



## REQUEST FOR PROPOSALS (RFP) FOR BACKUP POWER GENERATOR

RFP Title: BACKUP POWER GENERATOR

RFP Response Due Date and Time:  
5:00 P.M., Mountain Time February 24<sup>th</sup>, 2023

Issue Date:  
January 31<sup>st</sup>, 2023

### ISSUING AGENCY INFORMATION

Bigfork Fire Department  
810 Grand Drive, Bigfork, MT. 59911

Single Point of Contact (SPOC): Jeremy Patton  
(406) 837-4590, jpatton@bigforkfire.com  
Website: <https://bigforkfd.com>

### INSTRUCTIONS TO VENDORS

Return Sealed Proposals to:

Bigfork Fire Department  
810 Grand Drive  
Bigfork, MT. 59911

Mark Face of Envelope/Package with:

*RFP Response- Backup Power  
Generator*

Special Instructions:

### VENDORS MUST COMPLETE THE FOLLOWING

Vendor Name/Address:

\_\_\_\_\_  
(Name / Title of Vendor Principal)

\_\_\_\_\_  
(Signature of Vendor Principal)

Print name and title and sign in ink. By submitting a response to this RFP, offeror acknowledges the Vendor understands and will comply with the RFP specifications and requirements.

Type of Entity (e.g., corporation, LLC, etc.)

Phone Number:

E-mail Address:

FAX Number:

**VENDORS MUST RETURN THIS COVER SHEET WITH RFP PROPOSAL**

## REQUEST FOR PROPOSALS (RFP) FOR BACKUP POWER GENERATOR

---

The Bigfork Fire Department Board of Trustees is requesting Proposals from contractors/backup power generator manufacturers to furnish and install a backup power generator rated at minimum 50kW to be used by the Bigfork Fire Department, pursuant to the requirements of Section 18-4- 304 *et seq.*, M.C.A.

The intent of this Request for Proposal is to have a backup power generator that will provide all electrical power for Station 31 of the Bigfork Fire Department in the event of a power outage.

Failure of the Bigfork Fire Department to include any items that may be necessary for the generator to perform as intended does not relieve the contractor of their responsibility to supply any of those items on or prior to delivery. Prototype or first-run generators are not acceptable. All proposals shall be in accordance with the best engineering practices and industry standards.

**RFP Submittal Terms:** The Single Point of Contact (SPOC) for this solicitation is:

Jeremy Patton, Bigfork Fire Chief  
810 Grand Drive, Bigfork, MT. 59911  
(406) 837-4590, jpatton@bigforkfire.com

- Questions about this RFP must be submitted via e-mail or in writing to Jeremy Patton, jpatton@bigforkfire.com, 810 Grand Drive, Bigfork, MT. 59911 by 5:00 p.m., February 10<sup>th</sup>, 2023. No additional project questions will be addressed after this date. A response addendum listing all questions received and Bigfork Fire Department's responses will be posted by 5:00 p.m., February 17<sup>th</sup>, 2023, on the Bigfork Fire Department webpage at: <https://bigforkfd.com>
- **Proposals must be submitted to Bigfork Fire Department located at 810 Grand Drive, Bigfork, MT. 59911 no later than 5:00 p.m. on February 24<sup>th</sup>, 2023.**
- One original and Five (5) copies of the RFP proposal must be submitted as well as one (1) electronic copy on disk or USB.
- Please label outside of proposal package envelope as: ***RFP Response- Backup Power Generator.***
- Proposals are scheduled for opening by the Board of Trustees at 5:30 p.m., February 28<sup>th</sup>, 2023, at the Bigfork Fire Department.
- The Notice of Award is intended for March 2023.

| TARGET SCHEDULE OF EVENTS                             |                   |
|---|-------------------|
| EVENT   | DATE              |
| Deadline for Receipt of Written Questions on RFP      | February 10, 2023 |
| RFP Question Responses Posted on Bigfork Fire Website | February 17, 2023 |
| RFP Proposals Due to Bigfork Fire Department          | February 24, 2023 |
| RFP Proposals Opened                                  | February 28, 2023 |
| Intended Date for Notice of Award                     | March 2023        |

# REQUEST FOR PROPOSALS (RFP) FOR BACKUP POWER GENERATOR

## BACKGROUND INFORMATION

The Bigfork Fire Department is requesting proposals from contractors/backup power generator manufacturers to furnish a backup power generator rated at least 50kW to be used by the Bigfork Fire Department. This generator will be maintained by the Bigfork Fire Department.

