



Rhode Island Convention Center Authority  
Request for Proposals  
**Emergency Generators Maintenance and Testing**

The Rhode Island Convention Center Authority (Authority) is seeking proposals from qualified bidders for the maintenance and testing of the emergency generator systems located at the Rhode Island Convention Center and the Amica Mutual Pavilion located in Downtown Providence Rhode Island.

There will be a mandatory pre-bid walk-through meeting located at the Rhode Island Convention Center back of house loading dock inside near the security office, held on Thursday November 16, 2023, at 10am.

After this meeting, the deadline for vendor questions will be Monday November 20, 2023 by 2pm. Questions must be sent as a word doc. to Howard Allen's E-mail: [hallen@pvdricenter.com](mailto:hallen@pvdricenter.com). The questions will be compiled and answered to the whole group via e-mail on Tuesday November 21, 2023 by 2pm.

Proposals must be submitted in an envelope addressed to Howard Allen, Complex Purchasing Manager, "Emergency Generator Maintenance", Rhode Island Convention Center, One Sabin Street, Providence, Rhode Island 02903, and must be received no later than 2:00 pm on Tuesday, November 28, 2023, at which time bids will be publicly opened on the RICC 2<sup>nd</sup> floor administration boardroom.

## **Overview**

The Authority is a public corporation of the State of Rhode Island, and it owns the Rhode Island Convention Center (RICC), Amica Mutual Pavilion (AMP), and associated Garages.

## **PART I-Eligibility**

1. To be eligible to respond to this RFP, the proposing firm must demonstrate that they, or the principals assigned to the project, have the capacity to provide a fully qualified staff.
2. The proposing firm must include with their proposal a satisfactory work history and no less than (3) three references including the following:
  - Client Description
  - Description of services provided.
  - Length of relationship
3. Names and experience of staff to be assigned to the services.
4. Copy of Contractor License and OSHA Card.
5. Certificate of Liability insurance.

## **PART II - RFP SCHEDULE**

Release RFP **November 6, 2023**

Mandatory Pre-Bid Walk-Through Meeting **10:00am on Thursday, November 16, 2023**

Proposal due date **(Prior to 2:00 PM) on Tuesday, November 28, 2023**

### **PART III – INSTRUCTIONS TO PROPOSERS**

1. The proposer must propose to execute all phases of the proposal in a single bid. The proposal must be signed by an officer of your firm with the authority to commit the firm.
2. The successful Proposer must maintain a local service department within a 50-mile radius of the complex and stock sufficient replacement parts and equipment components to provide the specified service. The contractor must be able to provide prompt, on-site emergency service.
3. Proposals received by the Rhode Island Convention Center after the submission deadline will be considered void and unacceptable.
4. The contract awarded because of this RFP will be for a period of (3) three years. The Convention Center reserves the right to renew the contract, including (2) two one-year options for renewal.

## **PART IV – SCOPE OF WORK**

### **SCOPE OF WORK**

1. The Contractor will come to the Rhode Island Convention Center and the Amica Mutual Pavilion twice a year, for three years (2023, 2024, and 2025).
2. **Equipment to be Serviced:**
  - a. RICC Diesel Generator; Model Name/Number 3512 Genset, Caterpillar, Serial#3YF00646
  - b. RICC Garage Diesel Generator; Model Name/Number: D150-8, Caterpillar, Serial# CATDDC66PN6003458
  - c. RICC Fire Pump Diesel Generator: Detroit Diesel, Serial# 6AA-46866
  - d. AMP Diesel Generator; Model Name/Number: CU DQGAB-5864388, Cummings, Serial #K070127412
3. **Inspections:**
  - a. **PM 1 Service (2023, 2024, 2025)** this inspection will be performed twice a year for the next 3 years and will include the following inspections points.  
**Note:** See PM 1.5 Service performed once a year.

