

CITY OF SAN LEANDRO

INVITATION FOR BIDS

SUBMIT BID TO:	FOR FURTHER INFORMATION CONTACT:
City of San Leandro Purchasing Department 835 East 14th Street San Leandro, CA 94577	Julie Jenkins Purchasing Agent (510) 577-3472 fax (510) 577-3312 juliejenkins@sanleandro.org

BID NO:	DATE ISSUED:	THIS BID MUST BE DELIVERED TO THE CITY BEFORE:
15-16.018	May 31, 2016	3:00 p.m., Tuesday, June 14, 2016

QTY.	DESCRIPTION	UNIT PRICE	EXTENSION
ONE (1) EACH	<p align="center">ONE (1) NEPTUNE LIFT STATION BACKUP POWER SYSTEM Bid No. 15-16.018 Notice to Bidders</p> <p>Provide one (1) Neptune Lift Station Backup Power System.</p> <p>Make/Model: _____</p> <p>Specify Warranty: _____</p> <p>Delivery Date: _____</p> <p>All specifications are minimum requirements, unless otherwise noted.</p> <p><u>All bidders must submit with their proposal sufficient literature to show compliance with specifications.</u> Any deviations from specifications must be clearly indicated in writing at the time the proposal is submitted. The City reserves the right to waive minor variations in specifications bid.</p> <p>Questions related to this bid may be submitted in writing to the Purchasing Agent at the address above or via email to: juliejenkins@sanleandro.org</p> <p>Do not include sales tax in your bid. Sales tax will be added to the purchase order and remitted with invoice payment.</p> <p>State your earliest delivery date as requested. This date may be an important factor in award determination.</p> <p>Sealed bids shall be received at the Finance/Purchasing Office, City Hall, 2nd Floor, 835 E. 14th Street, San Leandro, CA up to 3:00 p.m., Tuesday, June 14, 2016 at which time they will be publicly opened and read.</p>	<p>\$ _____ EACH</p> <p>DELIVERY CHARGE (if not included in price)</p>	<p>\$ _____ TOTAL</p> <p>\$ _____</p> <p>\$ _____ GRAND TOTAL</p>

Any bid may be withdrawn at any time prior to the time fixed for the opening of bids only by written request for the withdrawal of the bid filed with the City. The request shall be executed by the bidder or bidder's duly authorized representative. The withdrawal of a bid does not prejudice the right of the bidder to file a new bid. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid will not be received after that time nor may any bid be withdrawn after the time fixed in the public notice for opening of bids.

As stated in Public Contract Code Section 5100 to 5108, inclusive (State Contract Act) concerning relief of bidders and in particular to the requirement therein, that if the bidder claims a mistake was made in his bid, the bidder shall give the City written notice within five (5) days after the opening of the bids of the alleged mistake, specifying in the notice, in detail, how the mistake occurred.

All bidders shall verify if any addendum for this project has been issued by the City. It is the bidder's responsibility to ensure that all requirements of contract addendum are included in the bidder's submittal.

Successful bidder will be required to provide a certificate of insurance and endorsements in accordance with '**Attachment A – Insurance Requirements**'. The successful bidder will also be required to obtain a City business license.

The award will be made to the lowest responsible bidder whose bid complies with the specifications in a manner satisfactory to the City's best interests as determined by the City. The right is reserved, as the interest of the City may require, to reject any or all bids, or to waive any informality or minor irregularity in the bids.

Payment shall be within 30 days following acceptance of bid items.

To bid, complete and return a copy of the Request and any other required forms, in a sealed envelope. The envelope shall be marked with the project name and bid number. The bid must be received by the date and time shown in order to be considered. Deliver envelope to: City of San Leandro Purchasing Dept., 835 E. 14th Street, San Leandro, CA, 94577. Please note that there is a one-day delay in mail delivery to City Hall by the U.S. Postal Service.

Delivery of materials shall be to:
City of San Leandro Water Pollution Control Plant
3000 Davis Street
San Leandro, CA 94577

Firm _____

Date: _____

Address _____

Phone: _____

FAX: _____

By (Signature) _____

Print Name: _____

Title: _____



Julie A. Jenkins
Purchasing Agent

Bid No. 15-16.018
Specification

Neptune Lift Station Backup Power System

General Description:

80 Kw, 240V, 3ph, 60hz, .8 power factor, liquid cooled, natural gas fueled generator set with sound attenuated enclosure and automatic transfer switch designed for continuous standby operation and outdoor exposure.

