

# CITY OF FULTON, MISSOURI

## INVITATION FOR BID

<b>MAIL BIDS TO:</b> CITY OF FULTON C/O Kathie Ratliff, City Clerk P.O. BOX 130 FULTON, MO 65251-0130 <b>HAND DELIVER TO City Clerks Office: 18 EAST 4<sup>TH</sup>. STREET EXPRESS LETTER DELIVERIES ADDRESS TO 18 EAST 4<sup>TH</sup> STREET FULTON MO 65251 C/O Kathie Ratliff</b>		<b>IFB NO. B 241029</b>  <b>DATE 10/28/2024</b> <b>PAGE 1 OF 6</b>  REQ. NO.  <b>SEALED BIDS MUST BE RECEIVED IN THE OFFICE OF THE CITY CLERK NO LATER THAN 3 P.M. Tuesday 11/19/2024</b>
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Purchasing Agent: Jason A. Harris      Telephone: (573) 592-3141      Email: [fpagent@fultonmo.gov](mailto:fpagent@fultonmo.gov)

**RECEIVED FROM:**

**BIDDERS Please provide email contact address**

**DO NOT SEND BIDS TO THIS ADDRESS.  
THE SUPPLIES AND/OR SERVICES  
REQUIRED HERE MUST AT FIVE SEPARATE  
LOCATIONS. PLEASE SEE THE LOCATION  
ADDRESSES ON PAGE 4**

TERMS	%	UNIT PRICE	UNIT	QUANTITY REQUESTED	UNIT NO.	AMOUNT Total	DAYS
<b>DESCRIPTION:</b>  Prospective bidders are hereby invited to submit their bid for providing preventive maintenance for <b>Six different generators at Five separate locations in the City of Fulton Missouri.</b> <b>The agreement will be for a three-year period To start at a determined date after award of the agreement.</b> <b>(Please see the list of generators &amp; model numbers on page 4)</b>  <b>(Please see see specifications and provide pricing on page 5)</b>				36 months		Page 4	Page 4

Requested delivery is \_\_\_\_\_ days ARO, Bidders State Best Delivery Date: \_\_\_\_\_  
**BID MUST BE SIGNED TO BE VALID**

The bidder hereby agrees to furnish and/or service, at the price quoted pursuant to all requirements and specifications contained in this document, upon either the receipt of an authorized purchase order from the purchaser, or when this document is countersigned by the Purchasing Department as a binding contract. The bidder further agrees that the language of this document shall govern in the event of a conflict with his or her bid.

COMPANY NAME \_\_\_\_\_ TITLE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ Print: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTICE OF AWARD : (City use only) \_\_\_\_\_ CONTRACT NO. C - \_\_\_\_\_

ACCEPTED AS TO ITEMS: \_\_\_\_\_

Purchasing Agent \_\_\_\_\_ Director of Administration \_\_\_\_\_ Date \_\_\_\_\_

B241029

**SPECIAL INSTRUCTIONS TO BIDDERS**

**1 Bidder's Contract:**

All questions regarding technical specifications, bid process, etc., must be directed to the contact indicated on the first page of this IFB.

Bidders may not contact the employees of the using agency concerning this procurement while the bid and evaluation are in process.

**2 Clarification of Requirements:**

It is the intent and purpose of the City of Fulton that this request permits competitive bidding. It shall be the bidder's responsibility to advise the Purchasing Department, at the address noted on page one of this IFB, if any language, requirements, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notification must be submitted in writing and must be received by the Purchasing Department not later than five (5) days prior to bid closing date. A review of such notifications will be made.

**3 Submission of Bids:**

**3.1** Bids must be priced, signed and returned (with all necessary attachments) to the office of the City Clerk by the closing date and time specified.

**3.2** **All bid envelopes must be marked in the lower left hand corner with the bid number and the due date and time.**

**Mail to: City of Fulton**

**Attn. Kathie Ratliff, City Clerk  
P.O. Box 130  
Fulton, Missouri 65251**

**Hand Deliver to: 18 E. 4<sup>th</sup>. Street, Fulton, Missouri 65251  
Express Mail and Overnight Envelopes address to City of Fulton 18 E. 4th. Street, Fulton,  
Missouri 65251 Attn. Kathie Ratliff, City Clerk**

**3.3** The bidder must respond to this IFB by submitting all data required herein in order for this bid to be evaluated and considered for award.

**3.4** To facilitate evaluation of the bids, it is highly desirable that the bids be organized to respond to each paragraph of the IFB.