#### **Cooling Systems:**

- i. Inspect radiator/heat exchanger for leaks, exterior cleanliness and or deterioration
- ii. Check and record coolant level
- iii. Check and record coolant freeze protection
- iv. Obtain coolant sample and send out for laboratory analysis
- v. Inspect hoses and connections for signs of leaks and/or deterioration
- vi. Inspect fan drive pulley and fan for signs of wear or cracks
- vii. Inspect fan belts for signs of cracking or deterioration
- viii. Confirm jacket water heater is working and record coolant temperature (engine not running)
- ix. Inspect water pump for any indication of leaks

#### **Fuel Systems:**

- i. Inspect fuel water separator (if equipped), drain any water from water/sediment bowl (if equipped)
- ii. Check and record fuel tank level (if equipped with gauge)
- iii. Visually inspect fuel tank and fuel piping for any indication of leaks
- iv. Inspect fuel lines and connections for leaks
- v. Inspect governor linkage (if equipped) for free movement and signs of wear
- vi. Record fuel pressure (if equipped) while engine is running

#### **Air Intake and Exhaust System:**

- i. Check air filter restriction gauge (if equipped) for amount of filter restriction
- ii. Inspect filter element visually to confirm it is seating properly
- iii. Inspect air intake system for any loose components or signs of wear/rubbing
- iv. Inspect turbocharger(s) (if equipped) for loose intake or exhaust components

#### **Lube Oil System:**

- i. Verify oil level is between “add” and “full” marks on dipstick

- ii. Inspect crankcase breather and related tubing for signs of leaks of excessive pressure
- iii. Crankcase fumes disposal tube/piping should be extended beyond radiator to prevent oil mist contamination of radiator core
- iv. Note and record oil pressure on gauge with engine running
- v. Obtain oil sample (via sample port with engine running) and send out for laboratory analysis
  - a. If engine is not currently equipped with a sample vales, **Elco** will install one at no cost during first scheduled service
- vi. Check for any signs of oil leaks

**Starting Systems:**

- i. Check and record specific gravity reading of each cell (if maintainable)
- ii. Check for proper level of electrolyte in each cell
- iii. Check battery charger for proper operation and record amperage reading
- iv. Check and record the last date that batteries were replaced. Recommended that batteries be replaced every three years, regardless of condition.

**Control Panel:**

- i. Verify gauges are operating and record readings
- ii. Check for presence of any warning lights/alarms
- iii. Perform lamp/bulb test

**Safety Controls – *check for proper operation of safety devices below:***

- i. Over crank
- ii. Over speed
- iii. High Coolant Temperature
- iv. Low Oil Pressure
- v. Not-in Auto
- vi. Emergency Stop

**Operational checks with engine running:**

- i. Check for any leaks or unusual noises
- ii. Verify proper voltage and frequency via control panel gauges
- iii. Check for proper air inlet and outlet louver operation (if equipped)
- iv. Operate for no more than five (5) minutes without load. Longer periods not recommended without a minimum of 30% of nameplate capacity load applied
- v. Perform (5) minute confidence test/ available building load test if permitted by customer. Customer representative must be present to operate necessary circuit breaker to allow transfer to emergency source.

**Walk-Around Inspection:**

- i. Visual Inspection of generator and environment
- ii. Check for signs of rodent/insect activity

**Conclusion of visit/Recommendations:**

- i. Control Panel: confirm control switch is in “AUTO” position
- ii. Circuit breaker: confirm breaker is in “ON” position
- iii. Provide written recommendations(s) for any suggested repairs
- iv. Leave copy of inspection report on site at conclusion of visit
- v. Make electronic copy of inspection report available to customer
- vi. Provide written estimate of additional work to customer within one week of service visit
- vii. Technician will clean up and dispose of any waste generated during service visit

- b. **PM 1.5 Service (2023, 2024, 2025)** this inspection will be performed once a year, for the next 3 years, and will include the following inspections points.
  - i. Perform all work required under PM 1 Service plus replacing lubricating oil filters and fuel filters (including fuel/water separators)

## **PART V – PROPOSAL EVALUATION**

The Complex Evaluation Committee and the Director of Operations will evaluate all proposals to ensure all requirements are met. The contract will be awarded based on the proposal that receives the highest cumulative point total as defined in the evaluation criteria.

