

Request for Proposal (RFP)

Cummins or Caterpillar Liquid Cooled Diesel Engine Generator

Effingham County 911

Contact: Tina Daniels/Effingham County Sheriff's Office

Phone: 217/821-8474

E-mail: tdaniels@co.effingham.il.us

Date Issued: June 21st, 2022

Due Date and Time: 3:00pm, July 15th, 2022

The deadline established for the receipt of your sealed bid is 07/15/22 at 3:00 p.m. The bid is to be submitted to Supervisor Tina Daniels, 101 North Fourth Street, Suite 101, Effingham, IL. 62401.

Address the bid to:

Supervisor Tina Daniels
GENERATOR REPLACEMENT
101 North Fourth Street, Suite 101
Effingham, IL, 62401

REQUIREMENTS & INSTRUCTIONS

1. SUBMISSION OF OFFERS:

All offers should be submitted in a sealed envelope or package. The invitation title, opening date and time, company name, address and telephone number shall be clearly displayed on the outside of the sealed envelope or package. The delivery of responses to 911 Supervisor Daniels prior to the specified date and time is solely and strictly the responsibility of the offeror. Any submittal received by Supervisor Daniels after the specified date and time will not be considered.

Additional information may be attached to the submittal. Facsimile submissions are NOT acceptable. No offer may be modified after the acceptance date. No offer may be withdrawn after opening for a period of sixty days unless otherwise specified. Bid must include all costs. All offers must include the original and at least one (1) copy.

2. EXECUTION OF OFFER:

Offer shall contain a manual signature page to bind the offeror to the provisions therein.

3. EXECUTION OF ACCEPTANCE:

Effingham County 911 legally recognizes acceptance of formal offer when a written contract is signed by both parties. Offeror is not to assume that the Effingham County 911 resolution approving the bid or proposal is a binding contract.

4. OPENING & RECORDING:

Opening shall be public at the County 911 Board meeting on 07/19/2022.

5. INTEGRITY:

Effingham County 911 does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The Offeror agrees to follow all applicable labor rules and prevailing wage.

6. PRICING:

Unless otherwise specified prices offered shall remain firm for a period of at least sixty (60) days; all pricing of goods shall include FOB Effingham County Courts Building, all packing, handling, shipping charges and delivery to any point(s) within Effingham to a secure area or inside delivery.

7. PAYMENT TERMS:

Effingham County 911 will remit full payment on all undisputed invoices within thirty (30) days from receipt by the appropriate person(s) of the invoice or receipt of all products or services ordered. Any other payment schedule or deposit requirement must be clearly defined in the offer.

8. INCURRED EXPENSE:

This invitation does not commit Effingham County 911 to make an award nor shall Effingham County 911 be responsible for any cost or expense which may be incurred by any respondent in preparing and submitting a reply, or any cost or expense incurred by any respondent prior to the execution of a purchase order or contract agreement.

9. CLARIFICATION/CORRECTION OF ENTRY:

Effingham County 911 reserves the right to allow for the clarification of questionable entries and the correction of OBVIOUS MISTAKES.

10. INSURANCE:

The successful bidder is required to procure and maintain the following insurance for the life of this contract:

- Workers' Compensation Insurance
- Commercial General Liability Insurance, not less than \$1,000,000.00 per occurrence
- Motor Vehicle Liability Insurance

11. INTRODUCTION

Effingham County 911 has chosen to issue this Request for Proposal (RFP) to seek a company to replace a Caterpillar Olympian CD 060 liquid cooled diesel generator. A Cummins or Caterpillar Generator set is preferred. Any Generator set suggested must meet, or exceed, capacities, certified performance levels and quality assurances of a Caterpillar Olympian CD060 Generator set, which is the Generator currently in use. The Generator must have a weather protective enclosure, attached double wall 100gal, or 48-hour run-time built-in fuel tank, automatic voltage regulator, electronic governor, engine water jacket heater, battery trickle charger and battery blanket heater.

The proposed unit must also physically fit into the space and not require great modifications to the existing containment structure.

