

<p><b>SUBMIT BID TO:</b>  <b>PURCHASING DEPARTMENT</b>  <b>UNIVERSITY OF CENTRAL FLORIDA</b>  <b>12479 RESEARCH PARKWAY, BLDG. 600</b>  <b>ORLANDO, FL 32826</b>  <b>Phone: (407)823-2661 – Fax (407) 823-5551</b>  <b>www.purchasing.ucf.edu</b></p>	<p><b>University of Central Florida</b></p> <p><b>INVITATION TO BID</b></p> <p><b>Contractual Services</b></p> <p><b>Acknowledgment Form</b></p>
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Page 1 of 22 Pages	BIDS WILL BE OPENED <b>May 22, 2013 @ 2:00 PM</b> and may not be withdrawn within 120 days after such date and time.	ITB NO. <b>1225LCSA</b>
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UNIVERSITY MAILING DATE: <b>April 18, 2013</b>	ITB TITLE: Annual PMI and Demand Services for Emergency Generators
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FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER

VENDOR NAME	REASON FOR NO BID:
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VENDOR MAILING ADDRESS

CITY - STATE - ZIP CODE

AREA CODE	TELEPHONE NO.	<p style="text-align: center;"><b>POSTING OF PROPOSAL TABULATIONS</b></p> <p>Proposal tabulations with intended award(s) will be posted for review by interested parties at the Purchasing Department, our solicitation web page and the State of Florida's Vendor Bid System and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in UCF Regulation 7.130(5) at <a href="http://regulations.ucf.edu/chapter7/index.html">http://regulations.ucf.edu/chapter7/index.html</a> shall constitute a waiver of proceedings under that regulation.</p>
	TOLL FREE NO.	
	FAX NO.	

**Government Classifications**  
**Check all applicable**

- |  |   |
|--|---|
| <input type="checkbox"/> African American        | <input type="checkbox"/> American Women       |
| <input type="checkbox"/> Asian-Hawaiian          | <input type="checkbox"/> Government Agency    |
| <input type="checkbox"/> Hispanic                | <input type="checkbox"/> MBE Federal          |
| <input type="checkbox"/> Native American         | <input type="checkbox"/> Non-Minority         |
| <input type="checkbox"/> Non-Profit Organization | <input type="checkbox"/> Pride                |
| <input type="checkbox"/> Small Business Federal  | <input type="checkbox"/> Small Business State |

*I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder and that the bidder is in compliance with all requirements of the Invitation to Bid, including but not limited to, certification requirements. In submitting a bid to an agency for the State of Florida, the bidder offers and agrees that if bid is accepted, the bidder will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the state of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the bidder.*

**GENERAL CONDITIONS**

**SEALED BIDS:** All bid sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the date, and time of the bid opening and the bid number. Bid prices not submitted on attached bid price sheets when required shall be rejected. All bids are subject to the terms and conditions specified herein. Those which do not comply with these terms and conditions are subject to rejection. The terms Contractor, Payee and Vendor are used interchangeably in this document.

**1. EXECUTION OF BIDS:** Each bid must contain a manual signature of the authorized representative in the space provided above. Each bid must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by the bidder must be initialed. The company name and F.E.I.D. or social security number must appear on each pricing page of the Bidder as required.

**2. NO BID SUBMITTED:** If not submitting a bid, respond by returning only this bidder acknowledgment form, marking it "NO BID," and explain the reason in the space provided above. Failure to respond without justification may be cause for removal of the bidder's name from the bid mailing list. NOTE: To qualify as a respondent, bidder must submit a "NO BID," and it must be received no later than the stated bid opening date and hour.

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

\_\_\_\_\_  
**AUTHORIZED NAME (TYPED/PRINTED)**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**CONTACT NUMBER**

**3. BID OPENING:** The bid opening shall be public, on the date, location and the time specified on the bid form. It is the bidder's responsibility to assure that the bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by telegram or telephone are not acceptable. A bid may not be altered after opening of the bids unless allowed by the Director of Purchasing in accordance with established procedures.

NOTE: Bid tabulations will be posted at the Purchasing Department and can be furnished via email upon request. Only bid tabulations with minimal line items will be provided by telephone.

**4. PRICES, TERMS AND PAYMENT:** Firm prices shall be bid and include all services/commodities rendered to the purchaser.

