

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: September 8, 2026

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 Arcco Company Services for Preventative Generator Maintenance and Repair services. Total Annual Preventative Maintenance amount of \$89,560.00 and Repair Services hourly rate of \$135.00. RFP 27-12

Requested By: _____
NAME: Charles Borchers
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 cockerham_la@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

_____ in the
Lisa Cockerham

Date

RFP 27-12: GENERATOR MAINTENANCE & REPAIR SERVICES

PRICE TABULATION

Company Name	Proposal Status	Major Inspection	Minor Inspection	Grand Total
Arcco Power Systems	Responsive	\$40,810	\$16,250 / \$48,750	\$89,560.00
TAW Power Systems	Non-Responsive	N/A	N/A	N/A
Taylor Sudden Service	Non-Responsive	N/A	N/A	N/A
Nixon Power Services	Non-Responsive	N/A	N/A	N/A

Hourly Repair Rate Schedule

Arcco Power Systems	\$135.00/hr (Industrial) \$150.00/hr (Master) \$115.00/hr (Helper)	\$202.50/hr (Industrial OT) \$225.00/hr (Master OT) \$172.50/hr (Helper OT)
TAW Power Systems / IPS	N/A	N/A
Nixon Power Services, LLC	N/A	N/A
Taylor Sudden Service / Taylor Power	N/A	N/A



**City Of Hammond
Purchasing Department**

RFP # 27-12

**For
Generator Preventative Maintenance**

**Scaled 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 14, 2026

Proposals received in response to this Request for Proposals will be publicly opened. The names of the Proposers submitting proposals will be announced; however, proposal prices, scoring information, and the contents of the proposals will not be publicly read or discussed at the opening.

**Advertisement in the Official Journal, Daily Star, to be published Three (3) Times
July 23, 30 & August 6, 2026**

PURCHASING DEPARTMENT

P.O. BOX 2788 | HAMMOND, LOUISIANA | 70404| THURMAN_JE@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, July 23, 2026	
2. Pre-Proposal Conference (if required):*	NOT REQUIRED	
3. Deadline to receive written inquiries	Friday, July 31, 2026,	2:00pm
4. Deadline to answer written inquiries	Friday, August 07, 2026,	2:00pm
5. Proposal Opening Date	Friday, August 14, 2026	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

Proposers may submit their proposal **either electronically through Bid Express or by submitting a sealed paper proposal** to the City of Hammond Purchasing Department. It is the Proposer's responsibility to check the City website and Bid Express frequently for any addenda that may be issued. The City is not responsible for a Proposer's failure to download any addenda documents required to complete this RFP.

Electronic Submissions:

Proposals submitted through Bid Express shall include all required forms, attachments, and supporting documentation uploaded as part of the electronic submission. A USB drive and printed copies are **not required** with an electronic submission. However, the City reserves the right to request printed copies and/or an electronic copy from the apparent successful Proposer prior to contract award.

Paper Submissions:

Proposals submitted in paper format shall include one (1) signed original response, four (4) additional copies of the proposal, and one (1) USB drive containing an electronic copy of the complete proposal in searchable PDF format. The USB drive shall contain the same information as the printed proposal.

Regardless of the method of submission, all proposals must be received by the date and time specified in this Request for Proposals. Proposals submitted after the deadline will not be accepted. All proposals will be evaluated using the criteria set forth in this 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 27-12 GENERATOR PREVENTATIVE MAINTENANCE**
- X **Proposal Opening Date: Friday, August 14, 2026**

Paper 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 Industrial 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.

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 4:00 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:

LOCATION	DESCRIPTION	SERIAL #	MODEL#
1. 18104 Hwy 190 E	MQ KW45 Multi Voltage & Phase	7200992	BB-05011
2. 18104 Hwy 190 E	MMQ KW45 Magnum Multi Voltage & Phase	1408439	MMG45I
3. 18104 Hwy 190 E	Carrier KW15 Volt 240 Phase 3	3005V03236	ASPAS1CCA015
4. 18104 HWY 190 E	Carrier KW15 Volt 240 Phase 3	3005V3266	ASPAS1CCA015
5. 18104 HWY 190 E	Carrier KW15 Volt 240 Phase 3	3005V3262	ASPAS1CCA015
6. 1620 W. Church (LS #1)	Generac KW60 Volt 240 Phase 3	8933581	QTO6024JNAX
7. 1007 N. Cherry (LS # 2)	Generac KW50 Volt 240 Phase 3	3019065316	SD0050AG023.3D18DPYY3
8. 504 Magazine (LS #3)	Onan KW200 Volt 480 Phase 3	K070126303	DSHAC5938352
9. 501 Old. Cov. Hwy (LS #4)	Generac KW36 Volt 240 Phase 3	5803338	QTO3624JNAN
10. 1200 E. Hanson (LS #5)	Generac KW300 Volt 480 Phase 3	3000083234	SG0300KG20142518HPYYE
11. 1320 N Morrison (LS #6)	Generac KW100 Volt 240 Phase 3	3019196399	SD0100JG176.7D18DPYY3
12. 1501 Phoenix Sq. (LS #8)	Generac KW300 Volt 480 Phase 3	3000083236	SG300KG20142518HPYYE
13. 1300 Pecan St. (LS #9)	Generac KW80 Volt 240 Phase 3	3005498282	QTO8054JNAX
14. 1999 S. Morrison (LS #10)	Generac KW10 Volt 240 Phase 3	3001477299	SG0100JG189
15. 2200 W. Thomas (LS #12)	Generac KW25 Volt 240 Phase 3	6151304	QTO2516JNSX
16. 2608 Rue St. Martin (LS #13)	Generac KW36 Volt 240 Phase 3	5803339	QTO3624JNAN
17. 800 W. Univ. Ave. (LS #15)	Generac KW22 Volt 240 Phase 3	3001755576	QTO2224JNAX

18. 1301 N. Oak St. (LS #17)	Generac KW27 Volt 240 Phase 3	5947961	QTO2724JNAX
19. 200 W. Minn. Pk. (LS #19)	Generac KW60 Volt 120/240 Phase 3	5134147	QTO6030GNSN
20. 3501 N. Oak St. (LS #22)	Generac KW60 Volt 120/240 Phase 3	3005040573	RG06024JNAX
21. 3000 W. Thomas (LS #23)	Generac KW80 Volt 480 Phase 3	5815257	QTO8046KVAN
22. 1501 Mooney Ave (LS#24)	Generac KW100 Volt 240 Phase 3	3019196400	SD0100JG176.7D18DPYY3
23. 903 C.M. Fagan (LS #25)	Generac KW27 Volt 240 Phase 1	3004536223	RG02724ANAX
24. 1301 E. Thomas (LS #28)	Generac KW80 Volt 480 Phase 3	7066016	QTO8046KNAX
25. 200 Woodscale Rd. (LS #29)	Generac KW22 Volt 240 Phase 3	8301128	QTO2224JNAX
26. 990 Rich Smith Ln. (LS#31)	Generac KW50 Volt 240 Phase 1	3018993512	SD0050AG023.3D18DPYY3
27. 18551 Vineyard Rd. (LS #36)	Generac KW60 Volt 240 Phase 3	3004556022	RG06024JNAX
28. 500 Harden Dr (LS#38)	Generac KW50 Volt 240 Phase 3	3019065320	SD0050AG023.3D18DPYY3
29. End of Stein Rd. (LS #39)	Generac KW100 Volt 240 Phase 3	3001483094	SG0100JG176
30. 35 Pine Lane (LS #40)	Generac KW22 Volt 240 Phase 3	3000164264	G0065521
31. 215 Club Deluxe (LS #41)	Generac KW25 Volt 240 Phase 3	5114059	QTO2516GNSN
32. Hwy 190 E (LS #42)	Generac KW60 Volt 240 Phase 3	8933582	QTO6024JVAX
33. Elmwood Loop (LS#45)	Generac KW50 Volt 240 Phase 3	3019065374	SD0050AG023.3D18DPYY3
34. 43199 S. Holly (LS #49)	Generac KW80 Volt 240 Phase 3	8941710	QTO8046JNAX
35. 42570 S. Airport Rd. (LS #50)	Generac KW50 Volt 240 Phase 1	3018993515	SD0050AG023.3D18DPYY3
36. 19082 Haeidd Drive (LS #51)	Generac 150 KW Diesel 6.7L Volt 120/208 Phase 3	3012651251	SD150-GTS600

