



INVITATION TO BID (ITB)

PORTABLE GENERATORS FOR LIFT STATIONS

ITB # 20-01-389

January 2020

City of North Lauderdale
701 SW 71st Avenue
North Lauderdale, FL 33068
954-722-0900

Advertisement Dates: January 5, 2020 & January 12, 2020



INVITATION TO BID (ITB)

Solicitation documents and Addenda are available on the City of North Lauderdale website at www.nlauderdale.org and DemandStar at www.demandstar.com

ITB NUMBER:	20-01-389
ITB TITLE:	PORTABLE GENERATORS FOR LIFT STATIONS
RELEASE DATES/TIME:	MONDAY, JANUARY 6, 2020 BY 12:00 PM EST
WRITTEN QUESTIONS AND INQUIRIES ARE DUE ON OR BEFORE:	TUESDAY, JANUARY 21, 2020 @ 10:00 AM EST
ADDENDA AS RESPONSES TO QUESTIONS SHALL BE ISSUED ON OR BEFORE:	MONDAY, JANUARY 27, 2020 @ 2:00 PM EST
ITB RESPONSE DUE DATE/TIME:	TUESDAY, FEBRUARY 4, 2020 @ 10:00 AM EST
RECOMMENDATION FOR AWARD:	TUESDAY, FEBRUARY 11, 2020 @ 6:00 PM EST
DIRECT ALL INQUIRES TO:	Danielle Cancel Purchasing Coordinator (954) 597-4718 Email: dkcancel@nlauderdale.org
BID DELIVERY & PROPOSAL OPENING LOCATION:	City of North Lauderdale Office of the City Clerk 701 SW 71st Avenue, 2nd Floor North Lauderdale, FL 33068

***Dates in this schedule may be amended by the City in its sole discretion and no rights shall accrue to any Proposer due to such amendment. Proposers may not rely on dates after Due Date and Time until confirmed by the City.**



MINORITY / WOMEN'S / LABOR SURPLUS FIRMS PARTICIPATION: The City of North Lauderdale, in accordance with the requirements as stated in C.F.R. 200.321, encourages the active participation of minority businesses, women's business enterprises and labor surplus area firms as a part of any subsequent agreement whenever possible either as prime contractors or subcontractors.

LOCAL VENDORS: The City of North Lauderdale encourages the active participation by local vendors. This procurement will not qualify for Local Vendor Preference in accordance with Section 3-12 of the City's Code of Ordinances.

The City of North Lauderdale reserves the right to reject any or all Proposals, to waive any informalities or irregularities in any Proposal received, to re-advertise for Proposals, or to take any other such actions that may be deemed to be in the best interest of the City. The City anticipates entering into a written contract with the bidder who submits the bid judged by the City to be the most beneficial, responsible, and most responsive Proposer.

Late bids will not be considered. **The City Clerk time stamp shall be conclusive as to the timeliness of filing.** Facsimile submissions will not be accepted. The City of North Lauderdale is not liable for any costs incurred by a bidder in responding to this solicitation.

It is the intent and purpose of the City of North Lauderdale to promote competitive proposing. **All communication regarding this solicitation shall be submitted in writing, via email, to the contact listed above.**

CONE OF SILENCE NOTICE: Proposers are hereby notified that this Solicitation is subject to a "Cone of Silence" pursuant to Section 3-7 of the City Code of Ordinances.

A Cone of Silence means a prohibition on any communication regarding a particular Invitation to Bid (ITB), Request for Qualifications (RFQ), Request for Letters of Interest (RLI), proposal or other competitive solicitation governed by Chapter 3 of the Code of Ordinances for a purchase governed by Chapter 3 of the Code of Ordinances between:

1. Any person who seeks an award therefrom, including a potential vendor or vendor's representative, and
2. Any member of the City Commission, all other city employees, and any non-employee appointed to evaluate or recommend selection in such procurement process. For purposes of this section, Vendor's Representative means an employee, partner, officer, or director of a potential vendor, or consultant, lobbyist, or actual or potential subcontractor or sub-consultant of a vendor.

The cone of silence shall terminate at the time the city awards or approves a contract, votes to reject all bids or responses, or otherwise takes action which ends the solicitation or other procurement process. If the City Commission refers the item back to the City Manager and staff for further review, the cone of silence shall remain in effect until an award is made, a contract is approved, or the City Commission takes any other action which ends the solicitation or other procurement process. If a cone of silence is imposed for a competitive solicitation but the solicitation is not issued, the cone of silence shall terminate upon a final determination by the Purchasing Division that the solicitation will not be issued. When a cone of silence is terminated, public notice of the termination shall be posted.



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1. **INTRODUCTION**

The City of North Lauderdale, herein after referred to as “the City”, is seeking bids from qualified and licensed Florida Contractors, “Contractor”, to purchase of six (6) new portable, trailer-mounted emergency standby diesel engine generators. The City intends to award this solicitation to the lowest, responsible and responsive bidder.

2. **SCOPE OF WORK**

The Scope of Work for this ITB consists of the purchase of six (6) new portable, trailer-mounted emergency standby diesel engine generators to provide protection to six (6) existing Lift Stations in the City (LS 1, 2, 3, 7, 9 and 16). The generators shall provide protection against a 500-year storm event. Specifications for generator requirements included herein.

Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S. C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387), and will report violations to FEMA and the Regional Office of the Environmental Protection Agency (EPA).

Byrd Anti-Lobbying Amendment, 31 U.S. C. § 1352 (as amended). Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or any employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

3. **QUESTIONS AND ADDENDA**

It is the Contractor’s responsibility to submit questions or request clarification for items included in this solicitation, via email to the contact person listed on Page 2, by **Tuesday, January 21, 2020 by 10:00am EST**. All questions and/or request for clarification will be reviewed by the City, and answered in the form of an addendum, which will be released via the www.DemandStar.com and the City’s website. Acknowledgement of Addenda is required. Any addenda or answers to written questions supplied by the City to participating firms become part of this solicitation and the resulting contract. **Failure to complete the “Addenda Acknowledgement” form herein may result in your bid submission being deemed non-responsive.**

4. **BONDS**

No bid bond is required.



5. INSURANCE

Certificates of Insurance reflecting evidence of the required insurance shall be submitted with the response to the solicitation. These Certificates shall contain a provision that all coverage afforded under these policies will not be cancelled until at least thirty days (30) prior written notice has been given to the City. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. Financial Ratings must be not less than "A-VI" in the latest edition of "Best Key Rating Guide", published by A.M. Best Guide.

