

REQUEST FOR PROPOSALS

for

CATERPILLAR D399 INFRAME OVERHAUL

Issued January 20, 2022

Proposals due no later than February 11, 2022 at 4:30pm

By: Karl Hagerman, Utility Director
Petersburg Municipal Power and Light
PO Box 329
Petersburg, Alaska 99833
907-772-5421

SECTION 1 - GENERAL INFORMATION

1.1 Purpose

Petersburg Municipal Power and Light (PMPL), the electric department of the Petersburg Borough, requires the services of knowledgeable and experienced diesel engine mechanics to perform an in-frame overhaul of a Caterpillar engine – known by PMPL staff as the CAT 399.

1.2 Background

PMPL is the Borough's electrical utility and provides power to its customers from Blind Slough Hydro, resale of Southeast Alaska Power Agency wholesale power and via the diesel power plant in the event of system outages. Diesel generation must be available and reliable at all times. The CAT 399 is one of the smaller generation units, but it is integral to the utility's response to outages and therefore must be dependable and available for service on a daily basis.

1.3 Questions

Any questions regarding this proposal are to be submitted to:

Karl Hagerman, Utility Director
khagerman@petersburgak.gov
907-772-5421

8:00 a.m. to 4:30 p.m. Alaska time, Monday through Friday.

Appointments for inspection of the machine and work area are available upon request.

1.4 Preparation Costs

The Borough shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2 - RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance period

Award of this proposal is anticipated to be announced within 30 calendar days, although all offers must be complete and irrevocable for 45 days following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on 1) conformance to the RFP instructions; 2) responsiveness to the RFP requirements; 3) completeness and clarity of content.

2.5 Signature Requirements

All proposals must be signed. A proposal may be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

Three (3) hard copies of the proposal must be received by the Borough prior to the date and time specified in the cover letter. All copies of the proposals must be under sealed cover and plainly marked. Proposals shall be delivered or mailed to:

Physical Address
PMPL Office
11 South Nordic Drive
Petersburg, AK 99833

Mailing Address
PMPL
PO Box 329
Petersburg, AK 99833

Proposals may also be submitted **via email** to Karl Hagerman, Utility Director, at khagerman@petersburgak.gov prior to the date and time specified on the cover letter. If submitted via email, only one copy is required.

It is the responsibility of the Proposer to verify delivery of hard copies or electronic copies of their proposal prior to the deadline.

2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the Borough staff member listed in Section 1.3.

2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Petersburg Borough. One copy shall be retained for the official files of the Utility and will become public record after award of the Contract.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Borough.

2.10 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the Borough after the date of receipt and following oral presentations.

2.11 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED ON THE COVER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD. ELECTRONIC SUBMISSIONS AFTER THE SUBMITTAL DEADLINE WILL NOT BE CONSIDERED AND WILL BE DELETED BY THE BOROUGH.

2.12 Rejection of Proposals

The Petersburg Borough reserves the right to reject any or all proposals if determined to be in the best interest of the Borough.

2.13 Equal Employment Opportunity Reporting Requirements

The successful proposer shall be required to execute and return such forms as may be necessary to the Equal Employment Opportunity Contract Compliance Officer in accordance with Alaska Statute and the Petersburg Municipal Code, prior to the award of a contract. Failure to complete and return the forms, or failure to meet the requirements of the Regulation, shall be grounds for not awarding a contract to that proposer.

SECTION 3 - SCOPE OF WORK

Petersburg Municipal Power and Light maintains a fleet of diesel generators to supply power to customers in the event of an outage from our wholesale power provider. All generators receive excellent care and maintenance to provide maximum availability and performance when needed to provide power to our customer base.

Caterpillar D399 is scheduled for an inframe overhaul in order to maintain dependability and availability into the future. Proposing businesses shall provide all parts, labor, supplies and tooling to accomplish a complete inframe overhaul of the engine.

The engine is a 1970's Caterpillar D399, serial number 035B04207, AR number 3N1189. It is coupled to a 780kW generating unit and housed in the "Superior Building" at the Petersburg power plant. An overhead gantry crane is available for the vendor's use during the work.

