



FULTON COUNTY PURCHASING DEPARTMENT

REQUEST FOR QUOTE NUMBER: 08DM61642YC

WILL BE RECEIVED UNTIL MAY 13, 2008 @ 2:00 P.M.

DESCRIPTION: GENERATOR SYSTEM MAINTENANCE AND REPAIR (GENERAL SERVICES DEPARTMENT)

Return to: FAX QUOTES ARE ACCEPTABLE 404-893-1738	Fulton County Purchasing Department Public Safety Building, Suite 1168 130 Peachtree Street, S.W. Atlanta, Georgia 30303 (404) 730-5800
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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.

CONTACT NAME: Delores Miles	E-Mail Address : Delores.Miles@fultoncountyga.gov	Telephone Number: 404-730-5815
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All information requested on this sheet must be completed. The signature block and related information on each quote sheet must also 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.

Company Name:

Company Address:

City	State	Zip Code
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Telephone Number:	Fax Number:	E-Mail Address:
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RESPONSES MUST BE DELIVERED TO THE PURCHASING OFFICE BY THE DATE INDICATED.

Person submitting QUOTE: (Please Print)	Date
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Title

***Signature of the person submitting QUOTE:**

*This person has binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their quote is an offer to sell. All bidder 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.

NO BID: **REASON:** _____

**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 signature in the space provided for vendor in these documents, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions. The signed form must be submitted with your bid. Failure to do so may result in your bid being found non-responsive.

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 may be submitted for quotes on the Vendor Self Service system at www.fultonvendorservice.co.ga.us, fax, or in person. Responses must be delivered to the Purchasing Department by the date indicated on the Request for Quote cover sheet. Quotes will be received until 2:00 p.m. on the date indicated. Quotes should be submitted on the forms provided by the County. Quotes must be signed by an authorized employee, if submitting a hardcopy.
3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **NO BID.** Persons desiring not to submit a quote should return the acknowledgement marking it "No-Bid", not later than the stated submittal deadline.
5. **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.
6. **CONFLICT OF INTEREST.** Vendor stats 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.
7. **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.
8. **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.
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,

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, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing 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
Quote Number: 08DM61642YC
Opening Date: May 13, 2008 @ 2:00 P.M.

GENERATOR SYSTEM MAINTENANCE AND REPAIR
GENERAL SERVICES DEPARTMENT

1. DESCRIPTION

The Fulton County Purchasing Department is soliciting quotes from qualified vendors to provide Generator System Maintenance and Repair to the General Services Department on an as needed basis for a 12-month period.

2. CONTACT PERSON

Please contact Delores Miles, Procurement Officer, at (404) 730-5815 or by e-mail Delores.Miles@fultoncountyga.gov, with any procedural or technical questions. **All questions should be submitted in writing to the Purchasing contact person. Last day to submit questions is May 7, 2008.** Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

3. SERVICE SPECIFICATIONS

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. The contractor shall be prepared to carry out contingency repair of any and all type 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 available readily, the contractor must be prepared to sub-contract and complete the work.

- F. 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. 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.

4. PRICING SHEETS

	Building Asset Number	Building Name & Address	Zone	Generator Size (kW/kVA)	Item Code	Manufacturer & Model #	Serial #	Annual cost of Maintenance
1	B613022	Fulton County Government Center Midrise Building 141 Pryor Street	Central	625	E40-6130220001	CATERPILLAR SR-4	5NAO5917	
2	B613022	Fulton County Government Center Midrise Building 141 Pryor Street	Central	956	E40-6130220002	CATERPILLAR SR-4	5UA0105	
3	B613042	Fulton County Government Center Public Safety Building, 130 Peachtree Street	Central	150	E40-6130420001	CATERPILLAR 5 YF 0029	9Y3135	
4	B600052	Justice Center Tower 185 Central Avenue	Central	1563	E40-6000520001	CATERPILLAR 3512 SR-4	6PA01521	
5	B501022	Central Maintenance Facility 895 Marietta Blvd	North	80	E40-5010220001	CUMMINS 6BT 5.9-BC	198185	
6	B451011	Auburn Ave. Research Library 101 Auburn Ave	Central	250	E40-4510110001	GENERAC 92A03342-5	2004775	
7	B105023	Fire Station # 5, Pine Ridge 3175 Bethsaida Rd, Fairburn	South	15	E40-1050230001	GENERAC 93401121-8	2006372	
8	B109013	Fire Station # 9, Rico 6615 Rico Road, Palmetto	South	30	E40-1090130001	GENERAC SP30K309	9707658	
9	B504032	Homeless Shelter - Old FC Jail 1135 Jefferson Street	North	156	E40-5040320001	KATO 125SX9E	77076	
10	B314012	Center for Rehabilitative Services 265, Blvd NE, Atlanta	Central	100	E40-3140120002	KOHLER 100REOZJB	2014593	