Responder shall maintain the following minimum limits of insurance (unless higher limits are required by law or statute):

Yes No
X ___ Comprehensive General Liability Insurance written on an occurrence basis including, but not limited to: coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:

- A. Bodily Injury:
 - a. Each occurrence \$1,000,000
 - b. Annual aggregate \$1,000,000

- B. Property Damage:
 - a. Each occurrence \$1,000,000
 - b. Annual aggregate \$1,000,000

- C. Personal Injury:
 - a. Annual aggregate \$1,000,000

Products & Completed Operations Coverage shall be maintained for the later of three (3) years after the delivery of goods/services or final payment under the Agreement.

The City of North Lauderdale must be shown as an additional insured with respect to this coverage. The CITY's additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.



Yes No
X _____ Workers' Compensation and Employers' Liability Insurance covering all employees and/or volunteers of the Responder engaged in the performance of the scope of work associated with the Agreement. In the case any work is sublet, the Responder shall require the subconsultants similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Responder. Coverage for the Responder and all subconsultants shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

- | | | | |
|----|------------------------|------------|--|
| 1. | Workers' Compensation: | Coverage A | Statutory |
| 2. | Employers' Liability: | Coverage B | \$100,000 Each Accident
\$500,000 Disease – Policy Limit
\$100,000 Disease – Each Employee |

If Responder claims to be exempt from this requirement, Consultant shall provide City proof of such exemption along with a written request for City to exempt Responder, written on Responder's letterhead.

Yes No
_____ X _____ Professional Liability/Errors & Omissions Insurance with a limit of liability no less than \$2,000,000 per wrongful or negligent act. This coverage shall be maintained for a period of no less than the later of three (3) years after the delivery of goods/services or final payment pursuant to this Agreement. Retroactive date, if any, to be no later than the first day of service to the CITY.

Yes No
X _____ Comprehensive Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of work under the Agreement with a combined single limit liability for bodily injury and property damage no less than:

1. Any Auto (Symbol 1)
Combined Single Limit (Each Accident) - \$1,000,000
2. Hired Autos (Symbol 8)
Combined Single Limit (Each Accident) - \$1,000,000
3. Non-Owned Autos (Symbol 9)
Combined Single Limit (Each Accident) - \$1,000,000

Yes No
X _____ If Responder requests reduced limits under a Personal Auto Liability Policy and it is agreed to by the City, coverage shall include Bodily Injury Limits of \$100,000 per person/\$300,000 per occurrence and Property Damage limits of \$300,000 per occurrence.



6. SPECIFICATIONS

ITB Specification: DCA125SSIU4F WhisperWatt™ Diesel Generator Or approved equal

GENERAL

This specification outlines the requirements for providing a complete, operable and tested diesel engine generator. The generator shall be sound attenuated with an integral fuel system including tank, environmental containment and switchable voltage output. Equipment and materials shall be of current design and ready for delivery, connection and operation.

The generator supplier shall have available factory test results and factory published Operators Manual for the engine-generator set. The engine shall be filled with crankcase lube oil and radiator coolant as recommended by the engine manufacturer and/or as specified herein.

The engine generator set shall have posted operating instructions near the control panel and operating devices. Warning placards shall be visible at locations of customer access, to live voltage parts and other electrical connection points.

APPLICABLE DOCUMENTS

The following documents shall apply to the specified equipment.

ISO9001	International Organization for Standardization
EGSA 100	Performance Standards for Engine Generators
JIS	Performance Standard for Engine Generators
JES	Electrical Performance Standards
SAE	Society of Automotive Engineers

MANUFACTURING STANDARD

Subject to compliance with requirements, provide a sound attenuated, diesel engine generator package as manufactured by Multiquip, with certifications and tests.

The generator supplier shall be capable of providing equipment as specified, maintaining service parts inventory and service.



RATINGS

The sound attenuated generator set shall be MQ Power model DCA125SSIU4F or **approved equal**, rated for continuous, Prime Power operation at 100kW [125kVA], with a Standby Rating of 110kW [137.5kVA] 0.8 P.F., 3-phase, 4-wire, 60 Hz.

The following output voltages shall be available:

- 277/480V, 3-phase, 4-wire
- 139/240V, 3-phase, 4-wire
- 120/208V, 3-phase, 4-wire
- 120/240V, 1-phase, 3-wire

In addition, the following performance ratings shall apply:

- Frequency regulation shall be isochronous under varying loads, no load to full load.
- Frequency variation shall not exceed $\pm 0.25\%$ from no load to full load.
- Voltage regulation shall not exceed $\pm 0.5\%$ from no load to full load.
- Telephone influence factor shall be less than 50.

The generator shall be capable of accepting 100% load in one step in accordance with NFPA110.

ENGINE AND EQUIPMENT

The diesel engine shall be 4-cycle, direct connected to the generator by a semi-flexible coupling and both shall be mounted on a common sub-base. The engine shall have sufficient power to produce the specified rating when operating at generator synchronous speed with all accessories required for normal operation including exhaust, fuel, cooling, and battery charging systems.

The engine, with attached cooling system and the generator shall be mounted on the sub-base with heavy duty, resilient mounts that provide vibration isolation. In addition, the engine generator shall have been factory tested to verify operation at rated power.

The engine shall conform to Federal EPA Tier 4 Final emission requirements in affect at time of bid and the supplier shall make available, the EPA Certificate of Conformance and Air Resources Board Executive Order, to substantiate certification.

Maximum engine speed shall be 1800 RPM. The complete diesel engine generator set shall be free of critical speeds from either a major or minor order, and torsional vibrations from 10% below idling to 10% above synchronous speed.

Provide electronic speed control governor, consisting of magnetic pickup speed sensor, electronic control, and actuator. Frequency regulation shall be isochronous under varying loads from no load to full load. Frequency variation for constant loads shall not exceed ± 0.25 percent of rated speed.



FUEL SYSTEM

The engine shall be equipped with a fuel system suitable for operation on ultra-low sulfur diesel fuel No. 2 or a B5 bio-fuel diesel blend meeting the requirements of ASTM-975. The fuel system shall include an engine driven transfer pump and replaceable filters.

The engine driven fuel pump shall be positive displacement and capable of providing 110% of the prime power rating with all filtering equipment in operation.

OIL SYSTEM

The engine shall be equipped with a positive displacement, full pressure, lubrication oil pump with full flow replaceable spin-on canister oil filters and a dipstick.

COOLING SYSTEM

Provide replaceable dry element air cleaner with restriction indicator. Provide engine-mounted battery charging alternator, 90 ampere minimum and solid-state voltage regulator.

