

PAYNE COUNTY
BOARD OF COUNTY COMMISSIONERS
STILLWATER, OKLAHOMA

"NOTICE TO BIDDERS"

Notice is hereby given that the Payne County Board of Commissioners State of Oklahoma, will receive sealed bids for the following:

**BID # 2021-34
TURNKEY GENERATOR AND INSTALLATION**

Bid documents may be picked up at the Payne County Clerk's Office at 315 W. 6th, Suite 202, Payne County Administration Building, Stillwater, Oklahoma, or you can request that the Bid Documents be E-mailed to you, call 405-747-8348 to request that they be mailed or E-mailed.

Bids should be mailed or hand delivered to the Payne County Clerk, 315 W. 6th, Suite 202, Stillwater, OK. 74074, Bids must be filed with the Payne County Clerk on or before 9:30 A.M. on JANUARY 28, 2021. Bids must be sealed and clearly marked:

**BID # 2021-34
FOR
TURNKEY GENERATOR AND INSTALLATION
OPENING: JANUARY 28, 2021 @ 9:30 A.M.
BUSINESS MANAGER, TAMI HICKS, (405) 372-8200 EXT 2240**

The Board of County Commissioners, or their appointed representative, will evaluate all bids, and reserves the right to reject any or all bids, and reserves the right to waive any of the listed specifications. The Board of County Commissioners reserves the right to accept the bid determined to best serve the needs of Payne County.

Payne County hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award.

KYLA MCCOMBS
PURCHASING AGENT



Office of
GLENNA CRAIG
Payne County Clerk

BID # 2021-34
TURNKEY GENERATOR AND INSTALLATION
PAYNE COUNTY HEALTH DEPARTMENT, TAMI HICKS

Vendor and or company representative,

Included in this correspondence you will find information regarding bid specifications, packet information, and instructions per the Payne County Commissioners who are requesting your company submit a bid for the enclosed project or materials.

The enclosed packet has been developed and approved by the Payne County Commissioner's, the content of the packet is per their instruction. The Payne County Clerk's office is the facilitator of the bid process and is required to receive and hold all sealed bids per Oklahoma State Statutes to present to the Board of Commissioners in an open session.

If you have any questions, in regards, to the pack content, specifications, and instructions please contact the following:

TAMI HICKS, BUSINESS MANAGER- 405-372-8200 EXT 2240

We appreciate your bid and time, in regards, to the process. We look forward to hearing from you.

Kind Regards,

Glenna Craig, Payne County Clerk
State of Oklahoma

All bids can be mailed or emailed to vendors upon request, or can be downloaded for completion from our website:

www.countyclerk.paynecounty.org

CONTACT KYLA MCCOMBS-PAYNE COUNTY PURCHASING AGENT FOR EMAIL OR MAILED BIDS AT:

kmccombs@paynecountyclerk.org

ALL BIDS MUST BE SUBMITTED BACK TO THE PAYNE COUNTY CLERKS OFFICE BY MAIL, OR IN PERSON SEALED BEFORE 9:30 THE DATE OF BID OPENING.



Office of
GLENNA CRAIG
Payne County Clerk

INVITATION TO BID

The Board of County Commissioners, Payne County, Oklahoma is seeking sealed bids for:
BID # 2021-34

TURNKEY GENERATOR AND INSTALLATION

BID # 2021-34

Date Published: DECEMBER 29, 2020

Bidding Period Closing Date and Hour: JANUARY 28, 2021 @ 9:30 A.M.

Sealed Bid Opening Date and Hour: JANUARY 28, 2021 @ 9:30 A.M.

Location: "The Gloria Hesser Commissioners Meeting Room" Room 200, Payne County Administration Building.

Address: 315 W. 6th, Ste. 202, Stillwater, OK. 74074

Requesting Authority: PAYNE COUNTY HEALTH DEPARTMENT

BUSINESS MANAGER, TAMI HICKS

PHONE: 405-372-8200 EXT 2240

Bid submissions are to be addressed to:

ATTN: Payne County Purchasing Agent
Payne County Clerk's Office
315 W. 6th, Suite 202
Stillwater, OK 74074

Please review the attached Terms and Conditions pertaining to the submission of this bid.

Please pay particular attention to item (1) of the Terms and Conditions. This item specifies how the bid envelopes are to be identified to prevent inadvertent or premature opening of sealed bids. Your compliance will ensure consideration of your bid by the awarding body. Late bids will not be considered.

The Non-Collusions Affidavit bearing original signature must be notarized and returned with the bid submission.

This packet contains:

1. Invitation to Bid
2. Terms and Conditions for Bidding
3. Affidavit for Filing with Competitive Bid
4. Specifications/Bid forms for desired item(s) (may be more than one page of information).

