VILLAGE OF HOFFMAN ESTATES
Department of Public Works

REQUEST FOR PROPOSALS

GENERATOR PREVENTATIVE MAINTENANCE
(2023, 2024, and 2025)

RELEASE DATE: 8/14/2023 **DUE DATE:** 8/30/2023

PROJECT

The Village is seeking proposals for generator preventative maintenance from qualified firms, including: one "major PM" visit per year; annual replacement of the manufacturer's specified viscosity oil, oil filters, and fuel filters; ATS inspections performed at each service in accordance with current NFPA 110 standards; and parts replacement and repairs, as needed. A complete list of anticipated or requested services is included within the project description and scope of services sections of this request for proposals.

The Village of Hoffman Estates strongly encourages Disadvantaged Business Enterprises (DBE) to apply. If subcontracts are to be let, the primary consultant shall take these same affirmative steps to include DBE firms. To the extent required by the Illinois Prevailing Wage Act, the general prevailing rate of wages shall be the same as the prevailing rate of wages for construction work in the Cook Country area for the applicable employees of the consultant, its subcontractor(s), and material testing firms.

The Village of Hoffman Estates reserves the right to reject any and all proposals and to accept that proposal which it deems most favorable to the Village of Hoffman Estates. All proposals become the property of the Village of Hoffman Estates.

SUBMISSION DEADLINE

Proposals, along with supporting documents, shall be submitted via email to Paul Petrenko, Superintendent of Facilities and Arena Maintenance, at Paul.Petrenko@vohe.org as a PDF titled "Generator Maintenance RFP - FIRM NAME" no later than 4:00pm local time on 8/30/2023. Responses received after this deadline, regardless of reason for delay, will not be accepted.

All questions must be submitted in writing to Paul.Petrenko@vohe.org no later than 4:00pm on 8/25/2023. Verbal questions or inquiries will not be accepted.

RFP TIMELINE

The following is the anticipated timeline for the selection process associated with this RFP. This timeline is subject to change.

EVENT	TARGET DATE
RFP responses due at 4:00pm	8/30/2023
Staff review of proposals completed	9/8/2023
Recommendation to the Public Works and Utilities Committee	9/25/2023
Village Board approval	10/2/2023
Contract work to begin	10/9/2023

SUBMISSION REQUIREMENTS

All proposals shall be submitted as a PDF with cover sheet that includes the following information:

Vendor's Name
Vendor's Address
Title of Proposal ("Generator Preventative Maintenance (2023, 2024, and 2025")
RFP Submission Deadline (8/30/2023)

Proposals should provide sufficient information to demonstrate the firm's readiness to perform the required work, including: a brief description/history of the firm; relevant experience and previous work completed for the Village (if any); and a list of no fewer than three references for work completed of a similar scope. Pricing must be provided using the form included within this request for proposals under scope of services. Individual firms may wish to include optional additional maintenance items for staff consideration. If additional service items are proposed, firms should identify such items within their proposal along with a cost to complete these tasks.

Please note:

The successful firm shall take out and maintain insurance of such types and amounts as are necessary to cover responsibilities and liabilities on a project of the character contemplated under this proposal. All insurance policies must include the Village and their duly authorized representatives as additional insured parties.

PROJECT DESCRIPTION

This request for proposals is for a three-year contract for the scope of services detailed below (2023, 2024, and 2025). Please note the following:

- One "Major PM" visit per year, as detailed in these scope of services.
- Annual replacement of the manufacturers' specified viscosity oil, oil filters, and fuel filters at the time of the Major PM.
- ATS inspection performed at each service, in accordance with current NFPA 110 standards.
- Additional items or services not included in the maintenance agreement will be billed at specified time and material rates included in the Proposal Form.
- Parts replacement and repairs will be performed on an as-needed basis with the intent of keeping the price as low as possible while still being performed correctly and up to current standards.

- Additional parts and/or repairs will be quoted prior to performing work and must be approved by authorized Village-personnel.

A. Air Intake and Exhaust System Checks

1. Inspect air cleaner element(s) and intake system for contaminants and worn/broken components.
2. Inspect exhaust system, including piping, silencer, and rain cap. Visually inspect turbocharger.
3. Inspect louver and louver motor operation. Inspect air ducting.

B. Battery and Battery Charging System Checks

1. Clean batteries and battery terminals.
2. Inspect battery cables for fraying and bad or loose crimps. Tighten connections, as needed.
3. Check for electrolyte level and/or load test. Add, if possible, distilled water. Inspect battery charger for proper operation.
4. Inspect battery charger connections. Record charging amps and volts.
5. Inspect battery charging alternator bearings and connections. Record charging volts. Inspect starting motor electrical connections.

C. Engine Cooling System Checks

1. Inspect coolant hoses for wear, leaks, and connections. Tighten clamps, when necessary. Inspect coolant for temperature protection, nitrate level, condition, and level. Add coolant until the manufacturers' recommended operating level has been reached (up to one-half gallon).
2. Conduct 3-way test strip coolant test. Record findings.
3. Inspect radiator/hear exchanger and cap for leaks and/or obstructions.
4. Check coolant block heater and external thermostat operation (when applicable). Inspect water pump drive belt(s) for wear, alignment, and tension.
5. Inspect water pump for leaks and bearing condition.

D. Engine and Lubrication System Checks

1. Check engine oil for contamination and level. Add oil until the manufacturers' recommended operating level has been reached (up to one quart).
2. Check engine ventilation system for leaks, routing, and blockages. Inspect spark ignited ignition system.

