

REQUEST FOR PROPOSAL

**PUTNAM PUBLIC SCHOOLS
152 WOODSTOCK AVENUE
PUTNAM, CONNECTICUT 06260**

GENERAC 30KW PROPANE GENERATOR

OWNER: PUTNAM PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES
152 WOODSTOCK AVENUE
PUTNAM, CONNECTICUT 06260

OWNER CONTACT: NANCY T. COLE
BUSINESS ADMINISTRATOR
TEL: 860-963-6900
E-MAIL: COLEN@PUTNAM.K12.CT.US

FEBRUARY 2024

TABLE OF CONTENTS

Invitation to Request for Proposal Page 1

Specifications.....Pages 2 – 4

FormPages 5 – 6

INVITATION TO REQUEST FOR PROPOSAL

ISSUING OFFICE: PUTNAM PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES
152 WOODSTOCK AVENUE
PUTNAM, CONNECTICUT 06260

PROJECT: **Generac 30kw Propane Generator or Approved Equal**

Vendors are invited to submit a sealed request for proposal on the Form provided in accordance with the requirements of this request for proposal and the following instructions. The services include the purchase and placement of a new Generac 30kw Propane Generator with Automatic Transfer Switch or Approved Equal that will provide backup power for the Putnam Elementary/Middle School kitchen, which includes walk-in freezer, walk-in refrigerator, and nine (9) additional reach-in refrigerators and or freezers at Putnam Middle School, 35 Wicker Street, Putnam, Connecticut.

The Putnam School District will receive responses until **11:00 AM on March 14, 2024**, at the Putnam Public Schools Administrative Offices. Interested parties are invited to attend. Responses will be opened publicly and read aloud immediately after the specified closing time.

Proposals are to be submitted on the enclosed Form in a sealed envelope and addressed as follows:

Putnam Public Schools
RFP – Generac 30kw Propane Generator
152 Woodstock Avenue
Putnam CT 06260

Refer to the “Specifications” of this Request for Proposal for other requirements. No vendor may withdraw their proposal within three (3) calendar days after the actual date of opening thereof without the consent of the Putnam School District.

This Request for Proposal may be requested or picked up from the Putnam Public Schools Administrative Offices on or after **February 14, 2024** (Saturdays, Sundays and Legal Holidays excluded) between the hours of 9:00 AM and 4:00 PM. Contact Nancy Cole by calling 860-963-6900 Ext 5003 or via e-mail at: colen@putnam.k12.ct.us.

A mandatory pre-bid conference will be held at Putnam Middle School, 35 Wicker Street, Putnam, CT on February 27, 2024 at 1:00 PM. Contact Marc Coderre, Director of Special Projects, at 860-963-6925 Ext 2021 or via email at coderrem@putnam.k12.ct.us, if you have any questions.

Prospective vendors’ attention is referred to the State requirements pertaining to conditions of employment to be observed, including Workmen’s Compensation and Equal Employment Opportunities.

The Putnam School District reserves the right to waive irregularities and to reject any or all responses, wholly or in part, to waive any informalities or defects in any or all responses and to make awards deemed in the best interest of the Putnam Public Schools, which may not be the lowest cost proposal.

SPECIFICATIONS

1. **PURPOSE**

The purpose of this request for proposal is to solicit prices for a Generac 30kw propane generator or Approved Equal for the Food Service Department.

2. **SCOPE OF WORK**

The scope of work shall include, but is not limited to, installation and placement of the generator on site to the dedicated location. Startup and special inspections will be coordinated with school officials and contractors. Work, materials, and equipment shall comply with the most restrictive of local, state, and federal authorities' codes and ordinances for the plans and specifications. Putnam Public Schools is responsible for all permits and fees related to the project. The vendor chosen for the project must present a pertinent license and proof of insurance to the Town of Putnam Building Official.

Electrical and Propane installations will be done by school contractors.

3. **DOCUMENTATION**

Vendor must provide details or specification sheets on the items provided for in their respective proposal. Only approved equal or better hardware will be accepted.

4. **WARRANTY**

Proposal is to provide warranty details.