Glenna Craig, Payne County Clerk
State of Oklahoma
315 W. 6th, Suite 202
Stillwater, OK 74074



Office of
GLENNA CRAIG
Payne County Clerk

TERMS AND CONDITIONS
THESE ITEMS APPLY TO AND BECOME A PART OF THE BID
NO EXCEPTIONS TO THESE TERMS AND CONDITIONS WILL BE CONSIDERED

1. Bids must be submitted on the included form only. Each bid shall be placed in a separate envelope. Be sure the envelope is completely and properly identified and sealed, showing the bid name and number in the lower left-hand corner.
2. All bids shall be entered on the Bid Form enclosed or a copy thereof. Bids are to be typewritten or in ink. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type model numbers descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of the contract with Payne County.
4. Any exceptions or deviations from written specifications shall be identified in writing and attached to the bid form.
5. The enclosed affidavit for Filing with Competitive Bid **MUST** be returned with the bid.
6. Payne County reserves the right to reject any and all bids and to waive any technicalities in the bidding.
7. Direct purchase of certain items of equipment or material by Payne County is exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases, the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax.
8. Bid must show number of days required for delivery under normal conditions. Contractor must keep the County advised at all times of the status of the order. For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval from the Purchasing Agent. Default in promised delivery date or failure to meet specifications, authorizes the County to purchase supplies elsewhere and charge the full increase of cost and handling to defaulting contractor.
9. Bidder agrees to defend and save Payne County from and against all demands, claims costs expense, damage and judgments based upon infringement of any patent to goods specified in this order or the ordinary use or operation of such goods by the County or use or operation of such goods in accordance with the bidder's direction.
10. If the bid requires a written contract, the successful bidders shall execute a written contract with the county within (10) days after submission of the contracts to said bidder.
11. This bid is submitted as a legal offer, and any bid when accepted by the County constitutes a firm contract.
12. **If the bid is \$50,000.00 or greater, Bidder must furnish a bid bond or cashier's check in the amount of 5% of the bid with bid submission.**
13. **If the bid is \$50,000.00 or greater, successful Bidder must be able to bond. (Performance, Maintenance and Payment Bonds)**
14. Successful bidder will be required to furnish their own Workmen's Comp and General Liability Insurance as required by Oklahoma State Law and by Payne County.



Office of
GLENNA CRAIG
Payne County Clerk

S.A.&I. 425/1-4040 (2000)

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF OKLAHOMA)

)SS

COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any county official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract, or in any discussions between bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Firm: _____

Signed by: _____
(manual signature of undersigned)

Title: _____

Address: _____

City: _____ State: _____

Zip: _____ Tax ID: _____

Telephone (____) _____ Fax (____) _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

_____ Notary Public (or Clerk or Judge)

My commission expires: _____

Note:

Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okl.St. Ann. § 138

**Payne County Health Department
1321 W. 7th Street
Stillwater, OK 74074**

Turnkey Generator Installation Bid Specifications

Scope

Provide and install, on a turnkey basis, a standby generator and automatic transfer switch according to the following specifications.

Generator

100 kW, 120/208 volt, 3 phase, 0.8 power factor, 60 hertz
Class H or better insulation
UL 2200 listed
1800 rpm (higher speeds will not be accepted)
+/- 1% voltage regulation, no load to full load
450 amp, UL listed mainline circuit breaker
Digital, microprocessor based controller
 Engine shutdowns for high temperature, low oil pressure, low coolant level, overcrank and overspeed
 Running time meter
Spark ignited engine capable of running on natural gas or LP vapor with a separate inlet for each
65 amp, or greater, battery charging alternator
Unit mounted, 12 volt automatic battery charger with 6 amp, or greater, output
Starting battery and cables
120 volt jacket water heater
Sound attenuated weather enclosure
 Constructed of steel
 Locking door latches, keyed alike
 Average sound level at full load shall not exceed 71 dB(A) when measured at 7 meters
5 year comprehensive warranty on all components other than normal wear items

Automatic Transfer Switch

800 amp, 120/208 volt, 3 phase, 60 hertz
3 pole, solid neutral, open transition
Service entrance rated with 800 amp circuit breaker
Electrically operated, mechanically held
Single contactor type
In-phase monitor
Microprocessor based controller with integrated user interface panel
Source status screens for digital readout of voltage and frequency of both sources
LED indicators for source availability, switch position, not in automatic and transfer inhibit
3 phase sensing on normal source
Voltage and frequency settings shall be field adjustable in 1% increments
Field adjustable time delays for:
 Momentary override of outages: 0-6 seconds

Transfer to emergency: 0-60 minutes, 59 seconds (with bypass)
Generator stabilization: 0-4 seconds
Retransfer to normal: 0-9 hours, 59 minutes, 59 seconds (with bypass)
Cool down: 0-60 minutes, 59 seconds

Payne County Health Dept, Generator Install Specifications, Page 2

A time delay activated output signal shall be provided to drive an external relay for selective load disconnect control.

The user interface shall be provided with test/reset modes. The test mode will simulate a normal source failure. The reset mode shall bypass the time delays on either transfer to emergency or retransfer to normal.

