



CITY of NOVI CITY COUNCIL

**Agenda Item G
March 28, 2016**

SUBJECT: Approval to award a Generator Preventive Maintenance and Repair Service contract to American Generators Sales & Service, LLC, for an estimated annual amount of \$25,500

SUBMITTING DEPARTMENT: Department of Public Services-Water and Sewer Division
Information Technology- Facilities Management Division

CITY MANAGER APPROVAL: 

EXPENDITURE REQUIRED	\$25,500
AMOUNT BUDGETED	\$25,500
APPROPRIATION REQUIRED	\$0
LINE ITEM NUMBER	101-265.00-934.000 (Facilities Management) 101-301.00-934.000 (Police) 101-337.00-934.000 (Fire) 101-442.00-934.000 (DPS) 590-000.00-934.000 (Ice Arena) 592-592.00-934.000 (Sewer) (Water)

BACKGROUND INFORMATION:

This contract is for maintenance of and emergency services for all City backup power generators. The contract term is one year, with two renewal options in one-year increments, based on satisfactory performance.

Preventive maintenance services performed on the City's generators lessen the likelihood of equipment failure and help control costs by prolonging each generator's useful life. The services to be provided for each generator include:

- Two annual preventive maintenance inspections;
- One complete oil change and fluid top-off;
- One annual 2-hour load bank test for generators at fire stations, sanitary sewage lift stations and water booster stations; One annual 4-hour load bank test for generators at the Civic Center and Police Headquarters
- Coolant flushes, as needed and with the City's advance approval.

Five proposals were received in response to the attached publicly solicited RFP. Pricing from each responding firm is presented in detail in the attached Pricing Summary sheet. A team comprised of City staff reviewed the proposals. The team evaluated the firm's qualifications, and costing for hourly rates and material markup. After careful review it is the recommendation of this team to award American Generators Sales & Service, LLC the contract.

	American Generator	Preventive Maintenance	Wolverine	Cummins Bridgeway	WW Williams
Evaluation Score	1350	955	805	765	625
Rank	1	2			

RECOMMENDED ACTION: Approval to award a Generator Preventive Maintenance and Repair Service contract to American Generators Sales & Service, LLC, for an estimated annual amount of \$25,500.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Burke				
Council Member Casey				

	1	2	Y	N
Council Member Markham				
Council Member Mutch				
Council Member Wrobel				

GENERATOR PREVENTIVE MAINTENANCE/REPAIR CONTRACT BID TABULATION

	American Generator	Preventive Maintenance	Wolverine Power Systems	Cummins Bridgeway	WW Williams Midwest
Inspection Only Total (Secondary PM)	7,695	6,913	3,915	9,407	7,505
Inspection + Oil Change (Primary PM)	4,050	3,645	8,775	4,128	3,645
2 Hr Load Test (M-F)	6,500	7,375	7,500	8,428	6,250
Load Test Sat for CC & PD (4 Hr)	1,000	1,298	2,100	1,306	1,000
TOTAL PM	19,245	19,231	22,290	23,269	18,400
4 Hr Load Test (M-F)	840	1,090	1,200	1,066	880
Coolant Flush	12,435	8,173	12,300	17,626	12,200
ALTERNATE 1- Ice Arena					
Inspection Only Total (Secondary PM)	160	187	145	227	200
Inspection/Oil Change (Primary Total)	150	135	325	144	135
2 Hr Load Test (M-F)	260	335	300	327	250
Coolant Flush	420	199	410	447	450
TOTAL ICE ARENA	990	856	1,180	1,145	1,035
Hourly Rates: Service/Repair					
Hourly Rate (M-F, 8-5pm)	90	96	115	110	125
Hourly Rate (M-F, after 5)	125	130	170	135	187.50
Hourly Rate (Sat, Sun)	125	130	170	135	187.50
Hourly Rate (Holiday)	125	130	225	135	187.50
Hourly Rates: Emergency					
Hourly Rate (M-F, 8-5pm)	90	96	170	110	125
Hourly Rate (M-F, after 5)	125	130	170	135	187.50
Hourly Rate (Sat, Sun)	125	130	170	135	187.50
Hourly Rate (Holiday)	125	130	225	135	187.50
Materials cost - % markup over contractors cost	20%	20%	20%	20%	20%
Comments				See Executive Summary	

CITY OF NOVI
**GENERATOR PREVENTIVE MAINTENANCE REPAIR SERVICES
 PROPOSAL FORM**

ORIGINAL

Company Name
American Generators

We the undersigned as bidder, propose to furnish Generator Preventive Maintenance & Repair Services to the City of Novi according to the RFP specifications for the following prices:

BASE BID	Spring Preventive Maintenance (inspection & oil change)	Fall Preventive Maintenance (inspection only)	Price for Load test 4 hour (Monday-Friday)	Price for Load test 2 hour (Monday-Friday)	Price to Load Test (Saturday)	Price for Coolant Flush (upon request)
Civic Center	520.00	150.00	420.00	N/A	500.00	600.00
Police Dept.	330.00	150.00	420.00	N/A	500.00	540.00
DPS	310.00	150.00	N/A	260.00	N/A	510.00
Fire Station #1	275.00	150.00	N/A	260.00	N/A	420.00
Fire Station #2	250.00	150.00	N/A	260.00	N/A	420.00
Fire Station #3	250.00	150.00	N/A	260.00	N/A	420.00
Fire Station #4	250.00	150.00	N/A	260.00	N/A	420.00
Lift Station #1	275.00	150.00	N/A	260.00	N/A	420.00
Lift Station #2	200.00	150.00	N/A	260.00	N/A	420.00
Lift Station #3	200.00	150.00	N/A	260.00	N/A	420.00
Lift Station #4	200.00	150.00	N/A	260.00	N/A	420.00
Lift Station #5	200.00	150.00	N/A	260.00	N/A	420.00
Lift Station #6	250.00	150.00	N/A	260.00	N/A	420.00
Lift Station #7	275.00	150.00	N/A	260.00	N/A	420.00
Lift Station #8	200.00	150.00	N/A	260.00	N/A	420.00
Lift Station #9	225.00	150.00	N/A	260.00	N/A	420.00
Lift Station #10	315.00	150.00	N/A	260.00	N/A	520.00
Lift Station #11	275.00	150.00	N/A	260.00	N/A	420.00
Lift Station #12	315.00	150.00	N/A	260.00	N/A	520.00
Lift Station #13	315.00	150.00	N/A	260.00	N/A	520.00
Lift Station #18	275.00	150.00	N/A	260.00	N/A	420.00
Lift Station #19	315.00	150.00	N/A	260.00	N/A	465.00
Lift Station #20	225.00	150.00	N/A	260.00	N/A	420.00
Lift Station #21	225.00	150.00	N/A	260.00	N/A	420.00
Lift Station #22	225.00	150.00	N/A	260.00	N/A	420.00
West Park Booster	500.00	150.00	N/A	260.00	N/A	600.00
Island Lake Booster #1	500.00	150.00	N/A	260.00	N/A	600.00
TOTAL BASE BID	7,695.00	4,050.00	840.00	6,500.00	1,000.00	12,435.00

CITY OF NOVI
 GENERATOR PREVENTIVE MAINTENANCE REPAIR SERVICES
 PROPOSAL FORM

Company Name
American Generators

ALTERNATE #1	Spring Preventive Maintenance (inspection & oil change)	Fall Preventive Maintenance (inspection only)	Price to Load test 4 hour (Monday-Friday)	Price to Load test 2 hour (Monday-Friday)	Price to Load Test (Saturday)	Price for Coolant Flush (upon request)
Ice Arena	160.00	150.00	N/A	260.00	N/A	420.00

HOURLY RATES	M-F 8am-5pm	M-F after 5pm	Sat/Sun	Holiday
Service/Repair	90.00	125.00	125.00	125.00
Emergency	90.00	125.00	125.00	125.00

MATERIALS - Percent Over Contractor's Cost	20.00%
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PAYMENT METHOD:

Does your company accept MasterCard (or other credit card) for Payment?

Yes
3% fee

If yes, please state any applicable discount, fees, etc. for this method of payment

WE ACKNOWLEDGE RECEIPT OF THE FOLLOWING ADDENDA:

Acknowledge

EXCEPTIONS / OTHER CHARGES / COMMENTS:

COMPANY NAME:

American Generators Sales & Service LLC

ADDRESS:

61587 Delfield Dr.

CITY, STATE, ZIP CODE:

Waterford, MI

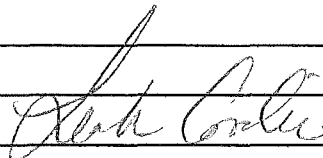
AGENTS NAME: (Please print)

Leah Cavalier

AGENTS TITLE: (Please print)

Office Mgr

AGENTS SIGNATURE:



TELEPHONE:

248.623.4919

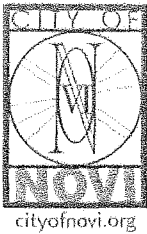
FAX:

248.623.4918

DATE:

March 7th, 2016

ORIGINAL



CITY OF NOVI
GENERATOR PREVENTIVE MAINTENANCE AND
REPAIR SERVICES

CONTRACTOR QUALIFICATIONS QUESTIONNAIRE

Failure to answer all questions could result in rejection of your bid.

