



Texas Facilities Commission  
P.O. Box 13047  
Austin, Texas 78711-3047

## REQUEST FOR PROPOSALS

Emergency Generator and Automatic Transfer Switch  
Preventive Maintenance,  
Repair and Rental Services

RFP #303-5-01276

Dated: May 18, 2015

Proposal Due Date/Opening: June 18, 2015, 3:00 PM

# TABLE OF CONTENTS

## Proposal Information

Attachment A	Emergency Generators and Automatic Transfer Switches Preventive Maintenance, Repair, and Rental Services Contract (hereinafter referred to as “Services Contract”) (to be executed by the parties upon award) (posted as Package ‘2’ on the ESBD)
Attachment B	HUB Subcontracting Plan and HUB Vendor List (posted as Package ‘3’ on the ESBD)
Attachment C	Execution of Proposal
Attachment D	Facilities, Equipment List, Compensation and Fees (to be included as ‘Exhibit A’ to the Services Contract)
Attachment E	Contractor’s Qualifications Form
Attachment F	Inspection Checklist – Emergency Generator and Automatic Transfer Switch (to be included as ‘Exhibit B’ to the Services Contract)
Attachment G	Criminal Background Checks and Application Guidelines (to be included as Exhibit C to the Services Contract) (posted as Package ‘4’ on the ESBD)
Attachment H	RFP Checklist

**THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK**

**SECTION I**  
**SCOPE**

- 1) **SCOPE:** Pursuant to Texas Government Code Section 2165.001, Custodianship of State Property, and Section 2156.121, Use of Competitive Sealed Proposals, the Texas Facilities Commission is requesting proposals for the provision of emergency generator and automatic transfer switches preventative maintenance and repair and rental of generators as needed in various facilities maintained by the Texas Facilities Commission located in Austin, Texas.
- 2) **CONTRACT TERM:** Services shall be for a period beginning on September 1, 2015, and shall expire on August 31, 2017. The Contract may be renewed for one (1) additional two (2) year period, provided that renewal is executed prior to expiration of the current contract term. Any renewals shall be in writing and at the same terms and conditions, plus any approved changes.

This contract is contingent upon the continued availability of funding. If funds become unavailable through lack of appropriations, legislative budget cuts, amendment of the Appropriations Act, state agency consolidations, or any other disruption of current appropriations, provisions of the Termination Article in the Services Contract shall apply.

- 3) **WORKING HOURS:** Contractor shall perform the services during normal working hours of 7:30 a.m. – 5:30 p.m., Monday through Friday, except as indicated in Section II (11) Special Provisions. Contractor may also perform work at hours other than normal business hours at the direction of the Contract Administrator. No overtime will be paid without the prior written approval of the Contract Administrator.
- 4) **SCHEDULE OF EVENTS:**
- a) The solicitation process for this RFP will proceed according to the following schedule. TFC reserves the right to change the dates in the Schedule of Events set forth above upon notification to prospective Respondents posted in the form of an Addendum on the Electronic State Business Daily: <http://esbd.cpa.state.tx.us>.

<b>EVENT</b>	<b>DATE</b>
Issue RFP	05/18/2015
Mandatory Pre-Proposal Conference #1 <b>OR</b> (Respondents are required to attend only one of the scheduled meetings)	Thursday, 05/28/2015, 2:00 PM
Mandatory Pre-Proposal Conference #2	Friday, 05/29/2015, 9:00 AM
Deadline for Submission of Questions	06/10/2015, 12:00 PM
Deadline for Submission of Proposals/RFP Opening	06/18/2015, 3:00 PM
Expected Award of Contract	07/01/2015
Expected Contract Start Date	09/01/2015

**b) PRE-PROPOSAL CONFERENCE:**

- i) The Pre-Proposal Conferences are scheduled for:

Thursday, May 28, 2015 at 2:00 PM  
And  
Friday, May 29, 2015 at 9:00 AM

The location of the Pre-Proposal conference is:

Central Services Building  
1711 San Jacinto Blvd.  
Austin, TX 78701  
Check in with 4<sup>th</sup> Floor Receptionist

- ii) Attendance at only one (1) of the two (2) scheduled pre-proposal conferences is mandatory. Only those Respondents whose names and represented firm are on a pre-proposal conference sign-in sheet shall be allowed to submit a response. Please do not be late.
- iii) Parking is available in the small visitor parking lot on the southwest corner of the building, metered parking around the building, or free parking available on the top level of State Garage B, 1511 San Jacinto, Austin, TX.

<http://www.tspb.state.tx.us/spb/Plan/floorplan/pdf/CapitolComplexEmployeeParking.pdf>

## SECTION II STATEMENT OF WORK

- 1) **DEFINITIONS:** The following definitions apply to this Request for Proposals:

Addendum - A modification of the specifications issued by TFC.

Best and Final Offer (BAFO) - A formal request made to acceptable or potentially acceptable Respondents for revision to the originally submitted proposal.

Contract - The Emergency Generators and Automatic Transfer Switches Preventative Maintenance, Repair, and Rental Services Contract referred to in this RFP as Attachment A – Services Contract which will be executed upon award.

Contract Administrator - The individual designated by TFC to represent TFC during the performance of the Contract, further defined below.

Contractor - The individual, partnership or corporation whose proposal is accepted and who enters into a Contract with TFC.

Electronic State Business Daily (ESBD) – The designated website where state agencies, universities, and municipalities post formal solicitations (over \$25K), addenda to posted solicitations, and awards. The website for the ESBD can be found here: <http://esbd.cpa.state.tx.us/>

Good Faith Effort – Effort required by vendors when completing the HUB Subcontracting Plan, which demonstrates the respondent has completed one of the following for the planned subcontracting needs: A) Self-Performing Contract (performing all work with own materials and labor), B) Using strictly HUBs for all subcontracting needs, C) Meeting stated agency goal for HUB subcontracted needs for this type of solicitation, or D) Performing “Traditional Good Faith Effort” of notifying two trade organizations and soliciting bids from three HUBs for each subcontracting opportunity, and allowing seven business days for response.

HUB Subcontracting Plan (HSP) – The Historically Underutilized Business (HUB) Subcontracting Plan (HSP) required by Chapter 2161 of the Texas Government Code (TGC) and by Title 34, Chapter 20, Subchapter B, §20.10- §20.28 of the Texas Administrative Code (TAC).

Historically Underutilized Business (HUB) – A business who certified with the Comptroller of Public Accounts by meeting the following requirements: 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman, and/or United States Veteran with a minimum 20% Disability rating; is an entity with its principal place of business in Texas; and has an owner residing in Texas with a proportionate interest that actively participates in the control, operations and management of the entity’s affairs.

Respondent - An individual, partnership or corporation that responds to this RFP.

