



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Winner 2000- 2008 Achievement of Excellence in Procurement Award
National Purchasing Institute



Felicia Strong-Whitaker, Interim Director

REQUEST FOR QUOTE NUMBER: 09CR69046YC

WILL BE RECEIVED UNTIL 2:00 P.M. July 28, 2009

DESCRIPTION: GENERATOR SYSTEMS REPAIR AND MAINTENANCE/GENERAL SERVICES

Effective September 1, 2008, the Department of Purchasing & Contract Compliance will only accept responses to quotes electronically using our on-line Vendor Self Service system at www.fultonvendoreselfservice.co.fulton.ga.us. You must be a registered vendor in order to respond to quotes.

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

Table with 3 columns: CONTACT NAME (CYNTHIA RICHARDSON), E-Mail Address (cynthia.richardson@fultoncountyga.gov), Telephone Number (404-612-6959)

All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

\*Person submitting this e-quote has binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

**REQUEST FOR QUOTE  
GENERAL TERMS AND CONDITIONS**

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Responses must be submitted for quotes on-line via the Vendor Self Service system at <https://fultonvendorelfselfservice.co.fulton.ga.us/webapp/VSSPROD/Advantage>. Response to quotes must be received no later than 2:00 p.m. on the date indicated.
3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
5. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
6. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
7. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
8. **NEW.** All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.
9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog

numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.

10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.
11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.
15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.

17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
  
18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.
  
19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.
  
20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing & Contract Compliance, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing & Contract Compliance in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

**SIGNATURE BELOW IS THAT OF A PERSON AUTHORIZED TO SIGN CONTRACTS FOR THE QUOTING COMPANY WHO HAS READ, UNDERSTANDS, AND AGREES TO COMPLY WITH THE ABOVE GENERAL TERMS AND CONDITIONS.**

**COMPANY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**THIS SIGNED FORM MUST BE SUBMITTED WITH YOUR BID. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.**

**REQUEST FOR QUOTE SPECIFICATIONS**  
**Quote Number: 09CR69046YC**  
**Opening Date: JULY 28, 2009 2:00 P.M. EST**

**GENERATOR SYSTEMS REPAIR AND MAINTENANCE**  
**GENERAL SERVICES**

**1. DESCRIPTION**

The Fulton County Department of Purchasing & Contract Compliance is soliciting quotes from qualified vendors to provide Generator Systems Repair and Maintenance, for the General Services Department on an “as needed, when needed, and if needed” basis for a twelve month period, beginning date of award.

**2. CONTACT PERSON**

Please contact Cynthia Richardson, Procurement Officer at 404-612-6959, or by e-mail [cynthia.richardson@fultoncountyga.gov](mailto:cynthia.richardson@fultoncountyga.gov), with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

You must be registered in the County’s AMS System in order for the Department of Purchasing & Contract Compliance to issue your company a Purchase Order or to receive payments. If you are not a registered vendor you may access and complete the vendor application via the County’s Vendor Registration website ([www.fultonvendorselfservice.co.fulton.ga.us](http://www.fultonvendorselfservice.co.fulton.ga.us)). You must provide a copy of your current Business License in order to complete the vendor registration process.

If your company is a registered vendor, you can respond to all quotes online and in real time on this website.

**3. PRODUCT/SERVICE SPECIFICATIONS: Generator System Repair and Maintenance**

**3.1 SCOPE OF WORK**

The work shall include, but is not limited to:

- A. The regular and systematic examination, adjustment, lubrication, replacement and preventive maintenance of all components including automatic transfer switches.
- B. All ordinary wear and tear, regardless of cause, not including internal engine parts.
- C. All required tests and written reports.

- D. The cost of all labor, materials and supplies associated with this service including emergency call-back services and repairs and adjustments made on all warranty calls.
- E. The cost of all transportation, materials and supplies associated with the performance of this service, including handling, transportation and disposal of waste and hazardous material.
- F. The contractor shall be prepared to carry out contingency repair of any and all types of electrical and mechanical systems associated with the generator. Where expertise for carrying out any type of work related to generator and associated system maintenance and repair is not readily available, the contractor must be prepared to sub-contract and complete the work.
- G. The contractor must be capable of, when required, tearing down, troubleshooting and re-building of diesel engines of all capacities shown in the list. The vendor shall also be capable of identifying the correct sizes of pistons, camshafts, piston rings, bearings etc. and shall be capable of replacing them at the site.

