



**BID SPECIFICATIONS
IFB 2015-0024**

GENERATOR PREVENTATIVE MAINTENANCE

Facilities Management Division
12A Gateway Circle
Hilton Head Island, SC 29926
843-342-4581

**TOWN OF HILTON HEAD ISLAND
INVITATION FOR BID
GENERATOR PREVENTATIVE MAINTENANCE
IFB 2015-0024**

The Town of Hilton Head Island is soliciting sealed bids for a multi-year contract from qualified Contractors to perform generator maintenance in accordance with an established scope of work/specifications at specific facilities. Bid information and forms can be obtained from the Town's website at www.hiltonheadislandsc.gov or from contacting Facilities Management at 843-342-4581.

A **mandatory** pre-bid meeting will be conducted at 10:30 AM on Tuesday September 10, 2015 at FACILITIES MANAGEMENT, 12A Gateway Circle, Hilton Head Island, SC. **The Town will only accept bids from those Contractors in attendance at this meeting.**

Sealed bids are due no later than 10:00AM, Tuesday, September 22, 2015. Bids will be opened at TOWN HALL, One Town Center Court, Hilton Head Island, SC at 10:05 AM the same day. No late bids will be accepted for any reason. No faxed bids will be accepted.

The award of a contract for these services will be based on the following criteria:

- Cost - adequacy of the proposed work force/equipment required to perform these services.
- Responsiveness - responsibility of the bidder based on referenced past performance on contracts of similar requirements and scope.

Label bid on the outside of the sealed envelope with the following: **"IFB 2015-0024 "GENERATOR MAINTENANCE"**. Hand carry bid to the Receptionist at Town Hall, One Town Center Court, Hilton Head Island, SC, or deliver by traceable means, i.e. Fed Ex; to Town of Hilton Head Island, One Town Center Court, Hilton Head Island, SC 29928, Attention: Tom Fultz (IFB 2015-0024).

The Town reserves the right to accept or reject any or all bids received as a result of this invitation for bids or to negotiate with all qualified bidders, or to cancel in part or in its entirety this invitation for bids if it is in the best interest of the Town to do so.

This solicitation does not commit the Town to award a contract or to pay for any costs incurred in the preparation of your bid; or to procure or contract for any articles of goods or services.

Any bidder/offeror qualified for the "LOCAL VENDOR PREFERENCE" should fill out a certification statement, obtain proper certification and include it with bid/proposal in order to be considered for this preference. Certification forms are available on the Town's website at www.hiltonheadislandsc.gov or can be obtained by contacting Tom Fultz at 341-4600. If certification has previously been confirmed, please include a copy of the certified form with the bid/proposal.

Bids must be signed by an official of your company authorized to bind the bidder, and shall contain a statement that the bid is good for a period of at least 60 days from the date of bid opening.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.

BID INSTRUCTIONS:

Bids shall be submitted on the provided bid forms which must be filled out completely. All required Certificates of Insurance must be included with your bid. All Contractors will provide a minimum of three references for contracts of similar requirements and scope. Please provide name and current phone number of a primary point of contact for each reference. Failure of your bid to comply with these requirements will render it non-responsive. Included in the bid information, is a sample contract format that will be used for the award of these services for reference only.

For more information concerning this solicitation, please contact Alice Derian at 843-342-4581.

SCOPE OF WORK/SPECIFICATIONS

GENERAL REQUIREMENTS

The Contractor shall provide timely and professional services in accordance with the requirements and provisions specified herein.

The Contractor shall work closely with the Town of Hilton Head Facilities Management Division to assure quality service.

The Contractor shall employ workers who are competent and properly trained to perform the required work. Employees of the Contractor shall not be considered employees of the Town of Hilton Head Island.

The Contractor shall be responsible for supervising the work to assure compliance with all requirements specified herein.

MAINTENANCE LOCATIONS

The Facilities for this preventative maintenance contract are 15 standby gensets at the following locations:

1. Town Hall—One Town Center Court
2. Facilities Management--12A/B Gateway Circle
3. Fire Rescue Headquarters—40 Summit Dr.
4. Fire Station #1—70 Cordillo Parkway
5. Fire Station #2—65 Lighthouse Rd
6. Fire Station #3—534 William Hilton Parkway
7. Fire Station #4—400 Squire Pope Rd
8. Fire Station #5—20 Whooping Crane Way
9. Fire Station #6—12 Dalmatian Ln
10. Fire Station #7—1001 Marshland Rd
11. Fire Rescue 911 Communications Tower—486 William Hilton Parkway—*this is a gated property with combination lock access*
12. Jarvis Creek Pump Station—4 Natures Way—*located inside locked pump house*
13. Shipyard Pump Station—31 Cordillo Parkway-- *this is located inside a gated community access limited*

14. Wexford Pump Station—54 Yorkshire Dr. -- *this is located inside a gated community access limited—entry to the pump station is between #46 & 48 Yorkshire Drive and it sits behind the 17th tee of Wexford Golf Course.*
15. Portable unit at Fire Rescue—40 Summit Dr.—*this unit is stored in a secure area*

PERFORMANCE REQUIREMENTS

The Town Hall ONAN 230DFAB standby genset will be scheduled for twelve (12) maintenance service visits:

- one (1) Annual full service inspection,
- one (1) maintenance inspection with minimum 4 hr. load bank test
- ten (10) monthly inspections.