RFP – Request for Proposal

TFC - Texas Facilities Commission

2) **SERVICE REQUIREMENTS:**

- a) Contractor shall provide inspections, preventative maintenance, remedial repair, and emergency repair for thirty-four (34) emergency generators and associated automatic transfer switches in various state-owned facilities in Austin, Texas, as listed in Attachment D – Facilities, Equipment List, Compensation and Fees. Contractor shall provide the labor, materials, equipment, tools and transportation required to perform these services as stated in Attachment A – Services Contract.
- b) Contractor shall provide, mobilize and connect 500 kW, 1000 kW, and 1500 kW rental generators and cables on an as-needed basis. Mobilization shall occur within two (2) hours of notification. Rental generators shall be fueled with a minimum of 50% fuel upon arrival and shall accept #2-off road diesel fuel. Generators shall be provided at the rates proposed in Attachment D – Facilities, Equipment List, Compensation and Fees.
- c) TFC may, from time to time, initiate projects and identify emergency generators and associated automatic transfer switch installation, repair and/or maintenance services to Contractor and document such services through a separate document (hereinafter referred to as a “Delivery Release”). Such Delivery Releases will constitute amendments to the Contract, subject to the terms, and conditions set forth in the Contract, and shall include a description of the project assignment, scope of services, schedule and term, and compensation specific to the Delivery Release which shall be negotiated at the time of such Delivery Release. Any work completed by Contractor without a Delivery Release will not be paid for by TFC.
  - i) Contractor understands and agrees that no guaranteed minimum number of Delivery Releases will arise from the Contract.
  - ii) Upon receipt of a Delivery Release, Contractor shall respond to the TFC Contract Administrator, as defined in Section (5) below, on-site with same or next day service. Contractor shall perform all work under a Delivery Release within the timeframe agreed upon. In the event that repairs cannot be completed at time of service, the following information shall be provided to TFC Contract Administrator:
    - (1) the reason why repair cannot be completed; and
    - (2) the timeline for when repairs will be completed.

3) **INSTALLATION AND REPAIRS:** All work shall be in strict accordance with federal, state, and local codes and ordinances and comply with the Occupational Safety and Health Administration (OSHA) requirements and the Americans with Disabilities Act Accessibility Guidelines.

4) **MATERIALS:** Contractor shall provide any and all parts required to perform service on equipment. All materials and components installed shall meet the manufacturer’s minimum recommended specifications and must be compatible with the existing equipment. Equipment and materials utilized by the Contractor must be of equal or better quality than existing equipment and materials. Contractor shall ensure documentation verifying conformance to manufacturer’s minimum recommended specifications must be provided to TFC Contract Administrator prior to installation. Contractor shall ensure that access to standard stocked parts for remedial or emergency work is available in twenty four (24) hours or less.

5) **CONTRACT ADMINISTRATOR:**

- a) TFC shall designate a “Contract Administrator” for the Contract who will serve as the point of contact between TFC and Contractor. The instructions of the Contract Administrator and/or the Contract Administrator’s designated representative (hereinafter collectively the “Contract Administrator”) are to be strictly and promptly followed by Contractor at all times. The Contract Administrator is to have free access to Contractor’s supplies, equipment, and work product at all times for inspection and audit. Contractor is to afford the Contract Administrator all necessary assistance during those inspections and/or audits. The Contract Administrator will decide any and all questions that may arise as to the quality and acceptability of work performed, and as to the manner of performance and rate of progress of the work. The Contract Administrator will determine the amount of work performed and materials furnished which are to be paid under this Contract. Failure of the Contract Administrator during the progress of the Contract, to:
  - i) discover or reject unacceptable work;

- ii) discover work not in accordance with the Contract; or
  - iii) failure to exercise any remedies in connection therewith, shall not be deemed an acceptance thereof, nor a waiver, of TFC's right to full performance of the contract.
- b) Contractor agrees to conduct all of its services under this Contract by and through appropriate communications with TFC's Contract Administrator. Contractor understands and agrees that work, installation or any other service performed without the prior written direction of TFC's Contract Administrator is work outside the scope of this Contract and shall be performed exclusively at Contractor's risk and own expense.
- 6) **PERFORMANCE REQUIREMENTS:** Contractor's performance shall include, but not be limited to, the following when performing services.
- a) Contractor must have a minimum of one (1) National Institute of American Service Excellence (ASE) certified diesel mechanic on staff in the Austin area, as stated in Subsection (d) below.
  - b) Contractor must have a minimum of one (1) licensed master electrician on staff in the Austin area, as stated in Subsection (d) below.
  - c) Contractor must have a minimum of ten (10) years business and technical experience performing services in populated office buildings.
  - d) Contractor must maintain a branch/office within the Texas Department of Transportation's Highway District 14 (includes Bastrop, Blanco, Burnet, Caldwell, Gillespie, Hays, Lee, Llano, Mason, Travis and Williamson counties) throughout the duration of this Contract. If Contractor has no branch/office within District 14, same must be set up within ninety (90) days of Contract award, at no cost to the State of Texas.
  - e) **QUARTERLY INSPECTIONS:** Contractor shall be responsible for performing quarterly inspection services on the emergency generators and automatic transfer switches as indicated in the equipment list in Attachment A – Facilities, Equipment List, Compensation and Fees. All quarterly inspections performed by Contractor are to be scheduled via e-mail to the Contract Administrator at least fifteen (15) days in advance of the proposed scheduled date of work. A completed quarterly inspection service performed by Contractor shall include a submitted electronic copy report addressing issues, any deficiencies found, and corrective measures to include, but not limited to, the following and in accordance with Attachment F – Inspection Checklist – Emergency Generator and Automatic Transfer Switch:
    - i) Lubrication is to be inspected to include, but not be limited to, the following:
      - (1) system leaks;
      - (2) oil levels; and
      - (3) filters.
    - ii) Cooling System is to be inspected to include, but not be limited to, the following:
      - (1) leaks;
      - (2) water level;
      - (3) DCA/antifreeze;
      - (4) filters;
      - (5) hoses;
      - (6) belts;
      - (7) cooling fins;
      - (8) block heater;
      - (9) pillow block; and
      - (10) complete cooling service.
    - iii) Fuel System is to be inspected to include, but not be limited to, the following:
      - (1) leaks;
      - (2) filters;
      - (3) lines;
      - (4) tank levels;
      - (5) transfer pump;
      - (6) water separators;
      - (7) solenoid;
      - (8) wiring; and
      - (9) governor.

- iv) Ignition System is to be inspected to include, but not be limited to, the following:
  - (1) plugs;
  - (2) points, condenser;
  - (3) cap, rotor;
  - (4) wiring, coil; and
  - (5) corrosion.
- v) Exhaust System is to be inspected to include, but not be limited to, the following:
  - (1) leaks;
  - (2) condensation;
  - (3) turbo charger;
  - (4) flex pipe; and
  - (5) rain cap.
- vi) Housing/Cabinets are to be inspected to include, but not be limited to, the following:
  - (1) general overall condition;
  - (2) fit; and
  - (3) decals.
- vii) DC – Electrical is to be inspected to include, but not be limited to, the following:
  - (1) batteries;
    - (a) water level;
    - (b) specific gravity;
    - (c) terminals;
    - (d) cables.
  - (2) engine safeties annunciator;
  - (3) batter charge rate; and
  - (4) battery replacement (occurs every two (2) years. Note condition of battery on report plus make/model numbers.)
- viii) AC – Electrical is to be inspected to include, but not be limited to, the following:
  - (1) brushes, generator, regulator;
  - (2) instruments, meters;
  - (3) circuit breakers;
  - (4) automatic transfer switches;
  - (5) contacts exerciser clock; and
  - (6) remote annunciators.
- ix) Operational tests are to be inspected to include, but not be limited to, the following:
  - (1) no load test;
  - (2) voltages;
  - (3) frequency;
  - (4) time delays;
  - (5) oil pressure; and
  - (6) engine temperature.
- f) **ANNUAL INSPECTIONS:** Contractor shall be responsible for performing annual inspection services on the emergency generators and automatic transfer switches. Contractor is responsible for oil, filters, batteries, block heater, belts, hoses, lamps, and antifreeze replacements and associated costs. Annual Inspections shall include the fourth quarterly inspection items above and the annual inspection content as indicated below. All transfer tests must be scheduled, via e-mail to the Contract Administrator, at least fifteen (15) days in advance. Transfer tests may be required to be performed after 3:00 p.m. An annual inspection shall include a typed report on all the elements of the quarterly inspection and quarterly report together with operational tests to be performed to include the following:
  - i) transfer of loads;
  - ii) load bank test (using the current industry standard);
  - iii) oil change;
  - iv) block heater replacement (occurs every two (2) years). Note condition of block heater on annual inspection report plus make/model numbers
  - v) belt and hose replacement, including clips and clamps (occurs every two (2) years);