3.2 Any contingency repair work arising from any of the following causes must be carried out by the successful bidder. These repairs will be compensated based on estimates submitted prior to the repair. The quote shall include the cost of carrying out such repair services over and above the charges quoted by the bidder for annual services. Bidder shall indicate an all-inclusive hourly labor rate on the bid schedules under "hourly rate for service". These services are:

- A. Repairs required specifically because of negligence, vandalism or other intentional or accidental misuse by anyone other than the bidder, its agents, subcontractors, licensees, representative or respective employees.
- B. Replacement or repairs caused by fluctuations in the main AC power systems.
- C. Repair and replacement of main service disconnect switches, fuses and feeders.

### **3.3 ANNUAL SERVICE DETAILS**

Annual service shall be performed at least once yearly. All services listed must be performed at this time.

- A. Fuel System
  - 1. Check fuel tank for leaks.
  - 2. Check fuel lines and replace if required.
  - 3. Check fuel lift pump operations.
  - 4. Replace filters and water separators.
  - 5. Check and calibrate level indicators and alarms.
  - 6. Check coils and connections of fuel supply and shut down

solenoid.

7. Check day fuel and bulk fuel tank levels and controls.
8. Check PSV Valve (for NG Engines).
9. Check fuel mixer (for NG Engines).

B. Cooling System

1. Check, test, record and add anti-freeze if needed.
2. Check hoses for leaks & disintegration and replace, if necessary.
3. Check/replace water filter.
4. Check water pump and coolant inhibitor element
5. Check condition of fans, belts. Verify that air flow to radiators is adequate.
6. Check and clean radiators and radiator cap.
7. Top up Anti-Freeze.

C. Lubrication System

1. Lube all grease fittings.
2. Change oil and oil filters.
3. Check bypass filter element. Replace if necessary
4. Check oil heater.
5. Check and record oil level.
6. Check and clean crank case breather.

D. Combustion Air Intake System

1. Check exhaust system for leaks.
2. Check air filter element & change air filter.
3. Check level – Air cleaner oil cup.
4. Clean air pre-cleaner
5. Check catalytic converter where provided.
6. Inspect and lubricate rain cap.
7. Replace Air cleaner (for NG Engines)

E. Engine System

1. Check & tighten belts.
2. Check turbo charger.
3. Check oil pressure & temp.
4. Check AC/DC volts & amps.
5. Check and adjust fan hub and driver pulley.
6. Check Governor: apply two strokes of lubricator to each control wire.
7. Check Crank Case breather (for NG Engines).
8. Check Crank Case pressure (for NG Engines).
9. Check valve lash (for NG Engines).
10. Replace belts.
11. Replace sparkplugs.
12. Replace points and condenser if needed.
13. Change fan belts.
14. Tune up engine.

F. Electrical System

1. Check and maintain battery electrolyte level.
2. Check battery connections, clean.
3. Check battery charger operation.
4. Check alternator belt tension and wear.
5. Check safety shutdown operations.
6. Check voltage regulator & governor.
7. Check AC AMP and volt meter, replace indicator light if damaged.
8. Check watt-hour, frequency and hour meters.

G. Generators

1. Inspect externally for damages, corrosion and blockages of air passages.
2. Inspect electrical connection for degradation, repair if required.
3. Inspect electrical insulation for discoloration and/or degradation.
4. Inspect equipment grounding components like conductors and connections; repair if required. Check neutral grounding if employed.
5. Perform insulation resistance tests using a megohmmeter in accordance with IEEE 43, on the stator, rotor and exciter.
6. Perform dielectric absorption test using a megohmmeter.
7. Verify that the bearings are properly lubricated using recommended lubricant.

H. Automatic Transfer Switches

1. Check transfer operation and record time delay.
2. Record time delay for cool down.
3. Replace indicator lamp if required.
4. Lubricate all mechanical joints on transfer switch.

I. NOTE: Operation of transfer switch at the following locations shall be done only as scheduled by respective Zonal Managers. Load tests described in (J) below are optional for these facilities.

