



# COUNTY OF COLE JEFFERSON CITY, MISSOURI

REQUEST FOR BID

## 2026-01: GENERATOR MAINTENANCE SERVICES

*SUBMISSIONS SHALL BE ACCEPTED UNTIL*

**THURSDAY, FEBRUARY 5 at 3:00 p.m. CENTRAL**

*AND RECEIVED AT:*

**COLE COUNTY COMMISSION  
311 EAST HIGH STREET, ROOM 200  
JEFFERSON CITY, MO 65101**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Direct Contact Name**

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**City/State/Zip**

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Office Telephone Number**

\_\_\_\_\_  
**Direct Line or Extension**

I hereby certify that I am submitting the following information on behalf of the above-listed company and understand that by virtue of executing and returning with this response this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of the terms and conditions of this solicitation, all attachments and the contents of any Addendum released hereto unless detailed otherwise in my submission in a section clearly titled "EXCEPTIONS". (Submission must be signed by an officer or employee having authority to legally bind the respondent.)

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Authorized Name (Typed/Printed)**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

# REQUEST FOR BID

---

Sealed bids will be accepted by the Cole County Commission for consideration in provision of the following:

**2026-01      GENERATOR MAINTENANCE SERVICES**

Submissions will be received at the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri until 3:00 p.m. on Thursday, February 5, at which time they will be publicly opened and taken under advisement. Bidders should be aware that submissions are public record under state law. Specifications are available at [www.colecountypurchasing.org](http://www.colecountypurchasing.org) or by contacting Jessica Bryant at (573) 634-9168. EOE.

NEWS TRIBUNE: Jan. 4, 11, 18  
Legal Notices  
Cole County Commission  
311 East High Street  
Jefferson City MO 65101

**COLE COUNTY COMMISSION**  
**PURCHASING**

COMMISSION  
(573) 634-9110

PURCHASING  
(573) 634-9168

**REQUEST FOR BID**

---

**1.0 OVERVIEW**

**1.1 NOTIFICATION.** This document constitutes a request for competitive, sealed offers per the Terms and Conditions of Bidding and any special conditions set forth herein for the provision of maintenance of generators at the following County locations:

Cole County Law Enforcement Center	350 East High Street
▪ Generac SD600, Model 11244510100 (operational since mid-2011)	
Cole County Prenger Family Center	400 Stadium Blvd
▪ Generac QTA 130 (operational since early 2010)	
Cole County Emergency Services Building	1736 Southridge Drive
▪ Baldor 65KW Towable Generator (standby)	
▪ Baldor 65KW	
▪ AKSA 178KW	
Cole County Public Works	5055 Monticello Road
▪ Kohler 300REOZDD	
Cole County Courthouse	301 E High Street
▪ 60KW Cummins Standby, Natural Gas/Propane	
Cole County Health Department	3400 W Truman Blvd
▪ C40N6	
Cole County Emergency Services Building	319 Adams St
▪ Generac SQT025A	
▪ Generac 12.5KW	
▪ Caterpillar D150GC - CATOD 130TT 9900445	

Respondents are responsible for being thoroughly familiar with all specifications and requirements of this bid. Failure to examine any relevant document will not relieve the successful respondent from any obligation regarding this bid. Qualified organizations are invited to prepare an offer in response to this document and in doing so, concur with all terms, conditions, specifications and addenda to this bid unless specifically noted otherwise.

**1.2 QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION.** Respondents are advised that all questions concerning the meaning or intent of these specifications must be submitted **IN WRITING** and received at least five (5) business days prior to the date scheduled for bid opening. All inquiries shall be directed to:

**[jbryant@colecounty.org](mailto:jbryant@colecounty.org)**

Contact with any other County employee regarding this solicitation is expressly prohibited without prior written consent. Respondents directly contacting other County employees risk elimination from further consideration.

- 1.3 **ISSUANCE OF ADDENDA.** Every attempt shall be made to ensure that all written questions receive an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all respondents will be advised of any questions submitted, the County's response, and any other pertinent information related to this solicitation via the issuance of addenda, which will be posted at [www.colecounty.org](http://www.colecounty.org). An addendum may contain information that could affect bid responses. It shall be the responsibility of the respondent to verify whether or not any addenda have been issued prior to submitting a bid response to Cole County. Interested parties may sign up to be notified via email of issued addenda by going to [www.colecounty.org](http://www.colecounty.org) and submitting a valid email address or phone number.

