



# ANNUAL GENERATOR INSPECTION & MAINTENANCE THREE YEAR AGREEMENT

**BID NUMBER: RFP-2024-FO-82**

Request for Proposals

ISSUED BY: Josh Sonnenberg, Director of Facilities and Operations  
[facilities@chesterfieldtwp.org](mailto:facilities@chesterfieldtwp.org)

SUBMIT BIDS TO: Charter Township of Chesterfield  
Cindy Berry, Clerk  
47275 Sugarbush Chesterfield, Mi 48047 (586) 949-0400

**PROPOSAL DUE DATE:  
February 6, 2024  
10:00 AM**

**NOTICE  
OFFER TO RECEIVE BID FOR THE  
CHARTER TOWNSHIP OF CHESTERFIELD**

**ANNUAL GENERATOR INSPECTION & MAINTENANCE – THREE YEAR AGREEMENT  
Bid No. RFP-2024-FO-82**

**OVERVIEW:**

The Charter Township of Chesterfield's Facilities & Operations Department is soliciting qualified bids to conduct the semi-annual inspections and repairs and maintenance on all of the emergency generators owned by the Township for three consecutive years.

The Contractor shall perform work in accordance with all stated intents, specifications and stipulations contained or referenced herein. Before submitting a bid, each bidder shall have the opportunity to thoroughly examine the properties and fully understand the conditions that may affect the work proposed. Failure to inspect the sites in no way relieves the successful contractor from the necessity of furnishing materials or performing any labor necessary for the satisfactory completion of the work. Optional pre-bid walk through of each facility will be held on JANUARY 30, 2024 from 8:00am - 11:00am. The walk through will begin at the Department of Public Works, front conference room, located at 52216 Sierra Drive, Chesterfield Township, MI 48047.

Please contact Jeremy Jaques, Fleet and Equipment Technician, with any questions via email: [facilities@chesterfieldtwp.org](mailto:facilities@chesterfieldtwp.org)

**1. SUBMISSION AND RECEIPT OF BIDS**

Sealed bids will be received by the Charter Township of Chesterfield at the office of the **Township Clerk, 47275 Sugarbush Road, Chesterfield, Michigan, 48047 no later than 10:00 a.m. EST Tuesday February 6, 2024.** The bids will be publicly opened and read aloud immediately following the 10:00 a.m. deadline.

Bids to receive consideration shall be received prior to the specified deadline time. **NO LATE BIDS WILL BE ACCEPTED.** Bids are considered received when in the possession of the Chesterfield Township Clerk's Office. **ALL BIDS MUST BE LABELED: ANNUAL GENERATOR INSPECTION & MAINTENANCE – THREE YEAR AGREEMENT.** Bids must be typewritten or printed in ink and legibly prepared. Bids having erasures or corrections thereon may be rejected unless explained or initialed by bidder. Bids shall be mailed or delivered to the Township Clerk's Office before the stated deadline. **The digital copy submitted on the thumb drive/usb must be identical to the hard copy.** Digital copies must be in PDF or TIFF format.

**2. ADDITIONAL BID INFORMATION**

Unless otherwise specified, the Township reserves the right to accept any item in the bids. Bidders may submit on any item or group of items, provided however, that the unit prices are shown as required. It is the vendor's responsibility to acquire knowledge of any change, modifications or additions to the bid documents. Any vendor who submits a bid and later claims it had no knowledge of any change, modifications or additions made by the Charter Township of Chesterfield to the bid specifications, shall be bound by the bid, including any changes, modifications or additions made by the Charter Township of Chesterfield to the bid specifications, and that vendor fails to accept the bid award, the Charter Township of Chesterfield may pursue costs and expenses to re-bid the item from that vendor.