The cooling system shall include a belt-driven pusher fan, water pump and a thermostat for temperature control. The cooling system shall be designed for an ambient temperature rating of 40°C (104°F). Guard rotating parts against accidental contact. Cooling system shall be filled with minimum 50% mixture of coolant/anti-freeze. Include coolant overflow tank level for monitoring coolant level

Provide thermostatically controlled, direct immersion type, jacket water heater for quick starting. Jacket water heater shall be rated 120VAC, 1000 watt. The heater AC input shall be connected to a NEMA 5-20P flush mounted male input plug located on the generator receptacle panel.

ENGINE STARTING SYSTEM

Provide a solenoid operated, gear driven electric starter for operation on 12 Volts DC. Provide automatic cranking controls with three crank attempts with rest periods in between. Failure to start, after three cranking attempts, shall shut down and lockout the engine control.

Provide 12 VDC lead acid batteries with sufficient capacity to provide 100 seconds engine cranking. Insulated stranded copper conductors shall connect the battery to the generator starter. Battery shall be mounted in a corrosion resistant tray with hold-downs to secure the battery.

Provide a UL Listed battery float charger with a minimum ampere rating of 3A, 12VDC output, 120VAC input. Charger shall be automatic voltage regulated within 1% of the correct temperature compensated value from no load to full load.

Include AC and DC fuses protection and a DC charge ammeter. The charger shall be mounted inside the generator enclosure and the AC input shall be connected to a NEMA 5-20P flush mounted male input plug located on the housing exterior.



GENERATOR

The generator shall be three phase, 60 hertz, single bearing, four pole-revolving field, drip-proof, and air-cooled. The rotor shall have amortissuer windings and be dynamically balanced.

Generator windings shall be re-connectable, allowing for the following voltage outputs :

- 277/480V, 3-phase, 4-wire
- 139/240V, 3-phase, 4-wire
- 120/208V, 3-phase, 4-wire
- 120/240V, 1-phase, 3-wire

The insulation system shall be coated with an epoxy varnish that is fungus resistant. The temperature rise for rotor and stator at full load shall not exceed the allowable temperature use for Class F insulation. THD shall not exceed 5% of rated voltage at full load and no single harmonic shall exceed 5% of rated voltage at full load.

The excitation system shall be brushless utilizing full wave silicon diodes with surge and excitation overload protection. The excitation system shall be a separately derived, providing dedicated excitation voltage for the AVR and shall be unaffected by load induced fluctuations caused by non-linear loads. The system shall also provide 300% short-circuit support for 10-seconds to aid in allowing downstream circuit protective devices to clear a fault. Note: Shunt excitation systems are not acceptable.

The voltage regulator shall be of solid-state construction and temperature compensated. Voltage regulation from no load to full load shall not exceed $\pm 0.5\%$. Regulator shall utilize pulse width modulation and be capable of performing in the presence of non-linear loads. The regulator shall be volts/hertz with frequency compensation to allow frequency to decline in an adjustable manner before correcting the output voltage in a linear manner.



ENGINE GENERATOR CONTROL PANEL

The engine generator control panel shall be an integral part of the generator housing to completely isolate it from engine vibration. The panel shall be recessed into the housing with sealed construction and a gasketed door with viewing window for splash proof operation. All switches, lights, and other devices shall be clearly labeled on the panel face.

Provide a ECU845 microprocessor-based digital generator controller with a three position, panel mounted switch (STOP-MANUAL-AUTO) to stop the engine in the STOP position, start and run the engine in the MANUAL position, and allow the engine to start and run by closing a remote contact and stop by opening the remote contact in the AUTO position.

Provide the following panel mounted features:

- High visibility LCD display with heated interface screen and alphanumeric readout (operational temperature range of -40°C to 85°C)
- Modbus interface for gauge panel and expansion options
 - 2-wire control for Auto Start-Stop operation
 - Panel lighting with ON/OFF switch.
 - Running time meter in hours and tenths of hours
 - AC monitoring along with fuel and DEF level indicators.
 - Emergency stop switch

Provide flush mounted digital engine gauges for the following:

- Oil pressure
- Engine water temperature
- Engine RPM
- Battery voltage
- Fuel level

Provide flush mounted analog AC meters for the following:

- AC ammeter
- Phase Selector switch shows phase amperage
- AC voltmeter
- Phase Selector switch shows phase voltage
- Frequency meter
- Voltage adjustment rheostat $\pm 15\%$

Controls shall shut down and lock out the engine upon:

- Failure to start after specified time (Engine overcrank)
- Engine overspeed
- Low oil pressure
- High engine temperature
- Low coolant level
- Low DEF (diesel engine fluid)

A blinking common fault lamp shall illuminate in the event of engine shutdown. A diagnostic fault message shall be displayed on the unit LCD screen.



POWER OUTPUT CONNECTIONS

Provide UL489 listed, solid state, electronic trip, circuit breaker, rated 300 amperes, 3-pole, located in control panel dead front behind removable cover. The circuit breaker shall be sized to operate at the highest rated ampacity (Low Wye voltage). A dedicated, UL listed, inverse time delay, over-current relay shall be provided to monitor and protect alternator output, at the lowest rated ampacity (High Wye voltage).

In the event of an overload or short circuit, the over-current relay shall activate the circuit breaker shunt trip and open the circuit breaker. The over current relay shall be factory set and tested prior to shipment.

Output shall be cable connected to a power output reconnection bus bar. Cable entrance to the power output terminals shall be through a cable entrance panel. Mechanical lugs shall be provided for each phase, neutral and ground. Voltage connection diagrams and safety placards shall be clearly displayed.

Provide a customer entry panel as an integral part of the generator housing, to completely isolate it from engine vibration. The panel shall be recessed into the housing with seamless construction with a hinged cover to shield interior from falling water. The bottom of the customer panel area shall be sloped downward for cable entry and to eliminate water accumulation.

Generator output receptacles, shall be panel-mounted using threaded, stud type CamLok® connectors, 400 ampere-rated, single conductor per phase. The receptacles shall be sized to carry the full amp capacity of the generator output in a Low Wye voltage connection. The connectors shall be color coded to meet National Electrical Code as follows: Black, Red, Blue, White, Green.

The panel shall contain three, 50A-240V twist lock female receptacles and two, 120V single-phase duplex NEMA 5-20R GFCI receptacles. The 50A receptacles and the GFCI convenience receptacles shall be energized regardless of the voltage connection.

All receptacles shall be flush mounted and shall be individually protected with UL listed circuit breakers flush mounted within the panel area and clearly labeled which breaker feeds which receptacle. In addition, the panel shall contain the flush mounted male plugs for the AC input power to the water jacket heater and battery charger, and include the automatic Start-Stop terminal connection block.