A set of contacts rated at 5 amps, 30 VDC shall be provided for a low voltage engine start signal. Auxiliary contacts rated at 10 amps, 250 VAC for switch position

Controller shall have an event data log that will store a minimum of 300 events

A fully programmable engine exerciser with at least seven independent routines to exercise the engine generator, with or without load on a daily, weekly, bi-weekly or monthly basis.

RS-485 communications port

NEMA 3R Secured enclosure

There shall be two single pole, 20 amp circuit breakers installed in the ATS. One for the battery charger and jacket water heater and one spare.

5 year comprehensive warranty

Installation

Install the generator and automatic transfer switch per the following:

All work shall meet state and local codes and be done in a neat and craftsman like manner.

All work shall be coordinated with the owner's representative.

Obtain necessary permits and inspections from the local jurisdiction having authority over the job site.

Contact Call Okie to locate utility and other lines within the installation area.

Coordinate with the power company for access to the secondary side of the transformer as needed and to schedule the cutover. *Note: Cutover will need to be performed on a weekend.*

Pour concrete pads for the transfer switch and the generator.

Transfer switch pad shall be located between the utility transformer and the building.

Location of the generator pad shall be coordinated with the owner's representative.

Pads shall have PVC conduits for power and control conductors stubbed up so that conduit will be within the "stub-up area" of both the generator and the transfer switch enclosures. No conduits shall be visible on the exterior of the enclosures.

Pads shall be at least 6 inches wider and 6 inches longer than the associated equipment that will be mounted on them.

Transfer switch pad shall be not less than 5" thick.

Generator pad shall be not less than 8" thick.

Pads shall be reinforced with no less than 3/8" steel rebar spaced at not more than 12" intervals.

Electrical

Underground feeders from utility transformer to building shall be interrupted with the transfer switch. Existing feeder conductors may be reused, providing they are in good condition, between the transformer and the transfer switch or between the transfer switch and the building distribution panel. New conductors will need to be pulled in where the existing conductors are too short to be reused. *Splices will not be permitted.*

Payne County Health Dept, Generator Install Specifications, Page 3

Install PVC conduits underground from the transfer switch to the generator. There shall be separate conduits for the 450 amp power circuit, the remote start circuit and the 120 volt, 20 amp circuit for the battery charger and jacket water heater.
Pull in and terminate properly sized conductors. All new conductors shall be copper with at least 90° C insulation.
Properly ground all equipment per NEC requirements.
Backfill and compact all trenches.

Gas

Appropriate gas line to be run from pre-existing line located parallel to proposed site of generator. Gas line connection will be located 100 feet from the gas meter.
Trench from gas meter to generator and install no less than 2" pipe of a type that is approved for natural gas and underground installation by state and local codes.
After pressure test has been approved, connect pipe to gas meter and to generator fuel inlet using provided flex hose.
There must be a shutoff valve installed at the generator fuel inlet.
Backfill and compact trench.

Startup Inspection and Testing

Coordinate all startup inspections and testing with owner's representative as the owner's representative(s) may want to observe.
Startup inspections must be performed by a technician authorized by the manufacturer(s) of the generator and transfer switch to perform startup inspections.
Follow the manufacturers' recommended procedures and complete and submit manufacturers' forms to initiate warranties. Provide copies to owner.
After startup, calibration and all timers are set, perform power failure test by opening utility circuit breaker in the transfer switch. Let the generator run under site load for at least 30 minutes. Close the utility circuit breaker in the transfer switch to restore utility power. Let all timers time out for automatic retransfer, engine cool down and shut down.
Instruct owner's representative(s) in operation of system.

Maintenance

Provide 5 years of preventative maintenance as follows:

2 visits per year at 6 month intervals
Perform a complete preventative maintenance inspection of the system at each visit
Test operation of system at each visit
During one visit annually, replace the oil and oil filter and pull a sample of the used oil.
Send the oil sample to an independent laboratory for analysis. Report any abnormalities in the oil to the owner.
At years 2 and 4, also replace the starting battery, spark plugs and air filter.

At year 3, drain and flush cooling system and replace all cooling system hoses, coolant and all belts.
Provide owner with inspection reports after each inspection.

Payne County Health Dept, Generator Install Specifications, Page 4

Considerations

Any deviation from these specifications must be noted on the bid.

Any changes that need to be made during the installation process will need to be submitted in writing to and approved in writing by the owner's representative.

BID #2021-34

**TURNKEY GENERATOR AND INSTALLATION
TAMI HICKS, PAYNE COUNTY HEALTH DEPT**

TURNKEY GENERATOR:

* INCLUDES AUTOMATIC TRANSFER SWITCH, INSTALLATION,
ELECTRICAL, STARTUP INSPECTION & TRAINING

5 YEAR PREVENTATIVE MAINTENANCE:

TOTAL COST:

NAME OF COMPANY:

ATTENTION:

ADDRESS:

CITY AND STATE:

PHONE NUMBER:

EMAIL ADDRESS:
