



REQUEST FOR FORMAL BIDS

For Maintenance Services of Generators

Submit Proposals To: San Mateo Consolidated Fire Department
1040 E. Hillsdale Boulevard
Foster City, CA 94404

Direct Inquiries: Saul San Filippo
Fleet and Facilities Manager
650-522-7912
ssanfilippo@smcfire.org

Proposal Due: **08/14/2023**

Form of Submittal: ORIGINAL HARD COPY
NO faxes or emails will be accepted

All bid proposals shall be sealed and marked on the outside as:

***San Mateo Consolidated Fire Department
Maintenance Services of Generators***

REQUEST FOR BID
SAN MATEO CONSOLIDATED FIRE DEPARTMENT
Maintenance Services of Generators

BACKGROUND INFORMATION

For nearly the past decade, the City of San Mateo, The City of Belmont/Belmont Fire Protection District, and the City of Foster City/Estero Municipal Improvement District had been working diligently to bring together fire services with the goal of providing a high level of shared fire, rescue and emergency medical services to all three communities, while also achieving a cost-efficient service delivery. The diligence culminated into the formation of a Joint Powers Authority (JPA) that was created on November 22, 2017, to form the San Mateo Consolidated Fire Department (hereinafter "SMC Fire"), which represents the merger of the San Mateo, Foster City and Belmont Fire Departments.

SMC Fire commenced operations on January 13, 2019 and continues to provide integrated and comprehensive emergency response services to all three communities. The department has over 260 years of combined history providing emergency services to the cities of San Mateo, Belmont, and Foster City with a service area of approximately 38.5 square miles serving a population of over 164,000. SMC Fire utilizes ten engine companies and two ladder trucks from nine fire stations, has its administrative offices in Foster City, and its Community Risk Reduction Division in San Mateo.

GENERAL DESCRIPTION

This specification describes the services to be performed under this Solicitation. The Department's seven diesel generators and one natural gas generator require Quarterly and/or Annual scheduled preventive maintenance services and unscheduled repair services. The work shall be performed under the technical supervision of the Department and shall be performed and scheduled as requested by the Department. By employing appropriate resources, the Contractor is anticipated to complete all requested work within the agreed upon time frame.

The Contractor shall provide all labor, materials, tools, instrumentation, travel and equipment to satisfactorily complete the services. The Department reserves the right to increase or reduce service needs based on operational needs or restrictions. Nothing in this Specification shall be interpreted as relieving the Contractor of the responsibility of meeting all applicable federal, state and local codes and regulations.

SCOPE OF SERVICES

The following specification for the provision of preventive maintenance service and repairs on diesel engine and propane driven generators outlines the services, at a minimum, required by the NFPA and the Department.

A. Preventive Maintenance

Quarterly Maintenance Inspection on eight (8) standby generators including:

1. Perform a capacity load test on batteries.
2. Check battery charger for proper operation.
3. The entire cooling system will be pressure tested for leaks, hoses, hose clamps, and belts.
4. The fan hub will be lubricated with the recommended grease, if applicable.
5. The jacket water heaters will be checked for proper operation.

6. Check the engine for leaks in the fuel, lubrication and air inlet. Special attention will be given to the water pump, turbo-charger and rear main seal areas.
7. Check all fluid levels – Add fluids if required to maintain at proper level.
8. The exhaust condensate trap will be opened to drain possible water out of the system, if applicable.
9. All the control wiring will be checked for chafing, burn marks, and/or loose connections and noted on inspection report.
10. The unit will be run for 30 minutes and record oil pressure, fuel pressure, charging amps, voltage and engine temperature.
11. Check the engine safety shutdowns for proper operations.
12. Check the onboard operating system for errors or fault codes.
13. Test Automatic Transfer Switches.
14. Ensure that automatic Run programs are scheduled and properly operating.