All issued addenda are incorporated by reference as if fully set out herein. Respondents are cautioned that the only official position of Cole County is that which is issued by Cole County in these specifications or by addendum/amendment thereto. No other means of communication, whether written or oral, shall be construed as a formal or official response or statement. The County assumes no liability if a respondent fails to incorporate addenda into their bid. Failure to have requested an addendum covering any questions affecting the interpretation of these specifications shall not relieve the awarded party from delivering the completed project, product and/or service in accordance with the intent of these specifications.

- 1.4 **SUBMISSION REQUIREMENTS.** A fully executed bid, including the specification pages comprising this invitation and any related illustrative documentation, **shall be submitted in a sealed envelope identified by bid number, bid title, and bid opening date/time; shall be complete and signed by an official authorized to obligate the agency or company submitting the bid; and shall include one (1) complete original bid and two (2) exact duplicates.**

It is the responsibility of each respondent to deliver its submission to the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri on or before the date and exact time indicated for public bid opening. Responses will be time and date stamped; those received late will be determined non-responsive and returned unopened to the sender **without exception**.

- 1.5 **BID OPENING.** Submissions will be publicly opened in the Cole County Commission Chambers on Thursday, February 5 at 3:00 p.m. Central. Respondents and the public are invited but not required to attend the formal bid opening. All documents will be made available for public inspection, but no decision relating to the award of the contract or agreement will be made at the bid opening.
- 1.6 **ADVICE OF AWARD.** A bid tabulation of responses received will be included with the award notification letters sent, via email, to all bidders who submitted a response upon bid award.

## 2.0 TERMS AND CONDITIONS

- 2.1 **INCURRING COSTS.** Cole County shall not pay for any information requested herein nor be obligated or liable for any cost incurred by any respondent in submitting a response.
- 2.2 **RESERVATIONS.** The right is hereby reserved to reject any or all submissions for any reason, in part or in whole, received in response to this solicitation; to waive or not waive informalities or irregularities in any response or the bidding procedures; to request supplementary information from respondents as determined necessary to effectively evaluate responses; to cancel this solicitation, advertise for new and/or purchase off of cooperative purchasing contract(s); and to accept, request clarification or further negotiate

the terms, conditions and/or methodology of any response if, in Cole County's sole judgment, the best interests of Cole County will be so served.

- 2.3 **MODIFICATION/WITHDRAWAL.** Receipt of written notice or an in-person request from a properly identified individual prior to the official date and time set for bid opening must occur in order to modify or withdraw a submission which has been delivered to the office of the Cole County Commission.
- 2.4 **VALIDITY.** Respondents agree that submissions will remain valid for consideration by the County for a minimum period of ninety (90) calendar days after the date specified for bid opening.
- 2.5 **RESPONSE MATERIAL OWNERSHIP.** All material submitted in response to this solicitation becomes the property of Cole County and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.
- 2.6 **EXCEPTIONS.** The wording of this solicitation may not be changed or altered in any manner. Taking exception to any clause in part or in whole does not necessarily disqualify a respondent. Any such exception shall be clearly identified and described in full detail in the respondent's submission. Exceptions will be evaluated and accepted or rejected by Cole County, whose decision shall be final and conclusive. In the absence of such declaration(s), the response shall be accepted as in strict compliance with all terms, conditions, and specifications requested and the awarded party shall be held responsible for providing the product or service accordingly.
- 2.7 **RESTRICTIVE LANGUAGE.** It shall be the responsibility of respondents to ask questions, request changes or clarification, or otherwise advise Cole County if any language, specification or requirement of this solicitation appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit responses to a single source. Such notification must be directed to [info@colecountypurchasing.org](mailto:info@colecountypurchasing.org) and received at least five (5) business days prior to the date set for bid opening.
- 2.8 **INTERPRETATION.** If the bidder has any questions which arise concerning the true meaning or intent of the Plans, Specifications or any part thereof, which affect the cost, quality, quantity, or character of the project or service, he shall request in writing that an interpretation be made and an addendum be issued which shall then be posted at [www.colecountypurchasing.org](http://www.colecountypurchasing.org). Failure to have requested an addendum covering any questions affecting the interpretations of the Plans and Specifications shall not relieve the successful respondent from delivering the product, service or completed project in accordance with the intent of the Plans and Specifications. Should any differences arise as to the meaning or intent of these specifications, Cole County's interpretation shall be final and conclusive.
- 2.9 **EQUIVALENT MATERIAL/EQUIPMENT.** Any listed manufacturer/model number(s) or a definite reference to a particular item or piece of equipment is intended to establish a minimally acceptable design, type, quality, functional capacity, and/or desired performance level. It is to be understood that any equivalent alternate which will perform adequately the duties imposed by the general design may be proposed and bid so long as sufficient details necessary to establish equivalency are included in the submission. Acceptance is subject to approval of the County which may request further information, sample(s) and/or a demonstration prior to bid award. Cole County shall be the sole judge of equivalency.
- 2.10 **LIKE OR SIMILAR PRODUCT.** Cole County reserves the right, at its sole discretion, to obtain like or similar product(s) to that which has been specified herein when use of such product is deemed in the best interest of the County.
- 2.11 **QUALIFICATIONS OF RESPONDENTS.** Cole County may make such investigations as deemed necessary to determine the ability of any respondent to provide the product and/or service described herein. Respondent shall furnish to the County all such information and data for this purpose that the County may request. The County reserves the right to reject any submission if the evidence submitted by the