**(a) TAXES:** The State of Florida is a tax-immune sovereign and exempt from the payment of all sales, use and excise taxes.

**(b) DISCOUNTS:** Cash discount for prompt payment shall not be considered in determining the lowest net cost for bid evaluation purposes.

**(c) MISTAKES:** Bidders are expected to examine the conditions, scope of work, bid prices, extensions, and all instructions pertaining to the services involved. Failure to do so will be at the bidder's risk.

**(d) INVOICING AND PAYMENT:** All vendors must have on file a properly executed W-9 form with their Federal Employer Identification Number prior to payment processing.

Vendors shall submit properly certified original invoices to:

Finance & Accounting  
12424 Research Parkway, Suite 300  
Orlando, Florida 32726-3249

Invoices for payment shall be submitted in sufficient detail for a proper pre-audit and post-audit. Prices on the invoices shall be in accordance with the price stipulated in the contract at the time the order is placed. Invoices shall reference the applicable contract and/or purchase order numbers. Invoices for any travel expenses shall be submitted in accordance with the State of Florida travel rates at or below those specified in Section 112.061, Florida Statutes and applicable UCF policies. Travel Reimbursement must be made using the UCF Voucher for Reimbursement of Traveling Expenses available on the web at <http://www.fa.ucf.edu/forms/forms.cfm#>.

Final payment shall not be made until after the contract is complete unless the University has agreed otherwise.

**Interest Penalties:** Vendor interest penalty payment requests will be reviewed by the UCF ombudsman whose decision will be final.

**Vendor Ombudsman:** A vendor ombudsman position has been established within the Department of Finance & Accounting. It is the duty of this individual to act as an advocate for vendors who may be experiencing problems in obtaining timely payments(s) from the University of Central Florida. The Vendor Ombudsman can be contacted at (407) 823-1040 or by mail at the address in paragraph 4.(d) above.

The ombudsman shall review the circumstances surrounding non-payment to determine:

- if an interest payment is due;
- the amount of the payment; and
- shall ensure timely processing and submission of the payment request in accordance with University policy.

**5. CONFLICT OF INTEREST:** Submission of this Invitation to Bid (ITB) shall certify that the Bidder is aware of the requirements of Chapter 112, Florida Statutes and in compliance with the requirements of Chapter 112, Florida Statutes and other laws and regulations concerning conflicts of interests in dealing with entities of the State of Florida. The Bidder certifies that its directors and/or principal officers are not employed and/or affiliated with the University unless a current Conflict of Interest (Report of Outside Activity/Employment) form has been completed, executed by such director or officer and approved in accordance with applicable University policies or rules. Violation of this section by the Bidder shall be grounds for rejection of the bid or the cancellation of any contract or purchase order resulting from this ITB, without penalty to the University of Central Florida. No person or firm who receives a contract to perform a feasibility study for potential implementation of a subsequent contract, participates in the drafting of a competitive solicitation, assist in design or develops a program for future implementation shall be eligible to contract with the University of Central Florida for any project dealing with that specific subject matter. Bidders must disclose with their bids any such conflict of interest dealing with that specific subject matter in accordance with chapter 255,FS.

**6. AWARDS:** At the sole discretion of the University of Central Florida, the right is reserved to reject any and all bids or waive any minor irregularity or technicality in bids received. Bidders are cautioned to make no assumptions unless their bid has been evaluated as being responsive. Product substitutions may be submitted for evaluation of equivalency unless specifically indicated otherwise. Bidders shall have burden of proof of equivalency.

**7. GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material quality of the services offered on this bid performance of the items offered on this bid prior to their completion, it shall be the responsibility of the successful bidder to notify the purchaser at once, indicating in writing the specific regulation which requires an alteration. The University of Central Florida reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the University.

**8. LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county and local laws, and of all ordinances, rules and regulations shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the University of Central Florida, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise: and lack of knowledge by any bidders shall not constitute a cognizable defense against the legal effect thereof.

**9. ADVERTISING:** In submitting a bid, the Bidder agrees not to use the results therefrom as a part of any commercial advertising.

