

	CITY OF TUSCALOOSA P.O. BOX 2089 TUSCALOOSA, AL 35403	PURCHASING OFFICE 2201 UNIV. BLVD. TUSCALOOSA, AL 35401	INVITATION TO BID
BID TITLE GENERATOR INSPECTIONS & MAINTENANCE (OCA-24-1174)			BID NO. 9042-110725-1
PAGE 1 OF 19 PAGES	BIDS WILL BE OPENED AT 10:00 AM CST ON NOVEMBER 07, 2025, IN THE OFFICE OF THE PURCHASING AGENT, 2201 UNIVERSITY BLVD. TUSCALOOSA, AL 35401 AND MAY NOT BE WITHDRAWN FOR THIRTY (30) DAYS AFTER SUCH DATE & TIME.		ISSUE DATE 10/10/25
 <div style="text-align: center;"> <u>MAYOR</u> WALTER MADDOX </div> <div style="text-align: center;"> <u>COUNCIL MEMBERS</u> <div style="display: flex; justify-content: space-around;"> <div> MATTHEW WILSON RAEVAN HOWARD NORMAN CROW LEE BUSBY </div> <div> KIP TYNER JOHN FAILE CASSIUS LANIER </div> </div> <div style="text-align: center;"> <u>PURCHASING AGENT</u> AMANDA GANN </div> </div>		<div style="text-align: center;"> Vendor Information (SECTION TO BE COMPLETED BY VENDOR) </div> <hr/> Company Name (Please Print) <hr/> <div style="display: flex; justify-content: space-between;"> <div> Phone Number <hr/> </div> <div> Point of Contact <hr/> </div> </div> <hr/> Email Address <hr/>	

GENERAL CONDITIONS OF INVITATIONS TO BID

1. PREPARATION OF BIDS

Bids will be prepared in accordance with the following:

- (a) Our enclosed Bid forms are to be used in submitting your bid.
- (b) All information required by the Bid form shall be furnished. The bidder shall print or type his name and manually sign the schedule and each continuation sheet on which any entry is made.
- (c) Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.
- (d) Proposed delivery time must be shown and shall include Sundays and holidays.
- (e) Bidder will not include federal taxes nor State of Alabama sales, excise, and use taxes in bid prices as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
- (f) Bidders shall thoroughly examine the drawings, specifications, schedule, instructions and all other contract documents.
- (g) Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the vendor.
- (h) Bidders are advised that all City Contracts are subject to all legal requirements provided for in the Purchasing ordinance and/or State and Federal Statutes.

2. DESCRIPTION OF SUPPLIES

- (a) Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. Bids will be considered for any brand which meets the quality of the specifications listed for any items.
- (b) Bidders are required to state exactly what they intend to furnish, otherwise they shall be required to furnish the items as specified.
- (c) Bidders will submit, with their proposal, data necessary to evaluate and determine the quality of the item(s) they are bidding.

3. SUBMISSION OF BIDS

- (a) All bids must be sealed, which means a bid must be enclosed in an envelope or package that is securely closed, not viewable without opening, and labeled as instructed. The envelope must be sealed in a way that reveals any tampering. If using an outer shipping package, the inner envelope must still be sealed and clearly labeled.
- (b) See INSTRUCTIONS TO BIDDERS for detailed instructions about submitting a sealed bid. Telegraphic bids will not be considered.

4. REJECTION OF BIDS

- (a) The City may reject a bid if:
 1. The bidder misstates or conceals any material fact in the bid, or if,
 2. The bid does not strictly conform to the law or requirement of bid, or if,
 3. The bid is conditional, except that the bidder may qualify his bid for acceptance by the City on an "all or none" basis, or a "low item" basis. An "all or none" basis bid must include all items upon which bids are invited.
- (b) The City may, however, reject all bids whenever it is deemed in the best interest of the City. The City may also waive any minor informalities or irregularities in any bid.

GENERAL CONDITIONS OF INVITATIONS TO BID, CONTINUED**5. WITHDRAWAL OF BIDS**

- (a) Bids may not be withdrawn after the time set for the bid opening.
- (b) Bids may be withdrawn prior to the time set for the bid opening.

6. LATE BIDS OR MODIFICATIONS

- (a) Bids and modifications received after the time set for the bid opening will not be considered.
- (b) Modifications in writing received prior to the time set for the bid opening will be accepted.

7. CLARIFICATIONS OR OBJECTION TO BID SPECIFICATIONS

If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications or other bid documents of any part thereof, he may submit to the Purchasing Agent on or before five (5) days prior to scheduled opening a request for clarification. All such requests for information shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any objection to the specifications and requirements as set forth in this bid must be filed in writing with the Purchasing Agent on or before five (5) days prior to scheduled opening.

8. DISCOUNTS

- (a) Bidders may offer a cash discount for prompt payment; however, such discounts shall NOT be considered in determining the lowest net cost for bid evaluation purposes. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
- (b) In connection with any discount offered, time will be computed from the date of receipt of supplies or services or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date of mailing of the check.

9. SAMPLES

Samples, when required, must be submitted within the time specified at no expense to the City of Tuscaloosa. If not destroyed or used up during testing, samples will be returned upon request at the bidder's expense, unless stated otherwise in Special Conditions or Specifications. Each individual sample must be labeled with bidder's name and manufacturer's brand name and number.

