

**TOWN OF NARRAGANSETT
ENGINEERING DEPARTMENT**

**BID:
GENERATOR SERVICE CONTRACT**
Narragansett, Rhode Island



Jonathan Gerhard, P.E., Town Engineer
Susan W. Gallagher, Purchasing Manager

Proposal Due Date: Friday, January 22, 2021 @ 11:00 AM

VENDOR NAME SUBMITTING BID: _____

INVITATION TO BID

Separate sealed bids will be received by the **TOWN OF NARRAGANSETT, RHODE ISLAND** for **GENERATOR SERVICE CONTRACT** on or before **11:00 a.m.** on **Friday, January 22, 2021** at the office of the Purchasing Manager, 25 Fifth Avenue, Narragansett, RI and at that time will be opened and read in public.

Specifications may be obtained at the Purchasing Office, 25 Fifth Avenue, Narragansett, Rhode Island between the hours of 8:30 a.m. and 4:30 p.m. **Monday through Friday** and are available on the Town of Narragansett website, www.narragansettri.gov.

All bids must be submitted on the bid form provided, in duplicate and clearly marked:

(Sealed Bid)

GENERATOR SERVICE CONTRACT

Bids must be enclosed in an opaque envelope addressed to "Purchasing Manager, Town Hall, 25 Fifth Avenue, Narragansett, Rhode Island 02882-3699" bearing the name and address of the bidder.

No bidder may withdraw his/her bid within ninety (90) days after the scheduled closing time for receipt of bid.

The Town of Narragansett reserves the right to reject any/all bids, waive any informalities in the bids received and to accept and award the bid to the lowest qualified bid deemed most favorable to the interest of the Town of Narragansett.

Individuals requesting interpreter services for the hearing impaired must notify the Finance Department (401) 782-0644 three (3) business days prior to the bid opening.

Susan W. Gallagher
Purchasing Manager

**STANDARD INSTRUCTIONS TO BIDDERS
DEPARTMENT OF FINANCE-PURCHASING DIVISION**

TOWN OF NARRAGANSETT, RHODE ISLAND

THESE INSTRUCTIONS ARE STANDARD FOR ALL PROPOSALS ISSUED BY THE PURCHASING DIVISION AND MAY BE DELETED, OR MODIFIED BY INDICATING SUCH CHANGE BY "SPECIAL INSTRUCTIONS TO BIDDERS."

1. Receipt and Opening of Proposal

Sealed proposals (bids) will be accepted in the office of the Purchasing Manager, Town of Narragansett, R.I. until the time indicated on the advertisement for Bids, for the commodities, equipment or services designated in the specifications and will then be publicly opened and read.

2. Form of Bid

Proposal must be submitted on and in accordance with the forms attached hereto, blank places must be filled in as noted, no change shall be made in the phraseology of the proposal or in the item or items mentioned therein, must contain the name and proper address of the bidding firm, and must be signed by a responsible member of the firm with his/her signature and official title. Proposals that are not complete, or contain any omissions, erasures, alterations, additions or contain irregularities of any kind, may be rejected.

3. Submission of Bids

- a. Envelopes containing bids must be sealed and addressed to the office of the Purchasing Manager, Town Hall, Narragansett, R.I. 02882 and must be marked with the name and address of bidder, date and hour of opening, and name of bid.
- b. The Purchasing Manager will decide when the specified time has arrived to open bids, and no bid received thereafter will be considered.
- c. Any bidder may withdraw his/her bid by written request at any time prior to the advertised time for opening. Telephonic bids, amendments, or withdrawals will not be accepted.
- d. Unless otherwise specified, no bid may be withdrawn for a period of ninety (90) days from the date of bid opening.
- e. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
- f. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to an officer or person for the premature opening of a proposal not properly addressed and identified.

- g. All bids or proposals that exceed \$500,000 must include an additional copy (beyond the number of copies specified in the Invitation to Bid, Bid Form, or elsewhere within these Contract Documents), submitted by the Bidder, which will be made available for public inspection pursuant to RIGL 37-2-18(j).

4. Prices

Bidders shall state the proposed price in the manner as designated in the Bid Proposal Form. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

5. Terms

Cash discounts offered will be considered in determining awards. The discount period shall be computed from the date of delivery or from the correct invoice as received by Town Treasurer, whichever date is later. The date of delivery shall be construed to mean the date on which bid item is determined to meet the specifications and is therefore acceptable. Discounts for a period less than thirty (30) days may not be considered.

6. Rhode Island Sales Tax

The Town is exempt from the payment of R.I. Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Paragraph 1, as amended.

7. Federal Excise Taxes

The Town is exempt from the payment of any excise or federal transportation taxes. The price bid must be exclusive of taxes and will be so construed.

8. "Or Equal" Bidding

When the name of a manufacturer, a brand name, or manufacturer's catalogue number is issued as the bid standard in describing an item followed by "Or Equal" this description is used to indicate quality, performance and other essential characteristics of the article required.

If bidding on other than the make, model, brand or sample specified, but equal thereto, bidder must so state by giving the manufacturer's name, catalogue number and any other information necessary to prove that the intended substitution of a commodity is equal in all essential respects to the bid standard. Bidder must prove to the satisfaction of the Town Manager or by person or persons designated by him, that his/her designated substitute is equal to the bid standard: otherwise, his/her bid will be declared "No Bid" insofar as the item in question is concerned.

9. Award and Contract

Unless otherwise specified, the Town reserves the right to make award by item or items, or by total, as may be in the best interest of the Town. A written award (or acceptance of

Bid) mailed (or otherwise furnished) to the successful bidder followed by a Town Purchase Order shall, unless otherwise specified, be deemed to result in a binding contract without further action by either party.

