

## NOTICE TO BIDDERS

### Service Agreement for Generator Preventive Maintenance Worcester County, Maryland

The Worcester County Commissioners are currently accepting bids for a generator preventive maintenance service agreement for generators operated by various County departments throughout Worcester County, Maryland. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, obtained online at [www.co.worcester.md.us](http://www.co.worcester.md.us) or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. **Sealed bids will be accepted until 1:00 p.m., Tuesday, May 26, 2015** in the Office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Bid for Generator Preventive Maintenance**" in the lower left-hand corner. After opening, bids will be forwarded to the Department of Public Works for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Mr. William Powell, Fleet Management Superintendent, at 410-632-5676.

## INSTRUCTIONS TO BIDDERS

### 1. BIDS

Bids should be submitted in sealed envelopes clearly marked in the lower left-hand corner “**Bid for Generator Preventative Maintenance**”.

### 2. LATE BIDS

Bids should be mailed or hand carried to be received in the Office of the County Commissioners by or before May 26, 2015, at 1:00 pm. Bids received after the appointed time will not be considered.

### 3. TAXES

The County is exempt from all Federal and State taxes. Your prices should reflect same.

### 4. SCOPE OF WORK

Perform two preventative maintenance inspections each year on generators listed on attachment 1 with the exception of the two generators at the Detention Center. Perform four preventive maintenance inspections each year on the two generators at the Detention Center. Any additional repairs, parts or services which are required or recommended shall be brought to the attention of the contact person. Authorization for repairs can be made verbally by the contact person assigned to the generator or the county employee on duty responsible for the generator. Service, periodic inspections or authorized work shall be performed during regular business hours, 7:30 am to 4:00 pm, Monday through Friday. Emergency repairs shall be responded to within two (2) hours of notification. Authorization for emergency repairs can be made verbally by the contact person assigned to the generator or by the county employee on duty responsible for emergency calls.

### 5. SPECIFICATIONS

#### A. Cooling System

1. Check all belts
2. Check all hoses
3. Test antifreeze, DCA level, proper concentration
4. Change coolant filter, if applicable
5. Check block heater for proper operation
6. Check radiator and coolant level
7. Check water pump bearings
8. Coolant to be changed once within a three (3) year period
9. Check for leaks

B. Oil System

1. Check oil level
2. Change engine oil and filters (once a year or every 150 hours)
3. Check for leaks
4. Label filter with date and hours it was changed

C. Fuel System

1. Replace fuel filter (once a year or every 150 hours)
2. Check fuel lines and connections
3. Check for leaks
4. Check fuel level in tank and note on PM report
5. Label filter with date and hours it was changed

D. Battery and Starter System

1. Inspect battery electrolyte level
2. Load test battery
3. Clean and tighten battery cables
4. Check battery charger for proper operation
5. Check starter
6. Check wiring and cable connections

E. Air and Exhaust System

1. Check air filter
2. Check air intake and hoses
3. Check exhaust for leaks
4. Check muffler
5. Check rain cap/louvers/shutters
6. Check and drain condensation traps

F. Engine – Gas or LP

1. Check spark plugs
2. Check ignition system – points, condenser, wires, cap and rotor button.
3. Check carburetor and choke system

G. Generator Test Run

1. Check operation of all gauges
2. Test safety shutdowns
3. Check engine governor for proper operation
4. Check for stable voltage and frequency
5. Test system under load as system allows

H. Automatic Transfer Switch

1. Visual Inspection of ATS enclosure
2. Check time delays

3. Check instrument and gauges
4. Check exerciser clock
5. Check selector switch
6. Perform “no load” and/or “load test”
7. Record critical values ie. voltage, amperage and frequency
8. Return system to automatic

I. Disposal

1. Dispose of all waste products in accordance with EPA/DEP guidelines

J. Report

1. Submit PM checklist, service report and invoice describing work performed within 30 days of inspection.
2. List of recommended repairs if needed

**6. SPECIAL PROVISIONS**

A. This contract will be valid for a period of three (3) years; during this three (3) year period one of the requirements to validate this contract will require the bidder to change the antifreeze in all the generators on the attached list. Cost of the antifreeze is to be included in the annual bid.

B. Bids shall reflect the cost of the contract rendered on an annual basis.

C. Payment will be made for this contract from invoices accompanying written report after preventative maintenance has been performed.

D. Payment for additional repairs or emergency repairs will be paid from invoices accompanied by a written report detailing the repair.

E. Contract starts July 1, 2015 and ends June 30, 2018.

F. The County reserves the right to add or delete generators to the contract.

G. Inspections shall be performed at 3 month intervals on the two generators at the Detention Center.

H. Inspections shall be performed at six month intervals on all other generators.

I. Emergency Services and DPW, Maintenance Division must be

notified prior to the preventative maintenance services being performed at the Courthouse or the 911 towers. Keys to the towers can be picked up at Emergency Services. Once the preventative maintenance inspections are completed for Emergency Services, an employee must sign off on the preventative maintenance form.