10. AWARD OF CONTRACT

- (a) The contract will be awarded to the lowest responsible bidder based upon the following factors: quality; conformity with specifications; purpose for which required; terms of delivery; transportation charges; dates of delivery.
- (b) The city reserves the right to accept and award item by item, and/or by group, or in the aggregate, unless the bidder qualifies his bid by specified limitations. Re Par.4(a)3.
- (c) Prices quoted must be FOB Destination to Tuscaloosa with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.
- (d) A written contract is required and shall be executed by both the successful low bidder and the City. Please see Appendix A – Sample Contract.
- (e) The term of this contract shall be for a period of one (1) year from the date of the Purchase Order hereof and shall automatically renew each year for up to two (2) years for a total maximum contract term of three (3) years from the date of execution hereof, unless sooner terminated pursuant to the provision herein provided. However, either party may elect not to renew the contract by giving the other party thirty (30) days written notice prior to the anniversary date, in which event the contract shall terminate on the anniversary date.
- (f) For the life of the contract no price increase from the original bid prices shall be allowed.

11. DELIVERY

- (a) Deliveries are to be FOB Destination unless otherwise specified in the Invitation to Bids.
- (b) Deliveries are to be made during regular business hours.

12. CONDITION OF MATERIALS AND PACKAGING

All items furnished must be new and free from defects. No others will be accepted under the terms and intent of this bid. All containers shall be new and suitable for storage or shipment, and price bid shall include standard commercial packaging.

13. CLAIMS

Successful bidder(s) will be responsible for making any and all claims against carriers for missing or damaged items.

14. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS

Bidders shall comply with all local, state, and federal directives, orders and laws as applicable to this bid and subsequent contract(s). Bidders must be eligible to do business in the State of Alabama pursuant to Title 10A of the Code of Alabama. Contract award to purchase the materials covered in this Invitation to Bid and the purchase contract shall be construed and governed by the laws of the State of Alabama and each party hereto agrees to be subject to the jurisdiction of the courts if the State of Alabama.

PLEASE CONTINUE READING THE NEXT PAGE

GENERAL CONDITIONS OF INVITATIONS TO BID, CONTINUED**15. PROVISION FOR OTHER AGENCIES**

Unless otherwise stipulated by the bidder, the bidder agrees when submitting his bid to make available to all City agencies, departments, and in-city municipalities the bid prices he submits, in accordance with the bid terms and conditions, should any said department, agency, or municipality wish to buy under this proposal.

16. COLLUSION

The bidder, by affixing his signature to this proposal, agrees to the following: "Bidder certifies that his bid is made without previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".

17. VARIANCE IN CONDITIONS

Any and all special conditions and specifications attached hereto which vary from General Conditions shall have precedence.

18. TERMINATION

Termination for Convenience. The City may, at its sole discretion and for its convenience, terminate this Agreement in whole or in part at any time by providing written notice to the Contractor. Upon receipt of such notice, the Contractor shall immediately stop work as directed and take all reasonable steps to minimize costs.

Compensation. The City shall pay the Contractor for:

- a. The actual cost of work, labor, or materials satisfactorily performed or placed in service up to the effective termination date; and
- b. The actual cost of labor, equipment, or materials ordered in good faith that could not be canceled, less any salvage value or cost savings realized.

In no event shall payment exceed the lesser of:

- a. The total of the verified actual costs described above; or
- b. The pro-rata portion of the contract price based on the percentage of work completed, plus verified non-cancelable commitments, less salvage value.

Invoice Review. All invoices submitted under this Section are subject to thorough review and audit by the City to ensure that no excessive or unauthorized costs are included.

Termination for Cause. The City may terminate this Agreement, in whole or in part, effective immediately upon written notice if the Contractor:

- a. Fails to perform or deliver services in accordance with any term, condition, or specification of this Agreement;
- b. Fails to make reasonable progress, endangering timely performance; or
- c. Otherwise breaches the Agreement in a material respect.

In such event, the City may procure the required services from other sources and the Contractor shall be liable to the City for any excess costs incurred. The Contractor may also be declared a non-responsible bidder, which may result in rejection of future bids or proposals submitted to the City.

PLEASE CONTINUE READING THE NEXT PAGE

SPECIAL CONDITIONS

The General Conditions of Invitations to Bid and any Special Conditions stated shall be considered as part of the specifications of the bid.

ADDENDUM

Any addenda issued for this bid will be posted on the City of Tuscaloosa website at <http://www.tuscaloosa.com/bids>. It is the responsibility of the bidder to check this page for any addendums before submitting their bid.

APPENDICES AND REFERENCE MATERIALS

Bidders must review all appendices and reference materials to prepare a complete bid. Failure to account for these materials will not relieve the successful bidder of any contractual responsibilities.

What's posted with the IFB

Appendix A – Sample Services Contract

Provided as a separate downloadable file with the IFB. This sample services contract has been prepared by the City Attorney's Office and represents the standard terms and conditions under which the City of Tuscaloosa will engage the selected contractor. While this sample may be subject to minor revisions prior to execution, bidders should review it carefully and ensure their ability to comply with all terms. No substantive changes to the City's standard contract language will be permitted without prior written approval.