**The Charter Township of Chesterfield officially distributes bid documents from the Township Clerk's Office upon request, on our website: [Chesterfieldtwp.org](http://Chesterfieldtwp.org), or through the BIDNET website.** Only those vendors who obtain bid documents from the Township Clerk's Office, Township Website, or through the BIDNET website are guaranteed access to receive addendum information, if such information is issued that is not in the original bid documents. Each change or addendum issued in relation to this bid will be on file in the Township Clerk's Office. It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued, unless the addendum is contained in the original bid documents.

### **3. SPECIFICATIONS**

The bidder, if awarded the contract, will be required to furnish the particular item(s) referred to in the specifications or description unless departure or substitution is clearly noted and described in the bid. The Charter Township of Chesterfield reserves the right to determine if equipment/product or service being bid is equal to the specified equipment/product or service requested. Specifications also detail services to be performed in each Visit 1 and Visit 2.

#### **ITEMS TO BE SUPPLIED BY CONTRACTOR AS PART OF THIS CONTRACT:**

Engine oil for one oil change per year, oil filter for one change per year, air filter at cost as needed, coolant filter for one change per year, all fuel filters for one change per year, filter gaskets and O-rings, misc. Lube oil and grease, any other supplies needed to perform above described scope of work for visits one and two.

#### **GENERAL PROVISIONS:**

##### **EXAMINATION OF PREMISES**

- The site of the proposed work shall be examined and inspected for comparison with specifications and drawings. No allowance will be made on behalf of the Contractor for errors due to his failure to acquaint himself with the existing conditions.

##### **CONFLICTS**

- Examine the Contract Documents, the site and the existing building(s), and report all conflicts, inconsistencies and discrepancies relative to the work of this contract to the township representative for clarification prior to the bid opening.
- All conflicts, inconsistencies and discrepancies reported to the township representative after the bid opening will be clarified by the township representative and the Contractor shall perform at no additional cost unless authorized by a township representative

##### **CONTRACTORS LICENSE LAW**

- Contractor shall comply with, and require all Subcontractors to comply with, State and City Contractor's license laws and be duly registered and licensed in the state and locality in which the work is being performed.

##### **EXTRA WORK**

- When authorized in writing by the township representative, extra work may be ordered. Claims for additional compensation, on account of extra work done, will not be recognized unless such extra work has been authorized in advance and in writing by the township representative.

## EMERGENCIES

- Emergencies may arise during the term of the agreement and contractor should be prepared, in case to do all necessary work promptly to the satisfaction of the township representative.
- The contractor will be expected to respond to an emergency call within 1 hour and be capable of being on site to provide services to rectify the situation within 4 hours after contact.
- The Contractor shall file with the Township names, addresses and telephone numbers of personnel who can be contacted anytime in case of emergency.

## SPECIAL RESTRICTIONS

- No alcoholic beverages or illegal substances shall be taken onto the property at any time.

## FINAL CLEAN-UP

- Continually remove any and all debris, scraps and containers from the job site. Repair or replace defaced or disfigured finishes caused by work performed.

## CONTAINER AND CHEMICAL REMOVAL AND DISPOSAL

- The contractor shall remove from premises and properly dispose of all empty and/or used chemical, or oil containers.
- Contractor shall NOT dump or put anything into drains, drywells or on landscaped areas at any time. Contractor shall properly dispose of any and all material, either removed from job site or leftover product, in a proper and environmentally safe manner.

## VISIT 1

### ❖ **Installation/System**

- Visual inspection of the complete installation.
- Visual inspection of the generator set vibration isolators and adjust if necessary.
- Visual inspection of the entire unit for leaks with the engine running
- Check the unit for capability to be online within 10 seconds.
- Check the unit for abnormal noise or vibration.
- Check for proper operation of remote fan motors, thermostats, circulating pumps and solenoid valves.
- Check inlet and discharge louvers for proper operation with engine running and stopped.
- Check generator output voltage, transfer switches and all fuses.
- Check gauges and indicator operations.
- Check system operations with and without load, output voltage and set, if necessary.
- Provide detailed inspection reports to the Facilities & Operations Department that identifies deficiencies and additional necessary maintenance.

