



CITY OF NOVI CITY COUNCIL
JUNE 23, 2025

SUBJECT: Approval to award American Generators Sales and Service the Generator Preventative Maintenance and Repair Service contract for one year in the amount of \$37,571 with the option for (2) renewals at one-year increments.

SUBMITTING DEPARTMENT: Integrated Solutions – Facilities Management Division
Department of Public Works – Water and Sewer Division

KEY HIGHLIGHTS:

- American Generators Sales and Service has maintained the contract in good standing since 2022.
- American Generators was the lowest bidder by \$18,327.

FINANCIAL IMPACT

	FY 25/26	FY 26/27	Total
EXPENDITURE REQUIRED	\$ 37,571	\$ 37,571	\$ 75,142
BUDGET			
1. Building Maintenance – Facilities Management(101-265.00-934.000)	\$ 1,725	\$ 1,725	\$ 3,450
2. Building Maintenance – DPW (101-265.00-934.442)	\$ 1,575	\$ 1,575	\$ 3,150
3. Building Maintenance – Police (101-301.00-934.000)	\$ 2,321	\$ 2,321	\$ 4,642
4. Building Maintenance – Fire (101-337.00-934.000)	\$ 4,800	\$ 4,800	\$ 9,600
5. Building Maintenance – Water & Sewer (592-592.00-934.000)	\$ 27,150	\$ 27,150	\$ 54,300
APPROPRIATION REQUIRED	\$ 0	\$ 0	\$ 0
FUND BALANCE IMPACT	\$ 0	\$ 0	\$ 0

BACKGROUND INFORMATION:

The City of Novi contracts maintenance and emergency services for all City-owned backup generators to licensed professionals. Preventive maintenance services performed on the City's generators are vital in prolonging the useful life of each generator. Annual load testing ensures that each generator operates efficiently and in compliance with safety standards. The services to be provided for each generator are as follows:

- Fall and spring preventative maintenance inspections each year.
- Annual oil changes and fluid top-offs.
- One 2-hour load bank test for generators located at fire stations, sewage lift stations, and water booster stations.
- One 4-hour bank test for generators at the Civic Center and Police Headquarters.
- Three 30-minute load bank tests for the generator at Police Headquarters.
- Coolant flushes, as needed, and with prior approval from the City.

A Request for Proposal was posted to the Michigan Intergovernmental Trade Network (MITN) in May. Three proposals were received in response to the publicly solicited RFP. A team comprised of City staff from Facilities Management and Water & Sewer reviewed each proposal, evaluated the firm's qualifications, hourly labor rates, materials markup, and contacted referrals. The team recommends awarding the contract to American Generators Sales and Service, the lowest bidder.

RECOMMENDED ACTION: Approval to award American Generators Sales and Service the Generator Preventative Maintenance and Repair Service contract for one year in the amount of \$37,571 with the option for (2) renewals at one-year increments.