Annual Resistive Load Bank Test on all eight (8) standby and portable generators including:

1. A load bank test is required to be performed on each emergency generator. The purpose of this test is to heat the engine up to run temperatures in order to clean carbon and sludge deposits from the engine, as well as verify the ability to carry a load for sustained periods of time. This test will verify system response under a simulated emergency condition and highlight any problems that can be corrected before the generator set has a chance to fail in an actual emergency.
2. A resistive load bank test will be wired into the generator set breaker or Automatic Transfer Switch and the system will be tested at 30% for ½ hour, 50% for ½ hour, and 100% for 3 hours for a total of four (4) hours run time.
3. Adjust voltage levels, if required.
4. Check ATS Connections and paralleling gear.
5. Inspection or testing for evidence of overheating and excessive contact erosion.
6. Removal of Dust and Dirt.
7. Replacement of contacts when required.
8. Verifying that the system controls will operate as intended.

Annual Diesels and Natural Gas Preventive Maintenance (PM) on eight (8) standby generators including:

1. Change oil.
2. Change filters (diesel fuel, oil, air and fuel water separator).
3. Check and clean radiator.
4. Fuel tank - drain water and sediment.
5. Clean engine crankcase breather, if applicable.
6. Governor Lubricate the linkage and check the governor response on ramp to rated speed for proper adjustment.
7. Check glow plugs for proper operation, as applicable.
8. Check for signs of leaky nozzles; advise on course of action.
9. Check and adjust Valves if required.
10. Check for proper inhibitor balance.

Annual Generator Winding, at first PM cycle on seven (7) standby generators, including:

1. Check the generator slip rings and brushes as applicable for wear and proper conditions.
2. Check line to line voltage and adjust voltage regulator to specifications as required.
3. Lubricate the generator bearings(s) as applicable using lubricant specified by the generator manufacturer.
4. Check the engine/generator alignment. Note: This should only be done if a problem is indicated or the coupling has been disturbed for maintenance purposes.

B. Scheduling Maintenance Inspections

The Preventive Maintenance (PM) tasks due will be scheduled during the same time period to keep the equipment on the same rotational schedule. Therefore, to ensure timely and uniform maintenance on all equipment, a Quarterly PM schedule will be generated by the Contractor and provided to the department's Facilities Manager. All inspection dates and times must be scheduled between the hours of 8:00 AM and 5:00 PM. The Contractor shall schedule services with the Facilities Manager (3) days in advance of the inspection date.

The Department reserves the right to add or delete equipment, whichever is in the best interest of the Department.

C. Service Report

The Contractor, in conjunction with the Facilities Manager, will develop a checklist and report for each type of maintenance to be performed, adding any manufacturer specific items that may not be addressed. After each quarterly maintenance service is complete, this service report shall be furnished to an authorized Department representative within three (3) days.

The Contractor shall submit the service report to the Facilities Manager via e-mail. The contractor shall make recommendations that will improve (lower) maintenance cost while not compromising reliability. When repairs are required to the equipment these items will be noted on the service report.

D. Repairs / Parts & Materials

After each maintenance service, a list of recommended repairs or additional services will be submitted to the Facilities Manager as a part of the service report for each unit. The Contractor will provide an estimate for such repairs to the Facilities Manager within (2) days of the service report. Pictures, descriptions, parts and labor shall be required with the repair estimates. All parts, components or devices that are worn or not in proper operational condition shall be repaired or at the Department's option, replaced with new parts, components or devices. If the Department elects to purchase replacement parts from the Contractor, the Contractor shall charge the Department no more than ten percent (10%) above the Contractor's wholesale cost, plus tax, for replacement parts.

For the term of this Agreement, the Contractor shall provide, on an hourly basis, service repair to the generator. The hourly rate for this service repair, for the base term of the Agreement, shall be specified in the, Bid Proposal and shall be invoiced based on time of arrival through departure in thirty (30) minute increments. When parts, components, or devices are replaced in their entirety and a new design is available and is functionally equivalent and compatible, the parts, components or device of the newer

design shall be used as the replacements. Consumable materials such as fluids, filters, hoses and belts will be supplied by the Contractor at no additional cost to the Department and included in the hourly rate. Repair services will be during the departments work hours.

E. Contractor – Materials and Equipment

All instruments used to perform electrical protection testing shall meet International Electrical Testing Association (NETA) specifications for test Instruments. Contractor shall provide padlocks that are compatible with the Department’s electrical lockout devices. Contractor shall provide electrical lockout devices and tags as required for protective devices downstream of the main breaker.