### ❖ **Cooling System**

- Visual inspection of supply and exhaust ducts, radiator/heat exchanger for dirt leaks, damage, and obstruction.
- Perform refractometer test on engine coolant and document readings.
- Pressure test system, and radiator cap and document the results
- Add manufacturer's approved coolant to bring the coolant to the correct level.
- Visual inspection of the radiator cap gasket and sealing surface
- Visual inspection of the water pump and cooling system gaskets for leaks.
- Visual inspection of the belts for cracking and fraying.
- Visual inspection of the belt pulleys for damage or excessive wear.
- Check belt tension and tensioners.

- Check the jacket water heater(s) for proper operation and adjust thermostat setting as needed.
- Visual inspection of flexible water connections and hoses for cracking, leaks, and pliability.
- Analyze engine coolant for proper antifreeze percentage and record.
- Analyze engine coolant conditioner level and correct if necessary.
- Check torque of all hose clamps and tighten if necessary.
- Lubricate the fan drive.
- Check discharge and inlet air louver operation.

#### ❖ **Starting and Charging Systems**

- Test and record battery electrolyte specific gravity (If Maintenance type batteries).
- Top off electrolyte level.
- Check battery charger.
- Check all warning lights, emergency shut down functions, governor setting and adjustment, if necessary.
- Check all belts and pulleys.
- Check and record alternator for proper charge rate with engine running.
- Check for proper cranking termination upon starting.
- Clean battery terminals and apply corrosion inhibitor to the battery posts and terminal.
- Check battery connections for proper torque and tighten if necessary.
- Check starting motor connections and wiring.
- Test each battery separately for condition and record. Load test and conductance test. Documentation for conductance testing of each battery must include for each battery:
  - Date/Time of test
  - Voltage
  - Pass/Fail
  - Cold Cranking Amps
  - Outdoor temperature (for batteries located outdoors only)

#### ❖ **Lubrication System**

- Draw oil sample and send for oil analysis.
- Add Crank case oil with manufacturer's approved oil to bring the oil to its correct level.
- Check and record oil pressure.
- Check for excessive crankcase blow-by with the engine running
- Visual inspection of the front/rear crankshaft seals and lubrication system gaskets for leakage.
- Visual inspection of the crankcase breather system.

#### ❖ **Control Panels/Generator**

- Test panel illumination and safety lamps
- Check for proper operation of engine and generator instruments with generator running.
- Adjust the governor control for optimum performance and frequency.
- Adjust voltage regulator for proper voltage.
- Check for and tighten loose terminals.
- Test alarms on annunciator panel(s)
- Check/clear faults
- Check remote annunciator operation.
- Check and record frequency.

- Check generator space heater operation.
- Visually inspect slip rings and brushes.
- Visually inspect generator bearing.
- Record Generator output voltage.

❖ **Fuel System**

- Visual inspection of the flexible fuel lines for cracks leaks and pliability.
- Test the day tank pump for proper operation and level.
- Operate the fuel priming pump for por proper operation and leaks.
- Drain water from the water separator.
- Check fuel system for leaks.
- Check governor oil level and add oil as needed.
- Visual inspection of steel fuel lines for cracks, leaks, and proper placement of line bracket supports.
- Clean the primary screen type fuel filter.
- Drain the water and sediment from the day tank.
- Change the inlet filters to the day tank.
- Test the day tank alarms.
- Lubricate the governor linkage.
- Record Fuel pressure.
- Take fuel sample and send in for laboratory tests for; water, sediment, bacteria and fungus, AA analysis, and API gravity. Provide written report to township.