**10. ASSIGNMENT:** Any contract or purchase order issued pursuant to this Invitation to Bid and the monies which may become due thereunder are not assignable, except with the prior written approval of the University of Central Florida. Under no circumstances shall the Bidder assign to a third party any right or obligation of the Bidder pursuant to any contract or purchase order resulting from this Invitation to Bid, without prior written consent of the University. If the Bidder is, or during the term of this Invitation to Bid or during the term of any contract or purchase order resulting from this ITB becomes an individual on the payroll of the State of Florida, the Bidder represents that he or she has complied with all applicable provisions of the Florida Statutes and Florida Administrative Code regarding outside or dual employment and compensation.

**11. FACILITIES:** The University reserves the right to inspect the Bidder's facilities at any time with prior notice.

**12. PUBLIC RECORDS:** Any contract or purchase order issued pursuant to this Invitation to Bid may be canceled unilaterally by the University for refusal by the Bidder to allow public access to all papers, documents, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Bidder in conjunction herewith or any contract or purchase order issued pursuant to this Invitation to Bid.

**13. RECORDS:** The Bidder agrees to keep and maintain, separate and independent records, in accordance with generally accepted accounting principles, devoted exclusively to its obligations and activities pursuant to a contract or purchase order issued pursuant to this Invitation to Bid. Such records (including books, ledgers, journals, and accounts) shall contain all entries reflecting the business operations under a contract or purchase order issued pursuant to this Invitation to Bid.. University or its authorized agent shall have the right to audit and inspect such records from time to time during the term of a contract or purchase order issued pursuant to this Invitation to Bid, upon reasonable notice to the Bidder.

## Introduction

The purpose of this Invitation To Bid (ITB) is to establish a term contract with a qualified contractor(s) that can provide Planned Annual PMI and Demand Services for the University of Central Florida's Emergency Generators. Specifications for these services can be found in the Scope of Work contained within this ITB.

1. POSTING OF BID TABULATIONS:
  - A. Bids will be opened at the Purchasing Department at the assigned date and time identified in this ITB.
  - B. Bid tabulations will be posted at such time as the Purchasing Department provides notice of intended decision or until 30 days after a public opening of the bids, whichever is earlier.
  - C. Notice of a decision or intended decision of award will be posted for a period of 72 hours.
  - D. Failure to file a protest within the time prescribed in UCF Regulation 7.130(5) shall constitute a waiver of proceedings under that regulation.
2. BID OPENING: Bids will be received and opened [May 22, 2013](#) at **2:00 pm** in the Purchasing Department, Orlando Tech Center, 12479 Research Parkway, Bldg. 600, Orlando, Florida. Time of opening will be local date and time at this location. **Bidders will submit one (1) original and two (2) electronic (CD, DVD or Flash Drive) copies. BID DOCUMENTS CAN TO BE OBTAINED AT:**

<http://www.purchasing.ucf.edu/bids/index.asp>

3. ADDITIONAL INFORMATION & QUESTIONS: We encourage questions or comments which might aid in the improvement of our existing specifications. The university will not give verbal answers to inquiries regarding the specifications, or verbal instructions prior to or after award of the bid. A verbal statement regarding same by any person shall be non-binding. The university is not liable for any increased cost resulting from the bidder accepting verbal direction. All changes, if necessary, shall be made by written addendum to the bid.

Any explanation desired by vendors must be requested of the University of Central Florida Purchasing Department in writing by **May 8, 2013** at **2:00 pm**. Inquiries must be legible and concise and must clearly identify the bidder who is submitting the inquiry (clearly identify on cover of envelope that contents inside are only questions concerning the bid and not the actual bid response), and if an explanation is necessary, a reply shall be made in the form of a written addendum. Specifications, terms and conditions may not be changed except by formal written addendum, issued by UCF, a copy of which will be forwarded to each vendor who has received a set of the bid documents from the University. Vendors obtaining bid documents from any other source must notify the University of their name, address, telephone and facsimile numbers in order to receive any addenda. Direct all inquiries/questions, preferably via email to:

[Luis A. Aviles](#)  
University of Central Florida  
Purchasing Department  
12479 Research Parkway, Bldg. 600  
Orlando, Florida 32826  
Ph. 407-823-2661  
Fax 407-823-5551  
[Email](mailto:luis.aviles@ucf.edu) : luis.aviles@ucf.edu