F. Work Hours, Overtime & Suspension of Work

Work Hours

Scheduled PM services shall be performed during workdays and hours (Monday through Friday between 8:00 AM and 5:00 PM), and weekends or Department Holidays (if approved by Facilities Manager). All work dates and times must be approved by the Facilities Manager before work is performed.

Unscheduled repair services shall be performed Monday through Friday between 8:00AM and 5:00 PM and after work hours, if necessary. If the Facilities Manger classifies the repair as an emergency, the service shall be performed on a mutually agreed time between the Contractor and the Facilities Manager. Straight time shall be paid for no more than eight (8) hours per day. The workday shall begin at the first work site and end at the last work site. Travel time, but not mileage, will be paid between sites.

For emergency work, Department will pay for travel time but not mileage to and from the place of business and between work site(s).

Overtime

Overtime is paid for working more than an eight (8) hour day, excluding time for meals, and work outside of straight time work hours. This includes Saturdays, Sundays or Department Holidays. Overtime will only be paid for emergency or unscheduled repair services.

Suspension of Work

The Department will endeavor to provide at least a 12-hour advance notice for any suspension of the work. Should less than 12 hours of advance notice be provided and the Contractor’s workers show up at the job site, the District will pay two (2) hours for “show up time.” Should the Department suspend the work after the workday has begun, the Department will pay the actual time worked.

Special Provisions

The Department shall have the authority to suspend the work wholly or in part, for such period as may be deemed necessary, when work is being performed in unsuitable weather, or when any other conditions are considered unfavorable for the proper prosecution of the work. The Department shall also have authority to suspend the work wholly or in part because of failure on the part of the Contractor to carry out orders given or to perform any provisions of the Contract documents. Contractor shall immediately comply with the order of the Department to suspend the work wholly or in part.

Work suspended wholly or in part shall be resumed by Contractor on order of the Department when conditions are favorable and methods corrected. The Department may order Contractor to suspend all or any part of the work for such period of time as may be determined by the Department to be necessary or desirable for the convenience and benefit of the Department.

G. Emergency Services

The Contractor shall provide emergency services on an as-required basis. The emergency service shall be available on a 24-hours basis, weekends and legal holidays included. The Contractor shall supply the Department with an after-hours emergency telephone number. The Contractor shall be capable of responding to an emergency situation within two (2) hours after notification for system problems by an authorized Department representative. All labor (both straight and overtime), travel costs, parts, supplies and any other expenses incurred on an emergency service call shall be invoiced separately by the Contractor.

H. Service Performance

The Facilities Manager or Department representative shall immediately notify the Contractor of any service deficiencies including, but not limited to:

- Delays in completing work
- Failure to perform services according to schedule
- Reporting incomplete or delayed
- Substandard or non-compliant work

Deficiencies must be corrected by the Contractor within one (1) working day, or longer, if agreed to in advance by the Department.

I. Work Locations and Access

The work shall be performed at the following Department facilities:

1. Fire Station 14 - 911 Granada St Belmont CA, 94002
2. Fire Station 15 – 2701 Cipriani Blvd Belmont CA, 94002
3. Fire Station 21 – 120 South Ellsworth Ave. San Mateo, CA 94401
4. Fire Station 23 – 31 West 27th Ave San Mateo, CA 94403
5. Fire Station 24 - 319 S Humboldt St, San Mateo, CA 94401
6. Fire Station 25 – 1455 Shafter Street, San Mateo CA 94402
7. Fire Station 26 - 1500 Marina Ct, San Mateo, CA 94403
8. Fire Station 27 - 1801 De Anza Blvd, San Mateo, CA 94402

All building doors are secured at work sites. Access to the sites will be scheduled with the Department for each day that the Contractor is working at the site. Contractor shall maintain unobstructed access on driveways at work sites at all times. The Contractor may use, without cost, a reasonable area adjacent to the site of work for its operations. The location shall be approved in advance by the Department.

J. Technicians

Before work begins, the Contractor shall furnish the Department with a list of the assigned technicians. Technicians furnished by the Contractor and Subcontractor shall be cooperative with Department staff, reliable, properly experienced, and efficient in planning in doing the work required. Assigned technicians shall maintain current & applicable licenses for the work performed under this Contract.