11	B113012	Fire Station # 13 5890 Plummer Road	South	30	E40-1130120001	KOHLER 911208A05-28- 28-SS	107835	
12	B125013	Fire Station # 23, Cascade 4121 Cascade Road	South	85	E40-1250130001	DETROIT DIESEL 70GS60	383037	
13	B400012	Central Library 1Margaret Mitchel Sq	Central	156	E40-4000120001	ONAN 125 DYA- 15R-7707F	J770274744	
14	B303052	D.A.Pearson Maintenance Buildings 3929 Aviation Circle	North	15	E40-6030220001	ONAN 150RDIC 4XR 14585 AB	52884 18659	
15	B606022	FAA Buildings 3977 Aviation Circle	North	31.3	E40-6060220001	ONAN 25DKAF	D960604649	
16	B119012	Fire Station # 19, Charlie Brown Airport 3965 Aero Dr	North	10	E40-1190120001	ONAN 10.0CCKB- JCF1319GE	DBZD883061	
17	B601011	North Fulton Service Center 7741 Roswell Road, Roswell	North	56	E40-6010110001	ONAN 45.0 EM- 15R/15543F	1274906408	
18	B111012	Fire Station # 11, Fulton Industrial 4760 Fulton Industrial Blvd	South	5	E40-1110120001	ONAN 5.0BGA- 3CR/160040	E813569304	
19	B117013	Fire Station # 17 8675 Ridge Rd, Fairburn	South	38	E40-1170130001	ONAN 30.0DLG- 15R/24845L	F820622706	
20	B103013	Fire Station # 3, Cliftondale 4035 Stonewall Tell Rd., College Park	South	20	E40-1030130001	ONAN 20.OES- 15R/241688	J370935997	
21	B602013	South Fulton Service Center 5600 Stonewall Tell Rd, College Park	South	56	E40-6020130001	ONAN 45.OEM- 15R 9346F	1274906407	
22	B101013	Fire Station # 1, Red Oak 5265 Welcome All Road, College Park	South	35	E40-1010130001	PAVID G55H1	3575	

3	Fire Station # 7, Midway 5965 Buffington Road, College Park	South	35	E40-1070130001	PAVID J35DWH8	3308	
2	Fulton County Airport 3952 Aviation Circle	North	150	E40-6060120001	SYNERGY 363PSL1607	LM345886-0301	

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

Please quote price for any repair work not covered by 3.1 Scope of work and 5.14 Annual Service Details.

25. \$ _____ Per hour- Normal* working hours

26. \$ _____ 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 additional 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
Final Price	=	(\$20.00 x 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. CONDITIONS AND 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 system 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 and 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.

- 1) COMPANY NAME _____
TYPE OF EQUIPMENT SERVICED _____
CONTACT PERSON _____

- 2) COMPANY NAME _____
TYPE OF EQUIPMENT SERVICED _____
CONTACT PERSON _____

- 3) COMPANY NAME _____
TYPE OF EQUIPMENT SERVICED _____
CONTACT PERSON _____

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 7:00 A.M through 5:00 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. This 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. Location of service.
- C. Person requesting the service Itemized parts list.
- D. Type of generator repaired (make, model #)
- E. Classification of the call (i.e., emergency, urgent or routine).
- F. Fulton County building asset number.
- G. 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:

<u>Parts</u>	<u>Service</u>
Address:	Address:
_____	_____
_____	_____
_____	_____
_____	_____
Phone Number _____	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 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 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 an 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.
Transfer Switches

H. Automatic

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.

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.

5.15 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 - 1/2".

NAME OF PERFORMING COMPANY

DATE	PART CHECKED	STATUS	INITIALS
	BELTS		
	HOSES		
	COOLANT		
	BATTERY		
	RUNNING HR		

5.16 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.

