

# INVITATION TO QUOTE

State of Ohio  
Department of Administrative Services  
Office of Properties and Facilities (OPF)

This Quotation must be hand delivered, faxed or mailed to:

**DAS/OPF**  
**The Office of Properties & Facilities**  
**Attn: Michael Makonnen, Purchasing Agent;**  
**4200 Surface Rd, Columbus, Ohio 43228.**  
**or Fax at 614-752-8791**  
**email: [michael.makonnen@das.ohio.gov](mailto:michael.makonnen@das.ohio.gov)**

QUOTE NUMBER DUE DATE (1:00 PM)

**OPF2015- 05** **June 3, 2014**

Any questions or clarifications regarding this Invitation to Quote should be directed to the Office of Properties and Facilities, **614-466-2492**. Or e-mailed to [michael.makonnen@das.ohio.gov](mailto:michael.makonnen@das.ohio.gov).

FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN)

BIDDER NAME

STREET ADDRESS  Check if remit address is different and list on separate sheet

CITY STATE ZIP

COUNTY

TELEPHONE NO.

TOLL FREE NO.

( )

1 - ( )

CONTACT PERSON

FAX NO.

CONTRACTOR'S E-MAIL ADDRESS

THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROPERTIES & FACILITIES, IS SOLICITING QUOTATIONS for:

## (Preventive Maintenance of Emergency Generators) REQUIRED CERTIFICATION FOR BIDDING

**EQUAL EMPLOYMENT OPPORTUNITY.** The Contractor will comply with all state and federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by going to the Equal Opportunity Departments web site: <http://www.das.ohio.gov/Eod/AEEO.htm>

**PREVAILING WAGE THRESHOLD LEVELS REQUIREMENTS APPLY FOR CONSTRUCTION SERVICES**

Review Current threshold: <http://www.com.ohio.gov/dico/>

**DRUG FREE WORKPLACE (DFWP) RULES MUST BE COMPLIED FOR CONSTRUCTION REQUESTS**

1. Review Ohio Drug Policy at <http://das.ohio.gov/hrd/dfwppoli.html>
2. Complete DFWP form: [http://www.rbslaw.com/forms/u-140\\_drug-free\\_workplace.pdf](http://www.rbslaw.com/forms/u-140_drug-free_workplace.pdf)

PRINTED SIGNATURE

AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)

DATE

# REQUIRED CERTIFICATION FOR BIDDING

## OHIO PREFERENCE (BUY OHIO):

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.

Yes (Go to C)  No (Go to B-2)

2. Bidder has significant economic presence within the state of Ohio.

Yes (Answer a, b, c, d below)  No (Go to B-3)

a) Bidder has paid the required taxes due the state of Ohio

Yes  No

b) Bidder is registered with the Ohio Secretary of State

Yes (Charter/Registration No.: \_\_\_\_\_)  No

Questions regarding registration should be directed to (614) 466-3910 or visit their web site at:

<http://www.sos.state.oh.us/>

c) Bidder has ten or more employees based in Ohio or border state.

Yes  No (Go to B-2d)

d) Bidder has seventy-five percent or more employees based in Ohio or border state.

Yes  No (Go to B-3)

3. Order state bidder:

Yes (Specify which state then go to B-2c):  KY  MI  NY  PA  IN  No (Go to B-4)

4. Border state bidder: mined products mined in respective border state  Yes

No

Not Applicable

## E.D.G.E. DESIGNATION

Bidder is certified E.D.G.E. business

Yes

No

For information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at:

<http://www.state.oh.us/das/Eod/edge/Index.htm>

## PM SERVICES: EMERGENCY GENERATORS

### 1. SCOPE OF WORK

To provide a quarterly PM Service During the weeks of July 01, 2014, September 02, 2014, November 06, 2014 and February 05, 2015. A **2 hour Load Bank** test will be conducted during the week of November 04, 2014 quarterly PM Service for listed units. PM Services during the week of July 03, 2014 are to be set or programmed to run each Monday morning, at 7:30am and run for a period of 20 minutes on all generators. **RUN TIME IS WITH NO LOAD TRANSFER.** When a generator unit does not have the capability of being set or programmed to run on an automatic cycle, a proposal is to be given to the Facility Manager for installation of the necessary equipment to facilitate automated run cycle.

### 2. LIST OF COVERED EQUIPMENT

<u>FACILITY</u>	<u>ENGINE</u>	<u>GENERATOR</u>
25 S. Front	Eng # Model # MT855GS3	Gen # 5J3311487-02 Cummins # 500FDR71166JJW
35 E. Chestnut (Roof)	Eng # 35251234 QSM 11-G4 NR3	Gen # D090239513 DQHAV-7696755
246 North High (Roof)	Eng # 2016004362 Mod # TAD1641GE	Gen # N/A
246 North High (Basement)	Eng # N/A	Gen #422794 Kohler # 70R78
4200 Surface Rd	Eng # N/A	Gen # 212285 Mod # 125R0Z281
30 E. Broad Street	Eng# G399 Serial# 49c282	Gen#: SRCR 686 Serial# 500 th4030
77 South High Street	<u>GENERATOR #1</u> Eng# 25Z00956 Mod# 3516	Gen#: 65A00754 Cat SR-R
	<u>GENERATOR #2</u> Eng# 25Z00958 Mod# 3516	Gen#: 65A00766 Cat SR-R
	<u>GENERATOR #3</u> Eng# 25Z00960 Mod# 3516	Gen#: 65A00767 Cat SR-R4
615. W. Superior Ave.	Make - Cummins SS # 31107846 Model # KTA 1150 GS	Make - Cummins SN # HC-90088-3/29-14 Model # 500FDR5061FFW
161 S. High St.	Make - Caterpillar SN # 66D49762 Mod # 3306	Make - Caterpillar SN # 5HA0475 Mod # SR4
640 Jackson St.	Caterpillar Model# Cat 348 Serial# 036J03358	Lima Model# 680FDR8143 GG Serial # LN-92988-12/21

### 3. QUARTERLY:

(Preventative Maintenance Services) All listed items are to be checked and performed and a written report turned in to the Facility Manager and Chief Engineer within (10) working days of the performed preventive maintenance services on all the (5) listed units.

