

# Request for Proposal Addendum 3

City of Whittier  
Whittier, Alaska  
Request for Proposal # 03-16 Addendum 3  
Backup Generator Installation  
REQUEST FOR PROPOSAL

THIS ADDENDUM MODIFIES THE ORIGINAL RFP TO MAKE THE REQUIREMENTS MORE GENERAL IN NATURE, PROVIDING LATTITUDE FOR BIDDERS TO REDUCE THE OVERALL COST. THE CLOSING DATE IS ALSO EXTENDED BY 1 WEEK.

The City of Whittier is requesting written proposals from qualified vendors interested in completing the electrical installation of a backup generator at the Whittier Small Boat Harbor. Sealed proposals, plainly marked, "RFP #03-16 Addendum 3 – Harbor Generator" addressed to the City of Whittier City Manager, City of Whittier, P.O. Box 608, Whittier, AK 99693 will be accepted until 2:00 p.m. September 16, 2016. PROPOSALS RECEIVED AFTER 2:00 P.M. WILL NOT BE CONSIDERED.

Copies of this RFP may be obtained at the front desk of Whittier City Hall, at the Whittier Harbormaster's Office, by email from [harbormaster@whittieralaska.gov](mailto:harbormaster@whittieralaska.gov), or by calling (907) 472-2327 x6.

The City of Whittier reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to accept any proposal that is in the best interest of the City and to negotiate the terms and conditions of any proposal leading to acceptance and final execution of a contract for services.

If you have any questions pertaining to the submittal and review process of City bids please contact the City of Whittier Harbormaster at the following number: 907-472-2327 x6.

The City welcomes potential contractors to a site visit, supervised by the city, to better understand the dynamics, operations, location and access to the facility. To arrange for a visit or if you have any questions pertaining to the specifics of this RFP and the scope of services, please contact the City of Whittier Harbormaster, Andy Dennis at the following number: 907-472-2327 x6.

## **I. INTENT OF SOLICITATION**

The City of Whittier (City) is soliciting competitive proposals from qualified contractors to complete the electrical installation of a new backup generator and control system at the Whittier Small Boat Harbor. The new generator will be on site on or about September 30, 2016. Electrical schematics and vendor furnished installation instructions will be furnished to all interested bidders. Additional service requirements will be found in SECTION III, SCOPE OF WORK.

## **II. BACKGROUND**

The backup generator provides power to all harbor facilities through an automatic transfer switch (ATS) in the event of a loss of the normal commercially provided electrical power. The generator, in a weather proof enclosure, will be located outside adjacent to the ATS.

### III. SCOPE OF WORK

Disconnect the existing generator at the automatic transfer switch.

Remove the existing Generator feeders.

Abandon in place the old existing generator feeder conduit and seal the conduit at the bottom of the ATS.

Furnish and install materials to connect new generator to existing automatic transfer switch. This includes connecting the automatic control system on the new generator, which does not exist on the old generator.

Furnish and install transformer to supply block heater, louver motors, battery heater and battery charger for new generator.

Furnish and install 2 accessory outlets.

Furnish and install grounding for new generator.

All components and fasteners to be stainless steel / non-corrosive.

### IV. SUBMITTAL REQUIREMENTS

Each Vendor shall submit two (2) original signed copies of its proposal. The proposal shall be submitted in the following manner:

1. Contractor Description. Provide a description and history of the Contractor emphasizing the Contractor's resources and expertise in the area(s) relevant to this RFP. In addition, identify the person(s) who has decision-making authority for the Contractor; and who will be the Contractor's primary contact person(s) with the City.

2. Proposals

- Clearly state the total cost to the City for completion of all work.
- Provide evidence of liability insurance, and worker's compensation insurance if applicable.

**The State of Alaska Prevailing Wage Act, AS 36.05.005 et seq. applies to this project**

### V. SELECTION CRITERIA

Each proposal shall be evaluated based on the following criteria set forth in Whittier Municipal Code (WMC):

1. Contract shall be awarded by written notice issued by the purchasing officer to the lowest responsive and responsible bidder; provided, that a preference of five percent of the lowest responsive and responsible bid, but not exceeding \$5,000, may be allowed to any bidder whose principal place of business is in the City. If the Council determines that it is in the best interest of the City to do so, the City may reject all bids. (WMC 3.32.170(A))
2. Contractor's qualifications and responsibility. (WMC 3.32.160)
  - A. The skill and experience demonstrated by the bidder in performing contracts of a similar nature;
  - B. B. The bidder's record for honesty and integrity;
  - C. C. The bidder's capacity to perform in terms of facilities, personnel and financing;

- D. D. The bidder's past performance under City contracts. If the bidder has failed in any material way to perform its obligations under any contract with the City, the bidder may be deemed a non-responsible bidder.
- 3. Waiver of Irregularities: The Council may waive irregularities in any and all bids, except that timeliness and manual signature requirements shall not be waived. (WMC 3.32.180)

**VI. NON- RESPONSIVE PROPOSALS**

- 1. The City will reject any proposal that it determines is non-responsive due to lack of completeness or failure to fully address the Project scope.**
- 2. If the City has contracted with a proposer in the past, and that contract was terminated for cause, the proposer's proposals will be deemed non-responsive.**

**VII. Bonding.** Bonding is not required.

Proposals will be opened at the front desk in City Hall on September 16, 2016 after 2:00 P.M. The City of Whittier reserves the right to reject any and all proposals, to waive technical or legal deficiencies provided that a bid is both responsive and responsible, to make such investigation as it deems necessary to evaluate the contractor's qualifications, to accept any proposal that may be deemed in the best interest of the City and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a contract for services.