



# PUBLIC WORKS DEPARTMENT

## ADVERTISEMENT FOR PROPOSALS FOR Planned Equipment Maintenance Agreement – Emergency Generators for the City of Dickinson

CITY OF DICKINSON

NORTH DAKOTA

August 2024

The City of Dickinson has 33 stationary generators and two (2) portable generators providing emergency/backup power to City of Dickinson facilities and structures. The annual maintenance of the generators assures backup power to essential infrastructure in times of electrical interruption. The Public Works Department requests a proposal for: Routine and annual service inspections to generators and automatic transfer switches, repairs, part replacements and load testing of designated units. For a complete Scope of Work go to [www.dickinsongov.com](http://www.dickinsongov.com).

Proposals must be submitted by 2:00 PM MST, Monday, September 9, 2024, to the City of Dickinson, Attn: Aaron Praus, Public Works Director at 3411 Public Works Boulevard, Dickinson, ND 58601, at which time the proposals meeting proposal requirements will be opened and read. Any proposal received after this time will be returned, unopened, to the bidder. The proposals will be considered at a subsequent regular meeting of the Dickinson City Commission.

Questions and inquiries regarding this request should be directed to:

Duane Zastoupil, Utilities Manager  
3411 Public Works Blvd.  
Dickinson, ND 58601  
701-456-7009  
[Duane.zastoupil@dickinsongov.com](mailto:Duane.zastoupil@dickinsongov.com)

Responses submitted must provide complete information as indicated in this request. Please submit one (1) original proposal along with one (1) electronic proposal on a flash drive inside the sealed envelope. The proposal file must be in PDF or suitable compatible alternative. Send proposals to:

City of Dickinson  
Attn: Aaron Praus, Public Works Director  
3411 Public Works Blvd.  
Dickinson, ND 58601

The City of Dickinson reserves the right to reject any and all bids, and to request additional information from any and all companies.

Dated this 20<sup>th</sup> day of August, 2024.

CITY OF DICKINSON, NORTH DAKOTA  
Dustin Dassinger  
CITY ADMINISTRATOR

Published (August 28<sup>th</sup> and September 4<sup>th</sup>, 2024)



# **PUBLIC WORKS DEPARTMENT**



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## **Request for proposals for Planned Equipment Maintenance Agreement – Emergency Generators**

Responses submitted must provide complete information as indicated in this request. Please submit one (1) original proposal along with one (1) electronic proposal on a flash drive inside the sealed envelope. The proposal file must be in PDF or suitably compatible alternative. Send proposals to:

**City of Dickinson  
Attn: Aaron Praus  
3411 Public Works Blvd.  
Dickinson, ND 58601**

Deadline for delivery of sealed proposals is 2:00 PM MST, Monday, September 9, 2024.

Questions and inquiries regarding this request should be directed to:

**Duane Zastoupil  
Utilities Manager  
3411 Public Works Blvd.  
Dickinson, ND 58601  
701-456-7009  
duane.zastoupil@dickinsongov.com**

The City reserves the right to reject any and all responses, and to request additional information from any and all companies.

In order to be deemed valid, each proposal must meet the following requirements:

1. Each proposal must be signed by an officer of your company who can be held accountable for all representations.
2. Each proposal must be sealed and clearly marked for "Planned Equipment Maintenance Agreement – Emergency Generators"
3. Each proposal must include three year and five year options.



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## Scope of Services

The City of Dickinson has 33 stationary generators and two (2) portable generators providing emergency/backup power to City of Dickinson facilities and structures. The annual maintenance of the generators assures backup power to essential infrastructure in times of utility electrical interruption. The Public Works Department requests a proposal for:

- 1) Routine service inspection to be conducted once per calendar year.
- 2) Annual service to generators included but not limited to:
  - a. Change lubrication oil
  - b. Replace oil filter and inspect base
  - c. Replace spark plugs (except for diesel units)
  - d. Inspect ignition coil wires and plug caps.
  - e. Inspect cooling system, clean fins (air-cooled)
  - f. Fill radiator to proper level (liquid cooled)
  - g. Inspect fan guard for condition and security
  - h. Inspect and clean air filter and pre-cleaner
  - i. Replace fuel filters (diesel and gasoline)
  - j. Inspect engine gaskets, breathers and fuel regulation components for any fuel or oil leakage
  - k. Inspect and adjust engine belts, hoses and clamps
  - l. Lubricate governor and carburetor linkage
  - m. Load test battery and record VDC readings
  - n. Service battery, add water to electrolyte and clean posts
  - o. Check and record battery static and running charging rates
  - p. Inspect engine and battery heaters for proper operation
  - q. Inspect engine and electrical safety shutdown devices
  - r. Inspect unit for excessive noise or vibrations
  - s. Inspect mounting bolts, brackets and coupling connections
  - t. Check, calibrate and record AC output Voltage & Frequency
  - u. Inspect engine, alternator and control wiring
  - v. Inspect and clear dampers, louvers and air intakes
  - w. Wipe down outside of generator and engine
  - x. Update via laptop computer, main controller OEM firmware as updates become available
- 3) Annual service to automatic transfer switches
  - a. Inspect for overheated power terminals and lugs
  - b. Inspect control board wiring and connections
  - c. Check and adjust exercise clock setting
  - d. Inspect mechanical switchgear mechanism
  - e. Check time delays
  - f. Perform power outage simulation w/ permission
- 4) On site repair or replacement of any minor defects discovered during service inspection.



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- 5) Load testing of designated units to be conducted once per calendar year. Refer to Appendix A.
- 6) Programming of generator per request of city personal.
- 7) Priority scheduling of major repairs deemed necessary from service inspection.

