

**Board of Fire Commissioners
Fire District #2
Township of Hamilton, New Jersey**

Specification:

**REPLACEMENT OF ONE (1) EMERGENCY AND STANDBY
GENERATOR**

Bid Available Date: November 8 2016 8:00 a.m.

Bid Due Date: December 2 2016 at 5:00 p.m.

Bid Opening: December 5 2016

Bid Opening Time: 7:00 p.m.

Bid Location: 2711 Nottingham Way Mercerville NJ 08619

Hamilton Township Fire District #2

2711 Nottingham Way

Mercerville, New Jersey 08619

Board of Fire Commissioners, Fire District #2, Township of Hamilton, New Jersey
Replacement of One (1) Emergency and Standby Generator

**Bidder
Complies**

Yes No

PURCHASER

The Purchaser of the Generator is the Board of Fire Commissioners, Hamilton Township Fire District #2, 2711 Nottingham Way, Mercerville, New Jersey 08619.

BID SPECIFICATION ORDER

All Bidders shall present their proposals in the exact order of this document for ease of reference and comparison. Failure to comply with this requirement will be grounds for rejecting the bid, NO EXCEPTIONS.

TABLE OF CONTENTS

To provide for ease of Bid comparison, a Table of Contents shall be provided at the beginning of all Bids, NO EXCEPTIONS.

GENERAL INFORMATION

It is the intent of these specifications to solicit bids for the replacement of an emergency and standby generator manufactured by Generac and conforming to the requirements outlined on the attached Generac specification sheets (pages 1-6) for a model SD050 and the Generac specification sheets (ages 1-2) for automatic transfer switches 100-400 Amp, 600 VAC (collectively the "generator"). The generator that is installed must be installed in accordance with all specifications outlined in the plans prepared by Pine Hill Engineering, LLC on sheets E-101, E-001 and E-002 and must be capable of withstanding continuous use during an emergency situation. In evaluating the bid proposals to determine which proposal is the most advantageous, these major items shall be considered.

The generator must meet the specific requirements and intent as specified herein. All items of these specifications shall conform to the character of the proposed generator and the purpose for which it is intended. Each bidder shall provide only that equipment as required in the Generac and Pine Hill Engineering, LLC specifications.

Each bidder shall furnish satisfactory evidence of the ability to furnish, install and service the generator specified. Each bidder must state the location for post delivery service. All warranty information must be provided.

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**Bidder
Complies**

Yes No

BID COMPLIANCE INSTRUCTIONS

Each bidder must indicate his compliance with the requirements herein by marking "YES" or "NO" in the appropriate column for each individual paragraph. Indicating "YES" to a paragraph shall mean full compliance; indicating "NO" shall mean an exception is being taken. Any deviation, no matter how small, must be so annotated. All exceptions must be fully explained on a separate page, titled "Exceptions", giving reference to the page and paragraph where the exception is being taken. Failure to comply with this requirement shall result in the bid proposal being rejected.

The Board of Fire Commissioners shall be the sole arbiter as to what exceptions may be allowed or disallowed. In the event a bidder fails to make any indication of compliance for any or all provisions it will be assumed that the bidder is taking total exception and the bid shall be disallowed.

SUBMISSION OF BIDS

Bids shall be addressed and submitted in accordance with the advertised "Bid Notice". The words "***Emergency Generator Bid***", the bid date, and the bid opening time shall be stated on the face of the bid envelope.

GENERATOR DOCUMENTATION

The contractor shall supply, at the time of delivery, at least one (1) copy of the following documents:

The manufacturer's record of construction details, including the following information:

- Generator manufacturer, model and serial number
- Electrical system voltage
- Battery make, model and total capacity

RECORDS

The successful Bidder shall be responsible for preparing and maintaining a record file of parts and assemblies related to the generator. These records shall be maintained by the Bidder for a minimum of ten (10) years. The Board of Fire Commissioners shall have access to any and all documents contained in this file upon official written request.

TIMELY PROPOSALS

It is the Bidder's responsibility to see that their proposals arrive on time. Late proposals, facsimiles, e-mails, telegrams, or telephone bids shall not be considered.

