



City of Alameda, California

March 20, 2024

TO: PROSPECTIVE BIDDERS

CITY OF ALAMEDA REQUEST FOR PROPOSALS FOR GENERATOR MAINTENANCE & REPAIR SERVICES (VARIOUS LOCATIONS)

ADDENDUM NO. 1

Addendum No. 1 is hereby issued to make the following revision to the plans and specifications. Please note deletions are shown in ~~strikeout~~, additions are shown in ***bold italics***:

1. Request for Proposals - Appendix A Scope of Work
 - a. Request for Proposals – Appendix A Scope of work, Page 1, Heading 1 – Routine Annual Service, Section a. Engine Lubricating System, - Add subsection to read: ***“iv. Sample and conduct oil analysis of the engine oil.”***
 - b. Request for Proposals – Appendix A Scope of work, Page 1, Heading 1 – Routine Annual Service, Section k. – Change this paragraph to read: “Routine annual services shall be performed on normal workdays defined as non-holiday Mondays through Thursdays. These services shall be scheduled in the months of October through December. Invoices for annual services shall not be sent to the City without the service, ***and load test reports, and oil analysis reports*** completed and attached.”

2. Questions and Responses

Q1: I have a question about the upcoming Generator Maintenance & repair bid, Would we be able to charge the City of Alameda travel time?

A1: For the purpose of this agreement, travel time is considered overhead, and the costs shall be included in the bidder’s applicable fixed hourly rates.

Q2: I may have missed it, but I did not see the Oil Analysis as part of the scope of work. Is it included?

A2: Oil analysis is required. The cost for this service shall be included in Routine Service Cost (Annual).



City of Alameda, California

- Q3: One line item speaks to having the oil analysis reports completed and attached with the invoice for annual services, Annual service reports and load bank test reports.
CONCERN: The oil analysis reports historically do not become available from the testing facility for approximately (3) weeks after the sample is collected.
Does that mean invoices and reports cannot be submitted until the oil analysis becomes available?
- A3: Invoices and all available reports may be submitted prior to the oil analysis results becoming available.
- Q4: In the section, "Preventative Maintenance Services" it speaks to replacing specific hoses, belts, coolant and batteries.
CONCERN: Specific engine information has not been provided in order to fully define some of those components.
- A4: The City has provided all available information including Generator Makes, Model Numbers and kilowatt ratings in *Appendix C. Part 2*.
- Q5: Are all of these generators located at ground level?
- A5: All Generators except for one are located at ground level. The 1555 Oak (Police Station) Generator is located in the basement of the Police Station.
- Q6: Can the technician park within 50 feet of each generator?
- A6: The Technician can park within 50 feet of each generator except the 1555 Oak (Police Station) Generator.
- Q7: We need to be mindful of heat venting and exhaust during the Annual Load Bank Testing.
(Precautions might need to be taken regarding fire alarms and sprinkler systems, and any exhaust concerns for the (2) hour load bank test if the generators are inside a parking structure.)
- A7: All Generators are in open air enclosures except the 155 Oak Police Station Generator in the Police Station basement. The basement walls have adequately sized louvers for ventilation and the generator has an appropriate exhaust system for the application. Bidders should plan to use mobile load bank testing equipment at this location.



City of Alameda, California

- Q8: Confirming the Triennial timeline: 2024(year 1), 2025 (Year 2), 2026 (Year 3), 2027 (Year 4), 2028 (Year 5).
- The RFP states that the Triannual PM and Transfer Load Test would be in 2027, I just want to confirm that it would not be in 2026.
- A8: The Contract schedule follows the fiscal year, year 1 is (FY 24/25), Year 2 is (FY 25/26), Year 3 is (FY 26/27). Triennial services shall begin FY 26/27.
- Q9: On the Pricing Sheet, are you looking for 5 year totals (Adding up years 1-5) on each line, or are you looking for an average price for all 5 years on each line?
- A9: Please provide an annual cost for year 1 (FY 24/25). Subsequent years will include an annual CPI increase, which will be documented in the service agreement.
- Q10: Under scope of work you don't have samples but letter K. states "invoices for annual service invoices shall not be set to the City without the service, load test, and oil analysis reports completed and attached."
Are you going to add oil sample to the scope?
Also, it normally takes 2-3 weeks to get sample results back, so would you consider removing the sample report from this clause?
- A10: Oil analysis is required. The cost for this service shall be included in Routine Service Cost (Annual).
Invoices and all available reports may be submitted prior to the oil analysis results becoming available.
- Q11: This section is tough to quote as you have not provided us with engine make, models, serial numbers and types of batteries. Will you be providing us with these?

2. **Preventive Maintenance Services** - Preventive Maintenance Service is a three-year rotational program in which the contractor shall include the following services on City generators (first service to occur in 2027)
- a. Replacement of fan and alternator drive belts
 - b. Replacement of engine cooling system hoses
 - c. Replacement of block heater hoses with high temperature silicone hoses
 - d. Replacement of standard ethylene glycol coolant
 - e. Replacement of the batteries



City of Alameda, California

- A11: The City has provided all available information including Generator Makes, Model Numbers, and kilowatt ratings in *Appendix C. Part 2*.
- Q12: Call Outs – We charge minimum 4 hours for all non-emergency or emergency call outs, not just time on site. Is this something the City is open to discussion on?
- A12: Please complete the project pricing sheet as published providing applicable fixed hourly rates.

APPROVED: Mike Billington Date: March 20, 2024
Mike Billington
Facilities Manager

Receipt is hereby acknowledged of Addendum No. 1, REQUEST FOR PROPOSALS FOR GENERATOR MAINTENANCE & REPAIR SERVICES (VARIOUS LOCATIONS)

Company Name / Contractor Date: _____

By: _____

NOTE: THIS COMPLETE ADDENDUM, SIGNED AND DATED MUST BE RETURNED WITH YOUR BID.

g:\pubworks\pwadmin\formbook\addendumno1.doc.docx