1. Public Safety Building, 130 Peachtree Street, Atlanta, Ga.
2. South Fulton Service Center, 5600 Stonewall Tell Road, College Park, Ga.
3. North Fulton Service Center, 7741 Roswell Road, Roswell, Ga.
4. Justice Center Tower, 185 Central Avenue, Atlanta, Ga.

J. Load Test Unit With and Without Building Load

1. Record oil pressure.
2. Record water temperature.
3. Record AC volts, AC AMPS and frequency under both no-load and full load.

4. Check/adjust carburetor and governor - where installed. Check governor oil.

K. Written Analysis

1. Provide written recommendations for additional work and repairs to include the cost of labor and parts.

**4. PRICING SHEETS**

**Stand-by Generating Sets Maintenance**

**\* Note: Cost of Annual Maintenance includes cost of Bi-Annual Maintenance.**

<b>I No</b>	<b>Building Number</b>	<b>Building Name</b>	<b>Zone</b>	<b>Generator Size (kW/kVA)</b>	<b>Annual cost of Maintenance</b>
<b><u>Caterpillar</u></b>					
1	B613022	FCGC Midrise Building, 141 Pryor Street	Central Zone	625	
2	B613022	FCGC Midrise Building, 141 Pryor Street	Central Zone	956	
3	B613042	FCGC Public Safety Building, 130 Peachtree Street	Central Zone	150	
4	B600052	Justice Center Tower, 185 Central Avenue	Central Zone	1563	
<b><u>Cummins</u></b>					
5	B501022	Central Maintenance Facility, 895 Marietta Blvd	North Zone	80	
<b><u>Generac</u></b>					
6	B451011	Auburn Ave. Research Library, 101 Auburn Ave	Central Zone	250	
7	B105023	Fire Station # 5, 3175 Bethsaida Rd, Fairburn	South Zone	15	
8	B109013	Fire Station # 9, 6615 Rico Road, Palmetto	South Zone	30	
<b><u>KATO</u></b>					
9	B504032	Homeless Shelter-Old FC Jail, 1135 Jefferson Street	North Zone	156	
<b><u>Kohler</u></b>					
10	B314012	Center for Rehabilitative Services, 265, Blvd NE, Atlanta	Central Zone	100	
11	B113012	Fire Station # 13, 5890 Plummer Road	South Zone	30	
12	B125013	Fire Station # 23, 4121 Cascade Road	South Zone	85	

I No	Building Number	Building Name	Zone	Generator Size (kW/kVA)	Annual cost of Maintenance
13	B710013	HJC Bowden Senior Multi-purpose Center, 2885 Church Street, East Point GA 30344	South Zone	350	
14	B360012	Dorothy C. Benson Senior Multipurpose Complex, 6500 Vernon Woods Dr., Sandy Springs, GA 30328	North	350	
15	B370013	Harriett G. Darnell Senior Multipurpose Facility, 677 Fairburn Rd. NW, Atlanta GA 30331	North	400	
16	B374012	Helene S. Mills Senior Multipurpose Center, 515 John Wesley Dobbs Ave., Atlanta GA 30312	Central	450	
<b><u>Onan</u></b>					
17	B400012	Central Library, 1, Margaret Mitchell Sq	Central Zone	156	
18	B303052	D.A.Pearson Maint Buildings, 3929 Aviation Circle	North Zone	15	
19	B606022	FAA Buildings, 3977 Aviation Circle	North Zone	31.3	
20	B119012	Fire Station # 19, 3965 Aero Dr	North Zone	10	
21	B601011	North Fulton Service Center, 7741 Roswell Road	North Zone	56	
22	B111012	Fire Station # 11, 4760 Fulton Industrial Blvd	South Zone	5	
23	B117013	Fire Station # 17, 8675 Ridge Rd, Fairburn	South Zone	38	
24	B103013	Fire Station # 3, 4035 Stonewall Tell Rd	South Zone	20	
25	B602013	South Fulton Service Center, 5600 Stonewall Tell Rd	South Zone	56	
<b><u>Pavid</u></b>					
26	B101013	Fire Station # 1, 5265 Welcome All Road	South Zone	35	
27	B107013	Fire Station # 7, 5965 Buffington Road	South Zone	35	
<b><u>Synergy</u></b>					
28	B606012	Fulton County Airport, 3952 Aviation Circle	North Zone	150	

Fulton County reserves the right to add to and/or delete from, the list of generators included for maintenance.

