

OZARKS TECHNICAL COMMUNITY COLLEGE

Facilities and Grounds
1001 E Chestnut Expressway
Springfield, MO 65802

Telephone: 417.447.4801
Facsimile: 417.447.4804
Email: maintenance@otc.edu

Invitation to Bid

Date: 5/9/2018

BPFY1824 Generator Inspection Service FY19

This document constitutes a request for **Sealed** bids from qualified offerors for Generator Inspection Service for Ozarks Technical Community College in accordance with the requirements, terms and conditions of this Invitation to Bid.

Date and Time Returnable: 6/7/2018 10 a.m.

Proposals must be priced, signed, **SEALED**, and submitted electronically through ION Wave (<http://otc.ionwave.net/Login.aspx>.) Submissions will only be received through ION Wave.

Contact: Lesley Cash

Email: maintenance@otc.edu

The offeror hereby agrees to furnish items and/or services pursuant to all requirements and specifications contained in this document, upon either the receipt of an authorized purchase order from Ozarks Technical Community College, or when this document is countersigned by Ozarks Technical Community College as a binding contract. The offeror further agrees that the language of this document shall govern in the event of a conflict with the offeror's bid. Payment will occur no sooner than 30 days after receipt and acceptance of items and/or services or receipt of correct invoice whichever is later.

Company Name		Date
Mailing Address		Telephone
City	State	Zip Code
Facsimile		
Email		
Printed Name	Authorized Signature	Title

The College reserves the right to select the lowest responsible bid that serves the best interest of the college and to award a contract or to reject any and/or all bids. The College may also waive any informality in bids received. In the event of a tie the winning bid will be determined by the time bids were submitted. Any bids over \$9,999.99 will require additional information upon request. Bids submitted must be good for ninety (90) days after opened by Ozarks Technical Community College.

The Ozarks Technical Community College believes fully in equal opportunity in the provision of supplies, equipment, construction, and services. Positive steps should be taken to assure that small businesses, minority businesses, and women's businesses are given ample opportunity to provide the above-mentioned services when economically feasible.

General Requirements: Ozarks Technical Community College (the "College") requires that all bids be signed by a duly authorized representative of the bidder and received via submitting online through Ionwave at <https://otc.ionwave.net/Login.aspx> on or before the time and date of the bid opening specified or their BID MAY BE REJECTED.

The College retains the right to accept or reject any and all bids in part or in whole and to determine what constitutes the lowest responsible and responsive bid and is in the best interest of the College. "By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions, and all other articles produced, manufactured, made or grown within the state of Missouri" RSMo. § 34.060. If bidders offer alternate products in their bid, they must include complete written specifications or their bid may be rejected. Bidders must also include copies of all applicable documents such as, but not limited to, contracts, sales agreements and licenses. The College retains the right to include these documents in the evaluation of the bid and to reject any bid where they are in conflict with the College's specifications, terms or conditions of purchase. Bidders may submit more than one response to this bid request. The College will accept no changes, additions or deletions to a bid after the time and date of the bid opening stated below. By signing and submitting this bid, the bidder is offering to provide the specified items and services at the price quoted, under the terms and conditions set forth in their bid response. If this bid is accepted by the College, it becomes a binding contract and the successful bidder will be required to honor all prices, terms and conditions specified therein. Failure to comply with this requirement will result in forfeiture of the bid award and may also result in suspension from the College's list of bidders in good standing.

Insurance Requirements: The Service Provider shall, at all times during the term of this Agreement and any extension(s), at Service Provider's sole cost and expense, obtain and maintain policies of insurance as shown in paragraphs (a) through (e) below. No such insurance policy is to be cancelled, non-renewed or materially changed without at least thirty (30) days written notice to OTC by Service Provider by certified mail to OTC's notice address specified herein. All policies of insurance required of Service Provider under this Agreement shall be obtained from reputable insurers licensed to do business in the State of Missouri and have an A.M. Best rating of at least A-VIII. A Certificate of Insurance on all insurance policies required

of Service Provider under this Agreement, shall be deposited with OTC promptly on or before the commencement of the term of this Agreement.