Available By Request Only (not posted online)

Generator Information Listing – Sensitive Infrastructure Information

This listing is not posted publicly. To obtain it, contact the Project Manager identified in this IFB (email/phone). The City may require confirmation of firm identity and acknowledgment of confidentiality before release.

- **Name:** Tim Sullivan
- **Phone Number:** 205-248-5257
- **Email Address:** tim.sullivan@tuscaloosa.com

Failure to reference or account for information contained in these materials will not relieve the successful bidder of any responsibilities under the resulting contract.

HOW TO ASK QUESTIONS

Any questions concerning the bid process and/or specifications should be directed to <https://bit.ly/ContactPurchasing>.

ANTICIPATED CONTRACT START DATE

The contract resulting from this solicitation is expected to begin on or about **December 15, 2025**, subject to completion of all required approvals, documentation, execution by both parties, and receipt and approval of the M&S Plan.

If this anticipated start date changes, the City Project Manager will notify the successful bidder promptly.

The Contractor must be prepared to commence work within ten (10) days of receiving the Notice to Proceed, which will be issued after final contract execution and acceptance of the M&S Plan.

EVALUATION AND AWARD

The City will award the contract to the lowest responsive and responsible bidder whose bid meets all requirements of this Invitation for Bids. In determining responsibility, the City may consider:

- Compliance with all specifications, terms, and conditions of this IFB
- Demonstrated experience and references for similar generator inspection and maintenance services
- Quoted maximum percentage markup for cost-plus parts and batteries
- Financial and operational capacity to perform the contract

The City reserves the right to reject any or all bids, waive informalities, and accept the bid that is in the best interest of the City.

SPECIAL CONDITIONS, CONTINUED**NOTICES AND CONTRACT REPRESENTATIVE**

Upon awarding the contract, the following individual will serve as the designated point of contact.

The designated point of contact will oversee and facilitate the following:

- Contract administration and compliance.
- Scheduling coordination.

For City of Tuscaloosa:

Name: Tim Sullivan

Title: Director Construction & Facilities Projects

Email: tim.sullivan@tuscaloosa.com

Phone: 205-248-5257

Mailing

PO Box 2089

Tuscaloosa, AL 35403

Physical

2201 University Blvd

Tuscaloosa, AL 35401

Important: *This information is for use **after the bid award**. During the bid submission and evaluation process, all inquiries must follow the communication procedures outlined herein. Unauthorized communication with City employees outside this process may result in bid disqualification.*

INSURANCE REQUIREMENTS

Contractor shall secure and maintain through the duration of this contract, insurance in such amounts as may be necessary to protect the interest of the City against hazards or risks of losses hereinafter specified. Such insurance shall be carried by a company or companies doing business by agent in the City of Tuscaloosa and shall be in a form and amount to be approved by the City.

Without limiting the requirements above set forth, the insurance coverage shall include a minimum of:

(1) Workmen's Compensation Insurance in an amount as required under the laws of the State of Alabama. In case any work is sublet, with the consent of the City of Tuscaloosa, the Contract shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees.

(2) Public General Liability Insurance, written in comprehensive form, that protects the Contractor and the City against claims arising from injuries to members of the public, City employees or damage to property of others arising out of any act or omission to act of the Contractor, or any of its agents, employees or subcontractors. The limit of liability shall not be less than \$1,000,000.00 combined single limits.

(3) Property Insurance which shall include damage to the property of the City of Tuscaloosa in an amount not less than \$1,000,000.00.

(4) The City of Tuscaloosa, its officers, agents and employees shall be named as additional insured under the policies in subparagraphs B and C and so identified in the Certificate of Insurance. The Contractor shall furnish the City Certificates of such insurance, to serve as satisfactory proof to the signing of this Contract. In case any work is sublet, the Contractor shall require the subcontractor similarly to provide public liability and property insurance in the above stated amounts.

The Certificate of Insurance shall contain a provision that not less than ten (10) days written notice shall be given to the City before any policy or coverage is canceled.

SPECIAL CONDITIONS, CONTINUED**BRAND REFERENCES & EQUIVALENTS**

- **Brand References** – Brand names and model numbers are descriptive only, unless specifically stated as restrictive.
- **Equivalent Items** – Bids offering equivalent items of equal quality will be considered if the bid clearly describes the article and explains any differences.
- **Required Documentation** – Descriptive literature, manufacturer specifications, and any supplemental comparison data must be submitted with the bid; referencing prior submissions on file will not satisfy this requirement.
- **City Review** – City personnel will determine whether an item meets specifications. Failure to provide the required documentation may result in rejection.
- **Exceptions** – Any exceptions must be detailed on the bidder's letterhead and attached to the bid.

MAINTENANCE AND SERVICE PLAN

The Contractor shall prepare a Maintenance and Service Plan (M&S) outlining a program for routine inspection, preventive maintenance, and load testing.

Initial Submission

Within fourteen (14) days of contract execution, the Contractor shall submit the first twelve-month M&S to the City Project Manager for review and acceptance. If revisions are required, the Contractor shall resubmit a corrected plan within seven (7) days.

Annual Updates

At least sixty (60) days before each subsequent twelve-month period, the Contractor shall submit an updated M&S for review and acceptance.

Plan Requirements

The approved M&S shall:

- Describe the Contractor's overall maintenance strategy in accordance with the contract documents.
- Provide a month-by-month inspection and maintenance schedule for each site by name.

