



TOWN OF CANTON

REQUEST FOR PROPOSAL TO PROVIDE MAINTENANCE SERVICES FOR TOWN OWNED EMERGENCY GENERATORS

RESPONSES DUE: MAY 12, 2021, 3:30 PM, EST

GENERAL INFORMATION

The Town of Canton, Connecticut, (hereafter referred to as “the Town”), seek an appropriately licensed and qualified company and/or individual to provide contracted preventive maintenance and emergency services (hereafter referred to as “Generator Services”) for the Town emergency generators for a period of 36 months with an additional 12 month renewal option, commencing on July 1, 2021. The successful contractor (hereafter referred to as “Contractor”) shall serve as an independent contractor (not as an employee) and therefore shall not be entitled to any employment benefits.

SCOPE OF SERVICES

The Contractor shall schedule and complete all preventative generator maintenance services during the normal business hours of 7:00 am through 3:30 pm, Monday through Friday. Contractor shall also perform all emergency generator maintenance as requested and/or approved by the Town or the Water Pollution Control Authority (WPCA) within two (2) hours of such request being made, regardless of the time of day, the day of the week, or whether or not such call is made on a holiday. The Contractor may be required to identify and retain subcontractors for specialized equipment maintenance that may be required as part of the scope of services. When providing routine and/or emergency maintenance on the Towns’ emergency generators, Contractor shall use its own labor, tools and transportation.

The Contractor shall maintain accurate records of work performed; including but not limited to the following: emergency repairs, preventative maintenance, inspection reports, etc. All logs, records,

reports, etc., shall be kept and maintained onsite. All logs, records, reports, etc. shall be submitted for approval by the Owner. The Contractor should also affix a tag on the generator and automatic transfer switch showing a record of maintenance and the work performed.

Below is a list of emergency generators to be services as part of the contract:

Building Name	Location	Generator Make	Size (kW)
Town of Canton			
Town Hall	4 Market St	Onan	250
Public Works	50 River Rd	Kohler	60
Police Dept.	45 River Rd	Kohler	80
Library - CC	40 Dyer Ave	Kohler	250
Collinsville Fire	51 River Rd	Onan	30
North Canton Fire	540 Cherry Brook Rd	Cummings	35
Board of Education			
Cherry Brook Primary School	4 Barbourtown Rd	Cummings	150
Canton Water Pollution Control Authority			
WPCA Plant	50 Old River Rd	Kohler	250
WPCA-Pump Station	Town Bridge Rd	Onan	30
WPCA-Pump Station	The Shoppes	Kohler	60
WPCA-Pump Station	Dyer Farms (Spoonwood Dr)	Kohler	20

The following is a list of preventative maintenance tasks the Contractor(s) shall perform at the emergency generator sites. The Contractor is to notify the Town or the WPCA prior to initiating preventative maintenance activities.

1. Town of Canton and Board of Education sites only

Contractor shall inspect the generator sites and perform the following tasks every six (6) months:

- Check lubricating oil. Add as required.
- Check radiator / cooling system. Add as required.
- Check fuel sediment bowl. Clean as required.
- Check air cleaner and crankcase breather
- Check warning lights
- Check fuel lines and hoses for pliability and leaks

- Check fan and fan belts for wear and tension
- Check engine block heater and thermostat
- Check, clean, and service battery
- Check battery charger. Adjust if necessary
- Check instruments
- Run generator under load where possible (authorization required)
- Inspect Automatic Transfer Switch and Generator Components
- Inspect Air Filter, Fuel Filter, Fuel System Lines, Gauges, and Fuel Separator
- Inspect Lubrication System
- Inspect Ignition System - Spark Plugs, Points, Distributor Cap, Rotor, Starter
- Perform Generator, Generator Ends, ATS, and Components Safety Check
- Perform Electrical Frequency Analysis and Adjustment
- Inspect Cooling System Belts, Hoses, Radiator, Radiator Cap
- Inspect and Clean Air Intake Filter and Hoses
- Inspect All Ventilation Ductwork and Louvers for Proper Operation
- Inspect General Condition of Engine for Leaks, Vibrations, and Unusual Noises.
- Inspect Condition of Exhaust System - Muffler, Flex Coupling, Condensate Drain, and Rain Cap.
- Inspect Engine Safety Devices and Pre-Alarms for Proper Operation – Time Delays, Exercise Clock, Over-Speed, Over-Crank, High Engine Temperature, Low Engine Temperature.
- Advise Town Personnel on Proper Maintenance Procedures
- Provide Written Field Service Report Indicating All Services Performed and a Description of Any Problems Found.