This Backup Power Generator will be used to provide backup power to Bigfork Fire Station 31 in the event of a power outage. The Bigfork Fire Department provides fire and EMS services to the residents of Bigfork, MT. as well as mutual aid departments and Tribal Nations in Flathead and Lake County.

## SCOPE OF WORK

The Bigfork Fire Department is seeking a Backup Power Generator to provide backup power to Bigfork Fire Station 31 in the event of a power outage using Homeland Security Funds. The project must be complete, and delivery accepted no later than Fall 2023. Contractors are invited to submit generator designs and conceptual plan drawings with their proposals.

NOTE: Brand name items or descriptions used in this proposal are specified solely for the purpose of indicating standards of quality, performance, and/or use desired. Any bid for foreign produced products shall be so indicated and the source of supply noted for each item.

| 1 - Description of System               |  |
|---|--|
| 1                                       | Provide a standby power system, transfer switch, and any other materials required to supply electrical power at 120/240 Volts, 60 Hertz, 3 Phase Delta (genset) utilizing a generator rated at minimum 50kW.   |
| 2                                       | The generator shall consist of a liquid cooled natural gaseous-fueled engine, a synchronous AC alternator, cold weather starting package, and system controls with all necessary accessories for a complete operating system, including but not limited to the items as specified hereinafter. |
| 2 - Requirements of Regulatory Agencies |  |
| 1                                       | An electric generating system, consisting of a prime mover, generator, governor, coupling and all controls, must have been tested, as a complete unit, on a representative engineering prototype model of the equipment to be sold.  |
| 2                                       | The generator set must conform to applicable NFPA requirements.  |
| 3                                       | The generator set must include a listing for the UL2200 standard for stationary engine generator assembly.   |
| 4                                       | The generator set must meet EPA federal emission guidelines for stationary emergency power generation.   |

## REQUEST FOR PROPOSALS (RFP) FOR BACKUP POWER GENERATOR

| <b>3 - Manufacturer Qualifications</b> |   |
|--|---|
| 1                                      | This system shall be supplied by an original equipment manufacturer (OEM) who has been regularly engaged in the production of engine-alternator sets, automatic transfer switches, and associated controls for a minimum of 25 years, thereby identifying one source of supply and responsibility.  |
| 2                                      | The manufacturer shall have printed literature and brochures describing the standard series specified, not a one-of-a-kind fabrication.   |
| 3                                      | Manufacturer's authorized service representative shall meet the following criteria:<br>A. Certified, factory trained, industrial generator technicians Service support 24/7<br>B. Service location within 200 miles<br>C. Response time of 4 hours<br>D. Service & repair parts in-stock at performance level of 95%  |
| <b>4 - Submittals</b>                  |   |
| 1                                      | Engine Generator specification sheet  |
| 2                                      | Controls specification sheet(s)   |
| 3                                      | Installation/Layout dimensional drawing   |
| 4                                      | Wiring schematic  |
| 5                                      | Sound data  |
| 6                                      | Emission certification  |
| 7                                      | Warranty statement  |
| <b>5 - Controls</b>                    |   |
| 1                                      | The generator control system shall be a fully integrated microprocessor-based control system for standby emergency engine generators meeting all requirements of NFPA 110 level 1.  |
| 2                                      | The generator control system shall be a fully integrated control system enabling remote diagnostics and easy building management integration of all generator functions. The generator controller shall provide integrated and digital control over all generator functions including engine protection, alternator protection, speed governing, voltage regulation and all related generator operations. The generator controller must also provide seamless digital integration with the engine's electronic engine control module (ECM) if so equipped. Generator controllers that utilize separate voltage regulators and speed governors or do not provide seamless integration with the engine management system are considered less desirable. |