Schedule Adjustments

The M&S schedule may be modified only with the mutual written consent of both parties. Minor, mutually approved adjustments are permitted with reasonable notice, provided they do not compromise service quality or timeliness.

HOURS FOR PERFORMING WORK**Standard Working Hours**

The Contractor shall perform scheduled work between 7:00 a.m. and 5:00 p.m. CST, Monday through Friday, excluding City-recognized holidays, unless otherwise approved in writing by the City Project Manager.

Emergency Work Hours

The Contractor shall provide emergency repair services 24 hours a day, 7 days a week. Response time shall not exceed one and one-half (1½) hours from the time of notification. Unscheduled emergency services will be subject to a flat after-hours call-out fee per event.

Coordination of Work

The Contractor shall coordinate work schedules with the City Project Manager to avoid interference with ongoing operations. Any change to an approved schedule must be communicated at least 24 hours in advance.

USE OF PREMISES

The Contractor shall coordinate use of premises under the direction of the City Project Manager. The Contractor shall not store any materials on the City's premises.

SPECIAL CONDITIONS, CONTINUED**UNIFORM APPEARANCE**

Contractor personnel at work sites shall present a neat appearance and shall wear distinct clothing for easy identification bearing the name of the company. Any color or color combination may be used for uniforms.

COST-PLUS PRICING FOR PARTS AND BATTERIES**1. Pricing and Procurement**

- All parts, including batteries, shall be billed at the Contractor's actual cost plus the single maximum markup percentage stated in the bid response.
- The Contractor shall obtain competitive market pricing and exercise due diligence to ensure fair and reasonable costs.

2. Limits on Excessive Costs

- The Contractor shall not purchase more costly parts or batteries than necessary to meet equipment specifications or City requirements for the purpose of increasing profit.
- If any part or battery exceeds market value by more than 20%, the Contractor must provide written justification and obtain approval from the City Project Manager before purchase.
- Upon request, the Contractor shall promptly provide supporting cost documentation, such as supplier invoices, receipts, or manufacturer price lists.

3. Markup Requirements

- The markup on parts and batteries shall not exceed the percentage stated in the bid response and must be clearly identified therein.
- The markup is intended to cover overhead, handling, and profit only; no additional surcharges or fees are permitted.

4. Quality Standards

- All parts and batteries shall be OEM (original equipment manufacturer) or equivalent quality meeting or exceeding manufacturer specifications.
- Any deviation from OEM or equivalent standards requires prior written approval from the City Project Manager.

5. Battery Warranty

- Batteries installed under this contract shall be warranted against defects in materials for twelve (12) months from the installation date.
- The warranty covers repair or replacement at no cost to the City and excludes failures caused by misuse, negligence, or external factors.
- The Contractor shall promptly replace or repair defective batteries in accordance with these terms.

6. Invoicing and Documentation

- Each invoice for parts or batteries shall itemize:
 - Actual cost of the part or battery
 - Markup percentage applied
 - Final price charged (cost plus markup)
- Parts and battery invoices shall be submitted separately from inspection and maintenance service invoices and within 30 days of the related service.

INVOICING

Invoices shall be emailed to accountspayable@tuscaloosa.com and must include:

- Contractor name and address
- Contract and Purchase Order (PO) number
- Unique invoice number and invoice date
- Detailed description of services performed
- Date and location of service
- Itemized cost breakdown (labor, parts, materials)
- Total invoice amount

PAYMENT TERMS

Payments shall be NET30 based on the invoices submitted for work performed in the previous month. The City will not issue any payments based on a statement of accounts.

INSTRUCTIONS TO BIDDERS

Bid Submission Requirements

1. **Completed Bid Forms** – Use the forms included herein to submit your response.
 - a. Use the provided fillable PDF version of the bid forms.
 - b. All forms must be completed in full and returned in the original format. Do not reformat, rearrange, or recreate the bid forms.
 - c. Each page that requires a signature must be signed by an authorized representative.
 - d. Signature fields are intentionally not prefilled in the PDF. It is the bidder's responsibility to sign each applicable page after completing the fillable fields.
 - i. Acceptable methods include wet ink (handwritten) or a verified digital signature.
 - ii. Typed names without authentication are not sufficient.
 - e. Bids that are incomplete, unsigned, or submitted with altered forms may be deemed non-responsive and rejected.
2. **Supporting Documentation** – Include any technical literature, specifications, or other documentation as outlined in this IFB.
3. **Additional Required Items** – Submit any other required items, such as forms, samples, or documents requested in this IFB.
4. **W-9 Form** – Include a completed and signed IRS Form W-9. A blank template is available at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.
5. **Acknowledged Addenda** – If applicable, include all completed and signed addenda.
 - a. *It is the bidder's responsibility to monitor the City's official website for issued addenda.* www.tuscaloosa.com/bids
6. **Bid Submission Methods and Bid Envelope Instructions as detailed below MUST be followed.**

Bid Submission Methods

Bidders must choose one of these four bid submissions listed below:

1. Electronic Submission

Bidders may submit complete bid packages as PDF files at: www.centralbidding.com.

For technical assistance, contact Central Bidding at (225) 810-4814 or support@centralbidding.com.

2. Commercial Delivery Service (e.g., UPS, FedEx, DHL)

Bidders may submit sealed bids using a commercial delivery service (e.g., UPS, FedEx, DHL).