10. Delivery

All prices must be on the basis of F.O.B. Delivery Point Narragansett, Rhode Island. The bid prices must include delivery and shipping to the Town. No additional shipping, handling, or fuel surcharge costs will be honored by the Town. Deliveries must consist only of new merchandise or equipment (unless otherwise specified) and shall be made between 8:30 a.m. and 3:00 p.m., Monday through Friday. No delivery shall become due or be acceptable without a written Purchase Order issued by the Town Purchasing Manager.

11. Equal Employment Opportunity Policy Statement

For the purposes of this Policy, the term “vendor” shall mean any and all individuals, companies, corporations, and business entities that provide goods or services to the Town of Narragansett pursuant to any and all relevant and appropriate Federal, State, and local purchasing rules, regulations, and procedures.

The Town of Narragansett is committed to the general policy and principle of Equal Employment Opportunity in terms of retaining vendors to provide the Town with goods and services necessary for routine and emergency operations. The Town will not discriminate against vendors as entities, or individual employees thereof on any legally-recognized basis included, but not limited to, race, age, color, religion, sex, marital status, national origin, physical or mental disability, Veteran’s status, pregnancy, sexual orientation, genetic conditions, predisposition to certain diseases, or ancestry, except where a bona fide occupational qualification exists.

12. Towns Right to Reject

The Town reserves the right to reject any and all proposals, to waive any informality in the proposals received and to accept the proposal deemed to be most favorable to the best interests of the Town.

13. Bond\Surety

Contractor awarded a contract with a contract price in excess of fifty thousand dollars (\$50,000) (or as may be amended under RIGL) for construction, buildings or public works is to file with the proper authority good and sufficient bond with surety furnished by any surety company authorized to do business in the State of Rhode island and in accordance with Chapters 37-12 and 37-13 of the General Laws of Rhode Island entitled "Contractors' Bonds", and “Labor and Payment of Debts by Contractors”. The Contractor shall comply with all provisions of Chapters 37-12 and 37-13 of the RIGL, as may be amended. Required bonds include A Performance Bond and a Labor & Material Payment Bond, both at the full value of the awarded contract. Bond forms are attached, and must be used. Substitute bond forms will not be accepted.

14. Insurance

The CONTRACTOR shall provide the following insurances in accordance with the General Conditions:

A. Workers' Compensation Insurance

The CONTRACTOR shall maintain in full force at all times Workers' Compensation for all labor employed on the project. Workers' Compensation coverage must meet the statutory obligations of the State and Employer's Liability insurance in the amount of \$500,000 each policy, \$500,000 each accident and disease. Contractor shall supply evidence of the same to the Town of Narragansett.

B. Contractor's Commercial General Liability Insurance

The CONTRACTOR shall carry Commercial General Liability Insurance (CGL) with broad form of Contractual General Liability Endorsement attached, providing for a per occurrence limit of liability of not less than One Million Dollars (\$1,000,000) for all damages arising out of bodily injury or property damage. If CONTRACTOR'S CGL policy is subject to an Annual Aggregate, said Aggregate must be in multiples of the per occurrence limit of liability. The Contractor will provide evidence of its General Liability policy to the Town of Narragansett and name the Town of Narragansett as an Additional Insured to the policy.

C. Professional Liability Insurance

The CONTRACTOR shall carry and maintain an insurance policy written in the name of the OWNER, its employees, servants and agents, and extended to include the interests of the Engineer, its employees, and agents; to protect the OWNER and the Engineer from any liability which might be incurred against them as a result of any operations of the CONTRACTOR or his/her subcontractors, or their employees. Such insurance shall provide for a limit of not less than One Million Dollars (\$1,000,000) for all damages arising out of bodily injury and/or property damage. If Contractor's Professional Liability policy is subject to an Annual Aggregate, said Aggregate must be in multiples of the per occurrence limit of liability. The contract will provide evidence of its Professional Liability policy to the Town of Narragansett. The Contractor will provide evidence of its Professional Liability policy to the Town of Narragansett

D. Comprehensive Automobile Liability and Property Damage Insurance

The CONTRACTOR shall carry and maintain in full force at all times during the engagement Comprehensive Automobile Liability Insurance covering all owned vehicles, hired vehicles, or non-owned vehicles in the amount of not less than One Million Dollars (\$1,000,000) per occurrence for all damages arising out of bodily injury and/or property damage. The Contractor will provide evidence of its auto liability policy to the Town of Narragansett and name the Town of Narragansett

as an Additional Insured to the policy.

E. Insurance Covering Special Hazards

Special hazards shall be covered by rider or riders to the Commercial General Liability insurance policy or policies hereinabove required to be furnished by the CONTRACTOR, or by separate policies of insurance as follows:

1. Property Damage Liability arising out of the collapse of, or structural injury to any building or structure due to excavation (including borrowing, filling, or backfilling in connection therewith), tunneling, pile driving, cofferdam work, or caisson work; or to moving, shoring, underpinning, razing, or demolition of any building or structure, or removal or rebuilding of any structural support thereof.
2. Property Damage Liability for injury to or destruction of property arising directly or indirectly from blasting or explosions, however caused, other than pressure, prime movers, machinery or power-transmitting equipment.
3. Property Damage Liability for injury or destruction of wires, conduits, pipes, mains, sewers, or other similar property or any apparatus in connection therewith, below the surface of the ground, arising from and during the use of mechanical equipment for the purpose of excavating or drilling within the Project limits; injury to or destruction of property at any time resulting therefrom.
4. The Contractor will maintain in full force and at all times during this engagement the insurance covering special hazards with a limit of liability in the amount of One Million Dollars (\$1,000,000) per occurrence for all damages arising out of bodily injury and/or property damage. If the Contractor's Special hazards insurance policy is subject to an Annual Aggregate, said Aggregate must be in multiples of the per occurrence limit of liability. Evidence of the Contractor's special hazards insurance policy or Endorsement of such special hazard coverage to the Commercial General Liability policy must be provided to the Town of Narragansett and name the Town of Narragansett as an Additional Insured to the policy.
5. The CONTRACTOR shall require similar insurance in such amounts to be taken out and maintained by each subcontractor.

