City to do so.

Reuben Simmons Jr.  
Highway Superintendent

DATED: March 22, 2017  
Publish: 3/28/2017

**City of Beacon  
Beacon, New York 12508**

DATE: March 22, 2017

Dear Sir:

Notice is hereby given that sealed proposals are sought and requested for the following:

**BID OPENING INFORMATION**

Name: Preventative maintenance for Emergency Generators  
Bid #: 040217  
Date: April 18, 2017  
Time: 10:00 a.m.  
Place: One Municipal Plaza, Suite 1  
Beacon, New York 12508

Contact Person: Jamie Mesnick

**BID PROCEDURE INFORMATION**

Bids shall be submitted in sealed envelopes addressed to:

Purchasing Agent  
One Municipal Plaza, Suite 1  
Beacon, New York 12508

On the face of said envelope the following information shall be included:

- 1) Name and address of Bidder
- 2) Name of Bid
- 3) Date and time of Bid Opening

No contractor to whom this contract is let, granted or awarded, shall assign, transfer, convey, sublet, or otherwise dispose of same, or of his right, title, and interest herein, including the performance of this contract or the right to receive monies due or to become due, or of his power to execute this without the prior written consent of the City of Beacon Purchasing Agent. In the event that the contractor shall without prior written consent assign, transfer, convey, sublet or otherwise dispose of this contract or of his right, title and interest herein, including the performance of this contract, or the right to receive monies due or to become due, or his power to execute such contract to any other person or corporations, or

upon receipt by City of Beacon of an attachment against the contractor, the City shall be relieved and discharged from any and all liability and obligation growing out of such contract to such contractor, and the person or corporation to which such contract shall have been assigned, his assignees, transferees or sublessee shall forfeit and lose all monies theretofore earned under this contract, except so much as may be required to pay his employees.

It is the bidder's responsibility to read the attached GENERAL CONDITIONS which outlined bidding rules of the City of Beacon Purchasing Department.

Upon submission of bid, it is understood that the bidder has read, fully understands and will comply with said GENERAL CONDITIONS.

Sincerely,

Reuben Simmons Jr.  
Highway Superintendent

CONTRACTOR WILL PROVIDE THE FOLLOWING PROFESSIONAL  
PREVENTIVE MAINTENANCE SERVICE FOR THE EMERGENCY GENERATORS.

### **Equipment To Be Serviced**

<i>LOCATION</i>	<i>MFGR</i>	<i>MODEL SERIAL</i>	<i>FUEL KW</i>	<i>SPEC</i>	<i>ATS MODEL ATS SERIAL</i>
<i>Municipal Center 1 Municipal</i>	<i>Kohler</i>	<i>80RZ282 367687</i>	<i>N-Gas 80</i>	<i>187341-82N</i>	<i>K568341+K5642 3 K62428</i>
<i>Fire headquarters 425 Main St.</i>	<i>Kohler</i>	<i>AE 10 984533</i>	<i>N-Gas 10</i>		<i>2T0544 A-292171</i>
<i>Engine Co. #1 57 E. Main</i>	<i>Kato</i>	<i>L20FJH4 LM179770</i>	<i>N-Gas 20</i>	<i>S42123</i>	<i>300310461C 828070001</i>
<i>Engine Co. #2 13 S. Avenue</i>	<i>Kohler</i>	<i>60R110Z81 80526A5-54</i>	<i>Diesel 60</i>	<i>81160</i>	<i>66E7613 A292725</i>
<i>Water Dept. Plant 470 Liberty Street</i>	<i>Kohler</i>	<i>300ROZD71 360048</i>	<i>Diesel 300</i>	<i>132709-71</i>	<i>ZCS-666341-600 K 57849</i>
<i>Water Dept. - P/S Helen Court</i>	<i>Kohler</i>	<i>20RZ02 239563</i>	<i>Natural Gas 20</i>	<i>185038-02N</i>	<i>NO ATS</i>
<i>Water Dept. Well Heath Road</i>	<i>Cat</i>	<i>450 CAT 5N46 5NA02027</i>	<i>Diesel 400</i>	<i>FRAME 588</i>	<i>94038099XC 877821</i>
<i>Water Dept. Plant 470 Liberty Street</i>	<i>Generac</i>	<i>88A02832-S 887093</i>	<i>Diesel 35</i>		<i>NO ATS</i>
<i>WWTP Dennings Ave.</i>	<i>Onan</i>	<i>DQCB-1204232 D120328506</i>	<i>Diesel 750</i>		<i>OTPCG – 1205434 E120336837</i>
<i>Highway 30 Camp Beacon</i>	<i>Emerson</i>	<i>1291960 RE</i>	<i>N-Gas</i>		<i>ED3ATSA30400N GXC</i>