Physical Delivery Address for Commercial Delivery Service

Amanda Gann, Purchasing Agent
City of Tuscaloosa
2201 University Boulevard, Tuscaloosa, AL 35401

3. Delivery by USPS Mailing Method

*****Important Note on USPS Mailing Method:**

Do not use standard USPS First-Class or regular stamped mail. Bids submitted this way will not be accepted.

*If using the U.S. Postal Service, the bidder **MUST SELECT** a USPS service that includes both tracking and signature confirmation (e.g., Priority Mail with Signature Confirmation).

*The City is not responsible for misrouted or delayed USPS mail, and late submissions will not be accepted under any circumstance.

Mailing Address for USPS is different than the other delivery methods. Address for USPS delivery is

Amanda Gann, Purchasing Agent
City of Tuscaloosa
PO Box 2089, Tuscaloosa, AL 35403

4. Hand Delivery

Bidders may hand-deliver sealed bids to the security desk at the City Hall complex. Entry is located on the 4th level of the Intermodal Facility parking deck, accessible from 7th Street beside Government Plaza. Security will notify Purchasing staff.

Hand Delivery Address

Amanda Gann, Purchasing Agent
City of Tuscaloosa,
2230 7th St, Tuscaloosa, AL 35401

INSTRUCTIONS TO BIDDERS CONTINUED ON NEXT PAGE

INSTRUCTIONS TO BIDDERS, CONTINUED**Bid Envelope Instructions**

1. Outer Envelope Labeling Requirements
 - a) Outer Envelope **MUST HAVE THE WORD "BID"** prominently displayed somewhere on the outside envelope
 - b) Outer Envelope **MUST HAVE** Bidder's name and address
 - c) Outer Envelope **MUST HAVE** Bid Title (found on Page 1 of this document)
 - d) Outer Envelope **MUST HAVE** the Date and Time of the Bid Opening (found on Page 1 of this document or as revised by an issued Addenda)
- 2) **Additional Notes**
 - a) One bid per sealed envelope
 - b) Allow adequate delivery time
 - c) Improperly packaged, labeled, or misrouted envelopes may result in bid rejection

Bid Opening

The bid opening is open to the public and may be attended in person.

- Bids will be publicly opened and read aloud at the date, time, and location specified on Page 1 of this IFB (or as amended via addendum).
- Only the names of bidders and total base bid amounts (if applicable) will be announced at the opening. Detailed evaluations or award decisions will not be made at that time.
- Bids received after the official deadline will be marked late and returned unopened.
- Bidders are responsible for ensuring that their bids are received by the deadline. No exceptions will be made for late deliveries regardless of the cause.

Bid results will be:

- Posted as a preliminary bid tabulation on the City's website following the opening, which are advertised at www.tuscaloosa.com/bids.

Any changes to the bid submission deadline or opening schedule will be issued through a formal Addendum, which are advertised at www.tuscaloosa.com/bids. Bidders are responsible for monitoring the website for updates.

PLEASE CONTINUE READING THE NEXT PAGE

SCOPE OF WORK

INTRODUCTION

This Invitation to Bid is for the inspection, full-service maintenance, and battery replacement of the City's emergency generator systems. The Contractor shall supply all materials, tools, labor, and equipment necessary. Maintenance shall be compliant with all applicable codes and standards as well as manufacturers' specifications.

SCOPE

This contract includes routine inspections, preventive maintenance, load testing, troubleshooting, corrective repair, emergency repair to restore units to operational status, and battery replacement.

ROUTINE INSPECTIONS

These tasks will be performed every three months and include basic checks to ensure that each generator is in working condition and ready for use in emergencies:

- **Visual Inspection:**
 - Inspect the generator housing for signs of wear, damage, or leaks.
 - Check for rust, corrosion, and cleanliness around the unit.
- **Control Panel Diagnostics:**
 - Check the control panel for any error codes or fault indicators.
 - Ensure all settings are correct, and the generator is in "Auto" mode.
- **Fluid Levels:**
 - Check oil, coolant, and fuel levels, and top off as necessary.
- **Battery Check:**
 - Inspect battery over all condition, terminals, and connections.
 - Measure battery voltage to ensure adequate charge levels.
 - Replace batteries as needed.
- **Air Filter Inspection:**
 - Inspect the air filter for debris or dirt accumulation.
 - Clean or replace if necessary.
- **Belts and Hoses:**
 - Check the condition of belts and hoses for wear, cracks, or looseness.
 - Tighten or replace as needed.
- **Exercise Generator:**
 - Run the generator under no load to test operational readiness.
- **Generator Start-up Test:**
 - Perform a start-up test to ensure that the generator starts automatically in response to power failure signals.

PREVENTIVE MAINTENANCE

Perform maintenance on fuel, oil, and cooling systems. Lubricate all service points, check for proper operation of all standby units. Test and calibrate voltage and frequency regulators.

- Fluids and Filters – annually replace oil and fuel filters. Clean and inspect air filters.
- Oil Analysis – tested annually for all diesel engines.
- Fuel Analysis – 250 gallon larger fuel tanks annually.

LOAD BANK TESTING

The contractor shall conduct scheduled load testing on all generators at each of the locations identified in the Generator Information Listing provided by the Project Manager over the term of the contract. The load testing is essential to verify that each generator can perform reliably under its rated capacity and to prevent issues that could arise from inadequate testing or underuse.