4. DELIVERY: Specify delivery date after receipt of order in terms of days or weeks on bid sheet. Failure to do this may be cause for rejection of the bid. Commodities delivery is to be made to UCF's Central Receiving location (UCF, Building 16E, Libra Drive, Orlando, FL 32816). When

delivery is specified to a location other than the University's Central Receiving Department, vendor shall direct its carrier to telephone the University's Central Receiving Department before unloading. Delivery of all shipments shall occur between 9:00 a.m. and 4:00 p.m., Mondays through Fridays only, except on State of Florida or U.S. holidays. Indicated on the face of this Invitation to Bid is the "Delivery Desired By" date; failure to make delivery by or before "Delivery Desired By" shall be grounds for rejection of the bid or the cancellation of any contract or purchase order resulting from this ITB, without penalty to the University of Central Florida.. The University of Central Florida is committed to sustainable practices. Palletized shipments should not exceed 1500 pounds per pallet and when possible, should be shipped on a 40"x48" pallet. Payee shall include a packing list showing contents of shipment (if shipment is made in two or more containers). No boxing, packing, installation, assembly, or similar charges (not included in the item price) will be allowed unless expressly and specifically authorized in writing by the University on the face of any purchase order or contract resulting from this ITB.

5. **PARKING:** The Payee shall ensure that all vehicles parked on campus for purposes relating to work resulting from this ITB shall have proper parking permits. This applies to all personal vehicles and all marked and unmarked company vehicles that will be on any University campus for one (1) day or more or on a recurring basis. All such vehicles must be registered with University's Parking Services Department, and parking permits must be purchased by the Payee. Payee's vehicle(s) shall observe all parking rules and regulations. Failure to obtain parking permits, properly display them, and otherwise comply with all of University's parking rules and regulations could result in the issuance of a parking ticket and/or towing at the expense of Payee or Payee's employees. UCF's Parking Services Department can be contacted at (407) 823-5812 for additional information pertaining to parking and parking fees/rates.
6. **EMPLOYMENT OF ALIENS:** The employment of unauthorized aliens by any Contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract by the University without penalty to the University.
7. **Pre-Bid Conference:** A pre-bid conference will be held in the Purchasing Department Conference Room at 12479 Research PKWY, Building 600, Orlando Florida, 32826 on May 3, 2013 at 9:00 am. The purpose of this conference is to hear any and all questions arising from this Invitation to Bid. Answers to any questions that might arise will be in the form of an addendum to the Invitation to Bid.
8. **AVAILABILITY OF FUNDS:** The obligations of the University under this award are subject to the availability of funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.
9. **AWARD:** Award will be on an "All-or-None Per Lot" basis. The University will either accept or reject your offer on a "per lot" basis. The university may accept your offer even if it does not include 100% of the items requested within a lot, if it is in the best interest of the University.
10. **QUALIFICATION OF BIDDERS:** This bid will be awarded only to a responsible bidder, qualified by experience and in a financial position to provide the items specified. In order to facilitate the prompt award of this bid, the bidder shall submit with the bid:
  - A. Experience record showing bidder's training (certifications, licenses, etc.) and experience in generator maintenance and repair.
  - B. List and brief description of three contracts of similar size and scope satisfactorily completed within the last 7 years including dates of contracts and dollar amount.
  - C. Three references for contracts stated in item B. to include name, address and phone numbers.
  - D. Copy of license to do business in the State of Florida.