2. Town of Canton sites and WPCA sites

Contractor shall perform the following maintenance tasks every twelve (12) months. Work shall be completed prior to July 1st:

- Replace Spark Plugs per Manufacturer's Specifications
- Replace Ignition Points and Condenser per Manufacturer's Specifications
- Change Oil & Oil Filter
- Change Air Filter as needed
- Change Fuel Filter and Fuel Separator
- Flush Coolant as needed
- Check Distributor / Magneto. Adjust if required
- Check Starter Operation
- Check and Lubricate Governor. Adjust if required.
- Check Exhaust System
- Check Day Tank, Float Switch, and Fuel Transfer Pump Operation
- Check Engine Block Heater and Thermostat
- Check External Wiring for Wear and Tension
- Check Rotor Bearings
- Check Solid State Circuits, Rotating Diodes, and Rectifiers
- Check F/R Activator, Rotating Optics, Stationary LED or Rectifiers
- Check Static Exciter, Collector Rings, and Communicator and clean if necessary
- Check Safety Shutdowns

- Check Instruments and Calibrate As Needed
- Run generator under load where possible (authorization required)
- Test Automatic Transfer Switch and adjust and clean as needed.
- Check Logics and Connections. Adjust as required
- Check Exerciser. Adjust as required. Test unit remotely if accessible
- Lubricate Generator Bearing, Fan Shaft, Water Pump Bearing, and Governor Linkage
- Provide Written Field Service Report Indicating All Services Performed and a Description of Any Problems Found.
- All listed tasks included under the 6 month inspection of the generator sites.

PAYMENT

Preventative Maintenance:

Contractor will be paid for the performance of preventative maintenance work after work has been completed. Cost submitted for these services to include all parts, travel, and labor. Contractor shall submit separate invoices to the Town of Canton, Board of Education and the Water Pollution Control Authority for these services under separate purchase orders. Contractor shall also submit separate invoices for emergency services upon completion of the work. Services such as antifreeze analysis, oil sampling, etc. are considered extra work beyond normal preventative maintenance tasks.

Emergency Work:

All additional charges for services rendered that are not part of preventative maintenance should be in accordance with the following terms and conditions:

1. Parts and Materials will be charged at Contractor's cost plus markup for overhead and profit. Vendor invoices will accompany all billing for parts and materials.
2. Truck and trip charges for unscheduled service visits or emergency service calls will be at the minimum truck & trip charges submitted by the contractor. Labor charges required for travel will be at a fixed rate based on travel time. Additional mileage to pick up repair parts and/or materials during emergency service calls will be charged at the per mile rate submitted by the contractor plus labor.
3. Requests for emergency services will be dispatched immediately. A licensed technician will report on site within two (2) hours of request.
4. Preventative maintenance calls will be performed by the contractor during normal business hours (7:00 AM to 3:30 PM). Contractor to provide the Town with a 24 hour notice in advance of performing any maintenance services.
5. Overtime Rates may be applied to all emergency service calls on holidays and outside of normal business hours.
6. All invoicing for emergency services should be submitted separately for each service call and building location.

SELECTION CRITERIA

Proposals will be reviewed and analyzed based on the following criteria:

- Contractor's completion of all RFP requirements.
- Contractor's experience providing generator maintenance services.

- Contractor’s professional references from prior serviced clients.
- Contractor’s ability to meet the Towns’ generator maintenance needs.
- Contractor’s Fee for Services.
- Contractor’s performance in possible interviews.
- Contractor’s Completion of a background check/ record check.

RFP TIMELINE

The projected timeline for this RFP is listed below and is subject to change

EVENT	DATE
RFP Issued	4/21/2021
Deadline for RFP Submission/RFP Opening	5/12/2021, 3:30 pm, EST
Service begins	7/1/2021

GENERAL CONDITIONS AND INSTRUCTIONS

Disclaimer: This Request For Proposals (hereinafter, “RFP”) is not a contract offer.

