

REQUEST FOR PROPOSAL

Bid to Install Generators (1 each) at the Town of Washington Town Hall and the Town of Washington Highway Garage Solicitation #2022-002

Office of the Town Clerk, PO Box 667, 10 Reservoir Dr., Millbrook, NY 12545

RFP Issue Date: July 13, 2022

RFP Submittal Due Date: August 10, 2022, 12:00 Noon

TOWN OF WASHINGTON REQUEST FOR PROPOSAL Solicitation # 2202-002

Generators (1 each) at the Town of Washington Town Hall and the Town of Washington
Highway Garage

PLEASE BE ADVISED that the Town of Washington is seeking sealed bids in response to a Request for Proposal for Generators (1 each) at the Town of Washington Town Hall and the Town of Washington Highway Garage; and

PLEASE BE FURTHER ADVISED that the Request for Proposal is available for review at or a hard copy may be acquired at the Town of Washington Office of the Town Clerk, 10 Reservoir Dr., Millbrook, NY 12545 during regular business hours; and

PLEASE BE FURTHER ADVISED that sealed bids are due on or before 12 noon, August 10, 2022.

By the Order of the Town Board

Dated: July 13, 2022

Mary Alex, Town Clerk

Introduction and Summary:

The Town of Washington (Town) is hereby soliciting sealed proposals for two Generators. One (1) to be located at the Town of Washington Town Hall, 10 Reservoir Dr., Millbrook, NY 12545; and One (1) the Town of Washington Highway Garage, 21 Russell Knolls, Millbrook, NY 12545.

Description:

1. The Town is seeking a contractor to install one generator, at each of the two locations named above.
2. Generators should be gas powered and be a brand name such as Kohler, Generac, Cummings or similar brand name of equal quality and specifications to meet 100% of the power needed at each location.
3. Generators will need to supply automatic transfer of power if there is an electrical outage for the complete buildings for all four seasons of the year.
4. The quote should include a complete installation job with a breakdown of prices for:
 - A. Generator specifications and size (KW's) with Manufacturer named
 - B. All necessary transfer switches
 - C. Site preparation including excavating, stone, pad as required to meet the specifications of the unit. The pad must be situated so there is no accumulation of standing water.
 - D. All conduit plus underground wiring from generator to the buildings
 - E. Propane tank, lines and quote for 500- and 1,000-gallon propane tanks
 - F. Price for trenching, backfill and surface reconstruction to its original state
 - G. Price should include all labor for automatic transfer of power if normal power is interrupted
 - H. Include price for normal yearly maintenance, parts and labor
5. Include all warranties including time and coverage, parts and labor
6. For more information, questions and site visits please contact Councilman Robert Audia at 845-206-8096.
7. Contractors should verify the availability of equipment before submitting a proposal.

Insurance:

1. The Contractor and any Sub-Contractors shall, at its sole expense, acquire, continuously maintain during the period in which the Contractor or Sub-Contractor is performing services, and provide the Town with acceptable proof of professional liability insurance and automobile insurance coverage with policy limits of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate covering acts, errors, or omissions of a professional nature committed or alleged to be committed by the Contractor or any of its subcontractors as a part of its performance of professional services. The Contractor or

Sub-Contractor shall also maintain Workers Compensation Insurance in full force and effect.

Any Agreement resulting from this RFP shall not be effective until Contractor provides to Town certificates of insurance evidencing compliance with the insurance requirements of this paragraph. The certificates will show the Town as an additional insured, which must be primary and non-contributory with respect to the additional insured.

2. The Contractor shall indemnify and save harmless the Town against all liabilities, claims and demands for personal injury or property damages or other expenses suffered or arising out of or caused by the sole negligence or intentional acts or omissions of the Contractor, its subcontractors, agents, or employees incurred in the performance of its services

Instructions, Details and Pre-Submission Questions:

Nothing herein is intended to exclude any responsible Contractor or, in any way, restrain or restrict competition. On the contrary, all responsible Contractors are encouraged to submit proposals. The responsibility for the final selection of a contractor rests solely with the Washington Town Council which is under no obligation to award a contract. Solicitation of the Request for Proposals does not commit the Town of Washington to pay any costs incurred in the preparation or submission of said RFP. The Town of Washington reserves the right to reject any or all proposals.

This RFP contains information and instructions that will enable qualified individuals and entities to prepare and submit proposals, estimates and supporting materials. On or after July 18, 2022, electronic copies of the RFP can be downloaded from the Request for Proposal page of the Town of Washington's Web Site at <https://www.washingtonny.org/document-center/request-for-proposals/emergency-generator-bid-request-july-2022.html> You may obtain hard copies on weekdays during normal business hours as of June 18, 2022 from the Office of the Town Clerk, 10 Reservoir Dr., Millbrook, NY 12545.

Before submission, each respondent is advised to (a) examine the RFP thoroughly, (b) become familiar with the site conditions that may in any manner affect estimates and performance of the Work, (c) be familiar with federal, state and local laws, ordinances, rules and regulations including prevailing wage schedules; and (d) study and carefully correlate observations with the responsive proposals.

All questions concerning this RFP shall be directed to Councilman Audia at 845-206-8096.

Bid Submission:

The bid should include:

- A letter of introduction from the contractor and a list of all sub-contractors that will be used.
- Legible bid response packet
- Certificate of Non-Collusion
- Bidder's Certification of Compliance with Iran Divestment Act
- Bidder's Certification of Compliance with Russia Divestment Act
- Bid Bond in the amount of 5% of bid
- The successful bidder will be required to post a 100% Performance Bond in an amount equal to the Construction Contract, which must be provided before work shall commence.

Prospective contractors shall submit One (1) hard copy and one (1) one digital (on a clean memory stick) of their proposals.

All submittals are due by 12:00 p.m. on or before August 10, 2022.

US Mail to Town Clerk Mary Alex, Town of Washington, PO Box 667, Millbrook, NY 12545

By Hand or other carriers: Town Clerk Mary Alex, Washington Town Hall, 10 Reservoir Dr., Millbrook, NY 12545.

The Town shall not open or consider any bids received after this time. Please take into account delivery delays when sending your bid submission.

Town Rights and Options:

The Town, at its sole discretion, reserves the following rights:

- A. To supplement or otherwise amend this solicitation document and provide notice of such to respondents;
- B. To determine which respondent(s), if any, will be selected for follow up, interview or negotiations;
- C. To reject any or all proposals or information received pursuant to this RFP;
- D. To cancel this RFP with or without the substitution of another RFP or prequalification process;
- E. To request additional data or information after the submittal date, if such data or information is deemed pertinent to aid the review and selection process;
- F. To conduct investigations with respect to the qualifications and experience of any respondent;

- G. To take any action affecting the RFP or the services subject to this RFP that would be in the best interests of the Town;
- H. To require one or more respondents to supplement, clarify or provide additional information to assist with evaluation of the proposals;
- I. To waive any defect or technicality in any responsive proposal;
- J. To reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise.

Calendar of Events:

- August 10, 2022: Bids are due
- August 24, 2022: Town Board will determine and notify the lowest responsible bidder, contracts will be provided to bid awardee.
- September 7, 2022: Contacts and performance bid due to the Town
- September 9, 2022: Notice to Proceed will be issued.
- September 12, 2022: Work shall commence.
- October 13, 2022: Work shall be substantially complete.
- October 31, 2022: Work shall be finished.