F. Builders Risk Insurance

Prior to the commencement of the project work, the CONTRACTOR shall carry and maintain BUILDERS' RISK INSURANCE against loss by fire, lightning, windstorm, hurricane, cyclone, tornado, hail, explosion, riot, riot attending strike, aircraft, smoke and vehicle damage, vandalism, and malicious mischief upon all Work in place and all material stored at the building site, whether or not covered by partial payments made by the OWNER. This insurance shall be in an amount equal to 100 percent (100%) of the insurable portion of the Project and shall be for the benefit of the OWNER, the CONTRACTOR, and each subcontractor, as

their interest may respectively appear.

If there are any existing, adjacent or adjoining structures presently used by the OWNER, the risk of the existing adjacent or adjoining structures will be borne by the OWNER.

Evidence of the Contractor's Builders' Risk insurance must be provided to the Town of Narragansett before the commencement of the engagement.

15. Labor Regulations

The following paragraphs regarding nondiscrimination in employment shall be included and become part of these Specifications:

- A. The Contract for Work under this proposal will obligate the contractor and subcontractors not to discriminate in employment practices and conform with Executive Order No. 11246.
- B. Bidders must, if required, submit a compliance report concerning their employment practices and policies in order to maintain their eligibility to receive award of the Contract.
- C. Successful bidders must, if required, submit a list of all subcontractors who will perform Work on the Project, and written signed statements from authorized agents of labor pools with which they will or may deal with for employees on the Work, together with any information to the effect that such labor pools practices or policies are in conformity with Executive Order No. 11246; that they will affirmatively cooperate in or offer no hindrance to the recruitment, employment, and equal treatment of employment, and equal treatment of employees seeking employment and performing Work under this Contract; or a certification as to when such agents or labor pools have failed or refused to furnish them, prior to award of the Contract.

16. Wage Rates

Attention of the bidders is particularly called to the requirements as to conditions of employment to be observed and minimum wage rates to be paid under the Contract. In conformity with the provisions of Chapter 13 of Title 37, General Laws, Rhode Island, 1956, as amended, the minimum wages for a day's work paid to all employees shall be not less than the customary and prevailing rate of wages for a day's work in the locality where the work is undertaken. Such a schedule of wages has been established on a minimum hourly basis and is in file in the office of the State Department of Labor. The Contractor shall comply with all provisions of Chapter 37-13 of the RIGL, as may be amended. Particular attention is called to Chapter 37-13-13, relative to posting and providing certified payroll records. For additional information, refer to the State of Rhode Island and Providence Plantations Division of Professional Regulations "Rules and Regulations Relating to Prevailing Wages".

17. Smoke-Free Property

Per Town Council adopted Ordinance, all Town properties are smoke-free, and smoking is prohibited accordingly. This applies to employees of the Town and all contractors, vendors, suppliers, guests, etc. All awarded bidders are required and instructed to notify their employees and subcontractors of this law.

BID PROPOSAL
GENERATOR SERVICE CONTRACT

Pursuant to and in compliance with the INVITATION TO BID, GENERAL CONDITIONS, and the INSTRUCTIONS TO BIDDERS relating thereto, the undersigned Bidder hereby states that he/she has carefully examined the **CONTRACT DOCUMENTS** and the party understands the provisions, requirements, terms and conditions thereof, all of which are acknowledged to be part of the **BID PROPOSAL**.

Further, he/she has become familiar with local conditions and the extent of Work; has determined the required quality, quantity and sources of supply of all plant, equipment, materials, tools, supplies, labor and all other facilities and things necessary or proper or incidental to the continuous execution and completion of the Work as required; and hereby agrees to perform the Contract in strict accordance with the **CONTRACT DOCUMENTS** within the time frame set forth herein.

The undersigned Bidder hereby agrees that the BID PROPOSAL submitted shall remain in effect and binding upon the Bidder for a period of 90 calendar days, from the date and time Bids are received.

The undersigned Bidder declares that his/her BID PROPOSAL in all respects is fair and made without collusion with any other person, firm, and/or corporation making a proposal for this Work.

The undersigned Bidder, if awarded the Contract by the Town, hereby agrees to enter into a Contract for said project within 15 calendar days from the date of said Notice of Award.

****NOTE** COMPLETE “BID FORM – UNIT PRICE BREAKDOWN” SHEET**
(Attached) as well as the Bid Items and Sub-totals Listed Below, in DUPLICATE!!