Name of Firm American Generators Sales + Service LLC
Address: 6158 Delfield Dr.
City, State Zip Waterford, MI 48329
Telephone 248.623.4919 Fax 248.623.4918
Mobile 248.240.6036
Agent's Name (please print) Leah Cavalier
Agent's Title office mgr
Email Address: Leah@american-generator.com
Website WWW.americangeneratorsmi.com

1. Organizational structure: Corporation, Partnership, etc. LLC
2. Firm established: 2009
3. How many full time employees? 12 Part time? 0
4. Do you have 24-hour emergency service? yes
5. 24-hour/7-day Emergency Telephone Number 734.751.5733 / 248.240.6036
6. Provide your procedure for handling night and weekend calls.
Listed are lead tech's cell phone #s. They will take the call and dispatch a tech immediately. First # is Scott Tuggle, he would be the one to likely do the service call.
7. What is your typical response time, from time of call to arrival on site? 1 hr or less
8. Can you meet our emergency response requirement? yes
If not, what is the time frame for your response? _____
9. Address of your local facility 6158 Delfield Waterford, MI 48329
10. Distance of local facility from the Novi Civic Center 20 miles
11. Are you able to provide insurance coverage as required by this bid? yes
12. List the scope of services (type of work) you are able to perform.
All Generator Maintenance Repair, Load Banking, Thermal imaging

Rental Generators, Transfer Switch Maintenance + Repair,
Electrical Troubleshooting & Repair (Electrical Contractor)

13. List any professional licenses/certifications you/your employees have obtained that would be applicable to this contract.

- GE Zenith Factory Trained Technicians
- Generac Factory Trained Technicians
- Kohler Factory Trained Technicians
- Cummins Factory Trained Technicians
- Blue Star Factory Trained Technicians

14. Provide a list of mobile service technicians, and all other professional staff to be assigned to this contract. Include name, title, license number, and years of experience, full/part time, on-call availability, qualifications, and experience. Must be staff working out of local facility. ** All techs always on call*

Lech Cavalier -
Contract mgr
dispatcher

Joe Thornton -
tech in training
parts runner

Master license
6210880

- Scott Tuggle - Lead Technician - 6423798 - 10 yrs. exp. - Full - Generac, Kohler, Cummins factory trained - has maintained Novi's generators for the last 5 yrs. (always on call)
- Daniel Blust - Generator Tech - 6430288 - 6 yrs exp - Full - Generac & Kohler trained
- David Vehill - Lead Electrician - 632-0902 - 20 yrs exp - Full time
- Ryan Gorecki - Generator Tech - 3 yrs exp - Full time - Generac & Kohler factory trained
- Douglas Pletcha - Owner, Master's technician, generator tech - 25 yrs exp. Full - holds all certifications

15. List equipment, tools and all other resources available to your firm to perform this contract:

- 6 service trucks (fully stocked with tools + materials for gen maintenance + repair)
- 3 Load banks fully capable of LBing Novi gens, complete literature applicable to maintenance + repair, complete history of Novi's generators (2011-2016)

have worked on Novi gens.

16. Do you own a rental fleet of generators? NO but can obtain easily If yes, how many? _____

17. Do you have rental cables? yes

18. Are you able to install an emergency rental generator? yes

19. Are you capable of servicing & repairing automatic transfer switches? yes If so, please list & describe brands all

20. Do you stock spare parts for emergency services? yes

21. What is your estimated delivery time for non-stocked items? 1 day (rush fee may apply)

22. Provide a list of all open contracts your company currently holds. Include contact name, organization, type, size, required date of completion, percentage of

completion, and value of contract. All Maintenance Contracts
City of Novi; Livingston Co Drain Commission - 25 agencies;
City of Livonia - 13 agencies; City of Rochester Hills - 12 agencies;
Friedman Management - 45 agencies; CBRE - agencies; Landree LTD -
12 agencies; Arest Lakes Surgical; Herman Technologies - Summit Health;
Katy Ford Health Systems; Highland Treatment; John Hopkins University;
Oxford Fire Dept, Village of Oxford, Addison Twp, Yale Twp, Sovereign Partners LLC;


23. **References:** Provide at least three (3) current client references (with contact names and phone numbers) that are comparable in scope to this bid. Several references from municipalities would be desirable.

Company Livingston Co. Drain Commission
 Address 2300 E Grand River Ave Howell MI 48843
 Phone 517.546.0040 Contact name Bob Amyonovich - Drain Commission

Company Friedman Management Co.
 Address 34975 W. 12 Mile Farmington Hills MI
 Phone 248.324.2000 Contact name Brian Bass - VP

Company Yale Twp DPW
 Address 113 E Mechanic Yale MI 48097
 Phone 810.387.3688 Contact name Jerry

24. Provide any additional information you would like to include which may not be included within this Questionnaire. You may attach additional sheets.

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS.
 Signature of Authorized Company Representative: 
 Representative's Name (please print) Leah M. Cavalier
 Date 3-7-16