

**THE CITY OF TEMPLE TERRACE, FLORIDA
NOTICE TO BIDDERS
BID NUMBER 12-002
CITY HALL
EMERGENCY STANDBY GENERATORS**

Sealed bids for Bid Number 12-002 CITY HALL EMERGENCY STANDBY GENERATORS will be received by the City of Temple Terrace until 3:00 P.M. EST, THURSDAY, NOVEMBER 17th, 2011 at the City Clerk's Office, 11250 North 56th Street, Temple Terrace Florida, 33617. No bids will be received after said hour. The bid opening will take place in the CITY HALL COUNCIL CHAMBERS IMMEDIATELY THEREAFTER.

Copies of the bid documents, and information may be obtained by contacting Ray LeBlanc, at (813) 506-6570 or by downloading the information from the City's website: www.templeterrace.com. If required, clarification of the Specifications and Conditions may be obtained by contacting Ray LeBlanc at (813) 506-6570. If a pre-bid site inspection is desired please contact Ray LeBlanc as well.

All bids are to be addressed to The City of Temple Terrace, City Clerk's Office - 11250 North 56th Street, Temple Terrace Florida, 33617. All bids must be in a sealed envelope which is clearly marked: **"BID #12-002: CITY OF TEMPLE TERRACE-CITY HALL EMERGENCY STANDBY GENERATORS 3:00 P.M. EST THURSDAY, NOVEMBER 17th, 2011."**

The City of Temple Terrace reserves the right to waive any defects and informality in the bidding, or in any bid to reject any or all bids for any reason whatsoever and to accept that bid deemed to be in the best interest of the City.

**CITY OF TEMPLE TERRACE, FLORIDA
GENERAL CONDITIONS
BID NUMBER 12-002
CITY HALL BUILDING
EMERGENCY STANDBY GENERATORS**

1. RECEIPT OF PROPOSALS

Proposals shall be received at the City Clerk's Office, City Hall, 11250 North 56th Street, Temple Terrace, Florida 33617 until the time and date as shown in the Invitation to Bid.

2. PREPARATION OF PROPOSALS

The proposal forms shall be furnished by the City of Temple Terrace with all specifications, and the bidder is required to use the form and submit the proposal intact to the City Clerk's Office. All blank spaces must be filled in as noted in ink. No changes shall be made in the forms. The bidder shall sign his proposal in the blank spaces provided for this purpose. If the proposal is made by a partnership or corporation, the name and address of the partnership or corporation shall be indicated together with the names and addresses of the partners or officers. If the proposal is made by a partnership, it must be acknowledged by one of the partners; if it is made by a corporation, by one of the officers.

3. SUBMISSION OF PROPOSALS

Each proposal submitted must be enclosed in a sealed envelope which is clearly marked with the contract to which it refers. This envelope shall then be placed in an outer envelope which shall be securely sealed and addressed to the City Clerk's Office, 11250 North 56th Street, Temple Terrace, Florida 33617. It shall bear the name and address of the bidder and the designation of the contract to which the proposal refers.

4. METHOD OF AWARD

A Purchase Order (Award) will be issued as promptly as possible after November 17th, 2011.

5. EXEMPTION FROM TAX

Purchases made by the City of Temple Terrace are exempt from payment of Federal Taxes and Florida Sales and Uses Taxes. Such tax must not be included in the bid price of all items or materials furnished to the City.

6. NOTICE OF AWARD

Acceptance of Bid will be by Purchase Order, in writing, signed by an officer of the City and mailed to the address designated in the Proposal. After receipt of the Purchase Order, the Contractor will forward a formal acknowledgement to the Purchasing Office of the Finance Department.

7. OBLIGATION OF THE BIDDER

At the time of the opening of Bids, each Bidder will be presumed to have bid to the Specifications, and to have read and to be thoroughly familiar with the Specifications and Conditions and no allowance will be made for failure to have done so. Requests for interpretation or clarification of the specifications must be made no later than five (5) days prior to time of bid opening.

8. PAYMENT

Payment shall be made after completion of the required, accepted work, within thirty (30) days when an invoice is rendered by the Vendor for the amount due.