Please quote price for any repair work not covered by (3). **Product/Service Specifications** we quote:

(29) \$ \_\_\_\_\_ Per hour - Normal\* working hours

(30) \$ \_\_\_\_\_ Per hour – Other than normal hours, weekends & Fulton County holidays

\* Normal working hours are 7:30 AM to 5:30 PM Monday through Friday excluding Fulton County observed holidays.

**Note: The price quoted for "Annual Cost of Maintenance" above must include the cost for "Bi-Annual Services" if applicable for that year. The vendor will be paid for only one service.**

## **PARTS PRICING**

This paragraph is only applicable for work provided beyond routine maintenance. The successful bidder is required to supply all parts associated with repairs, scheduled and routine maintenance under the scope of this contract. Prior to purchasing any parts, approval must be obtained from the electrical supervisor or the designated representative. The following information must be provided:

- A. Pricing for approval, and an invoice upon providing the part, indicating the price the successful bidder paid for the part to the supplier or manufacturer.
- B. If any freight was associated with the shipment of the part, and upon approval, a paid freight invoice must be submitted.

The successful bidder's reimbursement for parts priced at \$500 or less will be computed utilizing the following formula:

Example: Bidder's cost for part = \$20  
Bidder's markup on parts = 10%  
Bidder's freight cost = \$5.00

$$\text{Final Price} = (\$20.00 \times 1.10) + 5 = \$27$$

All other mark ups on parts greater than \$500 will be negotiated with the successful bidder. Fulton County reserves the right to reject any and all pricing for parts and to require the successful bidder to install parts procured from other sources. If Fulton County elects to procure parts from an outside source, the successful bidder's warranty shall extend to labor only.

## **5. SPECIAL CONDITIONS/INSTRUCTIONS**

### **5.1 PRE-EXISTING CONDITIONS**

The successful bidder is required to make an initial site visit and submit an inspection data sheet on each generator or group of generators for which the bidder is scheduled to carry out maintenance.

This data sheet must include any recommended repairs and a cost of providing

the repairs including a breakdown of parts and materials.

The inspection data sheet must be in the form of Attachment 'A'. The sheet must contain all the details of all equipment (Generator/Engine/ATS) scheduled for maintenance.

The Vendors may report, if they choose, on the pre-existing conditions that necessitate repair, if they observe one during the site visit. The successful vendor will be compensated for any work carried out resulting from the observations during assessment of pre-existing conditions.

## 5.2 EXPERIENCE & QUALIFICATIONS

The bidder must submit documentation certifying that they have a minimum of three (3) years experience in generator systems repair and maintenance. The bidder must submit a list of key personnel including names, titles and qualifications along with the quote package. If the bidder intends to utilize a subcontractor for any part of the work, a listing of key personnel must be provided by the subcontractor. The bidder must be the manufacturer of, or service representative certified by the manufacturer for carrying out warranty services for the type of generator/engine under bid. A copy of such certification shall be enclosed with the bid. Failure to submit copy of certificate, experience, qualifications and a key personnel list can be grounds for rejection of the bid.

## 5.3 REFERENCES

The bidder is required to indicate below three (3) references for which bidder has done similar work in the last three (3) years, who can verify the bidder's capability to perform this service. Please attach this information to the quote via the web or fax information to 404-893-1740.

1) COMPANY NAME \_\_\_\_\_  
TYPE OF EQUIPMENT SERVICED \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PHONE \_\_\_\_\_

2) COMPANY NAME \_\_\_\_\_  
TYPE OF EQUIPMENT SERVICED \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PHONE \_\_\_\_\_

3) COMPANY NAME \_\_\_\_\_  
TYPE OF EQUIPMENT SERVICED \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

PHONE \_\_\_\_\_

**5.4 COMPANY PERSONNEL**

All personnel working in Fulton County facilities must wear identification badges and/or uniforms with their company logo clearly visible. Vehicles driven should have vendor's name or the company's name printed at the back or either sides of the vehicle(s). At least one crew member should be able to communicate in English.