- 1) TOTAL BID – Year One: Generator Service Contract (Annual Service -All Divisions - Lump Sum); Feb. 2021 – Jan. 2022:

(Written)(Figures)

- 2) TOTAL BID – Year One: Automatic Transfer Switch Testing – All Divisions as noted Feb. 2021 – Jan. 2022:

(Written)(Figures)

- 3) TOTAL BID – Year Two: Generator Service Contract (Annual Service – All Divisions- Lump Sum); Feb. 2022 - Jan. 2023:

(Written)(Figures)

4) TOTAL BID – Year Two: Automatic Transfer Switch Testing – All Divisions as noted Feb. 2022 – Jan. 2023:

| | |
|-----------|-----------|
| _____ | _____ |
| (Written) | (Figures) |

5) Hourly Rates for Supplemental Services

| | | |
|---|----|-------|
| Hourly Rates (Straight Time) (Year One) | \$ | _____ |
| Hourly Rates (Overtime) (Year One) | \$ | _____ |
| | | |
| Hourly Rates (Straight Time) (Year Two) | \$ | _____ |
| Hourly Rates (Overtime) (Year Two) | \$ | _____ |

6) **TOTAL BID - Generator Service Contract - Year One**
 Total of regular service and ATS testing for Feb. 2021 - Jan. 2022 (Year One) – **Bid Items 1 and 2 only:**

| | |
|-----------|-----------|
| _____ | _____ |
| (Written) | (Figures) |

TOTAL BID - Generator Service Contract - Year Two
 Total of regular service and ATS testing for Feb. 2022 - Jan. 2023 (Year Two) – **Bid Items 3 and 4 only:**

| | |
|-----------|-----------|
| _____ | _____ |
| (Written) | (Figures) |

It is the intent of the Town to award an initial contract for a two (2) year period, with the basis of said award being the total lump sum bid for the period February 2021 - January 2022 (Year One). In the event of a tie, the secondary basis of award shall be the total lump sum bid for the period February 2022 – January 2023 (Year Two).

The Town reserves the right to extend the contract length annually (beginning in February 2023) upon agreement to same by the Vendor. Nothing herein shall obligate the Town to any such extension. All bid prices contained within the accepted proposal must be held for the original and extended contract term or terms, should said agreement to extend the term or terms take effect.

The Certificate of Insurance (as per Article 14 of the Standard Instructions to Bidders) must be submitted to and approved by the Town prior to the formal Contract Agreement being signed. The vendor must renew the COI for the duration of the contract.

BUSINESS NAME: _____

ADDRESS: _____

SIGNED: _____

TITLE: _____

PRINT NAME: _____

DATE: _____

PHONE: _____

FAX: _____

E-MAIL: _____

FIN: _____
(Federal ID Number)

CONTRACT AGREEMENT
GENERATOR SERVICE CONTRACT

THIS AGREEMENT, made and executed this ____ day of _____, in the year 2021, by and between the Town of Narragansett, a municipality located within the State of Rhode Island, by its Town Council duly constituted, and without personal liability for the individuals signatory hereto, herein termed the OWNER, party of the first part, and of _____ doing business as a corporation.

Hereinafter termed the CONTRACTOR, party of the second part;

WITNESSETH: That the parties to this Agreement each in consideration of the Agreements on the part of the other herein contained have agreed, and by these presents do hereby agree, the OWNER for itself, and the CONTRACTOR for himself/herself and his/her heirs, executors, administrators, successors, and assigns, as follows:

That the Contract Documents consisting of this Agreement, together with the Legal and Procedural Documents, General and Supplemental Conditions, Detailed Specification Requirements, Contract Drawings, and any Addenda issued before execution of the Agreement, for the Contract;

That the CONTRACTOR has informed himself/herself fully in regard to all conditions pertaining to the place where the Work is to be done and other circumstances affecting the Work;

That the CONTRACTOR has obtained all the information he/she needs to enable him/her to estimate fully and fairly the costs of the Work herein contemplated;

That the CONTRACTOR shall furnish all plant, labor, materials, suppliers, tools, equipment, and other facilities and things necessary or proper for or incidental to, the party of the first part in accordance with this Contract, commencing Work within the time interval stated in the Bid Proposal, provided he/she shall have been notified by the OWNER so to do, and completing everything required of him/her under this Contract not later than the time stated in the Bid Proposal.

That the OWNER shall pay and the CONTRACTOR shall receive, as full compensation for fulfilling everything required of the CONTRACTOR under this Contract, the unit prices and lump sums recorded in the Bid Form of the Proposal.

That the quantities shown in the Bid Proposal or Bid Form are approximate only, and are solely for the purpose of facilitating the comparison of Proposals; that the OWNER shall not be held responsible if these quantities are not even approximately correct; that for all Work upon which unit prices and lump sums are quoted, the CONTRACTOR'S compensation shall be computed upon the Work actually performed, measured by the units of measurement specified, whether greater or less than the quantities shown in the Bid Proposal or Bid Form; and that the unit prices and lump sums set against the several items cover all incidental services required of the CONTRACTOR under the Contract.

Signed, sealed and delivered in quadruplicate the day and year first above written.

OWNER:
Town of Narragansett, Rhode Island

By: _____

CONTRACTOR* _____

Address: _____

By: _____

Title: _____

***IMPORTANT:** Execute acknowledgment of officer or agent of CONTRACTOR who signs this document. (Use proper form on one of next two pages.)

This Contract is satisfactory to the Town of Narragansett, Rhode Island.

By: _____
Town Solicitor

Town Council Agenda Approval Date

THE BIDDER SHALL STATE THE NAMES OF ALL THE SUBCONTRACTORS
THAT HE/SHE PROPOSES TO USE

PROPOSED SUBCONTRACTORS

If none, write "None" _____

*Description of Work _____

Proposed Subcontractor, Name: _____

Address: _____

Description of Work _____

Proposed Subcontractor, Name: _____

Address: _____

*Insert description of Work and subcontractors' names as may be required.

This is to certify that all names of the above-mentioned subcontractors are submitted with full knowledge and consent of the respective parties.

The Bidder warrants that none of the proposed subcontractors have any conflict of interest in respect to this Contract.

Bidder _____
(Fill in Name)

By _____
(Signature and Title)

GENERATOR SERVICE (ANNUAL)
- GENERAL SCOPE OF WORK:

The Town of Narragansett is currently seeking written price quotations for annual routine service to twenty-three (23) stand-by generators located at various pumping stations, Town Hall, Fire Stations, Public Works, Public Safety locations, Water Tanks, and at the Scarborough Wastewater Treatment Plant, as well as automatic transfer switch service on the schedule provided for herein for selected generators.