9. INSURANCE

A. LIABILITY INSURANCE

Contractor shall, at its own cost and expense, procure and maintain Comprehensive General Liability Insurance, Comprehensive Auto Liability Insurance, and Comprehensive Catastrophe Liability Insurance, as well as Worker's Compensation Insurance as required by the appropriate Workers' Compensation Law or Act. All insurance shall be carried with insurers authorized to do business in the State of Florida evidence of insurance, with adequate limits of liability, shall be furnished all parties to the contract. Such evidence shall be in the form of a formal certificate of insurance properly executed by a licensed representative of the participating insurers and must contain a clause granting at least thirty (30) days prior written notice to the certificate holder of intent to affect cancellation, non-renewal, or other material change which may have an adverse effect on the policies of insurance referred to in the certificate. The interests of the certificate holder must be added to the aforementioned liability policies of insurance as an additional insured.

MINIMUM COVERAGES AND LIMITS OF LIABILITY REQUIRED:

COMPREHENSIVE GENERAL AND AUTO LIABILITY INSURANCE

Combined single limit of liability with respect to bodily injury, personal injury and property damage liability as follows:

COMPREHENSIVE GENERAL LIABILITY: \$1,000,000 per occurrence/aggregate.

COMPREHENSIVE AUTOMOBILE LIABILITY: \$1,000,000 per occurrence.

COMPREHENSIVE CATASTROPHE LIABILITY (UMBRELLA): \$2,000,000 per occurrence/aggregate.

The above minimum limits of liability shall apply to all premises – operations, elevators, independent contractors, products – completed operations, contractual liability, broad form property damage, XCU coverage extension, employee as additional insureds, automobiles – owned and non-owned, including hired automobiles, and other coverages which may be required to satisfy the parties to the contract. In every instance coverage must apply both on and away from the premises referred to in the contract, and apply to all operations related thereto.

B. WORKMEN'S COMPENSATION INSURANCE

The policy shall be written in accordance with the statutory provisions of the state of Florida and shall include a broad form "ALL STATES" endorsement in the event the operations require any interstate involvement as respects employers-employee relationship. Full compliance with United States Longshoremen's and Harborworker's Act must be observed where applicable.

Additional Requirement:

Contractor must require that all sub-contractors, agents, and assigns procure and maintain insurance protection comparable to that required of the contractor. Contractor shall not commence work under the contract until all insurance required has been procured and approved by the City Attorney or his /her designated agent; nor shall the contractor allow any of its subcontractors to commence work until comparable insurance has been procured and approved by the City Attorney or his/her designated agent. All insurance shall be carried with insurers authorized by the Department of Insurance to transact business in the state of Florida, and evidence of insurance must be furnished all parties to the contract. All insurance shall be written by companies of recognized financial standing, best rating "A" or better.

C. PROPERTY INSURANCE

Contractor shall, at its own cost and expense, assume all responsibility for equipment and other property to be installed until such equipment or other property is approved satisfactorily installed and accepted by owner. Contractor will also assume full responsibility for his and his employees own tools and equipment as well as for those tools and equipment of his subcontractors and their employees. Contractor shall purchase and maintain, in an insurer authorized to transact business in the state of Florida and of recognized financial standing, best rating "A" or better, Builders Risk Property Insurance to include the interests of the owner, contractor, subcontractors, and sub subcontractors in

the work, in an amount representing the completed value (non reporting form) of the project and all materials, equipment and supplies which are intended to become a permanent part of the project including subsequent modifications thereto, on a replacement cost basis.

10. ACCEPTANCE WAIVER

The City of Temple Terrace reserves the right to waive any defects and informality in the bidding or in any bid, to reject any or all bids for any reason whatsoever and to accept that bid deemed to be in the best interest of the City of Temple Terrace.

11. QUALIFICATIONS OF THE BIDDER

The City may make such investigations as it deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any proposal if the evidence submitted by or investigation of such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein, or has previously failed to properly perform or complete on time any contract.

CITY OF TEMPLE TERRACE, FLORIDA CITY HALL EMERGENCY STANDBY GENERATORS SPECIFICATIONS

BID 12-002

SCOPE OF PROJECT AND REQUIREMENTS

Project Description: Furnish and Install Two "New" (2) 128 KW Natural Gas/ 113 kw LP Vapor Generators with automatic dual fuel system.

Project Location: City Hall Building, 11250 North 56th Street, Temple Terrace, FL 33617.

Item No. 1: Furnish and install two (2) 128 KW Natural Gas/ 113 kw LP Vapor Generators in accordance with the specifications outlined by the City of Temple Terrace.

Contractor, at its expense, must provide a Performance Bond in accordance with Florida State Laws.

Contractor is responsible for all required permits, meeting all required codes, and providing insurance (workman's comp., liability, vehicle, etc.)

All Work performed must meet or exceed National Electric Code Standards, 2008 edition.