K. References

If Bidder has not done business with the Department within the previous five (5) years, Bidder shall be required to provide three (3) local customer references (government or private industry) for contracts of similar scope and size completed within the last three (3) years. These customers may be contacted by the Department. Customer contact information must be submitted at the time of bid is provided.

L. Contract Term

Contract Requirements

Bidders acknowledge that the Agreement that will be entered into as a result of this Solicitation will be a Requirements Contract. The level of effort stated herein are estimates given as a general guide for bidding and are not guaranteed amounts, but do represent the best estimate of the Department, based on projected need.

Contract Term

The base term of the Contract shall be for a period of two (2) years, during which all prices shall remain firm. The Contract may be extended for an additional three (3), one-year option term(s), or any portion thereof, at the sole option and discretion of the Department. Should the Department exercise the option(s) to extend the Contract, labor rates may be adjusted at the beginning of each option year in accordance with the cost of living wage.

Generators Specifics

Station #	Address	City	KW	Model #	Serial #	Make	Fuel Type
14	911 Granada St	Belmont	150	DGFA-5601808	C030480961	Cummins	Diesel
15	2701 Cipriani BLVD	Belmont	10	12 RES	2230126	Kohler	Natural Gas
27	1801 De Anza Blvd	Belmont	15	DSKAB - 7410787	F110221403	Cummins	Diesel
25	1455 Shafter St.	San Mateo	25	100RE0ZJF	3345GMH N0025	Kohler	Diesel
23	31 West 27th Ave	San Mateo	180	180RE0ZJ D	2339380	Kohler	Diesel
21	120 South Ellsworth Ave	San Mateo	175	DGFB-4963086	G010262677	Cummins	Diesel
24	319 South Humboldt St.	San Mateo	80	SD0080G G174	8477373	Generac	Diesel
26	1500 Marina Ct	San Mateo	40	DGHD-5588076	L020449699	Cummins	Diesel

Qualifications of Bidder

To be considered for award of this contract, the bidder must meet the following minimum qualifications:

- The bidder must be organized for the purpose of providing maintenance services of generators.

- The bidder must have a proven ability to commence work within reasonable time of contract award.
- The bidder must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements.
- Personnel must include experienced generator technicians, and experience with government and municipalities are preferred.
- The bidder must have the central office capability to supervise and monitor the program ensuring satisfactory provision of services.
- The bidder shall provide evidence of insurance, including Workers' Compensation, Liability, and Property Damage Insurance.
- The bidder shall submit a list of ten (10) references, including name of institution, address, and contact person with email and phone number.

Process Schedule

The following is a schedule of events concerning the bid process:

- Advertise Bid:
 - *07/16/2023 thru 08/13/2023*
- Due Date/Bid Opening:
 - *08/14/2023 1040 East Hillsdale Blvd. Foster City, CA 94404*
- Notification of Award:
 - *Week of 8/14/2023*

Requirements for Proposal Package

All proposals shall be received by 3:00 PM on 08/14/2023.

Any proposal received after the scheduled opening time shall not be considered. The Proposal must be signed by the Proposer with its full name and address and enclosed in a sealed envelope.

All proposals are to be submitted in sealed envelopes addressed to:

San Mateo Consolidated Fire Department
Attn: Saul San Filippo, Fleet & Facilities Manager
1040 E. Hillsdale Boulevard
Foster City, CA 94404
Maintenance Services of Generators

Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Bid.

Bidder must submit a response in the form of a proposal that includes the following sections:

- Name and address of the Bidder; Name, title and telephone number of the contact person for the Bidder;
- A statement that the proposal is in response to this Request for Bids;
- The signature, typed name and title of the individual, who is authorized to commit to the proposal;
- A statement that the proposal is made without any connection with any other Proposers making any proposal for the same services; and

- A statement that no person acting for or employed by SMC Fire is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits here from.
- A statement of costs associated with the Bid materials, product or service.

