



COUNTY OF MONTEREY
RMA PUBLIC WORKS
168 W. ALISAL STREET, 2nd FLOOR
SALINAS, CA 93901-2439
(831) 755-4878

REQUEST FOR PROPOSAL

FOR

GENERATOR MAINTENANCE SERVICES

ISSUED: JULY 15, 2015

Proposals are due by 3:00 pm (PST) on July 29, 2015

*RFP
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SOLICITATION DETAILS SECTION

1.0 INTENT

- 1.1 The County of Monterey Department of Public Works is soliciting written proposals from qualified companies hereinafter referred to as "CONTRACTOR", to provide generator maintenance for various County Service Areas and County Sanitation Districts for which the Department is responsible. These proposals will be evaluated to select a CONTRACTOR to negotiate an AGREEMENT with the County.
- 1.2 This solicitation is intended for a single, exclusive AGREEMENT.

2.0 BACKGROUND

- 2.1 The County of Monterey is located on the Central Coast of California, approximately 120 miles south of San Francisco. The County is approximately 3,350 square miles.
- 2.2 This Request for Proposal (RFP) is for one Agreement with the COUNTY. The purpose of this Agreement is to provide the COUNTY with the necessary qualified resources to maintain generators. Maintenance is to be performed on generators as defined in the Project Scope 5.1 through 5.5. Each proposal shall specify each and every item as set forth in the attached specifications.

3.0 CALENDAR OF EVENTS

- | | | |
|-----|--|-------------------------------|
| 3.1 | Issue RFP | July 8, 2015 |
| 3.2 | Mandatory Pre-Proposal Meeting/Site Tour | July 22, 2015 |
| 3.3 | Deadline for Written Questions | 3:00 p.m., PST, July 23, 2015 |
| 3.4 | Proposal Submittal Deadline | 3:00 p.m., PST, July 29, 2015 |
| 3.5 | Estimated Notification of Selection | August 5, 2015 |
| 3.6 | Estimated AGREEMENT Date | September 22, 2015 |

This schedule is subject to change as necessary.

- 3.7 **FUTURE ADDENDA:** CONTRACTORS, who received notification of this solicitation by means other than through a County of Monterey mailing, shall contact the person designated in the COUNTY POINTS OF CONTACT herein to request to be added to the mailing list. Inclusion on the mailing list is the only way to ensure timely notification of any addenda and/or information that may be issued prior to the solicitation submittal date. **IT IS THE CONTRACTORS' SOLE RESPONSIBILITY TO ENSURE THAT THEY RECEIVE ANY AND ALL ADDENDA FOR THIS RFP** by contacting the Public Works point of contact.
- 3.8 **MANDATORY PRE-PROPOSAL MEETING/SITE TOUR:** Only CONTRACTOR(s) who attend the **mandatory** pre-proposal meeting/site visit will be eligible to submit Proposals for this RFP. The pre-proposal meeting/site visit tour will begin at 9:00AM on Wednesday, July 22, 2015, at 855 East Laurel, Building C. Those interested in submitting a proposal are required to attend this meeting. A thorough orientation will be given regarding what will be expected of the CONTRACTOR. The purpose of this meeting is to field questions and orient prospective CONTRACTORS. No presentations are required or permitted at this meeting/tour. Please indicate your intent to attend this meeting/tour by sending a response to the identified person within Section 4.1 herein.

4.0 COUNTY POINTS OF CONTACT

- 4.1 Questions and correspondence regarding this solicitation shall be directed to:
- 4.1.1 Edward Muniz
168 W. Alisal Street, 2nd Floor
Salinas, CA 93901-2439
OFFICE PHONE: (831) 755-4878
OFFICE FAX: (831) 755 - 4958
Email: munize@co.monterey.ca.us
- 4.2 All questions regarding this solicitation shall be submitted in writing (E-mail or FAX is acceptable). The questions will be researched and the answers will be communicated to all known interested CONTRACTOR(s) after the deadline for receipt of questions.
- 4.3 The deadline for submitting written questions regarding this solicitation is indicated in the **CALENDAR OF EVENTS** herein. Questions submitted after the deadline will not be answered.
- 4.4 Only answers to questions communicated by formal written addenda will be binding.
- 4.5 Prospective CONTRACTOR shall not contact County officers or employees with questions or suggestions regarding this solicitation except through the primary contact person listed above. **Any unauthorized contact may be considered undue pressure and cause for disqualification of the CONTRACTOR.**

5.0 SCOPE OF SERVICES

- 5.1** Contractor will provide all services as outlined below. The equipment listed below is to be inspected and serviced annually during normal business hours as specified herein for the duration of this agreement. This inspection and services will include:
1. Oil and fuel analysis.
 2. Change engine oil and filters.
 3. Drain fuel sediment bowl.
 4. Check cooling system level.
 5. Check air filter element(s). Clean or replace as needed.
 6. Check belt tension.
 7. Change fuel filters.
 8. Clean crankcase breather.
 9. Lubricate fan hub and idler pulley bearings.
 10. Check valve clearance.
 11. Clean and lubricate linkages.
 12. Test safety controls.
 13. Lubricate fan hub and idler pulley bearings.
 14. Check engine mounting and alignment.
 15. Check thermostat operation.
 16. Check compression.
 17. Change spark plugs as needed.
 18. Adjust and check timing.
 19. Inspect distributor cap and rotor.
 20. Set frequency.
 21. Inspect and Clean Field windings and armature.
 22. Check exhaust backpressure.
 23. Inspect, clean and test switchgear and service controller, contacts and relay's.
 24. Service and clean batteries and all grounds and connections.
- 5.2** Servicing shall include provision of parts.
- 5.2** After completion of each inspection a report of this inspection will be submitted to the County describing the service performed. Customer approved additional parts and labor, if any, will be included in the report. Parts required, but not specifically mentioned above and labor will be charged to customer at regular rates.
- 5.2** Contractor shall be available with service and parts for this equipment on a 24-hour emergency basis.
- 5.4** Work shall be performed at the sites and upon the equipment shown below.

<u>Generator Site</u>	<u>Generator KW</u>
<u>County Sanitation Districts (CSDs) and Service Areas (CSAs)</u>	
Boronda County Sanitation District Portable	20 KW Generac
Boronda Oaks Pump Station	60 KW Olympian
Las Lomas Pump Station	85 KW Kohler
Pajaro Pump Station	85 KW Kohler
San Jerardo Water Sites	50 KW Kohler

Chualar Pump Station	85 KW Kohler
Susan Street Levy Pump Station	200.85 KW Kohler
San Jerardo Fire Pump	
<u>County Facilities</u>	
Monterey Courthouse	60 KW Cummins
Monterey Courthouse	12 KW Lister
Mount Toro Upper Site	35 KW Onan
Mount Toro Lower Site	20 KW
Huckleberry	10 KW
Fleet Management, Lister County Yard	K99X157901
522 N 2 nd	30 KW
CID Building, 1 st Avenue, Marina	25 KW
Salinas Courthouse	450 KW

5.5 The labor rate shall be as shown in Exhibit B to be provided by CONTRACTOR.

6.0 CONTRACT TERM

- 6.1 The term of the AGREEMENT(s) will be for a period of ^{three (3)} ~~one (1)~~ year with the option to extend the AGREEMENT for two ² ~~(X)~~ additional one (1) year periods.
- 6.2 The AGREEMENT shall contain a clause that provides that County reserves the right to cancel this AGREEMENT, or any extension of this AGREEMENT, without cause, with a thirty day (30) written notice, or immediately with cause.
- 6.3 If the AGREEMENT includes options for renewal or extension, CONTRACTOR must commence negotiations for any desired rate changes a minimum of ninety days (90) prior to the expiration of the AGREEMENT.
- 6.3.1 Both parties shall agree upon rate extension(s) or changes in writing.
- 6.3.2 The County is not required to state a reason if it elects not to renew.

7.0 INSPECTIONS

- 7.1 Contractor shall, upon fulfilling periodic maintenance requirements, notify the Public Works Department.