HOUSING

The engine generator set and all components shall be enclosed in a factory fit, sound attenuated housing with access doors on each side and a door over the control panel. The housing shall be designed so the exhaust system is contained within the enclosure and both the radiator and exhaust discharge vertically in the same duct.

The doors shall be arranged so all filters, battery, water jacket heater and other maintenance items can be easily accessed. The control panel door shall have a Plexiglas window for unobstructed viewing of the engine control panel. All doors shall be gasketed and the handles shall be recessed latching type with provisions for pad-locking. The enclosure shall be equipped with a single point lifting bail on the top.



The housing shall be factory treated with a zinc phosphate process prior to finish painting. The primer coat shall be electrostatic spray-on, urethane modified, epoxy resin paint. Finish paint shall consist of a multi-coat, electrostatic spray-on, alkyd melamine resin paint. Color shall be factory white.

The interior of the housing and all intake and discharge ducts shall be lined with sound absorbing, high temperature foam, per UL94 standards. The housing and exhaust system shall be designed to limit the noise level to 66dB(A) at 23 feet when operating at full rated load.

EXHAUST SYSTEM

The exhaust system shall be designed so that the muffler is mounted within the enclosure. Provide critical silencer as recommended by the generator set manufacturer to meet overall specified sound level and size to assure full load operation without exceeding the engine manufacturer's recommended back pressure. Diesel engine shall be fitted with required emissions hardware as provided and certified by the engine manufacturer to meet Federal EPA Tier 4 Final regulations.

Provide integrated, PowerBalance™ load management system shall provide a continuous mode operation providing not less than 35kW of additional resistive load to prevent wet-stacking caused by continuous low load operation. In this mode, the load elements shall be energized upon engine startup if the applied building load is insufficient. The load elements shall remain online during engine operation and will shunt offline only if the combined artificial load and applied building load exceeds 90% of the engine torque.

In the event the load elements are shunted offline, the control will monitor the generator output for a period of 10 minutes. If, after this period, the applied building load is below $\pm 40\%$ of the generator engine torque, the load elements will be re-energized and remain online unless the combined total load causes it to cycle off.

The load elements shall be mounted in the generator air discharge stream to provide adequate cooling for the elements. The ECU845 generator controller shall monitor and provide fully automatic operation of the load management system.

FUEL STORAGE SYSTEM

The engine generator shall be fitted with a factory installed, in-skid, diesel fuel tank with a minimum capacity of 169 gallons. The design shall incorporate an integral-mount, environmental skid and basin, to provide 120% rated liquid capacity containment in the event of fuel leakage or any other liquid that might leak from the diesel engine such as crankcase lube oil or radiator coolant. The basin shall be fitted with a liquid level sensor, wired to the generator controller to indicate an alarm warning in the event of leakage into the basin.

Internal storage provisions shall also include an EPA approved, diesel engine fluid tank (DEF) to provide enough fluid to operate the engine-generator set, at full rated load, on a single load of fuel (approx. 24-hours of operation).



TRAILER

Trailer shall be tandem axle design. Trailer and all running gear components shall be rated a minimum of 10,000 lbs. GVWR and shall meet all NHTSA requirements. Component hardware shall include but not limited to the following:

Axle Type	Straight
Number of Axles	Two
Suspension	Torsion Type
Tongue Jack	5,000 lbs. Rating
Brakes	Electric type on all axles

Trailer shall be equipped with highway legal fenders and a front adjustable leveling jack with footpad. Unit shall be wired, 12-volt, to comply with Federal highway laws.

Wheels shall be white-mod type with 6-lug pattern with minimum ST225/75R-15, Load Range 'D' highway tires to meet the full load GVWR requirements of the trailer with generator, fuel tank, fuel and all loaded accessories.

- Coupler shall be 3" Pintle Coupler
- Provide safety chain and breakaway cable to meet NHTSA and FMVSS requirements.
- Chain and hook device shall be Commercial Grade 70.

All bolts shall be minimum SAE Grade 5 or SAE Grade 8 where applicable and shall be easily identifiable. All nuts used for load bearing structural applications, unless otherwise specified shall be SAE Stover (top lock) grade "B" lock nuts. Only flat washers shall be used with lock nuts. Lock Tite shall be used on any bolts that are torqued into a blind hole. All fasteners shall allow accessibility using standard mechanics tool.

Trailer lighting shall conform to the latest edition of the Federal Motor Vehicle Safety Standard (FMVSS - 108). Provide individual stop and directional tail lamps, each with running lights. Provide license plate holder and light. The wiring shall be securely attached to substantial supports along its entire route.

At no time shall the route come near to or be a part of any heat source, exhaust system or exhaust support. Where installed wiring is required to pass through a body panel or partition, the wiring shall be protected with an insulating grommet at the point of passage.

Trailer connector shall be universal 6-pin round, suitable for use with electric brakes.

All terminal and connectors shall conform to SAE standards.

Trailer shall be finish coated using black paint. Prime coat trailer and any areas susceptible to corrosion. Prime coat must be compatible with finish top coat and applied as per manufacturer's standard practices.

DELIVERY AND HANDLING

Deliver equipment properly packaged and mounted to facilitate handling. Deliver with recommended lube oil and coolant installed.

Handle equipment carefully to prevent physical damage. Do not install damaged equipment; remove from site and replace damaged equipment with new.



GROUNDING

Provide equipment grounding connections and material for the diesel generator in accordance with NFPA 70 for a separately derived system. Tighten connections to comply with tightening torques specified in UL 486A to assure permanent and effective grounding.

PRODUCTION TESTS

Provide certified factory production tests on the equipment performed at rated load.

Tests shall include:

- Steady-state voltage and frequency analysis
- Rated load at Unity PF
- Maximum power analysis

PARTS AND OPERATIONS MANUALS

Provide three (3) sets of O&M manuals at time of generator shipment. Manuals shall be shipped in suitable 3-ring binders with manufacturers name, address, phone number and points of contact included. Include sales, parts department, service department and emergency (off hours) phone number.

WARRANTY

The entire engine-generator assembly shall be covered by a manufacturer's express written warranty, not less than one (1) year from the date of final installation by end-user. The written warranty shall be included with the O&M manuals.

7. PROJECT TIMELINE

Purchase and delivery of items under the statement of work shall be within one hundred twenty (120) calendar days from City's issuance of the Notice to Proceed or purchase order date, whichever is earlier.

8. PROJECT BUDGET

The budget for this project is **Five Hundred Thousand Dollars and Zero Cents (\$500,000.00)**.