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**Bidder
Complies**

Yes No

BIDDER INSTRUCTIONS

Each bid shall be accompanied by a detailed description of the equipment and services the Bidder proposes to furnish. It is the intent of the Purchaser that the Bids cover the furnishing and delivery of a complete generator, as specified. Minor details of installation and materials, where not otherwise specified, are left to the discretion of the contractor.

Brand names or model numbers have been specified for some items. These have been carefully selected because of their reliability and availability for replacement locally. In order to be most responsive, items named, or an item "equal to" the particular item specified by brand name or model, should be contained in the bid proposal. It is the Bidder's responsibility to prove to the Board of Fire Commissioners that an item bid as "equal to" a particular specified item, is truly of equal quality, design, and function. The Board of Fire Commissioners maintains the right to make a final decision as to the acceptability of an item bid as "equal to" a particular specified item.

No exception shall be allowed for any of the aforementioned instructions. Bids not submitted in accordance with these instructions shall be rejected.

SPECIFICATION DETAIL

The Fire District has spent a considerable amount of time and effort in the preparation of this document and the specifications commissioned by Pine Hill Engineering, LLC. All Bidders should be aware that the detail provided herein, and in the documents referenced herein, describe time proven methods, componentry, and systems that are desired by the Fire District. This detail shall be included in all Bidders' proposals. The detail provided is in no way meant to limit the competition and is provided to ensure that the Fire District receives a unit with the desired mechanical requirements to provide long duration in heavy duty service.

PERFORMANCE TESTS AND REQUIREMENTS

A performance test shall be performed upon completion to ensure that the generator is fully operational.

PRODUCT LIABILITY INSURANCE

Each Bidder shall supply proof of commercial general liability and product liability insurance equal to or exceeding \$1,000,000.00. This shall be provided as part of the proposal.

ADDENDA AND INTERPRETATIONS

No interpretation of the meaning of the specifications or other contract documents shall be made to any Bidder verbally. Every request for such interpretation shall be in writing and addressed to the Purchaser, and must be received at least seven days prior to the date fixed for the opening of the bids to be given consideration. Any and all such interpretations and any supplemental instructions shall be in the form of written addenda to the specifications which, if issued, shall be mailed by certified mail to all prospective Bidders not later than five days prior to the date fixed for the opening of bids. Failure of any Bidder to receive any such addendum or interpretation shall not relieve any Bidder from any obligation under his bid as submitted. All addenda so issued become a part of the contract documents.

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Yes No

DIVISION OF WARRANTY RESPONSIBILITY

Since the Board of Fire Commissioners desires to eliminate any division of warranty responsibility in so much as possible under law, the Bidder shall be required to agree to be the responsible party for all warranty claims regarding the compatibility of design, selection of components, and the failure of these components, when there is a failure of design, installation or manufacture. The Board of Fire Commissioners is not requiring that the Bidder be a single source manufacturer, i.e., it is not requiring that the Bidder must manufacture its own generator as a condition of the bid. However, the Board of Fire Commissioners shall require "single-line responsibility" of the Bidder, in that the Bidder must be willing and able to warranty the manufacture, installation and design of the generator, upon delivery of the equipment to the Purchaser.

LIABILITY

The Bidder, if his bid is accepted, shall defend against all suits, assume all liability for the use of any patented process, advice, or article forming a part of the generator furnished under contract.

COUNTRY OF ORIGIN

Pursuant to requirements of N.J.S.A. 40A:11-18 all materials to be supplied under the terms of this contract shall be products of the United States.

SERVICE

Equally necessary is the ability to obtain repairs and maintenance promptly in order to keep the generator in service. Below are listed the minimum requirements with which the bidder or their representative for the geographical area for the bid shall comply:

1. Bidder shall maintain a fixed service base within **50** miles of the Purchaser's station.
2. Bidder shall be available to perform normal maintenance and repairs in the Purchaser's station.
3. The Bidder shall respond to all "out of service" calls within 6 hours of notification by the Purchaser.
4. The successful Bidder shall offer **free** pick-up and delivery service for warranty repair of the equipment.