Proposal Submittals: Proposals must be received no later than 3:30 pm, EST, on May 12, 2021, at which time all RFP’s will be publicly opened in the second floor Conference Room of the Canton Town Hall.

Respondents must submit one original and three copies of proposal. Proposals may be hand delivered or mailed to:

Robert Skinner
 Chief Administrative Officer
 Town of Canton
 4 Market Street
 PO Box 168
 Collinsville, CT 06022-0168

Questions about Proposal Requirements: Respondents with questions regarding this RFP are to be submitted **only by e-mail** and directed **only to:**

Robert J. Martin
 Director of Public Works
 Town of Canton
 (860) 693-7863
rmartin@townofcantonct.org

Roger Ignazio Jr
 Superintendent Water Pollution Control Facility
 Town of Canton
 (860) 693-7867
rignazio@townofcantonct.org

Addendums: Addendum(s) to the RFP may be issued by The Town. When issued, addendum(s) will be posted on The Town’s website www.townofcantonct.org under the “Request for Proposals” link. It is the respondent’s responsibility to check to see if RFP addendum(s) have been issued by The Town and to ensure that its proposal addresses all addendum(s).

Proposal Package Form: All proposals shall be typed. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto and initialed in ink by the party signing the proposal, or the party's authorized representative.

Exceptions to RFP: Any and all exceptions of the respondent(s) to the terms and specifications of this RFP shall be made in writing and submitted in full with the proposal. For all other terms and specifications, submission of a proposal constitutes acceptance by the respondent. The Town reserves the right to reject proposals which contain exceptions that The Town deems to be unacceptable.

Review of Proposals: The Town reserves the right to waive informalities, non-material defects, or clerical errors in any proposal. The Town also reserves the right to reject any and all proposals, or any part of a proposal, when said action is deemed to be in the best interest of The Town. The Town reserves the right to negotiate with one or more respondents as it sees fit. Proposals will be evaluated based on what is in the best interests of The Town. Cost will not be the sole factor in evaluating proposals. No contract rights shall accrue to a respondent unless and until The Town and the respondent execute a binding contract.

Proposal Costs: All costs incurred in the preparation of the proposals will be borne entirely by the individual / firm submitter.

Ownership of Proposals: All proposals submitted become property of The Town.

Freedom of Information: All proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act.

Period Commitment: Proposals shall be final and binding and may not be withdrawn or amended for 60 days from the date and time when proposals are due.

Irrevocability of Proposals: Respondent(s) may amend or withdraw their Proposals prior to this RFP's due date and time by submitting a clear and detailed written notice to The Town. Subject to the Period Commitment provision detailed herein, all Proposals become irrevocable after the date and time they are due.

Assignment and/or Subcontracting by Selected Respondents: Assignment and/or subcontracting by successful respondent(s) to third party of any contract based on the Request for Proposal or any monies due is prohibited and shall not be recognized by The Town unless approved by The Town in writing.

Collusion: Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such person responsible for said misrepresentation or collusion. In the event that The Town enters into a contract with any respondent who is responsible for a misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty, or damages.

Commercial General Liability Insurance:

The bidder awarded this bid must provide a current Certificate of Insurance to the Chief Administrative Officer PRIOR to commencement of work, with the following requirements:

- a. Commercial General Liability:
 - Each Occurrence: \$1,000,000
 - Personal/Advertising Injury per Occurrence: \$1,000,000
 - General Aggregate: \$2,000,000

- Product/Completed Operations Aggregate \$2,000,000
- Fire Damage Legal Liability \$ 100,000
- b. Automobile Liability:
Each Accident: \$1,000,000
Hired/Non-owned Auto Liability \$1,000,000
- c. Worker's Compensation, as required by Connecticut State statutes.
- d. The "Town of Canton" is to appear as an additional insured on the contractor's general liability and automobile liability Certificates of Insurance, with the Contractor's insurance being primary and the Town's insurance secondary and non-contributory.
- e. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut with a Best rating of no less than A: VII.
- f. All insurance may not be canceled or modified without thirty (30) days written notice be registered U.S. Mail to: Chief Administrative Officer's Office, 4 Market Street., P. O. Box 168, Canton, CT 06022.
- g. Umbrella Liability Insurance: Successful respondent shall provide an umbrella liability policy in excess (without restriction or limitation) of workers compensation, commercial automobile and commercial general liability in the amount of \$1,000,000 each occurrence and \$1,000,000 in the aggregate which may be amended during the term of the contract if deemed necessary by the Town at the sole cost and expense of the respondent.