- *All work at this site will be conducted on Friday afternoons.*
- *Any work that will require disruption of power service will be completed after 5pm on Friday and power must be fully restored prior 7am the following Monday.*
- *Written email notice of scheduling should be sent to the facilities designee(s) no less than 48 hrs. prior, to work being completed.*

Facilities Management, Fire Rescue Headquarters, Fire Stations 1-7, 911 Communications Tower, and three Stormwater pump station sites gensets will be scheduled for two (2) service visits annually.

- One (1) Annual full service inspection
- one(1) maintenance inspection with minimum 4 hr. load bank test

Full Service inspection includes materials, labor, travel time and mileage. Materials consist of lubricating oil, filters, fuel oil filters, coolant filters and up to two gallons of coolant

Semi Annual inspections will be completed in April and Oct. of each year.

Inspection services at a minimum will consist of the following

Annual, semi-annual and quarterly checks

Cooling system

- Radiator air restriction, hoses, connections, fluid concentration, belts and louver operation

Air intake system

- Check for leaks, holes and loose connections

Fuel system

- Fuel levels and pump

Exhaust system

- Check for leaks, restrictions and flush condensation cap

Electrical system

- Review meters and battery fluid
- Recharge if needed
- Annual, semi-annual and quarterly checks

Maintenance (annual)

- Change oil, filters

Engine not running, check:

- Electrical
- Oil and coolant levels
- Leaks, holes and connections

Battery and charger (semi-annual)

- Load, acid and specific gravity
- Corrosion cleaned
- Charger output (adjust if necessary)

Fuel system

- Leaks, water, sediment checks
- Day tank - float switch pump
- Governor linkage

Coolant system (check only)

- Antifreeze, radiator and cap
- Leaks, hoses, belts and tension

Intake and exhaust (check only)

- Air cleaner, turbocharger, muffler and traps
- Leaks
- Breather, flex pipe, rain cap

Generator

- Diodes, end bearing, brushes and folder
- A.C. wiring, exciter stator, overspeed switch
- Breakers

Controls

- Voltage regulator, wiring relays, monitors and bulbs

Transfer switch

- Time delays, exerciser clocks (adjust or reset as necessary)
- Clean cabinet

Engine running

- Record A.C. output
- Frequency
- Amps under load
- Instruct owner

The Town shall withhold payment for work that is deemed incomplete or improperly performed during the previous month. The Contractor shall be required to meet all tasks of this contract during the specified timeline for each. Failure on the part of the Contractor to perform all tasks in accordance with the specifications may result in non-payment of those services not deemed to be performed to an acceptable standard. Any repeated failure to correct noted deficiencies shall result in cancellation of this contract.

ADDITIONAL SERVICES

When the scope of additional services warrants for repairs or other necessary services, a written proposal shall be submitted for review and written acceptance by the Town. Additional services shall only be performed on a “time and materials” basis when conditions so warrant.

INSURANCE REQUIREMENTS

The Contractor shall provide a certificate of insurance and maintain at all times the following minimum insurance coverage and amounts per incident:

Worker’s Compensation Insurance:	Statutory Amount
Aggregate General Liability Insurance:	\$1,000,000.00
Comprehensive Vehicle Liability Insurance:	\$2,000,000.00

**BID FORM
IFB 2015-0024
GENERATOR MAINTENANCE**

We have reviewed the specifications/scope of work for this contract and can comply with all requirements therein. If selected by the Town of Hilton Head Island, we shall provide the required services from October 1, 2015 to September 30, 2018 for the sum of \$_____ annually. Please fill in the breakdown of unit cost and totals on the form below. The contract may be renewed for an additional two year period if both parties agree to the terms and conditions set forth by the original contract.

The following companies may be contacted for references:
(List company, contact name and telephone number)

Reference 1: _____

Reference 2: _____

Reference 3: _____

This bid is in effect for 60 days following bid opening

COMPANY: _____

Owner/Manager: _____

Address: _____

Business License # _____

Telephone: _____

Signature: _____

Date: _____

Witness: _____

Attach Certificate of Insurance and Town of Hilton Head Island Business License to Bid Form

13	Shipyard Pump Station	ONAN	500DFE K	D030496254	Annual FS Inspection		
					Annual LBT		
					6 Month Inspection		
14	Wexford Pump Station	ONAN	500DFE K	D030496255	Annual FS Inspection		
					Annual LBT		
					6 Month Inspection		
15	Portable at HQ	ONAN	150DG FA	C970633835	Annual FS Inspection		
					Annual LBT		
					6 Month Inspection		

STATE OF SOUTH CAROLINA)

COUNTY OF BEAUFORT)

AGREEMENT

THIS AGREEMENT is made this <<Date>> between <<Company Name>> (hereinafter called "Contractor") and the Town of Hilton Head Island (hereinafter called "Town"), a municipal corporation organized and existing under the laws of the State of South Carolina.