SPECIAL CONDITIONS

No bid shall be considered unless the Bidder can meet the special conditions stated herein.

The complete generator must be manufactured in the United States of America.

PRICES AND PAYMENTS

The bid price shall be F.O.B. Destination, on a delivered and accepted basis at the Fire Department.

Total price on Bidder's proposal sheet must include all items listed in the specifications. Listing any items contained in the specification as an extra cost item, unless specifically requested to do so, shall automatically be cause for rejection.

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Complies**

Yes No

Bidder shall compute pricing less federal and state taxes. It is understood that any applicable taxes shall be added to the proposed prices, unless the purchaser furnishes appropriate tax-exempt forms.

VENDOR FINANCING

The Board of Fire Commissioners requires the vendor provide financing options that may be available through the vendor.

PAYMENT TERMS

The generator shall be paid for upon delivery, installation and final acceptance by the Purchaser, subject to any financing terms agreed to by the parties.

CHANGE ORDERS AND CREDITS

All change orders shall be presented to the Purchaser's designated representative for approval prior to work being done or material ordered. The change orders shall reflect a charge or credit as appropriate.

BID EVALUATION

Purchaser, Fire Chief and Purchasing Agent shall evaluate bids received. This evaluation shall be based as a minimum on the following criteria:

- Commitment for expedient delivery.
- Commitment to the general conditions contained herein, including warranty.
- Completeness of the proposal, i.e. the degree that it responds to all requirements and requests for information contained herein.
- Completion Timeline.
- Contractor's demonstrated capabilities and qualifications.
- Equipment suppliers and/or local representative's demonstrated capabilities and qualifications.

EXCEPTIONS TO SPECIFICATIONS

Exceptions shall be referenced to the paragraph and page of the specifications where the item appears. Drawings, photographs, and technical information about the exception shall be included as necessary. Any exceptions may be considered during the evaluation process, and the decision shall be final.

Proposals taking total exception shall not be accepted.

"OR APPROVED EQUAL" CLAUSE

The mention in the specifications of equipment or material by brand name or by such specified description of same as is hereby made, is intended to convey to the bidder's understanding, the degree of excellence required. Any article, equipment, or material, which shall conform to the standards and

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Complies**

Yes No

excellence so established, and is of equal merit, strength, durability and appearance to perform the desired function, is deemed eligible for offer as a substitute. The qualifications of the offering shall be judged as to their conformance with the specifications. Any equipment offered other than herein specified shall be subject to a competitive demonstration and evaluation shall be subject to a competitive demonstration and evaluation by the using department. Such a demonstration shall be provided on request within ten working days after the receipt of bids.

The result of that demonstration and evaluation shall be of prime importance in the recommendation to the governing body for the final contract award.

TECHNICAL INFORMATION

Bidder shall furnish free of charge, upon request, technical information, graphs, charts, photographs, engineering diagrams, steering geometry, instruction guides, or other documentation as requested to show that the equipment offered fully complies with the specifications.

DELIVERY TIME

Each bidder shall state the completed delivery time based on the number of calendar days, starting from the date the contract is signed and accepted.

Delivery Time: _____ Calendar days

NEW JERSEY BIDDING REQUIREMENTS

The following documents shall be provided in each bid proposal:

- Affirmative Action statement required by N.J.A.C. 17:27-1.1 et seq.
- Americans with Disabilities Act statement
- Equipment Certification
- Proof of registration with the Department of Labor pursuant to the Public Works Contract Registration Act.
- Wage statement in connection with Prevailing Wage Determination
- A non-Collusion statement as required by N.J.S.A. 52-34-15.
- An owner(s) disclosure statement showing all stockholders/owners who have a 10% or larger ownership in the Corporation of the Bidder.
- A copy of a State of New Jersey Business Registration Certificate.
- Consent of Surety form

BOND REQUIREMENTS

Any bonds or sureties (bid, performance, or other) required by the Purchaser shall be as specified below or as requested in the advertised "Bid Notice".

A bid bond shall be submitted with the Bidder's proposal. The bond shall be for an amount equal to 10% of the proposed bid price. Failure to provide an original, acceptable, valid bid bond with the proposal shall result in the immediate rejection of the bidder's proposal.