5. **EQUIPMENT DETAILS**

GENERAC 30KW PROPANE GENERATOR

- Generac (Model No. RG030), 30KW, Propane, 120/208 Volt 3-Phase with Automatic Transfer Switch (ATS Model No. RTSW200G3 120/208 Volt 3-phase 200-amp); or Approved Equal
- Mobile Link 4G LTE Cellular Accessory
This feature allows the ability to check the status of the generator from anywhere on a smart device.
- Cold Weather Kit
This kit is for temperature drop below 32 degrees F; unit will have a battery warmer with thermostat to maintain optimal battery temperature.
- Power Zone Pro Controller and Gateway
The controller will be installed in the Food Service Director's office.

6. INSURANCE

Contractor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name Putnam Board of Education as an Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation. All policies should also include a Waiver of Subrogation.

Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best’s Rating of “A-“ VIII. In addition, all Carriers are subject to approval by Putnam Board of Education.

		Minimum Limits
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
	Abuse and Molestation Liability	\$1,000,000
Auto Liability	Combined Single Limit	\$1,000,000
Umbrella/Excess Liability	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers’ Compensation and Employer’s Liability

WC Statutory Limits	
EL Each Accident	\$1,000,000
EL Disease Each Employee	\$1,000,000
EL Disease Policy Limit	\$1,000,000

Original, completed Certificates of Insurance must be presented to the Putnam Board of Education prior to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies. Should any of the above-described policies be cancelled, limits reduced, or coverage altered, 60 days written notice must be given to the Putnam Board of Education.

7. VENDOR INFORMATION

- a. Describe the experience of your firm in providing and supporting the type of work being proposed. Include the length of time your company has been in business.
- b. Include the most relevant (installed) project(s) of this type of similar size and scope as is proposed.
- c. Provide a list of the municipal or commercial clients in Connecticut you have installed or are in the process of installing.

8. REFERENCES

Vendors must provide references of at least three (3) clients for whom they have completed a similar project. Preference is for references which are similar in size and scope. Please provide the following information for each reference:

Name of Organization:

Contact Person:

Phone Number:

E-Mail Address:

Date of implementation (e.g. November 2023):

9. EVALUATION CRITERIA

Responses to the Request for Proposal will be evaluated according to the following criteria:

- Cost of project
- Background and experience in providing this type of solution
- Length of time in business
- The company's client references and demonstrated record of successful implementations in at least three (3) municipal or commercial clients
- Quality, clarity, responsiveness and completeness of proposal in conformance with instructions

All evaluations and judgments about the proposals shall be made solely by Putnam School District representatives. All selection decisions shall be made by the Putnam School District in its complete and sole discretion. The Putnam School District will select the Request for Proposal it deems as the best possible solution and value for the Putnam School District, which may not be the lowest priced option.

FORM

DATE: _____

SUBMITTED BY: _____
Firm Name

Mailing Address

City/State/Zip

TELEPHONE: (____) _____

E-MAIL: _____

CONTACT: _____
Name/Title

1. PROPOSAL

The undersigned hereby attests-by-signature, having examined the details in the Request for Proposal, and hereby offers to perform the work for the sum as indicated below:

Qty	Description	Price per each	Total Price
	Generac 30kw Model No. RG030, Propane Generator, 120/208 Volt 3-Phase with Automatic Transfer Switch, Model No. RTSW200G3, 120/208 Volt, 3-phase, 200-amp, (ATS); or approved equal.	\$	\$
	Mobile Link 4G LTE Cellular Accessory	\$	\$
	Cold Weather Kit	\$	\$
	Power Zone Pro Controller and Gateway	\$	\$
	TOTAL	\$	

The undersigned certifies under penalty of perjury that this response is in all respects bonafide, fair and made without collusion or fraud with any other person. As used in this Section, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

2. ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for three (3) calendar days from the closing date. The successful vendor will be required to furnish a Certificate of Insurance meeting or exceeding the minimum coverage as indicated in the Specifications within five (5) business days of the award.

3. HOURS FOR WORK

The undersigned certifies that he/she will schedule the work to conform with the school system's operations and that the work will be performed during mutually agreed upon hours.

4. COMPLETION TIME

The school district would like the work to begin on or around June 10, 2024, and be completed by June 30, 2024. The undersigned agrees that if this proposal is accepted, he/she will complete the project no later than June 30, 2024.

5. SIGNATURE

Signature

Typed Name/Title

END OF DOCUMENT