

TOWN OF NORTH COLLINS, NY

REQUEST FOR PROPOSALS

Re: Town Senior Building - Installation of 26kw Standby Generator

Dated: May 21, 2025

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***Town of North Collins
PO Box 2
10569 Main Street, North Collins, NY 14111
(716) 337-3391***

Dated: May 21, 2025

**Re: Request for Proposals (RFP)
Town Senior Building
Installation of 26kw Backup Generator**

To Whom It May Concern:

The Town of North Collins is seeking proposals/bids for the purchase and installation of a 26kw Standby Generator at the Senior Building located in the Marion Fricano Town Park located on Route 62.

Proposals from interested contractors must be received by the Town Clerk no later than ***June 9, 2025 at 2:00 p.m.*** (the "Submission Date."). The attached document outlines the background, scope, format and other relevant information required for preparation and submission of the proposal.

Your proposal should be submitted along with supporting documentation to Town Clerk, North Collins Town Hall, PO Box # 2, 10569 Main Street, North Collins, New York 14111 no later than the above submission date. All submitted proposals will be opened at a public town board meeting at 5:30 p.m. on June 16, 2025.

If you have questions regarding this request for proposal, please contact Town Clerk Lynn DiVincenzo by calling her at (716) 337-339.

Sincerely,

North Collins Town Board

Request for Proposals (RFP)
for
Installation of a 26kw Standby Generator at the Senior Building

The Town of North Collins is seeking proposals for the installation of a new 26kw Standby Generator at the Senior Citizen's Building located at Marion Fricano Town Park, Route 62, North Collins, NY. Proposals will be evaluated for their thoroughness, total cost and value, competence, experience and demonstrated history and record of services of the Contractor as well as references submitted. The following is the Project Name: Standby Generator at Senior Building.

The primary contact for the Town is Town Clerk Lynn DiVincenzo. She can be reached by phone at (716) 337-3391. Interested Vendors should visit the respective building in order to familiarize themselves with the project.

A) The RFP time line is as follows:

<u>Target Date</u>	<u>Event</u>
June 9, 2025	Bid Opening
October 15, 2025	All Work to be Completed

B) RFP Submittal Requirements:

All Proposals shall be submitted by 2:00 p.m. on June 9, 2025, in a sealed envelope carrying the following information on the face of the envelope: Vendor's name, address and subject matter of the proposal: "Proposal for Standby Generator at Senior Building." Proposals shall be submitted in person or by U.S. mail to the Town Clerk, PO Box 2, 10569 North Collins, New York 14111. Each Proposal shall include:

1. Information about the history of the vendor including size, duration of company, ownership history, including names and addressees of company officers and principal owners. Include any awards, certifications or professional affiliations.
2. List two (2) relevant references including commercial and/or municipal experience and type of services/work provided starting from most recent date. Provide an overview statement of how your firm intends to perform the work and monitor the quality of the work in progress and any reporting system used.
3. List all equipment and materials which the vendor intends to use to deliver the project.

4. Include copies of any quality assurance type materials or plans your firm uses.
5. State whether your firm has in the past 5 years been involved in any litigation or arbitration with any customer/client and/or with any third party. If so, describe in detail.
6. Provide adequate statement demonstrating that your firm is qualified and sufficiently staffed and capable to perform the required work. Also demonstrate your firm's ability to undertake this project.
7. Each bidder shall provide satisfactory evidence of its ability to provide the work specified including detail on the number of years the firm has conducted business; the locations thereof; the total number of employees of the firm; the number of employees that will be used to provide the services required herein and the location of any prior similar projects.
8. Each proposal must contain the Non Collusive Bid Certification, a copy of which is included in this RFP. Each proposal must be signed and completed by bidder as indicated herein.
9. Please note that this project is subject to the Prevailing Wage laws of the State of New York and all requirements therein.

C) Description of Project:

The Contractor will be required to complete the following work:

- 1) Install 26kw Standby Generator (Generac) with all required accessories.
- 2) Install service rated transfer switch to deliver power to all connected circuits in the building during an outage.
- 3) Bid should include a pre-cast manufacturer recommended generator pad, specified cold weather operating accessories, advanced wi-fi monitoring subscription, enhanced warranty, and hardwired smoke/CO detector.
- 4) This proposal is for the supply and complete installation of the 26kw automatic standby generator system including configuring gas and electric connections with the existing infrastructure, low voltage control wiring, base for outdoor unit, required electrical/municipal permits, operational testing, programming configuration and all required calibration.
- 5) This proposal should include activation and documentation of the system and all fees and permits from the municipality as well as inspection costs and notifications. Smoke and carbon monoxide detectors are required.
- 6) The standby generator shall be installed on the exterior of the structure on the left side in front of gas meter. The generator shall be air cooled. System should have the latest firmware registered with the manufacturer and shall be tested and calibrated upon completion. Additional specifications shall include:
 - 100 amp Breaker
 - Base to support the equipment pad with gravel for leveling
 - Lockable all weather corrosion free aluminum enclosure to withstand extreme weather
 - Digital controller with advanced functionality and two line multilingual LCD Display
 - External circuit breaker and NEC compliant emergency shut down
 - Meets NFPA standards to allow for an 18" installation offset
 - Certified for natural gas operation
 - Deep cycle high CCA Starting Battery to Manufacturer's specifications
 - Testing and Calibrate upon Completion
 - Smart Switch 200 Amp Service Rated 120/240 Nema 3r
 - Generac 200 Amp service rated NEMA 3R transfer switch system
 - Designed to operate with single phase generators
 - Outdoor installation certified aluminum NEMA 3R enclosure
 - UL Listed