11. UNSATISFACTORY WORK: Unsatisfactory work shall be corrected by the vendor within 24 HOURS of notification by the Director of Purchasing.
12. ADDITIONAL QUANTITIES: The University reserves the right to increase or decrease total quantities as necessary. The University can order additional quantities of the same commodities solicited as long as it is within 120 days after expiration of the contract resulting from this ITB. Total additional quantities, if any, are unknown.
13. CANCELLATION/TERMINATION: UCF may terminate a contract resulting from this ITB without cause on thirty (30) days' advanced written notice to the vendor. The parties to the contract resulting from this ITB may terminate that contract at any time by mutually consenting in writing. Either party may terminate the contract resulting from this ITB immediately for breach by the other that remains substantially uncured after thirty (30) days' advanced written notice to the breaching party, which notice describes the breach in detail sufficient to permit cure by the breaching party. The University shall be liable only for payment for services satisfactorily rendered or goods satisfactorily delivered and accepted from the date of commencement until the effective date of cancellation/termination.
14. TERM OF CONTRACT: The contract resulting from this ITB, if any, will be for a one (1) year period beginning approximately **July 1, 2013 through June 30, 2014** with UCF and the selected service/commodity(s) provider. At the expiration of the Initial Term, this contract will automatically renew for successive one (1) year periods (each a renewal term) unless a party provides a written notice of its intent not to renew this contract at least ninety (90) days prior to the expiration of the then current term. No renewal period will exceed the initial term nor will cumulative renewals exceed 10 years.
15. PAYEE INSURANCE. For all purchases under this ITB of \$10,000 or below, Payee will have and maintain types and amounts of insurance that at a minimum cover the Payee's (or subcontractor's) exposure in performing any contract resulting from this ITB. For all purchases that exceed \$10,000 (i.e. \$10,000.01 and up) and/or all purchases that require a UCF Safe Form, Payee will have and maintain general liability insurance of one (1) million dollars and Payee shall send a copy of Payee's insurance certificate (prior to commencement of Payee's performance or delivery hereunder) to the following address by email, fax or mail:

e-mail: [ehs@ucf.edu](mailto:ehs@ucf.edu)  
Fax: 407-823-0146  
Mail: University of Central Florida  
PO Box 163500  
Orlando FL 32816-3500

UCF has the right to deviate from any of the above insurance requirements, if UCF, at UCF's sole discretion decides to do so. If UCF decides to deviate from the above noted insurance requirements, UCF will inform the Payee in writing in those particular circumstances. Unless UCF notifies a Payee in writing that UCF is willing to deviate from the insurance requirements noted above, all of the above insurance requirements shall apply to the Payee. The University and its Board of Trustees shall be listed as additional insured on any certificate issued and the Certificate Holder is to read the following:

University of Central Florida  
Board of Trustees  
4000 Central Florida Blvd.  
Orlando FL 32816

#### INSURANCE, WORKER'S COMPENSATION

The Contractor/Payee/Vendor shall take out and maintain during the life of the contract resulting from this ITB, if any, Worker's Compensation Insurance for all of his/her employees connected with the work of this project and, in case any work is sublet, the Contractor/Payee/Vendor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the

Contractor/Payee/Vendor. Such insurance shall comply fully with the Florida Worker's Compensation Statutes Chapter 440. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under the Worker's Compensation statute, the Contractor/Payee/Vendor shall provide, and cause each subcontractor to provide adequate insurance, satisfactory to the University, for the protection of his/her employees not otherwise protected.

16. **USE OF CONTRACT BY OTHER GOVERNMENT AGENCIES:** At the option of the Contractor/Payee/Vendor, the use of the contract resulting from this ITB, if any, may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.

Each governmental agency allowed by the Contractor/Payee/Vendor to use the contract resulting from this ITB, if any, shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No agency receives any liability by virtue of this bid and subsequent contract award.

17. **PUBLIC ENTITY CRIMES:** A person or affiliate who has been placed on Florida's convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded, or perform work as a contractor, supplier, subcontractor, or consultant under, a contract with any public entity, and may not transact business with any public entity in excess of the bid limit for that public entity, for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

18. **IDENTICAL TIE BIDS:** Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. If none, or all of the tied vendors have a drug-free workplace program, vendors with Florida as their primary location will receive preference. Failing the above, a coin flip will be used to determine the winning vendor. In order to have a drug-free workplace program, a business shall:

- A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- B. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violation.
- C. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- D. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- E. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- F. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, my initials certify that this firm complies fully with the above requirements. Initials: \_\_\_\_\_

19. **EQUAL OPPORTUNITY STATEMENT:** The State Universities have established equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and prohibits discrimination based on race, creed, color, sex, age, national origin, marital status or religion. To be considered for inclusion as a supplier under this agreement, the bidder commits to the following:
- A. The provisions of Executive Order 11246, September 24, 1996, and the rules, regulations, and relevant orders of the Secretary of Labor are applicable to each order placed against this agreement regardless of value.
  - B. If the bidder expects to receive \$10,000 in orders during the first 12 months of this agreement, a complete certificate of non-segregated facilities shall be included in the proposal response.
  - C. If the bidder expects to receive \$50,000 in orders during the first 12 months of this agreement and employs more than 50 people, standard form 100 (EEO-1) must be filed prior to March 1 of each year.
  - D. If the bidder expects to receive \$50,000 in orders during the first 12 months and employs more than 50 people, a written program for affirmative action compliance must be maintained by the bidder, subject to review upon request by the user agencies of the contract resulting from this ITB.