- (a) Commercial General Liability – with a limit of not less than \$2,000,000 (\$5,000,000 if any portion of the services to be performed by Service Provider hereunder involves or affects in any way the roof of any building) for each occurrence and a \$2,000,000 (\$5,000,000 if any portion of the services to be performed by Service Provider hereunder involves or affects in any way the roof of any building) general aggregate limit. The General Liability policy should name OTC Parties as Additional Insureds on a primary and non-contributing basis with respects to the Service Providers on-going and completed operations using the Insurance Services Office Additional Insured form or its equivalent. The General Liability policy should include an endorsement that includes property damage coverage for property in the care, custody or control of the Service Provider. In the instances where Service Provider’s services include the use of “pollutants” as defined by the General Liability policy, the policy must include an endorsement removing the absolute pollution exclusion and adding broadened pollution coverage for bodily injury and property damage resulting from the discharge, dispersal, seepage, migration, release or escape of “pollutants”, and providing coverage on behalf of the “additional insured” including ongoing and completed operations. In the absence of the General Liability carrier providing this coverage, this requirement may be met by the purchase of a Contractor’s Pollution Liability policy that provides Additional Insured status for OTC on a primary and non-contributing basis.
- (b) Commercial Automobile Liability – in the amount of \$1,000,000 combined single limit for bodily injury and property damage, covering all owned, non-owned, or hired automobiles used in the course of the Contractor’s business. The Automobile Liability policy should name OTC Parties as Additional Insureds on a primary and non-contributing basis with respects to the Service Providers operations using the Insurance Services Office Additional Insured form or its equivalent.
- (c) Workers’ Compensation – in compliance with any and all statues requiring such coverage in the State of Missouri.
- (d) Employer’s Liability – in a minimum amount of \$1,000,000 each accident, \$1,000,000 each employee, \$1,000,000 policy aggregate.
- (e) Such other insurance as may be required from time to time by Owner.

Waiver of Lien: Waiver of lien contractor, for himself and for all subcontractors, mechanics, journeymen, laborers, materialmen and suppliers, does hereby waive the right to hold, claim, assert, file or enforce any mechanic’s lien or materialmen’s lien or any lien rights whatsoever against Owner, any building, improvement, or real estate owned by Owner, nor cause, suffer or permit any mechanic’s lien, materialmen’s lien or any lien rights whatsoever to be filed against

the Owner. Contractor shall indemnify and hold Owner and any real estate, buildings and improvements owned by Owner harmless from and against any such liens for labor and materials. Neither contractor nor any subcontractor, mechanic, journeyman, laborer, materialman, supplier or any person, firm or corporation, for any cause whatsoever, shall have any right to hold, claim, assert, file or enforce any mechanic's lien, materialmen's lien, or any lien rights whatsoever against the Owner for any services, labor, materials, or equipment furnished therein.

The successful bidder shall require certificates of insurance from subcontractors. Subcontractors will carry limits of insurance equal to or greater than those carried by the contractor. These certificates shall evidence waivers of subrogation in favor of the contractor and the College, and shall be made available to the College upon request. Questions concerning insurance coverage may be directed to Cara Griffin, at (417) 447-4851.

The successful bidder must possess or obtain City, State and Local license appropriate to conduct business as required.

E-Verify: At the Bid Opening, Bidder shall furnish an affidavit affirming their company is enrolled in and participates in the Department of Homeland Security (DHS) E-Verify Program for Employment Verification and stating the business does not knowingly employ illegal aliens. At the award of Bid and at the Contract Execution, the successful Bidder shall provide the E-Verify Memorandum of Understanding (MOU) and the Company Profile Page.

Evaluation Factors for Award: Bids must be complete and convey all of the information requested in order to be considered responsive. If the bid fails to conform to the essential requirements of the IFB, the College will determine whether the variance is significant enough to consider the bid as susceptible to being made acceptable and therefore, a candidate for further consideration or award.

After review of the bids received, a request for additional information or clarification of ambiguity may be requested of one or more bidders. At the College's discretion, an award may be made without discussion on the basis of the bids initially submitted or after discussions with those bidders who, in the College's judgment, are within a competitive range.

The review of bids received based upon the following criteria:

- Total Cost-50%
- Support and Maintenance-20%
- Criteria 1-Responsive to call-backs
- Installation, Training & Documentation-10%
- References-20%
- Criteria 1-Experience
- Criteria 2-Reliability

Submission of a bid indicates Vendor's acceptance of the College's evaluation factors and the Vendor's recognition that judgments will be made by the College during the evaluation process.

Law Governing this Contract: This contract shall be construed according to Missouri law, which is interpreted without regard to its conflicts of laws principles. The offeror is hereby advised that, upon completion of the evaluation process, all proposals and associated documentation will be made public pursuant to the “Open Records” law of the State of Missouri (RSMo 610.021). Please do not include statements of confidentiality or proprietary information in your bid. All bids are required to become a matter of public record according to state law. Allowable exclusions under state law are “software codes for electronic data processing and documentation thereof” and “records relating to scientific and technological innovations in which the College has a proprietary interest.”

The successful bidder will note that the College pays by invoice on each Friday of the month. If you have any questions concerning billing, contact our accounts payable office at (417) 447-4829.

