

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: September 12, 2023

SUBJECT/REASON FOR AGENDA ITEM: _____

Temporarily Alcohol Permit Waiver | Open Container Law Waiver

Other: _____

Please be specific about the reason to be on the agenda.

A resolution to approve the Mayor to enter into contract with ARRCO Company Services for Preventative Generator Maintenance and Repair Services. Total Annual Preventive Maintenance amount of \$65,560.00 and Repair services hourly rate of \$119.00. RFP 24-14

Requested By: Purchasing

NAME: Jana Soileau

ADDRESS _____

PHONE # _____ CELL PHONE: _____

EMAIL: _____ FAX: _____

Please note that the Hammond City Council meets the Second and Fourth Tuesday of the Month at 5:30pm, 312 East Charles Street, Hammond, LA 70401, All requests have to be submitted to the City Council Clerk by the Wednesday prior of the meeting no later than 4:30pm, All requests can be submitted electronically to banks_tm@hammond.org or fax (985) 277-5611. If you have any questions please call (985) 277-5610

BELOW TO BE FILLED OUT BY COUNCIL CLERK

DATE RECEIVED: _____ TIME RECEIVED: _____

Council Clerk: Lisa Cockerham Agenda Item Number _____

Approved: _____ (Yes) _____ (No)

Remarks: _____

Kip Andrews
Council President

Lisa Cockerham

Date

City of Hammond
RFP 24-14
Generator Maintenance and Repair Service

Proposals where do in by:
August 24, 2023 at 10:00 a.m.

COMPANY	# of Copies	USB	Major Inspection	Minor Inspection	Grand Total	Evaluation Score Total
Arcco Power Systems	5	✓	\$31,075.00	\$11,495.00 \$34,485.00	\$65,560.00	484pts
Marine Systems Inc.	4	✓	\$37,517.00	\$9,100.00 \$27,300.00	\$64,817.00	282.50pts
MRP Contractors	5	✓	\$30,100.00	\$14,875.00 \$44,625.00	\$74,725.00	304.50pts
Nixon Power Services	5	✓	\$71,600.00	\$13,750.00 41,250.00	\$112,850.00	407pts
TAW Power Systems	5	✓	\$47,750.00	\$9,705.00 \$29,115.00	\$76,865.00	302pts

Present at the opening:

Jana Soileau , Purchasing Manager

Krystle Noto, Assistant Purchasing Agent

David Foster, MRP Contractors V



**City Of Hammond
Purchasing Department**

RFP # 24-14

**For
Generator Preventative Maintenance**

**Sealed Proposals Shall Be Received by the Purchasing Department,
City of Hammond
310 East Charles Street
P. O. Box 2788
Hammond, Louisiana 70404-2788**

Until

10:00 a. m. on August 24, 2023

RFP responses will be opened publicly only respondents who have submitted an RFP response shall be identified aloud. Prices shall not be read. Each response will be evaluated by designated City personnel after the submission deadline and public opening has passed.

**Advertisement in the Official Journal, Daily Star, to be published Three (3) Times
August 3, 10 & 17, 2023**

PURCHASING DEPARTMENT

P.O. BOX 2788 | HAMMOND, LOUISIANA | 70404| PURCHASING@HAMMOND.ORG

985-277-5633| WWW.HAMMOND.ORG

**REQUEST FOR PROPOSAL
FOR
GENERATOR PREVENTATIVE MAINTENANCE**

PART I: OVERVIEW

1.1 Background/Purpose

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified Proposers who are interested in providing Generator Preventative Maintenance for the City of Hammond. Submittal of a proposal does not create any right or expectation to a contract with The City of Hammond.

1.2 Definitions

- A. Shall – The term “shall” denotes mandatory requirements.
- B. Must - The term “must” denotes mandatory requirements.
- C. May - The term “may” denotes an advisory or permissible action.
- D. Should – The term “should” denotes a desirable action.
- E. Contractor – A Proposer who contracts with the City.
- F. City - City of Hammond.
- G. Discussions- For the purposes of this RFP, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.
- H. RFP – Request for Proposal.
- I. Proposer – Person or entity responding to this RFP.
- J. Agreement – A contract between the Contractor and the City.
- K. Evaluation Committee – Committee established for the purposes of evaluating proposals submitted in response to this RFP.

1.3 Schedule of Events

	<u>Date</u>	<u>Time (CT)</u>
1. RFP Available	Thursday, August 3, 2023	
2. Pre-Proposal Conference (if required):*		NOT REQUIRED
3. Deadline to receive written inquiries	Friday, August 11, 2023	2:00 pm
4. Deadline to answer written inquiries	Friday, August 18, 2023	2:00pm
5. Proposal Opening Date	Thursday, August 24, 2023	10:00am
6. Oral discussions with proposers, if applicable		<i>To be scheduled</i>
7. Contract Initiation		<i>To be scheduled</i>

NOTE: The City reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the RFP.

1.4 Proposal Submittal

This RFP may be obtained online at www.hammond.org

It is the Proposer's responsibility to check the City website frequently for any possible addenda that may be issued. The City is not responsible for a proposer's failure to download any addenda documents required to complete an RFP.

All proposals shall be received by the Purchasing Department **no later than the date and time shown in the Schedule of Events.**

Important - - Clearly mark outside of the sealed envelope, box or package with the following information and format:

- X **Name and Address of Proposer**
- X **Proposal Name: RFP 24-14 GENERATOR PREVENTATIVE MAINTENANCE**
- X **Proposal Opening Date: Thursday, August 24, 2023**

Proposals may only be sent via certified mail, hand-delivery or courier service to our physical location at:

The City of Hammond
310 E Charles St.
Purchasing Department 2nd floor
Hammond, LA 70401

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The City is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal.

PROPOSALS SHALL BE OPENED PUBLICLY AT THE PHYSICAL LOCATION IDENTIFIED ABOVE AND ONLY PROPOSERS SUBMITTING PROPOSALS SHALL BE IDENTIFIED ALOUD. PRICES SHALL NOT BE READ.

1.5 Proposal Response Format

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. **Cover Letter:** The cover letter should exhibit the Proposer's understanding and approach to the project. It should contain a summary of Proposer's ability to perform the services described in the RFP and confirm that Proposer is willing to perform those services and enter into a contract with the City of Hammond.

The cover letter should also:

1. Identify the submitting Proposer and provide its federal tax identification number.
2. Identify the name, title, address, telephone number, fax number, and email address of each person authorized by the Proposer to contractually obligate the Proposer.
3. Identify the name, address, telephone number, fax number, and email address of the contact person for technical and contractual clarifications throughout the evaluation period.

- B. **Table of Contents:** Organized in the order cited in the format contained herein.

- C. **Proposer Qualifications and Experience:** History and background of Proposer, financial strength and stability, related services provided to government entities, existing customer satisfaction, volume of merchants, etc. Proposer should specifically provide a description of all relevant contract assignments similar to the Project requested herein which have been completed by the Proposer within the last three (3) years ("Recent Projects").

The description of any such Recent Projects should include the following:

1. Name of the client;
2. Year of the assignment and length of time to complete the project;
3. Nature of the services rendered.

- D. **Proposed Solution/Technical Response:** Illustrating and describing proposed technical solution and compliance with the RFP requirements.
- E. **Innovative Concepts:** Presentation of innovative concepts, if any, for consideration.
- F. **Project Schedule:** Detailed schedule of implementation plan. This schedule is to include implementation actions, timelines, responsible parties, etc.
- G. **Financial Proposal:** **Proposer's fees and other costs, if any, shall be submitted on Attachment "A" and additional pages if needed.** Prices proposed shall be firm for the duration of the contract. This financial proposal shall include any and all costs the Proposer wishes to have considered in the contractual arrangement with the City, including hourly repair services.
- H. **References:** Proposer should provide names, addresses, telephone numbers and contact persons for five (5) other public jurisdictions for which comparable services have recently been rendered, including a description of the services provided.
- I. **Customer Service:** Each Proposer should submit a provision for customer service, including personnel assigned directly to the City, toll-free number, and account inquiry, etc.
- J. **Resumes:** Each Proposer should submit resumes for account manager, designated customer service representative(s) and any other key personnel to be assigned to this Project, including those of subcontractors, if any.
- K. **Financial Stability Statement:** Each Proposer should submit information demonstrating the Proposer's financial stability (financial statements, annual reports, or similar data for the last three years).
- L. **Additional Information:** Each Proposer should submit any other information deemed pertinent by the Proposer including terms and conditions which the Proposer wishes the City to consider.
- M. **Multiple Copies of Response:** Each Proposer shall submit one (1) signed original response. Four (4) additional copies of the proposal should be provided, as well as **one (1) electronic copy via USB or CD.**

PART II: SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

The scope of work/services include, but are not limited to the inspection and testing of generators located at various locations within the City as described. Also included is generator repair related services. The entire list of generators shall have one (1) major (annual) and three (3) minor inspection and testing each year. Generator maintenance services are to be performed four (4) times a year: one (1) Major Annual (annual) inspection and three (3) minor inspection and testing during course of year. (The City reserves the right to cancel the need for the minor inspection if a funding problem develops.) The City reserves the right to add and/or delete generators that come into and out of service as need be.