IMPORTANT: The generators were last serviced between August and October of 2020. All annual routine generator and automatic transfer switch service to be completed between August 2021 – October 2021 for the first annual cycle (Year 1) and between August 2022 – October 2022 for the second annual cycle (Year 2).

In addition to performing the annual service, successful bidder must be available to perform other scheduled and twenty-four (24) hour emergency service to any of the listed generator sets. Successful contractor agrees to hold hourly rates for the periods specified in the Bid Proposal. Hourly rates are to include all costs for labor, equipment, and tools, including portal to portal transportation. The successful bidder must provide a twenty-four (24) hour emergency service telephone number for a responsible party (parties), not for an answering service.

From time to time, the Town of Narragansett, at its sole option, may also engage the services of the successful bidder for the design and/or installation of replacement and/or new generator sets at Town facilities. These services will be negotiated on a job-by-job basis.

The following is a list of the generators to be serviced under this contract, along with the Automatic Transfer Switch (ATS) service schedule:

WASTEWATER

- 1) Burnside Avenue Pumping Station: Drive unit: Cummings Model number 6CT-8.3 serial number 44226162 with a KW rating of 125. Generator: 6CT8.3GC, serial number 225769, diesel fuel.
ATS Year One Only
- 2) Scarborough Treatment Plant: Drive unit: Cummings Model NT855G, Type DO92404DX02 Generator: Fairmont 060M-0330-1 serial number EH93838-1 KW rating of 180, diesel fuel.
ATS Year One Only
- 3) Mettatuxet Pumping Station: Chrysler Engine Slant E532702 Natural gas, Generator: Onan Type 300SK-3R/23443A. KW rating 30, single phase.
ATS Year Two Only
- 4) Sprague Bridge Pumping Station: Drive Unit: Cummings Engine Model Number NT3556S Serial Number 50110720 Generator: Model number 440FOR7011 GHW serial number LM-92422-11/13-2. KW rating 175, 3 phase. Diesel fuel.
ATS Year One Only

- 5) Bonnet Shores (Allagash) Pumping Station: Cummings Engine Model 6 cylinder NT-855-CS Generator: Model number 440FDR7011. KW rating 175, 3 phase. Diesel fuel.
ATS Year One Only
- 6) Galilee Pumping Station: Caterpillar, model 3208. 175 KW 218 KVA. 277/480 volt 3 phase. 4 wire. 1800 RPM, diesel fuel.
ATS Year One Only
- 7) Mumford Road Pumping Station: Generator: Kohler Model #60ROZP71, 60 KW, 75 KVA, 277/480 volt, 3 phase, diesel fuel. Serial #361262.
ATS Year Two Only
- 8) Pettaquamscutt Avenue Pumping Station: Generator: Olympian (Generac) Model 94A04476-S, 125 KW, 156.2 KVA, 120/208 volt, 3 phase, diesel fuel. Serial #2016016.
ATS Year Two Only
- 9) Ouida Street Pumping Station: Generator: Caterpillar Model 3406 Diesel; 400 KW 480V, 60Hz, 3 phase. Generator SR4B, Serial #9DR022894. Diesel Fuel.
ATS Year One Only
- 10) Pt. Judith Pumping Station: Olympian 60KW; Serial #2034423, OMC060. Diesel fuel.
ATS Year Two Only
- 11) Woodsia Road Pumping Station: Caterpillar D50P1; Serial #E2004A/001, 50KW. Diesel fuel.
ATS Year Two Only
- 12) Seaport Village Pumping Station. Generac Olympian 20KW, 3.0L natural gas-fired engine, 120/208, 3 Phase.
ATS Year Two Only
- 13) Briggs Farm Pump Station: Generator: Cummins/Onan 100KW, Model 100DGDB, 480V, 3 Phase, diesel fuel (Serial #L040723893), with Automatic Transfer Switch.
ATS Year Two Only
- 14) Stanton Avenue Pump Station: Generator: Kohler Model 100REZGD, 98kW/123kVA; 3 Phase: Propane fuel; Automatic Transfer Switch Model KSS-AMTA-0200S.
ATS Year Two Only

WATER

- 15) Point Judith Road: Guardian by Generac, Natural Gas Generator: Model number 0052410 Serial number 4692053. 120/240 volts, 1 phase, 60 Hertz, 3600 RPM, with 83.3/41.6 Amp.
ATS Year One Only

- 16) Kinney Avenue Water Tank: Kohler Power System, Natural Gas Generator: Serial number 2134303. 120/240 volts, 1 phase, 60 Hertz, 3600 RPM, with 43.30 Amp.
ATS Year One Only

PUBLIC WORKS

- 17) Westmoreland Street Public Works Maintenance Facility, Cummins/Onan: 50 KW Generator, Model number 4BT3.9-G1 Serial number 44943692, Diesel Fuel with Oval Wall sub-base Storage Tank, 125 Gallon capacity, 120/208 volts, 3 phase, 60 Hertz, with 400 Amp automatic transfer switch.
ATS Year One Only
- 18) Fifth Avenue Town Hall: Caterpillar C9 Generator Set, 276 KW Generator, Model 300, Serial number CAT000C9ANBP00452, Diesel Fuel, 120/208 volts, 3 phase, 60 Hertz, with ACTS 7000 Series H-design 1200 Amp automatic transfer switch.
ATS Year Two Only
- 19) Maury Loontjens Memorial Library, 35 Kingstown Road: Generac Generator Set, 70 KW Generator, Model # #QT07068GNAX, Serial number 3002522250, Natural Gas Fuel, 120/208 volts, 3 phase, 60 Hertz, with Generac automatic transfer switch, PSTS series, Cat. # ATV3LDC30400BRU, serial #3002552730, 400 Amp, 3 pole.
ATS Year Two Only