J. Winning bidder will be required to sign an Independent Contractors Agreement and shall provide a minimum of \$1,000,000.00 (one million dollars) errors and omissions insurance.

## **7. AWARD OF CONTRACT**

Bids will be opened in the County Commissioners office at 1:00 p. m. on **May 26, 2015** to be awarded at a future date. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities, and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate.

LIST OF GENERATORS

PUBLIC WORKS – WATER/WASTEWATER DIVISION

Ocean Pines – Water/Wastewater Pumping Stations

Contact Person – Jeff Tingle, 410-641-5251 ext. 123

<u>Location</u>	<u>Manufacturer</u>	<u>Tank/Gallons</u>	<u>Hours/Year</u>	<u>Size in KW</u>
A	Elliott	275	200	125
B-Y	Elliott	275	200	125
C	Onan	275	200	100
D	MTU	275	200	125
E	Onan	275	200	125
F	Elliot	300	200	125
G	Onan	150	200	90
H	Onan	275	50	16.8
I	MTU	275	200	100
J	Onan	275	200	80
K	Onan	180	50	80
L	Powerguard	275	200	125
M	Onan	275	200	100
N	Powerguard	180	200	125
O	Onan	180	50	25
P	Onan	500	50	50
Q-R	Onan	180	50	230
S	Onan	180	50	80
T	Onan	180	200	100
U	Kohler	180	50	25
V	Kohler	180	50	35
W	Onan	145	50	35
X	Cummings	110	50	35
Admin.	Onan (portable)	100	10	100

Ocean Pines – Water/Wastewater Treatment Plant

Contact Person – Dominic Ross, 410-641-5251 ext. 122

Treatment Plant	Onan	2000	200	750
	Caterpillar Blower	200 hp		

Ocean Pines – Water/Wastewater Wells

Contact Person – Jeff Hudson, 410-641-5251 ext. 118

Well 2	Katolight	300	50	100
Well 3	Katolight	300	50	100
Well 4	Katolight	300	50	100
Well 5	Katolight	300	50	100
Well 10	Onan	275	50	80

River Run Pumping Stations

Contact Person – Jeff Tingle, 410-641-5251 ext. 123

<u>Location</u>	<u>Manufacturer</u>	<u>Tank/Gallons</u>	<u>Hours/Year</u>	<u>Size in KW</u>
Station 1	Elliott	75	50	25
Station 2	Elliott	75	50	25
Station 3	Kohler	80		13.8

River Run Treatment Plant

Contact Person – Dominic Ross, 410-641-5251 ext. 122

Treatment Plant	Elliott	150	50	150
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West Ocean City Pumping Stations

Contact Person – Gary Serman, 410-641-5251 ext. 115

Station 1	DMT	1000	50	150
Station 2	Elliott	200	50	50
Station 3	Kohler	200	50	30
Station 4	Elliott	200	50	30
Station 5	MTU		50	30

Nantucket Point Pumping Station

Contact Person – Gary Serman, 410-641-5251 ext. 115

Station 6	Bedford/Detroit (Lima)			100
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Newark Water Treatment Plant

Contact Person – Gary Serman, 410-641-5251 ext. 115

Water Treatment Plant	Onan	200	50	60
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Mystic Harbor Pumping Stations

Contact Person – Gary Serman, 410-641-5251 ext. 115

Station B	Katolight	200	50	30
Station C	Katolight	200	50	30
Station D	Power Guard	300	50	50
Station E	Onan	200	50	35
Station F	Onan	200	50	50
Station G	Onan	145	50	35
John Landing	Onan	100	50	25

Mystic Harbor Wastewater Treatment Plant

Contact Person – Gary Serman, 410-641-5251 ext. 115

Wastewater Treatment Plant	MTU	998		550
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Mystic Harbor Water Treatment Plant

Contact Person – Gary Serman, 410-641-5251 ext. 115

<u>Location</u>	<u>Manufacturer</u>	<u>Tank/Gallons</u>	<u>Hours/Year</u>	<u>Size in KW</u>
Water Treatment Plant	Onan	200	50	30

Mystic Harbor Wells

Contact Person – Gary Serman, 410-641-5251 ext. 115

<u>Location</u>	<u>Manufacturer</u>	<u>Tank/Gallons</u>	<u>Hours/Year</u>	<u>Size in KW</u>
Well 1&3	Generic	200	241	60

Lighthouse Sound Pumping Station

Contact Person – Gary Serman, 410-641-5251 ext. 115

Pumping Station	Onan	300	50	50
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Glen Riddle Wastewater Treatment Plant

Contact Person – Gary Serman, 410-641-5251 ext. 115

Wastewater Treatment Plant	Onan	850	50	500
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Glen Riddle Pumping Stations

Contact Person – Gary Serman, 410-641-5251 ext. 115

Station 1	Onan	75	50	35
Station 2	Onan	75	50	50
Station 3	Onan	75	50	50
Station 4	Onan	75	50	50