### **Scope of Work**

1. Check spark plugs and replace if needed.
2. Replace engine lubricating oil and filter.
3. Check radiator/cooling system and antifreeze. Replace as required.
4. Replace fuel filter.

5. Check air cleaner and crankcase breather. Replace if required.
6. Check warning lights. Replace if required.
7. Check distributor/magnet. Adjust if required. Check cap rotor and wires, replace as required.
8. Check engine battery charging generator/alternator.
9. Check starter operation.
10. Check and lubricate governor. Adjust if required.
11. Check exhaust system.
12. Check fuel lines and hoses for pliability and leaks.
13. Check fan and governor belts for wear and tension.
14. Check day tank, float/switch and fuel transfer pump operation.
15. Check engine block heater and thermostat.
16. Check, clean and service battery.
17. Check battery charger, adjust if necessary.
18. Check external wires for wear and tension.
19. Check rotor bearings.
20. Check solid state circuits, rotating diodes and rectifiers.
21. Check F/R activator, rotating optic, stationary LED or rectifiers.
22. Clean static exciter, collector rings and communicator.
23. Check Safety shutdowns.
24. Check instruments and calibrate as needed.
25. Run generator under load if possible. Authorization required.
26. Test automatic transfer switch operation and clean. Adjust as needed.
27. Check logics and connections. Adjust as required.
28. Check exerciser. Adjust as required. Test unit from exerciser if accessible.
29. Test complete system operation if possible. Authorization required.

\*Price shall include service of ATS.

\*Prices shall include all parts, labor and mileage.

\*All parts, filters, fluids, adjustments per manufactures specifications.

**WRITTEN REPORTS** - Provide to the customer representative following each regular inspection or emergency call. Report any uncorrected deficiencies noted.

## **Obligations of Contractor - Labor and Equipment**

The Contractor shall at his own cost and expense perform all labor and supply all necessary vehicles, tools, equipment, materials and other facilities for the maintenance of the Generators. Equipment shall be maintained in good working order and operating condition and shall be kept reasonably clean for safety.

## **Term of Contract**

The term of this contract shall be one year. The contract will be one year from the award date. The City of Beacon reserves the right to renew this contract for two additional years.

The Contractor shall submit a bid on the form provided. Bids not submitted on the form provided will not be accepted.

# **Bid Proposal Form**

The City of Beacon is interested in a bid for the servicing of Emergency Generators for The City of Beacon.

## **CONTRACT COSTS FOR WORK SPECIFIED IN THE ATTACHED DOCUMENT**

<i>LOCATION</i>	<i>MFGR</i>	<i>BID PRICE</i>
<i>Municipal Center</i> 1 Municipal	<i>Kohler</i>	\$ _____
<i>Fire headquarters</i> 425 Main St.	<i>Power Guard</i>	\$ _____
<i>Engine Co. #1</i> 57 E. Main	<i>Kato</i>	\$ _____
<i>Engine Co. #2</i> 13 S. Avenue	<i>Kohler</i>	\$ _____
<i>Water Dept. Plant</i> 470 Liberty Street	<i>Kohler</i>	\$ _____
<i>Water Dept.- P/S</i> Helen Court	<i>Kohler</i>	\$ _____
<i>Water Dept. Well</i> Heath Road	<i>Cat</i>	\$ _____
<i>Water Dept. Plant</i> 470 Liberty Street	<i>Generac</i>	\$ _____
<i>WWTP</i> Dennings Ave.	<i>Cummins</i>	\$ _____
<i>Highway</i> 30 Camp Beacon	<i>Emerson</i>	\$ _____