**5.5 WORKING HOURS**

This contract is to provide services twenty-four (24) hours a day, seven (7) days a week. For the purpose of this contract, normal working hours will be from 7:30 A.M through 5:30 P.M. Monday through Friday, excluding Fulton County holidays. All work performed outside of normal working hours (including weekends and holidays) will be paid at a maximum of 1.5 times the rate of the basic bid. Holiday rates will only apply to holidays officially recognized by Fulton County. The successful bidder is required to respond to all calls within two (2) hours of notification. Failure to respond within the two (2) hour time period will not be a basis for overtime payment.

**5.6 MAXIMUM REPAIR ALLOWANCE**

The successful bidder is responsible for submitting an estimate prior to performing any repairs outside the scope of this agreement. The estimate shall include an estimated cost for repair and also the estimated cost of replacing the item. The successful bidder must identify any item where the cost of repair is equal to or greater than seventy-five percent (75%) of the price of a new item. Failure to adhere to the requirements of this paragraph will be grounds for the termination of the contract.

Example:	Repair of motor	=	\$ 758.00
	New motor price	=	\$1,000.00
	Maximum repair allowance on old motor	=	\$ 750.00
Action:	Recommend replacement of old motor.		

**5.7 WARRANTY CLAUSE**

The successful bidder will be responsible for providing a warranty on all parts and labor for a minimum period of ninety (90) days from the completion of service. In the case of parts, if the manufacturers' standard warranty period is greater than ninety (90) days, the manufacturers' warranty period will prevail. Any additional repairs required within this ninety (90) day period will be at the expense of the successful bidder. Parts will be replaced at no additional cost to Fulton County.

**5.8 TECHNICAL REPORTS**

The successful bidder is required to submit a technical report on service calls within five (5) days of completion. The report must contain the following information:

- A. Start time & completion time.
- B. Date service was performed.
- C. Location of service.
- D. Person requesting the service
- E. Itemized parts list.
- F. Type of generator repaired (make, model #)
- G. Classification of the call (i.e., emergency, urgent or routine).
- H. Fulton County building asset number.
- I. Type of preventive maintenance performed (annual or bi-annual).

The successful bidder may submit this information on the same form utilized for invoicing; however, the successful bidder will not receive payment for any invoices until the technical report is received.

**5.9 INVENTORY**

The vendor must certify below that a full inventory of parts and services required is available within a fifty (50) mile radius of the Fulton County Government Center, 141 Pryor Street, Atlanta, Ga. 30303. The bidder understands that having the materials/supplies/services on an “if needed, as needed, and when needed” basis will be used in selecting the successful bidder. Fulton County reserves the right to reject any bidder failing to meet this requirement.

Location of bidder’s facility:

**Parts**

Address:

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Phone Number \_\_\_\_\_

**Service**

Address:

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Phone Number \_\_\_\_\_

**5.10 DELIVERY**

Delivery requirements will be as required by the individual Zonal Managers; however, the successful bidder must be capable of responding to all emergency calls within two (2) hours. The successful bidder is required to maintain a point of contact for service twenty-four (24) hours per day, seven (7) days per week including holidays. Failure to adhere to this paragraph can be grounds for termination of the contract. The successful bidder must respond to requests in accordance with the following criteria:

- A. Emergency requests: Services and/or parts must be provided within two (2) hours.
- B. High Priority requests: Services and/or parts must be provided within twenty four (24) hours.
- C. Routine requests: Services and/or parts must be provided within three (3) days.

Service rates will be charged for emergency, urgent and routine requests according to the basic hourly rates bid.

#### **5.11 NOTICE TO PROCEED**

Prior to commencement of work, when awarded, the vendor shall have a kick off meeting with the representatives of General Services Department. The details of execution of the work awarded will be decided in this meeting. The contractor shall not start work on any site prior to this meeting, or in violation of decisions made in this meeting.

#### **5.12 INVOICING**

Invoices submitted against the contract must include the information required in 5.8 Technical Reports.

The following information **MUST** be included in the invoice.

- A. Fulton County Building Asset Number
- B. Fulton County RWP Number
- C. Technical Report as required in 5.8

Invoice shall relate to work carried out on not more than one building.

Invoices will be returned unpaid to the vendor when one of the following conditions exists:

1. Invoices contain charges for items not referenced in the original bid schedule (i.e., trip charges, restocking fees, handling fees, mileage, taxes, etc.).

2. Invoices do not contain all the required information as required in this Section.
3. The pricing on the invoice does not correspond to the bid price.
4. Invoice relates to work done in more than one building.