The Proposer must be an authorized service provider and service must be performed in accordance with the manufacturer's recommended maintenance schedule.

The City is requesting a "turnkey" operation. The expression "turnkey" shall include, but may not be limited to all labor, materials, equipment, fuel, transportation, storage of equipment, insurance, licenses, etc.

The Provider shall be prepared to perform each task as stated according to the general requirements below:

Maintenance Record Keeping and Reporting:

The Provider shall supply The City Contact Person a preventative maintenance and inspection report that details the activities of each session, on a per site basis. Provider shall keep a Maintenance log of all activities of the City generators.

Emergency Service:

Provider is to provide the City with a written 24 x 7 emergency callout notification procedure.

Provider shall update the procedure on an as-needed basis.

Provider shall return calls for emergency service within 30 minutes 24 x 7.

Provider shall be able to respond for emergency call-out service within two (2) hours. Provider shall support the City in any disaster recovery efforts.

2.2 TECHNICAL SPECIFICATIONS INSPECTIONS AND TESTINGS

The Minor inspection and testing shall be performed in January/April/July timeframe. The Major inspection shall be performed in October after award. The process for major and minor service shall repeat itself all years and renewal years thereafter. The City reserves the right to cancel the need for the minor inspection, if a funding problem develops. The City reserves the right to add and/or delete generators that come into and out of service as need be and adjust unit cost accordingly during the contract period.

Refer to Section 2.3 – Locations, for a list of generator sizes (KW ratings) and their respective locations.

For all inspections, maintenance and testing tasks, Contractor must note condition found, condition left and any action taken and recommended.

Copies of all test results and reports shall be sent City Point of Contact no later than thirty (30) days after completion of service work.

MINOR INSPECTION/MAINTENANCE

The Minor inspection and testing shall be performed in January/April/July timeframe. Minor service maintenance/inspections to each generator listed in Section 2.3 – Locations, shall consist of all labor and materials necessary to perform the minor service three (3) times per year, as per requirements dictated in Minor Inspections Attachment B.

The City reserves the right to cancel the need for these services, if a funding problem develops.

MAJOR INSPECTION/TESTINGS

The Major inspection shall be performed in October after award. Major Service maintenance to each generator listed in in Section 2.3 – Locations, shall consist of all labor and materials necessary to perform the Major (annual) service once a year, as per requirements dictated in Major Inspections Attachment C. This shall include maintenance to the engine, generator end and operational tests further delineated in Attachments B & C.

Transfer switch testing shall be scheduled through City Point of Contact to ensure certain critical loads are not interrupted. Terminate transfer test and check operation and timing of re-transfer delay, program transition times and cool down times. Concurrence of any adjustment shall be obtained prior to any adjustment.

HOURLY REPAIRS RELATED SERVICES

Repair related services which are not part of the scope of work specified for major and minor maintenance related services (inspections and testing) shall be performed by a Louisiana licensed electrician and/or certified Generator Technician-Mechanic (as necessary). All electrical work shall be performed by a State of Louisiana licensed electrician as provided in LSA R. S. 37:2150 et seq.

- Payment for this work is to be made on an hourly basis and shall include all incidental materials, equipment, transportation, licenses, etc...
- Charges for electrician, Generator Technician-Mechanic shall be used for the repairs of any generator(s) only. No supplemental/special hourly rates will be paid for work performed beyond normal working hours, weekends, holidays or emergency declared situations. Overtime shall be paid only if trade personnel are required to work After-hours.
- For any necessary repair related work which is not considered part of the normal yearly major and minor maintenance services (inspections/testing's), an approval shall be obtained from the City and a Purchase Order shall be necessary.

PERMISSIBLE WORKING HOURS/PERIODS

The generators are located in various areas throughout the City. Work shall be scheduled between 7:00 a.m. and 5:00 p.m. Central Time, Monday through Friday with the exception of transfer switch load testing. Transfer switch load testing shall be scheduled with City Point of Contact and shall be completed in such a manner as not to interrupt the normal operations of the site. All work shall be scheduled at the City's convenience and in cooperation with the City Point of Contact. Contractor shall provide priority to the City on all scheduled repairs. In the event that the Contractor wishes to work weekends, holidays or outside permissible working periods, contractor must secure permission from the City Point of Contact, and provide at least seventy-two (72) hours of notification of intentions. The Contractor must also be aware of any local events that may impact his scheduled operation and may be required to alter his schedule accordingly. This modification to the schedule will not be grounds for any additional cost/compensation. This condition applies primarily for generator repair related services.

2.3 Locations:

The location(s) the work/delivery/service is to be performed, completed and managed is/are at:

- 1) MQ 18104 Hwy. 190 E.
Model BB-05011
Serial 7200992
KW 45
Multi-voltage & Phase
Unit # 113
- 2) MMQ 18104 Hwy. 190 E.
Model MMG45I
Serial 1408439
KW 45
Magnum Multi-voltage & 7 Phase
- 3) Carrier 18104 Hwy. 190 E.
Model ASPAS1CCA015
Serial 3005V03236
KW 15
Volt 240/ Phase 3
Unit # 102
- 4) Carrier 18104 Hwy. 190 E.
Model ASPAS1CCA015
Serial 3005V3266
KW 15
Volt 240/ Phase 3
Unit # 101
- 5) Carrier 18104 Hwy. 190 E.
Model ASPAS1CCA015
Serial 3005V3262
KW 15
Volt 240/ Phase 3
Unit # 103
- 6) Lift Station 1 1620 W. Church St.
Generac
Model QTO6024JNAX
Serial 8933581
KW 60
Volt 240/ Phase 3
- 7) Lift Station 3 504 Magazine St.
Onan
Model DSHAC5938352
Serial KO70126303
KW 200
Volt 480/ Phase 3
- 8) Lift Station 4 501 Old Covington Hwy.
Generac
Model QTO3624JNAN
Serial 5803338
KW 36
Volt 240/ Phase 3

- 9) Lift Station 5 1200 E. Hansen
Generac
Model SG0300KG20142518HPYYE
Serial 3000083234
KW 300
Volt 480/ Phase 3
- 10) Lift Station 8 1501 Phoenix Square
Generac
Model SG300KG20142518HPYYE
Serial 3000083236
KW 300
Volt 480/ Phase 3
- 11) Lift Station 9 1300 Pecan St.
Generac
Model QTO8054JNAX
Serial 3005498282
KW 80
Volt 240/ Phase 3
- 12) Lift Station 10 1999 S. Morrison Blvd.
Generac
Model SG0100JG189
Serial 3001477299
KW 10
Volt 240/ Phase 3
- 13) Lift Station 12 2200 W. Thomas
Generac
Model QTO2516JNSX
Serial 6151304
KW 25
Volt 240/ Phase 3
- 14) Lift Station 13 2608 Rue St. Martin
Generac
Model QTO3624JNAN
Serial 5803339
KW 36
Volt 240/ Phase 3
- 15) Lift Station 15 800 W. University Ave.
Generac
Model QTO2224JNAX
Serial 3001755576
KW 22
Volt 240/ Phase 3
- 16) Lift Station 17 1301 N. Oak St.
Generac
Model QTO2724JNAX
Serial 5947961
KW 27
Volt 240/ Phase 3

- 17) Lift Station 19
Generac
Model QTO6030GNSN
Serial 5134147
KW 60
Volt 240/ Phase 3
200 W. Minnesota Park
- 18) Lift Station 22
Generac
Model RGO6024JNAX
Serial 3005040573
KW 60
Volt 240/ Phase 3
3501 N. Oak St.
- 19) Lift Station 23
Generac
Model QTO8046KVAN
Serial 5815257
KW 80
Volt 480/ Phase 3
3000 W. Thomas
- 20) Lift Station 25
Generac
Model RGO2724ANAX
Serial 3004536223
KW 36
Volt 240/ Phase 1
903 C. M. Fagan
- 21) Lift Station 28
Generac
Model QTO8046KNAX
Serial 7066016
KW 80
Volt 480/ Phase 3
1301 E. Thomas St.
- 22) Lift Station 29
Generac
Model QTO2224JNAX
Serial 8301128
KW 22
Volt 240/ Phase 3
200 Woodscale Rd.
- 23) Lift Station 36
Generac
Model RGO6024JNAX
Serial 3004556022
KW 60
Volt 240/ Phase 3
18551 Vineyard Rd.
- 24) Lift Station 39
Generac
Model G0100JG176
Serial 3001483094
KW 100
Volt 240/ Phase 3
End of Stein Rd.