SCOPE OF WORK

The load test shall be conducted according to NFPA 110 standards and other relevant guidelines to ensure compliance with industry standards.

Load Testing Plan: The contractor shall develop a load testing schedule that ensures all locations are tested at least once during the contract term.

Staggered Schedule: Due to the number of locations, load tests should be staggered across the contract term to minimize operational disruption and maximize efficiency.

- Example Schedule: Testing at 30 locations per year for a 3-year contract term, covering all 91 sites.

Coordination: The contractor must coordinate with the City Project Manager to finalize the testing schedule, ensuring it aligns with the operational needs of each site. Adjustments to the schedule may be made by mutual agreement.

TROUBLESHOOTING

This scope for Troubleshooting Services provides a process for troubleshooting items that the Contractor is unable to repair directly. It also ensures that the City receives detailed information and recommendations.

This Troubleshooting scope covers only the identification and assessment. It does not include parts, or repairs by outside specialist.

Following an initial assessment, the Contractor will determine if the issue can be repaired with in-house expertise or within the scope of this agreement.

If the Contractor identifies that the problem cannot be resolved by their current resources/skill set (requires specialized repairs, components outside of the Contractor's purview, proprietary OEM work), the Contractor shall promptly inform the City Project Manager in writing. The Contractor shall detail the nature of the problem.

The Contractor shall charge a troubleshooting fee. The Contractor shall clearly document all troubleshooting activities, including labor hours, diagnostic methods, and observed findings.

Upon the City's request, the Contractor will, to the extent practicable, coordinate with the recommended specialist to provide technical details or background information that may assist the subsequent repair work.

CORRECTIVE REPAIR

This scope for Corrective Repair Services provides a detailed framework that outlines the Contractor's responsibilities, timelines, and expectations for performing non-emergency repairs on generator systems. Corrective Repair Services refer to the repair and restoration of generator system components that have malfunctioned, failed, or require adjustment to ensure optimal performance. These services are required for non-emergency repairs that do not threaten immediate operational failure but need to be addressed promptly to prevent further damage or operational issues.

The Contractor is responsible for diagnosing, troubleshooting, and repairing the following generator components and systems:

Mechanical Systems:

- Engine Components: Includes repair or replacement of engine parts such as valves, gaskets, pistons, fuel injectors, and engine mounts.
- Cooling Systems: Maintenance and repair of radiators, cooling fans, coolant lines, thermostats, and water pumps.
- Lubrication Systems: Repair of oil pumps, filters, hoses, and seals.
- Fuel Systems: Includes repair of fuel lines, fuel pumps, fuel tanks, filters, and fuel injectors.

Electrical Systems:

- Control Panels: Repair of control panel malfunctions, including error code diagnostics, recalibration of settings, and replacement of faulty controls.

SCOPE OF WORK

- Alternators and Starters: Repair or replacement of faulty alternators and starters to ensure the generator starts and runs properly.
- Transfer Switches: Maintenance and repair of automatic transfer switches to ensure proper operation during power outages or fluctuations.
- Wiring and Connections: Repair or replacement of damaged or corroded wiring, electrical connections, and fuses.

Battery Systems:

- Battery Inspection and Replacement: Inspect and test battery voltage and capacity. Replace batteries as necessary to prevent power failure. Reconnect and test the battery system after repair or replacement.
- Charging Systems: Inspect and repair the generator's battery charging system, including alternators and chargers, to ensure proper battery maintenance.

Exhaust Systems:

- Mufflers and Piping: Inspect, repair, or replace components of the exhaust system to prevent leaks, excessive noise, and dangerous exhaust gas emissions.
- Emission Controls: Ensure compliance with emission standards by repairing or replacing catalytic converters or other emission control devices.

Diagnostic and Troubleshooting Process:

- Initial Assessment: Upon receiving a corrective repair request, the Contractor shall perform a thorough inspection of the generator to determine the cause of the malfunction or issue.
- Diagnostics: The Contractor shall use appropriate diagnostic tools and software to identify faults in mechanical, electrical, and control systems.
- Reporting: The Contractor must provide the City Project Manager with a detailed diagnostic report, including the identified problem, recommended corrective actions, and the estimated time and cost to complete the repairs.

Response Time and Scheduling:

- Response Time: The Contractor shall respond to all corrective repair requests within 24 hours of receiving the notification from the City Project Manager.
- Scheduling Repairs: Corrective repairs shall be scheduled at a time that minimizes disruption to the City's operations. Repairs must be completed within 48 hours, depending on the availability of parts and the complexity of the repair.

Parts and Materials:

- Parts Replacement: The Contractor shall replace any parts that are worn, damaged, or defective with Original Equipment Manufacturer (OEM) parts or equivalent, unless otherwise agreed upon by the City Project Manager.
- Approval for Major Parts: For parts exceeding \$1,000.00, the Contractor must obtain approval from the City Project Manager before proceeding with the replacement.
- Cost-Plus Pricing: Parts shall be billed at the Contractor's actual cost plus a markup percentage. Invoices must include supplier receipts as proof of cost.

