



NOTICE TO BIDDERS

Sealed bids will be received by the City of Stephenville, at City Hall, 298 W Washington Street, Stephenville, TX 76401 until 2:00 pm, Tuesday, August 3, 2021, at which time bids duly delivered and submitted will be considered for:

GENERATOR MAINTENANCE

Bids should be addressed to Tricia Wortley, Purchasing Manager, 298 W. Washington, Stephenville, TX 76401.

Any bid received after stated closing time will be returned unopened. If bids are sent by mail to the City, the bidder shall be responsible for actual delivery of the bid to the City Secretary before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of the City of Stephenville beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened.

Until the final award by the City of Stephenville, said City reserves the right to reject any and/or all bids, to waive technicalities, to re-advertise, to proceed otherwise when the best interest of the City will be realized hereby. Bid award is not solely based on price alone.

All bids must be submitted on original bid forms. Any changes to the form or failure to label packaging on the bid, may disqualify it. All packaging on bids (including courier envelope) will be submitted sealed and plainly marked with:

NAME AND ADDRESS OF BIDDER
GENERATOR MAINTENANCE
BID NUMBER 3291

It is not the intent of the City of Stephenville to offer proprietary specifications, or to eliminate any vendor from bidding by the use of brand names. If brand names are used it is for example only and understood the "or equal" will be accepted.

Bids shall be held firm for a period of 60 days unless otherwise stated in the bid specifications, instructions to bidders, or on the bid sheet.

**PLEASE NOTE THAT MOST COURIER SERVICES DO NOT OFFER BEFORE
10:30 AM SERVICE TO STEPHENVILLE**

ITB 3291

STANDARD INSTRUCTIONS TO BIDDERS

Bids that contain any omission, erasures, or alterations, or additions of items not called for in the bid documents, or irregularities of any kind, may or may not be considered.

Deviations from specifications and alternate bids must be clearly shown on the bid form with complete information attached to form. They may or may not be considered.

Upon bidders submitting bids they shall not withdraw or cancel such bids and all sums deposited with such bids will be held by the City of Stephenville until all bids submitted shall have been canvassed and award of contract made, signed and if a performance bonds is required furnished and approved. All sums deposited with bids will then be returned to the respective bidders.

The City of Stephenville, Texas is exempt from State of Texas Sales Tax and a Tax Exemption Certificate shall be furnished by the City of Stephenville, Texas to the successful bidder upon request.

No employee of the City of Stephenville shall have financial interest, direct or indirect, in any contract with the City, or be financially interested, directly or indirectly, in the sale to the City of any land, material, supplies or services.

Discounts: Show rate, total amount, and latest day any discount will be allowed after receipt of article and correct invoice.

This contract is subject to cancellation upon thirty day written notice by the City of Stephenville without cause.

Liquidated Damages: In the event delivery is not made within the stated time period, (without acceptable reasons for delay and written consent from the City) the City reserves the right to place the order with the next available vendor and the awardee shall be liable for any increase in price as liquidated damages, it being agreed that said

sum is a fair and reasonable estimate of actual damages the City will incur. Bidder will not be held liable for failure to make delivery because of strikes; conscription's of property, governmental regulations, acts of God, or any other causes beyond his control; provided an extension of time is obtained from the Division of Purchasing.

Exceptions: Any catalog or manufacturer's reference in this proposal is descriptive, but not restrictive, and is used only to indicate type and grade. Bids on other items of similar and equal quality will be considered, provided the bidder states on the face of this proposal exactly what he intends to furnish, including any variation to the specifications and literature, otherwise he shall be required to furnish the items as specified on the proposal. Any other exceptions to any portions of these terms and conditions or deviations from written specifications shall be shown in writing on the bid document form or attached to bid form.

Quantities: Quantities shown are estimated, based on projected use. It is specifically understood and agreed that these quantities are approximate and any additional quantities will be paid for at the quoted price. It is further understood that the supplier shall not have any claim against the City of Stephenville for quantities less than the estimated amount.