POLICE

- 20) Police/Fire Main Building (Caswell Street): Kohler 100 KW Generator, 120/208 volts, 3 Phase, 60 Hz, Natural Gas.
ATS Year One Only
- 21) Police Port Security Building (Point Judith Road at Galilee Escape Road): Generac 8 KW Guardian series, Model 0062370, Natural Gas, 240 V, 35 Amp, single phase
ATS Year Two Only

FIRE

- 22) Fire Station #2 (Point Judith Road): Kohler Model Zorz, 19KW Generator, Propane-fired, 120/240 volts, Single Phase.
ATS Year One Only
- 23) Fire Station #3 (Boston Neck Road): Kohler Model Zorz, 19KW Generator, Propane-fired, 120/240 volts, Single Phase.
ATS Year One Only

The following services shall be performed annually on each of the generators listed above. All routine service shall be performed during normal business hours. Factory OEM parts shall be used. Unless specifically noted below, all costs for labor, equipment, and materials shall be included within the Bid Prices for Annual Generator Service.

All service to be conducted in accordance with manufacturers' instruction manuals.

- 1) Operational inspection of the unit while under building load. Check and record operating temperature, oil pressure, voltage regulator output, charging system, as well as checking for any coolant leaks or other abnormal operation.
- 2) Load test, in accordance with NFPA 110 *Standard for Emergency and Standby Power Systems*, Section 8.4, 2013 Edition (as may be amended). **This must be scheduled in advance with the Town for each site.**
- 3) Inspect cooling system for leaks and check coolant rating in degrees. Test anti-freeze in accordance with the generator equipment manufacturer's specifications (i.e. refractometer vs. floating ball hydrometer) for proper levels and fill if necessary. For each annual service, coolant systems of all the generators shall be flushed and drained and the coolant replaced. All costs associated with the purchase and legal disposal of antifreeze shall be included in the bid.
- 4) Change oil and oil filters. A sample of the used oil shall be sent out and analyzed, with a report delivered directly to the Town of Narragansett from the Servicing Lab for each of the generators. Send results to:
Town of Narragansett
25 Fifth Avenue
Narragansett, RI 02882
ATTN: See contact list below for specific generators.

All costs associated with the purchase and legal disposal of oil shall be included in the bid.
- 5) Inspect all external belts; adjust or replace as needed. *Belts are to be billed at invoice cost, plus allowable mark-up for parts as stipulated herein.*
- 6) Replace air filter element with OEM parts annually.
- 7) Replace fuel filters with OEM parts annually.
- 8) Inspect governor controls.
- 9) Check all cut-off switches/alarms for proper operation.
- 10) Check electrical generator for proper operation.
- 11) Check and test transfer switches/contacts for proper operation.
- 12) Check all rubber hoses for wear and replace as required.
- 13) Gas/LP engines: Inspect complete ignition system, check timing, points, condenser, and spark plugs.
- 14) Inspect the fuel delivery system including piping, solenoid valve and transfer tank where applicable.

- 15) Check the condition of the batteries and the charger unit. Check battery electrolyte levels and specific gravity, clean terminals as needed and apply corrosion proof solvents. Install battery terminal protectors as needed. *Battery terminal protectors are to be billed at invoice cost, plus allowable mark-up for parts as stipulated herein.*
- 16) Check block heater for proper operation and temperature.
- 17) A written report of the service conducted and condition of each unit shall be completed, signed by the Town's on-site representative, and submitted to the Town (Engineering Department) along with an appropriate invoice, before payment will be issued. The report will include a list of all the work performed, cost, parts installed, instrument readings, antifreeze levels (in degrees), adjustments performed, and any additional work that should be performed on the listed unit. The oil sample analytical results for each unit are to be included with this report. **All work shall be performed in the presence of the Town's representative.**

Any additional work other than the routine service as listed above shall be approved by the Town before work shall proceed. The cost for this additional work shall be submitted in the form of a written estimate. Parts that are required will be supplied at cost plus a maximum mark-up of 10% (invoices shall be required on all parts).

Defective parts which are replaced remain the property of the Town of Narragansett and are to remain on site for inspection.

The following services shall be performed on the Automatic Transfer Switches (pursuant to the schedule noted above).

- A. Project outline
 - B. Procedures
 1. Visual inspection
 2. Mechanical inspection
 3. Testing and calibration verification
 - a. Phase Protection Test
 - b. Timer and Control Relay Test
 - c. Voltage Test
 - d. Infrared Test
 - e. Ampacity Test
 - f. Millivolt Drop Test
 - g. Operation and Sequence Test
- A. Project Outline
Testing is to be performed to determine present condition and equipment operation. The test results are to be compared to factory specifications, NFPA Standards, NEC

Code, and previous test results (if available). These comparisons are to be reported as conclusions, remarks, and recommendations.

B. Procedures

1. Visual Inspection

Visual inspection is to be conducted to determine the present condition of the switch prior to the start of service. First, any denotation such as: ATS #1, elevator switch, etc., is to be noted to insure proper identification. The room the switch is located in is to be noted under job location. The name plate information is then noted, serial #, voltage rating, amperage rating, model #, and any drawing numbers.