Invoices shall be forwarded only to the Manager of the Zones where the generator set is located. The addresses to which the invoices are to be forwarded are given below. Invoices not sent to the respective zones are likely to result in delayed payment.

1. **CENTRAL FULTON**  
General Services Department  
Central Fulton Maintenance  
160 Pryor Street, Suite B-4  
Atlanta, GA 30303
2. **GREATER FULTON - NORTH ZONE**  
General Services Department  
North Zone Maintenance  
3929 Aviation Circle, Building 'B'  
Atlanta, GA 30336
3. **GREATER FULTON - SOUTH ZONE**  
General Services Department  
South Zone Maintenance  
5590 Stonewall Tell Road  
College Park, GA 30349

### **5.13 SCHEDULE OF WORK**

The successful bidder will be required to perform the minimum services listed. All costs associated with this preventive maintenance schedule including, but not limited to, the cost of oil, filters, hoses, anti-freeze, and belts, must be included in the bid price. The successful bidder will not be allowed to bill for mileage, travel time or any miscellaneous services in conjunction with this preventive maintenance agreement.

### **5.14 TAGS**

After each service, the generator shall be provided with an inspection tag showing date and time of inspection, status of each maintained part and initials of technician. The tag shall bear the name of the vendor and shall contain the information on the service conducted.

Format required on the tag is shown below: the tag shall be yellow/white in color and size shall not be less than 5" x 2 - ½".

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NAME OF PERFORMING COMPANY

DATE	PART CHECKED	STATUS	INITIALS
	BELTS		
	HOSES		
	COOLANT		
	BATTERY		
	RUNNING HR		

#### **5.15 INSPECTION LOG SHEETS**

A service log sheet, as per sample enclosed (Attachment B), shall be kept at a clearly visible location, and protected from oil and dust. Relevant information on the log sheet shall be checked and initialed by the technician to indicate that all necessary checks have been completed.

**Attachment 'A'**

**Stand-by Generators Information Sheet**  
(Inspection Data Sheet)

**Asset Number:** \_\_\_\_\_

**Building Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Generator:**    Manufacturer                  Mfr's Type                  Model Number                  Serial Number

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**Generator:**

Speed	Volts	Current	kVA	Connection
				Y / D

**Engine:**

Manufacturer	Model No	Sl.No	Spec No	Hrs Run

**A.T.S**

Manufacturer	Model No	Sl.No	Current	Volts

*Information on Pre-existing requirements for Repairs and/Replacements*

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Submitted By: \_\_\_\_\_ Name of Contractor \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment "B"

(Name of Performing Company)

### RECORD OF MAINTENANCE INSPECTION OF STAND-BY GENERATOR

The following observations are recorded, after the maintenance inspection on the date and time mentioned below.

#### FUEL SYSTEM

- Check Fuel tank for leaks
- Check transfer pump
- Check fuel lines and connections
- Check float switches, filter and water separator
- Check level indicators

#### LUBRICATION SYST

- Oil level checked
- Changed oil filter
- Checked oil heater
- Checked/Changed crank case breather

#### COOLING SYSTEM

- Checked coolant level
- Topped up coolant
- Changed coolant
- Checked water filter
- Checked water pump
- Checked fans and radiator

#### AIR INTAKE SYSTEM

- Checked exhaust for leaks
- Checked air filter elements
- Checked catalytic converter
- Inspected/lubricated rain cap

#### ENGINE SYSTEM

- Checked belts. Ok
- Checked for oil leaks
- Checked spark plugs
- Changed belts
- Generator bearings lubricated

#### ELECTRICAL SYSTEM

- Checked battery electrolyte level \_\_\_\_\_

- Checked battery connections, cleaned
- Checked control wiring connections
- Checked indicator lights
- Checked voltmeter and ammeter
- Checked control panel
- Checked Automatic Transfer Switch.
- Checked wiring of ATS
- Lubricated all moving parts on ATS

#### TESTING

- Test run unit with building load  
Oil Pressure \_\_\_\_\_  
Water Temp \_\_\_\_\_  
AC Volts \_\_\_\_\_  
AC Volts NL \_\_\_\_\_  
Frequency L \_\_\_\_\_  
Current L  
(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_  
Time delay start \_\_\_\_\_  
Cooling time \_\_\_\_\_  
Watt Hr Reading \_\_\_\_\_  
Running Hr Reading \_\_\_\_\_  
(L-on load, NL-No Load)  
Lamp test indicator lights \_\_\_\_\_