## REQUEST FOR PROPOSALS (RFP) FOR BACKUP POWER GENERATOR

|                         |  |
|-------------------------|--|
| 3                       | The control system shall provide an environmentally sealed design including encapsulated circuit boards and sealed automotive style plugs for all sensors and circuit board connections. The use of non-encapsulated boards, edge cards, and pc ribbon cable connections are considered unacceptable.  |
| 4                       | Circuit boards shall utilize surface mount technology to provide vibration durability. Circuit boards that utilize large capacitors or heat sinks must utilize encapsulation methods to securely support these components. Diagnostic capabilities should include time-stamped event and alarm logs, ability to capture operational parameters during events, simultaneous monitoring of all input or output parameters, callout capabilities, support for multi-channel digital strip chart functionality and data logging capabilities. In addition to standard NFPA 110 alarms, the application loads should also be protected through instantaneous and steady state protective settings on system voltage, frequency, and power levels. |
| 5                       | The control panel will display all user pertinent unit parameters including engine and alternator operating conditions; oil pressure and optional oil temperature; coolant temperature and level alarm; fuel level (where applicable); engine speed; DC battery voltage; run time hours; generator voltages, amps, frequency, kilowatts, and power factor; alarm status and current alarm(s) condition per NFPA 110 level 1.   |
| <b>6 - Manuals</b>      |  |
| 1                       | Two (2) sets of owner's manuals specific to the product supplied must accompany delivery of the equipment. General operating instruction, preventive maintenance, wiring diagrams, schematics and parts exploded views specific to this model must be included.  |
| <b>7 - Installation</b> |  |
| 1                       | Contractor shall install the complete electrical generating system including all external fuel connections in accordance with requirements of NEC, NFPA, and the manufacturer's recommendations.   |
| <b>8 - Service</b>      |  |
| 1                       | Supplier of the genset and associated items shall have permanent service facilities in this trade area. These facilities shall comprise a permanent force of factory trained service personnel on call, experienced in servicing this type of equipment, providing warranty and routine maintenance service to afford the owner maximum protection. Delegation of this service responsibility for any of the equipment listed herein will not be considered fulfillment of these specifications. Service contracts shall also be available.  |
| <b>9 - Warranty</b>     |  |
| 1                       | The standby electric generating system components, complete genset and instrumentation panel shall be warranted by the manufacturer against defective materials and factory workmanship for a period of Five (5) years. Such defective parts shall be repaired or replaced at the manufacturer's option, free of charge for parts, labor, and travel.  |
| 2                       | The warranty period shall commence when the standby power system is first placed into service. Multiple warranties for individual components (engine, alternator, controls, etc.) will not be acceptable. Satisfactory warranty documents must be provided with the manuals.   |
| 3                       | The manufacturer supplying the warranty for the complete system must have the necessary financial strength and technical expertise with all components supplied to provide adequate  |

## REQUEST FOR PROPOSALS (RFP) FOR BACKUP POWER GENERATOR

---

|                                       |   |
|---------------------------------------|---|
|                                       | warranty support. Documentation supporting this requirement shall be furnished upon request by the purchasing agency.   |
| <b>10 - Startup and Commissioning</b> |   |
| 1                                     | The supplier of the electric generating plant and associated items covered herein shall provide factory trained technicians to validate the completed installation and to perform an initial startup inspection to include:<br>A. Ensuring the engine starts (both hot and cold) within the specified time.<br>B. Verification of engine parameters within specification.<br>C. Verify no load frequency and voltage, adjusting if required.<br>D. Test all automatic shutdowns of the engine-generator.<br>E. Perform a load test of the electric plant, ensuring full load frequency and voltage are within specification by using building load. |
| <b>11 - Training</b>                  |   |
| 1                                     | Training is to be supplied by the start-up technician for the end-user during commissioning. The training should cover basic generator operation and common generator issues that can be managed by the end-user. Training shall be done at the end of the startup within the same day. Training is to include manual operation of system.  |