37. 2400 N. Morrison (LS #55)	Generac KW60 Volt 240 Phase 1	3004631006	RG06024JNAX
38. Bauerle Dr. (LS #58)	Generac KW30 Volt 240 Phase 1	3010792224	RG030155ANAX
39. 408 S. Oak St. (Well 1 Pump)	Onan KW150 Volt 480 Phase 3	L110252352	GGLB-7850919
40. 405 S. Oak (Well 1 Booster)	Generac KW150 Volt 480 Phase 3	8867202	QT15068KNAC
41. 709 Pecan St. (Well 2)	Generac KW300 Volt 480 Phase 3	3005434357	SG0300KG2014S18PPSYE
42. 2101 Rue Denise (Well 3)	MTU KW200 Volts 277/480 Phase 3	94100500152	6R0185 GS200
43. 210 Tower Drive (Well 4)	Kohler KW 300 Volt 277/480 Phase 3	33CYGMHK0028	300REOZJ
44. 301 ½ Westin Oaks (Well 7)	Kohler KW 125 Volts 480 Phase 3	288900	125ROZ171
45. 1400 C.M. Fagan (SP Headworks)	Cummins/Onan KW300 Volts 480 Phase 3	35212243	71637305
46. 1801 Natchez St. (LS South Plant)	Cummins/Onan KW450 Volts 480 Phase 3	79274328	QSX15-G9
47. 18104 Hwy 190 E City Barn Front Office	Generac KW80 Volt 208 Phase 3	3001516459	QTO8054GNAX
48. 18104 Hwy 190 E City Barn Back Office	Generac KW36 Volt 240 Phase 1	6231628	QTO3624ANAX
49. 600 Judge Leon Ford (Airport Terminal)	Generac KW60 Volt 240 Phase 1	2098297	9703240100
50. 600 Judge Leon Ford (Airport Vault)	Spectrum/Detroit Diesel KW60 Volt 240 Phase 1	0734181	50D8EJ
51. 1000 Judge Leon Ford (Airport Tower)	Taylor Power KW100 Volt 120- 208 Phase 3	27781	TD100
52. 219 E. Robert (Permit Off)	Generac KW80 Volt 120-208 Phase 3	8107939	QTO8046GNAX
53. 502 S.W. Railroad Fire Communication	Dayton KW40 Volt 240 Phase 1	3128033	4LM43

54. 1290 S.W. Railroad (Fire HQ)	Generac KW100 Volt 240 Phase 3	30333760	SGO100JG269.ON18HPYYE
55. 407 S. Oak St. (Central FS)	Cummins KW150 Volt 240 Phase 3	L070141734	GGLB-5961983
56. 508 E. Thomas (FS 2)	Generac KW 40 Volt 240 Phase1	2065488	1974500100
57. 1614 N. Oak St. (FS 3)	Generac KW 25 Volt 240 Phase 1	2075663	3729520100
58. 607 S. Morrison (FS 4)	Generac KW25 Volt 240 Phase 1	3018620190	RG02515ANAX
59. 2975 Hwy 190 E (FS 5)	Generac KW30 Volt 240 Phase 1	2083398	5337770100
60. 303 E. Thomas Criminal Justice Bldg.	Cummins/Onan KW 60 Volt 120-208 Phase 3	A050733673	GGHE-5701788
61. 120 S. Oak St (Police Dept)	Generac KW250 Volt 120-208 Phase 3	9220747	17706810100
62. 601 W. Coleman Ave Hammond Rec Gym 1	Generac KW150 Volt 120/240 Phase 3	3009352623	SG0150JG2690518HPYYE
63. 601 W. Coleman Ave Hammond Rec Gym 2	Generac KW300 Volt 120/240 Phase 3	3009067860	SG0300JG20142S18PPYYE
64. 310 E. Charles St. (IT)	Generac KW50 Volt 120/ 240 Phase 1	3013752412	SD0050AG1745D18DPYY3
65. 310 E Charles St. (City Hall)	Generac KW500 Volt 240 Phase 3	3015531134	SD500

2.4 Period of Agreement

The term of the contract shall be from October 1, 2026 through September 30, 2027, 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 RFP Requirements	15
Qualifications and Experience	20
Technical Approach and Understanding	20
Service Capability and Response Time	20
References and Past Performance	10
Cost Proposal	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 (even if an answer has already been given to an oral question during a Pre-proposal Conference). All inquiries must be received by the close of business on the Inquiry Deadline date set forth in Section 1.3 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 “A”