**If you have already complied with the above, please initial:** \_\_\_\_\_

20. **WORK FOR HIRE.** Any work specifically created for the University under an agreement resulting from this ITB by the Payee or anyone working on behalf of the Payee (the term Payee shall encompass both) shall be considered a "work for hire." All designs, prints, paintings, artwork, sketches, etchings, drawings, writings, photographs, or any other work or material or property produced, developed or fabricated and any other property created hereunder, including all material incorporated therein and all preliminary or other copies thereof, (the "Materials") shall become and remain the property of the University, and, unless otherwise specifically set forth herein, shall be considered specially ordered for the University as a "work made for hire," or, if for any reason held not to be a "work for hire,"

The Payee who created, produced, developed or fabricated the Materials hereunder (or under any contract resulting from this ITB) assigns all of his/her right, title and interest in the Materials to the University. The University shall own all right, title and interest in the Materials. The Payee agrees upon request to execute any documents necessary to perfect the transfer of such title to the University. The Materials shall be to the University's satisfaction and are subject to the University's approval. The Payee bears all risk of loss or damage to the Materials until the University has accepted delivery of the Materials. The University shall be entitled to return, at the Payee's expense, any Materials which the University deems to be unsatisfactory. On or before completion of the Payee's services hereunder, the Payee must furnish the University with valid and adequate releases necessary for the unrestricted use of the Materials for advertising or trade purposes, including model and property releases relating to the Materials and releases from any persons whose names, voices or likenesses are incorporated or used in the Materials.

The Payee hereby represents and warrants that, (a) all applicable laws, rules and regulations have been complied with, (b) the Payee is free and has full right to enter into this ITB and any contract resulting from this ITB, if any, and perform all of its obligations hereunder and under such contract, (c) the Materials may be used or reproduced for advertising or trade purposes or any commercial purposes without violating any laws or the rights of any third parties and (d) no third party has any rights in, to, or arising out of, or in connection with the Materials, including without limitation any claims for fees, royalties or other payments. The Payee agrees to indemnify and hold harmless the University and those acting for or on its behalf, the UCF Board of Trustees, the

State of Florida and the Florida Board of Governors and their respective officers, agents, employees and servants from and against any and all losses, claims, damages, expenses or liabilities of any kind, including court costs and attorneys' fees, resulting from or in any way, directly or indirectly, connected with (a) the performance or non-performance of the University's order by the Payee, (b) the use or reproduction in any manner, whatsoever, or (c) any breach or alleged breach of any of the Payee's agreements or representations and warranties herein or in any contract resulting from this ITB.

21. **AMENDMENTS.** No changes or amendments to an agreement resulting from this ITB are binding on the University unless made in legible writing that is signed by an attorney in the University's General Counsel's Office and an authorized UCF signatory. Payee shall return an agreement resulting from this ITB to the University's Purchasing Department at once with a written explanation if the agreement resulting from this ITB is not acceptable in its entirety.
22. **EXPORT CONTROL.** The parties shall comply with all applicable U.S. export control laws and regulations, including but not limited to the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799 and/or other restrictions imposed by the Treasury Department's Office of Foreign Asset Controls (OFAC), in the performance of an agreement resulting from this ITB. The parties agree that no technology, related data or information will be exchanged or disseminated under such agreement nor any collaboration conducted pursuant to such agreement, which are export controlled pursuant to the export control laws of the United States, including the EAR and the ITAR and any other applicable regulations. The Parties agree that the Payee will not provide the University with any ITAR or EAR restricted technology and/or related data, and that any ITAR or EAR restricted technologies and/or data produced in furtherance of the agreement resulting from this ITB, if any, will be in the exclusive possession of the Payee and at no time will any export controlled technologies, related data, or information be intentionally or inadvertently transferred to the University, its facilities, labs, staff, researchers, employees, officers, agents, servants or students in the performance of that agreement.