Vendor Supplied Package:

It is the intent of this specification to have one vendor responsible for an entire functional system to provide emergency backup power and automatic switching based on utility failure. No onsite assembly shall be required. The system shall arrive at the site ready for installation, with the only requirements for an operating system being; unloading, anchorage to prepared foundations, exterior wire terminations, connection to fuel supply, and Vendor supplied startup and training. If the unit must be shipped without fluids, Vendor must supply necessary fluids to City staff. The package must have the capability of communicating an alarm condition with the existing plc. The vendor for this package must have factory certified technicians available to respond within 24hrs in case of package failure or the necessity for repair under warranty.

Engine Generator Set:

Shall be a factory assembled and tested engine generator set with engine and alternator coupled together on a rigid frame designed to maintain proper alignment. The assembly shall incorporate vibration isolators as required to maintain vibration free operation. Genset shall be designed to operate at less than 300 Ft above sea level, between 0 and 100% relative humidity, and at the expected ambient temperatures found in the San Francisco Bay Area. Genset shall conform to UL2200. Actual temperature rise shall be in accordance with NEMA MG1 minimum 125 centigrade. All insulation system components shall meet class H temperature limits. Alternator shall be equipped with an exciter system. Genset shall have an automatic voltage regulator with phase sensing; capable of controlling the alternator from no load to full load and full load to no load in one step so as not to allow voltage below 25% or above 35% of rated voltage. Genset requires a battery, battery charger, lifting lugs, coolant heater, automatic control system, graphical display, emergency stop, hour meter, and all other appurtenances required for reliable operation, self-protection, alarm indication, condition assessment, and simplified installation.

Emissions:

Genset shall meet required EPA emissions levels, and be capable of being permitted by the Regional Air Quality Control Board. Vendor and/or Manufacturer must assist The City of San Leandro in obtaining a permit to operate the genset including providing any necessary documentation or information required during the permitting process.

Sound Attenuated Engine Generator Set Enclosure:

Enclosure shall be assembled to genset base with lockable side access doors. Enclosure shall be designed to prevent damage from rain and wind. Sound pressure shall be reduced to a maximum of 75 DBA at 3 meters. Enclosure must be coated to prevent corrosion.

Automatic Transfer Switch:

400amp, 4 pole, 120/240 VAC, three phase, 60hz. Controls shall allow; adjustable utility drop out and pick up, adjustable utility interrupt delay, transfer to generator or utility, modifiable exercise regime, engine cooldown, and phase monitoring. Unit will be mounted outside and must be a minimum of NEMA 3R rated. Unit must be UL rated.

Startup, Training, and Documentation:

Prior to package being released the vendor must provide one submittal of the entire package for review and approval by the City Of San Leandro, electronic format is acceptable.

Vendor/Manufacturer must supply personnel onsite with a complete working knowledge of the package for package startup and training of City Staff. Prior to startup and training vendor must supply operation and maintenance manuals for the package, one electronic format and one paper copy will be required.

Warranty:

Entire Package shall have a 5 year parts and labor warranty from the time of delivery.

Bid Inclusion:

Bid shall include all listed above, plus separately listed items for Shipping FOB job site and tax, both for the City of San Leandro, CA 94577.

Attachment A - Insurance Requirements

CITY OF SAN LEANDRO FINANCE DEPARTMENT



PAULINE CUTTER

Mayor

CIVIC CENTER

835 East 14th Street • San Leandro, CA 94577
Telephone 510-577-3372 • Fax 510-577-3312

DAVID BAUM

Finance Director

FORWARD TO YOUR INSURANCE AGENT

PRIOR to performing services for the City of San Leandro, the city must have a current Certificate of Insurance and endorsements on file for all companies and consultants.

The requested certificate(s) and endorsements will be required of the successful bidder and should be received in this office as soon as possible upon request.