#### OTHER DATA

Location Generator \_\_\_\_\_  
Service Date \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_  
S/N \_\_\_\_\_  
ATS Model \_\_\_\_\_  
Additional Remarks \_\_\_\_\_  
\_\_\_\_\_

Technician Signature: \_\_\_\_\_

**Attachment "C"**

**Generator Specifications**

<b>Building Code</b>	<b>Building Name</b>	<b>Item Code</b>	<b>Manufacturer</b>	<b>Model Number</b>	<b>Serial Number</b>
B101013	Fire Station #1, Red Oak	E40-1010130001	PAVID	G55H1	3575
B103013	Fire Station #3, Cliftondale	E40-1030130001	ONAN	20.OES-15R/241688	J370935997
B105023	Fire Station #5, Pine Ridge	E40-1050230001	GENERAC	93401121-8	2006372
B107013	Fire Station #7, Midway	E40-1070130001	PAVID	J35DWH8	3308
B109013	Fire Station #9, Rico	E40-1090130001	GENERAC	SP30K309	9707658
B111012	Fire Station #11, Fulton Industrial	E40-1110120001	ONAN	5.0BGA-3CR/160040	E813569304
B113012	Fire Station #13, Cascade	E40-1130120001	KOHLER	911208A05-28-28-SS	107835
B117013	Fire Station #17, Cedar Grove	E40-1170130001	ONAN	30.0DLG-15R/24845L	F820622706
B119012	Fire Station #19, Charlie Brown Airport	E40-1190120001	ONAN	10.0CCKB-JCF1319GE	DBZD883061
B125013	Fire Station #23, Cascade	E40-1250130001	DETROIT DIESEL	70GS60	383037
B314012	Center for Rehabilitative Services	E40-3140120002	KOHLER	100REOZJB	2014593
B400012	Central Library	E40-4000120001	ONAN	125 DYA-15R-7707F	J770274744
B451011	Auburn Avenue Research Library	E40-4510110001	GENERAC	92A03342-5	2004775
B504032	Jefferson Place Homeless Complex	E40-5040320001	KATO	125SX9E	77076
B374012	Helene S Mills Senior Multipurpose Center	E40-3740120001	KOHLER	450REOZDD	2186776
B360012	Dorothy Benson Senior Multipurpose Center	E40-3600120001	KOHLER	350REOZDD	
B370013	Harriett C. Darnell Senior Multipurpose Center	E40-3700130001	KOHLER	400REOZDD	
B710013	H.J.C.Bowden Senior Multipurpose Center	E40-7100130001	KOHLER	350REOZVC	
B600052	Justice Tower - Was Justice Center Tower	E40-6000520001	CATERPILLAR	3512 SR-4	6PA01521
B601011	North Fulton Service Center	E40-6010110001	ONAN	45.0 EM-15R/15543F	1274906408
B602013	South Fulton Service Center	E40-6020130001	ONAN	45.OEM-15R 9346F	1274906407
B603022	D. A. Pearson Maintenance Complex, Bldg. B	E40-6030220001	ONAN	150RDIC 4XR 14585 AB	52884 18659

B606012	Airport - Administration Building	E40-6060120001	SYNERGY	363PSL1607	LM345886-0301
B606022	Airport - FAA, Fire Department	E40-6060220001	ONAN	25DKAF	D960604649
B613022	Government Center - Midrise Building	E40-6130220001	CATERPILLAR	SR-4	5NAO5917
B613022	Government Center - Midrise Building	E40-6130220002	CATERPILLAR	SR-4	5UA0105
B613042	Government Center - Public Safety Building	E40-6130420001	CATERPILLAR	5 YF 0029	9Y3135
B501022	Central Maintenance Facility	E40-5010220001	CUMMINS	6BT 5.9-BC	198185

**6. INSURANCE /RISK MANAGEMENT PROVISIONS:**

**Insurance and Risk Management Provisions**

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia, with an A.M. Best rating of at least A- VI, subject to final approval by Fulton County. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Name, Number and Description must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Upon award, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Proof of insurance must be provided to Fulton County Government prior to the start of any activities/construction as described in the bid document(s). Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government.