PRE-BID

PRE-BID MEETING

A pre-bid meeting is **required for all bidders** at the following sites

Sites will be available for pre-bid inspections using the following schedule:

OTC Facilities Office located at 933 E. Central, Springfield, MO to answer questions regarding the upcoming bids.

Springfield Campus Tuesday, May 22, 2018 at 10:00 a.m.

OTC Facilities Office located at 3369B East Jackson, Ozark, MO to answer questions regarding the upcoming bids.

Richwood Valley Campus Wednesday, May 23, 2018 at 10:00 a.m.

OTC Facilities Office located at 10698 Historic Hwy 165, Hollister, MO to answer questions regarding the upcoming bids.

Table Rock Campus Wednesday, May 23, 2018 at 11:30 a.m.

OTC Facilities Office located at 600 G W Lane, Waynesville, MO to answer questions regarding the upcoming bids.

Waynesville Thursday, May 24, 2018 at 10:00 a.m.

If you have any questions concerning this bid or site visits contact Lesley Cash at (417) 447-4801.

GENERAL SPECIFICATIONS

QUALITY ASSURANCE

- Reviews will be conducted by the College Director of Facilities or the Assistant to College Director of Facilities. This inspection process will be used to determine quality of repairs.

BIDDER'S STATEMENT OF QUALIFICATIONS

In addition to completing the Bidder Qualification Form below, the apparent low bidder must also:

- Upon request provide a Certificate of Insurance Document evidencing your insurance coverage and policy expiration date within five working days or less.

BIDDER QUALIFICATION FORM

(Firm must prepare this statement in the form shown)

The undersigned bidder certifies that the information herein is true, correct, complete and accurate.
(Elaboration on the following information or additional information deemed to be useful for evaluation of bidder's capabilities or to prevent misleading representations may be attached to this form.)

Date: _____

Bidder: _____

(Legal Name of Firm)

State of Missouri current registration or license number: _____

Federal ID No. _____

Address: _____

Phone Number: _____ /FAX Number _____

E-Mail Address _____

President: _____ (or Managing Partner, etc.)

Dun and Bradstreet No. (if any) _____

Years in business under present name: _____

List all other names under which your business has operated in last 10 years:

Work presently under contract \$ _____

Work in place last year \$ _____

Insurance Company:

Insurance Agent: _____ Phone:

Total staff employed by firm: _____ (Break down by Managers and Trades.)

Contracting Specialty (indicate trades in which bidder performs.)

Union affiliations: Local _____ National

Years performing work specialty:

% work performed by Firm's own forces:

Is Bidder in compliance with all applicable EEO requirements?

Yes ____ No ____ (If the answer is no, please attach summary of details on a separate sheet.)

Bank references:

Address:

Contact name:

Contact phone #:

Has firm or predecessor firm been involved in a bankruptcy or reorganization?

Yes ____ No ____ (If the answer is yes, please attach summary of details on a separate sheet.)

Bidder should have successfully completed (substantially on-schedule, on-budget) at least three projects of similar size and nature for which they are submitting qualifications. (List projects on a separate sheet with the following information on each and attach hereto.)

List below any/all Contract(s) awarded to Bidder which it has failed to complete: (If applicable, attach separate sheet.)

Project: (Name & Location)

Contract w/:

Brief explanation of cause & resolution:

List on a sheet attached hereto all judgments, claims, arbitration proceedings, or suits pending or outstanding against bidder over the last five (5) years with amount of claim and brief description.

List on a sheet attached hereto all law suits or requested arbitration with regard to construction contracts which bidder has initiated within the last five (5) years and brief explanation of claim and outcome.

Attach to this form Bidder's current Financial Statement (Assets/Liabilities), preferably audited.

Signature:

Name:

(Officer or Partner)

Title:

Date:

E-VERIFY AFFIDAVIT

Project Name: Generator Services
Ozarks Technical Community College
Springfield, Missouri (Greene County)

Contractor

_____, being first
duly sworn, deposes and says that he/she is _____ of
_____ (sole owner, a partner, president, secretary, etc..) the
party making the foregoing Bid is a participating Employer in the Department of Homeland Security (DHS)
E-Verify program for Employment Verification . The Bidder has full understanding of the requirements set
forth in the E-Verify Memorandum of Understanding (MOU), and the Bidder does not knowingly employ
illegal aliens. Upon award of Bid and at the Contract Execution, the successful Bidder shall provide Ozarks
Technical Community College with the following documentation:

1. E-Verify Memorandum of Understanding (MOU)
2. E-Verify Company Profile Page

Signed:

Contractor

Title

Address

Company ID Number

State of

County of

On this _____ day of _____ in the year _____, before me, the undersigned notary public,
personally appeared _____, known to me to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged that he/she/they executed the same for the
purposes therein contained. In witness whereof, I hereunto set my hand and official seal.