8.0 REQUIRED CONTENT OF PROPOSAL

8.1 CONTENT AND LAYOUT:

8.1.1 CONTRACTOR should provide the information as requested and as applicable to the proposed goods and services. The proposal package shall be organized as per the table below; headings and section numbering utilized in the proposal package shall be the same as those identified in the table. Proposal packages shall include at a minimum, but not limited to, the following information in the format indicated:

Proposal Package Layout:
Organize and Number Sections as Follows:

Section 1	COVER LETTER (INCLUDING CONTACT INFO)
	SIGNATURE PAGE
	RECEIPT OF SIGNED ADDENDA (IF ANY)
	TABLE OF CONTENTS
Section 2	LICENSING REQUIREMENTS
Section 3	PROJECT EXPERIENCE AND REFERENCES (ATTACHMENT B)
Section 4	ENVIRONMENTALLY FRIENDLY PRACTICES
Section 5	LOCAL BUSINESS DECLARATION
Section 6	PRICING
Section 7	EXCEPTIONS
Section 8	APPENDIX

Section 1 Requirements:

Cover Letter: All proposals must be accompanied by a cover letter not exceeding the equivalent of two (2) single-sided pages and should provide as follows:

Contact Info: The name, address, telephone number, and fax number of CONTRACTOR's primary contact person during the solicitation process through to potential contract award.

Firm Info: Description of the type of organization (e.g. corporation, partnership, including joint venture teams and subcontractors) and how many years it's been in existence.

Signed Signature Page and Signed Addenda (if any addenda were released for this solicitation). Proposal packages submitted without this page will be deemed non-responsive. All signatures must be manual and in BLUE ink. All prices and

notations must be typed or written in BLUE ink. Errors may be crossed out and corrections printed in ink or typed adjacent, and must be initialed in BLUE ink by the person signing the proposal.

Table of Contents

Section 2. Pre-Qualifications/Licensing Requirements:

Pre-Qualifications/Licensing: CONTRACTOR must acknowledge in writing that it meets all of the pre-qualifications and licensing during the term of this contract.

Section 3. Project Experience & References:

Key Staff Persons: CONTRACTOR shall identify key staff and their qualifications and experience proposed for the service identified herein.

Experience & References: CONTRACTOR shall describe at least 3 similar projects for which it provided services similar to the Scope of Services described herein. Please include phone number and email address if possible as the County will conduct reference checks using this information.

Section 4. Environmental practices:

CONTRACTOR shall summarize all environmentally friendly practices it adheres to in the course of doing business as relevant to County's Climate-Friendly Purchasing Policy attached hereto as EXHIBIT C

CONTRACTOR shall indicate whether or not it is a 'Green Certified' Business and state which governing authority administered the certification.

Section 5. LOCAL BUSINESS DECLARATION

CONTRACTORS that believe that they qualify as local vendor shall sign the Exhibit D - Local Vendor Certification form.

Section 6. Pricing:

CONTRACTOR shall complete Exhibit A – Generator Maintenance and Repair Rate Schedule to include prices for all components listed in that schedule. Contractor will supply an Exhibit B showing rates for key personnel for both regular work hour and overtime.

Section 7. Exceptions:

Submit any and all exceptions to this solicitation on separate pages, and clearly identify the top of each page with "EXCEPTION TO MONTEREY COUNTY

SOLICITATION for Generator Maintenance Service. Each Exception shall reference the page number and section number, as appropriate. CONTRACTOR should note that the submittal of an Exception does not obligate the County to revise the terms of the RFP or AGREEMENT.

Section 8, Appendix:

Appendices: CONTRACTOR may provide any additional information that it believes to be applicable to this proposal or qualifications package and include such information in an Appendix section.

- 8.2 **ADDITIONAL REQUIREMENTS:** To be considered “responsive,” submitted proposals packages shall adhere to the following:
- 8.2.1 Three (3) sets of the proposal package (one original proposal marked “Original” plus two copies) shall be submitted in response to this solicitation. Each copy shall include a cover indicating the company name submitting, and reference to “RFP for Generator Maintenance Service”. In addition, submit one (1) electronic version of the entire proposal or qualifications package on a CD, DVD, or USB memory stick. Additional copies may be requested by the COUNTY at its discretion.
 - 8.2.2 Proposal packages shall be prepared on 8-1/2” x 11” paper, preferably bound. Fold out charts, tables, spreadsheets, brochures, pamphlets, and other pertinent information may be included as Appendices.
 - 8.2.3 Reproductions of the Monterey County Seal shall not be used in any documents submitted in response to this solicitation.
 - 8.2.4 CONTRACTOR shall not use white-out or a similar correction product to make late changes to their proposal package but may instead line out and initial in **BLUE** ink any item which no longer is applicable or accurate.
 - 8.2.5 To validate your proposal package, **submit the SIGNATURE PAGE** (contained herein) **with your proposal**. Proposal packages submitted without that page will be deemed non-responsive. Proposal signature must be manual, in **BLUE** ink, and included with the original copy of the proposal. Photocopies of the Signature Page may be inserted into the remaining three proposal copies. All prices and notations must be typed or written in **BLUE** ink in the original proposal copy as well. Errors may be crossed out and corrections printed in **BLUE** ink or typed adjacent, and must be initialed in **BLUE** ink by the person signing the proposal.
- 8.3 **CONFIDENTIAL OR PROPRIETARY CONTENT:** Any page of the proposal package that is deemed by CONTRACTOR to be a trade secret by the CONTRACTOR shall be clearly marked “CONFIDENTIAL INFORMATION” or “PROPRIETARY INFORMATION” at the top of the page.

9.0 SUBMITTAL INSTRUCTIONS & CONDITIONS

- 9.1 Submittal Identification Requirements: ALL SUBMITTALS MAILED OR DELIVERED CONTAINING PROPOSAL PACKAGES MUST BE SEALED AND BEAR ON THE OUTSIDE, PROMINENTLY DISPLAYED IN THE LOWER LEFT CORNER: **THE SOLICITATION RFP for Generator Maintenance Service and CONTRACTORS COMPANY NAME.**
- 9.2 Mailing Address: Proposal packages shall be mailed to County at the mailing address indicated on the **Signature Page** of this solicitation.
- 9.3 Due Date: Proposal packages must be received by County ON OR BEFORE the time and date specified, at the location and to the person specified on the **Signature Page** of this solicitation. It is the sole responsibility of the CONTRACTOR to ensure that the proposal package is received at or before the specified time. Postmarks and facsimiles are not acceptable. Proposals received after the deadline shall be rejected and returned unopened.
- 9.4 Shipping Costs: Unless stated otherwise, the F.O.B. for receivables shall be destination. Charges for transportation, containers, packaging and other related shipping costs shall be borne by the shipper.
- 9.5 Acceptance: Proposals are subject to acceptance at any time within 90 days after opening. Monterey County reserves the right to reject any and all proposal packages, or part of any proposal package, to postpone the scheduled deadline date(s), to make an award in its own best interest, and to waive any informalities or technicalities that do not significantly affect or alter the substance of an otherwise responsible proposal package and that would not affect a CONTRACTOR'S ability to perform the work adequately as specified.
- 9.6 Ownership: All submittals in response to this solicitation become the property of the County of Monterey. If a CONTRACTOR does not wish to submit a proposal package but wishes to acknowledge the receipt of the request, the reply envelope shall be marked "No Bid".
- 9.7 Compliance: Proposal packages that do not follow the format, content and submittal requirements as described herein, or fail to provide the required documentation, may receive lower evaluation scores or be deemed non-responsive.
- 9.8 CAL-OSHA: The items proposed shall conform to all applicable requirements of the California Occupational Safety and Health Administration Act of 1973 (CAL-OSHA).