Selection Criteria

Once proposals are received, they will be evaluated based on the overall skill, competence, price, value, and related criteria, including (without limitation) the following factors:

- The total price quoted for completing the work
- The ability to meet the minimum specifications required for the work
- The ability to obtain insurance coverage
- Possession of and ability to retain necessary equipment, tools, and staffing
- The completeness of the information requested and provided
- Expertise, qualifications, licenses, certifications, and directly related experience of staff and managers assigned to perform the work
- Prior track record with similar projects
- Ability and Commitment to perform the work in a timely manner and to promptly invoice SMC Fire for the work performed

Award Process

SMC Fire will review submitted proposals. Proposers who are deemed qualified and best suited, based on the selection criteria, may be requested to participate in discussions regarding their proposals. Discussion will cover cost, methods of operation, and all other relevant factors. SMC Fire is not responsible for any costs incurred by the Proposers, who shall bear their own costs in preparing and submitting proposals to SMC Fire and, if awarded a contract, costs incurred in negotiating its terms. At the conclusion of discussions, the Proposers will be ranked based on selection criteria, and final negotiations will be conducted with the proposer ranked first. If a satisfactory agreement can be reached, SMC Fire shall recommend to the designated approving authority that the bid be awarded to the Proposer; otherwise, negotiations will be conducted with each subsequent Proposer until a satisfactory contract can be established or until SMC Fire determines that rejection of all proposals is in the best interest of the Department.

Upon the recommendation to the approving authority, staff will award the contract to the Proposer whose proposal is determined to be professionally and technically complete. The selection process may, however, include a request for additional information or an oral presentation to support the written proposal; the price proposal will be considered firm and cannot be altered after receipt per the terms of this proposal, unless SMC Fire requests an additional financial proposal via a best and final offer. This does not imply a best and final offer opportunity will be available to the Proposers.

SMC Fire reserves the right to award this contract not necessarily to the Proposer with the lowest price, but to the Proposer that demonstrates the best ability to fulfill the requirements of the Bid and who provides the best value to the department.

The successful Proposer shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from SMC Fire. The successful Proposer will perform all services indicated in the proposal in compliance with the negotiated contract. After the evaluation of

the proposals and selection of the successful Proposer, all Proposers will be notified in writing of the selected Proposer.

Contractual Format and Terms

A written agreement will be entered into by SMC Fire and the selected Proposer. The form and terms of the written agreement shall be to the satisfaction of SMC Fire and contingent upon approval by SMC Fire, including insurance requirements to SMC Fire's satisfaction. The form and substance of the written agreement will substantially conform to SMC Fire's standard agreement form. The failure of the selected proposer and SMC Fire to agree to satisfactory terms in the written agreement shall deem the selected proposer to be non-compliant and SMC Fire may award the contract for services to a different party or cancel or re-issue the Bid.

Construction or Public Works Projects

Consistent with California Labor Code section 1770 *et seq.*, the Director of Industrial Relations of the State of California has determined the general prevailing rate of wages applicable to the work to be performed under this Request for Bids. If awarded a contract, contractor will be required to be registered with the California Department of Industrial Relations and to comply with all labor laws, including prevailing wage requirements, such as paying persons employed on the project not less than the sums set forth in the documents entitled "General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code, part 7, Chapter 1, Article 2, sections 1770, 1773, 1773.1." These documents may be obtained from the State of California.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Consultant's profession, with limit no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate.

The insurance policies shall conform to the Department's standard requirements pertaining to deductibles, notices of cancellation, and related terms. The insurance policies shall be endorsed to name SMC FIRE, its elected and appointed officials, employees, and agents as covered as additional insureds.

Right to Extend/Reject

This Request for Bids does not commit SMC Fire to award any agreement or contract for services. SMC Fire reserves the right to extend the time for the receipt of bids by up to 30 days if only one bid is received by the bid deadline, or reject any or all proposals for any reason, in whole or in part, received in response to this Request for Bids. SMC Fire reserves the right to withdraw this Request for Bids at any time in its sole discretion. SMC Fire reserves the right to waive minor irregularities or informalities in any proposal, negotiate with qualified proposer, or cancel this request in whole or in part. SMC Fire will not pay for any information herein requested, nor is it liable for any costs incurred by any proposer associated with responding to this Request for Bids or negotiating a contract with SMC Fire. Proposers whose proposals do not meet the mandatory requirements will be considered non-compliant.

Contact

Questions regarding this Request for Formal Bid should be directed to:

*San Mateo Consolidated Fire Department
Attn: Saul San Filippo, Fleet & Facilities Manager
Monday - Thursday
Phone 650-522-7912
Email ssanfilippo@smcfire.org*

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