Generators are to be "new" 128 KW Kohler Model 125REZGB with a 600 Amp automatic transfer switch Model # KCT-ACTC-0600S or equivalent.

Generators are to be Natural Gas Powered with Propane Backup Capability. Final installation must include the necessary fittings to accept a future propane fuel supply line for future propane backup capability.

Natural Gas Line(s) hook-up is a condition of contractor responsibility.

Electrical loads will be transferred from the 1st and 3rd floors and the Information Technology (IT) servers on the second floor and hooked up to one generator.

Electrical loads will be transferred from 2nd floor (except the IT servers on the second floor) and hooked up to one generator.

Contractor must supply and install a mechanical bypass switch to insure generator power to communications office can be supplied from either generator.

Contractor is responsible for start-up, setting exerciser, and load checking generators.

All concrete slab/pad design and installation shall be the responsibility of the contractor.

All fencing work, removal and replacement shall be the responsibility of the City

All disconnects, removal of feeders, and removal of existing transfer switch from existing generator shall be the responsibility of the contractor.

The existing 100 KW Generator is to be loaded by contractor onto City-supplied vehicle/trailer.

Any and all electrical circuit interruptions are to be scheduled in advance and approved by the City.

All hours and schedules for City-approved power interruptions must be strictly followed. These approved power interruption schedules must be approved in written form by the City.

ELECTRICAL WORK

The successful bidder will be responsible for all wiring associated with the removal of the existing generator and the new generators' installation. This will include all conduit installation for all load wiring, control wiring and any other related equipment. The generator system installation shall include removal of the present system including the existing generator, transfer switch, and related wiring with no longer than a two hour cessation of street power to City Hall Building. All existing equipment, including the existing generator and transfer switch, etc., shall remain the property of the City. The successful bidder shall include a re-work/re-wire of the electrical room (directly adjacent to generator locations) to insure that police communications and IT can be served with generator power from either of the two sources, and be able to have adequate power in their entirety should one of the generators become inoperable. The re-work/re-wire will include the following scope of work: "Outside Main # 2 will be used to energize the "non-critical" loads, C2, B1, B2, & A1 (see attached wiring diagram/schematic.) Outside Main # 1 will be used to feed (through ATS) new 600 amp MDP1, UPS/POLICE DISPATCH & 1ST FLOOR EMERGENCY PANEL, A5. The successful bidder shall secure all local permits, all applicable insurance as required by the City of Temple Terrace and shall employ only licensed State of Florida electricians in the installation of the wiring of the system.

CONCRETE FOUNDATION PAD

The successful bidder will be required to reuse or remove the existing concrete mounting pad. The existing pad will have new conduit stubs installed by the successful bidder for routing wiring back to the transfer switch. The successful bidder will core bore through the existing concrete to allow installation of new conduit stubs. Existing conduit may be reused if desired once the new stubs have penetrated the core bored holes through the existing pad.

Special Requirements: An optional pre-bid site inspection may be arranged, at the bidder's request, prior to bid submission. This can be scheduled by contacting Deputy Director of Public Works/Operations, Ray LeBlanc, Monday through Friday 8:00 a.m. - 3:00 p.m. at 813-506-6570.

WARRANTY

The successful bidder will provide an extended warranty for a period of five (5) years on the provided components commencing with the date of final acceptance of the installation by the City of Temple Terrace.

VENDOR QUALIFICATION

The successful bidder shall provide with the bid submission a letter from the generator manufacturer indicating the bidder's authority to market, install and warranty the components outlined in this bid.

Note:

Only Kohler Generators and Transfer Switch(s), or equivalent, as specified in the bid will be accepted by the City. No bid award will be made for substitute equipment not meeting this requirement.

IMPORTANT NOTE: The Bid price as stated here is firm from the bid date until delivery has been made and the service has been accepted by the City of Temple Terrace. The Bidder hereby agrees to commence work under this contract within 30 calendar days of receipt of a purchase order and substantially complete said work within 60 days of receipt of the purchase order. If the work is not substantially completed on time, liquidated damages in the amount of \$50 per day will be assessed beginning the 61st day of receipt of the purchase order and will be assessed daily until substantial completion of the work is achieved.

COMPANY: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE: FAX: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____ DATE: _____

BID RESPONSE

Gen Set/Transfer Switch Components Cost:\$ _____

Site and Electrical Installation Cost: \$ _____

TOTAL PROJECT COST: \$ _____

The City of Temple Terrace reserves the right to waive any defects and informality in the bidding or in the bid, to reject any or all bids for any reason whatsoever and to accept that bid deemed to be in the best interest of the City of Temple Terrace.