The work will be completed in Petersburg, Alaska, within the PMPL power plant. The work will entail:

- a. Replacement of all filters.
- b. Replacement of all cylinder heads.
- c. Replacement of fuel valves, injector nozzles and fuel injectors.
- d. Replacement of turbocharger cartridges.
- e. Replacement of cylinder packs, connecting rods and associated components.
- f. Replacement of water pump.
- g. Replacement of rack drive gear.
- h. Replacement of all required gaskets, bearings and seals.
- i. Cleaning and testing of aftercoolers, shipping to a reputable radiator shop for service is requested.
- j. Accept return cores where/as applicable.
- k. All parts to be re-used shall be thoroughly inspected and replaced if recommended by the vendor's lead mechanic and accepted by PMPL.
- l. Test run in cooperation power plant operators, with assumption of full generator load for a minimum of 1 hour.
- m. It is not anticipated that replacement or refurbishment of the oil pump, cam shaft, crank shaft, turbocharger housings, exhaust manifolds, fuel injection pump, engine covers or cylinder block will be required.
- n. Costs of additionally required parts or unanticipated machining services after the job has started shall be clearly defined by a company quote and approved by PMPL before expanding the scope of the work.
- o. All parts shall be genuine Caterpillar OEM parts.
- p. A minimum of a 1-year parts and service warranty shall be provided. Proposers shall indicate if extended warranties are available and the cost thereof. Warranty shall cover all costs of parts replacement or rework of job if engine or component failures occur in the warranty period.
- q. The Proposer must commit to maintaining an orderly work area during the project. The site is part of a working power plant and PMPL staff may be working in the building at the same time. Avoidance and/or control of hazards during the work is highly important.

The vendor will be responsible for all travel, lodging and per diem of their mechanics, as required.

General business hours of PMPL are 7:00am – 4:30pm Monday – Friday. Work on this project outside of these hours is possible with coordination with PMPL. Proposals shall clearly state the daily schedule of work during the project.

PMPL would like the work completed prior to the annual maintenance shutdown of the Southeast Alaska Power Agency (SEAPA) that will occur from May 31 – June 9, 2022. The unit must be available for this maintenance period. The vendor shall not be allowed to start the work before the shutdown if they cannot complete all portions of the work, perform the test run and return the machine to full availability prior to May 31. Therefore, if the work is not accomplished before the shutdown, all work shall be completed no later than June 30, 2022.

PMPL will be responsible for draining of oil and coolant from the machine prior to start of work. PMPL will provide all fresh oil as needed. PMPL will provide storage of coolant to be reused for machine refill prior to the test run of the machine. PMPL will accept and dispose of all used fluids, filters and trash generated during the work.

It is possible that in the case of a community power outage, other engines in the work site building may need to be started and utilized to restore power to the community. This creates hazardous noise levels at the work site. Mechanics should be aware of this and have OSHA compliant hearing protection available if needed.

SECTION 4 - PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed ten (10) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, dividers or D/WBE forms if required). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" X 11", piece of paper.

4.1 Title Page

Show the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Table of Contents

Clearly identify the materials by section and page number.

4.3 Letter of Transmittal (Limited to one (1) page.)

4.3.1 Briefly state your company's understanding of the services to be performed and make a positive commitment to provide the services as specified.

4.3.2 Give the name(s) of the person(s) who are authorized to make representations for your company, their titles, address, and telephone numbers.

4.3.3 The letter must be signed by a corporate officer or other individual who has the authority to bind the company.

4.4 Experience

4.4.1 Detail the company's experience in the same scope of work requested and on similarly sized engines.

4.4.2 Provide at least three (3) references for which your firm has provided the same or similar services. Include a point of contact, telephone number, and a brief description of the services provided.

4.5 Lead Mechanic

Provide detailed information on the qualifications and experience of the Lead Mechanic that will be on-site during the project as it relates to the required services. Include project reference contact name(s) and telephone number(s).

4.6 Key Project Staff

Identify key project staff expected to provide services on behalf of the company. Summaries of certifications and years of experience performing the requested services should be included for each of the individuals referenced.

4.7 Available Resources

Provide information on resources available to your firm, which indicates that you have access to the equipment, supplies, tools, parts and services necessary to perform the work.

4.8 Contractor Location

Describe the company's location in relation to where the primary services are to be provided and the ability to meet in person with Borough personnel when required during the performance of the contract and within the warranty period.