9. GENERAL CONDITIONS

The following instructions are given for the purpose of guiding bidders in properly preparing their bids or proposals. These directions have equal force and weight with the specifications, and strict compliance is required with all provisions.

1. **QUALIFICATIONS OF BIDDERS** - No bid will be accepted from, nor will any contract be awarded to, any person who is in arrears to the City of North Lauderdale, upon any debt or contract, or who has defaulted, as surety or otherwise, upon any obligations to the City, or who has been deemed irresponsible or unreliable to the City. The City is not required to award any jobs to a Contractor based solely on their bid being the lowest. Awards will be based on past performance and quality of work in addition to the Contractor's RFP response.

If selected for a project, all bidders must perform to the satisfaction of the City prior to being considered for award of additional contracts. Proposers whose performance is unsatisfactory will be excluded from proposing on future projects for one or more fiscal years. The decision to exclude a bidder and the number of years a bidder is excluded is in the sole and exclusive discretion of the City and is not subject to appeal.

2. **PERSONAL INVESTIGATION** – Bidders shall satisfy themselves by personal investigation and by such other means as they may deem necessary or desirable as to the conditions affecting the bidding work and the cost. No information derived from maps, plans, specifications, or from the Engineer, City Manager, or their assistants or any other department of the City shall relieve the contractor from any risk or from fulfilling all terms of the contract. **Pre-bid meetings will be held at the location in which work will be completed. Pre-bid meeting dates and necessity will be disclosed when listed contractors are contacted to prepare a quote for the services awarded.** It will be assumed that the Bidder has fully investigated and is well informed of the project site conditions and materials to be encountered, of the character, quality, and quantities of work to be performed and materials to be furnished, and of the requirements of Bid Documents. If the pre-bid meeting has been deemed mandatory and if a bidder does not attend the mandatory pre-bid meeting, the bid will not be considered.
3. **CONE OF SILENCE** - "Cone of Silence" means a prohibition on any communication regarding a particular Request for Proposals (RFP), Request for Qualifications (RFQ), Invitation for Bid (IFB), or other competitive solicitation between:

Any person who seeks an award therefrom, including a potential vendor or vendor's representative, and

The City Commission, City Attorney, and all City employees, and any non-employee appointed to evaluate or recommend selection in such procurement process.

The Cone of Silence shall not apply to communications with the Procurement Official to obtain clarification or information concerning the subject solicitation. Any such contact other than the Procurement Official may be considered grounds for disqualification. The City shall not be responsible for oral interpretations given by any City employee or its representative. For purposes of this section, "vendor's representative" means an employee, partner, director, or officer of a potential vendor, or consultant, lobbyist, or actual or potential subcontractor or sub-consultant of a vendor, or any other individual acting through or on behalf of any person seeking an award.

4. **INCONSISTENCIES** – Any seeming inconsistency between different provisions of the plans, specifications, bid or agreement, or any point requiring explanation must be inquired into by the bidder, in writing to the Purchasing Coordinator, at least five (5) days prior to the time set for the opening bids but no later than the date specified in this bid document for acceptance of questions. After bids are opened, the bidders shall abide by the decision of the City as to such interpretation.
5. **ADDENDA AND INTERPRETATIONS** – No interpretations of the meaning of the plans, specifications or other contract documents will be made orally to any bidder. Prospective bidders must request from the Purchasing Coordinator such interpretation in writing. To be considered, such request must be received at least five (5) days prior to the date fixed for the opening of bids but no later than the date specified in this bid for acceptance of questions. Any and all interpretations and any supplemental instructions will be in the form of a written addenda which, if issued, will be sent by electronic mail and posted on the City website and DemandStar.com not later than (3) days prior to the date fixed for the opening of bids. Failure of any bidder to receive any such addenda or interpretation shall not relieve any bidder from any obligation under his bid as submitted. All addenda so issued shall become a part of the contract document. Contractor shall verify that he has all addenda and completed the "Addendum Acknowledgment Form" before submitting his bid.



6. **LEGAL CONDITIONS** – Proposers are notified to familiarize themselves with the provisions of the law of the State of Florida relating to the hours of labor on municipal work, and with the provisions of the laws of the State of Florida and the Charter and the ordinances of the City of North Lauderdale.
7. **FORM OF BIDS** – Each bid and its accompanying statements must be made on the blanks provided. The forms must be submitted in good order and with **all of the blanks filled in**. Incomplete forms will be rejected as non-responsive. The forms must be enclosed in a sealed envelope when submitted to the City Hall - City Clerk's Office, 2nd Floor, City of North Lauderdale, Florida. The name of the bidder must clearly show on the outside of the sealed envelope and a statement as to its contents. The bid must be signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the bid.
8. **FILLING IN BIDS** – All prices must be written on the specific form(s) provided in this document. All bids must fully cover all items for which bids are asked and no other. Proposers are required to state the names and places of residence of all persons interested, and if no other person is interested, the bidder shall state that the bid is, in all respects, fair and without collusion or fraud. Where more than one person is interested, it is required that all persons interested or their legal representative make all verification and subscribe to the bid.
9. **NON-COLLUSION** – A bidder shall not collude, conspire, connive or agree, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham response in connection with the work for which the response has been submitted; or to refrain from responding in connection with such work or have in any manner, directly or indirectly, sought by person to fix the price or prices in the bid or of any other bidder, or to fix any overhead profit, or cost elements of the bid price or the bid price of any other responder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other bidder, or any person interested in the proposed work. The bidder certifies there has been no collusion with any other firm or employees from any other firm who will be submitting a bid on the same project.
10. **CAUSES FOR REJECTION** – No bid will be canvassed, considered, or accepted which, in the opinion of the City is incomplete, informal or unbalanced, or contains inadequate documentation as required herein. Any alteration, erasure, interlineations, or failure to specify bids for all items called for in the schedule shall render the bid informal.
11. **REJECTION OF BIDS** – The City reserves the right to reject any bid if the evidence submitted by the bidder, or if the investigation of such bidder, fails to satisfy the City that such bidder is properly qualified to carry out the obligations and to complete the work contemplated. Any or all bids will be rejected if there is reason to believe that collusion exists among bidders. A bid shall be considered irregular and may be rejected, if it indicates serious omissions, alterations in form, additions not called for, conditions or unauthorized alternates, or irregularities of any kind. The City reserves the right to reject any or all bids; to waive such technical errors; to waive informalities or irregularities in any bid received; to re-advertise; or to take any other actions as may be deemed best for the interests of the City.
12. **WITHDRAWALS** – Any bidder may, without prejudice to himself, withdraw his bid at any time prior to the expiration of the time during which bids may be submitted. Such request for withdrawal must be in writing and signed in the same manner and by the same person who signed the bid. After the expiration of the period for receiving bids, no bid can be withdrawn, modified, or explained.
13. **LICENSES AND PERMITS** – Services performed for the City will require licenses and permits in the same manner as private construction projects within the City. The Proposer shall secure, at his/her expense, all licenses and permits and shall fully comply with all applicable laws, regulations and codes as required by the State of Florida, county, or local ordinances.