W-9 Form

The successful bidder must provide the Town with a completed W-9 form before commencing work.

Defense and Indemnification: Any person contracting with The Town must, to the fullest extent permitted by law, indemnify, defend, and hold harmless The Town and its agents and employees from and against all claims, damage, loss or expense including reasonable attorney's fees arising out of or resulting from the performance of the contract. Selected respondents shall pay any and all attorneys' fees incurred by The Town, its agents, or its employees, in enforcing any of the selected respondent's defense or indemnification obligations. In any and all claims against The Town, or any of its agents or employees, by any employee of a selected respondent, or anyone directly or indirectly employed by a selected respondent, or anyone for whose acts a selected respondent is liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or a selected respondent under Workers' Compensation Acts, disability benefits acts, or other employee benefits acts.

Conflict of Interest: By submitting a proposal the respondent certifies that no officer, agent or employee of The Town who has a pecuniary interest in this request for proposal neither has nor shall participate in the contract negotiations on the part of The Town, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other respondent of the same call for proposals, and that the respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm. The Respondents further acknowledge that they have read and are familiar with the requirements of the Town of Canton Code of Ethics. Respondents must fully disclose, in writing to The Town on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the respondent were to become a contracting party pursuant to this RFP. The Town shall review any submissions by respondents under this provision and may reject any Proposals where, in the opinion of The Town, the respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the respondent were to become a contracting party pursuant to this RFP. No response to this RFP will be

accepted unless the attached Non-Collusion and Ethics Affidavit has been signed by an authorized representative of the Respondent.

Local Bidder Preference Policy: On any item, project or service which value exceeds \$7,500 or which is advertised through a competitive bid process and in which there is a qualified Town Based Resident Bidder, the lowest responsible bidder shall be determined in the following order:

1. A Town Based Resident Bidder which has submitted a bid not more than 10% higher than the lowest responsible bid may be awarded the bid provided such Town Based Resident Bidder agrees to accept the award of the bid at the amount of the lowest responsible bidder.

2. If more than one Town Based Resident Bidder has submitted a bid not more than 10% higher than the lowest responsible bid, the lowest responsible bidder shall be that one of the Town Based Resident Bidders which submitted the lowest bid.

3. Otherwise, the award will go to the lowest responsible bidder who would qualify if there were no Town Based Resident Bidder.

Any local vendor meeting the requirements of a Town Based Resident Bidder, as defined below, responding to the solicitation shall be required to submit a signed Local Bidder Affidavit Form with the bid submittal. Failure to submit an affidavit form, may at the option of the Town, result in disqualification as a local vendor and ineligibility for contract award.

The term "Town Based Resident Bidder" shall mean any business with a principal place of business located within the Town of Canton. A business shall not be considered to be a Town Based Resident Bidder unless evidence to establish that such business has a bona fide principal place of business in Canton is included with each bid submitted by the business. Such evidence may include documentation of ownership, or a long-term lease of the real estate from which the principal place of business is operated or payment of property taxes on the personal property of the business to be used in the performance of the bid.

The Local Bidder Preference process shall not apply under the following circumstances:

- 1) Professional services contracts which are awarded on subjective criteria in addition to cost.
- 2) Contracts using state, federal or other funds that have regulations disallowing such practice.
- 3) If the qualified Town Based Resident Bidder is not current in the payment of all local taxes.
- 4) Bids made through regional organizations or state agencies such as state contracts, CRCOG or CIRMA, when the product or services offered have already been selected through a competitive process.
- 5) Bids received through a reverse auction process.

Supplier Diversity (Set-ASide-Goals)

The contractor who is selected to perform this Town service must comply, when applicable, with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5. An Affirmative Action Plan must be filed with and approved by the Commission on Human Rights and Opportunities prior to the commencement of service.