E. Engine/Generator Operation Checks

1. Test run generator without load (with load with signed approval) and record oil pressure, running temperature, charging volts, and condition.
2. Check engine and generator safety device operation, when applicable. Check for leaks, noises, smoke, and vibration.

F. Generator Systems Controls & Connections Checks

1. Inspect engine wire harness and sending units. Inspect generator wire harness.
2. Inspect load lead and electrical connections. Check breaker operation.
3. Check generator controller operation Inspect generator controller circuit boards. Test lamps and indicators.

G. Fuel System Checks, Fuel Filter, and Lube Oil Service

1. Inspect fuel filter(s) for hours of usage, leaks and sediments. Inspect water separator and drain.
2. Inspect fuel lines condition. Tighten hose clamps when permissible. Inspect injector and injection pump lines.
3. Inspect governor controls and linkage for operation. Inspect day tank, subbase tank and fuel line connections. Check fuel tank level.
4. Check for water in day tank or subbase tank. Test pump and check controls if applicable.
5. Replace engine fuel filter(s) (where applicable)

H. Automatic Transfer Switch Checks

1. Inspect load lead connections. Inspect all auxiliary contacts.
2. Inspect transfer switch wiring and connections.
3. Inspect transfer switch circuit boards, relays, and time delays. Inspect transfer switch exercise clock settings.
4. Test operation of transfer switch if possible. Conduct remote start test transfer test.
5. Verify that generator volts and frequency match the utility volts.

I. Annual Inspection of Essential Components

1. Inspect generator bearing and slip rings (when accessible). Inspect governor oil level.
2. Inspect/grease drive bearings (where applicable). Inspect gear housing level (where applicable)

SCOPE OF SERVICES

Firms submitting a proposal are required to use the following form, which should include a total for each facility type and a cumulative total for all facilities. The Village has also requested standard billable rates for additional work completed during regular business hours as well as work completed outside of regular business hours. The bid sum shall include everything specified and/or otherwise required in order to complete the project in its entirety. A sum of the base bid listed below is required to receive consideration. No claim for additionally required materials and/or labor shall be honored by the Village.

Location	Make	Fuel	kW	2023 PM	2024 PM	2025 PM
PRIMARY FACILITIES						
Public Works Center (2305 Pembroke Ave)	Ford	g	60	$	$	$
Fleet Services Building (2405 Pembroke Ave)	Cummins	d	100	$	$	$
Village Hall (1900 Hassel Rd)	Generac	g	130	$	$	$
Police Department (411 W. Higgins Rd)	Cummins	d	750	$	$	$
PRIMARY FACILITY TOTAL:				$	$	$
FIRE STATIONS						
Fire Station #21 (225 Flagstaff Ln)	Katolight	g	40	$	$	$
Fire Station #22 (1700 Moon Lake Blvd)	Detroit	g	80	$	$	$

Fire Station #23 (1300 Westbury Dr)	Olympian	g	60	$	$	$
Fire Station #24 (5775 Beacon Point Dr)	Cummins	g	325	$	$	$
	FIRE STATION TOTAL:			$	$	$
WATER FACILITIES						
Abbey Wood Pump Station (1775 Abbey Wood)	Allis Chalmers	d	250	$	$	$
Water Tower #2 (2150 Stonington Ave)	Guardian	p	12	$	$	$
Water Tower #5 (4690 Olmstead Rd)	Guardian	g	14	$	$	$
Water Tower #6 (2550 Beverly Rd)	Guardian	g	12	$	$	$
Aster Lane Pump Station (95 Aster Ln)	John Deere	d	125	$	$	$
Interzone Pump Station (780 Hassel Rd)	Cummins	d	150	$	$	$
	WATER FACILITY TOTAL:			$	$	$
SEWER FACILITIES						
Golf Lift Station (1513 Golf Rd)	Caterpillar	d	250	$	$	$
WDA Lift Station (5400 Golf Rd)	Cummins	d	750	$	$	$
Westbury Lift Station (1101 Westbury Dr)	John Deere	d	300	$	$	$
Moon Lake Lift Station (1215 Moon Lake Blvd)	Katolight	d	125	$	$	$

Chippendale Lift Station (1770 Chippendale Rd)	Kohler	d	60	$	$	$
University Lift Station (6100 Shoe Factory Rd)	Olympian	d	200	$	$	$
Barrington Lift Station (2370 Higgins Rd)	Caterpillar	d	250	$	$	$
Hilldale Lift Station (1775 Huntington Blvd)	Generac	g	80	$	$	$
			SEWER FACILITY TOTAL:	$	$	$
			CUMULATIVE TOTAL:	**$**	**$**	**$**

LABOR RATE			
Standard billable rate per hour during regular business hours:	$	$	$
Standard billable rate per hour after business hours and for emergencies:	$	$	$

EVALUATION

Village staff will be solely responsible for the evaluation of responses received. Only those received prior to the deadline will be reviewed. Village staff will be the sole determinant on whether additional/clarifying information will be requested from any firms. After review and discussions with the selected firm, the Village, at its sole discretion, may choose to recommend the firm to the Village Board for award of contract once an acceptable scope and fee proposal has been agreed upon by the firm and Village. The final decision to award a contract for the services listed in the RFP is at the discretion of the Village Board. The goal of the Village's evaluation process is to recommend the firm whose qualifications, expected performance, staffing, and fee best serve the interests of the project and Village.