- | | |
|--|---------------------------|
| <p>25) Lift Station 40
 Generac
 Model G0065521
 Serial 3000164264
 KW 22
 Volt 240/Phase 3</p> | <p>35 Pine Lane</p> |
| <p>26) Lift Station 41
 Generac
 Model QTO2516GNSN
 Serial 5114059
 KW 25
 Volt 240/ Phase 3</p> | <p>215 Club Deluxe</p> |
| <p>27) Lift Station 42
 Generac
 Model QTO6024JVAX
 Serial 8933582
 KW 60
 Volt 240/ Phase 3</p> | <p>Hwy. 190 E.</p> |
| <p>28) Lift Station 49
 Generac
 Model QTO8046JNAX
 Serial 8941710
 KW 80
 Volt 240/ Phase 3</p> | <p>43199 S. Holly St.</p> |
| <p>29) Lift Station 51
 Generac
 Model SD150-GTS600
 Serial 3012651251
 150 KW Diesel 6.7L
 Volt 120/208 Phase 3</p> | <p>19082 Haeidd Drive</p> |
| <p>30) Well 1 (Well Pump)
 Onan
 Model GGLB-7850919
 Serial L11025352
 KW 150
 Volt 480/ Phase 3</p> | <p>408 S. Oak St.</p> |
| <p>31) Well 1 (Well Booster)
 Generac
 Model QT15068KNAC
 Serial 8867202
 KW 150
 Volt 480/ Phase 3</p> | <p>405 S. Oak St.</p> |
| <p>32) Well 2
 Generac
 Model SGO300KG2014S18PPSYE
 Serial 3005434357
 KW 300
 Volt 480/ Phase 3</p> | <p>709 Pecan St.</p> |

- 33) Well 3
 MTU
 Model 6R0185 GS200
 Serial 94100500152
 KW 200
 Volt 480/ Phase 3
 2101 Rue Denise
- 34) Well 4
 Kohler
 Model 300REOZJ
 Serial 33CYGMHK0028
 KW 300
 Volts 277/480 Phase 3
 210 Tower Drive
- 35) Well 7
 Kohler
 Model 125ROZ171
 Serial 288900
 KW 125
 Volts 480/ Phase 3
 301 ½ Westin Oaks
- 36) South Plant Aerators
 Cummins/Onan
 Model 71637305
 Serial 35212243
 KW 300
 Volts 480/ Phase 3
 1400 Fagan Dr.
- 37) South Plant Lift Station
 Cummins/Onan
 Model QSX15-G9
 Serial 79274328
 KW 450
 Volts 480/ Phase 3
 1801 Natchez St.
- 38) City Barn/Front Office
 Generac
 Model QTO8054GNAX
 Serial 3001516459
 KW 80
 Volt 208/ Phase 3
 18104 Hwy. 190 E.
- 39) City Barn/Back Office
 Generac
 Model QTO3624ANAX
 Serial 6231628
 KW 36
 Volt 240/ Phase 1
 18104 Hwy. 190 E.
- 40) Airport Terminal
 Generac
 Model 9703240100
 Serial 2098297
 KW 60
 Volt 240/ Phase 1
 600 Judge Leon Ford Dr.

- | | |
|---|---------------------------------|
| <p>41) Airport Vault
 Spectrum/Detroit Diesel
 Model 50D8EJ
 Serial 734181
 KW 60
 Volt 240/ Phase 1</p> | <p>600 Judge Leon Ford Dr.</p> |
| <p>42) Airport Tower
 Taylor Power
 Model TD100
 Serial 27781
 KW 100
 Volt 120-208/ Phase 3</p> | <p>1000 Judge Leon Ford Dr.</p> |
| <p>43) Permit Office
 Generac
 Model QTO8046GNAX
 Serial 8107939
 KW 80
 Volt 120-208/ Phase 3</p> | <p>219 E. Robert St.</p> |
| <p>44) Fire Communications
 Dayton
 Model 4LM43
 Serial 3128033
 KW 40
 Volt 240/ Phase 1</p> | <p>502 SW Railroad Ave.</p> |
| <p>45) Fire Head Quarters
 Generac
 Model SGO100JG269.ON18HPYYE
 Serial 30333760
 KW 100
 Volt 240/ Phase 3</p> | <p>1290 S. W. Railroad</p> |
| <p>46) Central Fire Station
 Cummins
 Model GGLB-5961983
 Serial L070141734
 KW 150
 Volt 240/ Phase 3</p> | <p>407 S. Oak St.</p> |
| <p>47) Fire Station 2
 Generac
 Model 1974500100
 Serial 2065488
 KW 40
 Volt 240/ Phase 1</p> | <p>508 E. Thomas St.</p> |
| <p>48) Fire Station 3
 Generac
 Model 3729520100
 Serial 2075663
 KW 25
 Volt 240/ Phase 1</p> | <p>1614 N. Oak St.</p> |

- 49) Fire Station 4
 Generac
 Model SG0047460
 Serial 3692722
 KW 25
 Volt 240/ Phase 1
 607 S. Morrison
- 50) Fire Station 5
 Generac
 Model 5337770100
 Serial 2083398
 KW 30
 Volt 240/ Phase 1
 2975 Hwy. 190 E.
- 51) Criminal Justice Building
 Cummins/Onan
 Model GGHE-5701788
 Serial A050733673
 KW 60
 Volt 120-208/ Phase 3
 303 E. Thomas St.
- 52) Hammond Police Department
 Generac
 Model 17706810100
 Serial 9220747
 KW 250
 Volt 120-208/ Phase 3
 120 S. Oak St.
- 53) Hammond Recreation Gym 1
 Generac
 Model SG0150JG2690518HPYYE
 Serial 3009352623
 KW 150
 Volt 120/240 Phase 3
 601 W. Coleman St.
- 54) Hammond Recreation Gym 2
 Generac
 Model SG0300JG20142518PPYYE
 Serial 3009067860
 KW 300
 Volt 120/240 Phase 3
 601 W. Coleman St.
- 55) IT
 Generac
 Model SD0050AG1745018DPYY3
 Serial 3013752412
 KW 50
 Volt 120/240 Phase 1
 310 E. Charles St.

2.4 Period of Agreement

The term of the contract shall be from October 1, 2023 through September 30, 2024, with the option of two (2) additional one (1) year periods with the same terms and conditions of the initial term upon mutual agreement of The City of Hammond and Provider.

The City shall notify Provider in writing of its exercise of its option for an additional term not less than thirty (30) days prior to the end of the current term.

2.5 Price Schedule

Prices proposed by the Proposers shall be firm for the term of the contract.

2.6 Deliverables

The deliverables listed in this section are the minimum desired from the successful Proposer. Every Proposer should describe what deliverables will be provided per their proposal and how the proposed deliverables will be provided.

PART III: EVALUATION

The evaluation committee shall assign points to its evaluation of each Proposal as follows:

Evaluation Criteria	Possible Points
Compliance with the RFP	15
Understanding of the Project	10
Approach to the Project	10
Ability to perform within the stated timeframe	20
Qualifications of the Proposer, including, but not limited to, its experience and personnel assigned to the Project	20
Overall costs and fees to be charged	10
Proposal quality and references	15
Total	100

The proposal will be evaluated in light of the material and the substantiating evidence presented to the City, not on the basis of what may be inferred.

The scores will be combined to determine the overall score. The Proposer with the highest overall score will be recommended for award.

PART IV: GENERAL PROVISIONS

4.1 Legibility/Clarity

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The Proposer's response is to demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP is also desired. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

4.2 Changes, Addenda, Withdrawals

The City reserves the right to change the Schedule of Events or issue Addenda to the RFP at any time. The City also reserves the right to cancel or reissue the RFP.

If the Proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the Proposer, cross-referenced clearly to the relevant proposal section, prior to the proposal opening, and should be submitted in a sealed envelope. Such shall meet all requirements for the proposal.

4.3 Withdrawal of Proposal

A Proposer may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by the authorized representative of the Proposer must be submitted to the Purchasing Department.

4.4 Material in the RFP

Proposals shall be based only on the material contained in this RFP. The RFP includes official responses to questions, addenda, and other material, which may be provided by the City pursuant to the RFP.

4.5 Waiver of Administrative Informalities

The City reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

4.6 Proposal Rejection

Issuance of this RFP in no way constitutes a commitment by the City to award a contract. The City reserves the right to accept or reject any or all proposals submitted or to cancel this RFP if it is in the best interest of the City to do so.

4.7 Ownership of Proposal

All materials (paper content only) submitted in response to this request become the property of the City. Selection or rejection of a response does not affect this right. All proposals submitted will be retained by the City and not returned to Proposers.

4.8 Proposer Inquiry Periods

The City shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the purchasing cycle and City operations. The City reasonably expects and requires *responsible and interested* proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

An inquiry period is hereby firmly set for all interested Proposers to perform a detailed review of the proposal documents and to submit any written inquiries relative thereto. *Without exception*, all inquiries MUST be submitted in writing by an authorized representative of the Proposer, clearly cross-referenced to the relevant solicitation section. All inquiries must be received by the close of business on the Inquiry Deadline date set forth in Schedule of Events of this RFP. Only those inquiries received by the established deadline shall be considered by the City.

Inquiries received after the established deadline shall not be entertained.