State law requires a minimum of twenty-five (25%) percent of the state –funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services (DAS) under the provisions of CONN. GEN. STAT. § 4a-60g, as amended (25% of the work with DAS certified Small and Minority owned businesses and 25% of that work with DAS certified Minority, Women and/or Disabled owned businesses). The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

For municipal public works contracts and quasi-public agency projects, the contractor must file a written or electronic non-discrimination certification with the Commission on Human Rights and Opportunities. Forms can be found at http://www.ct.gov/opm/cwp/view.asp?a=390928&opmNav_GID=1806

NONDISCRIMINATION CERTIFICATION – Affidavit
By Entity

For Contracts Valued at Less than \$50,000

Written representation that complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60a, as amended.

INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the Town of Canton, valued at Less than \$50,000 for each year of the contract. Complete all sections of the form. Submit prior to the Town of Canton prior to contract execution.

Representation Of Entity:

I, _____, _____, of _____
(Authorized Signatory) (Title) (Name of Entity)

An entity duly formed and existing under the laws of _____
(Name of State)

Represent that I am authorized to execute and deliver this representation on behalf of

_____ and that _____
(Name of Entity) (Name of Entity)

Agrees to comply with the nondiscrimination agreements and warranties of Connecticut General Statutes § § 4a-60 and 4a-60a, as amended.

**TOWN OF CANTON
PREVENTIVE MAINTENANCE SERVICES FOR EMERGENCY GENERATORS
FEE PROPOSAL FORM**

Fees below to include the total lump sump cost including all parts, travel, and labor for the 6 month inspection and 12 month preventative maintenance calls. Under no circumstances should respondents include extraneous fees on this form.

Full Company Name:

Address:

PROPOSED FEES FOR PREVENTATIVE MAINTENANCE SERVICES FOR EMERGENCY GENERATOR AND ASSOCIATED EQUIPMENT AT CANTON TOWN HALL:

Total annual service fee for 7/1/2021 through 6/30/2022	\$
Total annual service fee 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$

PROPOSED FEES FOR PREVENTATIVE MAINTENANCE SERVICES FOR EMERGENCY GENERATOR AND ASSOCIATED EQUIPMENT AT PUBLIC WORKS:

Total annual service fee for 7/1/2021 through 6/30/2022	\$
Total annual service fee 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$

PROPOSED FEES FOR PREVENTATIVE MAINTENANCE SERVICES FOR EMERGENCY GENERATOR AND ASSOCIATED EQUIPMENT AT CANTON POLICE DEPT.:

Total annual service fee for 7/1/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$

PROPOSED FEES FOR PREVENTATIVE MAINTENANCE SERVICES FOR EMERGENCY GENERATOR AND ASSOCIATED EQUIPMENT AT CANTON LIBRARY / COMMUNITY CENTER:

Total annual service fee for 7/1/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$

PROPOSED FEES FOR PREVENTATIVE MAINTENANCE SERVICES FOR EMERGENCY GENERATOR AND ASSOCIATED EQUIPMENT AT COLLINSVILLE FIRE STATION:

Total annual service fee for 7/1/2021 through 6/30/2022	\$
Total annual service fee 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$

PROPOSED FEES FOR PREVENTATIVE MAINTENANCE SERVICES FOR EMERGENCY GENERATOR AND ASSOCIATED EQUIPMENT AT NORTH CANTON FIRE STATION:

Total annual service fee for 7/1/2021 through 6/30/2022	\$
Total annual service fee 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$

PROPOSED FEES FOR PREVENTATIVE MAINTENANCE SERVICES FOR EMERGENCY GENERATOR AND ASSOCIATED EQUIPMENT AT CHERRY BROOK PRIMARY SCHOOL:

Total annual service fee for 7/1/2021 through 6/30/2022	\$
Total annual service fee 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$

PROPOSED FEES FOR ADDITIONAL CHARGES NOT PART OF PREVENTATIVE MAINTENANCE ALL LOCATIONS MENTIONED ABOVE:

	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024
Parts/Material Overhead Profit	_____ %	_____ %	_____ %
Truck & Trip Charge	\$ _____	\$ _____	\$ _____
Additional mileage	\$ _____ /per mile	\$ _____ /per mile	\$ _____ /per mile
Labor Rate (7:00 am -4:30 pm)	\$ _____ /per hour	\$ _____ /per hour	\$ _____ /per hour
* Overtime Labor Rate	\$ _____ /per hour	\$ _____ /per hour	\$ _____ /per hour

*Note: Overtime Rates may be applied to all emergency service calls on holidays and outside of normal business hours.