- vi) antifreeze change; and
- vii) filter changes to include, but not be limited to, the following:
  - (1) oil;
  - (2) fuel; and
  - (3) air breather.
- viii) Replace indicator lamps on automatic transfer switches equipped with indicator lights.
- g) **INSPECTION REPORTS:** All inspection reports must be submitted to Contract Administrator within three (3) business days of completion. The attached Attachment F – Inspection Checklist – Emergency Generator and Automatic Transfer Switch (or equal, and shall be submitted to the TFC Contract Administrator for approval prior to use) shall be used as the basis for both quarterly inspection and annual inspection reports.
- 7) **EMERGENCY RESPONSE TIME:** Contractor shall respond (arrive on-site) to an emergency repair requirement sent out by the Contract Administrator, within a two (2) hour time period. Contractor is expected to maintain an “on call” contact for emergency responses at all times. All repairs must be completed and the generator returned to service within the timeframe agreed upon by Contract Administrator and Contractor, unless the Contractor has received prior written approval from the Contract Administrator for additional time. To receive a time extension, the Contractor shall notify the Contract Administrator for the requested time extension. Contract Administrator will acknowledge all such requests and approve in writing. The Contract Administrator may request any additional information deemed necessary to make a decision regarding a requested time extension. Contractor may start work without a Delivery Release number on Emergency work only. Contractor is responsible for ensuring a work order number is received prior to performance of work.
- 8) **CALLBACK:** For the purposes of evaluating performance under this Contract, a “Callback” is defined as a failure due to the mechanic’s inability, negligence, or lack of knowledge to correct a problem. All Callbacks shall be responded to in thirty (30) minutes or less.
- 9) **PERFORMANCE STANDARDS, CODES, AND OTHER REGULATORY REQUIREMENTS:** All work performed by Contractor shall be in accordance with the International Mechanical Code, National Electrical Code, state and federal laws and the manufacturer’s standard recommendation manuals for service and repair.
- 10) **SERVICE MANUALS:** Contractor shall ensure all operating manuals for equipment listed in Attachment D – Facilities, Equipment List, Compensation and Fees are in place.
- 11) **SPECIAL PROVISIONS:**
  - a) There will be no load bank testing during a legislative session at the following facilities:
    - i) the Robert E. Johnson State Office Building (load bank testing shall be performed in November);
    - ii) the John H. Reagan State Office Building; and
    - iii) the Sam Houston State Office Building.
  - b) Further, load bank testing at the following facilities must be performed on the weekends:
    - i) the State Parking Garage P;
    - ii) the Sam Houston State Office Building;
    - iii) the Department of Health New Lab;
    - iv) the Disaster Recovery Operations Center;
    - v) the William P. Hobby State Office Building; and
    - vi) the Robert E. Johnson State Office Building
- 12) **SECURITY AND IDENTIFICATION:** Contractor shall abide by all procedures and rules as conveyed by TFC’s Contract Administrator regarding security requirements of the property where work is to be performed. Contractor employees must wear either uniforms or appropriate clothing identifying them as employees of the Contractor at all times when working in TFC facilities. Shorts and/or muscle shirts shall not be worn at any time. Contractor personnel must have a TFC supplied identification badge visible at all times when working in TFC facilities.
- 13) **CONTRACTOR ACCESS:** Access routes, entrance gates or doors, parking and storage areas, and other necessary Contractor access, along with any imposed time limitations shall be designated by TFC’s Contract Administrator. Contractor shall conduct operations in strict observation of the access routes and other areas established. Under no circumstances shall any of Contractor's employee,

vehicles, or equipment enter or move upon any area not authorized by TFC's Contract Administrator for access by Contractor.

- 14) **EXAMINATION OF PREMISES:** Contractor shall be held to have examined all properties at which the work will take place and to be familiar with the conditions under which the work will be accomplished. Contractor shall inspect existing conditions prior to commencing work, including elements subject to damage or movement during the performance of services under this Contract.
- 15) **EXISTING UTILITIES AND STRUCTURES:** Contractor shall adequately protect the work, TFC's property, adjacent property and the public. In the event of damage to facilities as a result of Contractor's operations, Contractor shall take immediate steps to notify TFC's Contract Administrator and subsequently repair or restore all services to the satisfactory approval of TFC's Contract Administrator. Further, Contractor shall engage any additional outside services which may be necessary to facilitate repairs until services are restored. All costs involved in making repairs and restoring disrupted services shall be at the expense of Contractor, and Contractor shall be fully responsible for any and all claims resulting from the damage. TFC's Contract Administrator may elect to perform such repairs and deduct the cost of such repairs, replacements, and outside services from amounts due to Contractor. Upon the approval of TFC's Contract Administrator, Contractor shall have permission to utilize air, water, gas, steam, electricity, and similar items of expense from existing resources on TFC property.
- 16) **WASTE REMOVAL:** Contractor will be allowed to store materials and equipment in performance of the Contract only if space is available in each building. Storage space will be arranged through the Contract Administrator. Contractor shall keep the premises clean on a continual basis, and no trash or debris will be permitted to accumulate in work areas. Contractor shall be responsible for removal and disposal of all waste packaging material associated with services being performed which may include, if applicable, the rental of a waste receptacle associated with this Contract. If needed, site placement of the waste receptacle shall be approved by the Contract Administrator.
- 17) **DISPOSAL OF SALVAGEABLE ITEMS:** Contract Administrator shall mark and/or otherwise inform the Contractor of any material that will be salvaged by the Owner. Disposal may include depositing in a central location for salvage by the Owner or delivery to the Owner's warehouse located at 6506 Bolm Rd., Austin, Texas or such other location as determined by the Contract Administrator.
- 18) **SMOKING:** All TFC facilities where work is to be performed are nonsmoking buildings. Contractor's employees are prohibited from smoking in all areas except in areas designated for smoking.
- 19) **CHEMICALS:** Contractors and subcontractors shall provide TFC Risk Management Safety and Health (RMSH) personnel a legible Material Safety Data Sheet (MSDS) on all chemicals used or brought onto TFC controlled property. MSDS's shall be submitted to RMSH personnel prior to the start of work.
- 20) **TRAVEL TIME:** Travel time to and from job site is not reimbursable under this Contract. Contractor shall ensure that the authorized TFC representative logs the start and completion time on the service ticket for the services performed. Any work not logged is subject to withholding or delay of acceptance or payment, at the sole discretion of TFC Contract Administrator. Contractor shall provide the following information on the service ticket: building name, TFC representative, and name of personnel performing the work.
- 21) **FREIGHT AND SHIPPING COSTS:** Freight and shipping costs are not an allowable expense under this Contract. Expedited shipping charges, with prior approval from the TFC Contract Administrator, may be allowed.