Prices: The bidder should show in the bid document both the unit price and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit price shall prevail.

Delivery Date: Bidders shall state delivery date on all order.

F.O.B Point: All prices of item(s) shall be quoted FOB City of Stephenville destination.

The City of Stephenville reserves the right to award this bid in whole or in part.

STANDARD INSTRUCTIONS TO BIDDERS

It is desirable that bids are accompanied by two sets of specifications to support items bid. The City of Stephenville reserves the right to determine specification requirements on all items bid.

Eligible Bidder: Bidders are limited to those persons or firms qualified and engaged in a full time business and can assume liabilities for any performance or warranty service required.

Nonresident-Reciprocal Bid Act: You are advised the City of Stephenville, Texas is bound by House Bill 620. The law provides that in order to be awarded a contract as low bidder, non-resident bidders (out-of-state contractors whose corporate office or principal place of business is outside the State of Texas) bid projects in Texas at an amount lower than the lowest Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a non-resident bidder in order to obtain a comparable contract in the state in which the non-resident's principal place of business is located. After making that determination you are instructed to advise the Purchasing Department in writing of that fact with a copy of the applicable state statute.

Based on local government code 252.043, the contract will be awarded to the lowest responsible bidder **OR** to the bidder who provides goods or services at the best value for the municipality. Therefore price is not the only consideration in the bid award.

By signing this bid, Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Vendor further certifies and verifies that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any (the "Vendor Companies"), boycotts Israel, and Vendor agrees that the Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli controlled territory.

Please be advised that Stephenville does not receive courier services before 10:30 a.m.

Mail the enclosed **Bid Form** and completed **Non-Collusion Affidavit** to:

**City of Stephenville
Tricia Wortley
298 West Washington
Stephenville, TX. 76401**

All individual bids are **F.O.B.** Stephenville, TX.

Bids must be received by 2:00 p.m. on Tuesday, August 3, 2021.

ALL BIDS MUST BE SUBMITTED ON ORIGINAL BID FORMS.

PLEASE INDICATE BID NUMBER ON THE OUTSIDE OF THE MAILING ENVELOPE. BID NUMBER 3291

If you wish to obtain a copy of the bid results, please include with your bid, a letter requesting a copy of the bid results that contains an email address where we may forward an electronic copy to you.

If you have any questions regarding these specifications, please contact Nick Williams, Director of Public Works at 254-918-1223.

THE CITY OF STEPHENVILLE RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR PORTIONS THEREOF.

GENERAL

The City of Stephenville is currently accepting bids for the inspection and maintenance services of eight (8) emergency generators located at various city facilities.

CONTRACT TERM

The service contract will begin October 1, 2021. The term of the contract will be for a period of one (1) year with a renewal option for the next two (2) years. After completion of the initial year contract term, the contract may be renewed for an additional period not to exceed one (1) year per renewal at the sole discretion of the City.

SCOPE OF WORK

Generator Details:

<u>Airport Pump Station</u> 831 Airport Road Onan 180 kW Diesel Engine Model # NT 855 GS4 CPL 849 Engine Serial # 30316746	<u>Garfield Pump Station</u> 800 N. Garfield Street CAT 20 kW Diesel (Olympian) Model D20P45 – Gen Set Model 404C22G2 – Motor
<u>Lillian Pump Station</u> 1521 West Cedar Street Generac 400 kW Mitsubishi Diesel Engine Model # 2404960100 Engine Serial # 2067410	<u>Hwy 377 Pump Station</u> 401 County Road 257 / Peach Orchard Road Empire 220 kW Diesel Engine Model # NT 855G2 CPL 0582 - Engine Serial # 11329401
<u>Dublin Pump Station</u> 601 West Douglas Street, Dublin Kohler 150 kW Diesel Model # 150RE0ZJD / Serial # 2204961 John Deere Diesel Engine Engine Model # 6068HF258 Engine Serial # PE6068L037027	<u>Police Department</u> 356 N. Belknap Generac 150 kW Natural Gas Model # 16988410200 Serial # 8904222 Type SG010JG036.8N36HPYYE Engine Family EGNXB06.82C3
<u>Wastewater Treatment Plant - 250kW</u> 900 County Road 454 Kohler 250 kW Diesel Model # 250RE0ZJE Serial # SGM32CNMB John Deere Diesel Engine Engine Model # 6090HF484 Engine Serial # PE6090L122746	<u>Wastewater Treatment Plant - 100kW</u> 900 County Road 454 Kohler 100 kW Diesel Model # 100RE0ZJF Serial # SGM32CP9P John Deere Diesel Engine Engine Model # 4045HF285I Engine Serial # PE4045L270032