Seal of Notary:

Notary Public

E-VERIFY AFFIDAVIT

Project Name: Generator Services
Ozarks Technical Community College
Ozark, Missouri (Christian County)

Contractor

_____, being first
duly sworn, deposes and says that he/she is _____ of
_____ (sole owner, a partner, president, secretary, etc..) the
party making the foregoing Bid is a participating Employer in the Department of Homeland Security (DHS)
E-Verify program for Employment Verification . The Bidder has full understanding of the requirements set
forth in the E-Verify Memorandum of Understanding (MOU), and the Bidder does not knowingly employ
illegal aliens. Upon award of Bid and at the Contract Execution, the successful Bidder shall provide Ozarks
Technical Community College with the following documentation:

3. E-Verify Memorandum of Understanding (MOU)
4. E-Verify Company Profile Page

Signed:

Contractor

Title

Address

Company ID Number

State of

County of

On this _____ day of _____ in the year _____, before me, the undersigned notary public,
personally appeared _____, known to me to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged that he/she/they executed the same for the
purposes therein contained. In witness whereof, I hereunto set my hand and official seal.

Seal of Notary:

Notary Public

E-VERIFY AFFIDAVIT

Project Name: Generator Services
Ozarks Technical Community College
Hollister, Missouri (Taney County)

Contractor

_____, being first
duly sworn, deposes and says that he/she is _____ of
_____ (sole owner, a partner, president, secretary, etc..) the
party making the foregoing Bid is a participating Employer in the Department of Homeland Security (DHS)
E-Verify program for Employment Verification . The Bidder has full understanding of the requirements set
forth in the E-Verify Memorandum of Understanding (MOU), and the Bidder does not knowingly employ
illegal aliens. Upon award of Bid and at the Contract Execution, the successful Bidder shall provide Ozarks
Technical Community College with the following documentation:

5. E-Verify Memorandum of Understanding (MOU)
6. E-Verify Company Profile Page

Signed:

Contractor

Title

Address

Company ID Number

State of

County of

On this _____ day of _____ in the year _____, before me, the undersigned notary public,
personally appeared _____, known to me to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged that he/she/they executed the same for the
purposes therein contained. In witness whereof, I hereunto set my hand and official seal.

Seal of Notary:

Notary Public

E-VERIFY AFFIDAVIT

Project Name: Generator Services
Ozarks Technical Community College
Waynesville, Missouri (Pulaski County)

Contractor

_____, being first
duly sworn, deposes and says that he/she is _____ of
_____ (sole owner, a partner, president, secretary, etc..) the
party making the foregoing Bid is a participating Employer in the Department of Homeland Security (DHS)
E-Verify program for Employment Verification . The Bidder has full understanding of the requirements set
forth in the E-Verify Memorandum of Understanding (MOU), and the Bidder does not knowingly employ
illegal aliens. Upon award of Bid and at the Contract Execution, the successful Bidder shall provide Ozarks
Technical Community College with the following documentation:

7. E-Verify Memorandum of Understanding (MOU)
8. E-Verify Company Profile Page

Signed:

Contractor

Title

Address

Company ID Number

State of

County of

On this _____ day of _____ in the year _____, before me, the undersigned notary public,
personally appeared _____, known to me to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged that he/she/they executed the same for the
purposes therein contained. In witness whereof, I hereunto set my hand and official seal.

Seal of Notary:

Notary Public

Indicate below a minimum of three (3) references similar in size (public entities and/or education preferred) who may be contacted by Ozarks Technical Community College where Vendor has supplied services similar to the services requested in this RFP.

Entity Name	
Entity Contact Person	
Entity Address	
Entity Phone Number	
Date & Description of Services Provided	

Entity Name	
Entity Contact Person	
Entity Address	
Entity Phone Number	
Date & Description of Services Provided	

Entity Name	
Entity Contact Person	
Entity Address	
Entity Phone Number	
Date & Description of Services Provided	

(This completed form (with all attachments) and statement must be certified true and correct by affidavit sworn before a Notary Public in form as follows.)

SUMMARY OF THE WORK:

I. General Requirements

The contractor shall provide generator maintenance and emergency service as specified herein for Ozarks Technical Community College (hereinafter referred to as the College) in accordance with the terms and conditions of this Request for Quotation.