❖ **Exhaust System / Air Intake System**

- Visual inspection of the flexible exhaust coupling for cracks and excessive leakage.
- Check and tighten all hoses and connections.
- Check and clean oil and all types of wet type air filters.
- Check for abnormal exhaust characteristics with the engine running (signs of wet stacking).
- Visual inspection of exhaust manifolds for oil/fuel slobbering (signs of wet stacking).
- Visual inspection of exhaust rain protection and exhaust outlet screening.
- Drain water in exhaust moisture traps.
- Inspect exhaust manifolds for broken or missing hardware.
- Inspect air filters for plugging, deterioration, and seal pliability.
- Visual inspection of air intake piping for damage or loose connections.
- Visual inspection of turbocharger.

❖ **A.C. Generator**

- Check appearance and clean generator windings.
- Check and clean air intake and exhaust screens/vents.
- Check appearance and clean slip rings and commutator if applicable.
- Check brushes for wear and brush tension if applicable.
- Lubricate generator rear bearing with manufacturer’s approved lubricant.
- Manually check generator tail bearing temperature and document results.

❖ **Fluid and Filter Service \*All Filters Must Be Replaced with Manufacturer's Brand and Type\***

- Replace all air filters, at cost, if needed.
- Replace all fuel filters.
- Replace fuel water separator filter.
- Replace all oil filters.
- Replace engine crankcase oil with manufacturer's approved oil.
- Replace coolant filters.
- Dispose of waste oil and old filters.

❖ **Load Transfer Control and Inter-Connect Devices**

- Operate all circuit breakers manually. DO NOT TURN OFF POWER TO BUILDING WITHOUT PERMISSION OF BUILDING REPRESENTATIVE.
- Inspect load transfer control power contacts (clean and burnish as necessary).
- Check all electrical connections, and bus bars for cleanliness and overheating.
- Check exerciser clock for proper operation and time. Reset to customer specifications and document.
- Check all time delays for proper operation and time and document results.

❖ **After Completion of Service**

- Reset all controls to automatic.
- Set circuit breaker to the correct position.
- Check fuel valves for the correct position.
- Check to make sure voltage regulator is "on" and not tripped.
- Check to make sure the battery charger is "on".
- Check to make sure the day tank controls are "on".
- Check to make sure the louver controls are "on".
- Check to make sure the jacket water heater(s) are "on".
- Check to make sure the remote radiator fan controls are "on" (if equipped).
- Check to make sure the auxiliary water pump controls are "on" (if equipped).
- Clean all service areas leaving the site in a clean condition.
- Review work performed with maintenance personnel and get signature on service report and leave a copy.
- Inform /owner representative of any and all critical repairs that are required before leaving site.
- Perform necessary repairs if costs approved by owner.
- Make recommendations for repairs, operational improvements to owner.

**Visit 2**

❖ **Installation/System**

- Visual inspection of the complete installation.
- Visual inspection of the generator set vibration isolators and adjust if necessary.
- Visual inspection of the entire unit for leaks with the engine running
- Check the unit for capability to be online within 10 seconds.

- Check the unit for abnormal noise or vibration.
- Check for proper operation of remote fan motors, thermostats, circulating pumps and solenoid valves.
- Check inlet and discharge louvers for proper operation with engine running and stopped.
- Check generator output voltage, transfer switches and all fuses.
- Check gauges and indicator operations.
- Check system operations with and without load, output voltage and set, if necessary.
- Provide detailed inspection reports to the Facilities & Operations Department that identifies deficiencies and additional necessary maintenance.

#### ❖ **Cooling System**

- Visual inspection of supply and exhaust ducts, radiator/heat exchanger for dirt leaks, damage, and obstruction.
- Perform refractometer test on engine coolant and document readings.
- Pressure test system, and radiator cap and document the results
- Add manufacturer's approved coolant to bring the coolant to the correct level.
- Visual inspection of the radiator cap gasket and sealing surface
- Visual inspection of the water pump and cooling system gaskets for leaks.
- Visual inspection of the belts for cracking and fraying.
- Visual inspection of the belt pulleys for damage or excessive wear.
- Check belt tension and tensioners.
- Check the jacket water heater(s) for proper operation and adjust thermostat setting as needed.
- Visual inspection of flexible water connections and hoses for cracking, leaks, and pliability.
- Analyze engine coolant for proper antifreeze percentage and record.
- Analyze engine coolant conditioner level and correct if necessary.
- Check torque of all hose clamps and tighten if necessary.
- Lubricate the fan drive.
- Check discharge and inlet air louver operation.