10.0 SELECTION CRITERIA

- 10.1 The selection of CONTRACTOR and subsequent contract award(s) will be based on the criteria contained in this Solicitation, as demonstrated in the submitted proposal. CONTRACTOR should submit information sufficient for the County to easily evaluate proposals with respect to the selection criteria. The absence of required information may cause the Proposal to be deemed non-responsive and may be cause for rejection.
- 10.2 The selection criteria shall include, but is not limited to, the following:
- THE FOLLOWING NEED POINTS AWARDED TOTALING 100. THIS SELECTION CRITERIA IS THEN CONVERTED INTO YOUR SCORING MECHANISM AFTER PROPOSALS ARE RECEIVED.
- 10.2.1 Ability of the CONTRACTOR to demonstrate direct experience providing generator maintenance. 20 points.
- 10.2.2 Ability of the CONTRACTOR to provide the services as described within the RFP to the specific geographic sites in question. 20 points
- 10.2.3 Signed Local Vendor Certification form, 10 points.
- 10.2.4 Ability of CONTRACTOR to provide services at competitive rates. CONTRACTOR shall submit a Fee Schedule in their proposal as per EXHIBIT A attached hereto. 40 points.
- 10.2.5 Extent of personnel and equipment to be provided under this AGREEMENT. County shall be given an opportunity to inspect CONTRACTOR'S equipment prior to award of the contract. 10 points
- 10.2.6 The award(s) resulting from the RFP will be made to the CONTRACTOR(s) that submit a response that, in the sole opinion of the County, best serves the overall interest of the County. The award(s) will not be based solely on cost.
- 10.3. The award made from the RFP may be subject to approval by the County Board of Supervisors. The absence of required information will cause the proposal to be deemed unresponsive and may be cause for rejection.

11.0 PREFERENCE FOR LOCAL CONTRACTORS

- 11.1 General Requirements: Each local CONTRACTOR providing goods, supplies or services funded in whole or in part by County funds, or funds which the County expends or administers, shall be eligible for a local preference.
- 11.2 CONTRACTORS that believe that they qualify as local vendor shall sign the Exhibit D - Local Vendor Certification form. In addition to meeting the requirements as included in the Local Vendor Certification form, a local vendor must meet each and all of the following criteria:
1. Either own, lease, rent or otherwise occupy a fixed office or other commercial building or portion thereof, having a street address within

the Local Area. For the purposes of this section, Local Area shall mean Monterey County, San Benito County and Santa Cruz County. If otherwise required, vendor must possess a valid and verifiable business license issued by a city within the counties of Monterey, Santa Cruz or San Benito or by one of these three counties where the address is located in an unincorporated area within one of the counties.

2. Vendor must employ at least one full time employee with the Local Area, or if business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence(s) is located within the local Area.
3. CONTRACTOR's business must have been in existence, in the CONTRACTOR's name, within the Local Area for at least two (2) years prior to the issuance of this Request For Proposal. Newly established businesses which are owned by an individual(s) formerly employed by a Local Vendor for at least two (2) years also qualifies as a Local Vendor
4. If applicable, CONTRACTOR must possess a valid resale license from the State Franchise Board showing the CONTRACTOR's local address within Local Area and evidencing that payment of the local share of the sales tax goes to either a city within the Local Area or to one of the three counties within the Local Area

11.3 Definitions: For the purpose of this Section, the following terms have the meanings indicated:

11.3.1 "Local Area" means Monterey County, San Benito County, and Santa Cruz County.

11.3.2 "Supplier" shall mean a business or resident providing goods, supplies, or professional services.

11.3.3 "Building" shall:

- a. Have running water, restroom facilities and either: electrical services, gas service, or both, and
- b. Have a telephone, or telephones, listed publicly in CONTRACTOR's name, and
- c. Be staffed during business hours by an employee, or employees, employed by CONTRACTOR and conducting the local business of the Contractor. A person employed as "temporary labor" shall not constitute an "employee" for purposes of compliance with this policy, and
- d. Contain the current local business records of the CONTRACTOR.

11.4 Any Contractor falsely claiming to be a local vendor as herein defined will be subject to disqualification from contracting with the County for a period of three (3) years.

11.5 By electing to submit a response to this Request for Proposal, CONTRACTOR is deemed to understand and agree to the policy of preference for vendors who in good faith sign the

Local Vendor Certification form as described in Section 10 – Selection Criteria of this Request for Proposal.

12.0 CONTRACT AWARDS

- 12.1 Multiple Award(s): County has the option to award a portion or portions of this contract to multiple successful CONTRACTORS at the sole discretion of and benefit to County.
- 12.2 Board of Supervisors: The award(s) made from this solicitation may be subject to approval by the County Board of Supervisors.
- 12.3 Interview: County reserves the right to interview selected CONTRACTOR before a contract is awarded. The costs of attending any interview are the CONTRACTOR'S responsibility.
- 12.4 Incurred Costs: County is not liable for any cost incurred by CONTRACTOR in response to this solicitation.
- 12.5 Notification: Unsuccessful CONTRACTORS who have submitted a Proposal or Qualifications Package will be notified of the final decision as soon as it has been determined.
- 12.6 In County's Best Interest: The award(s) resulting from this solicitation will be made to the CONTRACTOR that submit(s) a response that, in the sole opinion of County, best serves the overall interest of County.
- 12.7 No Guaranteed Value: County does not guarantee a minimum or maximum dollar value for any AGREEMENT or AGREEMENTS resulting from this solicitation.

13.0 SEQUENTIAL CONTRACT NEGOTIATION

County will pursue contract negotiations with the CONTRACTOR who submit(s) the best Proposal or qualifications or is deemed the most qualified in the sole opinion of County, and which is in accordance with the criteria as described within this solicitation. If the contract negotiations are unsuccessful, in the opinion of either County or CONTRACTOR, County may pursue contract negotiations with the entity that submitted a Proposal which County deems to be the next best qualified to provide the services, or County may issue a new solicitation or take any other action which it deems to be in its best interest.

14.0 AGREEMENT TO TERMS AND CONDITIONS

CONTRACTOR selected through the solicitation process will be expected to execute a formal AGREEMENT with County for the provision of the requested service. The AGREEMENT shall be written by County in a standard format approved by County Counsel, similar to the "SAMPLE AGREEMENT SECTION" herein. Submission of a signed bid/proposal and the SIGNATURE PAGE will be interpreted to mean CONTRACTOR HAS AGREED TO ALL THE TERMS AND CONDITIONS set forth in the pages of this solicitation and the standard provisions included in the SAMPLE AGREEMENT Section herein. County may but is not required to consider including language from the CONTRACTOR'S proposed AGREEMENT, and any such submission shall be included in the EXCEPTIONS section of CONTRACTOR'S proposal.

15.0 COLLUSION

CONTRACTOR shall not conspire, attempt to conspire, or commit any other act of collusion with any other interested party for the purpose of secretly, or otherwise, establishing an understanding regarding rates or conditions to the solicitation that would bring about any unfair conditions.

16.0 RIGHTS TO PERTINENT MATERIALS

All responses, inquiries, and correspondence related to this solicitation and all reports, charts, displays, schedules, exhibits, and other documentation produced by the CONTRACTOR that are submitted as part of the submittal will become the property of the County when received by the County and may be considered public information under applicable law. Any proprietary information in the submittal must be identified as such and marked "CONFIDENTIAL INFORMATION" or "PROPRIETARY INFORMATION". The County will not disclose proprietary information to the public, unless required by law; however, the County cannot guarantee that such information will be held confidential.

17.0 PREVAILING WAGE

- 17.1 CONTRACTOR shall comply with all applicable sections, in accordance with Section 1770, et. seq., of the Labor Code, regarding general prevailing wage rates of per diem, holiday, and overtime wages for each craft, classification, or type of worker needed to execute the contract.
- 17.2 Copies of the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work are on file in the office of the Monterey County Department of Public Works or: <http://www.dir.ca.gov/dlsr/pwd/>.