The Proposer must fully comply with all federal and state laws, county and municipal ordinances, and regulations in any manner affecting the prosecution of the work. Any fines or penalties to the Contractor shall be paid at the Proposer's expense.
14. **LICENSE OF PROPOSERS** - All bidders must hold and submit with their bid response (and maintain same throughout the duration of the contract) a current valid Certificate for General Building/Engineering or Specialty Trade Contracting, etc. for the types of work covered by this Contract, where applicable.



- 15. LICENSE FOR TRADES** - Proposer(s) must be licensed in accordance with the provisions of the Code of Broward County and Florida State Statute (Occupational/Business and Contractor). The Proposer may be required to provide proof of licensing prior to being pre-qualified under this Contract. All employees supplied by the Contractor must carry their certification cards, if certification is required for the type of Work being performed.
- 16. CONTRACT/AGREEMENT** – The bidder to whom award is made shall execute a written contract to provide the service and maintain the same in good repair until final acceptance by the proper authorities within ten (10) days after receiving such contract for execution. If the bidder to whom the first award is made fails to enter into a contract as provided, the award may be annulled and the contract let to the next lowest bidder who is reliable and responsible in the opinion of the City. Such bidder shall fulfill every stipulation as if it were the original party to whom award was made. The contract shall provide that the Contractor agrees to correct any defective or faulty work or material which may appear within one (1) year after completion of the work and receipt of the final payment.
- 17. INDEPENDENT CONTRACTOR** - The Contractor is engaged as an independent business and agrees to perform the Work in the manner of and as an independent contractor. In accordance with the status of an independent contractor, the Contractor covenants and agrees that the Contractor will conduct itself consistent with such status, that the Contractor will neither hold the City out as, nor claim to be an officer or employee of the City for any right or privilege applicable to an officer or employee of the City, including, but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.
- The Contractor's Staff Personnel shall not be employees of the City, and the Contractor alone shall be responsible for their work, the direction thereof, and their compensation and benefits of any kind. Nothing in this Contract shall impose any liability or duty on the City on account of its acts, omissions, liabilities or obligations or any person, firm, company, agency association, corporation, or organizations engaged by the Contractor as a(n) expert, consultant, independent contractor, specialist, trainee, employee, servant or agent or for taxes on any nature, including, but not limited to unemployment insurance, worker's compensation and anti-discrimination or work place legislation of any kind and the Contractor hereby agrees to indemnify and hold harmless the City against any such liabilities, even if they arise from actions directed or taken by the City.
- 18. HOURS OF WORK/DELIVERY** – All deliveries will be performed between the hours of 7:00 AM to 7:00 PM Monday through Friday. No work will be performed on Saturday unless approved by the City's Project Manager or authorized individual. Under no circumstance will work be performed on a Sunday and/or the City's observed Holiday(s).
- 19. PERFORMANCE** – The Proposer shall be fully responsible for performing all the work necessary to meet City standards in a safe, neat, and good workmanlike manner, using only generally accepted methods in carrying out the work and complying with all federal and state laws and all ordinances and codes of the City relating to such work.
- 20. WORKMANSHIP AND MATERIALS** – All parts installed and materials used in performance of this contract shall be new and unused (of current design or manufacture). Salvage materials will not be allowed without the express consent of the City. All materials and workmanship shall be of the highest quality and shall conform to all applicable Building Codes, so as to ensure safe and functional operation. The City shall be the sole judge as to parts and workmanship.
- 21. LABOR, SUPERVISION, MATERIALS AND EQUIPMENT** – The Proposer shall furnish, at his/her own expense, all labor, supervision, equipment, materials, supplies, paper products, and other equipment necessary for satisfactory completion of all the services as specified in this RFP, unless otherwise specified.



22. CLEANING AND PROTECTION - The Contractor shall: During the handling and installation of work, clean and protect the Work in progress and adjoining areas on the basis of continuing maintenance; apply protective covering on installed Work where it is required to insure freedom from damage or deterioration at time of substantial completion. Remove and dispose of all debris, trash and excess materials from the site resulting from Work; removal shall take place daily and more often if hazards or interference are presented; dispose of all material removed off the site in accordance with Federal, State and local laws.

Maintain a clean operation while working; remove all debris, equipment, etc. at the end of each workday.

Should the Contractor fail, refuse or neglect to remove rubbish, waste materials, and temporary Work or to clean the site as required, the City may, without obligation to do so, remove and dispose of the rubbish, waste material, and temporary work and clean the site and deduct the resulting cost from monies due or to become due to the Contractor under this Contract.

The Contractor shall handle waste materials that are hazardous, dangerous or unsanitary separately from other inert waste by containerizing appropriately; disposing of waste materials in a lawful manner.

Burying or burning of waste materials containing-chemicals, oil or unfiltered construction debris down sewers or into waterways shall not be permitted.

The Contractor shall provide, as necessary, rodent proof containers for disposing of garbage and similar wastes generated by the Contractor.

Immediately after completion of each phase of the Work and prior to final acceptance of the Work by the Project Manager, the Contractor shall remove all plant, surplus materials, false work, temporary structures, and debris resulting from his operation. The site shall be cleaned in a neat, presentable manner satisfactory to the Project Manager.

23. INSPECTION - At all times during the Contract, the Project Manager shall have the right to make the most thorough and minute inspection of the Contractor's office, including materials and equipment, and to draw the attention of the Contractor to all defects in workmanship, materials or other errors or variations from the Contract requirements.

The right of inspection herein provided is intended solely for the benefit of the City. Neither the right of inspection nor the any failure to draw attention to or point out such defects, errors or variations shall give the Contractor any right or claim against the City or shall in any way relieve the Contractor from its obligations under the term of this contract.

If the Work or any part thereof shall be found defective, the Contractor shall without cost to the City forthwith remedy such defect in a manner to comply with the Contract.

The Contractor shall at all times provide the Project Manager and his designated representatives all facilities necessary, convenient or desirable for inspecting the Work. The Project Manager and any designated representative shall be permitted to inspect materials at any place or stage or their manufacture, preparation, shipment or delivery.

Any inspection hereunder shall not reasonably disrupt the Contractor's performance of the Work.