RFP Price Sheet

Generator Preventative Maintenance RFP # 27-12

LOCATION	DESCRIPTION	SERIAL #	MODEL#	MAJOR INSPECTION COST	MINOR INSPECTION COST PER EACH
18104 Hwy 190 E	MQ KW45 Multi Voltage & Phase	7200992	BB-05011		
18104 Hwy 190 E	MMQ KW45 Magnum Multi Voltage & Phase	1408439	MMG45I		
18104 Hwy 190 E	Carrier KW15 Volt 240 Phase 3	3005V03236	ASPAS1CCA015		
18104 HWY 190 E	Carrier KW15 Volt 240 Phase 3	3005V3266	ASPAS1CCA015		
18104 HWY 190 E	Carrier KW15 Volt 240 Phase 3	3005V3262	ASPAS1CCA015		
1620 W. Church (LS #1)	Generac KW60 Volt 240 Phase 3	8933581	QTO6024JNAX		
1007 N. Cherry (LS # 2)	Generac KW50 Volt 240 Phase 3	3019065316	SD0050AG023.3D18DPYY3		
504 Magazine (LS #3)	Onan KW200 Volt 480 Phase 3	K070126303	DSHAC5938352		
501 Old. Cov. Hwy (LS #4)	Generac KW36 Volt 240 Phase 3	5803338	QTO3624JNAN		
1200 E. Hanson (LS #5)	Generac KW300 Volt 480 Phase 3	3000083234	SG0300KG20142518HPYYE		
1320 N Morrison (LS #6)	Generac KW100 Volt 240 Phase 3	3019196399	SD0100JG176.7D18DPYY3		
1501 Phoenix Sq. (LS #8)	Generac KW300 Volt 480 Phase 3	3000083236	SG300KG20142518HPYYE		
1300 Pecan St. (LS #9)	Generac KW80 Volt 240 Phase 3	3005498282	QTO8054JNAX		
1999 S. Morrison (LS #10)	Generac KW10 Volt 240 Phase 3	3001477299	SG0100JG189		

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RFP Price Sheet

Generator Preventative Maintenance RFP # 27-12

2200 W. Thomas (LS #12)	Generac KW25 Volt 240 Phase 3	6151304	QTO2516JNSX		
2608 Rue St. Martin (LS #13)	Generac KW36 Volt 240 Phase 3	5803339	QTO3624JNAN		
800 W. Univ. Ave. (LS #15)	Generac KW22 Volt 240 Phase 3	3001755576	QTO2224JNAX		
1301 N. Oak St. (LS #17)	Generac KW27 Volt 240 Phase 3	5947961	QTO2724JNAX		
200 W. Minn. Pk. (LS #19)	Generac KW60 Volt 120/240 Phase 3	5134147	QTO6030GNSN		
3501 N. Oak St. (LS #22)	Generac KW60 Volt 120/240 Phase 3	3005040573	RG06024JNAX		
3000 W. Thomas (LS #23)	Generac KW80 Volt 480 Phase 3	5815257	QTO8046KVAN		
1501 Mooney Ave (LS#24)	Generac KW100 Volt 240 Phase 3	3019196400	SD0100JG176.7D18DPYY3		
903 C.M. Fagan (LS #25)	Generac KW27 Volt 240 Phase 1	3004536223	RG02724ANAX		
1301 E. Thomas (LS #28)	Generac KW80 Volt 480 Phase 3	7066016	QTO8046KNAX		
200 Woodscale Rd. (LS #29)	Generac KW22 Volt 240 Phase 3	8301128	QTO2224JNAX		
990 Rich Smith Ln. (LS#31)	Generac KW50 Volt 240 Phase 1	3018993512	SD0050AG023.3D18DPYY3		
18551 Vineyard Rd. (LS #36)	Generac KW60 Volt 240 Phase 3	3004556022	RG06024JNAX		
500 Harden Dr (LS#38)	Generac KW50 Volt 240 Phase 3	3019065320	SD0050AG023.3D18DPYY3		
End of Stein Rd. (LS #39)	Generac KW100 Volt 240 Phase 3	3001483094	SG0100JG176		
35 Pine Lane (LS #40)	Generac KW22 Volt 240 Phase 3	3000164264	G0065521		