- Above grade gas piping to connect the generator system to the fuel meter system in appropriate diameter per manufacturer specifications to support operation. Indoor piping is secured to framing. Outdoor piping to be painted with a protective gray coat and secured.
- Above grade electrical cabling and control wiring to connect the system to the transfer switch to support operation. Indoor wiring is secured to framing and outdoor wiring is weather rated and/or sealed in conduit enclosures.
- Installation of a combination carbon monoxide and smoke detector that is wired into the existing electrical system with a battery backup. The detection features audible alerts and featured a sealed lithium ion backup battery meeting Amanda's Law requirements
- Installation of manufacturer's recommended Cold Weather Kit.
- Installation of Remote Monitoring that will allow for real-time notifications on the status of the generator and any problems that may exist.
- AC Load Shed via SR Switch that will shut down AC operation if the generator is overloaded during an outage.

D) Miscellaneous Provisions:

1. To ensure quality performance, the successful vendor will be required to post a performance bond within 10 days after being awarded the contract. The amount of the performance bond shall be equal to the total cost of the bid amount. Alternatively, the successful vendor may deposit with the Town ten percent (10%) of the cost of the contract as a security deposit to be repaid to the vendor upon completion of all work.
2. The Town will pay the successful vendor within thirty (30) days after receipt of a final voucher, to be submitted by the vendor after all work is completed and approved by the Town's representative following completion of all work and final inspection.
3. The successful bidder will be required to provide appropriate general liability, worker's compensation and motor vehicle liability insurance certificates naming the Town of North Collins as an additional insured and in an amount of not less than \$3,000,000.
4. The successful bidder shall provide a designated working Supervisor who will make himself/herself available during the contract term to be contacted by the Town's representative (by cell phone and/or email) and to handle all communications with the Town.
5. All employees of the successful bidder shall be neat and clean in appearance and exhibit appropriate professional appearance and demeanor while on the job and shall be compensated in compliance with the Prevailing Wage laws of the State of New York.

6. The Town of North Collins reserves the right to reject any and all bids.
7. The Town of North Collins reserves the right to terminate the contract at any point in time with or without cause, upon three (3) days's written notice.
8. The successful bidder shall be required to comply with all applicable federal, state and local laws and regulations governing the work/services to be provided. The Vendor shall comply with all New York statutes and laws pertaining to the selection and employment of labor.
9. During the contract term, the Town and the Vendor shall perform routine periodic joint inspections to ensure quality of work, to identify damage to town property and to identify any preexisting conditions that may exist.
10. The vendor will hold the Town of North Collins harmless and indemnify the Town from any loss, claim or damage arising from the Vendor's performance of required services under the contract.
14. The Vendor's performance will be evaluated and gauged by physical inspections of the Vendor's work.
15. The Vendor's proposal should be submitted in person or by mail or overnight delivery to:

Lynn DiVincenzo, Town Clerk
PO Box 2
10569 Main Street
North Collins, NY 14111.
16. The Town of North Collins reserves the right to reject any and all proposals as well as the right to waive any technical or procedural deficiencies or omissions and to accept that proposal which the Town deems most favorable to the residents of the Town of North Collins after all proposals have been examined and canvassed. All proposals become the property of the Town of North Collins.
17. Any questions regarding this RFP are to be directed to Town Clerk.
18. Prior to execution of the final Contract, the successful Vendor shall furnish a surety bond ensuring the faithful performance of the Contract and the payment of all obligations arising thereunder equal to the total amount of the Contract Price.

19. All proposals will be evaluated and reviewed according to, but not limited to, reasonableness of bid amount, neatness, conformance with the RFP requirements, previous experience, references, geographic location of vendor, ability to provide required services in a timely, efficient and professional manor, employment history of Vendor, minority status of the Vendor, approach to the project and references. The Town reserves the right to reject any or all bids.

20. All proposals must have a Statement of Non-Collusion included in the Proposal pursuant to General Municipal Law §103-d. Such Statement is included herein.

STATEMENT OF NON-COLLUSION IN BID PROPOSAL
General Municipal law §103-d

By submission of this bid, the undersigned hereby certifies, under penalty of perjury, that to the best of our knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultations, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership, corporation or entity to submit or not to submit a bid for the purpose of restricting competition;

(4) This bid complies in all respects with Article 5-A of the New York General Municipal Law.

Signature: X_____

Name of Bidder: _____

Signature By: _____

Title of Signor: _____

Address of Bidder: _____

Phone Number: _____

TOWN OF NORTH COLLINS - BID PROPOSAL

The Undersigned hereby proposes to perform the requested landscape and maintenance services at all town parks for the Town of North Collins for the following sums:

Installation of Standby Generator at Senior Citizen Building

Total Including All Services and Materials \$ _____

Signature: X _____

Name of Bidder: _____

Signature By: _____

Title of Signor: _____

Address of Bidder: _____

Phone Number: _____