12. PROJECT OVERVIEW

- Effingham County is seeking the services of a qualified Contractor to remove and replace our current Generator Set.. This service is considered to be turn-key, and includes the removal and disposal of used equipment, packaging and construction material.
- The intent of the RFP is to award a contract for service to the successful Respondents.
- As part of the Work, the Contractor shall furnish and assume full responsibility for everything required for the orderly progress and proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated into the Work including, but not limited to, drawings, materials, equipment, labor including subcontractor, transportation, construction equipment and machinery, tools, and other facilities and incidentals. If work is required to be “done by others” it must be clearly defined in the offer. The expense of work done by others will be considered in the award of bid.
- Contractor shall not have any public or private interest and shall not acquire directly or indirectly any such interest which conflicts in any manner with the performance of its services under this Contract.
- Contractor shall employ only persons duly licensed and qualified to perform the Work required under this Contract.
- The County 911 provides no guarantee of work. Award of a contract does not prevent the County 911 from obtaining the services of another Contractor for any other project if the County so desires and/or is in the public interest to do so.

13. GENERAL SCOPE

The general scope of work for this project will include:

- Disconnect and remove all power feeds, conduit and wiring from the unit, for later use. This includes the quick-disconnect load bank terminals.
- Remove the external fencing structure, including the gate and overhead fencing, as needed for generator replacement.
- Provide transportation services to deliver the new generator.
- Provide crane service to set the new generator and place the old generator on a trailer provided by County 911.
- Re-install the power and control circuits, as required
- Re-install Generator fencing, gates and enclosure
- Oversee and provide the manufacturer's recommended start-up procedure

The Contractor's team shall be fully licensed with all appropriate agencies to install, renovate and maintain generators. The Contractor will have full access to the generator and required areas during construction.

- A. The candidates will be evaluated on their ability to explain fully what is included in each item of proposal as well as the benefit to additional options provided. Additional options are to be priced as "add on". Warrantees on parts and services should be clearly identified.

Timeframe:

Proposals Due:
July 15th, 2022

Proposed Award:
July 19th, 2022

Construction Phase:
August 1st, 2022 through April 1st, 2023
(or to be agreed upon by both parties)

Experience Requirements:

It is very important that the Contractor's team performing the work on the County property have a significant amount of experience working on similar projects. The Contractor should have knowledge of generator installation, maintenance and electrical wiring.

14. SUBMITTALS

Format:

All proposals should include the following:

- Transmittal Letter:
Include a brief introduction to your firm and your interest in this contract; give main contract name, phone number, fax number and email address of the main point of contact.
- Give details of Contractor's proposed means and methods to perform work.
- Give an estimated date for when the work will be completed and the generator will be operational.
- Details on pricing: Including labor, materials, inspection fees and/or any other relevant cost items.
- Terms and Conditions signature page
- References:
List at least three organizations that you have performed similar work for in the past

15. SITE VISITS AND QUESTIONS

For any questions regarding the material contained in this RFP, please contact Supervisor Tina Daniels, or Sheriff Paul Kuhns, at 217/342-2102, or by email, tdaniels@co.effingham.il.us

It is a requirement that a pre-proposal site visit be performed before a bid proposal can be submitted. Even though the generator set to be replaced, as known by Effingham County 911, is listed, it will be the respondent's responsibility to verify all specifications and measurements before submission of a bid.

To schedule your on-site visit contact Effingham County Maintenance, Chad Walls, Monday through Thursday, between the hours of 7:00 a.m. to 3:30 p.m., at 217/663-2783.

16. CONDITIONS

If you are submitting any information you consider to be proprietary, mark it as such. Effingham County 911 will attempt to treat it as proprietary; however, understand the Freedom of

Information Act has very strict guidelines on what is considered public information. Pricing information cannot be considered proprietary.

Signature Block:

All proposals must be signed by an authorized agent of your firm. Any firm or individual submitting a signed proposal shall be deemed to have read and understood all the terms, conditions and requirements of this Request for Proposal.

Refusal:

Effingham County 911 reserves the right to refuse all proposals, and/or any part thereof.

Withdraw Proposal:

You may withdraw your proposal at any time prior to the date and time set for closing.

Discussions/Negotiations:

Effingham County 911 reserves the right to conduct discussions with proposers, to ask questions, to accept revisions of proposals and to negotiate changes at the discretion of the Effingham County 911 Project Manager. During this discussion period, Effingham County 911 will not disclose any information regarding proposal submittals. Upon the execution of a contract, the proposals will become public record and the contents will be disclosed upon request.

Awards:

The award shall be made to the responsible proposer(s) whose proposal is determined to be the most advantageous to Effingham County 911 based on the factors in the Request for Proposal. Price, although a consideration, will not be the sole determining factor. Effingham County 911 reserves the right to ask for the "Best and Final Offer".

Pre-award Presentations:

Effingham County 911 reserves the right to require presentation from the highest-ranking proposer(s), in which they may be asked to provide additional information.

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