



Request for Proposals / Invitation to Bid

*For:*

# Facility Generator

**Acton Public Library  
60 Old Boston Post Road  
Old Saybrook, CT 06475**

**BID # OSOEM-2024-0731**

The Town of Old Saybrook, Office of Emergency Management hereby solicits proposals from qualified firms/companies/individuals for the following:

**Facility Generator  
Acton Public Library  
60 Old Boston Post Road  
Old Saybrook, CT 06475**

All responsible, qualified firms are strongly encouraged to submit proposals with detailed pricing.

**The Town of Old Saybrook, Office of Emergency Management reserves the right to award in part or in whole or to reject any or all proposals.**

The following conditions apply concerning the purchase and/or the engagement of contractual services for the above listed project and/or items:

1. All proposals are to be sealed with the Request for Proposal / Invitation to Bid Number visible on the exterior.
2. **Three (3) original proposals will be received at:**

**Office of Emergency Management  
Town of Old Saybrook  
Attn. Acton Library Generator Project  
302 Main Street  
Old Saybrook, Connecticut 06475**

3. It is understood that the Town of Old Saybrook, Office of Emergency Management reserves the right to accept or reject any and/or all proposals and to waive any formalities or informalities.
4. All proposals must be dated and signed by authorized personnel.
5. No prices shall include state or federal excise taxes.
6. Proposals from respondents that do NOT meet minimum qualifications and/or do NOT include and/or satisfy required language and/or items specified in this document will be eliminated from the list of eligible respondents to be considered.

7. **Proposals must be received by Noon on Wednesday, August 21, 2024.**
8. Responses will be opened and recorded beginning at 12:30 PM on **Wednesday, August 21, 2024** at the Old Saybrook Town Hall, 302 Main Street, Old Saybrook, Connecticut.

### **INFORMATION**

The purpose and intent of this Request for Proposal and Invitation to Bid is to solicit proposals and specific itemized pricing from those qualified to obtain, install, test, and warrantee a facility generator that has the capacity to power the entire facility under full load during a power outage. The scope of work shall include all site, installation, and electrical work. Bid awards will be made based on price, timely delivery/installation, equipment and service best suited to the needs of the Town of Old Saybrook.

This is scheduled to be funded in September 2024.

### **SPECIFICATIONS**

#### **CAPACITY**

The Generator must be rated and able to perform under testing conditions to meet the full load demand of the Acton Public Library's interior and exterior electrical needs. The Generator must support the facility during a power outage as if there was no loss of power. The Acton Public Library serves as an essential municipal facility during emergencies.

#### **ALL WORK INCLUDED**

The vendor making proposals shall be able to provide all services and work required for the proper installation of the new generator. This includes, but is not limited to:

- Obtaining required Permits
- Coordination with Eversource
- Sitework
- Crane Services
- New Generator Delivery
- Electrical Work

## **DETAILED PRICING REQUIRED**

The vendor making proposals shall provide detailed pricing information including but not limited to:

- Permits
- Eversource Fees
- Crane Services
- Delivery
- Sitework
- Electrical Work
- Testing

Each category must be detailed, identifying parts and labor costs clearly.

A payment schedule must be included. If one is not included, it will be assumed that only one payment be required following the completion of all work and final testing.

## **FUEL**

The new Generator must be a powered by a redundant power supply.  
(Oil Based Product, not natural gas.)

## **COLOR**

Tan or Green

## **WARRANTY**

Respondents must provide detailed warranty Information.

Annual service plan information with detailed costs may be submitted for consideration.

## **TIMELINE**

All respondents must provide a detailed timeline beginning with the notification of Award to the completion of testing and placing the new Generator in service.

## **CONFLICT OF INTEREST**

Any prospective contractor/sub-contractor must make an affirmative statement in the response to this RFP to the effect that its retention, if selected, shall not result in a conflict of interests or create an appearance of impropriety with any person or organization which may be affected under this program. Should any potential or existing conflict be known by a prospective firm, said prospective firm must specify the person or organization with which the conflict exists or might arise, the nature of the conflict and whether the prospective firm would or would not step aside or resign from that conflicting engagement or representation if selected by the town of Old Saybrook.

## **INSURANCE REQUIREMENTS**

The CONTRACTOR selected shall provide a certificate of insurance indicating the following minimum coverage:

Workers' Compensation – As required by law (if participants are employees)

Professional Liability – Minimum limits of \$2,000,000 per occurrence. If the policy is on a claim made basis, the policy shall be continually renewed for two years beyond the termination date of this contract and its renewals.

All insurance coverage shall be primary.

## **CONTRACT REQUIRED**

No assignment of the final contract can be made without the written consent of the Town of Old Saybrook.

Please provide a copy of your proposed contract.

## **ADHERENCE TO SPECIFICATIONS**

No exceptions or substitutions will be permitted.

## **SITE VISIT**

A site visit will occur on **August 15, 2024, at 10:30 AM** for prospective vendors to tour the facility, ask questions, and interact with the Town's Project Coordinator.

## **REFERENCES**

Persons and/or firms who elect to provide proposals and bid documents must include:

1. At least three references from governmental customers whom you have provided and Installed Large Facility Generators for in the past three (3) years

OR

Provide evidence that you have been a Vendor for the Old Saybrook Department of Police Services, providing generator services within the past three (3) years.

## **QUESTIONS**

Additional Questions may be sent to:

Chief@OldSaybrookPolice.com