- 1.1 The contractor shall furnish all labor, materials, supplies and equipment necessary for routine and emergency repairs to the College's generators as directed by the College's Maintenance Superintendent or his designee.
- 1.2 Quarterly maintenance must be performed in accordance with the schedule established by the College's Maintenance Department and agreed to by the contractor.
- 1.3 Emergency repairs will be on an as needed basis with a four (4) hour response time to begin repairs. In the event there are not four (4) regular working hours remaining in the day a call is received, the contractor must work overtime If requested or respond within the first working hour of the following regular work day. The College's regular workday is 7:00 a.m. - 5:00 p.m. Monday through Friday.
- 1.4 The contractor must respond to emergency calls when determined and directed by the Maintenance Department.
- 1.5 The contractor must notify the Maintenance Department when arriving on campus in response to a service call and when the work is completed. When completion of a job is delayed for any reason, the Maintenance Department must be notified as soon as possible.
- 1.6 All services provided must comply with all applicable OSHA, EPA, Missouri DNR standards and regulations.
- 1.7 The contractor must remove all waste and debris generated while performing contract services.
- 1.8 All work must be completed to the sole satisfaction of the College. Any services provided by the contractor which are not considered satisfactory by the College shall be repeated at no cost to the College until such services are considered satisfactory.

2. Service: Routine service must be provided on a quarterly basis, with additional requirements for the annual visit

- 2.1 Quarterly Service: Must be performed in the second third and fourth quarters.

2.1.1 Electrical Systems:

- a. Check battery electrolyte level and top off.
- b. Check and record battery voltage.
- c. Check and record battery charger amperage.
- d. Check battery connection terminals and clean as necessary.
- e. Clean battery post and terminals.
- f. Check battery charger and adjust float rate (if necessary)

2.1.2 Lubrication System:

- a. Check' crankcase oil level and add up 2 gallons.
- b. Visually inspect oil for contamination by fuel, water or glycol.
- c. Visual inspection of front and rear crankshaft seals and lubrication system for leaks.

2.1.3 Cooling System:

- a. Check coolant level and correct level if necessary.
- b. Visual inspection of radiator/heat exchanger for leaks, damage and obstructions.
- c. Inspect condition of radiator cap, gaskets and sealing surfaces.
- d. Visually inspect engine coolant for contamination.
- e. Visually inspect water pump and cooling system gaskets for leaks.
- f. Inspect engine belts for fraying and cracking.
- g. Check jacket water heater(s) for proper operation and adjust thermostat settings as needed.
- h. Check and adjust belt tension if necessary.
- i. Inspect hoses for cracking, leaking, and pliability.
- j. Check and record engine coolant antifreeze protection.

2.1.4 Fuel System:

- a. Check the level of main storage tank.
- b. Test day tank pump for proper operation and level.
- c. Inspect fuel lines for leaks or cracking.
- d. Drain water from fuel separator.
- e. Check fuel injection and transfer pumps for proper operation and leaks.
- f. Drain water from water separator and fuel tank.
- g. Check governor linkages, and oil level if applicable.
- h. Check and record level in main fuel tank.

2.1.5 Air Induction and Exhaust System:

- a. Inspect air filter for deterioration and plugging.
- b. Check inlet and discharge louvers for proper operation with engine running and stopped.
- c. Inspect air intake piping for leaks and possible dirt entry.
- d. Inspect flexible exhaust couplings for cracks and excessive leakage.
- e. Inspect exterior of exhaust manifolds for oil/fuel slobbering (signs of

- wet stacking).
- f. Inspect exhaust silencer for deterioration.

2.1.6 Engine Mounts: Inspect generator set vibration isolators and adjust as needed.

2.1.7 Control Panel:

- a. Operational check of warning and fault lamps.
- b. Check proper operation of engine and generator monitoring displays with engine running.
- c. Adjust governor control for optimum performance and frequency.
- d. Adjust voltage regulator for proper voltage.
- e. Check remote annunciator for proper operation (if applicable).

2.1.8 Generator and Voltage Regulator:

- a. Inspect rotor and stator for damage and excessive oil or dirt buildup.
- b. Inspect couplings and guards for loose or missing parts.
- c. Check fastening of generator leads and voltage regulator control wiring.
- d. Strap and tape any leads that are rubbing or have worn insulation.

2.1.9 Automatic Transfer Switch:

- a. Check operation of transfer switch.
- b. Transfer building load to generator, check operation of transfer switch.

2.1.10 Operational Checks:

- a. Check over crank safety.
- b. Check over speed safety.
- c. Check engine low oil pressure safety.
- d. Check engine high water temperature safety.
- e. Check alternator output (if applicable).
- f. Check for unusual noises or vibrations.
- g. Check for proper operation of remote fan motors, thermostats, circulating pumps and solenoids.
- h. Check for oil, fuel, and coolant leaks.
- i. Check and record engine oil pressure.
- j. Check and record engine coolant temperature.
- k. Check and record engine rpm.
- l. Check and record generator frequency.
- m. Check and record generator voltage.
- n. Check and record amperage under building load.