17.3 CONTRACTOR shall post the prevailing wage rates at the job site.

SIGNATURE PAGE

COUNTY OF MONTEREY
CONTRACTS/PURCHASING DIVISION

RFP for Generator Maintenance
ISSUE DATE: March 18, 2013



RFP TITLE: For Generator Maintenance

PROPOSALS ARE DUE IN THE OFFICE OF RMA Public Works BY
3:00 P.M., LOCAL TIME, ON WEDNESDAY, July 29, 2015

MAILING ADDRESS:
COUNTY OF MONTEREY RMA-Public
Works
168 W. ALISAL STREET, 3rd FL.
SALINAS, CA 93901-2439

QUESTIONS ABOUT THIS RFP SHOULD BE DIRECTED TO
Edward Muniz – Management Analyst II
Email: munize@co.monterey.ca.us Phone: (831) 755-4878

CONTRACTOR MUST INCLUDE THE FOLLOWING IN EACH PROPOSAL (1 original plus 2 copies):

☐ ALL REQUIRED CONTENT AS DEFINED PER SECTION 8.0 HEREIN

This Signature Page must be included with your submittal in order to validate your proposal.
Proposals submitted without this page will be deemed non-responsive.

☐ CHECK HERE IF YOU HAVE ANY EXCEPTIONS TO THIS SOLICITATION.

CONTRACTOR MUST COMPLETE THE FOLLOWING TO VALIDATE PROPOSAL

I hereby agree to furnish the articles and/or services stipulated in my proposal at the price quoted, subject to the instructions and conditions in the Request for Proposal package. I further attest that I am an official officer representing my firm and authorized with signatory authority to present this proposal package.

Company Name: _____ Date _____

Signature: _____ Printed Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Email: _____

License No. (If applicable): _____

License Classification (If applicable): _____

**EXHIBIT A – SCOPE OF WORK
2015-2016**

1. Contractor will provide all services as outlined below. The equipment listed below is to be inspected and serviced annually during normal business hours as specified herein for the duration of this agreement. This inspection and services will include:
 1. Oil and fuel analysis.
 2. Change engine oil and filters.
 3. Drain fuel sediment bowl.
 4. Check cooling system level.
 5. Check air filter element(s). Clean or replace as needed.
 6. Check belt tension.
 7. Change fuel filters.
 8. Clean crankcase breather.
 9. Lubricate fan hub and idler pulley bearings.
 10. Check valve clearance.
 11. Clean and lubricate linkages.
 12. Test safety controls.
 13. Lubricate fan hub and idler pulley bearings.
 14. Check engine mounting and alignment.
 15. Check thermostat operation.
 16. Check compression.
 17. Change spark plugs as needed.
 18. Adjust and check timing.
 19. Inspect distributor cap and rotor.
 20. Set frequency.
 21. Inspect and Clean Field windings and armature.
 22. Check exhaust backpressure.
 23. Inspect, clean and test switchgear and service controller, contacts and relay's.
 24. Service and clean batteries and all grounds and connections.
2. Servicing shall include provision of parts.
3. After completion of each inspection a report of this inspection will be submitted to the County describing the service performed. Customer approved additional parts and labor, if any, will be included in the report. Parts required, but not specifically mentioned above and labor will be charged to customer at regular rates.
4. Contractor shall be available with service and parts for this equipment on a 24-hour emergency basis.

EXHIBIT A - SCOPE OF WORK EQUIPMENT LIST**Generator Maintenance and Repair Rate Schedule****PUBLIC WORKS**

	Generator Site	Generator KW	Annual Service Cost
1	Boronda Portable Yard	20 KW Generac	
2	Boronda Oaks	60 KW Olympian	
3	Las Lomas Pump Station	85 KW Kohler	
4	Pajaro Pump Station	85 KW Kohler	
5	Chualar Pump Station	85 KW Kohler	
6	Susan Street Levy Pump Station	200 KW Kohler	
7	San Jerardo Fire Pump		
8	Miscellaneous Projected Repairs		\$6,000
	SUB-TOTAL COST		

FACILITIES ADMINISTRATION

	Generator Site	Generator KW	Annual Service Cost
1	Monterey Courthouse	60 KW Cummins	
2	Monterey Courthouse	12 KW Lister	
3	Mt. Toro Upper Site	35 KW Onan	
4	Mt. Toro Lower	20 KW	
5	Huckleberry	10 KW	
6	Fleet Management, Lister Co. Yard	K99X157901	
7	522 N 2 nd	30 KW	
8	CID Building, 1 st Avenue, Marina	25 KW	
9	Salinas Courthouse	450 KW	
10	Miscellaneous Projected Repairs		\$6,000
	SUB-TOTAL COST		

Services provided under Agreement shall not exceed the sum of \$ _____

Exhibit C Climate-Friendly Purchasing Policy 01/18/2011

Exhibit C – County of Monterey Climate -Friendly Purchasing Policy Sample Programs and Procedures

Examples of Climate-Friendly Programs and Procedures that will ensure policy compliance include but are not limited to:

- 1). The Green Fleet Program: Vehicle purchasing, maintenance and disposal goals will be set annually. Goals shall include procuring fuel-alternative vehicles, ensuring that remanufactured parts are used more frequently, and that the recycling of parts, fluids and vehicles exceeds the state standards.
- 2). 75% Recycled and/or Refurbished Office Products: Enforcing that the majority of paper products purchased are derived from 100% recycled content and that toner cartridges and other such supplies are from recycled or refurbished products.
- 3). Go Solar Program: Incorporating the use of solar energy for power to new and existing County buildings.
- 4). Energy Star Computer Program: All computer equipment (monitors, towers, scanners and printers) ordered must be energy star rated at a minimum.

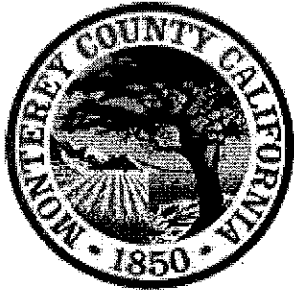
Exhibit D – Local Vendor Certification Form

CONTRACTOR hereby certifies that:

1. It qualifies as a Local Contractor as defined in Section 11 of the Request for Proposal for Generator Services (RFP); and
2. Has not within the five (5) years prior to the date of the RFP announcement admitted guilt or been found guilty by any court or state or federal regulatory enforcement agency of violation of any criminal law, or a law or administrative regulation regarding fraud; and
3. Is not currently subject to an unresolved citation or notice of violation of Monterey County Code provision, except citations or notices which are subject of a current legal appeal, as of the date of the RFP announcement; and
4. Is not delinquent in the payment of any fines, liens, assessments, fees or taxes to any governmental unit or taxing authority within the Local Area as defined within Section 11 of the RFP.

Name: _____ (Printed)

Signature: _____ Date of Signature: _____



COUNTY OF MONTEREY
RMA PUBLIC WORKS
168 W. ALISAL STREET, 2nd FLOOR
SALINAS, CA 93901-2439
(831) 755-4878

REQUEST FOR PROPOSAL

FOR

GENERATOR MAINTENANCE SERVICES

ISSUED: JULY 15, 2015

Proposals are due by 3:00 pm (PST) on July 29, 2015

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SIGNATURE PAGE

SAMPLE AGREEMENT

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EXHIBIT C- CLIMATE FRIENDLY PURCHASING POLICY

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SOLICITATION DETAILS SECTION

1.0 INTENT

- 1.1 The County of Monterey Department of Public Works is soliciting written proposals from qualified companies hereinafter referred to as "CONTRACTOR", to provide generator maintenance for various County Service Areas and County Sanitation Districts for which the Department is responsible. These proposals will be evaluated to select a CONTRACTOR to negotiate an AGREEMENT with the County.
- 1.2 This solicitation is intended for a single, exclusive AGREEMENT.

2.0 BACKGROUND

- 2.1 The County of Monterey is located on the Central Coast of California, approximately 120 miles south of San Francisco. The County is approximately 3,350 square miles.
- 2.2 This Request for Proposal (RFP) is for one Agreement with the COUNTY. The purpose of this Agreement is to provide the COUNTY with the necessary qualified resources to maintain generators. Maintenance is to be performed on generators as defined in the Project Scope 5.1 through 5.5. Each proposal shall specify each and every item as set forth in the attached specifications.