**Accordingly the Respondent shall provide a certificate evidencing the following:**

**1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)**

Employer's Liability Insurance	BY ACCIDENT	EACH ACCIDENT	\$1,000,000
Employer's Liability Insurance	BY DISEASE	POLICY LIMIT	\$1,000,000
Employer's Liability Insurance	BY DISEASE	EACH EMPLOYEE	\$1,000,000

**2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)**

Bodily Injury and Property Damage Liability (Other than Products/Completed Operations)	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
Products\Completed Operation	Aggregate Limit	\$2,000,000
Personal and Advertising Injury	Limits	\$1,000,000
Fire Damage	Limits	\$100,000

\*\*To Include Per Project/Location Aggregate and Completed Operations for 3 Years after final payment\*\*

**3. BUSINESS AUTOMOBILE LIABILITY INSURANCE**

**Combined Single Limits** Each Occurrence \$1,000,000  
 (Including operation of non-owned, owned, and hired automobiles).  
 \*\*Broadened Pollution Endorsement CA9948 and MCS 90\*\*

**4. UMBRELLA LIABILITY**

(In excess of above noted coverages) Each Occurrence \$5,000,000

**5. CONTRACTORS POLLUTION LIABILITY**

Each Occurrence \$2,000,000

**6. BUILDERS' RISK:**

To be written on a Builders Risk "All-risk" form that shall at least include insurance for physical loss or damage to the Work, temporary buildings, falsework, and materials and equipment in transit, and shall insure against at least the following perils or causes of loss: fire, lightning, extended coverage, theft, vandalism, malicious mischief, earthquake, collapse, debris removal, demolition occasioned by enforcement of Laws and Regulations, water damage (other than caused by flood), and such other perils or causes of loss as may be specifically required by Supplementary Conditions) until Final Completion and Acceptance of the Project. Such policy of insurance shall contain at least the following sub-limits of insurance and deductibles:

Sub-limits:		
Property in Transit		\$1,000,000
Property in Offsite Storage		\$1,000,000
Plans & Blueprints		\$25,000
Debris Removal		25% of Insured Physical Loss
Delay in Completion / Soft Cost		TBD
Ordinance of Law (Increased Cost of Construction)		\$1,000,000
Flood and Earthquake		TBD – Full Contract Value
<b>Deductibles:</b>		
Flood and Earthquake		\$25,000
Water Damage other than Flood		\$100,000
All other Perils		\$10,000

Owner and Contractor waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to this Section, or other property insurance applicable to the Work, accept such rights as they have to the proceeds of such insurance.

The policy will name Fulton County, The Contractor and Subcontractors of all tiers as Insureds under the policy.

### **Certificates of Insurance**

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to Fulton County Government. Policies and Certificates of Insurance are to list Fulton County Government as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions. The General Liability Additional Insured language should apply to on-going and completed-operations, using ISO form CG 2010 (11/85 version) or equivalent.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

The Contractor agrees to name the Owner and all other parties required of the Contractor/Vendor shall be included as insureds on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Subcontractor. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided to the Additional Insureds.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation and Professional Liability), with no Cross Suits exclusion.

#### **Important:**

It is understood that **Insurance in no way Limits the Liability of the Contractor/Vendor.**

### **USE OF PREMISES**

Contractor/Vendor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials.

### **PROTECTION OF PROPERTY**

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor/Vendor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

### **INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

To the fullest extent of the Law, Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor/Vendor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor/Vendor's obligation to protect, defend, indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Contractor/Vendor further agrees to protect, defend, indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor/Vendor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

***If the bid/quotation involves construction services Contractor/Vendor will be responsible fully for any and all damage to the work during the course of construction, until the point of Final acceptance by Fulton County.***

FULTON COUNTY ACKNOWLEDGES THAT ALL PROVISIONS OF THIS INDEMNITY AGREEMENT MAY NOT BE APPLICABLE TO THE CONTRACTOR/VENDOR'S BUSINESS. TO THE EXTENT THAT CONTRACTOR/VENDOR MAY DEMONSTRATE SUCH NONAPPLICABILITY, FULTON COUNTY MAY NEGOTIATE AMENDMENTS TO THIS AGREEMENT AS THE CIRCUMSTANCES DICTATE.

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_