WHEREAS, the Town has a requirement to <<list service or supply>>;

WHEREAS, the Town and the Contractor desire to enter into an Agreement wherein the Contractor shall provide such services as set forth herein below.

NOW, THEREFORE, for and in consideration of the mutual promises, undertakings and covenants set forth herein, the receipt and sufficiency of which is acknowledged and affirmed by the Town and the Contractor, the parties hereto agree as follows:

1. The Contractor shall <<list task or services to be provided>>.
2. The total cost of this contract shall not exceed <<List total cost>>.
3. The term of this Agreement shall be from the date of execution to satisfactory completion as determined by the Town.
4. The contractor is required to maintain appropriate levels of insurance for both workers compensation coverage and for auto liability. The Contractor is required to maintain Two Million dollars of general liability insurance. The contractor must provide the Town with a Certificate of Workers Compensation and general liability coverage that names the Town as an additional insured. The contractor is required to immediately contact the Town should any change to these policies occur during the course of the performance of this contract. Failure to maintain these policies is grounds for termination.
5. The Town Manager may terminate this contract in whole or in part at any time for the convenience of the Town. If the contract is terminated for the convenience, the Town will pay the contractor for costs incurred to that date of termination.
6. Should any part of this Agreement be rendered void, invalid, or unenforceable by any court of law, such a determination shall not render void, invalid, or unenforceable any other part of this Agreement.

7. This Agreement has been made and entered into in the State of South Carolina, and the laws of South Carolina shall govern the validity and interpretation of this Agreement in the performance due hereunder.
8. This Agreement may not be modified unless such modification is in writing and signed by both parties.
9. The Contractor may not assign this contract without the prior written approval of the Town.
10. The Contractor shall defend, indemnify, and hold harmless the Town, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation, or on appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.
11. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by this Agreement. Nothing contained herein creates any relationship between the Town and the Contractor other than that which is expressly stated herein. The Town is interested only in the results to be achieved under this Agreement, and the conduct and control of the agents and employees of the Contractor and the methods utilized by the Contractor in fulfilling its obligations hereunder shall lie solely and exclusively with the Contractor and its agents and employees shall not be considered agents or employees of the Town for any purpose. No person employed by the Contractor shall have any benefits, status, or right of employment with the Town.
12. The Contractor, by signing this Contract, hereby certifies that Contractor shall comply with all applicable requirements of the South Carolina Illegal Immigration Reform Act, S.C. Code Ann. §41-8-10 (2007) et seq., (the "Act"), and that Contractor covenants and agrees as follows:
 - 12.1. Contractor shall not knowingly or intentionally employ any unauthorized alien and, unless excluded from coverage of the "Act", shall verify the work authorization of all new hirers performing work under the contract by either:
 - (a) registering and participating in the Federal Work Authorization Program (E-verify) and verifying the work authorization of every new yearly hired employee within five (5) business days after employing employee; or

(b) employing only workers who, at the time of said employment:

1. possess a valid South Carolina driver's license or identification card; or
2. are eligible to obtain a South Carolina driver's license or identification card by providing proof of name, social security number and date and place of birth; or
3. possess a valid driver's license or identification card from another state deemed by the Executive Director Department of Motor Vehicles to have requirements at least as strict as those in South Carolina.

Contractor may choose either option 1 (a) or option 1(b) but acknowledges that Contractor cannot use both.

12.2. Contractor agrees to provide to the Town all documentation requested by it to establish either:

(a) the applicability of the South Carolina Illegal Immigration Reform Act to Contractor; or

(b) compliance with the South Carolina Illegal Immigration Reform Act by Contractor.

12.3. Contractor agrees to include in any contracts with its sub-contractors language requiring its sub-contractors to:

(a) comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws; and

(b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws.

12.4. Contractor acknowledges and agrees that it shall comply with requirements of the Immigration Reform and Control Act of 1986 including the non-discrimination provisions thereof, and shall complete all required I-9 documentation for all workers employed by it.

12.5. Contractor certifies it shall comply with all state, federal, and local laws, rules, regulations and orders applicable to it in performance of work under the contract.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures hereto the date first written hereinabove.

WITNESSES:

<<CONTRACTOR'S FULL NAME>>

By: _____
Its: _____

WITNESSES:

TOWN OF HILTON HEAD ISLAND

By: _____
Gregory D. DeLoach, Esq.,
Its: Assistant Town Manager