City of Richmond

November 5, 2013
File: N/A

Finance and Corporate Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Bidders
Re: Contract 4648Q - On Call Repair and Service of Generators - Addendum #3

This Addendum includes items of clarification; forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your quotations.

Closing Date

Please note the Tender Closing Date has been revised as follows:
WAS: Wednesday, November 6th, 2013 at 3:00pm
IS NOW: Thursday, November 21st, 2013 at 3:00pm

Site Visit

A site visit is scheduled for Wednesday, November 13th, starting at 9am. Bidders are asked to meet at the north entrance of City Hall Annex – 6900 Minoru Blvd.

All the locations listed in Part D – Quotation Form will be visited, therefore, please allow up to 6 (six) hours for the site visit. Transportation will be provided between sites.

Given the limited number of spaces, Bidders are requested to limit the number of attendees to 1 (one) individual.

No other site visits will be arranged.

Please confirm attendance by email to the contact listed in Section 4.1 prior the site visit and include your company name, contact name and number in the email.

Questions and Answers:

Question #1
Page 1, item 1. (3) hard copies and (1) electronic copy – are copies of entire RFQ required, or only Part D Quotation Form?

Answer #1
Part D Quotation Form is sufficient.

Question #2
Page 25, Part D Quotation Form. Can the City provide generator engine model and serial numbers for units 8, City Hall Annex, unit 9, RCMP and unit 11, Richmond Ice Centre?

Answer #2
City Hall Annex - manufacturer Cummins, model4BT3.9
RCMP - manufacturer VMG, modelVMG1631GE
Richmond Ice Center - manufacturer MTU model # 450-XS6DT3.

Question #3
Page 25 (Part D - Quotation Form): You ask for pricing on "Annual Inspection w/out Load Test" & "Annual Inspection with Load Test". I do not see anywhere in the RFQ where you specify what is the scope of work for these services. An annual inspection could be interpreted in many different ways, depending upon the service companies standard practices.
As I believe that many of these generators are supporting the Life Safety systems in the buildings (ie: emergency lighting, fire alarm systems, elevators, fire pumps. etc), I would expect that they should meet CSA-C282-09 guidelines.

Answer #3
"Load Bank Test" is 2hr. This is done thru a portable load bank that is supplied by the vendor.
Annual inspections are specified as:
ANNUAL PM SERVICE AND 100% LOAD TEST
1. Load test generator for 2 hours at full name plate rating, as per CSA-C282 and National Fire code recommendations.
2. Replace fuel filters
3. Clean or replace crankcase breather
4. Change lubricating oil and replace oil filter
5. Inspect, reset, replace spark plugs and breaker points, condenser where applicable.
6. Inspect governor oil and operating linkage
7. Inspect generator brushes and collector rings, where applicable
8. Inspect and clean batter terminals
9. Check fuel system operation
10.Check operation of generator room ventilation system
11.Check Automatic Transfer Switch contacts, connections and overall condition Check conduit tightness
12.Inspect and clean rotor and stator windings
13.Check Fire Panel/BMS annunciation

Question #4
Page 25 (Part D - Quotation Form): Most of the sites do not list the enough of information to accurately estimate the costs (such as genset kW's, voltage, engine information). Could you provide more detailed information? Alternately, would it be possible to set up site visits the collect this information.

Answer #4
See above – Site Visit.

Question #5
Please advise if the Inspection of Sites will be scheduled before the submission deadline, and if not, would it be possible to get additional information of the generator for each site, i.e.:

- kVA and kW of each unit
- Voltage, Breaker
- Engine data plate, filters, battery age, charger type, block heater
- Automatic Transfer Switch (Amp/Voltage)
- Accessibility, i.e., parkade, roof-top, etc.

Answer #5
See above – Site Visit.

Question #6
I am wondering if I can set up a site visit for all sites to gather the appropriate information (engine, alternator and transfer switch make model and serial numbers) in order to provide you with best possible price.

Answer #6
See above – Site Visit.

Question #7
The refueling service charge stated in Part D, I am unsure wither this should be included in the price, as this service will depend on how much fuel is required at a specific time, can you please elaborate?

Answer #7
What Bidders will include in their price is the fee (if any) for scheduling the refueling. Fuel will be charged at cost and will not be included in the price.

Question #8
Part D, Scenario # 1, section 1, It doesn't specify however I assume I should include the hour(s) to lay out the load bank cables and hook the generator to the load bank plus the 2 hour load test for hour, is this correct?

Answer #8
Yes.

Question #9
Part D, Scenario #1 and #2, section 16, fill out the maintenance checklist. Can you please provide me with a copy of the checklist?

Answer #9
This would be a standard check list that any of the bidder would use for the technicians in the field. See attached as a sample.

Project Development & Facility Management
6440 Hollybridge Way
Richmond BC V7C 4N3
604-233-3349 (office)

Richmond

MONTHLY GENERATOR TEST

SITE NAME / LOCATION: ___ DATE:_____

GENERATOR MODEL#:_____SERIAL#:____
W/O#: _____ KW:_____VOLTAGE:_____

Pre-Test Check

1) Visual Inspection ☐
2) Fuel Level_____Litres ☐
3) Check Oil Level ☐
4) Coolant Level ☐
5) Battery Fluid Level ☐
6) Hour Meter Reading ____Hrs ☐
7) Check for Coolant Leaks ☐
8) Check for Fuel Leaks ☐
9) Check for Oil Leaks
10) Block Heater
11) Float Volt
12) Equalized Volt

Comments: _____
_____

Running Test Check

1)Oil Pressure_____psi
2)Coolant Temp_____oF
3)Voltage LL- L1 _____L2 _____L3_____
LN- L1_____L2_____L3_____
4)Frequency_____Hz
5)Damper / Fans Operation_____
6)Battery Charging Voltage_____VDC
7)
8)Miscellaneous_____

Transfer Switch

Yes ☐
No ☐
Duration _____Min - Transfer Return Time _____Sec
Time Online_____Min - Cool Down Time_____Min
Percent Load_____% - Percent Amperes_____%

Comments_____
_____
Tested by: _____ (Technician)

4030699

Question #10

Part D, Scenario #1 and #2, section 17, fuel testing. Is the testing the clear and bright test or are we to send a sample to our laboratory?

Answer #10
Send sample to laboratory.

Question #11
Are we requiring sending any oil, coolant or fuel sample to our laboratory? And if so are these sample and laboratory testing on a "as require basis" or should they be included in the price?

Answer #11
They should be included for a Gensets in the annual proposal

End of Addendum #3

Regards,

Julia Turick

Julia Turick
Buyer II, City of Richmond
JT:jt