3.0 CALENDAR OF EVENTS

- | | | |
|-----|--|-------------------------------|
| 3.1 | Issue RFP | July 8, 2015 |
| 3.2 | Mandatory Pre-Proposal Meeting/Site Tour | July 22, 2015 |
| 3.3 | Deadline for Written Questions | 3:00 p.m., PST, July 23, 2015 |
| 3.4 | Proposal Submittal Deadline | 3:00 p.m., PST, July 29, 2015 |
| 3.5 | Estimated Notification of Selection | August 5, 2015 |
| 3.6 | Estimated AGREEMENT Date | September 22, 2015 |

This schedule is subject to change as necessary.

- 3.7 **FUTURE ADDENDA:** CONTRACTORS, who received notification of this solicitation by means other than through a County of Monterey mailing, shall contact the person designated in the COUNTY POINTS OF CONTACT herein to request to be added to the mailing list. Inclusion on the mailing list is the only way to ensure timely notification of any addenda and/or information that may be issued prior to the solicitation submittal date. **IT IS THE CONTRACTORS' SOLE RESPONSIBILITY TO ENSURE THAT THEY RECEIVE ANY AND ALL ADDENDA FOR THIS RFP** by contacting the Public Works point of contact.
- 3.8 **MANDATORY PRE-PROPOSAL MEETING/SITE TOUR:** Only CONTRACTOR(s) who attend the **mandatory** pre-proposal meeting/site visit will be eligible to submit Proposals for this RFP. The pre-proposal meeting/site visit tour will begin at 9:00AM on Wednesday, July 22, 2015, at 855 East Laurel, Building C. Those interested in submitting a proposal are required to attend this meeting. A thorough orientation will be given regarding what will be expected of the CONTRACTOR. The purpose of this meeting is to field questions and orient prospective CONTRACTORS. No presentations are required or permitted at this meeting/tour. Please indicate your intent to attend this meeting/tour by sending a response to the identified person within Section 4.1 herein.

4.0 COUNTY POINTS OF CONTACT

- 4.1 Questions and correspondence regarding this solicitation shall be directed to:
- 4.1.1 Edward Muniz
168 W. Alisal Street, 2nd Floor
Salinas, CA 93901-2439
OFFICE PHONE: (831) 755-4878
OFFICE FAX: (831) 755 – 4958
Email: munize@co.monterey.ca.us
- 4.2 All questions regarding this solicitation shall be submitted in writing (E-mail or FAX is acceptable). The questions will be researched and the answers will be communicated to all known interested CONTRACTOR(s) after the deadline for receipt of questions.
- 4.3 The deadline for submitting written questions regarding this solicitation is indicated in the **CALENDAR OF EVENTS** herein. Questions submitted after the deadline will not be answered.
- 4.4 Only answers to questions communicated by formal written addenda will be binding.
- 4.5 Prospective CONTRACTOR shall not contact County officers or employees with questions or suggestions regarding this solicitation except through the primary contact person listed above. **Any unauthorized contact may be considered undue pressure and cause for disqualification of the CONTRACTOR.**

5.0 SCOPE OF SERVICES

- 5.1 Contractor will provide all services as outlined below. The equipment listed below is to be inspected and serviced annually during normal business hours as specified herein for the duration of this agreement. This inspection and services will include:
1. Oil and fuel analysis.
 2. Change engine oil and filters.
 3. Drain fuel sediment bowl.
 4. Check cooling system level.
 5. Check air filter element(s). Clean or replace as needed.
 6. Check belt tension.
 7. Change fuel filters.
 8. Clean crankcase breather.
 9. Lubricate fan hub and idler pulley bearings.
 10. Check valve clearance.
 11. Clean and lubricate linkages.
 12. Test safety controls.
 13. Lubricate fan hub and idler pulley bearings.
 14. Check engine mounting and alignment.
 15. Check thermostat operation.
 16. Check compression.
 17. Change spark plugs as needed.
 18. Adjust and check timing.
 19. Inspect distributor cap and rotor.
 20. Set frequency.
 21. Inspect and Clean Field windings and armature.
 22. Check exhaust backpressure.
 23. Inspect, clean and test switchgear and service controller, contacts and relay's.
 24. Service and clean batteries and all grounds and connections.
- 5.2 Servicing shall include provision of parts.
- 5.2 After completion of each inspection a report of this inspection will be submitted to the County describing the service performed. Customer approved additional parts and labor, if any, will be included in the report. Parts required, but not specifically mentioned above and labor will be charged to customer at regular rates.
- 5.2 Contractor shall be available with service and parts for this equipment on a 24-hour emergency basis.
- 5.4 Work shall be performed at the sites and upon the equipment shown below.

<u>Generator Site</u>	<u>Generator KW</u>
<u>County Sanitation Districts (CSDs) and Service Areas (CSAs)</u>	
Boronda County Sanitation District Portable	20 KW Generac
Boronda Oaks Pump Station	60 KW Olympian
Las Lomas Pump Station	85 KW Kohler
Pajaro Pump Station	85 KW Kohler
San Jerardo Water Sites	50 KW Kohler

Chualar Pump Station	85 KW Kohler
Susan Street Levy Pump Station	85 KW Kohler
San Jerardo Fire Pump	
County Facilities	
Monterey Courthouse	60 KW Cummins
Monterey Courthouse	12 KW Lister
Mount Toro Upper Site	35 KW Onan
Mount Toro Lower Site	20 KW
Huckleberry	10 KW
Fleet Management, Lister County Yard	K99X157901
522 N 2 nd	30 KW
CID Building, 1 st Avenue, Marina	25 KW
Salinas Courthouse	450 KW

5.5 The labor rate shall be as shown in Exhibit B to be provided by CONTRACTOR.

6.0 CONTRACT TERM

- 6.1 The term of the AGREEMENT(s) will be for a period of one (1) year with the option to extend the AGREEMENT for two (3) additional one (1) year periods.
- 6.2 The AGREEMENT shall contain a clause that provides that County reserves the right to cancel this AGREEMENT, or any extension of this AGREEMENT, without cause, with a thirty day (30) written notice, or immediately with cause.
- 6.3 If the AGREEMENT includes options for renewal or extension, CONTRACTOR must commence negotiations for any desired rate changes a minimum of ninety days (90) prior to the expiration of the AGREEMENT.
 - 6.3.1 Both parties shall agree upon rate extension(s) or changes in writing.
 - 6.3.2 The County is not required to state a reason if it elects not to renew.

7.0 INSPECTIONS

- 7.1 Contractor shall, upon fulfilling periodic maintenance requirements, notify the Public Works Department.

8.0 REQUIRED CONTENT OF PROPOSAL

8.1 CONTENT AND LAYOUT:

8.1.1 CONTRACTOR should provide the information as requested and as applicable to the proposed goods and services. The proposal package shall be organized as per the table below; headings and section numbering utilized in the proposal package shall be the same as those identified in the table. Proposal packages shall include at a minimum, but not limited to, the following information in the format indicated:

Proposal Package Layout:
Organize and Number Sections as Follows:

Section 1	COVER LETTER (INCLUDING CONTACT INFO)
	SIGNATURE PAGE
	RECEIPT OF SIGNED ADDENDA (IF ANY)
	TABLE OF CONTENTS
Section 2	LICENSING REQUIREMENTS
Section 3	PROJECT EXPERIENCE AND REFERENCES (ATTACHMENT B)
Section 4	ENVIRONMENTALLY FRIENDLY PRACTICES
Section 5	LOCAL BUSINESS DECLARATION
Section 6	PRICING
Section 7	EXCEPTIONS
Section 8	APPENDIX

Section 1 Requirements:

Cover Letter: All proposals must be accompanied by a cover letter not exceeding the equivalent of two (2) single-sided pages and should provide as follows:

Contact Info: The name, address, telephone number, and fax number of CONTRACTOR's primary contact person during the solicitation process through to potential contract award.