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RFP Price Sheet

Generator Preventative Maintenance RFP # 27-12

215 Club Deluxe (LS #41)	Generac KW25 Volt 240 Phase 3	5114059	QTO2516GNSN		
Hwy 190 E (LS #42)	Generac KW60 Volt 240 Phase 3	8933582	QTO6024JVAX		
Elmwood Loop (LS#45)	Generac KW50 Volt 240 Phase 3	3019065374	SD0050AG023.3D18DPYY3		
43199 S. Holly (LS #49)	Generac KW80 Volt 240 Phase 3	8941710	QTO8046JNAX		
42570 S. Airport Rd. (LS #50)	Generac KW50 Volt 240 Phase 1	3018993515	SD0050AG023.3D18DPYY3		
19082 Haeidd Drive (LS #51)	Generac 150 KW Diesel 6.7L Volt 120/208 Phase 3	3012651251	SD150-GTS600		
2400 N. Morrison (LS #55)	Generac KW60 Volt 240 Phase 1	3004631006	RG06024JNAX		
Bauerle Dr. (LS #58)	Generac KW30 Volt 240 Phase 1	3010792224	RG030155ANAX		
408 S. Oak St. (Well 1 Pump)	Onan KW150 Volt 480 Phase 3	L110252352	GGLB-7850919		
405 S. Oak (Well 1 Booster)	Generac KW150 Volt 480 Phase 3	8867202	QT15068KNAC		
709 Pecan St. (Well 2)	Generac KW300 Volt 480 Phase 3	3005434357	SG0300KG2014S18PPSYE		
2101 Rue Denise (Well 3)	MTU KW200 Volts 277/480 Phase 3	94100500152	6R0185 GS200		
210 Tower Drive (Well 4)	Kohler KW 300 Volt 277/480 Phase 3	33CYGMHK0028	300REOZJ		
301 ½ Westin Oaks (Well 7)	Kohler KW 125 Volts 480 Phase 3	288900	125ROZ171		
1400 C.M. Fagan (SP Headworks)	Cummins/Onan KW300 Volts 480 Phase 3	35212243	71637305		

ATTACHMENT “A”

RFP Price Sheet

Generator Preventative Maintenance RFP # 27-12

1801 Natchez St. (LS South Plant)	Cummins/Onan KW450 Volts 480 Phase 3	79274328	QSX15-G9		
18104 Hwy 190 E City Barn Front Office	Generac KW80 Volt 208 Phase 3	3001516459	QTO8054GNAX		
18104 Hwy 190 E City Barn Back Office	Generac KW36 Volt 240 Phase 1	6231628	QTO3624ANAX		
600 Judge Leon Ford (Airport Terminal)	Generac KW60 Volt 240 Phase 1	2098297	9703240100		
600 Judge Leon Ford (Airport Vault)	Spectrum/Detroit Diesel KW60 Volt 240 Phase 1	0734181	50D8EJ		
1000 Judge Leon Ford (Airport Tower)	Taylor Power KW100 Volt 120-208 Phase 3	27781	TD100		
219 E. Robert (Permit Off)	Generac KW80 Volt 120-208 Phase 3	8107939	QTO8046GNAX		
502 S.W. Railroad Fire Communication	Dayton KW40 Volt 240 Phase 1	3128033	4LM43		
1290 S.W. Railroad (Fire HQ)	Generac KW100 Volt 240 Phase 3	30333760	SGO100JG269.ON18HPYYE		
407 S. Oak St. (Central FS)	Cummins KW150 Volt 240 Phase 3	L070141734	GGLB-5961983		
508 E. Thomas (FS 2)	Generac KW 40 Volt 240 Phase1	2065488	1974500100		
1614 N. Oak St. (FS 3)	Generac KW 25 Volt 240 Phase 1	2075663	3729520100		
607 S. Morrison (FS 4)	Generac KW25 Volt 240 Phase 1	3018620190	RG02515ANAX		
2975 Hwy 190 E (FS 5)	Generac KW30 Volt 240 Phase 1	2083398	5337770100		
303 E. Thomas Criminal Justice Bldg	Cummins/Onan KW 60 Volt 120-208 Phase 3	A050733673	GGHE-5701788		
120 S. Oak St (Police Dept)	Generac KW250 Volt 120- 208 Phase 3	9220747	17706810100		

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RFP Price Sheet

Generator Preventative Maintenance RFP # 27-12

601 W. Coleman Ave Hammond Rec Gym 1	Generac KW150 Volt 120/240 Phase 3	3009352623	SG0150JG2690518HPYYE		
601 W. Coleman Ave Hammond Rec Gym 2	Generac KW300 Volt 120/240 Phase 3	3009067860	SG0300JG20142S18PPYYE		
310 E. Charles St. (IT)	Generac KW50 Volt 120/ 240 Phase 1	3013752412	SD0050AG1745D18DPYY3		
310 E Charles St. (City Hall)	Generac KW500 Volt 240 Phase 3	3015531134	SD500		

Contractor: _____

Address: _____

Phone: _____ Email: _____

Contractor Signature: _____ Date: _____

Contractor Printed Name: _____

Attachment B
Minor Inspection

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

Provide Minor Annual preventative maintenance for Fifty-five (65) 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 Sixty-five (65) 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.