The Bid Proposal shall include two (2) service calls per year: One (1) Spring Service Call in preparation for summer demand and One (1) Fall Service Call in preparation for winter conditions. One call should be “Full Service” and the second call should be an “Inspection Service” call. Both service calls should provide a cost estimate for any necessary replacement parts and/or service necessary outside the scope of the service call.

SERVICE REQUIREMENTS

The following services shall be performed annually on each of the listed generators. All routine service shall be performed during normal business hours; 8:00 a.m. until 5:00 p.m., Monday through Friday and not on city-recognized holidays. All servicing shall be conducted in accordance with manufacturer’s recommendations.

INSPECTION SERVICE

Inspection Service shall include all items listed below, but may not be limited to:

Operation

1. Operational inspection of the unit while under load for a minimum of 15 minutes;
Check and record at 0 minutes and 15 minutes:

- 1.1. Operating Temperature,
 - 1.2. Fuel Pressure,
 - 1.3. Oil Pressure,
 - 1.4. Voltage Regulator Output, Amperage Output and Frequency at all three phases,
 - 1.5. Charging System / Charging Rate.
2. Test engine under operating conditions including shutdown procedures.
 3. Check operation of starter motor; cranking ability and voltage drop on start.
 4. Check engine smoke (exhaust gas) at start and during operation for clarity.
 5. Verify proper operation of gauges, meters, and / or other indicators.

Fluid Systems

6. Inspect and lubricate bearings, joints, grease zerks, airflow louvers, etc. as necessary.
7. Inspect all fluid levels and conditions; Check systems for leaks or damage.
8. Inspect the fuel delivery / injection system including piping, solenoid valve and transfer tank (day tank) priming and operation where applicable.
9. Inspect air filter and recommend replacement as necessary.
 - 9.1. Replacement shall only be performed with prior city approval as an Additional Service.
10. Inspect air intake system: inlet piping.
11. Inspect cooling system for leaks and check coolant rating in degrees.
12. Inspect air cleaner assemblies.
13. Inspect and clean crankcase breather.
14. Inspect exhaust manifold and piping.

Electrical Systems

15. Check all electrical systems for proper frequency/speed, voltage and amperage.
16. Inspect wiring and connections. Note any frayed wires or loose connections.
17. Inspect ignition system.
18. Check electrical generator for proper operation.
19. Visually Inspect generator field and stator windings.
20. Clean and inspect Rectifier Bridge.
21. Inspect governor controls; Test governor operation and linkage.
22. Check condition of batteries and charger unit including load test, charging rate, electrolyte level and specific gravity (lead acid only), Al-cad/Ni-cad batteries will be checked for proper volts per cell with results recorded; Clean terminals as needed and apply corrosion inhibiting solvent.
 - 22.1. Record Battery charger voltage prior to cranking.
 - 22.2. Record battery charger amperes prior to cranking.
 - 22.3. Record battery charger recovery voltage after cranking.
 - 22.4. Record battery charger recovery amperes after cranking.
 - 22.5. Record starter voltage during cranking.
 - 22.6. Record starter amperes during cranking.
23. Check control panel operation and condition.
24. Check all cut-off switches/alarms for proper operation.
25. Test transfer switch/contacts for proper operation.
26. Check block heater for proper operation and temperature.