### SECTION III PROPOSAL REQUIREMENTS

- 1) **PROPOSAL INFORMATION:**
  - a) **SUBMISSION REQUIREMENTS:** Proposal pages should be numbered and contain an organized, paginated table of contents corresponding to the sections listed below in Section 4(d).
    - i) Respondents shall submit one (1) original:
      - (1) HUB Subcontracting Plan;
      - (2) Attachment C – Execution of Proposal;

- (3) Attachment D – Facilities, Equipment List, Compensation and Fees;
- (4) Acknowledgement of Addenda
- (5) Litigation History
- (6) Bid Bond
- ii) along with one (1) original and three (3) copies of Attachment E – Contractor’s Qualifications Form and all other documentation required for this proposal.
- iii) Additionally, respondent shall provide a CD/DVD containing a complete copy of the vendor’s response to this RFP. The format shall be Adobe Acrobat version 9.0 or higher.
- b) **COSTS:** Respondents to this RFP are responsible for all costs of proposal preparation and delivery.
- c) **PUBLIC INFORMATION:** TFC will not consider any proposal that bears a copyright. As a state agency, TFC will strictly adhere to the requirements of Chapter 552 of the Texas Government Code (the "Texas Public Information Act") regarding the disclosure of public information. As a result, by participating in this solicitation process, Respondent acknowledges that all information, documentation, and other materials submitted in response to this solicitation may be subject to public disclosure under the Texas Public Information Act. TFC does not have authority to agree that any information submitted will not be subject to disclosure. Disclosure is governed by the Texas Public Information Act. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this process and to take precautions to safeguard trade secrets and proprietary or otherwise confidential information. TFC assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by Respondents. If it is necessary for Respondent to include trade secrets or proprietary or otherwise confidential information in its proposal, Respondent must clearly mark in bold red letters the term "**CONFIDENTIAL**" using at least **14 point font**, on that specific part or page of the submittal which Respondent believes to be confidential. All proposals and parts of proposals that are not marked confidential will be automatically considered to be public information. Should trade secrets or proprietary or otherwise confidential information be included in the submitted CD, as referenced in Section III, Proposal Requirements, par. 1(a), Submission Requirements, Respondent should mark the CD with the word "**CONFIDENTIAL.**" If TFC receives a public information request seeking information marked by Respondent as confidential, Respondent will receive notice of the request as required by the Texas Public Information Act. If TFC receives a public information request for proposals and parts of proposals that are not marked confidential, the information will be disclosed to the public as required by the Texas Public Information Act.
- d) **CONTENTS:** Listed below is a summary of all information to be included in a proposal submitted in response to this RFP. Proposals submitted without all of the required information may be rejected. TFC reserves the right, in its sole judgment and discretion, to waive minor technicalities and errors in the best interest of the State of Texas.
  - i) **COMPANY INFORMATION:** <0 pts> Including, but not limited to the following:
    - (1) company description;
    - (2) ownership information;
    - (3) physical and mailing address;
    - (4) other company locations/offices;
    - (5) primary contact;
    - (6) office and mobile telephone number and email of company’s primary contact;
  - ii) **Relevant Experience and Qualifications:** <20 pts> Complete and submit Attachment E – Contractor’s Qualifications Form. Respondent should also provide a free-form narrative that describes, in detail, any relevant qualifications not provided on Attachment E – Contractor’s Qualifications Form. The following minimum requirements are required of Respondents:

- (1) Out of state Respondent's doing business in the State of Texas shall have a Certificate of Authority to do business in Texas, a copy of which shall be submitted with the proposal;
  - (2) Demonstration that the Respondent has successfully been in business or the principals shall have had ownership/executive management in a previous company with comparable type experience, for the services solicited in this RFP;
  - (3) Demonstration of Respondent's relevant experience for the type of work solicited in the RFP.
  - (4) Names of top management and key employees and each person's duties, including the background and experience of these employees;
  - (5) An organizational chart which shows roles and responsibilities of key and individuals selected assigned to provide services under the Contract;
  - (6) Demonstrate ten (10) years business and technical experience performing relevant services in populated buildings.
  - (7) Provide names and resumes of personnel that will perform services under this Contract that have National Institute of American Service Excellence (ASE) diesel mechanic certification.
  - (8) Provide names and resumes for the licensed master electrician(s) that will be performing services under this Contract.
  - (9) Provide address of branch/office located within the Texas Department of Transportation's Highway District 14 (includes Bastrop, Blanco, Burnet, Caldwell, Gillespie, Hays, Lee, Llano, Mason, Travis, and Williamson counties) that will provide services under this Contract. If no branch/office is currently operated within District 14, provide details of possible sites and a timeline to have a local branch/office set up within the 90 day requirement of the Contract.
- iii) **PROPOSED METHODOLOGY:** <15 pts> A detailed plan outlining the methodology intended to be employed by the Respondent that demonstrates the processes of implementation regarding the requirements of the Contract. This shall include, but not be limited to:
- (1) Explanation of processes and techniques used to understand and calculate costs to provide the services under this Contract;
  - (2) Explanation how problems encountered will be diagnosed and remedied;
  - (3) value engineering;
  - (4) maintaining budgets;
  - (5) ensuring employee retention;
  - (6) training and certification requirements for employees;
  - (7) provide plan as to how equipment maintenance schedules will be maintained;
  - (8) provide plan on how unscheduled service calls will be received and routed to maintain response times as per contract requirements;
  - (9) provide number of staff and their roles that will be assigned to support this contract;
  - (10) company workload in proportion to the services outlined in the Contract;
  - (11) coordination of work with partners/affiliates/subcontractors;
  - (12) explain communication procedures regarding problems encountered or completed projects status to the Contract Administrator.
- iv) **QUALITY CONTROL & SAFETY PROGRAM:** <5 pts>
- (1) **Quality Control/Quality Assurance:** The Respondent shall provide the name and job title of the person in the organization who oversees the quality assurance program. Respondent shall describe its quality assurance program, quality requirements and means of measurement and shall provide process flow charts on how quality is maintained and achieved. The Respondent shall describe its policy regarding

establishing quality control processes similar to the International Standard Organization (ISO) 9000 and other in-place controls for adherence to budget, quality, safety and schedule. TFC reserves the right to require a copy of the quality assurance manual and quality control processes which, if awarded the Contract, must be maintained by Contractor during the term of the Contract.

- (2) **Contractors Safety Record:** The Respondent shall provide its workers' compensation experience modification rate - EMR - for the last five (5) years as part of the proposal. This shall be submitted by Respondent's insurance carrier on their letterhead. In addition, Respondent shall provide the name and job title of the person in the organization who manages the safety program and a description of such program. TFC reserves the right to require a copy of the safety manual, which shall be maintained by Contractor during the term of the Contract.
- v) **COMPENSATION AND FEES: <60 pts>** Include pricing on the Attachment D – Facilities, Equipment List, Compensation and Fees. Respondents may not add qualifications, conditions, exceptions, variations or additional items to the proposal, or otherwise modify the pricing structure of the RFP in any manner. Any such modifications will not be considered for evaluation, and may be cause for rejection of the proposal, at the full and sole discretion of TFC.
- vi) **EXECUTION OF PROPOSAL:** The Attachment C – Execution of Proposal shall be completed as directed, signed by the individual or an authorized agent of the business entity submitting the proposal, and returned with the proposal. Failure to sign where indicated will result in disqualification of proposal.
- vii) **LITIGATION HISTORY: <P/F>**
- (1) Provide details of all litigation history, including but not limited to administrative claims and proceedings and arbitration within the past five (5) years.
  - (2) Respondents involved in litigation, depending upon the circumstances of the litigation, may be disqualified at the sole discretion of TFC.
- viii) **REFERENCES: <P/F>**
- (1) On Attachment E – Contractor's Qualifications Form - Include a minimum of three (3) references from clients for whom similar services were performed or products were provided. Include project description, contact names, position, and company name, telephone number, and email address for each reference listed.
- ix) **BID BOND:** Proposal shall be accompanied by a bid security in the form of a bid bond, certified and/or cashier's check (on a solvent bank in the State of Texas) drawn to the order of the Texas Facilities Commission, in the sum of not less than five percent (5%) of the total amount of the proposal. No other form of security will be accepted.
- (1) Should the contractor fail, neglect, or refuse to begin performance of the contract after receiving the award, said security will be forfeited to TFC. Performance shall be considered begun upon acknowledgement of the contract award and the furnishing of all required security bonds and insurance coverage.
  - (2) If TFC has not made an award within ninety (90) calendar days after responses are opened, respondents may withdraw their responses without prejudice; however, respondents have the option to extend the time in which their bids will be honored after this ninety (90) day period.
- x) **HUB SUBCONTRACTING PLAN**
- (1) The HUB Subcontracting Plan shall be completed, signed and returned with the proposal. As mandated by 34 Texas Administrative Code, Section 20.14, Respondents must submit a HUB Subcontracting Plan that identifies all subcontractors and complies with

good faith effort requirements in accordance with the Comptroller of Public Accounts (CPA) HUB rules in Section 20.14(d)(1)(D)(iii).

