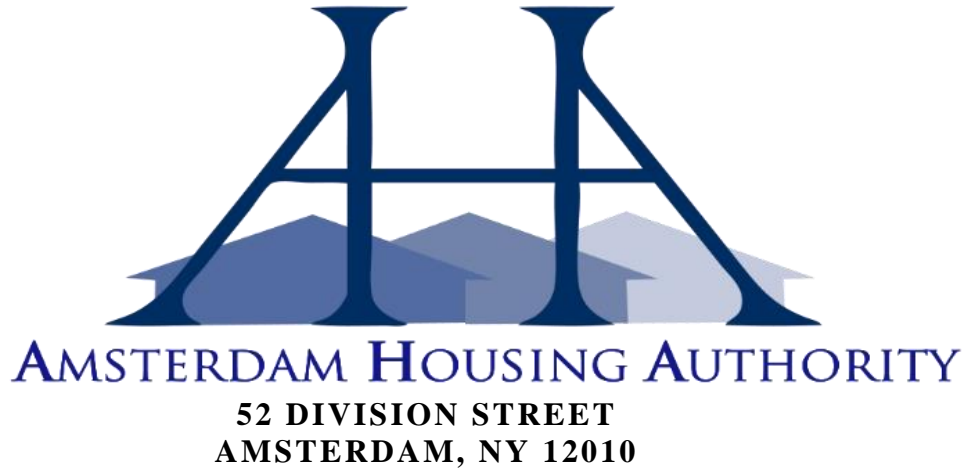


**Emergency Generator Services
Request for Proposals (RFP) - 2018-04**



TYPE OF PROJECT: Request for Proposal (RFP) for Service Agreement for Emergency Generator Services

DATE OF ISSUANCE: Thursday, May 10, 2018

DESCRIPTION OF SERVICES: The Amsterdam Housing Authority (AHA) is a public housing agency located at 52 Division St. Amsterdam, New York. The AHA is accepting proposals for Service Agreement for Emergency Generator Services at all of its sites.

CONTACT PERSON: Damaris G. Carbone, Executive Director
procurement@amsterdamhousingauthority.org

LAST DAY FOR QUESTIONS: Tuesday, May 29, 2018 at 2:00 pm

SUBMISSION DEADLINE: Tuesday, June 19, 2018 at 2:00 pm

SUBMISSION ADDRESS: Amsterdam Housing Authority
52 Division Street
Amsterdam, NY 12010

CONTRACT AWARD DATE: Friday June 29, 2018

Separate sealed proposals will be accepted at the AHA's Administrative Office, 52 Division Street, Amsterdam, NY 12010, until the date and time noted above. Proposals will be held in confidence and not released in any manner until after contract award.

REQUEST FOR PROPOSAL (RFP) 2018-04
SERVICE AGREEMENT FOR
EMERGENCY GENERATOR SERVICE

Introduction

The Amsterdam Housing Authority (AHA) is a public housing agency located at 52 Division St. Amsterdam, New York. The AHA is accepting proposals for Emergency Generator Services.

The Amsterdam Housing Authority will receive proposals until **2:00 p.m. local time on Tuesday June 19, 2018** at 52 Division Street, Amsterdam, NY 12010. Proposals will be held in confidence and not released in any manner until after contract award. Bids received after this time will not be accepted and returned to the bidder unopened. Email and fax proposals will not be accepted.

Any questions regarding this RFP should be directed to procurement@amsterdamhousingauthority.org.

Scope of Work

Completion of service and generator inspections with a one-year contract and the option to extend for three years. Pricing should be firm and fixed, broken down per site, per inspection, totaling four inspections at two per year.

GENERAL:

Description of work for both Service and Inspection (Two Visits per Year). First visit all items to be performed. Second visit only items in black to be performed.

1. Fuel System
 - a) Check for leaks.
 - b) Functional test of day tank (if applicable).
 - c) Inspect fuel lines.
 - d) Remove and replace fuel filters annually.
 - e) Take sample for analysis annually (check for water, bacteria, cloud point).