24. ENFORCEMENT OF SPECIFICATIONS - Copies of the specifications shall be placed in the hands of the Public Works Director, who shall enforce every requirement of the contract. There will be no varying from the specifications.

25. COPIES OF SPECIFICATIONS - Copies of the specifications, details, and contract are on file in the City Clerk's Office of the City of North Lauderdale.

26. SAFETY MESAURES – Proposer shall take all necessary precautions for the safety of employees, and shall erect and properly maintain at all times all necessary safeguards for the protection of the employees and the public. Danger signs warning against hazards created by his/her operation and work in progress must be posted.

All employees of Proposer shall be expected to wear safety glasses or goggles, appropriate clothing, and hearing protection when and wherever applicable. The Proposer shall use only equipment that is fully operational and in safe operating order. Proposer shall be especially careful when servicing property when pedestrians and/or vehicles are in close proximity – work shall cease until it is safe to proceed.



- 27. SAFETY AND TRAFFIC CONTROL** – It shall be the responsibility of the Contractor to maintain proper traffic control and safety precautions including, but not limited to, the use of barricades, flagman, and portable electric traffic control devices. No extra payment shall be made for providing the necessary traffic control. This necessary traffic control should be included in the quote. Any questions regarding the requirements for traffic control shall be referred to the Director of Public Works/Utilities.
- 28. OWNER MAY STOP THE WORK/REFUSE THE PRODUCT** – If the work performed by the contractor or product delivered by the contractor is deficient, contrary to the bid documents or contract, or the CONTRACTOR fails to perform work in such a way that the completed WORK will conform to the Contract Documents, the OWNER may order the CONTRACTOR to stop the WORK or return the product, or any portion thereof, until the cause for such order has been eliminated; however, the right of the OWNER to stop the WORK shall not give rise to any duty on the part of the OWNER to exercise this right for the benefit of the CONTRACTOR or any other party.
- 29. TERMINATION** – The contract described hereafter may be terminated by either party upon thirty (30) days with written notice to the other party.
- 30. CUSTOMER RELATIONS** – The Contractor, all its employees and subcontractors under the supervision and control of the Contractor shall at all times at a site, office, or yard be required to conduct themselves in a professional and courteous manner and do all things necessary to insure good and harmonious customer relations. Continuous failure to abide by this requirement shall constitute a basis for termination of this agreement.
- 31. APPLICATION FOR PROGRESS PAYMENT** - The contractor shall submit to the City for review, an Application for Payment filled out and signed by the contractor covering the work completed during the invoice period and accompanied by such supporting documentation as is required by the Contract Documents. Requests for payments (invoices) with supporting documentation should be submitted no more than monthly. Ten percent (10%) retainage shall be withheld and may be lowered after 50% of work is satisfactorily completed at the sole discretion of the Public Works Director.
- 26. MEASUREMENT AND PAYMENT** – Payment will be made monthly for all completed work, inspected, and properly invoiced in accordance with the Prompt Payment Act of Florida.
- 33. QUANTITIES** – The City reserves the right to add or delete from the estimated quantities listed in the bid.
- 34. BID BOND** – No Bid Bond for this ITB.
- 35. PERFORMANCE & PAYMENT BOND** – N/A for this ITB.
- *All bonds – Performance, Payment and Warranty Bonds, shall meet the City's ratings.
- Pursuant to the requirements of Section 255.05(1)(a), Florida Statutes, it shall be the duty of the Responder to record the aforesaid payment and performance bonds in the public records of Broward County. Consultant shall be responsible to pay all recording costs.
- 36. TAX EXEMPTION** – All bids must be submitted including all local, state and federal taxes, if applicable. Please contact the Finance Department for a copy of the Consumer's Certificate of Exemption.
- 37. BID PRICES** – All prices included on the quote submitted once requested, must be held firm through the completion of the project. Any quotes containing escalation clauses will not be reviewed and another awarded Contractor on the list will be considered. The City of North Lauderdale will award payment within thirty (30) days of the conclusion of the work, and upon full approval.



38. EXCUSABLE INCLEMENT WEATHER DELAYS

- A. The Contract Time will be extended for as many calendar days in excess of the average number of days of excusable inclement weather as defined in Paragraph entitled, "Excusable Inclement Weather Delays", as the CONTRACTOR is specifically required under the provisions of the Technical Specifications to suspend construction operations, or as many calendar days as the CONTRACTOR is prevented by excusable inclement weather, or conditions resulting immediately therefrom, from proceeding with at least 75 percent of the normal labor and equipment force engaged on the WORK.
- B. Excusable inclement weather is any weather condition, the duration of which varies in excess of the average conditions expected, which is unusual for the particular time and place where the WORK is to be performed, or which could not have been reasonably anticipated by the CONTRACTOR, as determined from U.S. Weather Bureau records for the preceding 3-year period. No extensions of Contract Time will be allowed for any inclement weather that could reasonably have been predicted from such weather records.
- C. Should the CONTRACTOR prepare to begin work at the regular starting time at the beginning of any regular work shift on any day on which excusable inclement weather, or the conditions resulting from the weather, or the condition of the WORK prevents work from beginning at the usual starting time, and the crew is dismissed as a result thereof, the CONTRACTOR will not be charged for a working day whether or not conditions change thereafter during said day, and the major portion of the day could be considered to be suitable for such construction operations.
- D. The CONTRACTOR shall base its construction schedule upon the inclusion of the number of days of excusable inclement. No extension of the Contract Time due to excusable inclement weather will be considered until after the said number of days of excusable inclement weather has been reached. However, no reduction in Contract Time would be made if said number of days of excusable inclement weather is not reached.

39. LIQUIDATED DAMAGES

The Contractor shall pay to the City, as damages for non-completion of the work within the time stipulated for its completion, as outlined in the terms of contract listed above. Liquidated damages shall be \$300.00 per day in excess of terms of contract.

40. PUBLIC RECORDS - The City of North Lauderdale is public agency subject to Chapter 119, Florida Statutes. The Contractor will be required to comply with Florida's Public Records Law. Any resulting contract shall incorporate the following Public Records Provisions as required by Section 119.0701, Florida Statutes.

The Contractor shall:

- 1. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;
- 2. Upon request from the CITY's custodian of public records, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the costs provided in Chapter 119, Fla. Stat., or as otherwise provided by;
- 3. Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of the term of the Agreement and, following completion of the Agreement, CONTRACTOR shall destroy all copies of such confidential and exempt records remaining in its possession after CONTRACTOR transfers the records in its possession to the; and
- 4. Upon completion of the Agreement, CONTRACTOR shall transfer to the CITY, at no cost to the CITY, all public records in CONTRACTOR's possession. All records stored electronically by the CONTRACTOR must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

The failure of CONTRACTOR to comply with the provisions set forth in this Agreement shall constitute a Default and Breach of this Agreement, for which the CITY may terminate the Agreement.