Firm Info: Description of the type of organization (e.g. corporation, partnership, including joint venture teams and subcontractors) and how many years it's been in existence.

Signed Signature Page and Signed Addenda (if any addenda were released for this solicitation). Proposal packages submitted without this page will be deemed non-responsive. All signatures must be manual and in BLUE ink. All prices and

notations must be typed or written in BLUE ink. Errors may be crossed out and corrections printed in ink or typed adjacent, and must be initialed in BLUE ink by the person signing the proposal.

Table of Contents

Section 2. Pre-Qualifications/Licensing Requirements:

Pre-Qualifications/Licensing: CONTRACTOR must acknowledge in writing that it meets all of the pre-qualifications and licensing during the term of this contract.

Section 3. Project Experience & References:

Key Staff Persons: CONTRACTOR shall identify key staff and their qualifications and experience proposed for the service identified herein.

Experience & References: CONTRACTOR shall describe at least 3 similar projects for which it provided services similar to the Scope of Services described herein. Please include phone number and email address if possible as the County will conduct reference checks using this information.

Section 4. Environmental practices:

CONTRACTOR shall summarize all environmentally friendly practices it adheres to in the course of doing business as relevant to County's Climate-Friendly Purchasing Policy attached hereto as EXHIBIT C

CONTRACTOR shall indicate whether or not it is a 'Green Certified' Business and state which governing authority administered the certification.

Section 5. LOCAL BUSINESS DECLARATION

CONTRACTORs that believe that they qualify as local vendor shall sign the Exhibit D - Local Vendor Certification form.

Section 6. Pricing:

CONTRACTOR shall complete Exhibit A – Generator Maintenance and Repair Rate Schedule to include prices for all components listed in that schedule. Contractor will supply an Exhibit B showing rates for key personnel for both regular work hour and overtime.

Section 7. Exceptions:

Submit any and all exceptions to this solicitation on separate pages, and clearly identify the top of each page with "EXCEPTION TO MONTEREY COUNTY

SOLICITATION for Generator Maintenance Service. Each Exception shall reference the page number and section number, as appropriate. CONTRACTOR should note that the submittal of an Exception does not obligate the County to revise the terms of the RFP or AGREEMENT.

Section 8, Appendix:

Appendices: CONTRACTOR may provide any additional information that it believes to be applicable to this proposal or qualifications package and include such information in an Appendix section.

- 8.2 **ADDITIONAL REQUIREMENTS:** To be considered “responsive,” submitted proposals packages shall adhere to the following:
- 8.2.1 Three (3) sets of the proposal package (one original proposal marked “Original” plus two copies) shall be submitted in response to this solicitation. Each copy shall include a cover indicating the company name submitting, and reference to “RFP for Generator Maintenance Service”. In addition, submit one (1) electronic version of the entire proposal or qualifications package on a CD, DVD, or USB memory stick. Additional copies may be requested by the COUNTY at its discretion.
 - 8.2.2 Proposal packages shall be prepared on 8-1/2” x 11” paper, preferably bound. Fold out charts, tables, spreadsheets, brochures, pamphlets, and other pertinent information may be included as Appendices.
 - 8.2.3 Reproductions of the Monterey County Seal shall not be used in any documents submitted in response to this solicitation.
 - 8.2.4 CONTRACTOR shall not use white-out or a similar correction product to make late changes to their proposal package but may instead line out and initial in **BLUE** ink any item which no longer is applicable or accurate.
 - 8.2.5 To validate your proposal package, **submit the SIGNATURE PAGE** (contained herein) **with your proposal**. Proposal packages submitted without that page will be deemed non-responsive. Proposal signature must be manual, in **BLUE** ink, and included with the original copy of the proposal. Photocopies of the Signature Page may be inserted into the remaining three proposal copies. All prices and notations must be typed or written in **BLUE** ink in the original proposal copy as well. Errors may be crossed out and corrections printed in **BLUE** ink or typed adjacent, and must be initialed in **BLUE** ink by the person signing the proposal.
- 8.3 **CONFIDENTIAL OR PROPRIETARY CONTENT:** Any page of the proposal package that is deemed by CONTRACTOR to be a trade secret by the CONTRACTOR shall be clearly marked “CONFIDENTIAL INFORMATION” or “PROPRIETARY INFORMATION” at the top of the page.

9.0 SUBMITTAL INSTRUCTIONS & CONDITIONS

- 9.1 Submittal Identification Requirements: ALL SUBMITTALS MAILED OR DELIVERED CONTAINING PROPOSAL PACKAGES MUST BE SEALED AND BEAR ON THE OUTSIDE, PROMINENTLY DISPLAYED IN THE LOWER LEFT CORNER: **THE SOLICITATION RFP for Generator Maintenance Service and CONTRACTORS COMPANY NAME.**
- 9.2 Mailing Address: Proposal packages shall be mailed to County at the mailing address indicated on the **Signature Page** of this solicitation.
- 9.3 Due Date: Proposal packages must be received by County ON OR BEFORE the time and date specified, at the location and to the person specified on the **Signature Page** of this solicitation. It is the sole responsibility of the CONTRACTOR to ensure that the proposal package is received at or before the specified time. Postmarks and facsimiles are not acceptable. Proposals received after the deadline shall be rejected and returned unopened.
- 9.4 Shipping Costs: Unless stated otherwise, the F.O.B. for receivables shall be destination. Charges for transportation, containers, packaging and other related shipping costs shall be borne by the shipper.
- 9.5 Acceptance: Proposals are subject to acceptance at any time within 90 days after opening. Monterey County reserves the right to reject any and all proposal packages, or part of any proposal package, to postpone the scheduled deadline date(s), to make an award in its own best interest, and to waive any informalities or technicalities that do not significantly affect or alter the substance of an otherwise responsible proposal package and that would not affect a CONTRACTOR'S ability to perform the work adequately as specified.
- 9.6 Ownership: All submittals in response to this solicitation become the property of the County of Monterey. If a CONTRACTOR does not wish to submit a proposal package but wishes to acknowledge the receipt of the request, the reply envelope shall be marked "No Bid".
- 9.7 Compliance: Proposal packages that do not follow the format, content and submittal requirements as described herein, or fail to provide the required documentation, may receive lower evaluation scores or be deemed non-responsive.
- 9.8 CAL-OSHA: The items proposed shall conform to all applicable requirements of the California Occupational Safety and Health Administration Act of 1973 (CAL-OSHA).

10.0 SELECTION CRITERIA

- 10.1 The selection of CONTRACTOR and subsequent contract award(s) will be based on the criteria contained in this Solicitation, as demonstrated in the submitted proposal. CONTRACTOR should submit information sufficient for the County to easily evaluate proposals with respect to the selection criteria. The absence of required information may cause the Proposal to be deemed non-responsive and may be cause for rejection.
- 10.2 The selection criteria shall include, but is not limited to, the following:
- THE FOLLOWING NEED POINTS AWARDED TOTALING 100. THIS SELECTION CRITERIA IS THEN CONVERTED INTO YOUR SCORING MECHANISM AFTER PROPOSALS ARE RECEIVED.
- 10.2.1 Ability of the CONTRACTOR to demonstrate direct experience providing generator maintenance. 20 points.
- 10.2.2 Ability of the CONTRACTOR to provide the services as described within the RFP to the specific geographic sites in question. 20 points
- 10.2.3 Signed Local Vendor Certification form, 10 points.
- 10.2.4 Ability of CONTRACTOR to provide services at competitive rates. CONTRACTOR shall submit a Fee Schedule in their proposal as per EXHIBIT A attached hereto. 40 points.
- 10.2.5 Extent of personnel and equipment to be provided under this AGREEMENT. County shall be given an opportunity to inspect CONTRACTOR'S equipment prior to award of the contract. 10 points
- 10.2.6 The award(s) resulting from the RFP will be made to the CONTRACTOR(s) that submit a response that, in the sole opinion of the County, best serves the overall interest of the County. The award(s) will not be based solely on cost.
- 10.3. The award made from the RFP may be subject to approval by the County Board of Supervisors. The absence of required information will cause the proposal to be deemed unresponsive and may be cause for rejection.

