

# Request for Proposals and Quotes: Emergency Generators for the City Hall and the Police Department Buildings

City of Evansville  
Evansville, Wisconsin

## I. INTRODUCTION

The purpose of this document is to outline the City of Evansville's ("City") interest in obtaining quotes for the purchase and installation of natural gas run emergency generators to supply energy to both City Hall at 31 South Madison Street, Evansville WI and to Police Department at 10 West Church Street, Evansville WI.

This RFP is being administered by the City. All questions, clarifications and general communications are to be directed to the following contact person:

Ian Rigg  
City Administrator  
ian.rigg@ci.evansville.wi.gov  
(608) 882.2263

Access to the buildings can be made by appointment. Proposals with quotes must be received by July 16<sup>th</sup> via one of three methods. In person delivery at City Hall's physical address at 31 S. Madison, Evansville WI 53536. United States Postal Service please send to PO Box 529, Evansville WI 53536. Email a PDF or Word document less than 10 MB to [ian.rigg@ci.evansville.wi.gov](mailto:ian.rigg@ci.evansville.wi.gov).

## II. PROJECT BACKGROUND

The City seeks the expertise of a supplier and installer to analyze the capability of the properties and the need for electric generation in an emergency for our two buildings. There is limited but shared space between the properties and each building has different needs for power. The City has an electric department that may be of some minor assistance but is not available to perform the installation.

Since advance meters were installed in August 2017 highest demand for City Hall was 18.1680 kW in the month of January 2018. Since advance meters were installed in September 2017 highest demand for the Police Station was 12.7680 kW in the month of September 2017. As the summer months progress these demand loads may change and in an event of prolonged emergency the demand load may need to be greater.

**Police Station**

**Open Space**

**City Hall**



### **III. SCOPE OF WORK**

- A. Contractor will purchase the generator, transfer switches and all other necessary items to complete the project. Contractor will purchase the generator, transfer switches and all other necessary items to complete the project.
- B. Contractor will make all arrangements for installation including contacting all other utilities necessary for supply of natural gas or movement of utilities. Installation shall be completed by the contractor or their sub-contractors until complete. There shall not be any periods of time other than due to weather or mutually agreed to by both parties that shall delay or stop work once started.
- C. All permitting will be approved by the City but all plans attached to permits and completion of the technical information within the permits shall be completed by the Contractor.
- D. All testing done after installation shall be the first test to insure the generators and/or switches are working as planned and one more test at an agreed time between the Contractor and City. Both tests will be done in the presence of staff most likely to continue future tests.

#### **IV. CITY HALL REQUIREMENTS**

- A. Power Generation options can range around 20-50kW depending on final summer demand readings.
- B. Wiring at City Hall is 120/240v - Three Phase.
- C. Generator must rest outside the building and withstand the elements for this climate
- D. Switch must best match the generator

#### **V. POLICE DEPARTMENT BUILDING REQUIREMENTS**

- A. Power Generation options can range around 20-40kW depending on final summer demand readings.
- B. Wiring at the Police Department is 120/240v - Single Phase.
- C. Generator must rest outside the building and withstand the elements for this climate
- D. If a switch is required, it must best match the generator

#### **VI. PROJECTED TIMEFRAME**

The projected timeframe for this project includes a July 16<sup>th</sup> submission deadline for quotes and a December 31<sup>st</sup>, 2018 majority completion date.

#### **VII. PROPOSAL QUOTES**

The quote for services outlined in this proposal shall be submitted separately for each building, and for each building separated for each proposed generator/switch combination the Contractor anticipates will meet the energy demands of the building. It is advised three quotes are given for first for the baseline demands known and two more for anticipated demand loads. Details or technical information of the generators and switches must be submitted with the quotes. If a shared generate is possible and would be a cost savings that may be presented as an alternative.

#### **VIII. OTHER INFORMATION**

The City of Evansville reserves the right, without qualifications, to select any proposal, to reject any or all proposals, and to apply its judgment with respect to any proposal submitted. The City further reserves the right to obtain new proposals or to proceed to have the service provided in any way that the City of Evansville deems appropriate.

The City of Evansville reserves the right to interview any of the responsive consulting firms/teams, or select immediately upon receipt/review of completed proposals.

The City of Evansville is not liable for any costs incurred by prospective proposer/respondents prior to issuance of or entering into a contract.