2.2 Annual Service: Must be completed annually in the first quarter. This service must include all of the quarterly requirements specified in Section 2.1 plus the requirements specified herein.

2.2.1 Lubrication System:

- a. Change oil filters.
- b. Change engine oil.
- c. Dispose of engine waste oil and filters in a legal and environmentally safe manner.

2.2.2 Fuel System:

- a. Clean primary fuel filter (if screen type).
- b. Drain water and sediment from day tank (if accessible).
- c. Replace primary and secondary fuel filter elements.
- d. Inspect and lubricate governor linkages.

2.2.3 Cooling System:

- a. Replace coolant filter (if applicable).
- b. Check concentration level of coolant conditioner to prevent cylinder liner pitting or solder bloom.

2.2.4 Electrical System:

- a. Clean and apply" corrosion inhibitors to lead acid battery terminals.
- b. Inspect and tighten starter motor(s) connections and wiring.

2.2.5 Generator: Inspect generator strip heater (if applicable).

2.2.6 Turbocharger:

- a. Inspect turbocharger compressor and turbine wheel (if accessible).
- b. Check turbocharger shaft end play (if accessible).

2.2.7 Automatic Transfer Switch:

- a. Replace nine volt battery in transfer switch.
- b. Inspect transfer switch for proper operation.
- c. Inspect for burnt contacts and loose connections.

2.2.8 Initial Quarterly Service of the Contract:

- a. This service must include of the quarterly requirements specified in Section 2.1, all of the annual service requirements specified in Section 2.2, and the procedures specified herein.

2.2.9 Cooling System:

- a. Drain engine coolant system and flush. Install extended life coolant, dispose of old coolant in a legal and environmentally safe manner.
- b. Replace all engine coolant hoses.
- c. Replace engine thermostats and seals.
- d. Replace engine belts.

2.2.10 Electrical System:

- a. Replace batteries.
- b. Perform load bank test (please provide separate cost for all sets).

3. Parts:

3.1 All parts, oil, oil filters, fuel filters, belts, hoses, anti-freeze, water filters, etc. must be invoiced separately.

3.2 All parts supplied by the contractor and used on College equipment must be new and of equal quality to original equipment manufacturer (OEM) parts. No parts, accessories, or supplies shall be used which might void the manufactures warranty. When not concerned with the warranty, the Maintenance Department may authorize use of rebuilt assemblies or sub-assemblies when such is industry standard practice and the rebuilt item carries the same warranty as a new assembly or sub-assembly. Any part removed is College property and must be returned or disposed of as directed by the Maintenance Department unless new parts prices are predicated upon an exchange basis.

4. Labor:

4.1 Regular and overtime labor rates pertaining to repairs not associated with the labor to perform the scheduled quarterly service must be invoiced separately.

4.2 Labor must have a minimum warranty of 30 days

4.3 The contractor must be an authorized factory service provider for Kohler, Ford, Chevrolet or Generac/Siemens.

5. Invoicing:

The College agrees to pay the contractor in accordance with the prices set forth on the pricing page. Payment will be made based upon an invoice of labor and materials furnished by the contractor and subject to the approval of the Maintenance Department. The itemized invoice must include the name(s) of personnel performing work, actual hours worked, description of work and the cost of materials provided by the contractor. The contractor must furnish a copy of the invoices showing cost of materials for verification by the Maintenance Superintendent.

6. Subcontracting:

Subcontracting any portion of the contract is not permitted.

LOCATION GENERATOR	Initial Service Inspection	Quarterly Service	Annual <i>Service</i>
Waynesville/Generac/Ford			
Ozark/Generac/Ford			
Ozark/Kohler/Chevrolet-ANNEX			
Hollister/Generac/Chevrolet			
Springfield/Generac/Ford			

7. Renewal Options:

The bidder must indicate below the maximum percentage increase applicable to contract renewal options. If a percentage is not provided, the College shall have the right to execute the renewal option at the same prices quoted for the original contract period.

1st Renewal Period (July1, 2019 through June 30, 2020): _____ % of original contract prices

New Inspection Price \$_____ New Quarterly Price \$_____

2nd Renewal Period (July1, 2020 through June 30, 2021): _____ % of 1st renewal period prices.

New Inspection Price \$_____ New Quarterly Price \$_____

CONTRACTOR USE OF PREMISES

- General: Limit use of the premises to immediate area being serviced; allow for owner occupancy and use by the public.
 - a) Premises available July 1, 2018 thru June 30, 2021. Normal operating hours are weekdays 7:00 am to 4:00 pm.
 - b) To obtain a room schedule contact the Secretary-College Director of Facilities. (417) 447-4801.
 - c) Contractor shall coordinate with Owner for location of specific areas for parking, material storage, loading areas.