Proposer shall be aware that this RFP is not subject to the Louisiana Public Bid Law. As such, Proposers are not provided an opportunity to protest the process or results of this RFP.

Inquiries concerning this solicitation may be delivered by e-mail or hand-delivery to:

City of Hammond Purchasing Department
Attn: Jana Soileau
310 E. Charles St.
Hammond, LA 70401
E-Mail: purchasing@hammond.org.org

4.9 Errors and Omissions in Proposal

The City will not be liable for any error in the proposal. Proposer will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: the City reserves the right to make corrections or clarifications due to patent errors identified in proposals by the City or the Proposer. The City, at its option, has the right to request clarification or additional information from the Proposer.

4.10 Prime Contractor Responsibilities

The selected Proposer shall be required to assume responsibility for all items and services offered in his proposal whether or not he produces or provides them. The City shall consider the selected Proposer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

4.11 Use of Subcontractors

Each Contractor shall serve as the single prime contractor for all work performed pursuant to its contract. That prime contractor shall be responsible for all deliverables referenced in this RFP. This general requirement notwithstanding, Proposers may enter into subcontractor arrangements. Proposers may submit a proposal in response to this RFP, which identifies subcontract(s) with others, provided that the prime contractor acknowledges total responsibility for the entire contract.

If it becomes necessary for the prime contractor to use subcontractors, the City urges the prime contractor to use Louisiana vendors, including small and emerging businesses, a small entrepreneurship or a veteran or service-connected disabled veteran-owned small entrepreneurship, if practical. In all events, any subcontractor used by the prime should be identified to the City.

Information required of the prime contractor under the terms of this RFP, is also required for each subcontractor and the subcontractors must agree to be bound by the terms of the contract. The prime contractor shall assume total responsibility for compliance.

4.12 Written or Oral Discussions/Presentations

Written or oral discussions may be conducted with Proposers who submit proposals determined to be reasonably susceptible of being selected for award; however, the City reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received. Any such written or oral discussion shall be initiated by the City.

Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract.

Written or oral discussions/presentations for clarification may be conducted to enhance the City's understanding of any or all of the proposals submitted. Any such written or oral discussions/presentations shall be initiated by the City. Proposals may be accepted without such discussions.

4.13 Acceptance of Proposal Content

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposer to accept these obligations shall result in the rejection of the proposal.

4.14 Evaluation and Selection

All responses received as a result of this RFP are subject to evaluation by the Evaluation Committee for the purpose of selecting the Proposer with whom the City shall contract.

To evaluate all proposals, a committee whose members have expertise in various areas has been selected. This committee will determine which proposals are reasonably susceptible of being selected for award. If required, written or oral discussions may be conducted with any or all of the Proposers to make this determination. Any such written or oral discussions shall be initiated by the Evaluation Committee. Results of the evaluations will be provided by the Evaluation Committee to the Purchasing Director. Written recommendation for award shall be made for the Proposer whose proposal, conforming to the RFP, will be the most advantageous to the City, price and other factors considered.

The committee may reject any or all proposals if none is considered in the best interest of the City.

4.15 Contract Negotiations

If for any reason the Proposer whose proposal is most responsive to the City's needs, price and other evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected and the City may negotiate with the next most responsive Proposer. Negotiation may include revision of non-mandatory terms, conditions, and requirements. The Purchasing Department must approve the final contract form to complete the process.

4.16 Contract Award and Execution

The City reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial offers received. The RFP, including any addenda, and the proposal of the selected Contractor will become part of any contract initiated by the City. Proposers are discouraged from submitting their own standard terms and conditions with their proposals.

If the contract negotiation period exceeds thirty (30) days or if the selected Proposer fails to sign the contract within **twenty (20) calendar** days of delivery of it, the City may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

Award shall be made to the Proposer with the highest points, whose proposal, conforming to the RFP, will be the most advantageous to the City, price and other factors considered. The City intends to award to a single Proposer.

4.17 Liability

The Contractor at all times during the term of the contract shall maintain and pay for property damage and public liability insurance with limits of at least (\$1,000,000.00) one million dollars inclusive of bodily injury and property damage for any one occurrence.

Prior to commencing work under this contract the Contractor must file with the City a "certificate of insurance" meeting aforementioned requirements with the City of Hammond named insured by added endorsement. All premiums and expense incurred with this insurance shall be paid for by the Contractor.

The Contractor shall assume the defense of and indemnify and save harmless the City and its Officers and Agents from all claims relating to work.

The Contractor shall be responsible for any and all damages or claims for damages or injuries or accidents done or caused by him or his employees, or resulting from the execution of the work, or any operations, or caused by reason of existence or location or condition of facilities or of any materials, supplies, or machinery used thereon or therein, or neglect or omission on his part, or all of the several acts or things required to be done by them, under and by these conditions, and covenants, and agrees to hold the City harmless and indemnified for all such damages and claims for damages.

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, all attorney fees, and judgments of every nature and description made, brought or recovered against the City by reason of any act or omission of the Contractor, his agents or employees, in the execution of his work.

4.18 Worker's Compensation

The Contractor shall, at all times, pay or cause to be paid, any assessment or compensation required to be paid pursuant to the Worker's Compensation Act.

The Contractor shall, at the time of entering into a Contract with the City, provide satisfactory proof that all assessments or compensation payable to the Worker's Compensation Board have been paid and the City may, at any time during the performance or upon the completion of such Contract require a further declaration such Contract require a further declaration that such assessments or compensations have been paid.

4.19 Termination of the Contract for Cause

The City may terminate the contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the contract, or failure to fulfill its performance obligations pursuant to the contract, provided that the City shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the City may, at its option, place the Contractor in default and the contract shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the City to comply with the terms and conditions of the contract, provided that the Contractor shall give the City written notice specifying the City's failure and a reasonable opportunity for the City to cure the defect.

4.20 Termination for Non-Appropriation of Funds

The continuance of the contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the City Council. If the City Council fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced for any lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

4.21 Assignment

The Contractor shall not assign any interest in the contract by assignment, transfer, or novation, without prior written consent of the City. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the City.

Attachment B
Minor Inspection

Minor Periodic Maintenance performed every 3 months after initial Major Inspection/Testing.

Provide Minor Annual preventative maintenance for Fifty-five (55) generators listed on section 2.3 Locations. Total cost shall be inclusive of this service for all generators and shall include travel and labor expenses.

Contractor shall perform Minor servicing in accordance with the manufacturer's specifications and at a minimum, shall include the following tasks:

Disable Unit from automatically operating for safety purposes.

1. Check battery voltage
2. Check coolant level and coolant condition
3. Check and replace, as necessary, the oil, air and fuel filters; at a minimum they should be replaced annually.
4. Open normal source breaker at ATS
5. Verify the generator starts, ATS transfer to emergency and power to the load is restored.
6. Allow the generator to run for thirty (30) minutes and note any perceived problems.
7. Check gauges and meters and record the readings, including the fuel level.
8. Close normal source breaker at ATS
9. Verify the ATS transfers to normal
10. Verify proper generator shut down
11. Submit an Annual report that summarizes gauge and meter readings, fuel levels and other problems detected.
12. Record running time in hours
13. Exercise the unit
14. Check for excessive vibration
15. Record housing condition
16. Record coolant temperature
17. Record oil pressure
18. Inspect for oil leaks
19. Inspect belts for wear or damage and note accordingly.
20. Inspect and tighten all bolts
21. Inspect choke
22. Inspect ignition wiring
23. Inspect crankcase breather

24. Check oil level and top off
25. Inspect all filters
26. Lubricate governor and linkage
27. Record coolant protection temperature
28. Check for coolant leaks
29. Inspect hoses and tighten clamps
30. Verify louver operation
31. Check operation of block heater
32. Visually inspect exhaust system silencer
33. Drain all exhaust silencer condensate
34. Visually observe exhaust emissions and record any abnormalities
35. Visually inspect exhaust system connections
36. Check fuel level
37. Compare fuel level indicator with actual fuel level
38. Check day tank float
39. Check fuel transfer pump operation
40. Check operation of solenoid
41. Check all electrical connections
42. Inspect alternator terminals
43. Confirm and record alternator output
44. Inspect and clean all battery terminals
45. Record all charger output
46. Check fluid levels in all batteries
47. Record all battery volts and amps
48. Record all battery specific gravity for each cell of each battery
49. Clean coolant system annually by manufacturer's specifications

NOTE: (A) After performing item #2, if it is determined that coolant must be changed; coolant can be billed at time of change.

(B) For item #5, with coordination with each facility, ATS transfer to emergency power can be conducted during normal business hours at all site.

Attachment C

Major Annual Maintenance performed once every twelve (12) months.
Includes all items in Attachment B

Provide Major Annual preventative maintenance plus all items listed on Minor Annual preventative maintenance for fifty-five (55) generators listed in section 2.3 Locations. Total cost shall be inclusive of this service for all generators and shall include travel and labor expenses.