If the Payee wishes to disclose export controlled technology or technical data to the University, the Payee will, prior to disclosing any information, technical data or source code that is subject to export controls under federal law, notify the University in writing that the material is export controlled and shall identify the controls that apply. The University shall have the right to decline or limit (a) the receipt of such information, and (b) any task requiring receipt of such information. In the event the Payee sends any such technical data or product that is subject to export control, without notice of the applicability of such export control, the University has the right to immediately terminate the agreement resulting from this ITB, if any. The Payee understands and agrees that to the extent the Payee's personnel have access to work or materials subject to U.S. export controls while on University property, such personnel will meet all federal export control regulatory requirements or have the appropriate U. S. government approval.

23. **FORCE MAJEURE.** No default, delay or failure to perform on the part of UCF or the Vendor shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond the Vendor's or UCF's reasonable control including, but not limited to, strikes, lockouts, actions or inactions of governmental authorities, epidemics, war, embargoes, fire, earthquake, acts of God, default of common carrier. In the event of such default, delay or failure to perform due to causes beyond the Vendor's or UCF's reasonable control, any dates or times by which the parties are otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the cause beyond the reasonable control of the parties.
24. **INDEMNIFICATION.** Payee shall hold the University and the UCF Board of Trustees and the University's officers, employees, agents and/or servants harmless and indemnify each of them against any and all liabilities, actions, damages, suits, proceedings, and judgments from claims arising or resulting from the acts or omissions of Payee, its employees, its agents or of others under Payee's control and supervision. If any part of a delivery to the University pursuant to an agreement resulting from this ITB, if any, is protected by any patent, copyright, trademark, other intellectual property right or other right, Payee also shall indemnify and hold harmless the



University and the UCF Board of Trustees and the University's officers, employees, agents and/or servants from and against any and all liabilities, actions, damages, suits, proceedings and judgments from claims instituted or recovered against the University by any person or persons whomsoever on account of the University's use or sale of such article in violation of rights under such patent, copyright, trademark, other intellectual property right or other right.

25. INDEPENDENT CONTRACTOR. Each of the parties is an independent contractor and nothing contained herein shall constitute or designate any of the employees or agents of one party as employees or agents of the other party.
26. NO JOINT VENTURE. Nothing contained in an agreement resulting from this ITB, if any, shall be construed to create a joint venture, partnership, or other like relationship between the parties.
27. LEASED EQUIPMENT. The risk of loss or damage to leased equipment, goods or property shall not transfer to the University except as provided in §680.219, Florida Statutes. Any security interest in the leased equipment, goods or property granted to Payee contrary to AGO 79-72 and AGO 80-9 is null and void. Limitation of remedies provisions, which are unconscionable under applicable Florida law, are void.
28. MATERIAL SAFETY DATA SHEET (MSDS). In compliance with Florida Statutes, Ch. 442, a Material Safety Data Sheet (MSDS) must accompany any applicable item delivered under an agreement resulting from this ITB, if any.
29. WAIVER/REMEDIES. No failure or delay by a party hereto to insist on the strict performance of any term of an agreement resulting from this ITB, if any, or to exercise any right or remedy consequent to a breach thereof, shall constitute a waiver of any breach or any subsequent breach of such term. No waiver of any breach hereunder shall affect or alter the remaining terms of such agreement, but each and every term of such agreement shall continue in full force and effect with respect to any other then existing or subsequent breach thereof. The remedies provided in an agreement resulting from this ITB, if any, are cumulative and not exclusive of the remedies provided by law or in equity.
30. DISPOSITION OF BIDS; FLORIDA PUBLIC RECORDS LAW COMPLIANCE  
All bids become the property of the State of Florida, and the State of Florida shall have the right to use all ideas, and/or adaptations of those ideas, contained in any bid received in response to this solicitation. Any parts of the bid or any other material(s) submitted to UCF with the bid that are copyrighted or expressly marked as "confidential", "proprietary", or "trade secret", will only be exempted from the "open records" disclosure requirements of Chapter 119, Florida Statutes, if Florida law specifically recognizes these materials as exempt from disclosure. Thus, the mere designation as "confidential", "proprietary", or "trade secret" by a vendor does not ensure that such materials will be exempt from disclosure. In the absence of a specific Florida statute exempting material from the public records law, UCF is legally obligated to produce any and all public records produced or received in the course of conducting university business, irrespective of any designation by the vendor of those same records as "confidential", "proprietary", or "trade secret." The ultimate determination of whether a vendor's claim of "confidential," "proprietary" or "trade secret" will support an exemption from disclosure will be made by UCF or, potentially, a court. UCF's selection or rejection of a bid will not affect this provision.
31. COMPLIANCE: The parties shall at all times comply with all applicable ordinances, laws, rules and regulations of local, state and federal governments, or any political subdivision or agency, or authority or commission thereof, which may have jurisdiction to pass laws, ordinances, or make and enforce rules and regulations with respect to the parties.