## **City reserves the right**

All costs associated with proposal preparation shall be borne by the proposer. The City reserves the right to reject any and/or all proposals, and to not award contracts for any and/or all projects.

## **Scheduling**

Contractor shall schedule City of Dickinson generators in groups to avoid excess travel to and from Dickinson facilities. Scheduled dates must be communicated to City of Dickinson contract administrator. Refer to Appendix A.

## **Transfer of Contract**

The Contractor shall not transfer, sublet or assign the contract for generator maintenance to any person, firm or corporation, or in any way vary the terms of the contract without written permission from the Public Works Director. In the event that the Contractor attempts to transfer, sublet or assign this contract to any person, firm, or corporation, including any entity controlled by the Contractor, this Agreement shall terminate at the option of the City.

## **Payment**

The City shall compensate the contractor for all inspections, services, and repairs performed as specified in this contract.

All invoices must be mailed to the City of Dickinson, Attn: Duane Zastoupil, 3411 Public Works Blvd, Dickinson, ND 58601.

Invoicing shall be completed by department with noted locations.

All communications between the contractor and the City will be directed to the contract administrator.



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## Insurance

Prior to the commencement of a contract, copies of all required insurance policies shall be submitted to the City for review. The Contractor agrees to remain fully insured during the course of a contract as follows:

Comprehensive general liability insurance including premises – operations coverage, completed operations coverage, independent contractor's coverage and contractual liability coverage, covering the indemnity agreement under Section H, with limits not less than \$2,000,000 combined single limit, including bodily injury liability and property damage liability.

Workers' compensation insurance and employers' liability insurance as required by law.

Comprehensive automobile, bodily injury and property damage, liability insurance, including coverage for all owned and hired vehicles and employers' non-ownership liability coverage. Limits of liability should be for not less than \$2,000,000 combined single limit bodily injury and property damage liability.

The Contractor shall name the City as an additional insured on such insurance and shall furnish evidence of the same to the City.

The policy shall be a standard form policy provided for by a carrier approved by the State of North Dakota and shall not contain any exclusion that will restrict coverage on any operations performed by this Contractor or any subcontractors thereof.

It shall be a condition of a Contract that the policy or policies waive any or all governmental immunity as a defense in any action brought against the insured or any other party to the Contract.

The policy shall provide full insurance to cover the entire Contractor's operating exposure including the collection of the materials and the operation of vehicles.

Approval of the insurance by the City shall not in any way relieve or decrease the liability of the Contractor hereunder, and it is expressly understood that the City does not in any way represent that the above specified insurance or limits of liability are sufficient or adequate to protect the Contractor's interests or liabilities.

The City shall be given at least thirty (30) days prior written notice of any cancellation, termination or material modification of the required insurance coverage.

All responsibility for payment of any sums resulting from any deductible provisions, corridor, or self-insured retention conditions of the policy or policies shall remain with the Contractor.



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## **Indemnification**

The Contractor shall indemnify and hold harmless the City, its officers, agents, representatives, and employees from and against all claims, damages, losses, costs or expenses, including reasonable attorney fees, which may be asserted against the City or for which it may be held liable, , its employees, agents, representatives, or subcontractors, in the performance of the Contract.

## **Termination**

The proposal shall include a minimum term of three years and a maximum term not to exceed five years. The City may elect to extend the agreement with the Contractor in writing and ninety (90) days prior to the end of the term, for an additional period thereafter, and upon such terms and conditions that both parties shall approve.

The City shall have the right to terminate the Contract if in the City's judgment there has been a breach of any material provision thereof by the Contractor, or if in the City's judgment there is other good cause for termination. Continuing breach or good cause shall not be deemed acceptable because it was not followed by prompt termination.

Upon the failure of the Contractor to fulfill any of the provisions of the Contract, the City Administrator shall be authorized to hire such persons and equipment, or assign City employees and equipment, as may be necessary to do such work and the cost of such expenses thereof may be charged and deducted from any monies due the Contractor, collected from the Contractor, or collected by recourse to the Contractor's bond or financial guarantee instrument submitted.



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## PROPOSAL COVER SHEET

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

PHONE \_\_\_\_\_

The abovementioned company hereby proposes to provide Equipment Maintenance to the City of Dickinson generators, as follows:

<u>Contract length</u>	<u>3-yr contract price</u>	<u>5-yr contract price</u>
2025		
2026		
2027		
2028		
2029		

### **Other Fees**

Any additional service fees should be outlined in the space provided below.

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## Summary and Signature Page

### IMPORTANT DATE:

RFP Posted and Advertised: August 28 and September 4, 2024

Due Date: September 9, 2024 2:00 PM MST

Projected Award Date September 17, 2024

**SUBMITTAL REQUIREMENTS and CONTACT INFORMATION:** one bound and one electronic copy of the proposal must be submitted on or before the due date above. Send proposals to the following address:

City of Dickinson  
Attn: Aaron Praus  
3411 Public Works Blvd.  
Dickinson, ND 58601  
aaron.praus@dickinsongov.com  
(701) 456-7840

The electronic version should be in PDF format on a USB flash drive.

Proposal is to be signed only by an authorized representative of the proposer who has authority to enter into a contract with the city on behalf of the proposer, such as a President, Vice President, or other corporate officer.

BY SIGNING THIS PROPOSAL, THE PROPOSER VERFIES THAT THEY HAVE READ AND WILL COMPLY WITH THE TERMS AND CONDITIONS OF THIS PROPOSAL WITH RESPECT TO ANY INFORMATION CONTAINED IN THE PROPOSAL FOR WHICH PROPOSER ASSERTS ANY CLAIM OF CONFIDENTIALITY OR TRADE SECRETS.

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PROPOSER'S SIGNATURE

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PROPOSER'S TITLE

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PROPOSER'S PRINTED NAME

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COMPANY NAME