respondent or investigation of such respondent fails to satisfy the County that such respondent is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated herein.

- 2.12 **PRICES.** Prices must be stated in units of quantity specified and must be firm.
- 2.13 **DEFAULT.** In case of default by the bidder or contractor, the County of COLE will procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
- 2.14 **CANCELLATION.** The County reserves the right to cancel any or all of an order or contract if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must contact the County to notify of said delay and arrange an alternate schedule if agreeable to the County.
- 2.15 **TAX EXEMPTION.** Cole County is funded by public monies and as such has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available to the awarded party upon request.
- 2.16 **ACCEPTANCE.** No equipment, supplies, materials and/or services received by Cole County pursuant to this solicitation shall be deemed accepted until the County has had reasonable opportunity to inspect. Cole County reserves the right to reject anything that does not comply with reasonable expectations based on the specifications outlined herein.
- 2.17 **DELIVERY.** The delivery date(s) or when work will start shall be stated in definite terms as they may be taken into consideration when making award. Cole County reserves the right to cancel all or any part of an order if delivery is not made or work not started as guaranteed.
- 2.18 **SHIPMENTS.** All shipments shall be F.O.B. destination, freight prepaid.
- 2.19 **COMPLIANCE WITH APPLICABLE LAW.** The contractor must agree to comply with all federal, state, and local laws or ordinances, and all applicable rules, regulations, and standards established by an agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Contractor's performance of the provisions of the agreement. It shall be the obligation of the Contractor to apply for, pay for and obtain all permits and/or licenses required by governmental agency for the provision of those services contemplated herein.
- 2.20 **AS NEEDED, IF NEEDED.** The contractor shall provide product or service on an "as needed, if needed" basis for Cole County in accordance with the provisions and requirements stated herein. The resulting contract does not guarantee that all purchases of this nature will go to the successful respondent(s), but rather establishes a primary vendor. Any usage quantities included in this request are based on estimated need; Cole County reserves the right to increase or decrease quantities to meet actual needs and maintain the quoted pricing.
- 2.21 **EVALUATION.** The County's sole purpose in the evaluation process is to determine from among the responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 2.22 **BASIS OF AWARD.** Award shall be made to the lowest responsible bidder(s) whose offer best responds to the quality, capacity, and service requirements of Cole County, as determined by the County. Award may be made on an item-by-item basis to the lowest and best bids or award may be made to the lowest and best bid overall, whichever the County determines is in its best interest.