- 41. NON-DISCRIMINATION & EQUAL OPPORTUNITY EMPLOYMENT** - During the performance of the work, the Consultant shall not discriminate against any person in its operations, activities or delivery of services. The Consultant shall affirmatively comply with all applicable provisions of federal, state and local equal opportunity employment laws and shall not engage in or commit any discriminatory practices against any person based on race, age, religion, color, gender, pregnancy, sexual orientation, gender identity and expression, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.
- 42. DEBARMENT AND SUSPENSION** – The City shall have the authority to debar or suspend vendors. Causes for debarment or suspension include the following:
- a. Conviction of a criminal offense incident to obtaining or attempting to obtain a public or private contract or subcontract, or incident to the performance of such contract or subcontract;
 - b. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty;
 - c. Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;
 - d. Violation of city's contract provisions, which is regarded by the City Manager to be indicative of non-responsibility. Such violation may include failure without good cause to perform in accordance with the terms and conditions of a city contract or to perform within the time limits provided in the city contract, provided that failure to perform caused by acts beyond the control of a party shall not be considered a basis for debarment or suspension;
 - e. Debarment or suspension of the person or entity by any federal, state, or other governmental entity;
 - f. False certification pursuant to debarment and suspension decisions; and/or

Any other cause judged by the City Manager to be so serious and compelling as to affect the responsibility of the person or entity performing city contracts.



10. **BID SUBMISSION**

A. Product Description

Identify the specific product the contractor is able to provide at the bid price. Include any and all brochures and explicit manufacturer specifications on the approved equivalent.

B. Forms

Include all required forms. Each form is required to be completed in its entirety. Incomplete forms may result in the bid submission being deemed non-responsive. Please see Section 12, **BID SUBMITTAL CHECKLIST**, for a complete named list of all required forms.

C. Submission Copies

Submit sealed bids, one (1) original, three (3) copies, and one (1) single PDF file on a flash drive, addressed to the City Clerk of the City of North Lauderdale. Each envelope should contain the following information:

- Proposer's Name and Return Address
- Solicitation Number - ITB #20-01-389
- Solicitation Title: Portable Generators for Lift Stations
- Solicitation Due Date and Time: **February 4, 2020 @ 10:00 am EST**

Although methods and means are always the responsibility of a contractor, bidders shall describe their techniques, equipment and sequencing of their operations with their bids. In determining, the lowest responsive and responsible bidder, experience of providing similar services will be used in the evaluation of bids by the City. Failure to submit the above requested information may be cause for rejection of your bid.



11. BID PRICING FORM INFORMATION

Excel Form Instructions

This solicitation uses an Electronic Proposal Price Form in the format of a Microsoft Excel spreadsheet available as an attachment via DemandStar and on the City website.

Complete the Electronic Proposal Price Form by inserting **Vendor's Name, Address and Contact Information** in the appropriate fields. This form has been designed to allow only the entry of requested information in the unlocked fields. For accuracy and convenience, the total will be calculated automatically. Recheck your entries prior to submission to ensure correct totals.

Once complete, print and click "SAVE AS" to save the file and include on your electronic submission of your bid, flash drive (provided by bidder). **The electronic version (on the USB flash drive) and hard copies should be submitted with your solicitation submittal.**

If you need assistance in obtaining or completing the Electronic Bid Price Form, you may contact the Purchasing Division at (954) 597-4718.

PORTABLE GENERATORS FOR LIFT STATIONS
ITB #20-01-389

Based on the total cost, award will be made to the lowest bid from a responsive, responsible bidder in accordance with the above-referenced bid number. Therefore, it is necessary for a bidder to bid on every item in order to have a bid considered. It is also required that the bidder carefully consider each item, and make sure that each item meets the specifications indicated in the bid documents. In the event that one item does not meet such specifications, the bid will be disqualified for that specific group.

Enter information in the yellow, unlocked cells, below.

Vendor's Name:
 Vendor's Address:
 Contact Person:
 Phone:
 Email:

SAMPLE BID FORM

THIS ELECTRONIC BID PRICE FORM MUST BE SUBMITTED WITH BID.
 PRICES SUBMITTED IN ANY OTHER FORM SHALL NOT BE ACCEPTED.

PLEASE PROVIDE DETAILED SPECIFICATIONS IN PRICING. BID PRICE MUST INCLUDE,
 BUT NOT LIMITED TO:

- EQUIPMENT, IN ACCORDANCE WITH THE SPECIFICATIONS IN THE BID DOCUMENTS.
- DELIVERY

Item No.	Item Title	Unit	Est. Quantity	Unit Cost	Price
1	Six (6) New portable, trailer-mounted emergency standby diesel engine generators (MQ Power model DCA125SSIU4F or approved equal)	6	EACH	\$ -	\$ -
2	Delivery	1	EACH	\$ -	\$ -
TOTAL:					\$ -

Total Written Out:

JOINT BILLING, COOPERATIVE PURCHASING AGREEMENT:
 Will firm extend same price, terms, and conditions to other Broward, Palm Beach and Miami-Dade County governmental agencies?

Yes
 No



12. **BID SUBMITTAL CHECKLIST**

In order to assure that your bid complies with bid requirements, the following items (forms and documentation) are required. Please verify that the following items are included in your solicitation submission. Additional or supporting forms/items may be required under the terms of this solicitation specifically for each Consultant. It is the Consultant's responsibility to read and understand all provisions.

Include this completed checklist to verify that the referenced content is included in the submission.

Failure to complete and return the required forms/documentation in submission may result in bid being non-responsive and not considered for award.

- One (1) Original Bid (mark for differentiation)
- Three (3) Copies Bid (mark for differentiation)
- One (1) Electronic Copy Proposal on **Flash Drive** (CDs will not be accepted)
- Section 10, **BID SUBMISSION** (Letters A through C)
- Vendor Contact Summary Form
- Addenda Acknowledgment Form
- Electronic Proposal Form for Pricing
- Client References Form
- Qualification Statement – 4 Pages
- Public Entity Crimes Form – 3 Pages
- Non-Collusive Affidavit – 2 Pages
- Offeror's Certification
- Scrutinized Vendor Certification – 2 Pages
- Debarment, Suspension, Ineligibility, Voluntary Exclusion Form
- Byrd Anti-Lobbying Amendment Certification

Please check www.demandstar.com or City website for addenda and changes before submitting final bid