Below, please find the required insurance for the work to be performed in accordance with **Bid No. 15-16.018, Neptune Lift Station Backup Power System**

Vendor - _____ Fax - _____ Date - _____

REQUIRED INSURANCE TO PROVIDE SERVICE

- ___ 1. **Worker's Compensation** – refer to page two
- ___ 2. **Commercial General Liability** – refer to page two (Any work on City property requires Gen. Liability Insurance)
- ___ 3. **Automobile Liability** - refer to page two
- ___ 4. **Hazardous Waste Haulers** - refer to page two
- ___ 5. **Pollution Legal Liability** – refer to page two
- ___ 6. **Professional Liability** - refer to page two
- ___ 7. **Endorsement Additional Insured** - refer to page two (**Must read as stated on page two**)
- ___ 8. **Endorsement for Waiver of Subrogation** – refer to page two
- ___ 9. **Endorsement for Primary Insurance** - refer to page two
- ___ 10. **Acceptability of Insurers "A.M. Best rating"** - refer to page two
- ___ 11. **30 Day Cancellation Notice** - refer to page two (**Read in full**)
- ___ 12. **Mailing Address and Certificate Holder Name** - refer to page two

A hard copy must be mailed to the address stated below:

Insurance Certificates must be mailed to:	City of San Leandro Finance Department 835 East 14 th Street, 2 nd Floor San Leandro, CA 94577
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If you have any questions, please contact the City Risk Management Analyst at 510-577-3487.

Insurance Requirements

FORWARD TO YOUR INSURANCE AGENT

- ___ 1. **Workers' Compensation Insurance** in accordance with the provisions of section 3700 of the California Labor Code. This policy shall include employer's liability insurance with limits of at least \$1,000,000. Include a cover sheet stating that the business is a sole proprietorship, if applicable. Endorsements for Waiver of Subrogation must also be provided.
- ___ 2. **Commercial General Liability Insurance** in the minimum amounts indicated below or such additional amounts as may be determined by the City Risk Management Analyst or designee, including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of any purchase order or agreement with the City), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of vendor's performance of work for the City. Vendors, exhibitors, etc. utilizing City of San Leandro facilities shall also be required to possess such coverage. Said insurance shall have minimum limits for Bodily Injury and Property Damage liability of \$1,000,000 each occurrence and \$2,000,000 aggregate, and/or in compliance with California Joint Powers Risk Management Authority (CJPRMA) risk analysis requirements. Endorsements for City as Additional Insured, Waiver of Subrogation and Primary Insurance must be provided.
- ___ 3. **Automobile Liability Insurance** against claims of Personal Injury (including bodily Injury and death) and Property Damage covering all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to a purchase order or agreement with the City with minimum limits for Bodily Injury and Property Damage liability of \$1,000,000 each occurrence, and/or in compliance with CJPRMA risk analysis requirements. Endorsements for City as Additional Insured, Waiver of Subrogation and Primary Insurance must be provided.
- ___ 4. **Hazardous Waste Haulers** – Commercial Auto Policy (\$1,000,000.00) with the following endorsement: "CA 99 48 12 93 – "Pollution Liability – Broadened Coverage for Covered Autos – Business Auto, Motor Carrier and Truckers Coverage Forms"
- ___ 5. **Contractors' Pollution Legal Liability** and/or Asbestos Legal Liability and/or Errors & Omissions (if project involves environmental hazards) with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- ___ 6. **Professional Liability (Errors and Omissions) Insurance**, for liability arising out of, or in connection with, the performance of all required services under an agreement with the City, with limits of not less than \$1,000,000 per claim and \$2,000,000 aggregate, unless otherwise indicated by the City Risk Management Analyst or designee.
- ___ 7. **Additional Insured** – Commercial General Liability, and Automobile Liability. **Insurance shall include an endorsement naming the City of San Leandro and City's council members, officials, officers, agents, employees, and volunteers as additional insured's.**
- ___ 8. **Waiver of Subrogation** – All insurance policies shall include a waiver of subrogation in favor of the City for all required work/services under an agreement with the City.
- ___ 9. **Primary Insurance** for Commercial General Liability and Automobile Liability must be included in an authorized endorsement.
- ___ 10. **Acceptability of Insurers – A.M. Best rating** – All insurance shall be issued by a company or companies admitted to do business in California. All insurance is to be placed with insurers with a current A.M. Best's rating of no less than A;VII. Any exception to these requirements must be approved by the City Risk Management Analyst or designee. The City Risk Management Analyst or designee may require a higher rating depending on the nature of the goods and/or services being provided.
- ___ 11. **30-Day Cancellation Notice** - The above stated insurance coverage's required to be maintained by the vendor shall be maintained until the completion of all of vendor's obligations under any purchase order or agreement, and shall not be reduced, modified, or canceled without thirty (30) days prior written notice to the City Risk Management Analyst or designee. Vendor shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.
- ___ 12. **Mailing Address and Certificate Holder Name** – City of San Leandro
Attn: Finance Department
835 East 14th Street 2nd Floor
San Leandro, CA 94577