FIRST YEAR TOTAL COST \$ \_\_\_\_\_

This contract will cover preventive maintenance service for the emergency generators in the City of Beacon for the period of one (1) year. The City reserves the right to renew this Agreement for two (2) additional one (1) year terms at the same price and upon the same terms as shall apply for the initial year. The City reserves the right to eliminate any listed generator from the service list for any reason.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT TITLE

## INFORMATION SHEET

NAME OF BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TYPE OF ENTITY:

Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

NAME OF CORPORATION (if a non-publicly owned corporation):

\_\_\_\_\_

List Principal Stockholders (holding over 5% of outstanding shares):

\_\_\_\_\_

\_\_\_\_\_

List Officers:

\_\_\_\_\_

\_\_\_\_\_

List Directors:

\_\_\_\_\_

\_\_\_\_\_

Date of Organization: \_\_\_\_\_

PARTNERS (if a partnership):

\_\_\_\_\_

\_\_\_\_\_

Name of Partnership: \_\_\_\_\_

Date of organization: \_\_\_\_\_

\* If the business is conducted under an assumed name, a copy of the certificate required to be filed under the New York General Business Law must be attached.

PRINT NAME AND ADDRESS OR STAMPED WITH COMPANY LOGO

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**I. BID #** \_\_\_\_\_

**Reference Sheet**

All bidders will be required to complete this form providing three references of past performance. References should involve projects and/or service situations of similar size and scope to this bid. References must have had dealings with the Bidder within the last thirty-six months. The City reserves the right to contact any or all of the references supplied for an evaluation of past performance in order to establish the responsibility of the Bidder before the actual award of the bid and/or contract. Completion of the reference form is required.

If references has been filed with the City of Beacon Purchasing Department during the last 12 months, it will not be necessary to complete this form. Indicate filing date on the line provided.

BIDDER'S NAME: \_\_\_\_\_

DATE FILED: \_\_\_\_\_

Bidder's Name: \_\_\_\_\_

Reference's Name: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

BIDDER'S NAME: \_\_\_\_\_

DATE FILED: \_\_\_\_\_

Bidder's Name: \_\_\_\_\_

Reference's Name: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

NON-COLLUSIVE BIDDING CERTIFICATION

In accordance with the provisions of Section 103-D of General Municipal Law as amended, the following "Non-Collusive Bidding Certification" is and shall become a part of this proposal:

- A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and, in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief;
  - 1. the prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
  - 2. unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder and will not knowingly be disclosed by the bidder prior to openings, directly or indirectly, to any other bidder or to any competitor; and
  - 3. no attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restriction of competition.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name of Bid

\_\_\_\_\_  
Date of Opening

City of Beacon

VENDOR'S NAME:

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VENDOR'S ADDRESS:

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TELEPHONE: \_\_\_\_\_ FAX # \_\_\_\_\_

AUTHORIZED SIGNATURE:

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DATE:

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If the bidder is an individual, the bid must be signed by that individual; if the bidder is a corporation, by an officer of the corporation, or other person authorized by resolution of the board of directors, and in such case a copy of the resolution must be attached; if a partnership, by one of the partners or other person authorized by a writing signed by at least one general partner and submitted with the bid or previously filed with the Purchasing Agent.

"The submission of this constitutes a certification that no City Officer has any interest therein. (Note: In the event that any City Official has any such interest, the full nature thereof should be disclosed below.)"