11.0 PREFERENCE FOR LOCAL CONTRACTORS

- 11.1 General Requirements: Each local CONTRACTOR providing goods, supplies or services funded in whole or in part by County funds, or funds which the County expends or administers, shall be eligible for a local preference.
- 11.2 CONTRACTORS that believe that they qualify as local vendor shall sign the Exhibit D - Local Vendor Certification form. In addition to meeting the requirements as included in the Local Vendor Certification form, a local vendor must meet each and all of the following criteria:
1. Either own, lease, rent or otherwise occupy a fixed office or other commercial building or portion thereof, having a street address within

the Local Area. For the purposes of this section, Local Area shall mean Monterey County, San Benito County and Santa Cruz County. If otherwise required, vendor must possess a valid and verifiable business license issued by a city within the counties of Monterey, Santa Cruz or San Benito or by one of these three counties where the address is located in an unincorporated area within one of the counties.

2. Vendor must employ at least one full time employee with the Local Area, or if business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence(s) is located within the local Area.
3. CONTRACTOR's business must have been in existence, in the CONTRACTOR's name, within the Local Area for at least two (2) years prior to the issuance of this Request For Proposal. Newly established businesses which are owned by an individual(s) formerly employed by a Local Vendor for at least two (2) years also qualifies as a Local Vendor
4. If applicable, CONTRACTOR must possess a valid resale license from the State Franchise Board showing the CONTRACTOR's local address within Local Area and evidencing that payment of the local share of the sales tax goes to either a city within the Local Area or to one of the three counties within the Local Area

11.3 Definitions: For the purpose of this Section, the following terms have the meanings indicated:

11.3.1 "Local Area" means Monterey County, San Benito County, and Santa Cruz County.

11.3.2 "Supplier" shall mean a business or resident providing goods, supplies, or professional services.

11.3.3 "Building" shall:

- a. Have running water, restroom facilities and either: electrical services, gas service, or both, and
- b. Have a telephone, or telephones, listed publicly in CONTRACTOR's name, and
- c. Be staffed during business hours by an employee, or employees, employed by CONTRACTOR and conducting the local business of the Contractor. A person employed as "temporary labor" shall not constitute an "employee" for purposes of compliance with this policy, and
- d. Contain the current local business records of the CONTRACTOR.

11.4 Any Contractor falsely claiming to be a local vendor as herein defined will be subject to disqualification from contracting with the County for a period of three (3) years.

11.5 By electing to submit a response to this Request for Proposal, CONTRACTOR is deemed to understand and agree to the policy of preference for vendors who in good faith sign the

Local Vendor Certification form as described in Section 10 – Selection Criteria of this Request for Proposal.

12.0 CONTRACT AWARDS

- 12.1 Multiple Award(s): County has the option to award a portion or portions of this contract to multiple successful CONTRACTORS at the sole discretion of and benefit to County.
- 12.2 Board of Supervisors: The award(s) made from this solicitation may be subject to approval by the County Board of Supervisors.
- 12.3 Interview: County reserves the right to interview selected CONTRACTOR before a contract is awarded. The costs of attending any interview are the CONTRACTOR'S responsibility.
- 12.4 Incurred Costs: County is not liable for any cost incurred by CONTRACTOR in response to this solicitation.
- 12.5 Notification: Unsuccessful CONTRACTORS who have submitted a Proposal or Qualifications Package will be notified of the final decision as soon as it has been determined.
- 12.6 In County's Best Interest: The award(s) resulting from this solicitation will be made to the CONTRACTOR that submit(s) a response that, in the sole opinion of County, best serves the overall interest of County.
- 12.7 No Guaranteed Value: County does not guarantee a minimum or maximum dollar value for any AGREEMENT or AGREEMENTS resulting from this solicitation.

13.0 SEQUENTIAL CONTRACT NEGOTIATION

County will pursue contract negotiations with the CONTRACTOR who submit(s) the best Proposal or qualifications or is deemed the most qualified in the sole opinion of County, and which is in accordance with the criteria as described within this solicitation. If the contract negotiations are unsuccessful, in the opinion of either County or CONTRACTOR, County may pursue contract negotiations with the entity that submitted a Proposal which County deems to be the next best qualified to provide the services, or County may issue a new solicitation or take any other action which it deems to be in its best interest.

14.0 AGREEMENT TO TERMS AND CONDITIONS

CONTRACTOR selected through the solicitation process will be expected to execute a formal AGREEMENT with County for the provision of the requested service. The AGREEMENT shall be written by County in a standard format approved by County Counsel, similar to the "SAMPLE AGREEMENT SECTION" herein. Submission of a signed bid/proposal and the SIGNATURE PAGE will be interpreted to mean CONTRACTOR HAS AGREED TO ALL THE TERMS AND CONDITIONS set forth in the pages of this solicitation and the standard provisions included in the SAMPLE AGREEMENT Section herein. County may but is not required to consider including language from the CONTRACTOR'S proposed AGREEMENT, and any such submission shall be included in the EXCEPTIONS section of CONTRACTOR'S proposal.

15.0 COLLUSION

CONTRACTOR shall not conspire, attempt to conspire, or commit any other act of collusion with any other interested party for the purpose of secretly, or otherwise, establishing an understanding regarding rates or conditions to the solicitation that would bring about any unfair conditions.

16.0 RIGHTS TO PERTINENT MATERIALS

All responses, inquiries, and correspondence related to this solicitation and all reports, charts, displays, schedules, exhibits, and other documentation produced by the CONTRACTOR that are submitted as part of the submittal will become the property of the County when received by the County and may be considered public information under applicable law. Any proprietary information in the submittal must be identified as such and marked "CONFIDENTIAL INFORMATION" or "PROPRIETARY INFORMATION". The County will not disclose proprietary information to the public, unless required by law; however, the County cannot guarantee that such information will be held confidential.

17.0 PREVAILING WAGE

- 17.1 CONTRACTOR shall comply with all applicable sections, in accordance with Section 1770, et. seq., of the Labor Code, regarding general prevailing wage rates of per diem, holiday, and overtime wages for each craft, classification, or type of worker needed to execute the contract.
- 17.2 Copies of the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work are on file in the office of the Monterey County Department of Public Works or: <http://www.dir.ca.gov/dlsr/pwd/>.

17.3 CONTRACTOR shall post the prevailing wage rates at the job site.

SIGNATURE PAGE

COUNTY OF MONTEREY
CONTRACTS/PURCHASING DIVISION

RFP for Generator Maintenance
ISSUE DATE: March 18, 2013



RFP TITLE: For Generator Maintenance

PROPOSALS ARE DUE IN THE OFFICE OF RMA Public Works BY
3:00 P.M., LOCAL TIME, ON WEDNESDAY, July 29, 2015

MAILING ADDRESS:
COUNTY OF MONTEREY RMA-Public
Works
168 W. ALISAL STREET, 3rd FL.
SALINAS, CA 93901-2439

QUESTIONS ABOUT THIS RFP SHOULD BE DIRECTED TO
Edward Muniz – Management Analyst II
Email: munize@co.monterey.ca.us Phone: (831) 755-4878

CONTRACTOR MUST INCLUDE THE FOLLOWING IN EACH PROPOSAL (1 original plus 2 copies):

☐ ALL REQUIRED CONTENT AS DEFINED PER SECTION 8.0 HEREIN

This Signature Page must be included with your submittal in order to validate your proposal.
Proposals submitted without this page will be deemed non-responsive.

☐ CHECK HERE IF YOU HAVE ANY EXCEPTIONS TO THIS SOLICITATION.

CONTRACTOR MUST COMPLETE THE FOLLOWING TO VALIDATE PROPOSAL

I hereby agree to furnish the articles and/or services stipulated in my proposal at the price quoted, subject to the instructions and conditions in the Request for Proposal package. I further attest that I am an official officer representing my firm and authorized with signatory authority to present this proposal package.