2. Cooling System
 - a) Check coolant level (add if necessary-1-gallon maximum).
 - b) Check antifreeze strength.
 - c) Check fan belts.
 - d) Check coolant hoses and lines.
 - e) Check radiator core.
 - f) Check radiator pressure cap.
 - g) Check operation of coolant heater. (if possible).
 - h) Check louvers for proper operation (if applicable).
 - i) Take samples for analysis annually.

3. Lubricating System
 - a) Check engine oil level.
 - b) Drain and refill engine oil sump annually.
 - c) Remove and replace engine oil filters annually.
 - d) Check engine oil heater (if possible).
 - e) Record engine oil pressure during operational test.
 - f) Take oil sample for analysis annually.

4. Engine Electrical System
 - a) Check battery specific gravity.
 - b) Inspect battery, battery cables and connections.
 - c) Inspect engine electrical harness for abrasion and loose connections.
 - d) Check battery charging generator belt (if applicable).

5. Engine Exhaust System
 - a) Check flexible exhaust section.
 - b) General inspection of exhaust system integrity.

Description of work for both Service and Inspection (Two Visits Per Year) Continued:

6. Intake Air System
 - a) Inspect air cleaner element condition.
 - b) Check generator room air inlet.

7. Operation Test
 - a) Start the set manually and inspect for proper operation, unusual noises, i.e. generator bearings.
 - b) Simulate all emergency alarm and shutdown functions.
 - c) Start the set automatically by a simulated power failure or by the test mode.

8. Spark Ignited Engines
 - a) Check spark plugs.
 - b) Check distributor cap and rotor.
 - c) Check wires.
 - d) Check engine timing.

Preventive Maintenance for the Automatic Transfer Switch Equipment:

1. Check Equipment Service Records for Previous Problems.

2. Interior Wiring and Components
 - a) Perform visual inspection of all wiring and connections for signs of tracking, overheating, and insulation deterioration.
 - b) Check and tighten, where necessary, all control circuit wiring terminals.
 - c) Check manual switches for free movement and contact continuity.
 - d) Check all time delay settings and adjust to the customer's specifications.
 - e) Check, clean and adjust, where necessary, relay finger contacts.
 - f) Check condition of main and arcing contacts and auxiliary contacts.

- g) Check lug connections and mounting insulator bolts.
- h) Check for proper transfer operation and sequencing of time control relays.
- i) Lubricate all necessary mechanical parts.

3. Enclosure

- a) Wipe down and touch up minor exterior scratches.
- b) Clean interior of enclosure and remove accumulated dust or dirt.
- c) Check door closure, locking bars, and mechanism for proper operation.

4. Miscellaneous

- a) Record findings of inspections. Note corrective action taken.
- b) Report unsafe conditions.
- c) Report recommendations for replacement of major components.

Additional work not covered by this proposal will be billed to the Housing Authority on a time and material basis. The Authority will receive and estimate of the cost of repairs for approval prior the commencing work that is not covered.



AMSTERDAM HOUSING AUTHORITY

Damaris G. Carbone, Executive Director
52 Division Street Amsterdam, NY 12010
www.amsterdamhousingauthority.org

EMERGENCY GENERATOR SERVICE BID FORM:

Unit Number 1

Equipment description Generac, 125kW, Propane, Standby Generator.

Engine Model Number Hino 13.3 Litre, turbo **Serial No.** 88468

Equipment Location New Amsterdam Apartments 26 Wall St., Amsterdam NY

Procedure Cost **First Visit** _____ **Second Visit** _____

Total: _____

Unit Number 2

Equipment Description Generac, 80kW Diesel, Standby Generator.

Engine Model Number Hino 6.4 Liter, turbo **Serial NO.** 73398

Equipment Location Stratton Apartments, 95 Division St., Amsterdam NY

Procedure Cost **First Visit** _____ **Second Visit** _____

Total: _____



Conventional Housing Program
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