Inspection of all wiring and connections for tracking, overheating, and insulation deterioration is second. Tracking, if undetected, can cause the switch to fault. Overheating is to be checked on components constantly energized, such as coils, power contacts, and control wiring. Coloration, distortion, and cracks or fluid melting is to be noted. Check for bus and/or power contacts (loose or poor contact pressure). General insulation (if present) is to be inspected. Wire insulation is to be inspected for cracks, splits, or hardening. Insulated barriers are to be checked for signs of breakage or wear.

The power contacts and control contacts are to be checked for dirt accumulation and oxidation.

General appearance of the switch is to be noted prior to service, including the condition of any/all gaskets, and apparent lubrication to mechanical operators. Also note findings in switch enclosures; such as screws, metal filings, hardware, or other foreign material.

At the end of the service the visual procedure is re-conducted. This is to note corrective actions taken during the service. Unsafe conditions existing in the switch are also to be noted. The final visual check is to recommend replacement of components or items needed for the switch. The above inspections are noted with remarks at the end of each individual test sheet. Other observations are noted beside each step of service, or in the final report under suggestions and recommendations.

2. Mechanical Inspections

With the system controls isolated from power, physically check tightness and mechanical operation. Remove all dirt and dust accumulations. Each screw, mounting hardware, wire connection, and mechanical component is to be checked for tightness and operation. Every contact point is to be checked, cleaned, tightened, burnished, or replaced if necessary. All switches, mechanical movements, linkage, and mechanical operators are to be checked. Tightness, operating ease, and lubrication are to be confirmed.

The enclosure is to be totally cleaned. The hinges, door handles, and locking bars are to be checked for proper operation. Items found in question are to be repaired,

replaced, or noted. Coordinate with the Town prior to ordering parts and performing repair work.

The entire procedure is to be repeated upon completion of all testing or component replacement. Next, the outside of the enclosure is to be cleaned and checked for signs of condensation, rust, or other possible damage.

Printed material, drawings, sequence of operation, or other manufacturer information is to be checked for accuracy and proper pertinence to the switch. If not present, note on the report.

Finally, a sticker is to be placed on the switch enclosure. This sticker indicates the service company and the 24 hour answering service number if questions or problems arise. All findings are noted on each individual test data sheet.

3. Testing and Calibration Verification

a. Phase Protection Test

Each manufacturer states the operating level of the phase relays with respect to “pickup and dropout” ranges. In this test each individual relay is isolated; a variable power source is utilized to check the operation of each relay and component. The results are compared to factory specifications. If recalibration is needed, the relay is to be readjusted to the specifications. Both conditions are then noted on the test data sheet. The findings are to be noted as “checked settings”. The recalibrated level is to be noted as “corrected settings”. If the relay is re-adjusted and proper specifications cannot be met, this condition is to be noted and recommendation is made for relay replacement on the test data sheet(s).

b. Timer and Control Relays

Each component is (again) to be isolated and a source potential is applied. The operation of these components is to be checked, with the results noted on test data sheets and compared to prevailing standards and factory specifications. If found to be not within these levels, recalibration is to be performed. Results are to be noted on test data sheet. Control relays are also to be checked for proper adjustment as to contact pressure, overlapping conditions, and breakage, before making status. Each contact is also checked to insure closing and proper contact seating. If found out of adjustment, correct and note on the test data sheet(s).

c. Applied Voltage Test

Both utility and emergency applied voltages are to be tested, using an RMS Digital Meter. The result of PHASE to PHASE, and PHASE to GROUND measurements are to be noted on the test data sheet(s). Deviations from properly applied voltages are to be noted, such as OVER VOLTAGE, UNDER VOLTAGE, or FLOATING VOLTAGE, or an improper connected GROUND or NEUTRAL. The battery voltage for engine generator operation is to be tested under two conditions, standing and cranking, to indicate the DC

VOLTAGE draw and further shows the condition of the DC VOLTAGE source and recharging equipment.

d. Infrared Test

With the switch power source energized, infrared detection is to be utilized to check for hot spots or heat rise above ambient room temperature. This test and the results are to be compared to NFPA, UL, and other applicable standards. The findings are to be noted on each test sheet. If results are obtained that are not in conformance with published standards, the Town's contact person is to be notified, the switch shut down, and appropriate action taken immediately. After any such action the test is to be re-conducted and the new results noted.

e. Ampacity Test

With the switch energized and load applied, use a current transformer and indicating meter to check the current flow in each INDIVIDUAL PHASE and the NEUTRAL both on the UTILITY POSITION and in the EMERGENCY POSITION. This test provides information as to present load on the switch, available load capacity that can be added, and the balance condition of the load connected on the switch. All results and findings are to be noted on each individual test data sheet(s).

f. Millivolt Drop Test (or Resistance Test)

With the transfer switch energized, the MILLIVOLT DROP TEST is to be utilized to check power contact condition. A high MILLIVOLT reading indicates dirty, loose, or poor contact pressure- comparing all three phase contact readings denotes further information as to load balance and total switch contact pressure and adjustments. This test is to be conducted on all phases, both in the UTILITY and EMERGENCY positions. Again, all results are to be noted on the individual test data sheet. Extreme high readings are to be reported to the Town's contact person immediately.

With the switch de-energized, the contact resistance is to be measured by a device called a DUCTOR (DIGITAL LOW RESISTANCE OHM METER). Again, results must be tabulated on each individual test data sheet. Both contact positions must be checked in UTILITY and EMERGENCY modes.

In cases of BY-PASS ISOLATION SWITCHES all contacts must be tested, and noted as to isolation or by-pass, and again, each result must appear on the test data sheet(s).

g. Operation and Sequence Test

After all of the above tests have been completed and results noted, an Operation and Sequence Test is to be conducted. This test requires the simulation of a power outage or single phase condition. This can be accomplished by TEST SWITCH, if available, opening of NORMAL (utility) supply feed breaker or disconnection of PHASE RELAY contact.