Contractor shall perform Major Annual servicing in accordance with the manufacturer's specifications and at a minimum, shall include the following tasks:

1. Replace filters (oil, fuel and air) per manufacturer's specifications
2. Perform five (5) -minute no -load operational run of the unit looking for any post service problems
3. Verify integrity of frame ground and re-torque hardware to specifications.
4. Check generator external and conduit entry condition
5. Inspect condition of leads and terminal/lug
6. Check conditions of brushes, slip rings, condition and tightness if applicable
7. Lubricate generator bearings per manufacturer's specifications.
8. Perform below Operational Test with Load Transfer
 - a) Obtain permission from City Point of Contact to perform site-load transfer test
 - b) Check transfer switch operation and position
 - c) Check auto-start system
 - d) Confirm the ATS ON EMERGENCY alarm annunciates
 - e) Check engine instruments
 - f) Check engine instruments
 - g) Check voltage and frequency, and load
 - h) Contractor to load test the Generator for two (2) hours: 25% load for the first 30 minutes, 50% for the second 30 minutes, 100% for the last hour. Contractor to record Hz, Amps, Temp, Freq, every 15 minutes.

*Terminate transfer test and check operation and timing of re-transfer delay, program transition times and cool down times. Obtain concurrence from City Point of Contact before adjusting.



Arcco Power Systems of Louisiana

<u>Baton Rouge</u>	<u>Bossier</u>	<u>New Orleans</u>
9424 N Interstate Dr	4704 Viking Drive	301 Griffer Dr
Baton Rouge, La 70809	Bossier La 70002	Harvey, La 70058
1-225-275-2722	1-318-507-3147	1-504-539-4037

<i>Arcco Power Systems of Mississippi</i>	<i>Arcco Power Systems of Texas</i>
Gulf Port	Houston Area
14336 Seaway Rd	3400 Awesome Ln
Gulfport, MS 39503	LaPorte, Texas 77571
1-877-706-2722	1-281-885-4231

COVER LETTER

To : CITY OF HAMMOND PROCUREMENT DEPARTMENT

It is understood by Arcco Company Services Inc that generator maintenance services are to be furnished by Arcco Company Services, Inc. to The City of Hammond facilities according to the specifications listed within:

**RFP# 24-14
GENERATOR PREVENTATIVE MAINTENANCE**

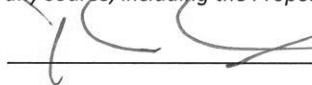
About Arcco Power Systems

The Total Source for Generator Power Solutions

Arcco Company Services, Inc. DBA Arcco Power Systems Started in 1991 FED id: 72-118889

- ARCCO is headquartered in Baton Rouge, Louisiana and has four other locations.
 - Headquarters- 9424 Interstate Dr, Baton Rouge LA
 - New Orleans Location – 301 Griffer Dr, Harvey LA
 - Northern Branch – 4704 Viking Dr –Bossier/Shreveport, LA
 - Alabama Branch – 4710 Hulls Mill Rd Mobile, AL 36693
 - Texas Branch – 3400 Awesome Ln, LaPorte, TX 77571
- ARCCO Power Systems is the total solution for service and maintenance of all diesel and natural gas-powered generators. ARCCO has over 25 service technicians in Louisiana that set the standard in reliable and cost-effective maintenance of all types of generator power applications. Arcco Power Systems, through its EGSA training, provides maintenance, and repairs, on all major brands of generators and switch gear equipment. Arcco, after studying your RFP# 24-14, is excited about the potential to service your Generators for the City of Hammond. Service and maintenance mean more than an oil change and checking belts and hoses when it comes to generator power. It's a complex power generating systems, and it requires expert knowledge and experience to properly maintain and service. ARCCO Power Systems leads the way understanding multiple generations of generator evolution and innovation, and is equipped with the latest technology expertise to properly service and maintain your generator power systems.
- Arcco Company Services Inc Is willing to provide these services to CITY OF HAMMOND as is has outlined in this response to RFP #24-14
- Authorized Signatory, shown below, is a Corporate Officer Listed on its Annau report on file with the Louisiana's Secretary of State. A copy provided
 - Thomas Sanders- President: 9424 N. Interstate Dr. Baton Rouge, La 70809, tsanders@arcco.com 225-275-2722 ext. 119, fax 225-275-1198 – binding authority and Contact person for technical and contractual clarifications as needed

"The data contained in Sections C,D,E,H,J and K of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the City of Hammond shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the City of Hammond's right to use or disclose data obtained from any source, including the Proposer, without restrictions."

Date : 8/24/2023 Thomas Sanders  Title President

State of
Louisiana
Secretary of
State



COMMERCIAL DIVISION
225.925.4704

Fax Numbers

225.932.5317 (Admin. Services)
225.932.5314 (Corporations)
225.932.5318 (UCC)

Name	Type	City	Status
ARCCO COMPANY SERVICES INCORPORATED	Business Corporation	BATON ROUGE	Active

Previous Names

Business: ARCCO COMPANY SERVICES INCORPORATED

Charter Number: 34380477D

Registration Date: 5/15/1991

Domicile Address

9424 N. INTERSTATE DR
BATON ROUGE, LA 70809

Mailing Address

16347 OLD HAMMOND HIGHWAY
BATON ROUGE, LA 70816

Principal Office Address

9424 N. INTERSTATE DR
BATON ROUGE, LA 70809

Status

Status: Active

Annual Report Status: In Good Standing

File Date: 5/15/1991

Last Report Filed: 5/26/2023

Type: Business Corporation

Registered Agent(s)

Agent:	BARRY J. ABSHIRE
Address 1:	16347 OLD HAMMOND HIGHWAY
City, State, Zip:	BATON ROUGE, LA 70816
Appointment Date:	7/13/2021

Officer(s)

Additional Officers: No

Officer:	BARRY J. ABSHIRE
Title:	Director
Address 1:	16347 OLD HAMMOND HIGHWAY
City, State, Zip:	BATON ROUGE, LA 70816

Officer:	SCOTT BARRINGER
Title:	Director
Address 1:	16347 OLD HAMMOND HIGHWAY

City, State, Zip: BATON ROUGE, LA 70816

Officer: CRAIG PIERCE
Title: Vice-President, Director
Address 1: 16347 OLD HAMMOND HIGHWAY
City, State, Zip: BATON ROUGE, LA 70816

Officer: GAY YOUNG
Title: Director
Address 1: 16347 OLD HAMMOND HIGHWAY
City, State, Zip: BATON ROUGE, LA 70816

Officer: THOMAS SANDERS
Title: President
Address 1: 9424 N. INTERSTATE DRIVE
City, State, Zip: BATON ROUGE, LA 70809

Officer: JAMIE COOTS
Title: Secretary/Treasurer
Address 1: 16347 OLD HAMMOND HIGHWAY
City, State, Zip: BATON ROUGE, LA 70816

Amendments on File (4)

Description	Date
Amendment	5/17/2005
Domicile, Agent Change or Resign of Agent	2/26/2010
Disclosure of Ownership	10/16/2012
Domicile, Agent Change or Resign of Agent	7/13/2021

Print



PALAGRO-01

BFOREMAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/29/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 231432 Hub International Gulf South 8550 United Plaza Blvd Suite 500 Baton Rouge, LA 70809	CONTACT NAME: PHONE (A/C, No, Ext): (800) 789-7365	FAX (A/C, No): (225) 218-2401	
	E-MAIL ADDRESS:		
INSURED Arcco Company Services, Inc. 9424 N. Interstate Dr. Baton Rouge, LA 70809	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Zurich American Insurance Company		16535
	INSURER B : Lexington Insurance Company		19437
	INSURER C : Markel American Insurance Company		28932
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			GLO038145508	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAP038145608	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			011448830	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC038145408	7/1/2023	7/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Commercial Property			MKLM2IM0001812	7/1/2023	7/1/2024	\$750,000/\$1,000K
C	Equipment Floater			MKLM2IM0001812	7/1/2023	7/1/2024	\$5,000 Deductible


DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Additional Named Insureds: Pala Group, Inc.; Pala, LLC; Pala-Interstate, LLC; Smart Profitability Solutions, LLC (SMART Safety, Gulf Coast), Elite Helical Solutions, a division of PALA Interstate, Arcco Company Services, Inc.

General Liability and Auto Liability include Blanket Additional Insured, Blanket Waiver of Subrogation and Primary & Non Contributory where required by written contract. Workers Compensation includes Blanket Waiver of Subrogation, Alternate Employer endorsement and USL&H Blanket Alternate Employer where required by written contract. Umbrella is follow form to the underlying policies. 30 day notice of cancellation applies to these policies.

SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

CANCELLATION

The City of Hammond 310 E Charles St. Purchasing Department 2nd floor Hammond, LA 70401	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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9424 N. Interstate Dr. Baton Rouge, La 70809
(225)275-2722 (225)275-1198 fax
www.arcco.com

F. Project Schedule



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www.arcco.com

F. Project Schedule: Detailed schedule of implementation plan. This schedule is to include implementation actions, timelines, responsible parties, etc

Detailed schedule of implementation plan

- Kick-Off Meeting
Within 2-4 Weeks After receipt of Award, Arcco Company Services Inc would like to set up a kick-off meeting to establish Arcco's Points of Contact for: Scheduling, Emergency Response, Backup, and Invoicing. (Responsible Parties- Tom, Scott, Mike, LaToya and Van)
- Perform Site and Unit Inspections
To be Performed at no charge to The City of Hammond and establish an accurate parts list and JSA for each site. (Responsible Parties- Mike, LaToya and Van)
- Schedule Setup
Arcco's approach to scheduling the work is as follows: Your maintenance will be programmed into our systems to open per your design and scope (for example: the beginning, middle or end of a qtr.). Arcco will open the Service Jobs for your work 30-45 days prior to the established timelines. This is to assist with receiving any necessary parts ahead of the scheduled date. Once open, Arcco will be reviewing the open Service Jobs, scheduling them accordingly, and submitting that schedule to the City of Hammond POC's and team for review and or, approval. In the event of any variances, Arcco's Dispatchers will, reach out to the City of Hammond POC's and reschedule that Service Jobs accordingly. (Responsible Parties- Mike, LaToya and Van)
- Complete Work & Submit Verification
Arcco's intent is to finish the scheduled maintenance, per your specifications and schedule. At the completion of each PM or Service Repair order, Arcco will submit via Email to the POC for The City of Hammond, a completed Field Service report, a site survey, Load test report if applicable to that service, and site pictures to display the completion of work. All of this data will also be available to The City of Hammond through Arcco's customer portal. <https://portal.arcco.com/> (Responsible Parties- Mike, LaToya and Van)



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A proposed Annual Project timeline would be:

Minor Inspections:

- 1st Quarter Each Year: Within the month of January
- 2nd Quarter Each Year: Within the month of April
- 3rd Quarter Each Year: Within the month of July

Major Inspections:

- 4th Quarter Each Year: Within the month of October

All Scheduled Maintenance (initial inspections, Minor Inspections & Major Inspection) visits will be scheduled with the City of Hammond POC and:

- Project Management-Scott Millican
- Dispatch Management- LaToya Shields
- Service Management-Mike Bates
- Accounts Receivable-Jamie Thibodeaux

ARCCO Phone #'s		Mobile/Main#	Extension	EMAIL
Tom Sanders	EMER CONTACT- EXEC MGMT	225-229-7226	119	tsanders@arcco.com
Scott Millican	EMER CONTACT- DIVISION MGMT	225-328-7222	118	smillican@arcco.com
Mike Bates	EMER CONTACT- SERVICE MGMT	225-472-0548	108	mbates@arcco.com
LaToya Shields	EMER CONTACT- DISPATCH MGMT	225-200-0374	122	lshields@arcco.com
Van Keller	EMER CONTACT- PARTS AND WH MGMT	225-223-5858	108	vkeller@arcco.com
FINANCE & ACCOUNTING				
Allen Bonnecaze	CFO	225-200-0806	117	abonnecaze@arcco.com
Jamie Thibodeaux	Accounts Recievable		109	jthibodeaux@arcco.com
PARTS SALES AND SUPPORT EXT. 127				
Jamie Cazes	Parts Specialist	225-333-0430	105	jcazes@arcco.com
Gary Kirkland	Parts Specialist	225-200-2895	114	gkirkland@arcco.com
Jason Christiansen	Parts Specialist	225-252-0860	125	jchristiansen@arcco.com
SERVICE DEPT. EXT. 210				
Jeanne Capace	Dispatch	225-333-1078	111	jcapace@arcco.com
Janelle Martin	Operations Support	225-726-5166	104	jmartin@arcco.com
Michelle Hurley	Dispatch	225-200-3522	123	mhurley@arcco.com
QAQC				
Rick Brown		225-252-9082	106	rbrown@arcco.com



ARCCO
POWER SYSTEMS

GENERAC®

**INDUSTRIAL
POWER**

9424 N. Interstate Dr. Baton Rouge, La 70809

(225)275-2722 (225)275-1198 fax

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Proposed Maintenance Schedule

SITE	Locations	Make	Model	Serial #	MINOR INSEPTION	MINOR INSEPTION	MINOR INSEPTION	MAJOR INSEPTION
	18104 HWY 190 E	MQ	MODEL DCA 45551411	SERIAL 7200992	JAN	APRIL	JULY	OCT
	18104 HWY 190 E	MAGNUM	MODEL MMG45	SERIAL 1408439	JAN	APRIL	JULY	OCT
	18104 HWY 190 E	CARRIER	MODEL ASPAS1CCA015	SERIAL 3005VO3236	JAN	APRIL	JULY	OCT
	18104 HWY 190 E	CARRIER	MODEL ASPAS1CCA015	SERIAL 3005VO3266	JAN	APRIL	JULY	OCT
	18104 HWY 190 E	CARRIER	MODEL ASPAS1CCA015	SERIAL 3005VO3262	JAN	APRIL	JULY	OCT
LIFT STATION 1	1620 W CHURCH ST	GENERAC	MODEL QTO6024JNAX	SERIAL 8933581	JAN	APRIL	JULY	OCT
LIFT STATION 3	504 MAGAZINE ST	CUMMINS/ONAN	MODEL DSHAC5938352	SERIAL K070126303	JAN	APRIL	JULY	OCT
LIFT STATION 4	501 OLD COVINGTON HWY	GENERAC	MODEL QTO3624JNAN	SERIAL 5803338	JAN	APRIL	JULY	OCT
LIFT STATION 5	1200 E. HANSEN	GENERAC	SG0300KG20142518HPY	SERIAL 3000083234	JAN	APRIL	JULY	OCT
LIFT STATION 8	1501 PHOENIX SQ	GENERAC	SG0300KG20142518HPY	SERIAL 3000083236	JAN	APRIL	JULY	OCT
LIFT STATION 9	1300 PECAN ST	GENERAC	MODEL QTO8054JNAX	SERIAL 3005498282	JAN	APRIL	JULY	OCT
LIFT STATION 10	1999 S MORRISON	GENERAC	SG0100JG189	SERIAL 3001477299	JAN	APRIL	JULY	OCT
LIFT STATION 12	2200 W THOMAS	GENERAC	MODEL QTO2516JNSX	SERIAL 6151304	JAN	APRIL	JULY	OCT
LIFT STATION 13	2605 RUE ST MARTIN	GENERAC	MODEL QTO3624JNAN	SERIAL 5803339	JAN	APRIL	JULY	OCT
LIFT STATION 15	800 W UNIVERSITY AVE	GENERAC	MODEL QTO2224JNAX	SERIAL 5950700	JAN	APRIL	JULY	OCT
LIFT STATION 17	1301 N. OAK ST	GENERAC	MODEL QTO2724JNAX	SERIAL 5947961	JAN	APRIL	JULY	OCT
LIFT STATION 19	200 W MINNESOTA PARK	GENERAC	MODEL QTO6030GNSN	SERIAL 5134147	JAN	APRIL	JULY	OCT
LIFT STATION 22	3501 N OAK ST	GENERAC	MODEL RG06024JNAX	SERIAL 3005040573	JAN	APRIL	JULY	OCT
LIFT STATION 23	3000 W THOMAS	GENERAC	MODEL QTO8046KVAN	SERIAL 5815257	JAN	APRIL	JULY	OCT
LIFT STATION 25	903 CM FAGAN	GENERAC	MODEL RG02724ANAX	SERIAL 3004536223	JAN	APRIL	JULY	OCT
LIFT STATION 28	1301 E THOMAS ST	GENERAC	MODEL QTO8046KNAX	SERIAL 7066016	JAN	APRIL	JULY	OCT
LIFT STATION 29	200 WOODSCALE RD	GENERAC	MODEL QTO2224JNAX	SERIAL 6301128	JAN	APRIL	JULY	OCT
LIFT STATION 36	18551 WINEYARD RD	GENERAC	MODEL RG06024JNAX	SERIAL 3004556022	JAN	APRIL	JULY	OCT
LIFT STATION 39	END OF STEIN RD	GENERAC	MODEL G0100JG176	SERIAL 3001483094	JAN	APRIL	JULY	OCT
LIFT STATION 40	35 PINE LN	GENERAC	MODEL G0065521	SERIAL 3000164264	JAN	APRIL	JULY	OCT
LIFT STATION 41	215 CLUB DELUXE	GENERAC	MODEL QTO2516GNSN	SERIAL 5114059	JAN	APRIL	JULY	OCT
LIFT STATION 42	HWY 190 E	GENERAC	MODEL QTO602424JVAX	SERIAL 8933582	JAN	APRIL	JULY	OCT
LIFT STATION 49	43199 S HOLLY ST	GENERAC	MODEL QTO8046JNAX	SERIAL 6941710	JAN	APRIL	JULY	OCT
LIFT STATION 51	19082 Haeidd Dr	GENERAC	MODEL SD150	SERIAL 3012651251	JAN	APRIL	JULY	OCT
WELL 1 WELL PUMP	408 S OAK ST	CUMMINS/ONAN	MODEL GGLB-7850919	SERIAL 1110252352	JAN	APRIL	JULY	OCT
WELL 1 WELL BOOSTER	405 S OAK ST	GENERAC	MODEL QT15068KNAC	SERIAL 8867202	JAN	APRIL	JULY	OCT
WELL 2	709 PECAN ST	GENERAC	MODEL SG0300KG20145	SERIAL 3005434357	JAN	APRIL	JULY	OCT
WELL 3	2101 RUE DENISE	MTU	MODEL 6R0185 G5200	SERIAL 94100500152	JAN	APRIL	JULY	OCT
WELL 4	210 Tower Dr	KOHLER	MODEL 300RE0ZJ	SERIAL 33cymhik0028	JAN	APRIL	JULY	OCT
WELL 7	301.5 WESTIN OAKS	KOHLER	MODEL 125R0ZJ71	SERIAL 288900	JAN	APRIL	JULY	OCT
SOUTH PLANT AERATORS	1400 FAGAN DR	CUMMINS/ONAN	MODEL 71637305	SERIAL 35212243	JAN	APRIL	JULY	OCT
SOUTH PLANT LIFT STATION	1801 NATCHEZ ST	CUMMINS/ONAN	MODEL QSX15-G9	SERIAL 79274328	JAN	APRIL	JULY	OCT
CITY BARN/FRONT OFFICE	18104 HWY 190 E	GENERAC	MODEL QTO8054GNAX	SERIAL 3001516459	JAN	APRIL	JULY	OCT
CITY BARN/BACK OFFICE	18104 HWY 190 E	GENERAC	MODEL QTO3624ANAX	SERIAL 6231628	JAN	APRIL	JULY	OCT
AIRPORT TERMINAL	600 JUDGE LEON FORD DR	GENERAC	MODEL 9703240100	SERIAL 2098297	JAN	APRIL	JULY	OCT
AIRPORT VAULT	600 JUDGE LEON FORD DR	SPECTRUM/DETROIT	MODEL 50DBEJ	SERIAL 0734181	JAN	APRIL	JULY	OCT
AIRPORT TOWER	1000 JUDGE LEON FORD DR	TAYLOR POWER	MODEL TD100	SERIAL 27781	JAN	APRIL	JULY	OCT
PERMIT OFFICE	219 E ROBERT ST	GENERAC	MODEL QTO8046GNAX	SERIAL 8107939	JAN	APRIL	JULY	OCT
CENTRAL FIRE COMM	502 SQ RAILROAD AVE	DAYTON	MODEL 4LM43	SERIAL 3128033	JAN	APRIL	JULY	OCT
FIRE HEAD QUARTERS	1290 S.W. RAILROAD	GENERAC	MODEL SG0100JG269	SERIAL 30333760	JAN	APRIL	JULY	OCT
CENTRAL FIRE STATION	407 S OAK ST	CUMMINS/ONAN	MODEL 66LB-5961933	SERIAL 1070141734	JAN	APRIL	JULY	OCT
FIRE STATION 2	508 E THOMAS ST	GENERAC	MODEL 1974500100	SERIAL 2065488	JAN	APRIL	JULY	OCT
FIRE STATION 3	1614 N OAK ST	GENERAC	MODEL 3729520100	SERIAL 2075663	JAN	APRIL	JULY	OCT
FIRE STATION 4	607 S MORRISON	GENERAC	MODEL 560047460	SERIAL 3692722	JAN	APRIL	JULY	OCT
FIRE STATION 5	2975 HWY 190 E	GENERAC	MODEL 533770100	SERIAL 2083398	JAN	APRIL	JULY	OCT
CRIMINAL JUSTICE BUILDING	303 E THOMAS ST	CUMMINS/ONAN	MODEL GGHE-E	SERIAL A050733673	JAN	APRIL	JULY	OCT
POLICE STATION	120 S OAK ST	GENERAC	MODEL 17706810100	SERIAL 9220747	JAN	APRIL	JULY	OCT
Hammond Rec Gym 1	601 W COLEMAN AVE	GENERAC	MODEL SG150	SERIAL 3009352423	JAN	APRIL	JULY	OCT
Hammond Rec Gym 2	601 W COLEMAN AVE	GENERAC	MODEL SG300	SERIAL 3009067860	JAN	APRIL	JULY	OCT
IT		GUARDIAN	MODEL SD050	SERIAL 3013752412	JAN	APRIL	JULY	OCT