- 2.23 **PREFERENCE.** In making bid awards, Cole County shall give preference to all firms, corporations, or individuals that maintain office or places of business within the County of COLE when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less.
- 2.24 **INSURANCE REQUIREMENTS.** The Successful Contractor shall purchase and maintain in force, at its own expense and with an insurance company licensed to do business in the State of Missouri, such insurance as will protect Contractor from claims which may arise out of or result from the execution of the work under the contract resulting from this Request for Bid, whether such execution be by him/herself, his/her employees, agents, or by anyone for whose acts he/she may be liable. If any such work covered under the Contract is to be performed on County-owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from claims for injury and damage resulting by any actions on the part of the Successful Bidder as enumerated above. All policies must name the County as an additional insured and provide thirty (30) days written notification to the County prior to any material changes or cancellation.
- 2.25 **COOPERATIVE PROCUREMENT.** Various State Agencies, City and County Offices, the City of Jefferson and/or other Cities within the boundaries of Cole County may or may not request an unknown quantity of goods or services under this bid during the bid period or resulting agreement period at the same prices, terms and conditions stated herein.

It is agreed and understood that each participating political subdivision will make its own separate contract with the successful bidder, that each participating political subdivision shall only be liable to the successful bidder for materials or supplies contracted for by each political subdivision without any liability for purchases contracted for by any other participating political subdivision, and each successful bidder shall be required to bill each participating political subdivision directly for those materials or supplies for which it has purchased.

In the event of any dispute between a political subdivision and a successful bidder arising after a contract of purchase has been executed, such dispute shall be handled by and between the particular political subdivision affected and the contractor.

2.26 **CONTRACT TERMINATION.**

2.26.1 **TERMINATION FOR DEFAULT.** If, through any cause, the awarded party shall fail to fulfill, in a timely and proper manner, its obligations under the contract resulting from this solicitation, or if the awarded party shall violate any of the covenants, agreements, or stipulations of said contract, Cole County shall thereupon have the right to terminate this contract for cause by giving written notice to the awarded party of its intent to terminate and at least ten (10) calendar days to cure the default or show cause why termination is otherwise not appropriate. In the event of termination, all finished or unfinished documents, data, studies, survey, drawings, maps, models, photographs, and reports or other material prepared by the awarded party under this contract shall, at the option of Cole County, become its property, and the awarded party shall be entitled to receive just and equitable compensation for any services and supplies delivered and accepted. The awarded party shall be obligated to return any payment advanced under the provisions of this contract.

Notwithstanding, the awarded party shall not be relieved of liability to Cole County any damages sustained by the County by virtue of any breach of the contract by the awarded party, and the County may withhold any payment to the awarded party for the purpose of mitigating its damages until such time as the exact amount of damages due the County from the awarded party is determined.

If after such termination it is determined, for any reason, that the awarded party was not in default, or that the awarded party's action/inaction was excusable, such termination shall be treated as a termination for convenience.

**2.26.2 TERMINATION FOR CONVENIENCE.** The performance of work under the contract resulting from this solicitation may be terminated by Cole County in whole or in part at such time that the Cole County Commission determines that such termination is in the best interest of Cole County. Any such termination will be affected by delivery to the awarded party of a letter of termination specifying the extent to which performance of work under the contract is terminated and the date upon which such termination is effective.

After receipt of a termination letter the awarded party will:

- Stop work on the contract on the date and to the extent specified in the letter.
- Place no further orders for materials, services or facilities except as may be necessary to complete any portions of the work under contract not terminated.
- Complete on schedule such part of the work as will not be terminated.

**2.27 DEBARMENT AND SUSPENSION.** A contract award will not be made to parties listed on the government wide exclusion in the System for Award Management (SAM), in accordance with the OMB guidelines. SAM exclusions contains that name of parties debarred, suspended, or otherwise excluded by agencies as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12459.

**2.28 ANTI-DISCRIMINATION AGAINST ISRAEL ACT.** The contractor certifies that it is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the law of the State of Israel; or persons or entities doing business in the State of Israel.

**2.29 FEDERAL WORK AUTHORIZATION PROGRAM.** Proposers that meet the definition of a business entity as defined in Section 285.525, RSMo, pertaining to Section 285.530, RSMo, providing services exceeding \$5,000, shall maintain enrollment and participation in a federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein. If the Proposer's business status changes during the life of the contract to become a business entity as defined in Section 285.525, RSMo, pertaining to Section 285.530, RSMo, then the Proposer shall, prior to the performance of any services as a business entity under the contract enroll and participate in a federal work authorization program such as E-Verify.