This action requires the switch to signal sensing control relays and components to function. Depending on the individual features or accessories provided on the switch, the entire sequence of operation will commence.

Example:

Sensing of power loss – delay to signal engine start- closure of engine start contacts- engine starting and sensing applied engine power- closure of emergency power relay- signal to operating mechanism- delay to transfer to emergency- actual transfer of power to emergency source.

With the switch now in emergency power position, the second set of sequences is tested.

Example:

Sensing restoration of utility power-time delay to signal re-transfer- control relay pickup- signal to operating mechanism to re-transfer- transfer- cool down or stand-by time delay for engine generator- and finally shut down of engine generator.

Again, each sequence should be noted on each individual test data sheet.

Contact persons for the Town of Narragansett are as follows:

Wastewater Generators

Phil Rattenni, Maintenance Supervisor – 788-2562

In the event of an emergency or if Mr. Rattenni is not available:

Scott Goodinson, Wastewater Superintendent 782-0682

Public Works Generators

Michael DiCicco, DPW Director – 782-0689

Tom Brown, Fleet Maintenance Mechanic Foreman – 782-0688

Police/Fire Generators

Michael DiCicco, DPW Director – 782-0689

Tom Brown, Fleet Maintenance Mechanic Foreman – 782-0688

Water Generator

John Soetbeer, Acting Superintendent - 782-0670

In the event that one of the Town's generators as listed previously requires removal and replacement with a new generator, the newly installed generator at that location shall be serviced and maintained according to the Contract Specifications.

Town of Narragansett Generator Service Contract
Bid Form - Unit Price Breakdown (Page 1)

| Division | Generator Location | Bid Price for Annual Service - Year One (figures) | Bid Price for Automatic Transfer Switch Testing - Year One (figures) | Bid Price for Annual Service - Year Two (figures) | Bid Price for Automatic Transfer Switch Testing - Year Two (figures) |
|-----------------|---------------------------|--|---|--|---|
|-----------------|---------------------------|--|---|--|---|

Wastewater

| | | | | | |
|----|-----------------------------------|----|-----|----|-----|
| 1 | Burnside Avenue Pump Station (PS) | \$ | \$ | \$ | N\A |
| 2 | Scarborough WWTF | \$ | \$ | \$ | N\A |
| 3 | Mettatuxet PS | \$ | N\A | \$ | \$ |
| 4 | Sprague Bridge PS | \$ | \$ | \$ | N\A |
| 5 | Bonnet Shores (Allagash) PS | \$ | \$ | \$ | N\A |
| 6 | Galilee PS | \$ | \$ | \$ | N\A |
| 7 | Mumford Road PS | \$ | N\A | \$ | \$ |
| 8 | Pettaquamscutt Avenue PS | \$ | N\A | \$ | \$ |
| 9 | Ouida Street PS | \$ | \$ | \$ | N\A |
| 10 | Point Judith PS | \$ | N\A | \$ | \$ |
| 11 | Woodsia Road PS | \$ | N\A | \$ | \$ |
| 12 | Seaport Village PS | \$ | N\A | \$ | \$ |
| 13 | Briggs Farm PS | \$ | N\A | \$ | \$ |
| 14 | Stanton Avenue PS | \$ | N\A | \$ | \$ |

Sub-total: Wastewater

| | | | |
|----|----|----|----|
| \$ | \$ | \$ | \$ |
|----|----|----|----|

Water

| | | | | | |
|----|--------------------------|----|----|----|-----|
| 15 | Point Judith Road | \$ | \$ | \$ | N\A |
| 16 | Kinney Avenue Water Tank | \$ | \$ | \$ | N\A |

Sub-total: Water

| | | | |
|----|----|----|-----|
| \$ | \$ | \$ | N\A |
|----|----|----|-----|

Town of Narragansett Generator Service Contract
 Bid Form - Unit Price Breakdown (Page 2)

| Division | Generator Location | Bid Price for Annual Service - Year One (figures) | Bid Price for Automatic Transfer Switch Testing - Year One (figures) | Bid Price for Annual Service - Year Two (figures) | Bid Price for Automatic Transfer Switch Testing - Year Two (figures) |
|----------|--------------------|---|--|---|--|
|----------|--------------------|---|--|---|--|

Public Works

| | | | | | |
|----|-------------------------------|----|-----|----|-----|
| 17 | Westmoreland Street DPW | \$ | \$ | \$ | N\A |
| 18 | Fifth Avenue Town Hall | \$ | N\A | \$ | \$ |
| 19 | M. Loontjens Memorial Library | \$ | N\A | \$ | \$ |

Sub-total: DPW

| | | | |
|----|----|----|----|
| \$ | \$ | \$ | \$ |
|----|----|----|----|

Police

| | | | | | |
|----|------------------------|----|-----|----|-----|
| 20 | Public Safety Building | \$ | \$ | \$ | N\A |
| 21 | Port Security Building | \$ | N\A | \$ | \$ |

Sub-total: Police

| | | | |
|----|----|----|----|
| \$ | \$ | \$ | \$ |
|----|----|----|----|

Fire

| | | | | | |
|----|------------------------------------|----|----|----|-----|
| 22 | Fire Station # 2 (Point Judith Rd) | \$ | \$ | \$ | N\A |
| 23 | Fire Station # 3 (Boston Neck Rd) | \$ | \$ | \$ | N\A |

Sub-total: Fire

| | | | |
|----|----|----|-----|
| \$ | \$ | \$ | N\A |
|----|----|----|-----|

Total - All Divisions (figures)

| | | | |
|----|----|----|----|
| \$ | \$ | \$ | \$ |
|----|----|----|----|

Total - All Divisions (words)