- (2) Pursuant to Texas Government Code, Section 2161.252(b), TFC shall reject any response that does not include a HUB Subcontracting Plan. An incomplete HUB Subcontracting Plan is considered a material failure to comply with the solicitation for proposals.
- (3) The HUB Subcontracting Plan shall become an Exhibit to the Contract between the awarded Respondent and TFC. Upon execution of the Contract, Contractor can only change the HUB Subcontracting Plan if:
  - (a) Contractor complies with 34 Texas Administrative Code, Section 20.14;
  - (b) Contractor provides its proposed changes to TFC for review;
  - (c) TFC approves Contractor's proposed changes to its HUB Subcontracting Plan; and
  - (d) TFC and Contractor amend their contract by submitting a revised HUB Subcontracting Plan containing the changes approved by TFC.
- (4) If TFC determines that the Contractor failed to implement its HUB Subcontracting Plan in good faith, TFC, in addition to any other remedies, may report nonperformance to the CPA in accordance with 34 Texas Administrative Code, Section 20.14(g)(5).
- (5) HUB subcontracting opportunities may be available in the following commodity class/item codes:

<u>Class/Item</u>	<u>Description</u>
910-82	Electrical Wiring Maintenance, Installation, and Repair
936-39	Generators, Portable and Stationary, including Parts and Accessories Maintenance and Repair
981-43	Generator Rental or Lease
936-25	Electrical Equipment Maintenance and Repair Services (Not Cable or Fixtures)

The list above is not, nor is it intended to be, a comprehensive list that identifies all possible subcontracting opportunities.

See Attachment B - HUB Vendor List for a list of active HUB vendors that provide the types of items and services listed above. This list is not comprehensive; additional HUB vendors can be found by searching the State's Centralized Master Bidders List (CMBL), found at <https://mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp>.

- (6) If further assistance is needed in preparing the HUB Subcontracting Plan, potential respondents may contact Dinita Caldwell at 512-475-0453, or Deborah Toodle at 512-305-9269, or by email at [HUB@tfc.state.tx.us](mailto:HUB@tfc.state.tx.us).

2) **INQUIRIES:**

- a) All inquiries shall be submitted in writing to Rico Gamino by email to [rico.gamino@tfc.state.tx.us](mailto:rico.gamino@tfc.state.tx.us) by noon, on the date listed as the deadline for submission of questions as specified in Schedule of Events above. All inquiries submitted by email shall be in an editable format, i.e. Microsoft Word, or standard email as opposed to a scanned document.
- b) All inquiries will result in written responses with copies posted to the Electronic State Business Daily (ESBD), available at <http://esbd.cpa.state.tx.us/>. If a Respondent does not have internet access, a copy of all written responses may be obtained through the point of contact listed above. It is the responsibility of the interested parties to periodically check the ESBD for updates to the solicitation prior to submitting a proposal. The Respondent's failure to periodically check the ESBD will in no way release the selected vendor from "addenda or additional information" resulting in additional costs to meet the requirements of the RFP.

- c) Except as otherwise provided in this Section, upon issuance of this RFP, other employees and representatives of TFC will not answer questions or otherwise discuss the contents of this RFP with any potential Respondent or its representatives. Failure to observe this restriction may result in disqualification of any subsequent response. This restriction does not preclude discussions unrelated to this RFP.

**3) PROPOSAL SUBMISSION:**

- a) All proposals shall be received and time stamped at TFC prior to 3:00 PM, Central Time, on the date specified in the Schedule of Events above. TFC reserves the right to accept late proposals; however no proposals shall be accepted once the proposal opening process has begun.
- b) Proposals should be placed in a separate envelope or package and correctly identified with the RFP number and submittal deadline/RFP opening date and time. It is Respondent’s responsibility to appropriately mark and deliver the proposal to TFC by the specified date and time.
- c) Telephone, facsimile, and email proposals will not be accepted.
- d) Receipt of all addenda to this RFP should be acknowledged by returning a signed copy of each addendum with the submitted proposal.

**4) DELIVERY OF PROPOSALS:** Proposals shall be submitted to TFC by one of the following methods:

U.S. Postal Service	Overnight/Express Mail	Hand Deliver
TFC – Bid Services ATTN: Rico Gamino RFP #303-5-01276 Central Services Building P.O. Box 13047 Austin, TX 78711-3047	TFC – Bid Services ATTN: Rico Gamino RFP #303-5-01276 Parking Garage R Warehouse 1706 San Jacinto Blvd. Austin, TX 78701  Hours – 8:00 AM to 5:00 PM	Central Services Building 4 <sup>th</sup> Floor Receptionist ATTN: Rico Gamino RFP #303-5-01276 1711 San Jacinto Blvd. Austin, TX 78701  Hours – 8:00 AM to 5:00 PM

**5) PROPOSAL OPENING:** Proposals will be opened at the Central Services Building, 1711 San Jacinto Blvd., Austin, Texas 78701.

- a) All submitted Proposals become the property of TFC after the RFP submittal deadline/opening date.
- b) Proposals submitted shall constitute an offer for a period of ninety (90) days or until award is made by TFC, whichever occurs earlier.

**6) PROPOSAL EVALUATION AND AWARD:**

- a) TFC shall award the Contract(s) to the Respondent(s) whose proposal is considered to provide the best value to the State of Texas, as defined by Texas Government Code, Section 2155.074.
- b) When considering best value and award, TFC reserves the right to set a minimum requirement regarding the weighted criteria listed in Subsection (e) below.
- c) TFC also reserves the right to solicit any service that would normally be performed using this Contract if it deems that by doing so would be in the best interest of the State of Texas.
- d) An evaluation committee will be established to evaluate the submitted proposals. The committee will include employees of TFC and may include other persons invited by TFC to participate. The evaluation committee will evaluate and score each proposal based upon the criteria found in Section III(1) of the RFP. By submitting a proposal in response to this RFP, the Respondent accepts the solicitation and evaluation process and acknowledges and accepts that scoring of the proposals may involve some subjective judgments by the evaluation committee.
- e) The evaluation committee will determine best value by applying assigned weighted values to the following criteria:

<u>Criteria</u>	<u>Weight</u>
Company Information	0%
Relevant Experience & Qualifications	20%
Methodology	15%
Quality Control/Quality Assurance/Safety	5%
Compensation and Fees	60%
References	P/F
Litigation History	<u>P/F</u>
	100%