### **Evaluation Criteria**

The proposals will be evaluated and awarded based on a comparative formula of relative weighting as detailed below:

#### **Criteria Points**

Vendor's understanding the scope of work	30
Vendor's experience and performance in providing services of similar nature and scope	20
Vendor's response time for repairs	10
References from third parties indicating the Proposer's past performance	10
Respondent's price proposal for performance of work requested	30
Total	100

## **RIGHTS RESERVED TO THE AUTHORITY**

Whenever the Authority deems it to be in the Authority's best interest, the Authority reserves the right, in its sole discretion, to cancel this RFP, to reject all proposals, to waive minor irregularities or informalities in a proposal; to re-advertise; and to proceed in a manner other than awarding a contract under this RFP. The Authority will not waive the requirement that qualifications and proposals be received by the Authority prior to the deadline for submission.

The Authority reserves the right to cancel negotiations with any proposer at any time prior to a contract being fully executed by the proposer and the Authority.

The Authority reserves the right to interview any or all proposers.

In addition to any other cause for rejection of a submittal stated in this RFP, a proposal may also be rejected if there is evidence of collusion among proposers, if the proposer submitting it is in default or arrears under any prior or existing contract with the Authority or any other State of Rhode Island department or agency, or there is an unresolved claim between the proposer and the Authority or any other State of Rhode Island department or agency.

Any direct contacts made or attempted to be made by any proposer with any Authority Board member prior to the selection of qualified proposers will automatically disqualify a proposer from any further consideration.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date and may not be withdrawn except with the express written approval of the Authority's Executive Director.

Proposers are advised that the Authority is a quasi-public agency of the State of Rhode Island and its records, including statements submitted in response to RFP's, are public records unless otherwise exempted under state law.

**THE RHODE ISLAND CONVENTION CENTER AUTHORITY IS AN EQUAL  
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.**

## Emergency Generator Maintenance and Testing

### BID SHEET

Name of Company  
or Corporation: \_\_\_\_\_

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

Project Manager to be Assigned: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### PRINCIPALS AND/OR MEMBERS OF CORPORATION

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

#### **Rhode Island Convention Center Equipment Service Breakdown (RICC)**

Year 1 Annual Service three generators \$ \_\_\_\_\_

Year 2 Annual Service three generators \$ \_\_\_\_\_

Year 3 Annual Service three generators \$ \_\_\_\_\_

Year 1 Semi-Annual service three generators \$ \_\_\_\_\_

Year 2 Semi-Annual service three generators \$ \_\_\_\_\_

Year 3 Semi-Annual service three generators \$ \_\_\_\_\_

Combined per year RICC annual and Semi-Annual Service total \$ \_\_\_\_\_

#### **Amica Mutual Pavilion Equipment Service Payment Breakdown (AMP)**

Year 1 Annual Service one generator \$ \_\_\_\_\_

Year 2 Annual Service one generator \$ \_\_\_\_\_

Year 3 Annual Service one generator \$ \_\_\_\_\_

Year 1 Semi-Annual service one generator \$ \_\_\_\_\_

Year 2 Semi-Annual service one generator \$ \_\_\_\_\_

Year 3 Semi-Annual service one generator \$ \_\_\_\_\_

Combined per year AMP Annual and Semi-Annual Service total \$ \_\_\_\_\_

Yearly grand total RICC and AMP services combined \$ \_\_\_\_\_

Monday-Friday Emergency Service Hourly Rate: \$ \_\_\_\_\_

Weekends Emergency Service Hourly Rate: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: payments on all invoices will be net 30-45 days. RICCA is tax exempt.