6. INSURANCE & RISK MANAGEMENT PROVISIONS

Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia and acceptable to Fulton County. Insurance coverage must be current from time of award through the period of final acceptance from Fulton County. The following requirements shall apply.

- A. Policies and/or certificates certifying policies are to contain an agreement that the policies will not be changed and/or canceled without a ten (10) day prior notice to Fulton County, as evidenced by return receipts of registered or certified letters.
- B. Each respondent shall submit with the bid/proposal evidence of insurability as indicated below. The insurance shall be for the contract period.
- C. Respondent must maintain, at their expense, insurance in at least the amounts and types in the table below.
- D. The Contractor shall insure that the Request for Bid/Proposal number and Project Description appears on the Certificate of Insurance.
- E. The Certificate of Insurance shall identify the Certificate Holder as:

Fulton County Government – Purchasing Department
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia

30303-3459

1. WORKERS COMPENSATION – STATUTORY (In compliance with the Georgia Workers Compensation Act)			
EMPLOYER'S LIABILITY BY ACCIDENT INSURANCE		EA ACCIDENT	\$500,000.
	BY DISEASE	POLICY LIMIT	\$500,000.
(Aggregate)	BY DISEASE	EA EMPLOYEE	\$500,000.
2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)			
Bodily Injury and Property Damage Liability (Other than Products/Completed operations)		EA OCCURANCE	\$1,000,000.
		General Aggregate	2,000,000.
Personal and Advertising Injury		Limits	1,000,000.
Fire Damage		Limits	100,000.
3. BUSINESS AUTOMOBILE LIABILITY INSURANCE			
Combined Single Limits		EA OCCURANCE	\$1,000,000.
(Including operation of non-owned, owned, and hired automobiles)			
4. ELECTRONIC DATA PROCESSING LIABILITY (Required if computer contractor)			
		Limits	\$1,000,000.
5. UMBRELLA LIABILITY			
(In excess of above noted coverage's)		EA OCCURANCE	\$3,000,000.
6. PROFESSIONAL LIABILITY (Required if respondent providing quotation for professional servies).			
		EA OCCURANCE	\$5,000,000.
7. FIDELITY BOND			
(Employee Dishonesty)		EA OCCURANCE	\$100,000.

Insurance in no way Limits the Liability of the Respondent

Attachment 'A'

General Services Department - Stand-by Generators Information sheet

Asset Number _____

Building Name _____

Address _____

Generator:

Manufacturer	Mfr's Type	Model #	Serial #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Generator:

Speed	Volts	Current	kVA	Connection
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Y / D

Engine :

Manufacturer	Model #	Sl. #	Spec #	Hrs Run
<input type="text"/>				

A.T.S

Manufacturer	Model #	Sl. #	Current	Volts
<input type="text"/>				

Information on Pre-existing requirements for Repairs and/Replacements

Sumbitted 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 & connections
- Check float switches, filter & 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 _____

7. SPECIAL CONDITIONS / INSTRUCTIONS

The vendor shall list on a separate sheet of paper any variations from or exceptions to the conditions and specifications of this request for quote. This sheet shall be labeled "Exceptions to Quote Conditions" and shall be attached to the quote.

Vendors not providing quote pricing on the exact items(s) listed in these specifications must provide literature, brochure, drawing, etc., that clearly demonstrates the proposed item(s) is equal. Any bidder that is not compliant in providing the exact items listed or the requested information shall be deemed as a non-responsive quote.

No person, firm or business entity, however situated or composed, obtaining a copy of or responding to the solicitation shall initiate or continue any verbal or written communications regarding this solicitation with any county officer, elected official, employee, or designated county representative between the date of the issuance of this solicitation and the date of the final contract award by the authorized and permitted by the terms and conditions of this solicitation.

All verbal and written communications initiated by such person, firm or entity regarding this solicitation, same are authorized and permitted by the terms and conditions of this solicitation shall be directed to Delores Miles at 404-730-5815.

Any violation of this prohibition or the initiation or continuation or verbal or written communications with county officers, elected officials, employees or designated county representatives shall result a written finding by the purchasing agent that the submitted quote of the person, firm or entity in violations is not responsive and same shall not thereafter be considered for award.