- f) The Evaluation Committee will determine if BAFOs are necessary. Award may be made without BAFOs. A request for a BAFO is at the sole discretion of TFC and will be extended in writing.
  - g) In evaluating proposals to determine the best value for the State of Texas, TFC may consider information related to past contract performance of a Respondent including, but not limited to, CPA's Vendor Performance Tracking System (available at [http://www.window.state.tx.us/procurement/prog/vendor\\_performance/](http://www.window.state.tx.us/procurement/prog/vendor_performance/)). Prior work performance with TFC, and other State agencies or governmental entities which are familiar with a Respondent's performance, depending on problems encountered, may be grounds for disqualification. In addition, Respondents involved in litigation with TFC or another State agency may be disqualified.
  - h) Based on ranking determined by the scores, TFC may conduct interviews and/or oral presentations with those firms determined to be the most qualified. Such interviews are intended to:
    - i) confirm the information contained in the proposal;
    - ii) evaluate Respondent's methodology and work plan for the Contract; and
    - iii) evaluate the structure of Contract team including qualifications of individual team members and other subcontractors. Scoring of the interview may replace part or all of the scoring of the proposal.
  - i) Based on these and other factors which may apply, TFC in accordance with Texas Government Code, Section 2156.121, will enter into the Contract with the Respondent(s) that is determined to be most appropriate for the services to be provided, but if an agreement cannot be reached, may proceed with the next ranked Respondent, and so on as provided by statute.
  - j) TFC reserves the right to award or not award the Contract if no responses are deemed acceptable and may re-solicit as determined necessary in the best interest of the State of Texas.
  - k) Protests filed in accordance with this solicitation shall be governed by Texas Administrative Code Title 1, Administration, Part 5 Texas Facilities Commission, Chapter 111 Administration, Subchapter 1 Complaints and Dispute Resolution, §111.32 Protests/Dispute Resolution/Hearings.
- 7) Order Precedence: In the event of conflicts or inconsistencies between this RFP and its attachments, such conflicts or inconsistencies shall be resolved by reference to the documents in the following order of priority: Attachment A - Service Contract, Request for Proposal (includes all remaining Attachments), and Respondent's response to Request for Proposals.

**REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK**

**ATTACHMENT A**  
**Emergency Generators and Automatic Transfer Switches Preventative  
Maintenance, Repair and Rental Services Contract**  
(TO BE EXECUTED BY TFC AND SELECTED RESPONDENT UPON AWARD)

**Posted as Package '2' on the ESBD**

**REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK**

**ATTACHMENT B**  
**HUB Subcontracting Plan and HUB Vendor List**  
(TO BE ATTACHED AS “EXHIBIT D” TO SERVICES CONTRACT)

**Posted as Package ‘3’ on the ESBD**

For electronic completion of HSP, obtain forms here:  
<http://www.window.state.tx.us/procurement/prog/hub/hub-forms/>

**REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK**

**ATTACHMENT C**  
**EXECUTION OF PROPOSAL FORM**

*NOTE: THIS ATTACHMENT MUST BE SIGNED AND RETURNED WITH THE PROPOSAL. PROPOSALS WHICH DO NOT INCLUDE THIS ATTACHMENT SHALL BE DISQUALIFIED. THE PROPOSAL SHALL BE DISQUALIFIED IF FALSE STATEMENTS ARE CONTAINED IN THIS ATTACHMENT.*

Respondent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Federal EIN: \_\_\_\_\_

Having carefully examined the RFP, the Contract, and all other Attachments, as well as the premises and conditions affecting the work, Respondent hereby proposes to furnish all labor, materials, and equipment necessary to complete the work in the amounts proposed in Attachment D – Facilities, Equipment List, Compensation and Fees.

**ADDENDA.**

Respondent acknowledges receipt of the following Addenda:

Number	Dated:	Date Received:

**RESPONDENT AFFIRMATIONS:**

Provided the proposal is accepted, the Respondent, signature herein, agrees to execute the Contract set forth in Attachment A – Services Contract and obtain and furnish the required insurance certificates in accordance with the terms and conditions of the Contract. Should the Respondent fail to provide the required insurance certificates within fifteen (15) days after receipt of the Award Notification Letter, TFC may retain as forfeit the enclosed Certified Check, Cashier's Check or Bid Bond in the sum of not less than five percent (5%) of the total price of the proposal.

All statements and information prepared and submitted in the response to this RFP are current, complete and accurate.

Respondent has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response. Failure to sign this Execution of Proposal or signing it with a false statement shall void the submitted offer or any resulting contracts.

Neither the Respondent or the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the offer made to any competitor or any other person engaged in such

line of business. The Respondent's signature herein assigns to TFC any and all claims for overcharges associated with the Contract which arise under the Antitrust Laws of the United States, 15 USCA, Section 1, Et. Seq. (1973).

By signing this submittal, respondent certifies that if a Texas address is shown as the address of the respondent, respondent qualifies as a Texas Resident Bidder as defined in Texas Administrative Code, Title 34, Part 1, Chapter 20.

Pursuant to Texas Government code, Title 10, Subtitle D, Section 2155.004(a), the bidder has not received compensation for participation in the preparation of specifications for this solicitation.

Respondent is in compliance with Texas Government Code, Section 669.003, relating to contracting with an executive of a state agency. If Section 669.003 applies, Respondent shall provide the following information as an attachment to this response: name of former executive, name of state agency, date of separation from state agency, position with respondent, and date of employment with respondent.

Respondent's signature herein certifies that Respondent is not currently delinquent in the payment of any debt owed to the State of Texas, including but not limited to franchise taxes and child support, and that any payments due the firm under this contract will be applied to that debt.

System for Award Management (SAM): Prior to awarding state funds for goods and/or services rendered, the State of Texas will conduct a required search of your firm using the Federal System for Award Management (SAM). This is a Federal government maintained database that records and tracks organizations either known to or suspected of contributing to terrorist organizations. No state funds may be paid to an individual or firm whose name appears on this list. TFC reserves the right, in its sole discretion, to deny and/or exclude any individual or firm from an award whose name appears on this list.

Texas Family Code Compliance Requirement:

Under TGC, Title 5, Subtitle D, Section 231.006, Family Code (relating to child support), the individual or business entity named in this solicitation is eligible to receive the specified payment and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate. The response includes the names of each person with a minimum of twenty-five percent (25%) ownership of the business entity submitting the response. Respondents that have pre-registered this information on the CPA Centralized Master Bidders List have satisfied this requirement. If not pre-registered, respondent shall provide the name(s) below. Upon award, respondent shall provide TFC Procurement the Social Security number(s) of the individual(s) listed below.

Firm Owner(s), Partners, Sole Proprietors, Share Holder(s)  
of twenty-five percent (25%) interest:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

(Respondent may use bottom of page if necessary.)

Respondent represents and warrants that the individual signing this Execution of Proposal is authorized to sign this document on behalf of Respondent and to bind Respondent under any contract resulting from this proposal.

**RESPECTFULLY SUBMITTED:**

Authorized Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Respondent's Corporate Charter No.: \_\_\_\_\_

If a corporation, attach a corporation resolution or other official corporate documentation, which states that the person signing this proposal is an authorized person to sign for and legally bind the corporation.

**REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK**

**ATTACHMENT D**  
**Facilities, Equipment List, Compensation and Fees**  
(TO BE ATTACHED AS “EXHIBIT A” TO SERVICES CONTRACT)

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

## FACILITIES, EQUIPMENT LIST, COMPENSATION AND FEES

Respondent Name: \_\_\_\_\_

**Quarterly and annual inspections; generator locations; and, Unit Price Bidding Sheet: TFC reserves the option to add facilities/generators to this Contract that are similar in scope, at the contract rates. The facilities are listed as follows:**

#	Facility Name Address Make Model/Serial #	Quarterly Inspection*	Quarterly & Annual Inspection**
1.	Lorenzo de Zavala Library and Archives Building 1200 Brazos Street, Austin Caterpillar 230 KW Model #3306, Serial #6YR02441	\$	\$
2.	Brown Heatly Building Generator #1 4900 N. Lamar, Austin Stewart & Stevenson 750 KW Model #12A2PTA-7505B, Serial #TL3428868	\$	\$
3.	Brown Heatly Building Generator #2 4900 N. Lamar, Austin Kohler 505 KW Model #5M4027, Serial #2041881	\$	\$
4.	Central Services Building 1711 San Jacinto, Austin Caterpillar 230 KW Model #3306, Serial #7YR02518	\$	\$
5.	DARS (Commission for the Blind) 4800 N. Lamar, Austin Generac 20KW Model #692903011, Serial #2095320	\$	\$
6.	DHNL (Department of Health New Lab) 1100 W. 49th Street, Austin Generac 1020 KW Model #1379200100, Serial #2061416	\$	\$
7.	DHT Department of Health Tower 1100 49 1/2st Kohler 275 KW Model # 275REOZJD, Serial #2279472	\$	\$
8.	Disaster Recovery Operations Center (DIR) 1001 W. North Loop Blvd., Austin Baldour Generator 1600 KW Model # 1DLC16002M, Serial #S16R-Y2PTAW-1	\$	\$
9.	E.O. Thompson 920 Colorado, Austin Onan 200 KW Model #DGFC-5550367, Serial #A020327409	\$	\$
10.	Human Services Warehouse (Pharmacy) 1111 N. Loop, Austin Generac 50 KW Model #99A03500, Serial #2048957	\$	\$

#	Facility Name Address Make Model/Serial #	Quarterly Inspection*	Quarterly & Annual Inspection**
11.	Insurance Building - #1 1100 San Jacinto, Austin Olympian 150 KW Model #D150P1, Serial #GABL002842	\$	\$
12.	James Earl Rudder 1019 Brazos, Austin Olympian 200 KW Model #D200P4, Serial #GAML000603	\$	\$
13.	John H. Reagan 105 W. 15th Street, Austin Onan 400 KW Model #DFCE4957719, Serial #D010226163	\$	\$
14.	John H. Winters - #1 701 W. 51st Street, Austin Volvo Penta/Kohler 345 KW Model #VP-031979, Serial #DIZC-499619-A	\$	\$
15.	Lyndon B. Johnson 111 E 17th Street, Austin Generator #1 Caterpillar KW 230 Model #SRB4, Serial #6YR02084	\$	\$
16.	Parking Garage P 1508 San Jacinto, Austin Caterpillar 1250 KW Model #96A05168S, Serial #2030690	\$	\$
17.	Parking Garage N 300 San Antonio Street, Austin Onan/Cummings 1250 KW Model #1250DFLC, Serial #G950581838	\$	\$
18.	Parking Garage N Fire Pump 300 San Antonio Street, Austin Model # PDFP06YT-2505, Serial #U581729Y	\$	\$
19.	Price Daniel Building 209 W. 14th Street, Austin Kohler 350 KW Model #600R0Z71, Serial #268036	\$	\$
20.	Robert D. Moreton (Department of Health Campus) 1100 W. 49th Street, Austin Caterpillar 200 KW Model #SR-4, Serial #85Z022915/5EA04472	\$	\$
21.	Robert E. Johnson 1501 N. Congress, Austin Kohler 1000 KW Model #1000ROZD, Serial #39937	\$	\$
22.	Sam Houston Building, Generator #1 201 E 14th Street, Austin Onan 750 KW Model #750DHFA, Serial #F970640273	\$	\$

#	Facility Name Address Make Model/Serial #	Quarterly Inspection*	Quarterly & Annual Inspection**
23.	Sam Houston Building, Generator #2 201 E 14th Street, Austin Kohler 800 KW Model #800ROZD71, Serial #371762	\$	\$
24.	Stephen F. Austin 1700 N. Congress, Austin Kohler/Waukesha Pearce 475 KW Model #500ROZD71, Serial #351250	\$	\$
25.	Thomas J. Rusk - #1 200 E 10th Street, Austin Onan 200 KW Model #200 DFBC, Serial #A920444989	\$	\$
26.	William B. Travis 1701 N Congress Avenue, Austin Onan/Cummings 350 KW Model #300 GFEB, Serial #M14E209482	\$	\$
27.	William P. Clements 300 W 15th Street, Austin Onan 350 KW Model #350.ODFN-17R/18781C, Serial #K840735823	\$	\$
28.	William P. Hobby 333 Guadalupe Street, Austin Caterpillar 620 KW Model #SR-4, Serial #6FA03164	\$	\$
29.	John H. Winters - #2 701 W. 51st Street, Austin Onan 500 K W Model #DFEK-1206647, Serial #G120367782	\$	\$
30.	Texas School for the Blind and Visually Impaired Generator #1 1100 W. 45th Street, Austin Kohler 45 K W Model #45REZG, Serial #2269510	\$	\$
31.	Texas School for the Blind and Visually Impaired Generator #2 100 W. 45th Street, Austin Kohler 150 K W Model #150REZG, Serial #2289916	\$	\$
32.	Texas School for the Deaf 1102 S. Congress Ave., Austin Generac 15 K W Model #2871670100, Serial #2070726	\$	\$
33.	Thomas J. Rusk - #2 200 E. 10th Street, Austin Generac 130 K W Model #SG0130KG036.8R30HPNYE, Serial #8629981	\$	\$
34.	TFC Insurance Building - #2 1100 San Jacinto Blvd., Austin MTU 150 K W Model #DS015D6SPA, 369878-1-1-0214	\$	\$



## **ATTACHMENT E**

### **CONTRACTOR'S QUALIFICATIONS FORM**

<b>COMPANY PROFILE:</b>					
Company Name:					
Federal EIN #:					
Other Company Locations: (List City and State)					
List:					
Length of Time Company has been in business:				Yrs.	Mos.
If Company has done business under a different name, give name and location:					
Name:			Location:		
# of Full Time Employees:		# of Pt.-Time Employees:			
# of Service Technicians:		# of Electricians:			
Has Company ever failed to complete or defaulted on a contract?					
No:		Yes:		If Yes, state where and why below	
Explain:					

<b>LOCAL BRANCH/OFFICE LOCATION:</b>					
Street Address:					
City:		Zip:			
Length of Time Branch/Office has been in operation:				Yrs.	Mos.
Geographical Coverage Area (Cities or Counties Supported by Branch):					
List:					
Number of Full-Time Employees:		# of Pt. Time Employees:			
Total Number of Service Techs in Local Branch/Office:					
Estimated Number of Service Techs assigned to support contract:					
Individual Qualifications Assigned to Contract:					
Name:		Licenses/Certifications			

<b>Present Maintenance Contracts Supported by Local Branch/Office:</b>	
Number of Contracts:	
Number of Generators Supported:	
<b>Equipment Owned by Company Available to Support Contract:</b> (List types and quantity)	
<b>Parts Supply Inventory Locations That Will Support Contract:</b> (List city and state)	

**REFERENCES:** Include a minimum of three (3) references from clients for whom similar services were performed or products were provided. Include company name, contract services description, contact name, position, telephone number, and email address for each reference.