Proposers must, by sworn affidavit and provision of documentation (copy of the E-Verify Memo of Understanding Electronic Signature Page), affirm their enrollment and participation in a federal work authorization program. Proposers shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. See Affidavit of Compliance with E-Verify document.

For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at <https://www.e-verify.gov/>.

### 3.0 SCOPE OF WORK

- 3.1 **OVERVIEW.** The purpose of this Request for Bid is to inform potential respondents of a bid opportunity for the provision of generator preventative maintenance and repair services as necessary. The County is inviting qualified businesses to submit a response to the specifications outlined herein.
- 3.2 **TERM.** It is the intent of the County to enter into a one (1) year contract with the option for renewal, at the County's option, for up to four (4) additional one-year extensions beyond the initial term for a potential five-year contract. Proposed prices must be firm for the duration of the contract. **The contract shall be cancelled immediately if funds are not appropriated.**
- 3.3 **EQUIPMENT REPAIRS.** Before proceeding with any repairs other than the agreed upon maintenance schedule, the Contractor must submit to the County, in writing, a report of any issues or problems found, the recommended course of corrective action and all-inclusive pricing for consideration. Then it must be approved by the Cole County Commission before proceeding.
- 3.4 **INVOICES.** All invoices submitted to the County must be detailed. Invoices must include the accurate location of the generator, as well as the serial number, and a clear breakdown of charges with the date of service. If the invoice does not have this information, a new one will be requested and not paid until corrected.
- 3.5 **REPLACEMENT PARTS.** Contractor shall supply and maintain an adequate inventory of all necessary tools, equipment and normal parts/materials for the preventive maintenance tasks.
- 3.6 **WARRANTY.** The contractor guarantees that all service and repairs provided under this agreement shall be performed in a workmanlike manner. Any claim of defective workmanship must be provided to the contractor by written notice and handled immediately.

The contractor also warrants against defects in materials and parts supplied hereunder for a period of one year from the date of installation or until the termination date of this agreement. If any part(s) or component(s) should prove defective during the warranty period, the contract will at its option repair or replace any such items.

#### 3.7 LOCATIONS & GENERATORS.

Cole County Law Enforcement Center	350 East High Street
▪ Generac SD600, Model 11244510100 (operational since mid-2011)	
Cole County Prenger Family Center	400 Stadium Blvd
▪ Generac QTA 130 (operational since early 2010)	
Cole County Emergency Services Building	1736 Southridge Dr
▪ Baldor 65KW Towable Generator (standby)	
▪ Baldor 65KW	
▪ AKSA 178KW	
Cole County Public Works	5055 Monticello Rd
▪ Kohler 300REOZDD	
Cole County Courthouse	301 East High Street
▪ 60KW Cummins Standby, Natural Gas/Propane	
Cole County Health Department	3400 West Truman Blvd

- C40N6

Cole County Emergency Services Building

319 Adams Street

- Generac SQT025A
- Generac 12.5KW
- Caterpillar D150GC – CATOD 130TT 9900445

3.8 **MAINTENANCE SCHEDULE DETAILS.** The preventive maintenance services shall include the following tasks for the engine and generator systems. This list is not intending to be all inclusive for each and every generator. The contractor shall also comply with specific recommendations of the O.E.M for the preventive maintenance and for all parts/material/fluid requirements.

The contractor shall develop and maintain a maintenance schedule for each generator. The contractor shall also develop and maintain a maintenance log for each generator, listing all work performed, date of service and signature of technician performing the work. The log shall be forwarded to the County's Maintenance Director. A copy of the detailed log of the work performed shall accompany each invoice.

Some generators may show low hours of usage from the previous maintenance service; if so, then oil, filter, coolant, and hoses does not need to be changed. These are to be changed **ONLY** if it is needed.