- Fuel and oil level; lubricate all linkages;
- V-Belts and drives for proper tension & wear;
- Check electrical connections & wiring;
- Generator voltage, frequency & load balance;
- Generator exciter & voltage regulator;
- Check battery charger operation-adjust amperage output;
- Check battery electrolyte level& hydrometer condition of battery;
- Check generator output voltage and adjust as necessary;
- Check engine alternator charge rates;
- Check air intakes and outlets;
- Check engine and generator gauge and indicator operation;
- Drain exhaust line;
- Inspect Silencer;
- Check all areas of fluids for leakage;
- Test radiator coolant ; inspect all hoses & clamps; add coolant if necessary;
- Radiator fins, clean or replace as necessary. This requires special containment requirements for catching fluids associated with the cleaning, as they will leak into the garage at Riffe;
- Check service belts as necessary.
- Test automatic transfer switch for proper operation under a simulated power failure;
- Clean air cleaner as necessary;
- Frequency check/governor adjust;
- Clean automatic switch cabinet;
- Advise Facility Manager and Chief Engineer when any discrepancies are found during quarterly maintenance service;
- Perform any additional manufacturer's recommended checks;
- all labor and materials including travel expenses are included in this quarterly service;

In addition to the quarterly Preventative Maintenance Services a 2 Hour Load Bank Testing will be performed during the November Quarterly Service period along with the following additional items) on all of the (5) listed units.

- conduct an engine oil analysis (and turn in the report with the quarterly report to the Facility Manager and Chief Engineer)
- Change all fluids (different oil for different equipments)
- Change all fuel filters
- Change all oil filters
- Change all air filters
- Change water filters, where needed.
- Perform Engine tune-up and furnish all necessary parts required
- Lubricate engine fittings
- Conduct 2 hour Load Bank Test **(After normal business hours unless approved otherwise by the Facility Manager and Chief Engineer)**
- All labor, materials, travel, and associated expenses are included in this and all quarterly preventive maintenance trips.

ALL STORED FUEL ASSOCIATED WITH EACH GENERATOR UNIT INCLUDING STORAGE VESSELS / TANKS / WILL HAVE A COMMERCIAL GRADE FUEL STABILIZER INSTALLED DURING THIS NOVEMBER QUARTERLY PREVENTIVE MAINTENANCE SERVICE PERIOD (A RECOMMENDED FUEL TREATMENT IS PRI (POWER RESEARCH INC.)

After installation of the fuel stabilizer a test of the fuel will be conducted and the test results will be submitted with the quarterly inspection report to the Facility Manager and Chief Engineer. The contractor / vendor is responsible to furnish the quantity of fuel stabilizer required to meet the factory recommended amount of fuel stabilizer.

#### 4. PM MAINTENANCE SCHEDULE HOURS

It is the vendor's responsibility to contact the Facility Manager and Chief Engineer or his delegated representative to schedule the preventative maintenance service appointments during established weeks.

#### 5. REPORTS

- The vendor will promptly submit a copy of their inspection reports and list of recommended repairs to the Facility Manager and Chief Engineer.
- Any proposal for a non PM repair shall be reported to and approved by the Facility Manager and Chief Engineer.
- Test operation of equipment under simulated power failure conditions must first be approved by the Facility Manager and Chief Engineer.
- Oil analysis will be performed by independent laboratory and the report of findings report will be submitted to the Facility Manager and Chief Engineer.
- Vendor will cover all expenses if generation system fails due to vendor installed part failures, improperly installed part or non-performed scheduled maintenance.

#### 6. PRICING

Please provide individual prices for each building separately. The 35 East Chestnut and 246 North High St., buildings can be considered together.

#### 7. RECOMMENDED PROVIDER QUALIFICATIONS

- Company has been in the commercial generator maintenance business for a minimum of 10 years.
- Must have at least 3 technicians with at least one of the following certifications located within the State of Ohio:
  - EPG certification (Electrical Power Generation)
  - EGSA Technician certification (Electrical Generator Systems Association)
  - Current (within 5 yrs.) Caterpillar, Cummins, Atlas Copco, Ingersoll Rand, Kohler or other major OEM Factory Training Certification

- Must have 24 hour phone number, in the event of emergencies.

8. **RENEWAL**

This Contract may be renewed after the ending date of the Contract solely at the discretion of DAS for a period of one month. Any further renewals will be by mutual agreement between the contractor and DAS for any number of times and for an appropriate period of time. The cumulative time of all mutual renewals may not exceed twenty four (24) months unless DAS determines that additional renewal is necessary.

9. **RATES**

STANDARD SERVICE RATE IS \$ \_\_\_\_\_/HR  
(From 7:00 AM to 4:00 PM, Monday through Friday)

OVERTIME RATE IS: \$ \_\_\_\_\_/HR  
(From 4:00 PM to 7:00 AM, Monday through Friday and weekends)

HOLIDAY RATE IS: \$ \_\_\_\_\_/HR  
(For all State Holidays)

EMERGENCY RATE IS \$ \_\_\_\_\_/HR  
(For emergency response within 4 hours of being called by building management)

*All above quoted rates are to be all inclusive including but not limited to travel time and any travel expenses in the quoted hourly rates. No additional compensation will be given.*