

**INVITATION TO BID
STATION GENERATORS
ADAMS COUNTY AMBULANCE & EMS**

I. Overview and General Submission Information

Adams County Ambulance & EMS is requesting bids from interested and qualified vendors to furnish and install **THREE STAND-BY GENERATORS AND AUTOMATIC TRANSFER SWITCHES** at stations in Mendon, Camp Point, and Liberty, Illinois. All associated electrical distribution modifications, automatic transfer switch, and accessories shall be included for a complete and operational emergency generator system.

Instructions to Bid:

1. Site visits will be available upon request and at convenient time for Adams County Ambulance personnel.
2. Bidders must prepare a detailed quote for station generators they are willing to supply and install for Adams County Ambulance & EMS. Specific details are outlined in Section III. All prices should be FOB Destination.
3. Bids must be typewritten or completed with pen and ink, signed by the vendor or their authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. Bidders are encouraged to review carefully all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.
4. All bid proposals shall be submitted in a sealed envelope, plainly marked with **“Sealed Proposal – Station Generators”** and mailed in sufficient time to ensure receipt on or before 3:00 P.M., July 13th 2018.

Mailed and/or Hand-Delivered to
Adams County Ambulance & EMS
330 Vermont St
Quincy, Illinois 62301

5. No proposals will be received or accepted after 3:00 P.M. July 13th 2018. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the proposer. Adams County is not responsible for lost or misdirected mail. It is the bidder's responsibility to ensure no late bid is submitted. No proposal may be withdrawn within sixty days after the proposal opening and shall remain firm through the period.
6. Objections to the Invitation to Bid and/or these specifications should be brought to the attention of the EMS Chief by written objection and must be received at least 5 days prior to the opening of the bids. Failure to object in accordance with this procedure shall constitute a waiver on the part of the vendor to protest the solicitation.
7. Adams County Ambulance & EMS reserves the right to waive any informality, to reject any and all bids, to evaluate all bids, to accept portions of any bid and to accept any bid which in its opinion may be in the best interest of Adams County Ambulance & EMS. Adams County Ambulance & EMS reserves the right to modify the contract after its award.
8. Bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or local statute, ordinances and rules during the performance of any contract between the bidder and Adams County Ambulance. Any such requirement specifically set forth in any contract document between the bidder and Adams County Ambulance & EMS shall be supplementary to this section and not in substitution thereof.

II. General Terms and Conditions

1. Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the County. Whenever mention is made of any article, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements of these specifications.
2. Estimated delivery and completion dates must be stated on the bids.
3. Pricing for the products and accessories described herein shall be itemized per unit with total purchase price including any discounts.
4. Unless otherwise specified by the County or by the bidder, Adams County reserves the right to make awards on all items or on any of the items according to the best interest of the County. Bidder may restrict his bid consideration in the aggregate by so stating, but must name a unit price on each item bid upon.
5. Bidder warrants that bid prices, terms and conditions quoted in their bid will be firm for acceptance for a period of sixty (60) days from opening date.
6. Proposals must be accompanied by copies of detailed factory specifications, ratings, and technical data on which bids are made.
7. All information required by Invitation to Bid must be completed and submitted to constitute a proper bid.
8. The material delivered under this proposal shall remain the property of the seller until a physical inspection, inventory count, and installation is complete and therefore accepted to the satisfaction of the County.
9. The contract, if awarded, will be awarded to the most responsive and responsible bidder whose bid will be most advantageous to the County, price, estimated delivery and other factors considered. The County will make the determination.
10. A "Qualified Vendor" is defined for this purpose as one who meets, or by the date of bid acceptance can meet, all requirements for licensing, insurance and service contained within these specifications.
11. Terms and Conditions: The Invitation to Bid, Legal Advertisement, General Conditions and Instructions to Bidder, Specifications, Special Conditions, Vendor's Bid, Addendum, and/or any other pertinent documents form a part of this proposal and by reference are made a part hereof.
12. The signed bid shall be considered an offer on the part of the bidder, which offer shall be deemed accepted upon approval by the Adams County Board. In case of a default on the part of the bidder after such acceptance, Adams County Board may take such actions as it deems appropriate including legal action for damages or specific performance.
13. Itemized cost of each piece of equipment, accessories, and labor shall be provided by the bidder
14. Invoice for purchase will be totaled as one single price and mailed to the following address:

Adams County Ambulance & EMS
330 Vermont St
Quincy IL 62301
15. Payment will be Net 30 Days of project completion and acceptance.
16. Successful bidder will be excluded from the project if prior to, or during the project, is listed on the Office of Inspector General's Exclusion list.

17. Questions and clarifications regarding project specifications should be directed to Kyle Dixon, (217 257-7879), kdixon@co.adams.il.us. Any questions regarding the bidding process should be directed to John Simon, (217-277-2005), jsimon@co.adams.il.us.

III. System Specifications

1. The generator set (engine, generator, and operating controls) must meet or exceed the following specifications:
 - a. 20KW Natural Gas
 - b. 120/240V AC, Single Phase
 - c. 75 Running Amps
 - d. 20,000 Running Watts
 - e. Battery Tender
 - f. Battery Warmer
 - g. Exerciser Timer with weekly exercise cycle on building load.
 - h. Block Heater
 - i. Weatherproof, rodent proof, bird proof, and rust-resistant generator housing.
 - j. Automatic Transfer Switch to switch facility to emergency supply within 10 seconds of line failure.

IV. Installation

1. The County of Adams will provide a concrete pad per the generators manufactures recommendations. The bidder shall provide specifications on the pad in the submission
2. Generators will be installed so that all doors have enough room to open fully and to provide adequate working space around the generator.
3. All electrical work shall meet the requirements of the National Electrical Code, all local codes, and ordinances.
4. All natural gas work shall meet requirements of all local codes and ordinances.
5. Electrical and natural gas to be installed in a workman like manor and follow best practices for public safety facilities.
6. Any required shut down of electrical service will be coordinated with the Adams County Ambulance with a 48 hour notice.
7. All trash must be removed from the sites. No dumpster will be provided.

V. Start-up and Checkout

1. The supplier of the generator and associated items covered herein shall provide factory trained technician's to check out the completed installation and to perform an initial startup inspection to include:
 - a. Ensuring the engine start (both hot and cold with the specified time.)
 - b. Verification of engine parameters within specification.
 - c. Verify no load frequency and voltage, adjusting if required.
 - d. Test all automatic shutdowns of the engine generator
 - e. Perform a load test of the electric plant; ensuring fully loaded frequency and voltage are with specification by using a load bank.
 - f. Perform a building load test by simulating a power outage.
 - g. Perform a load test for 2 hours using a load bank. Load the generator at 30% for 30 minutes, 50% for 30 minutes, and 100% for 60 minutes.

VI. Training

1. Training is to be supplied by the start-up technician during commissioning. The training should cover basic generator operation and common generator issues that can be managed by the end-user.

VII. Bid Acceptance

An award, if made, will be made to the responsible bidder whose proposal is most advantageous to the County while meeting the above specifications and delivery.

Bids will be reviewed and awarded by the Adams County Ambulance & EMS Governing Board at a regular or special meeting following receipts of bids.