4.9 Project Plan

Provide detailed information on the company's plan to provide the scope of work requirements identified in Section 3. Describe overall approach to include any special considerations, which may be envisioned. This would include, but not limited to, any expectation of on-site equipment or tool availability, expectation of PMPL staff assistance, daily work hours, contingency plans for unanticipated repairs and parts supply, etc.

4.10 Cost/Fee Schedule

Provide a broken-out cost list that culminates in a lump sum cost to complete all services required in Section 3. The cost list should include:

1. Parts (including any core costs and offered core rebates)
2. Labor
3. Supplies
4. Equipment/tooling as needed
5. Travel expenses/shipping
6. Overhead (General and Administrative costs)
7. Profit (if not factored into other costs)
8. Total Lump Sum cost

Also clearly state the labor rate (in \$/hr) for all mechanics and technicians who will be providing services.

4.11 Schedule

Provide a detailed schedule, including earliest start date, anticipated number of days to complete and a final completion date, for accomplishing all services required in Section 3.

SECTION 5 - EVALUATION CRITERIA AND PROCESS

5.1 Criteria

The criteria to consider during evaluations, and the associated point values, are as follows:

1. Experience	20 points
2. Lead Mechanic	20 points
3. Key staff	10 points
4. Project Plan	20 points
5. Available Resources	20 points
6. Cost	30 points
<u>7. Schedule</u>	<u>30 points</u>
Total Points Available	150 points

5.2 Qualitative Rating Factor

Firms will be ranked using the following qualitative rating factors for each RFP criteria:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: For the evaluation of the experience factor if the evaluator feels the response as provided was “Good” they would assign a “qualitative rating factor” of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available (30) and the resulting score of 18 would be assigned to the experience factor. This process would be repeated for each criterion.

5.3 Evaluation Process

A committee of individuals representing the Petersburg Borough will perform evaluation of the proposal. The committee will rank the proposal as submitted. The Petersburg Borough reserves the right to award a contract solely on the written proposal.

SECTION 6 - SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into a purchase order with the Petersburg Borough. If a purchase order is declined, the second highest Proposer may be contacted for retention of services. This process may continue until a vendor is hired. The Petersburg Borough reserves the right to reject any and all proposals submitted.

SECTION 7 - MINIMUM MANDATORY INSURANCE PROVISIONS

In addition to carefully reading all of the information in the RFP, all Proposers must carefully read and review the mandatory insurance provisions below. The successful Proposer shall be required to provide a Certificate of Insurance meeting all required polices and provisions prior to any work on Borough property.

If the Proposer takes exception to any insurance provision, they must clearly state the exception in their proposal. Failure to provide required insurance coverage may result in cancellation of the purchase order and award to the next highest ranked proposer.

Minimum Insurance requirements:

As a prerequisite to execution of the Purchase Order, the Contractor shall obtain all insurance required. The Contractor shall maintain this insurance until the Final Acceptance Date of the work. The Contractor shall file with the Borough, as verification of insurance, a certificate of insurance showing the type and amounts of insurance, the policy number, and expiration date. The certificate must be signed by an authorized representative of the insurance company. Each certificate of insurance shall state that the insurance company will provide not less than twenty (20) days written notice to the Petersburg Borough of any material change, cancellation, or non-renewal of the insurance policies.

All General Liability and Automobile Liability insurance policies required under this Article shall name the Petersburg Borough as an additional insured for the

purposes of this Project and shall contain a waiver of subrogation against the Borough.

The Contractor shall provide the following types of insurance:

<u>Workers' Compensation</u>	<u>Minimum Limits</u>
Employer's Liability and Worker's Compensation as required by Alaska State Workers Compensation Statutes.	\$500,000
<u>Commercial General Liability</u>	<u>Minimum Limits</u>
Bodily Injury and Property Damage Liability Premises Operations including explosion, Collapse and underground; Products and Complete Operations; Broad Form Property Damage; Blanket Contractual; Personal Injury Owner's/Contractor's Protection	\$1,000,000 Combined Limit Each Occurrence and \$2,000,000 Aggregate
<u>Commercial Automobile Liability</u>	<u>Minimum Limits</u>
Bodily Injury and Property Damage, including all owned, hired and non-owned automobiles	\$1,000,000 Combined Limit per Accident

End of Request for Proposals