With respect to the qualifications of proposed bonds or sureties, the Bidder's bonding company must meet the following requirements:

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Yes No

- An acceptable surety as outlined by the department of treasury on their most recent federal register at a limit of at least \$1,000,000;
- A.M. Best rating of "A" or better with a financial rating of at least "VIII"; and licensed as a surety in the state where the sale is to be made.

PERFORMANCE BOND

A performance bond shall be supplied by the successful bidder upon acceptance of the signed contract. The performance bond shall be for an amount equal to the full contract price (i.e. 100% bond).

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each Bidder and each person signing on behalf of any Bidder, certifies, and in the case of a joint bid, each party thereof certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

- The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for purpose of restricting competition, as to any matter relating to sale price with any other bidder or any competitor.
- Unless otherwise required by law, the prices that have been quoted in this bid have not been knowingly disclosed by the Bidder and shall not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor.
- No attempt has been made by the Bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.
- That all requirements of the law including amendatory provisions as to non-collusive bidding have been complied with.

MATERIAL AND WORKMANSHIP

All equipment furnished shall be guaranteed to be new and of current manufacture, to meet all requirements of the specifications.

All workmanship shall be of high quality and accomplished in a professional manner so as to ensure a functional generator.

CONTRACT AWARD

The Purchaser reserves the right to reject any or all bids deemed to be unresponsive. The Purchaser also reserves the right to waive any informalities, irregularities and technicalities in procedure.

The Purchaser reserves the right, before awarding the contract, to require a bidder to submit evidence of his qualifications as may be deemed necessary. Documentation, which may be required, is financial soundness, technical competency, and other pertinent qualifications of a Bidder, including past performance (experience) with the Purchaser.

Any contract resulting from this bid shall be subject to the availability and appropriation of sufficient funds.

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Yes No

SALES ENGINEER

The successful Bidder shall designate an individual to perform the sales engineer functions. The sales engineer shall provide a single point interface between the Purchaser and the successful Bidder on all matters concerning the contract.

DELIVERY, DELIVERY ENGINEER, AND TESTING

Delivery of the generator to the Board of Fire Commissioners shall remain the Bidder's responsibility.

On initial delivery of the generator, a qualified and responsible representative of the successful Bidder shall demonstrate the generator and provide initial instruction to representatives of the Purchaser regarding the operation, care, and maintenance of the generator and equipment supplied.

INSTRUCTION MANUALS/DRAWINGS, SCHEMATIC

In accordance with standard commercial practices, the following listed manuals and schematics, in the quantity specified, shall be provided at time of delivery of the generator.

The successful Bidder shall supply at time of delivery, two (2) copies of a complete operation and service manual covering the complete generator as delivered and accepted.

The manual shall contain the following:

- Operating instructions
- Instructions regarding the frequency and procedures recommended for maintenance.
- Parts replacement information.

MANUALS ON CD

The manuals shall also be provided on CD or DVD.

BIDDER TO SUPPLY AND FILL- IN PROPOSED DIMENSIONS:

- OVERALL LENGTH: _____
- OVERALL WIDTH: _____
- OVERALL HEIGHT: _____
- OVERALL WEIGHT: _____

U.S.A. MANUFACTURER

The entire generator shall be assembled within the borders of the Continental United States to ensure more readily available parts (without added costs and delays caused by tariffs and customs) and service.

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**Bidder
Complies**

Yes

No

GENERATOR WARRANTY

The specified generator shall have a five (5) year or one thousand (1000) hour warranty as provided by the generator manufacturer. A copy of the generator warranty shall be provided at time of delivery.

B I D O P T I O N S

The following items can be added to the Bid Proposal price at the choice of the Purchaser, prior to the signing of the Contract.

EXCEPTIONS TO SPECIFICATIONS

Page Number _____ Section Title _____

Exception _____

Page Number _____ Section Title _____

Exception _____

Page Number _____ Section Title _____

Exception _____

Page Number _____ Section Title _____

Exception _____

Page Number _____ Section Title _____

Exception _____

Page Number _____ Section Title _____

This page can be duplicated for additional exceptions.