Testing and Commissioning:

- Post-Repair Testing: Once repairs are completed, the Contractor shall test the generator to ensure it is functioning properly and that the repaired components are performing within manufacturer specifications.
- Load Testing: If applicable, the Contractor shall perform a load test to verify the generator's ability to handle the required electrical load.
- Report on Completion: A detailed report, including the repairs performed, parts replaced, and test results, must be submitted to the City Project Manager for review and approval.

Documentation and Reporting:

- Service Logs: The Contractor must maintain detailed logs of all corrective repairs performed, including the date, time, technician name, and actions taken.
- Repair Reports: For each corrective repair, the Contractor shall provide a report detailing the issue, diagnostics, parts replaced, labor hours, and any recommendations for future preventive measures.
- Documentation Submission: All reports and documentation must be submitted to the City Project Manager within 72 hours of completing the repair.

SCOPE OF WORK

Workmanship and Warranty:

- **Warranty:** The Contractor shall warrant the workmanship and all replaced parts for a minimum of one year from the date of repair. Any defects or failures related to the corrective repair within this period must be addressed by the Contractor at no additional cost to the City.
- **Follow-Up Repairs:** If the same issue recurs within the warranty period, the Contractor must perform follow-up repairs promptly, at no additional cost.

Safety and Compliance:

- **Safety Procedures:** The Contractor shall follow all applicable safety protocols and regulations while performing repairs, ensuring the safety of personnel and equipment.
- **Regulatory Compliance:** All repair work must comply with relevant local, state, and federal regulations, and manufacturer safety guidelines.

Exclusions:

Corrective repairs do not include:

- **Emergency Repairs:** Issues that require immediate response to prevent operational failure or safety hazards fall under the emergency repair scope.

EMERGENCY REPAIRS

The Emergency Repair Service provides 24/7 on-call support to ensure the continuous operation of the City's generators. The maximum response time for critical issues is 1 hour. This service is critical for maintaining uninterrupted power supply during unexpected generator failures. The Contractor must provide fast and efficient response to emergency situations, minimizing downtime and ensuring that power is restored promptly.

The Contractor shall provide the following services under the Emergency Repair Service scope:

24/7 Availability:

- The Contractor must provide a dedicated phone number or contact method for emergency service requests.
- The Contractor shall be available 24 hours a day, 7 days a week, including weekends and holidays, to respond to emergency calls.

Response Time:

- The Contractor must guarantee a maximum response time of 1 hour and 30 minutes (1 ½ hr) from the time the municipality initiates a service call.
- Response time is defined as the time from the initial notification of the problem to the arrival of the technician on-site.

Diagnostic and Troubleshooting:

- Upon arrival, the Contractor shall immediately conduct a thorough diagnostic assessment of the generator to identify the cause of the failure.
- The Contractor must utilize appropriate diagnostic tools and equipment to assess issues related to mechanical, electrical, or fuel systems.

Repairs:

- The Contractor shall perform all necessary repairs to restore the generator to operational status. This may include, but is not limited to:
 - Replacement of faulty parts (e.g., starters, batteries, alternators, control panels).
 - Repair or replacement of damaged electrical components (wiring, circuit breakers, fuses, etc.).
 - Repair of fuel system components (fuel lines, pumps, filters).
 - Resolution of cooling system issues (radiators, hoses, thermostats, coolant levels).
 - Recalibration of voltage and frequency regulators as needed.
- Repairs must be conducted in compliance with manufacturers specifications and applicable NFPA 110 standards for emergency and standby power systems.

Replacement Parts:

- The Contractor is responsible for supplying any parts required for the repair. All replacement parts must be OEM-certified or equivalent approved by the City Project Manager to maintain the integrity of the generator systems.
- If parts are not immediately available, the Contractor must provide temporary solutions until parts can be sourced.

SCOPE OF WORK

Documentation and Reporting:

- After completing emergency repairs, the Contractor shall provide a detailed service report within thirty (30) days and submitted with invoice:
 - A description of the issue.
 - Actions taken to resolve the problem.
 - Parts replaced (with model and serial numbers).
 - Any follow-up or recommendations for future repairs or maintenance.
- The service report must be submitted to the City Project Manager.

Safety and Environmental Compliance

- The Contractor must follow all safety protocols during emergency repairs, ensuring that technicians and City staff are protected from potential hazards.
- Any waste materials (e.g., old batteries, oil, fuel) must be handled and disposed of according to EPA regulations and all environmental standards.

Exclusions:

The Emergency Repair Service does not include:

- Routine maintenance activities that are covered under regular maintenance.
- Non-emergency repairs that can be scheduled during normal working hours.
- Repairs or parts not related to the generator system.

Pricing Structure:

The emergency repair service will be billed based on:

- **Hourly Labor Rate:** \$____ per hour.
- **Call Out Premium Fee:** \$____ flat rate fee charged once per event for services outside of Standard Working Hours.

Response Guarantee:

The Contractor shall guarantee the performance of the generator following the completion of emergency repairs. If the same issue recurs within 30 days, the Contractor shall return to fix the problem at no additional charge.

TECHNICAL SPECIFICATIONS

All work must adhere to the following standards and regulations:

- Generators must meet applicable NFPA 110 standards
- The Contractor must provide certified technician(s) to perform all services.
- All parts and materials used in maintenance and repairs must be OEM (Original Equipment Manufacturer) or equivalent approved by City Project Manager.
- The Contractor must replace all batteries with like kind unless approved by the City Project Manager.
- The Contractor must use Caterpillar engine oil or Chevron Delo 400 oil in all diesel engines.