**Reference #1**

<b>Company Name:</b>			
<b>Contract Description:</b>			
<b>Contract Start Date:</b>		<b>Contract End Date:</b>	
<b>Reference Contact Information:</b>			
<b>Name:</b>		<b>Title:</b>	
<b>Phone:</b>		<b>E-mail:</b>	

**Reference #2**

<b>Company Name:</b>			
<b>Contract Description:</b>			
<b>Contract Start Date:</b>		<b>Contract End Date:</b>	
<b>Reference Contact Information:</b>			
<b>Name:</b>		<b>Title:</b>	
<b>Phone:</b>		<b>E-mail:</b>	

**Reference #3**

<b>Company Name:</b>			
<b>Contract Description:</b>			
<b>Contract Start Date:</b>		<b>Contract End Date:</b>	
<b>Reference Contact Information:</b>			
<b>Name:</b>		<b>Title:</b>	
<b>Phone:</b>		<b>E-mail:</b>	

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

**ATTACHMENT F**  
**INSPECTION CHECKLIST – EMERGENCY GENERATORS AND**  
**AUTOMATIC TRANSFER SWITCHES**  
(TO BE ATTACHED AS 'EXHIBIT B' TO SERVICES CONTRACT)

REMAINDER OF THIS SPACE INTENTIONALLY LEFT BLANK

<b>EXHIBIT B – INSPECTION CHECKLIST</b>	Date:
<b>EMERGENCY GENERATOR and AUTOMATIC TRANSFER SWITCH</b>	

TFC WORK ORDER NUMBER		LOCATION	
VENDOR TECHNICIAN		GENERATOR MAKE/MODEL/ SERIAL NO.	VOLTAGE
HOUR METER		TRANSFER SWITCH MAKE/MODEL/SER NO	PHASE

1. GENERATOR	OK	CAUTION	DANGER	3. ENGINE LUBRICATION	OK	CAUTION	DANGER	5. INSTRUMENTATION	OK	CAUTION	DANGER
WINDINGS				OIL LEVEL				OIL PRESSURE GAUGE ___ PSI			
BEARING				OIL CHANGED Y OR N				WATER TEMP GAUGE			
BRUSHES				FILTER CHANGED Y OR N				AMMETER ___ DC AMPS			
LEADS AND CONNECTIONS				OIL SAMPLE TAKEN Y OR N				AC ELECTRIC METERS			
CIRCUIT BREAKER				CONDITION OF CRANKCASE BREATHER				CONTROL PANEL WIRING			
MOUNTS / BOLTS				BLOWBY				INDICATOR LAMPS CHANGED Y OR N			
NOISE				TUBES / LINES / SEALS				<b>6. AIR INDUCTION &amp; EXHAUST</b>			
VOLTAGE LOAD ___ VAC				GASKETS				CONDITION OF PRECLEANER			
FREQUENCY NO LOAD ___ HZ				GOVERNOR OIL LEVEL				AIR FILTER CHANGED Y OR N			
FREQUENCY LOAD ___ HZ				<b>4. ENGINE ELECTRICAL</b>				CONDITION OF FILTER HOUSING			
AMPERAGE LOAD ___ AMP				BATTERY WATER LEVEL				INLET PIPING GASKETS ETC			
AUTO START/STOP				NO OF BATTERIES ___				CONDITION/SOUND OF TURBO			
SHUTDOWNS				AGE OF BATTERY ___				TURBO OIL LEAKS			
PREALARMS				BATTERIES CHANGED Y OR N				EXHAUST PIPES			
REMOTE ANNUNCIATOR				SG BATTERY 1 _____				SILENCER DRAIN COND TRAP			
<b>2. COOLING SYSTEM</b>				LOAD TEST GOOD FAIR WEAK				RAIN CAP			
RADIATOR CORE CONDITION				SG BATTERY 2 _____				EXHAUST MANIFOLD			
RADIATOR CAP				LOAD TEST GOOD FAIR WEAK				EXHAUST SMOKE			
COOLANT LEVEL				SG BATTERY 3 _____				<b>7. FUEL SYSTEM</b>			
ANTI-FREEZE PT _____				LOAD TEST GOOD FAIR WEAK				PRIMARY FILTER CHANGED Y OR N			
PH LEVEL _____				SG BATTERY 4 _____				SECONDARY FILTER CHANGED Y OR N			
COOLANT CHANGED Y OR N				LOAD TEST GOOD FAIR WEAK				LINES AND CONNECTIONS			
HOSES AND CLAMPS				BATTERY CLEANLINESS				PRIMING PUMP			
HOSES CHANGED Y OR N				CABLES AND POSTS				CARBURETOR/MIXER			
GASKETS AND CONNECTIONS				ALTERNATOR CONDITION				FUEL SOLENOID/REGULATORS			
PRESSURIZED ___ LBS FOR 10 MINS				ALTERNATOR BELT				OPERATION OF GOVERNOR/CONTROL			
BELTS AND PULLEYS				WIRING AND CONTROLS				DAY TANK LEAKS/OPERATIONS			
BELT TENSION				OPERATION OF GLOW PLUGS				WATER IN TANK Y OR N			
BELTS CHANGED Y OR N				ALTERNATOR OUTPUT ___ VDC				FUEL SAMPLE Y OR N			
FAN BEARINGS / BLADES				BATTERY CHARGER OUTPUT ___ VDC				FUEL ADDED Y OR N			
WATER PUMP				STARTING MOTOR				% OF FUEL IN TANK ___			
COOLANT HEATER ___ DEGREES F				SPARK PLUGS				<b>8. TRANSFER SWITCH</b>			
BLOCK HEATER CHANGED Y OR N				SPARK PLUG WIRES				WIRING			
HEATER THERMOSTAT				DISTRIBUTOR CAP ROTOR				CONNECTIONS TEMP/CORROSION			
								CONTACTOR OPERATION			
								CONTACTS			
								TIMERS/CONTROLS OPERATION			
								TRANSFER TEST DONE Y OR N			

<b>TECHNICIAN COMMENTS</b>	
<b>PARTS USED AND QUANTITY</b>	
<b>TFC SIGNATURE AND DATE</b>	

**ATTACHMENT G**  
**CRIMINAL BACKGROUND CHECKS AND APPLICATION GUIDELINES**  
(TO BE ATTACHED AS 'EXHIBIT C' TO SERVICES CONTRACT)

(posted as Package '4' on the ESBD)

**REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK**

**ATTACHMENT H**  
**RFP CHECKLIST**

Title: Emergency Generator and Automatic Transfer Switch Preventative Maintenance, Repair and Rental Services

Opening Date: June 18, 2015 @ 3:00 P.M. CT

Respondent Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_

TX Identification #: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Attended PPC: \_\_\_\_\_

1. Submitted one (1) original:

- **Attachment B - HUB Subcontracting Plan** \_\_\_\_\_ **(Mandatory)**
- **Attachment C – Execution of Proposal Form** \_\_\_\_\_ **(Mandatory)**
- **Attachment D – Facilities, Equipment List, Compensation and Fees** \_\_\_\_\_ **< 60 pts >**
- **Acknowledgement of Addenda** \_\_\_\_\_ **(Mandatory)**
- **Bid Bond** \_\_\_\_\_ **(Mandatory)**
- **Litigation History** \_\_\_\_\_ **< pass/Fail >**

2. Submitted one (1) original and three (3) copies:

- **Company Information** \_\_\_\_\_ **< 0 pts >**
- **Relevant Experience and Qualifications** \_\_\_\_\_ **<20 pts>**
  - **Attachment E – Contractor’s Qualifications Form** \_\_\_\_\_
  - i. **References** \_\_\_\_\_ **< pass/fail >**
- **Methodology** \_\_\_\_\_ **< 15 pts >**
- **Quality Assurance/Quality Control & Safety Program** \_\_\_\_\_ **< 5 pts >**
- **Litigation** \_\_\_\_\_ **< pass/fail >**

3. Complete Proposal on CD/DVD \_\_\_\_\_