SMOKING AND TOBACCO POLICY

Smoking or the use of tobacco products in any form will not be allowed on any of the Ozarks Technical Community College owned properties.

IDENTIFICATION:

Each employee of the contractor assigned to perform work at any of the Ozarks Technical Community College locations must display a form of identification (I.D.) at all time. The I.D. must be displayed at all times. Photo identification must include a minimum of the following:

- Company name
- Employee photo
- First and last name

BILLING:

Invoices shall be submitted after completion of inspections and required repairs. Individual statements are required for each college location. Ozarks Technical Community College will pay by said invoice.

Send to:

Ozarks Technical Community College
Facilities Office
1001 E. Chestnut Expressway
Springfield MO, 65802

or e-mail

maintenance@otc.edu

BID PROPOSAL #1

TO: OZARKS TECHNICAL COMMUNITY COLLEGE (Springfield Campus)

We, the undersigned propose to furnish the service listed below and guarantee that if we are awarded the bid, we will furnish this service in accordance with the attached specifications, unless otherwise indicated below:

***Provide: Quarterly Generator Inspections Services for Ozarks Technical Community College
Springfield Campus***

Year 1	Year 2	Year 3
Bid \$ _____ PRICE (Initial Service Inspection)	\$ _____	\$ _____
Bid \$ _____ PRICE (Per Quarterly Inspection)	\$ _____	\$ _____
Bid \$ _____ PRICE (Annual Service)	\$ _____	\$ _____
Total Bid \$ _____ PRICE	\$ _____	\$ _____

Bid \$ _____ **HOURLY RATE FOR REPAIRS**

-NO MINIMUM CHARGES

-NO FUEL SURCHARGES

-NO MISCELLANEOUS CHARGES ON BILLING THAT HAVE NOT BEEN PRE AUTHORIZED BY
SIGNATURE OF THE DEPARTMENTAL SUPERVISOR

IF THE SUCCESSFUL BIDDER DOES NOT MAINTAIN THE REQUIRED QUALIFICATIONS AS SPECIFIED FOR THE TERM OF THIS CONTRACT OR FAILS TO PROVIDE A SATISFACTORY LEVEL OF SERVICE, THE CONTRACT MAY BE CANCELLED WITH NO PENALTIES ASSESSED AGAINST THE COLLEGE AFTER A **THIRTY (30) DAY** WRITTEN NOTICE.

NAME OF FIRM

ADDRESS

AUTHORIZED SIGNATURE

PHONE/FAX NO.

BID PROPOSAL #2

TO: OZARKS TECHNICAL COMMUNITY COLLEGE (Richwood Valley Campus)

We, the undersigned propose to furnish the service listed below and guarantee that if we are awarded the bid, we will furnish this service in accordance with the attached specifications, unless otherwise indicated below:

***Provide: Quarterly Generator Inspections Services for Ozarks Technical Community College
Richwood Valley Campus***

Year 1	Year 2	Year 3
Bid \$ _____ PRICE (Initial Service Inspection)	\$ _____	\$ _____
Bid \$ _____ PRICE (Per Quarterly Inspection)	\$ _____	\$ _____
Bid \$ _____ PRICE (Annual Service)	\$ _____	\$ _____
Total Bid \$ _____ PRICE	\$ _____	\$ _____

Bid \$ _____ **HOURLY RATE FOR REPAIRS**

-NO MINIMUM CHARGES

-NO FUEL SURCHARGES

-NO MISCELLANEOUS CHARGES ON BILLING THAT HAVE NOT BEEN PRE AUTHORIZED BY
SIGNATURE OF THE DEPARTMENTAL SUPERVISOR

IF THE SUCCESSFUL BIDDER DOES NOT MAINTAIN THE REQUIRED QUALIFICATIONS AS SPECIFIED FOR THE TERM OF THIS CONTRACT OR FAILS TO PROVIDE A SATISFACTORY LEVEL OF SERVICE, THE CONTRACT MAY BE CANCELLED WITH NO PENALTIES ASSESSED AGAINST THE COLLEGE AFTER A **THIRTY (30) DAY** WRITTEN NOTICE.

NAME OF FIRM

ADDRESS

AUTHORIZED SIGNATURE

PHONE/FAX NO.