Mechanical Systems

27. Inspect all hoses for wear, pliability, bulges and/or leaks and recommend replacement as necessary. Replacement shall only be performed with prior city approval as an Additional Service. Tighten clamps as needed.
28. Inspect engine mounts and vibration isolators.
29. Inspect all belts; adjust as needed and/or recommend replacement. Replacement shall only be performed with prior city approval as an Additional Service.

Report

30. A written report of the service conducted and condition of each unit shall be completed, signed by the servicing technician and the city's on-site representative, and submitted to the city along with an appropriate invoice, before payment will be issued. The report shall include a list of all the work performed, cost, installed parts, instrument readings, antifreeze levels (in degrees), adjustments performed, and any additionally recommended work that should be performed on the listed unit.

FULL SERVICE

Full Service shall include, in addition to all Inspection Service items listed above, but may not be limited to:

Fluid Systems

1. Test anti-freeze coolant in accordance with the generator equipment manufacturer's specifications (i.e. refractometer vs. floating ball hydrometer) for proper levels and fill to proper level.
2. Standard Coolant Analysis – Contractor shall send a sample of used coolant, from each generator, to be analyzed by a certified, independent, third party laboratory. A Standard Coolant Analysis report shall be delivered directly to the City of Stephenville from the Servicing Lab for each generator. The Standard Coolant Analysis report shall consist of, at a minimum, analysis of Appearance, Boiling Point, Flash Point, Percent Glycol, Percent Nitrite, and PH. The report shall indicate and quantify “normal” and/or “acceptable” wear and tear for comparison.
 - 2.1. If the coolant analysis results recommend coolant replacement: Contractor shall submit a quote for coolant flushing, draining and replacement, including purchase, legal disposal and all environmental costs associated with the work and the work may be performed, in accordance with the manufacturer's recommendations, with prior city approval as an Additional Service.
 - 2.2. Analysis / Report results shall be sent from the Servicing Lab to:
 - City of Stephenville
 - 298 West Washington
 - Stephenville, TX 76401
 - ATTN: W/WW Superintendent
3. Change oil and oil filters annually. Any costs associated with the purchase and legal disposal of oil and all environmental costs shall be included in the bid.
 - 3.1. Standard Oil Analysis - Contractor shall send a sample of used oil, from each generator, to be analyzed by a certified, independent, third party laboratory. A Standard Oil Analysis report shall be delivered directly to the City of Stephenville from the Servicing Lab for each generator. The Standard Oil Analysis report shall consist of, at a minimum, estimates of viscosity, dilution, metal wear, soot and, condensation contamination. The report shall indicate and quantify “normal” and/or “acceptable” wear and tear for comparison.
 - 3.1.1. Additional oil and oil filter changes may be requested, based upon the results of the oil analysis, at the discretion of the city. If additional service is requested by the city, based upon the results of the oil analysis, the work

will be considered an Additional Service as specified below. Contractor shall include one annual oil and oil filter change as a standard in the bid.

3.1.2. Analysis results shall be sent to the city in accordance with Item 2.2.

4. Replace fuel filters annually.
5. Clean dirt and dust from unit.
6. **Report:** A written report is also required following the Full Service Call visit. The oil sample analytical results for each unit are to be included with the Full Service report.

ADDITIONAL SERVICE

Any additional, extraordinary work will require approval of the City of Stephenville prior to performing the work.

1. 24 Hour emergency service and telephone help lines for pump station operators must be available as part of this agreement.
2. For unscheduled and emergency repairs outside of the scope of work specified in the contract, the City will be considered a priority call with an eight (8) hour maximum response time from initial contact.
3. Any additional work other than the routine service as listed above shall be approved by an authorized city representative before work shall proceed. The cost for any additional work shall be submitted in the form of a written estimate. Any required parts shall be supplied at cost with a maximum markup of 15 percent. **Invoices Shall Be Required On All Parts.** Defective parts which are replaced will remain the property of the City of Stephenville and are to remain on-site for inspection.

