



**TOWN OF PITTSFIELD**

**REQUEST FOR PROPOSAL**

**FOR**

**Municipal Building Backup Power Generator**

**February 12, 2020**

# TOWN OF PITTSFIELD

## REQUEST FOR PROPOSAL

### NOTICE TO INTERESTED PARTIES

February 12, 2020

1. Quotations will be received at the Pittsfield Town Office, 112 Somerset Avenue, Pittsfield, Maine 04967 until **12:00 PM, Thursday, March 19, 2020**. All quotations shall be submitted in sealed envelopes and be plainly marked "**Municipal Building Backup Power Generator Proposal.**" No quotations will be accepted by facsimile (FAX) or e-mail transmission.
2. Quotations will be opened publicly by the Town Manager or her designated representative at 12:00 PM, Thursday, March 19, 2020.
3. The successful individual or firm must provide proof with their proposal that he/she/it is adequately covered by insurance as follows:
  - a. The individual or firm will serve in the capacity of an independent contractor and will maintain insurance to protect it and the Town from any and all claims for personal injury and property damage, and for claims under the Workers' Compensation Acts for the term of the contract.
  - b. Comprehensive General Liability insurance policy with the following limits of coverage:
    - Bodily Injury: \$1,000,000
    - Property Damage: \$400,000
    - Aggregate: \$1,000,000 of all claims per occurrence
  - c. Comprehensive Automobile insurance policy with the following limits:
    - Bodily Injury: \$1,000,000
    - Property Damage \$ 400,000 per occurrence
  - d. All insurances must be issued by an insured licensed, authorized and maintaining an office to do business in the State of Maine.
4. The Town of Pittsfield assumes no liability for any costs incurred by respondents or in responding to requests for additional information or interviews prior to the issuance of a contract.
5. All proposals for Municipal Building Backup Power Generator for the Town of Pittsfield must include the following:
  - a. Detailed Work History;
  - b. Three (3) or more Contract Work References;

- c. Qualifications and experience with providing requested equipment and services in other towns;
  - d. Proof of insurance; and
  - e. A completed Town bid form detailing the cost to provide services.
6. The Town of Pittsfield reserves the right to reject any or all quotations, to waive any formality or technicality in the quotations, and to accept the quotation which is deemed to be in the best interest of the Town.
7. The successful bidder will be required to sign the Town's Standard Services Contract.
8. Questions regarding this RFP can be sent to: [adminassistant@pittsfield.org](mailto:adminassistant@pittsfield.org). Answers will be shared with those who have sent previous questions to this email address.

## TOWN OF PITTSFIELD

### 1. SCOPE OF SERVICES

The Town is seeking quotations from qualified individuals or firms to provide a Backup Power Generator for the Municipal Building. The Power Generator must include the following:

- Commercial Power Backup Generator with capacity for entire building needs with auto-startup on outage.
- Transfer Panel with automatic switch.
- Fuel to be #2 Heating Oil/Diesel or Propane.
- Fuel Tank large enough to run the generator for 3 days.
- Installation.
- Manual and Training on operation and maintenance for town staff.

Note: Electrician estimates 100KW generator needed but proposal must include sizing estimate of Generator. For years 2016-2018, average electricity usage was 5262 KW per month and 7840 KW Maximum month.

Note: Site visits are encouraged before submitting proposals. To setup a site visit contact Michael Feole at 207-487-3136 or [adminassistant@pittsfield.org](mailto:adminassistant@pittsfield.org).

Note: Proposals must be valid until 12/31/2020.

### 3. PROCEDURE FOR SUBMITTING PROJECT PROPOSALS

#### A. Time, Place and Format

Proposals must be received by the Town at the Town Office no later than 12:00 PM on March 19, 2020. Proposals received in the mail or in-person after 12:00 PM on that date, regardless of their postmarks, will be rejected. Proposals must:

- Show page numbers for all pages in the proposal
- Be on 8-1/2"x11", white paper
- Be submitted in envelopes , which clearly states "**Municipal Building Backup Power Generator Proposal.**" and identifies the proposer
- The envelope must be addressed as follows:  
Town of Pittsfield  
Attn: Town Clerk  
112 Somerset Ave.  
Pittsfield, ME 04967

- If hand-delivered, the envelope must be delivered to the Clerk desk in the Town Office.

**B. Opening of Responses**

All proposals will be opened on March 19, 2020 at 12:00 PM.

**3. Data to be submitted with project proposals**

The content and sequence of the information contained in the proposal shall be as follows:

A. Letter of Transmittal

Include your firm's understanding of the work to be performed. In addition, state why your firm believes itself to be the best qualified to perform the services requested. Also, state the Management Contact (Representative authorized to sign an agreement for your firm).

B. Table of Contents

Include clear identification of the material by section and by page number.

C. Summary Sheet

- Provide name, title, experience and qualifications of the personnel who will be assigned to the project.
- Provide the resume of the Management Contact with the town.

D. Allocation of Resources

Indicate how the resources of your firm (e.g., number and type of personnel allocated by hours) will be allocated for this project.

E. Scope of Work

Proposals must address all items set forth in the Scope of Services section. Additional information which, in your opinion, should be included must be clearly identified. The items must be addressed in the order in which they appear in the Scope of Services section.

F. References

Each firm must include the following references:

- List similar services performed as the prime consultant for all similar organizations/entities in the last five years and when performed. Show names of organizations, and names and telephone numbers of persons who can be contacted with regard to the services you have provided.

- List all similar public agencies for which contracts were terminated in the last three years. Show names of organizations, and names and telephone numbers of persons who can be contacted. Firms may provide a brief explanation of the reason(s) for the terminations.

G. Cost

Provide a cost breakdown for work to be performed and equipment to be delivered including financing if applicable.