#### ❖ **Starting and Charging Systems**

- Test and record battery electrolyte specific gravity (If Maintenance type batteries).
- Top off electrolyte level.
- Check battery charger.
- Check all warning lights, emergency shut down functions, governor setting and adjustment, if necessary.
- Check all belts and pulleys.
- Check and record alternator for proper charge rate with engine running.
- Check for proper cranking termination upon starting.
- Clean battery terminals and apply corrosion inhibitor to the battery posts and terminal.
- Check battery connections for proper torque and tighten if necessary.
- Check starting motor connections and wiring.
- Test each battery separately for condition and record. Load test and conductance test. Documentation for conductance testing of each battery must include for each battery:
  - Date/Time of test
  - Voltage
  - Pass/Fail



- Cold Cranking Amps
- Outdoor temperature (for batteries located outdoors only)

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- Draw oil sample and send for oil analysis.
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- Check and record oil pressure.
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- Visual inspection of the crankcase breather system.

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- Test panel illumination and safety lamps
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- Adjust the governor control for optimum performance and frequency.
- Adjust voltage regulator for proper voltage.
- Check for and tighten loose terminals.
- Test alarms on annunciator panel(s)
- Check/clear faults
- Check remote annunciator operation.
- Check and record frequency.
- Check generator space heater operation.
- Visually inspect slip rings and brushes.
- Visually inspect generator bearing.
- Record Generator output voltage.

❖ **Fuel System**

- Visual inspection of the flexible fuel lines for cracks leaks and pliability.
- Test the day tank pump for proper operation and level.
- Operate the fuel priming pump for por proper operation and leaks.
- Drain water from the water separator.
- Check fuel system for leaks.
- Check governor oil level and add oil as needed.
- Visual inspection of steel fuel lines for cracks, leaks, and proper placement of line bracket supports.
- Clean the primary screen type fuel filter.
- Drain the water and sediment from the day tank.
- Change the inlet filters to the day tank.
- Test the day tank alarms.
- Lubricate the governor linkage.
- Record Fuel pressure.
- Take fuel sample and send in for laboratory tests for; water, sediment, bacteria and fungus, AA analysis, and API gravity. Provide written report to township.

- ❖ **Exhaust System / Air Intake System**
  - Visual inspection of the flexible exhaust coupling for cracks and excessive leakage.
  - Check and tighten all hoses and connections.
  - Check and clean oil and all types of wet type air filters.
  - Check for abnormal exhaust characteristics with the engine running (signs of wet stacking).
  - Visual inspection of exhaust manifolds for oil/fuel slobbering (signs of wet stacking).
  - Visual inspection of exhaust rain protection and exhaust outlet screening.
  - Drain water in exhaust moisture traps.
  - Inspect exhaust manifolds for broken or missing hardware.
  - Inspect air filters for plugging, deterioration, and seal pliability.
  - Visual inspection of air intake piping for damage or loose connections.
  - Visual inspection of turbocharger.
  
- ❖ **A.C. Generator**
  - Check appearance and clean generator windings.
  - Check and clean air intake and exhaust screens/vents.
  - Check appearance and clean slip rings and commutator if applicable.
  - Check brushes for wear and brush tension if applicable.
  - Lubricate generator rear bearing with manufacturer's approved lubricant.
  - Manually check generator tail bearing temperature and document results.
  
- ❖ **Load Transfer Control and Inter-Connect Devices**
  - Operate all circuit breakers manually. DO NOT TURN OFF POWER TO BUILDING WITHOUT PERMISSION OF BUILDING REPRESENTATIVE.
  - Inspect load transfer control power contacts (clean and burnish as necessary).
  - Check all electrical connections, and bus bars for cleanliness and overheating.
  - Check exerciser clock for proper operation and time. Reset to customer specifications and document.
  - Check all time delays for proper operation and time and document results.
  
