



CITY OF ROUND ROCK, TEXAS

INVITATION FOR BID

Solicitation No. 17-011 Generator Preventative Maintenance and Repair Services

IFB No. 17-011 Addendum No. 3 Date of Addendum: May 12, 2017

Please note the answers to questions, clarifications, revisions or additions to the solicitation referenced above.

Q1: Are these generators stand alone or emergency generators?

A1: The generators are both stand alone and emergency generators.

Q2: Will there be a City representative on site during maintenance or repair?

A2: Yes, a City representative must be contacted before performing maintenance or repair. You must contact the Point of Contact in Part II, Section 26 "Point of Contact / Designated Representative":

Pete Dominguez

Facilities Manager, General Services

Phone: (512) 341-3144

Email: pdominguez@roundrocktexas.gov

Q3: Regarding the load bank tests, are there special permits needed and space available to conduct these tests?

A3: Special permits will not be needed, as there is ample room to perform the load bank test on the generators.

Q4: Can load bank tests be performed at any time?

A4: No. Load bank tests can only be performed during normal business hours, unless the generator is down.

Q5: Are we to provide pricing on load bank testing for all of the generators, even those not listed specifically in Part II, Section 6.4?

A5: Yes, please provide pricing for all generators. All other locations not listed shall be at the discretion and request of the City.

Q6: Are we to carry inventory for spare and replacement parts on the generators?

- A6:** It shall be the responsibility of the awarded vendor to provide spare and replacement parts for repairs. You may choose to inventory parts or obtain them as needed.
- Q7:** Generator maintenance – Does the City have a standard or specifics to follow?
- A7:** Maintenance and repairs shall be performed in accordance to the manufacturer's recommended guidelines.
- Q8:** Generator rental – How do we provide the information? On the bid form or separately?
- A8:** On Addendum No. 2, a fourth row titled "Generator Standby Rental" has been added to each Generator line item for daily rental cost. All rentals shall be approved by an authorized City representative.
- Q9:** Generator rental – Do we provide the price with our markup or just the price of the daily standby rate?
- A9:** Provide the daily standby rate on Addendum 2, Section A. The Percent (%) markup will be added on Addendum 2, Section C which should show the percent markup rate you intend to charge for generator rental.
- Q10:** Question concerning the 900kw listed on page 17, #16...it shows the voltage listed as Phase 3/2400v. Is that 2400v correct?
- A10:** Yes, the information shown for the Lake Georgetown generator is correct: 900kW / Phase 3 / 2400V.
- Q11:** Could I get last year's pricing on the generator PM's?
- A11:** An Open Records Request must be submitted:
- Click the link <http://www.roundrocktexas.gov/departments/administration/city-clerk/>
 - Click the link [Open Records Requests](#)
 - Then click [Submit Open Records Request](#)
 - Complete the required information on the form, then click Submit.
- Q12:** Air filters can be expensive and generally do not need to be replaced on an annual basis. Would the City consider revising this statement to: "Inspect air filter, provide quote to replace air filter when necessary." Is the City requesting Air Filters to be changed quarterly or annually?
- A12:** Air Filters shall be replaced annually.
- Q13:** Could The City reconsider revising this statement to: "Provide quote to replace coolant filter when test results indicate it is necessary."
- A13:** Coolant filter shall be replaced every year.

Q14: In reference to page 9, Item 24. Fluid Change: Coolant change if applicable. Could The City reconsider revising this statement to "Provide quote to flush coolant (anti-freeze) system and fill with new coolant when test results indicate it is necessary." How often will the City require coolant checks?

A14: Coolant checks must be performed during every annual maintenance check. It is acceptable to replace Coolant when tests show it is needed/required.

Q15: Will the City supply electricians and cables?

A15: No. The awarded vendor will do turnkey jobs, to include providing electricians and cables, when necessary.

Q16: In reference to page 9, Item 22. Transfer Switches; In order to tighten lugs and lubricate any components of the transfer switch all power to the switch will need to be disabled. Will we be allowed to shut power off to the switch in order to perform these task?

A16: Yes, when done by a certified electrician.

Q17: Will we be allowed to shut power off during normal business hours?

A17: No.

Q18: To verify proper operation of all panel lamps and the transfer switch itself a transfer test must be performed. Will we be allowed to perform a transfer test during normal business hours?

A18: No.

Q19: What is the duration of time The City prefers for a transfer test?

A19: After normal business hours/weekends.

Approved by  5/2/17
Yvonne Hopkins, Purchaser

By the signatures affixed below this addendum is hereby incorporated into and made a part of the above referenced solicitation.

ACKNOWLEDGED:

Vendor Authorized Signature Date

RETURN ONE COPY SIGNED COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE WITH YOUR SEALED PROPOSAL.
FAILURE TO DO SO MAY AUTOMATICALLY DISQUALIFY YOUR RESPONSE FROM CONSIDERATION FOR AWARD.