Generators Covered:

Reference the Generator Information Listing provided by the Project Manager.

Battery Specifications:

The Contractor shall provide high-quality, maintenance-free batteries that meet the specifications of the generator manufacturer.

PLEASE CONTINUE READING THE NEXT PAGE

SCOPE OF WORK

MINIMUM QUALIFICATION REQUIREMENTS

The Contractor must possess a minimum of five (5) years of experience providing generator inspection, maintenance, and repair services, including experience with battery replacement, for similar-sized or larger projects. The Contractor must demonstrate experience in maintenance of 400 KW generators.

The Contractor qualified for this contract will need to demonstrate training and proficiency at the level of Certified Generator Technician (CGT) and Certified Emergency Generator Technician (CEGT). These are not stand-alone certifications; however, these designations are achieved from a combination of certifications, some of which are indicated in the table below. Certifications indicate electrical and mechanical knowledge that is proficient in reading and interpreting electrical schematics, wiring diagrams, and mechanical blueprints. Additionally, a strong understanding of engines, alternators, voltage regulators, control systems, and fuel systems. Certifications should indicate the ability to diagnose and resolve issues in both electrical and mechanical systems. Certifications should indicate knowledge of safety procedures related to working with high-voltage systems, machinery, and hazardous materials.

Certification & Licensing:

OEM Certifications	EGSA Certifications	Mechanical Certification and Licensing
Electrical Certification and Licensing	Diesel Mechanics	OSHA Certifications
NFPA 110 Training		

PLEASE CONTINUE READING THE NEXT PAGE

BIDDER'S RESPONSE FORM

This form must accompany the bid submission. By signing the bid, the bidder certifies that all information provided herein is complete, true, and accurate.

Business Profile

How long and in what form has your company operated?

Type of Business Entity
(Corporation, LLC, Partnership, Sole Proprietor, etc)

Years in business under current name and ownership

State and date of incorporation/formation

What is the primary service provided by the business?

Ownership

*List all individuals or entities with ownership, plus key officers/principals.
Attach additional sheets if more space is needed.*

Name	Title	Role/Responsibility	Contact Phone/Email

BID RESPONSE TABLE CONTINUED TO THE NEXT PAGE

BIDDER'S RESPONSE FORM, CONTINUED

This form must accompany the bid submission. By signing the bid, the bidder certifies that all information provided herein is complete, true, and accurate.

Relevant Experience & References

Provide at least three (3) references for contracts or projects of similar size, scope, and complexity. Complete all columns below. Each reference should be able to confirm performance, value, and completion dates.

Client Name	Location	Project Description & Scope	Approximate Contract Value Under 60K, 60K-200K, Over 250K	Start-End Dates	Contact Person	Phone/Email

Proof of Certification & Licensing

Bidders are to include copies of certifications and licenses with their bid response.

BID RESPONSE TABLE CONTINUED TO THE NEXT PAGE

BIDDER'S RESPONSE FORM, CONTINUED

Pricing Instructions: Provide all pricing in the tables below. Complete every line item as directed in each section. Enter "N/A" if a service is not offered or charge is not applicable.

Section A – Scheduled Services

Enter the Unit Price, multiply by the Annual Quantity, and record this number as the Extended Annual Amount for each line.

When all lines are complete, sum the Extended Annual Amounts and enter the result on the Section A Total Cost line.

Item No.	Description of Service	Frequency	Unit Price	Annual Quantity	Extended Annual Amount
1	Quarterly Routine Inspection	Quarterly		4	
2	Annual Preventive Maintenance	Annual		1	
3	Load Bank Testing	Annual		1	
Section A Total Cost					

Section B – Parts & Batteries

Quote maximum % markup only; no dollar total required.

Item No.	Description of Service	Unit Cost +	Maximum % Markup
4	Parts & Battery Replacement	Cost + % Markup	

Section C – On-Call Services

Enter hourly or per-event rates; no section total required. If no minimum applies, bidders should write "N/A."

Item No.	Description of Service	Unit of Measure	Guaranteed Response Time	Bid Rate	Minimum Charge (if any)
5	Troubleshooting Services	Hour	_____hr		
6	Corrective Repair Services	Hour	_____hr		
7	Emergency Repair Services	Hour	_____hr		
8	Emergency Call Out Premium Fee	Per Event	N/A		N/A

BIDDER'S RESPONSE FORM, CONTINUED

MESSAGE TO BIDDERS: Please review your bid documents for accuracy, completeness, required documentation, and necessary signatures before submitting. Please label the outer mailing/shipping package with the bid information as directed.

BIDDER INFORMATION			
Company Name		Contact Name	
Email Address		Telephone Number	
Physical Business Address		Mailing Address for Payments	
Authorized Signature			

Awarded bidder(s) will be required to obtain a City of Tuscaloosa business license to provide goods and/or services in response to this bid and subsequent contract(s). Inquiries regarding business license requirements should be directed to the City's Revenue & Financial Services Division at (205) 248-5200. Failure to obtain and maintain the required city business license(s) may result in rescinding of bid award and contract termination.

Note: By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

FAILURE TO COMPLETE ALL OF THE ABOVE WITH AN AUTHORIZED SIGNATURE MAY SUBJECT BID TO REJECTION.