Company Name: _____ Date _____

Signature: _____ Printed Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Email: _____

License No. (If applicable): _____

License Classification (If applicable): _____

**EXHIBIT A – SCOPE OF WORK
2015-2016**

1. Contractor will provide all services as outlined below. The equipment listed below is to be inspected and serviced annually during normal business hours as specified herein for the duration of this agreement. This inspection and services will include:
 1. Oil and fuel analysis.
 2. Change engine oil and filters.
 3. Drain fuel sediment bowl.
 4. Check cooling system level.
 5. Check air filter element(s). Clean or replace as needed.
 6. Check belt tension.
 7. Change fuel filters.
 8. Clean crankcase breather.
 9. Lubricate fan hub and idler pulley bearings.
 10. Check valve clearance.
 11. Clean and lubricate linkages.
 12. Test safety controls.
 13. Lubricate fan hub and idler pulley bearings.
 14. Check engine mounting and alignment.
 15. Check thermostat operation.
 16. Check compression.
 17. Change spark plugs as needed.
 18. Adjust and check timing.
 19. Inspect distributor cap and rotor.
 20. Set frequency.
 21. Inspect and Clean Field windings and armature.
 22. Check exhaust backpressure.
 23. Inspect, clean and test switchgear and service controller, contacts and relay's.
 24. Service and clean batteries and all grounds and connections.
2. Servicing shall include provision of parts.
3. After completion of each inspection a report of this inspection will be submitted to the County describing the service performed. Customer approved additional parts and labor, if any, will be included in the report. Parts required, but not specifically mentioned above and labor will be charged to customer at regular rates.
4. Contractor shall be available with service and parts for this equipment on a 24-hour emergency basis.

EXHIBIT A - SCOPE OF WORK EQUIPMENT LIST
Generator Maintenance and Repair Rate Schedule

PUBLIC WORKS

	Generator Site	Generator KW	Annual Service Cost
1	Boronda Portable Yard	20 KW Generac	
2	Boronda Oaks	60 KW Olympian	
3	Las Lomas Pump Station	85 KW Kohler	
4	Pajaro Pump Station	85 KW Kohler	
5	Chualar Pump Station	85 KW Kohler	
6	Susan Street Levy Pump Station	200 KW Kohler	
7	San Jerardo Fire Pump		
8	Miscellaneous Projected Repairs		\$6,000
	SUB-TOTAL COST		

FACILITIES ADMINISTRATION

	Generator Site	Generator KW	Annual Service Cost
1	Monterey Courthouse	60 KW Cummins	
2	Monterey Courthouse	12 KW Lister	
3	Mt. Toro Upper Site	35 KW Onan	
4	Mt. Toro Lower	20 KW	
5	Huckleberry	10 KW	
6	Fleet Management, Lister Co. Yard	K99X157901	
7	522 N 2 nd	30 KW	
8	CID Building, 1 st Avenue, Marina	25 KW	
9	Salinas Courthouse	450 KW	
10	<u>Miscellaneous Projected Repairs</u>		\$6,000
	SUB-TOTAL COST		

Services provided under Agreement shall not exceed the sum of \$ _____

Exhibit C Climate-Friendly Purchasing Policy 01/18/2011

Exhibit C – County of Monterey Climate -Friendly Purchasing Policy Sample Programs and Procedures

Examples of Climate-Friendly Programs and Procedures that will ensure policy compliance include but are not limited to:

- 1). The Green Fleet Program: Vehicle purchasing, maintenance and disposal goals will be set annually. Goals shall include procuring fuel-alternative vehicles, ensuring that remanufactured parts are used more frequently, and that the recycling of parts, fluids and vehicles exceeds the state standards.
- 2). 75% Recycled and/or Refurbished Office Products: Enforcing that the majority of paper products purchased are derived from 100% recycled content and that toner cartridges and other such supplies are from recycled or refurbished products.
- 3). Go Solar Program: Incorporating the use of solar energy for power to new and existing County buildings.
- 4). Energy Star Computer Program: All computer equipment (monitors, towers, scanners and printers) ordered must be energy star rated at a minimum.

Exhibit D – Local Vendor Certification Form

CONTRACTOR hereby certifies that:

1. It qualifies as a Local Contractor as defined in Section 11 of the Request for Proposal for Generator Services (RFP); and
2. Has not within the five (5) years prior to the date of the RFP announcement admitted guilt or been found guilty by any court or state or federal regulatory enforcement agency of violation of any criminal law, or a law or administrative regulation regarding fraud; and
3. Is not currently subject to an unresolved citation or notice of violation of Monterey County Code provision, except citations or notices which are subject of a current legal appeal, as of the date of the RFP announcement; and
4. Is not delinquent in the payment of any fines, liens, assessments, fees or taxes to any governmental unit or taxing authority within the Local Area as defined within Section 11 of the RFP.

Name: _____ (Printed)

Signature: _____ Date of Signature: _____

Addendum 1 to the Monterey County request for Proposal for generator Maintenance Services issued July 15, 2015.

Please be sure to review this Addendum, sign the acknowledgement for provided and submit the acknowledgement form with your proposal. Please note that this Addendum No. 1 includes a revised Scope of Work that should be utilized for providing your cost quoted information instead of the Scope of Work contained in the original RFP

In the Scope of Services section 5.4 the following changes are made:

The Generator KW for Susan Street Levy Pump Station is 200 KW Kohler.

The "San Jerardo Fire Pump" shall be replaced to include two (2) items to be maintained the description of which is as follows:

1. Backup Power Generator

Caterpillar XQ60 60kw diesel. portable electric generator.

2. Fire Pump Engine

Cummins diesel 4 cylinder model QSB4.5
Engine family: ACEXL0275AAG 116 hp
serial # 73080300

Exhibit A – Scope of Work Equipment List is amended to read as presented on the following page. Please use this Exhibit A as revised in submitting the cost quote portion of your proposal.

6.1 Contract Term shall be amended to read as follows: The term of the AGREEMENT(s) will be for a period of three (3) years with the option to extend the AGREEMENT for two (2) additional one (1) year periods.

EXHIBIT A - SCOPE OF WORK EQUIPMENT LIST
 Generator Maintenance and Repair Rate Schedule

PUBLIC WORKS

	Generator Site	Generator KW	Annual Service Cost	Load Bank Service Cost	Total Service Cost
1	Boronda Portable Yard	20 KW Generac			
2	Boronda Oaks	60 KW Olympian			
3	Las Lomas Pump Station	85 KW Kohler			
4	Pajaro Pump Station	85 KW Kohler			
5	Chualar Pump Station	85 KW Kohler			
6	Susan Street Levy Pump Station	200 KW Kohler			
7	San Jerardo Back up Power Generator	60 KW Caterpillar			
8	San Jerardo Fire pump Engine	Cummins			
9	Miscellaneous Projected Repairs				\$6,000
	SUB-TOTAL COST				

FACILITIES ADMINISTRATION

	Generator Site	Generator KW	Annual Service Cost	Load Bank Service Cost	Total Service Cost
1	Monterey Courthouse	60 KW Cummins			
2	Monterey Courthouse	12 KW Lister			
3	Mt. Toro Upper Site	35 KW Onan			
4	Mt. Toro Lower	20 KW			
5	Huckleberry	10 KW			
6	Fleet Management, Lister Co. Yard	K99X157901			
7	522 N 2 nd	30 KW			
8	CID Building, 1 st Avenue, Marina	25 KW			
9	Salinas Courthouse	450 KW			
10	Miscellaneous Projected Repairs				\$6,000
	SUB-TOTAL COST				

Services provided under Agreement shall not exceed the sum of \$ _____

Acknowledgement

I hereby acknowledge receipt of Addendum Number 1 to the Monterey County Request for Proposal for Generator Maintenance Services issued July 15, 2015.

Date: _____

Name (please print): _____

Company Name (please print): _____