### PROPOSAL CONTENT & EVALUATION CRITERIA

#### Proposal Submittal:

Vendors are solely responsible for all costs incurred in the preparation and submittal of the RFP. Respondents must submit one original and five (5) full copies of their RFP proposal and one electronic disk copy or USB drive to the Bigfork Fire Department located at 810 Grand Drive, Bigfork, MT. 59911 by **5:00 p.m., February 24, 2023. No late, faxed, or email proposal submittals will be accepted.** Questions about the RFP must be submitted via e-mail or in writing to Jeremy Patton, jpatton@bigforkfire.com or at 810 Grand Drive, Bigfork, MT 59911 before 5:00 p.m., February 10, 2023. A Response Addendum listing all questions received and Bigfork Fire Department's responses will be posted by 5:00 p.m., February 17, 2023, on the Bigfork Fire Department webpage at: <https://bigforkfd.com>.

It is the responsibility of each Vendor to check the website if it is interested in the questions received and the responses provided by the Bigfork Fire Department.

Subject to exceptions provided by Montana Law, all information received in response to this RFP, including copyrighted material is public information. Proposals will be made available for public viewing and copying shortly after the proposal due date and time. The exceptions to this requirement are (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and

## **REQUEST FOR PROPOSALS (RFP) FOR BACKUP POWER GENERATOR**

---

documented; (2) matters involving individual safety as determined by the Department; (3) other constitutional protections. The Department will provide a hard copy of the RFP proposals for interested parties to review during regular business hours at the Bigfork Fire Department, 810 810 Grand Drive, Bigfork, MT. 59911.

### **Proposal Content:**

Proposals should demonstrate that the Vendor has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Work section of this RFP. Proposals must include:

- Completed and signed RFP cover sheet
- Vendor's legal name, address, telephone number and principal contact e-mail address
- References with contact name, project description, location and contact phone number and email address
- Detailed description of proposed generator, including specifications, and any deviations from requested specifications
- Scheduled Delivery and Installation Dates (number of days after the contract is fully executed)
- Proposed work plan and schedule for activities to be performed
- Description of Vendor's availability and how current work activities will be coordinated with the project
- Schematics are encouraged as part of the proposal

### **Evaluation Criteria:**

Proposals will be evaluated and scored according to the following factors:

- 1) Overall quality of the proposal – 10%
- 2) Qualifications and experience, including reference checks – 25%
- 3) Overall ability to meet requested specifications, and price – 50%
- 4) Capacity to meet Fall 2023-time requirements, including Vendor's present and projected workload – 15%

## REQUEST FOR PROPOSALS (RFP) FOR BACKUP POWER GENERATOR

---

### VENDOR SELECTION PROCESS

Upon receipt of proposals, selection committee members will evaluate all proposals and assign scores based on the stated evaluation criteria provided. Upon selection of the most qualified Vendor based on the stated process, the Board Chairperson or his/her designated representative will commence contract negotiations with the highest-ranked Vendor. If an appropriate agreement cannot be reached with the highest-ranked Vendor, the second-ranked will be approached, and so on. Unsuccessful Vendors will be notified as soon as possible.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the Department reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all proposals deemed unqualified, unsatisfactory, or inappropriate.

The project involves the procurement and installation of a 50kW backup power generator, and no future work is implied or guaranteed. The Bigfork Fire Department reserves the right to increase the scope of work with the selected Vendor as long as the increase is within the Vendor's ability. Payment and contract terms will be negotiated with the selected Vendor. Vendors interested in contracting with the Bigfork Fire Department are minimally required to provide independent contractor's insurance showing at least \$1,000,000 worth of business liability insurance, \$1,000,000 worth of auto coverage, and proof of workers' compensation coverage (or an independent contractor's exemption certificate).

In no event shall any official, officer, employee or agent of the Bigfork Fire Department be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation, or warranty made therein or in any connection with the agreement.

While the Bigfork Fire Department has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the Department to award and execute a contract. Upon a determination such actions would be in its best interest, the Department, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP
- Reject any or all proposals received in response to this RFP
- Waive any informalities or irregularities in the proposals
- Determine at any time whether a proposal is unresponsive in any manner
- Not award a contract, if it is in the Department's best interest not to proceed with contract execution.

Bigfork Fire Department is an Equal Opportunity Employer.