The Landings Wastewater Treatment Plant

Contact Person – Gary Serman, 410-641-5251 ext. 115

Wastewater Treatment Plant	Cat	1000	50	750
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The Landings Pumping Station

Contact Person – Gary Serman, 410-641-5251 ext. 115

Pumping Station A	Onan	145	50	35
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Assateague Pointe P.S.-4

Contact Person – Gary Serman, 410-641-5251 EXT.115

Pumping Station

<u>Location</u>	<u>Manufacturer</u>	<u>Tank/Gallons</u>	<u>Hours/Year</u>	<u>Size in KW</u>
Station 4	Katolight			40

PUBLIC WORKS– ROADS DIVISION

Contact Person – Frank Adkins, 410-632-2244

5764 Worcester Highway, Snow Hill

<u>Location</u>	<u>Manufacturer</u>	<u>Tank/Gallons</u>	<u>Hours/Year</u>	<u>Size in KW</u>
Snow Hill	Katolight	550	25	50

EMERGENCY SERVICES

Contact Person – Ken Whited, 410-632-3766

<u>Location</u>	<u>Manufacturer</u>	<u>Tank/Gallons</u>	<u>Hours/Year</u>	<u>Size in KW</u>
Snow Hill Water Tower	Generac/	propane	25	20
2630 Klej Grange - new building	Onan Generator	propane	25	35
2630 Klej Grange	Onan Generator	propane	200	75
6841 Central Site Lane – State building	Kohler	propane	25	60
6841 Central Site Lane – new County building	Generac	propane	25	75

COURTHOUSE

Contact Person – Ken Whited, 410-632-3766

One West Market Street, Snow Hill

Onan/Kohler	fuel oil/1000	50	450
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BERLIN HEALTH DEPARTMENT

Contact Person – Ken Whited, 410-632-3766

7916 Healthway Drive, Berlin

John Deere	fuel oil/250	50	125
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SNOW HILL HEALTH DEPARTMENT

Contact Person – Ken Whited, 410-632-3766

6040 Public Landing Road, Snow Hill

Katolight	fuel oil/410	200	230
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RECREATION DEPARTMENT

Contact Person – Ken Whited, 410-632-3766

6030 Public Landing Road, Snow Hill

Katolight	fuel oil/800	50	400
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FIRE TRAINING CENTER

Contact Person – Ken Whited, 410-632-3766

Central Site Lane, Newark

Baldor	fuel oil/200	50	100
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DETENTION CENTER

Contact Person – Gary Mumford, Dave Smith, 410-632-1300

5022 Joyner Road, Snow Hill

Caterpillar	fuel oil (runs directly off heating tanks)	50	150
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Kohler	fuel oil/2000	50	275
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CHARLES & MARTHA FULTON SENIOR CENTER

Contact Person – Ken Whited, 410-632-3766

4767 Snow Hill Road, Snow Hill

Katolight/MTU	fuel oil/1000	50	275
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NORTHERN WORCESTER SENIOR CENTER

Contact Person – Ken Whited, 410-632-3766

4767 Old Ocean City Blvd, Berlin

Katolight

fuel oil/1000

50

100

**WORCESTER COUNTY COMMISSIONERS  
SERVICE AGREEMENT FOR  
GENERATOR PREVENTATIVE MAINTENANCE  
BID FORM**

We submit bids, reflecting the cost of the contract on an annual basis, for preventative maintenance on the following generators:

Ocean Pines W/WW	31 generators	Bid \$ _____
River Run	4 generators	Bid \$ _____
West Ocean City Service Area	5 generators	Bid \$ _____
Nantucket Point Service Area	1 generator	Bid \$ _____
Newark Service Area	1 generator	Bid \$ _____
Mystic Harbor Service Area	10 generators	Bid \$ _____
Light House Sound	1 generator	Bid \$ _____
Glen Riddle	5 generators	Bid \$ _____
The Landings	2 generators	Bid \$ _____
Assateague Point	1 generator	Bid \$ _____
DPW – Roads Division	1 generator	Bid \$ _____
Emergency Services	5 generators	Bid \$ _____
Courthouse	1 generator	Bid \$ _____
Health Department	2 generators	Bid \$ _____
Recreation Division	1 generator	Bid \$ _____
Fire Training Center	1 generator	Bid \$ _____
Detention Center	2 generators	Bid \$ _____
Charles & Martha Fulton Senior Ctr.	1 generator	Bid \$ _____
Northern Worcester Senior Center	1 generator	Bid \$ _____
TOTAL BID		\$ _____

Please submit hourly rates for additional and emergency repairs.

Hourly Rate: \_\_\_\_\_ Travel Rate: \_\_\_\_\_

After Hours/Saturday Rate: \_\_\_\_\_

Legal Holidays/ Sunday Rate: \_\_\_\_\_

Please note below any special conditions or terms:

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**BID MUST BE SIGNED TO BE CONSIDERED.**

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

Printed Name: \_\_\_\_\_

Firm: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail : \_\_\_\_\_