I acknowledge that I have read and understand the RFP to Provide Contracted Preventative Maintenance Services for Emergency Generators, and that I am both able and willing to meet the terms and conditions of this sample contract. I am aware that I am prohibited from including any extraneous fees on this fee proposal form.

Name & Title: _____

Signature: _____ Date: _____

If Addenda are issued after release of the Request for Proposals, the Contractor shall acknowledge receipt of Addenda by inserting its number and date in the Bid Form below:

Addendum No. _____ Date _____

Addendum No. _____ Date _____

**TOWN OF CANTON
 WATER POLLUTION CONTROL AUTHORITY
 PEVENTIVE MAINTANANCE SERVICES FOR EMERGENCY GENERATORS
 FEE PROPOSAL FORM**

Fees below to include the total lump sump cost including all parts, travel, and labor for the 12 month preventative maintenance call. Under no circumstances should respondents include extraneous fees on this form.

Full Company Name:

Address:

PROPOSED FEES FOR PREVENTATIVE MAINTENANCE SERVICES FOR EMERGENCY GENERATOR AND ASSOCIATED EQUIPMENT AT THE WATER POLLUTION CONTROL FACILITY, 50 Old RIVER ROAD:

Total annual service fee for 7/1/2021 through 6/30/2022	\$
Total annual service fee 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$

PROPOSED FEES FOR PREVENTATIVE MAINTENANCE SERVICES FOR EMERGENCY GENERATOR AND ASSOCIATED EQUIPMENT AT PUMP STATION AT TOWN BRIDGE ROAD:

Total annual service fee for 7/1/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$

PROPOSED FEES FOR PREVENTATIVE MAINTENANCE SERVICES FOR EMERGENCY GENERATOR AND ASSOCIATED EQUIPMENT AT PUMP STATION AT THE SHOPPES AT CANTON:

Total annual service fee for 7/1/2021 through 6/30/2022	\$
Total annual service fee for 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$

PROPOSED FEES FOR PREVENTATIVE MAINTENANCE SERVICES FOR EMERGENCY GENERATOR AND ASSOCIATED EQUIPMENT AT PUMP STATION AT DYER FARMS (SPOONVILE ROAD):

Total annual service fee for 7/1/2021 through 6/30/2022	\$
Total annual service fee 7/01/2022 through 6/30/2023	\$
Total annual service fee for 7/01/2023 through 6/30/2024	\$

**PROPOSED FEES FOR ADDITIONAL CHARGES NOT PART OF ROUTINE MAINTENANCE
ALL LOCATIONS MENTIONED ABOVE:**

	7/1/2021 - 6/30/2022	7/1/2022-6/30/2023	7/1/2023-6/30/2024
Parts/Material Overhead Profit	_____ %	_____ %	_____ %
Truck & Trip Charge	\$ _____	\$ _____	\$ _____
Additional mileage	\$ _____ /per mile	\$ _____ /per mile	\$ _____ /per mile
Labor Rate (8:30 am -4:30 pm)	\$ _____ /per hour	\$ _____ /per hour	\$ _____ /per hour
* Overtime Labor Rate	\$ _____ /per hour	\$ _____ /per hour	\$ _____ /per hour

*Note: Overtime Rates may be applied to all emergency service calls on holidays and outside of normal business hours.

I acknowledge that I have read and understand the RFP to Provide Contracted Preventative Maintenance Services for Emergency Generators, and that I am both able and willing to meet the terms and conditions of this sample contract. I am aware that I am prohibited from including any extraneous fees on this fee proposal form.

Name & Title:

Signature: _____ Date: _____

Acknowledge receipt of Addenda by inserting its number and date in the Bid Form below:

Addendum No. _____

Date _____

Addendum No. _____

Date _____

**TOWNS OF CANTON
REFERENCES FORM**

Directions: Provide 3 (three) recent references, preferably government.

(1) Company / Individual:

Address:

Telephone:

Service Dates:

Services Provided:

(2) Company / Individual:

Address:

Telephone:

Service Dates:

Services Provided:

(3) Company / Individual:

Address:

Telephone:

Service Dates:

Services Provided:
