

REQUEST FOR QUOTES (RFQ No. 122-2025)

Public Works Generator Annual Maintenance & Service Contract Town of Lake Park, Florida

I. Introduction

The Town of Lake Park is seeking sealed quotes from qualified and licensed contractors to provide comprehensive generator maintenance services for a two-year term, with the option to renew for two (2) additional one-year terms. Services are required for the following standby generators:

- **SMDO 182kW Generator** – Town Hall, 535 Park Avenue
- **Kohler 100kW Generator** – PBSO Substation, 700 6th Street
- **Katolight 100kW Generator** – Public Works Facility, 640 Old Dixie Highway

II. Scope of Services

The contractor shall perform semi-annual preventative maintenance inspections and submit detailed inspection reports. Services must comply with factory specifications and include, but are not limited to, the following checkpoints:

- Inspect and replace all filters (oil, fuel, air)
- Check and replenish lubricating oil
- Inspect air inlets/outlets for obstructions
- Test and record battery voltage and amperage
- Inspect battery electrolyte levels, terminals, and charger; clean and adjust as necessary
- Inspect crankcase oil level and blowby
- Visually inspect crankshaft seals, lubrication gaskets
- Inspect coolant level, radiator, radiator cap, and water pump
- Evaluate engine belts, hoses, and jacket water heaters
- Test and adjust belt tension
- Test antifreeze protection levels
- Inspect exhaust system, engine mounts, and control panels
- Test generator and voltage regulator
- Conduct full operational check per factory specifications
- Perform visual inspection of generator housing and fuel tanks
- Inspect Transfer Switch and coordinate with Town staff to execute Load Tests twice annually per generator

Any deficiencies discovered during inspection must be documented. An itemized quote for necessary repairs shall be submitted separately, based on the pricing provided in the quote submission.

All work and components must comply with current Florida Building and Electrical Codes.

III. Quote Submission Requirements

Each quote must be submitted in a sealed envelope or via email and clearly labeled:

Required quote details:

- Cost per unit/location
- Hourly service call rate
- Regular hourly labor rate
- Overtime hourly labor rate
- Material markup percentage

Submit by mail or in person to:

Town Clerk's Office
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403
Attn: RFQ No. 122-2025

Or via email to: townclerk@lakeparkflorida.gov

IV. Evaluation Criteria

Submissions will be evaluated based on the following:

- Total cost and value
- Contractor qualifications and certifications
- Quality of materials and services offered
- Warranty coverage and terms
- Availability of service and response time commitments

V. Terms and Conditions

- The Town reserves the right to accept or reject any or all submissions, in part or whole.
- The Town may modify or cancel this RFQ at any time before award.
- The Town may negotiate pricing and scope with the selected respondent in the Town's best interest.

VI. Price Adjustments

In recognition of market fluctuations, annual unit price adjustments may be considered on the anniversary of the contract. Adjustments, if any, shall be based on the Consumer Price Index (CPI) and subject to approval by the Town.

VII. Deadline for Submission

All quotes must be received by 2:00 pm. (EST) on **Thursday, August 21, 2025.**

VIII. Contact Information

Submit written questions or clarifications to: **townclerk@lakeparkflorida.gov**

Laura
Weidgans

Digitally signed by Laura
Weidgans
DN: cn=Laura Weidgans,
o=Town of Lake Park,
ou=Deputy Town Clerk,
email=lweidgans@lakeparkflo
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