**GENERATOR SERVICE**

**B241029**

**4 Bid Evaluation/Contract Award:**

- 4.1** Any contract resulting from this request shall be awarded in response to a bid providing the lowest and best bid to the City of Fulton.
- 4.2** Any award of a contract resulting from this invitation will be made by written notification from the Purchasing Department.
- 4.3** Bidders may submit preprinted marketing materials with their bids, however, the bidder is advised that such brochures normally do not address the needs of evaluation with respect to the technical evaluation process and the specific responses which have been requested of the bidder. The bidder is strongly discouraged from relying on such materials in presenting products and services for consideration by the city.
- 4.4** General description of products and services: The bidder should present in detail all products and services proposed in this response to the invitation. It is the bidder's responsibility to make sure all products proposed are adequately described. It should not be assumed that the Purchasing Agent has specific knowledge of the products proposed, but that the Purchasing Agent does have sufficient technical background to conduct an evaluation when presented complete information.

**8241029 CITY OF FULTON MISSOURI  
SIX GENERATORS FOR INSPECTION & P.M.**

Generators to be inspected

1	2	3	4	5	6
Name	Address/Location	Make	Model (M/N - Specification)	Rating	S/N
Wastewater UV	1025 Worsham Circle	MTU	10V1600FD5500	500 KW	95010601022
Wastewater Headworks	1025 Worsham Circle	Generac	3289200100	200 KW	2072951
Route O Lift Station	1201 Route O	Kohler	200REOZIF	200 KW	339CGMGK0008
City Hall	18 E. 4th St	CAT	D175-2	175 KW	CAT00C66JN6D01194
Fire Station 1	151 Tennyson Road	Kohler	160REOZIE	160 KW?	2336931
Fire Station 2	1201 Westminster Ave	CAT	D125GC	125KW	CAT0D125ET970069

GENERATOR SERVICE

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Bid Specifications

- SP 1 The agreement shall be for a three year period from a start date to be determined after this bid is awarded
- SP 2 The quoted price should be for each generator separately and should be billed seperately after the service to that particular unit is completed.

SP 3 The preventive maintenance should consist of the following

SP 3 A ANNUAL INSPECTION, INCLUDING OIL, OIL FILTER, OIL ANALYSIS, AND COOLANT

SP 3 B SEMI- ANNUAL INSPECTION

SP 3 C ANNUAL TWO HOUR LOAD BANK TEST

SP 3 D ANNUAL FUEL SAMPLING WITH 3RD PARTY

SP 3 E ANNUAL COOLANT SAMPLING WITH 3RD PARTY

BID AMOUNT FOR FOR THE SIX UNITS

UNIT 1 WASTEWATER UV ( BRAND MTU )	UNIT 1 BID AMOUNT ---(YEAR ONE _____ ) (YEAR TWO _____ ) (YEAR THREE _____ )
UNIT 2 WASTEWATER HEADWORKS (BRAND GENERAC)	UNIT 2 BID AMOUNT ---(YEAR ONE _____ ) (YEAR TWO _____ ) (YEAR THREE _____ )
UNIT 3 ROUTE 0 LIFT STATION (BRAND KOHLER)	UNIT 3 BID AMOUNT ---(YEAR ONE _____ ) (YEAR TWO _____ ) (YEAR THREE _____ )
UNIT 4 CITY HALL (BRAND CATERPILLAR)	UNIT 4 BID AMOUNT ---(YEAR ONE _____ ) (YEAR TWO _____ ) (YEAR THREE _____ )
UNIT 5 FIRE STATION ONE (BRAND KOHLER)	UNIT 5 BID AMOUNT ---(YEAR ONE _____ ) (YEAR TWO _____ ) (YEAR THREE _____ )
UNIT 6 FIRE STATION TWO (BRAND CATERPILLER)	UNIT 6 BID AMOUNT ---(YEAR ONE _____ ) (YEAR TWO _____ ) (YEAR THREE _____ )

IF REPAIRS ARE REQUIRED PLEASE PROVIDE

NORMAL LABOR RATE PER HOUR \$ _____
NORMAL COST FOR MILEAGE \$ _____
PLEASE PROVIDE ANY OTHER ADDITIONAL CHARGES THAT MAY APPLY

**GENERATOR SERVICE**

**NOTICE**

**BID NUMBER** B241029 **CLOSING DATE** TUESDAY 11/19 /2024 **TIME** 3 pm

The City of Fulton is soliciting bids as follows:

Providing preventive maintenance to Six different generators at Five separate City locations. the agreement will be for a 3 year period from a determined date.

Copies may be obtained from the office of the Purchasing Agent  
1303 Westminster Ave, Fulton, MO 65251,  
(573) 592-3141

Please run the above ad printed Saturday October 26th, 2024

Bill to:City of Fulton  
P.O. Box 130  
Fulton, Missouri 65251

Please send affidavit of publication and verification copy with invoice.

Sent by: Jason A. Harris Purchasing Agent 573-592-3141  
[fpagent@fultonmo.gov](mailto:fpagent@fultonmo.gov)