Details for the maintenance schedule are listed below:

**3.8.1 FULL SERVICE AND INSPECTION**

- Change engine oil and filters
- Dispose of oil per regulation
- Change fuel filters
- Change to look filters
- Drain exhaust condensate traps
- Test record DCA charge
- Record engine/generator running parameters
- Service all air cleaners building low test
- Fluid sampling
- Load bank testing

**3.8.2 COOLANT, BELTS, AND HOSES CHANGE**

- Drain and fill cooling system with fleet card extended life coolant
- Replace all cooling system hoses
- Replace engine thermostat and test for proper operation
- Dispose of coolant per regulation

**3.8.3 ENGINE CHECKS**

- Check spark plugs
- Check ignition wires
- Check distributor
- Check gas pressure
- Check fuel pumps
- Check injection pump
- Check air intake system
- Check Turbo check belts
- Check air cleaner

- Oil sampling

#### 3.8.4 OIL SYSTEM

- Check lubrication system
- Check oil level lubricant governor and linkage
- Inspect the entire unit for oil leaks
- Inspect and clean breeders
- Change oil and filters

#### 3.8.5 ELECTRICAL/STARTING SYSTEM

- Check starter and filled with terminals
- Check starter
- Check electrical connections
- Check AC DC brushes, if applicable
- Check DC alternator operations run unit
- Check safety shutdowns
- Circuit breakers, open and close

#### 3.8.6 TRANSFER SWITCH

- Start and stop against the switches
- Inspect instrument engages
- Check exercise o'clock with settings remote and auto
- Check time delay settings

#### 3.8.7 FUEL SYSTEM

- Check flexible connections
- Check day tank flow level
- Check fuel transfer on
- Fuel filters drain eater separator
- Check fuel solenoid record fuel supply
- Change fuel filters

#### 3.8.8 COOLING SYSTEM

- Check for leaks; clamp and hose connections
- Check coolant level record protection
- Check block heater and record temperature
- Change coolant filters
- Coolant sampling

#### 3.8.9 BATTERY

- Check battery starting system
- Check battery
- Check electrolytes level
- Check specific gravity
- Check connections to ensure they are clean
- No overall condition of system

#### 3.8.10 AIR AND EXHAUST SYSTEM

- Visually inspect the system for exhaust leak
- Check exhaust rain caps

- Check liver operations and sales
- Check for airflow obstructions
- Drain exhaust condensate traps

**3.8.11 GENERATOR BUILDING LOAD TEST (IF PERMITTED)**

- Engine coolant temperature
- Engine live pressure
- Lube oil temperature
- Battery charger eight
- Amperage
- Voltage
- Frequency

**3.9 EMERGENCY SERVICE.** The contractor shall provide emergency services on an “as needed basis”. The equipment supports critical County operations and response time in an emergency situation will be critical.

**3.10 CONTRACTOR QUALIFICATIONS & PRACTICES.**

**3.10.1** Have the ability, capacity, experience and skill to perform the work, or provide the goods and/or services in accordance with the bid specifications;

**3.10.2** Have the equipment, facilities and resources of such capacity and location to enable the bidder to perform the contract;

**3.10.3** Have the ability to provide, as required, future maintenance, repair, parts and service for the use of goods purchased;

**3.10.4** Have a record of satisfactory or better performance under prior contracts of comparable scope;

**3.10.5** Have complied with applicable laws, regulations, policies (including Cole County policies), guidelines and orders governing prior or existing contracts performed by the bidder.

**3.10.6** Stock a complete inventory of filters and commonly used parts at the location from which the service vehicle(s) are dispatched. All parts used will be purchased from the original equipment manufacturer (OEM). If an OEM part is not available or it is evident that procuring an OEM part will cause excessive downtime, acceptable substitutes may be used, with the prior approval of County staff. Vendor will be required to return the old parts to the department contact for inspection.

**3.10.7** Guarantee that all fluids and lubricants used will meet or exceed original equipment manufacturer (OEM) specifications. All waste fluids will be disposed of in accordance with local, state and federal regulations.

**3.10.8** Provide work of acceptable level in terms of cost, time and workmanship. Failure to repair the equipment properly, as determined by County staff, will be considered grounds for terminating this agreement.