9424 N. Interstate Dr. Baton Rouge, La 70809
(225)275-2722 (225)275-1198 fax
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G. Financial Proposal



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G. Financial Proposal: Proposer's fees and other costs, if any, shall be submitted. Prices proposed shall be firm for the duration of the contract. This financial proposal shall include any and all costs the Proposer wishes to have considered in the contractual arrangement with the Parish.

ATTACHMENT "A"

RFP Price Sheet

Generator Preventative Maintenance RFP # 24-14

LOCATION	DESCRIPTION	SERIAL #	MODEL#	MAJOR INSPECTION COST	MINOR INSPECTION COST PER EACH
18104 Hwy 190 E	MQ KW45 Multi Voltage & Phase	7200992	BB-05011	565.00	209.00
18104 Hwy 190 E	MMQ KW45 Magnum Multi Voltage & Phase	1408439	MMG45I	565.00	209.00
18104 Hwy 190 E	Carrier KW15 Volt 240 Phase 3	3005V03236	ASPAS1CCA015	565.00	209.00
18104 HWY 190 E	Carrier KW15 Volt 240 Phase 3	3005V3266	ASPAS1CCA015	565.00	209.00
18104 HWY 190 E	Carrier KW15 Volt 240 Phase 3	3005V3262	ASPAS1CCA015	565.00	209.00
1620 W. Church (LS #1)	Generac KW60 Volt 240 Phase 3	8933581	QTO6024JNAX	565.00	209.00
504 Magazine (LS #3)	Onan KW200 Volt 480 Phase 3	K070126303	DSHAC5938352	565.00	209.00
501 Old. Cov. Hwy (LS #4)	Generac KW36 Volt 240 Phase 3	5803338	QTO3624JNAN	565.00	209.00
1200 E. Hanson (LS #5)	Generac KW300 Volt 480 Phase 3	3000083234	SG0300KG20142518HPYYE	565.00	209.00
1501 Phoenix Sq. (LS #8)	Generac KW300 Volt 480 Phase 3	3000083236	SG300KG20142518HPYYE	565.00	209.00
1300 Pecan St. (LS #9)	Generac KW80 Volt 240 Phase 3	3005498282	QTO8054JNAX	565.00	209.00
1999 S. Morrison (LS #10)	Generac KW10 Volt 240 Phase 3	3001477299	SG0100JG189	565.00	209.00
2200 W. Thomas (LS #12)	Generac KW25 Volt 240 Phase 3	6151304	QTO2516JNSX	565.00	209.00
2608 Rue St. Martin (LS #13)	Generac KW36 Volt 240 Phase 3	5803339	QTO3624JNAN	565.00	209.00

ATTACHMENT "A"

RFP Price Sheet

Generator Preventative Maintenance RFP # 24-14

800 W. Univ. Ave. (LS #15)	Generac KW22 Volt 240 Phase 3	3001755576	QTO22224JNAX	565.00	209.00
1301 N. Oak St. (LS #17)	Generac KW27 Volt 240 Phase 3	5947961	QTO2724JNAX	565.00	209.00
200 W. Minn. Pk. (LS #19)	Generac KW60 Volt 120/240 Phase 3	5134147	QTO6030GNSN	565.00	209.00
3501 N. Oak St. (LS #22)	Generac KW60 Volt 120/240 Phase 3	3005040573	RG06024JNAX	565.00	209.00
3000 W. Thomas (LS #23)	Generac KW80 Volt 480 Phase 3	5815257	QTO8046KVAN	565.00	209.00
903 C.M. Fagan (LS #25)	Generac KW27 Volt 240 Phase 1	3004536223	RG02724ANAX	565.00	209.00
1301 E. Thomas (LS #28)	Generac KW80 Volt 480 Phase 3	7066016	QTO8046KNAX	565.00	209.00
200 Woodscale Rd. (LS #29)	Generac KW22 Volt 240 Phase 3	8301128	QTO22224JNAX	565.00	209.00
18551 Vineyard Rd. (LS #36)	Generac KW60 Volt 240 Phase 3	3004556022	RG06024JNAX	565.00	209.00
End of Stein Rd. (LS #39)	Generac KW100 Volt 240 Phase 3	3001483094	SG0100JG176	565.00	209.00
35 Pine Lane (LS #40)	Generac KW22 Volt 240 Phase 3	3000164264	G0065521	565.00	209.00
215 Club Deluxe (LS #41)	Generac KW25 Volt 240 Phase 3	5114059	QTO2516GNSN	565.00	209.00
Hwy 190 E (LS #42)	Generac KW60 Volt 240 Phase 3	8933582	QTO6024JVAX	565.00	209.00
43199 S. Holly (LS #49)	Generac KW80 Volt 240 Phase 3	8941710	QTO8046JNAX	565.00	209.00
19082 Haeidd Drive (LS #51)	Generac 150 KW Diesel 6.7L Volt 120/208 Phase 3	3012651251	SD150-GTS600	565.00	209.00