- ❖ **Full Power Load Bank Test**
  - Perform Semi-Annual inspections as listed above.
  - Annual standard load bank test conducted in accordance with NFPA110. Record results.
  - Connect the vendor supplied load bank to the system. Do not disconnect the generator set from stand-by system to accomplish this hook-up.
  - For all generators except Police Station and Fire Station, Exercise the generator set under load for no less than 90 minutes. No less than one half of that time shall be at 90% of the generator set's nameplate rating.
  - For Police Station and Fire station generators, Exercise the generator set at 100% load test to manufacturers specifications for 4 hours (warm up and cool down time are in addition to the 4 hours)
  - **Record the following areas of Generator Set Performance:**
    - Load expressed as a % of maximum generator set rating
    - Voltage
    - Amps (all three legs if 3 phase)
    - Frequency

- Oil Pressure
- Coolant temperature
- Document both the time and effect of any adjustments performed on the generator set during this test
- At the conclusion of this test, disconnect the load bank and allow the generator set to run for at least ten (10) minutes to cool down.
- Disconnect all external load test equipment and cables from the stand-by system leaving the system ready to respond automatically to a power outage.
- Document all adjustments, timing, temperatures, voltages, amps, readings and results to township's representative.

❖ **After Completion of Service**

- Reset all controls to automatic
- Set circuit breaker to the correct position.
- Check fuel valves for the correct position.
- Check to make sure voltage regulator is "on" and not tripped.
- Check to make sure the battery charger is "on".
- Check to make sure the day tank controls are "on".
- Check to make sure the louver controls are "on".
- Check to make sure the jacket water heater(s) are "on".
- Check to make sure the remote radiator fan controls are "on" (if equipped).
- Check to make sure the auxiliary water pump controls are "on" (if equipped).
- Clean all service areas leaving the site in a clean condition.
- Review work performed with maintenance personnel and get signature on service report and leave a copy.
- Inform township representative of any and all critical repairs that are required before leaving site.
- Perform necessary repairs if costs approved by owner.
- Make recommendations for repairs, operational improvements to township representative.

**4. ALTERNATE BIDS**

Bidders are cautioned that any alternate bid, unless requested by the Township, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this bid, may be considered non-responsive and in the opinion of the Township, may result in rejection of the bid.

**5. PRICING**

See Appendix A for Pricing Chart

Bid pricing shall include: Visits 1 and Visit 2, Rate Fee Schedule and Backup Generator Service Fees and Rates. Prices shall be stated in units of quantity/time specified in the bid document. In case of a discrepancy in computing the amount of the bid, the unit price bid will govern.

**6. QUANTITIES**

All quantities stated, unless indicated otherwise, are estimates and the Township reserves the right to

increase or decrease the quantity at the unit price bid as best fits it need. In addition, the Township reserves the right to make future purchases at the unit price submitted for all Township departments, including the Public Safety Department.

#### **7. DELIVERY**

Bids shall include all charges for delivery, packing, crating, etc. All deliveries will be FOB: Delivered. General delivery hours are 8:00 a.m. to 4:00 p.m Monday-Friday.

#### **8. TAXES, TERMS AND CONDITIONS**

The Charter Township of Chesterfield is exempt from Federal Excise, State Sales Tax and Personal Property Tax. The Township's tax I.D. number is 38-6006891.

#### **9. AWARD**

The bid will be awarded to that responsible, responsive bidder whose bid, conforming to this solicitation, will be most advantageous to the Township, with price and other factors considered. **The Charter Township of Chesterfield reserves the right to accept any bid, to reject any or all bids, or waive irregularities in any bid in the best interest of the Township.** Bidders may submit bids on any item or groups of items provided unit prices are clearly shown and a notation is made on the bid document clearly indicating bidder's intent.