Contact persons for the City of Stephenville are as follows:

Public Works Generators

Jeremy Jennings, Superintendent: 254-918-1235
Nick Williams, PW Director: 254-918-1223
Emergency - Police Dispatch: 254-918-1273

Police Department Generators

Dan Harris, Police Chief: 254-918-1294
Emergency - Police Dispatch: 254-918-1273

In the event any of the City's generators, as listed above, requires removal and replacement, the newly installed generator shall be serviced and maintained according to these Contract Specifications.

**CITY OF STEPHENVILLE
GENERATOR MAINTENANCE – ITB 3291
BID FORM**

[Bid includes all Service Requirements as outlined in this document.]

	Location/Facility	Generator Data Plate Information	Full Service Fee	Inspection Service Fee	Total Fee
1.	Airport Pump Station 831 Airport Road Stephenville, TX 76401	Onan 180 kW Diesel Engine Model # NT 855 GS4CPL 849 Engine Serial # 30316746			
2.	Garfield Pump Station 800 N. Garfield Street Stephenville, TX 76401	CAT 20 kW Diesel (Olympian) Model D20P45 – Gen Set Model 404C22G2 – Motor			
3.	Lillian Pump Station 1521 W. Cedar Street Stephenville, TX 76401	Generac 400 kW Mitsubishi Diesel Engine Model # 2404960100 Engine Serial # 2067410			
4.	Hwy. 377 Pump Station 401 CR 257 / Peach Orchard Rd Stephenville, TX 76401	Empire 220 kW Diesel Engine Model # NT 855G2 CPL 0582 Engine Serial # 11329401			
5.	Dublin Pump Station 601 W Douglas Street Dublin, TX 76446	Kohler 150 kW Diesel Model # 150RE0ZJD Serial # 2204961 John Deere Diesel Engine Engine Model # 6068HF258 Engine Serial # PE6068L037027			
6.	Police Department 356 N. Belknap Stephenville, TX 76401	Generac 150 kW Natural Gas Generator Model 16988410200 Type SG0150JG036.8N36HPYYE Serial # 8904222 Engine EGNXB06.82C3			
7.	Wastewater Treatment Plant - 250kW 900 County Road 454 Stephenville, TX 76401	Kohler 250 kW Diesel Model # 250RE0ZJE Serial # SGM32CNMB John Deere Diesel Engine Engine Model # 6090HF484 Engine Serial # PE6090L122746			
8.	Wastewater Treatment Plant - 100kW 900 County Road 454 Stephenville, TX 76401	Kohler 100 kW Diesel Model # 100RE0ZJF Serial # SGM32CP9P John Deere Diesel Engine Engine Model # 4045HF285I Engine Serial # PE4045L270032			

TOTAL ANNUAL FEE – WRITTEN IN FIGURES: \$ _____

TOTAL ANNUAL FEE – WRITTEN IN TEXT: _____

**CITY OF STEPHENVILLE
GENERATOR MAINTENANCE – ITB 3291
BID FORM**

Contract Customer Preferred Rate for Unscheduled and Emergency Repairs
(Hourly rate from time of dispatch for service work outside the scope of this contract)

Description	Hourly Rate \$/Hour
Straight Time Hourly Rate (Monday through Friday 8:00 a.m. to 5:00 p.m.)	
Overtime Hourly Rate (Monday through Friday 5:01 pm to 7:59 am)	
Saturday Hourly Rate	
Sunday Hourly Rate	
Holiday Hourly Rate (Please provide a list of observed holidays)	
Mileage rate	

Name of Company _____

Address _____

Authorized Representative Printed Name _____

Authorized Representative Signature _____

Authorized Representative Title _____

Phone #

Fax #

Date

Email address

This bid must be manually, originally signed by a person having the authority to bind the company in a contract. Failure to sign this bid will result in bid disqualification.

CITY OF STEPHENVILLE
ERATH COUNTY
TEXAS

NONCOLLUSION AFFIDAVIT

STATE OF _____ } ss.
COUNTY OF _____

_____ of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any city official concerning exchange of money or other items of value for special consideration in the letting of a contract.

COMPANY OFFICIAL

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public _____

My Commission Expires _____

My Commission Number _____

SEAL

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number	
Employer identification number	

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.