ATTACHMENT "A"

RFP Price Sheet

Generator Preventative Maintenance RFP # 24-14

408 S. Oak St. (Well 1 Pump)	Onan KW150 Volt 480 Phase 3	L110252352	GGLB-7850919	565.00	209.02
405 S. Oak (Well 1 Booster)	Generac KW150 Volt 480 Phase 3	8867202	QT15068KNAC	565.00	209.02
709 Pecan St. (Well 2)	Generac KW300 Volt 480 Phase 3	3005434357	SG0300KG2014S18PPSYE	565.00	209.02
2101 Rue Denise (Well 3)	MTU KW200 Volts 277/480 Phase 3	94100500152	6R0185 GS200	565.00	209.02
210 Tower Drive (Well 4)	Kohler KW 300 Volt 277/480 Phase 3	33CYGMHK0028	300REOZJ	565.00	209.02
301 ½ Westin Oaks (Well 7)	Kohler KW 125 Volts 480 Phase 3	288900	125ROZ171	565.00	209.02
1400 C.M. Fagan (SP Headworks)	Cummins/Onan KW300 Volts 480 Phase 3	35212243	71637305	565.00	209.02
1801 Natchez St. (LS South Plant)	Cummins/Onan KW450 Volts 480 Phase 3	79274328	QXS15-G9	565.00	209.02
18104 Hwy 190 E City Barn Front Office	Generac KW80 Volt 208 Phase 3	3001516459	QTO8054GNAX	565.00	209.02
18104 Hwy 190 E City Barn Back Office	Generac KW36 Volt 240 Phase 1	6231628	QTO3624ANAX	565.00	209.02
600 Judge Leon Ford (Airport Terminal)	Generac KW60 Volt 240 Phase 1	2098297	9703240100	565.00	209.02
600 Judge Leon Ford (Airport Vault)	Spectrum/Detroit Diesel KW60 Volt 240 Phase 1	0734181	50D8EJ	565.00	209.02
1000 Judge Leon Ford (Airport Tower)	Taylor Power KW100 Volt 120-208 Phase 3	27781	TD100	565.00	209.02
219 E. Robert (Permit Off)	Generac KW80 Volt 120-208 Phase 3	8107939	QTO8046GNAX	565.00	209.02
502 S.W. Railroad Fire Communication	Dayton KW40 Volt 240 Phase 1	3128033	4LM43	565.00	209.02
1290 S.W. Railroad (Fire HQ)	Generac KW100 Volt 240 Phase 3	30333760	SGO100JG269.ON18HPPYE	565.00	209.00

ATTACHMENT "A"

RFP Price Sheet

Generator Preventative Maintenance RFP # 24-14

407 S. Oak St. (Central FS)	Cummins KW150 Volt 240 Phase 3	L070141734	GGLB-5961983	565.02	209.02
508 E. Thomas (FS 2)	Generac KW 40 Volt 240 Phase 1	2065488	1974500100	565.02	209.02
1614 N. Oak St. (FS 3)	Generac KW 25 Volt 240 Phase 1	2075663	3729520100	565.02	209.02
607 S. Morrison (FS 4)	Generac KW25 Volt 240 Phase 1	3692722	SG0047460	565.02	209.02
2975 Hwy 190 E (FS 5)	Generac KW30 Volt 240 Phase 1	2083398	5337770100	565.02	209.02
303 E. Thomas Criminal Justice Bldg	Cummins/Onan KW 60 Volt 120-208 Phase 3	A050733673	GGHE-5701788	565.02	209.02
120 S. Oak St (Police Dept)	Generac KW250 Volt 120- 208 Phase 3	9220747	17706810100	565.02	209.02
601 W. Coleman Ave Hammond Rec Gym 1	Generac KW150 Volt 120/240 Phase 3	3009352623	SG0150JG2690518HPYYE	565.02	209.02
601 W. Coleman Ave Hammond Rec Gym 2	Generac KW300 Volt 120/240 Phase 3	3009067860	SG0300JG20142S18PPYYE	565.02	209.02
310 E. Charles St. (IT)	Generac KW50 Volt 120/ 240 Phase 1	3013752412	SD0050AG1745D18DPYY3	565.02	209.02

Contractor: Arcco Company Services Inc

Address: 9424 N Interstate De Baton Rouge LA 70809

Phone: (225) 275-2722 Email: J.Sanders@Arcco.com

Contractor Signature: [Signature] Date: 8/24/2023

Contractor Printed Name: Tom Sanders



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Labor:

Generator Technician
 Travel Time
 Safety Coordinator
 Electrician
 Project Manager

	Standard Rate	Overtime Rate
Generator Technician	\$ 119.00	\$ 178.50
Travel Time	\$ 99.00	\$ 148.50
Safety Coordinator	\$ 99.00	\$ 148.50
Electrician	\$ 129.00	\$ 193.50
Project Manager	\$ 119.00	\$ 178.50

Note: Arcco Power Systems standard labor rate is 119.00 for a Generator Technician. Call outs Monday - Friday , excluding times during a declared emergency by the Governor of Louisiana, will be billed at 119.00 per hour. Weekends, Holidays and Declared Emergencies are billed at 178.50 per hour.

Owned Equipment: Arcco will uses its own equipment (ie Loadbanks, trucks, and other Arcco Owned Equipment) and not charge for its usage when using it to complete scheduled work. (excludes rental Generators)

Materials/Parts :

Maintenace Parts and any other parts or materials needed to complete the scope of work will be charged at :	Invoice + 25%
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Rented Equipment :

In the Event that Equipment not owned by Arcco is needed to complete the scope of work, that cost will be charged at :	Invoice + 25%
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Subcontractors:

In the Event that Subcontractors are needed to complete the scope of work, that cost will be charged at :	Invoice + 25%
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Fuel Cleaning:

In the Event Diesel Fuel Needs to be Polished/Re-Conditioned	Per Gal - .75
Note : in the Event that the Diesel Fuel requires an additional Chemical treatment to be Cleaned , the additional chemicals will be charged at Invoice + 20%	



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H. References



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I. Customer Service



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I. Customer Service: Each Proposer shall submit a provision for customer service, including personnel assigned, toll-free number, and account inquiry, etc.

Call In Customer Service

Please Use the following phone numbers for customer service. Please also use to our Toll-free number as needed. 1-877-706-2722. Our phones are answered 24 hours a day, 7 days a week every day of the year.

ARCCO Phone #'s		Mobile/Main#	Extension	EMAIL
Tom Sanders	EMER CONTACT- EXEC MGMT	225-229-7226	119	tsanders@arcco.com
Scott Millican	EMER CONTACT- DIVISION MGMT	225-328-7222	118	smillican@arcco.com
Mike Bates	EMER CONTACT- SERVICE MGMT	225-472-0548	108	mbates@arcco.com
LaToya Shields	EMER CONTACT- DISPATCH MGMT	225-200-0374	122	lshields@arcco.com
Van Keller	EMER CONTACT- PARTS AND WH MGMT	225-223-5858	108	vkeller@arcco.com
FINANCE & ACCOUNTING				
Allen Bonnezeze	CFO	225-200-0806	117	abonnezeze@arcco.com
Jamie Thibodeaux	Accounts Rectevable		109	jthibodeaux@arcco.com
PARTS SALES AND SUPPORT EXT. 127				
Jamie Cazes	Parts Specialist	225-333-0430	105	jcazes@arcco.com
Gary Kirkland	Parts Specialist	225-200-2895	114	gkirkland@arcco.com
Jason Christiansen	Parts Specialist	225-252-0860	125	jchristiansen@arcco.com
SERVICE DEPT. EXT. 210				
Jeanne Capace	Dispatch	225-333-1078	111	jcapace@arcco.com
Janelle Martin	Operations Support	225-726-5166	104	jmartin@arcco.com
Michelle Hurley	Dispatch	225-200-3522	123	mhurley@arcco.com
QAQC				
Rick Brown		225-252-9082	106	rbrown@arcco.com

Website Customer Service: Our Customer Service Portal will also store all information from each of our visits to your site. This data is collected in the field, and shared live into our main servers. Once there, it will populate under your Customer ID, Site ID, and Unit ID. This information will also always be available for your review thorough our Customer Portal directly into our System. <https://portal.arcco.com/>. The Portal will also keep and store copies of all of your field service reports, Invoices , and customer account status. You will also be able to send inquiries/incidents through the portal as needed.

Annual Reviews: Arcco likes to hear back from its customers. Each year we like to plan an annual review with our customers. We would like to do the same with St. Tammany Parish. In our reviews, we like to go through a list of questions and encourage feedback from you. We like to make sure you have had a good experience with Arcco, and we strive to improve our services for you each year.