#### **10. CONTRACT & CHANGE ORDERS**

Once the Contract is awarded, the prices offered by the successful bidder shall remain firm for the duration of the contract. No different or additional items will become part of this contract with the exception of a change order. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract.

All change orders to the contract will be in writing and at the discretion and approval of the Township. No change order will be binding unless signed by an authorized representative of the Township and Bidder.

#### **11. WITHDRAWALS OF BIDS**

Bids may be withdrawn in person by a bidder, or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the stated bid deadline. No bid may be withdrawn for at least 90 days after bid opening. In case of error by the bidder in making up a bid, the Township may, by discretion, reject such a bid upon presentation of a letter by the bidder which sets forth the error, the cause thereof and sufficient evidence to substantiate the claim.

#### **12. DEFAULT CONDITIONS**

In case of default by the contractor, the Charter Township of Chesterfield may procure the articles or services from other sources and hold the bidder responsible for any excess cost occasioned thereby. In case of error by the bidder relating to a Contract, the Township may, by discretion upon presentation of a written explanation by the bidder substantiating the error, reject the Contract and award to the next qualified bidder. Such error may be subject to default conditions.

#### **13. INFRINGEMENTS AND INDEMNIFICATIONS**

The bidder, if awarded a contract, agrees to protect, defend and save the Township and herein, its

officials, employees, departments, and agents, harmless against; any demand for payment for the use of any patented material, process, or device that may enter into the manufacture, construction, or from a part of the work covered by either order or contract; and from suits or a charge of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by the parties by or from any of the facts of the contractor, the contractor's employees, or agents; from all liability claims, demands, judgments and expenses to persons or property occasioned, wholly, or in part, by the acts or omissions of the bidder, contractor, agents or employee.

**14. BONDING**

Bonding is not necessary for this purchase.

**15. INSURANCE**

Liability and Workman's Comp is required for all work performed on or within township property and facilities.

**16. GENERAL INFORMATION**

All invoices shall be sent to: [accountspayable@chesterfieldtp.org](mailto:accountspayable@chesterfieldtp.org)  
Chesterfield Township | Attn: Accounts Payable | 47275 Sugarbush Rd, Chesterfield, MI 48047

**17. TIMELINE**

Generators are on a current maintenance schedule: two visits per year, six months apart occurring in April and in November.

**18. FIRM PRICE GUARANTEE**

Price will cover the cost of the outlined scope of work and will not be subject to increase.

**19. WARRANTY**

Please state your warranty: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**20. REFERENCES (Provide three)**

<u>Company</u>	<u>Contact Person</u>	<u>Phone #</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**21. CONTRACT TERMINATION**

The Township reserves the right, upon thirty (30) days written notice, to terminate this contract for failure of vendor to comply with terms and conditions set forth herein. Nonperformance on the part of the vendor shall constitute breach of contract and shall nullify any and all contractual obligations between the seller and the purchaser.

**23. APPROVAL ACCEPTANCE/ACCEPTANCE OF SPECIFICATIONS**

The undersigned herein submits this proposal and agrees to enter into an agreement, if awarded the contract, with the Charter Township of Chesterfield in accordance with the contract documents.

**BIDDER'S NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**BUSINESS TELEPHONE NUMBER** \_\_\_\_\_

**AUTHORIZED SIGNATURE** \_\_\_\_\_

**NAME AND TITLE OF SIGNER** \_\_\_\_\_

**DATE OF SIGNATURE** \_\_\_\_\_

**FAX NUMBER** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**Internal Use:**

\_\_\_\_\_ Warranty filled out (#19)  
Initial

\_\_\_\_\_ References listed (#20)  
Initial

\_\_\_\_\_ Approval Acceptance and Specifications Completed (#23)  
Initial

\_\_\_\_\_ Appendix A Pricing is completed and attached  
Initial

\_\_\_\_\_ Insurance Provided  
Initial