BID PROPOSAL #3

TO: OZARKS TECHNICAL COMMUNITY COLLEGE (Richwood Valley Campus-FEMA Shelter)

We, the undersigned propose to furnish the service listed below and guarantee that if we are awarded the bid, we will furnish this service in accordance with the attached specifications, unless otherwise indicated below:

***Provide: Quarterly Generator Inspections Services for Ozarks Technical Community College
Richwood Valley Campus-FEMA Shelter***

Year 1	Year 2	Year 3
Bid \$ _____ PRICE (Initial Service Inspection)	\$ _____	\$ _____
Bid \$ _____ PRICE (Per Quarterly Inspection)	\$ _____	\$ _____
Bid \$ _____ PRICE (Annual Service)	\$ _____	\$ _____
Total Bid \$ _____ PRICE	\$ _____	\$ _____

Bid \$ _____ **HOURLY RATE FOR REPAIRS**

-NO MINIMUM CHARGES
-NO FUEL SURCHARGES
-NO MISCELLANEOUS CHARGES ON BILLING THAT HAVE NOT BEEN PRE AUTHORIZED BY
SIGNATURE OF THE DEPARTMENTAL SUPERVISOR

IF THE SUCCESSFUL BIDDER DOES NOT MAINTAIN THE REQUIRED QUALIFICATIONS AS SPECIFIED FOR THE TERM OF THIS CONTRACT OR FAILS TO PROVIDE A SATISFACTORY LEVEL OF SERVICE, THE CONTRACT MAY BE CANCELLED WITH NO PENALTIES ASSESSED AGAINST THE COLLEGE AFTER A **THIRTY (30) DAY** WRITTEN NOTICE.

NAME OF FIRM

ADDRESS

AUTHORIZED SIGNATURE

PHONE/FAX NO.

BID PROPOSAL #4

TO: OZARKS TECHNICAL COMMUNITY COLLEGE (Table Rock Campus)

We, the undersigned propose to furnish the service listed below and guarantee that if we are awarded the bid, we will furnish this service in accordance with the attached specifications, unless otherwise indicated below:

Provide: Quarterly Generator Inspections Services for Ozarks Technical Community College Table Rock Campus

Year 1	Year 2	Year 3
Bid \$ _____ PRICE (Initial Service Inspection)	\$ _____	\$ _____
Bid \$ _____ PRICE (Per Quarterly Inspection)	\$ _____	\$ _____
Bid \$ _____ PRICE (Annual Service)	\$ _____	\$ _____
Total Bid \$ _____ PRICE	\$ _____	\$ _____

Bid \$ _____ **HOURLY RATE FOR REPAIRS**

-NO MINIMUM CHARGES
-NO FUEL SURCHARGES
-NO MISCELLANEOUS CHARGES ON BILLING THAT HAVE NOT BEEN PRE AUTHORIZED BY
SIGNATURE OF THE DEPARTMENTAL SUPERVISOR

IF THE SUCCESSFUL BIDDER DOES NOT MAINTAIN THE REQUIRED QUALIFICATIONS AS SPECIFIED FOR THE TERM OF THIS CONTRACT OR FAILS TO PROVIDE A SATISFACTORY LEVEL OF SERVICE, THE CONTRACT MAY BE CANCELLED WITH NO PENALTIES ASSESSED AGAINST THE COLLEGE AFTER A **THIRTY (30) DAY** WRITTEN NOTICE.

NAME OF FIRM

ADDRESS

AUTHORIZED SIGNATURE

PHONE/FAX NO.

BID PROPOSAL #5

TO: OZARKS TECHNICAL COMMUNITY COLLEGE (Waynesville Center)

We, the undersigned propose to furnish the service listed below and guarantee that if we are awarded the bid, we will furnish this service in accordance with the attached specifications, unless otherwise indicated below:

***Provide: Quarterly Generator Inspections Services for Ozarks Technical Community College
Waynesville Center***

Year 1	Year 2	Year 3
Bid \$ _____ PRICE (Initial Service Inspection)	\$ _____	\$ _____
Bid \$ _____ PRICE (Per Quarterly Inspection)	\$ _____	\$ _____
Bid \$ _____ PRICE (Annual Service)	\$ _____	\$ _____
Total Bid \$ _____ PRICE	\$ _____	\$ _____

Bid \$ _____ **HOURLY RATE FOR REPAIRS**

-NO MINIMUM CHARGES
-NO FUEL SURCHARGES
-NO MISCELLANEOUS CHARGES ON BILLING THAT HAVE NOT BEEN PRE AUTHORIZED BY
SIGNATURE OF THE DEPARTMENTAL SUPERVISOR

IF THE SUCCESSFUL BIDDER DOES NOT MAINTAIN THE REQUIRED QUALIFICATIONS AS SPECIFIED FOR THE TERM OF THIS CONTRACT OR FAILS TO PROVIDE A SATISFACTORY LEVEL OF SERVICE, THE CONTRACT MAY BE CANCELLED WITH NO PENALTIES ASSESSED AGAINST THE COLLEGE AFTER A **THIRTY (30) DAY** WRITTEN NOTICE.

NAME OF FIRM

ADDRESS

AUTHORIZED SIGNATURE

PHONE/FAX NO.