**3.10.9 As the equipment covered by this contract supports critical County operations, and may be called into service at any time, response time is extremely important. The successful bidder will possess sufficient resources to provide a response time of two (2) hours or less from initial contact, 24 hours per day, seven (7) days per week and must provide a confirmation phone call to contact personnel when arrive on-site.**

## **4.0 BID RESPONSE**

- 4.1 **SUBMISSION REQUIREMENTS.** Please refer to Section 1.4 for submission requirements.
- 4.2 **PRICING & RECOMMENDED SERVICE PROGRAM.** Respondents are asked to complete the Bidder Response Form.
- 4.3 **QUALIFICATION DOCUMENTATION.** Respondents should submit documentation with their submission showing that they are qualified and/or certified to perform all preventive maintenance and repair tasks on the generator. All repair work is to be performed by journey-level mechanics (or essential equivalent) with at least three (5) years experience repairing equipment similar to the County's units. Any preventative maintenance or repair(s) performed by the successful respondent must not affect current equipment warranties.
- 4.4 **REFERENCES.** Respondents shall provide a list, on company letterhead, of at least three (3) companies or entities for which you provide or have provided similar service, the name of the primary contact, telephone number and email address.
- 4.5 **ANTI-COLLUSION STATEMENT.**

**ANTI-COLLUSION STATEMENT**

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_  
\_\_\_\_\_ being first

duly sworn, deposes and says that he is \_\_\_\_\_  
(title of person signing)

of \_\_\_\_\_

\_\_\_\_\_  
(Name of Bidder)

that all statements made and facts set out in the proposal for the attached bid are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid of any contract which result from its acceptance. Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the attached bid.

(BY) \_\_\_\_\_

(BY) \_\_\_\_\_

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

# Sample E-Verify Memo of Understanding – MOU Electronic Signature Page



Company ID Number: XXXXXXXX

Approved by:

<b>Employer</b> <i>Your Company Name</i>	
Name (Please Type or Print) <i>John Doe</i>	Title
Signature <i>Electronically Signed</i>	Date <i>11/30/2023</i>
<b>Department of Homeland Security – Verification Division</b>	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 11/30/2023



# 2026-01 GENERATOR MAINTENANCE SERVICES

## Bidder Response Form

As a qualified contractor for these services, I have carefully examined all of the RFP documents and have examined the conditions and specifications of the services/work to be done. I hereby propose to furnish all labor, materials, equipment, tools, etc. as called for by the RFP specifications.

I hereby acknowledge that I have received all Addenda's (if any) and they are reflected as part of this proposal.

### SERVICES:

- **Service Labor Hourly Rate – Normal Business Hours 8am to 4:30pm**

\$ \_\_\_\_\_

- **After Hours/Weekend Hourly Rate**

Overtime may be charged for work performed outside normal working hours, provided prior authorization is granted. Work that is performed outside normal working hours that is scheduled in advance will be invoiced at regular hourly rates unless conditions warrant the County to approve overtime hours.

\$ \_\_\_\_\_

- **Emergency Call Hourly Rate**

The successful bidder will possess sufficient resources to provide a response time of two (2) hours or less from initial contact, 24 hours per day, seven (7) days per week and must provide a confirmation phone call to contact personnel when arrive on-site.

\$ \_\_\_\_\_

- **Discount Part Percentage**

\_\_\_\_\_ %

- **Annual Preventative Maintenance per equipment**

Cole County Law Enforcement Center

- Generac SD600, Model 11244510100 \$ \_\_\_\_\_

Cole County Prenger Family Center

- Generac QTA 130 \$ \_\_\_\_\_

Cole County Emergency Services Building

- Baldor 65KW Towable Generator \$ \_\_\_\_\_

- Baldor 65KW \$ \_\_\_\_\_

- AKSA 178KW \$ \_\_\_\_\_

Cole County Public Works

- Kohler 300REOZDD \$ \_\_\_\_\_

Cole County Courthouse

- 60KW Cummins Standby, Natural Gas/Propane \$ \_\_\_\_\_

Cole County Health Department

▪ C40N6 \$ \_\_\_\_\_

Cole County Emergency Services Building

▪ Generac SQT025A \$ \_\_\_\_\_

▪ Generac 12.5KW \$ \_\_\_\_\_

▪ Caterpillar D150GC – CATOD 130TT 9900445 \$ \_\_\_\_\_

**Signature of Bidder:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The above signature on this Bid certifies that bidder has carefully examined the instructions to bidders, terms and specifications applicable to and made a part of this Bid Package. Bidder further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this Proposal.