Vendors shall certify below that they are in good standings to conduct business in the State of Florida. **The awardee of any contract resulting from this solicitation shall forward a certification of good standing.** The certifications must be submitted to the UCF Purchasing Department prior to providing any goods or services required under the resulting contract. Noncompliance with this provision may constitute rejection of bids or termination of a contract at UCF's sole discretion.

**CERTIFICATION**

I certify that the company submitting a bid under this solicitation in is compliance with all applicable laws to conduct business in the State of Florida, is in good standings and will provide a certificate of good standings from the State of residence prior to initiating any performance under any contract resulting from this solicitation.

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

Authorized Representative's Name: \_\_\_\_\_

Authorized Representative's Signature: \_\_\_\_\_

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

## BID SHEET

Line Item	.	Bid
	<b>Zones #1 - 6 (Main Campus except Housing)</b>	
<b>1</b>	<b>Zones #1 - 6 2hr Load Bank</b>	
<b>2</b>	<b>Zones #1 – 6 Annual PMI</b>	
<b>3</b>	<b>Zones #1 – 6 Quarterly PMI</b>	
<b><u>Total Base Bid For Zone #1</u></b>		

Line Item	.	Bid
	<b>Zone #7 (Lake Nona Medical Campus and Downtown Media Center)</b>	
<b>1</b>	<b>Zone #7 2hr Load Bank</b>	
<b>2</b>	<b>Zone #7 Annual PMI</b>	
<b>3</b>	<b>Zone #7 Quarterly PMI</b>	
<b><u>Total Base Bid For Zone #7</u></b>		

Line Item	.	Bid
	<b>Zone Housing (Main Campus)</b>	
<b>1</b>	<b>Zone Housing 2hr Load Bank</b>	
<b>2</b>	<b>Zone Housing Annual PMI</b>	
<b>3</b>	<b>Zone Housing Quarterly PMI</b>	
<b><u>Total Base Bid For Zone Housing</u></b>		

Does your bid meet our specifications exactly? \_\_\_ Yes \_\_\_ No

Prices quoted are good for at least \_\_\_\_\_ days following bid opening.

Payment terms: \_\_\_\_\_.

I certify that I am an officer of the company or am otherwise authorized to contract in the name of the company for these items, and that all items bid meet all details of the documents comprising this invitation except as noted above.

\_\_\_\_\_  
COMPANY NAME

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

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
FEDERAL EMPLOYER ID NUMBER

(\_\_\_\_\_)\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
E-MAIL ADDRESS

(\_\_\_\_\_)\_\_\_\_\_  
FAX NUMBER

## SCOPE OF WORK

### SPECIFICATIONS FOR PLANNED ANNUAL PMI AND DEMAND SERVICES FOR EMERGENCY GENERATORS

#### I. GENERAL SCOPE

It is the intent of the University of Central Florida to obtain a contract for services described herein from a qualified provider(s) at the most competitive prices. Initial term of the contract will be from date of award thru June 30, 2014 with four optional one year renewals at the original contract price. All planned annual services, Load Banks and Inspections, will be performed during the December school break or other holiday break opportunities. Test results will be copied to the Facilities Operations (FO) Office.

- I. One annual two hour load bank of each diesel emergency generator set per specifications IV
- II. One planned preventative maintenance annual inspection of each emergency generator set per specifications V.
- III. Three planned preventative maintenance quarterly inspection of each emergency generator per specifications.
- IV. Demand Services

#### II. GENERAL

The Facilities Operations Department is organized into Maintenance Teams (Zones). Each Maintenance Team is assigned a geographic area and has maintenance / repair responsibilities for the generator within their assigned zones.

The generator service contractor (s) will be required to coordinate the work with each respective Maintenance Team Planner / Supervisor. Refer to Table 1 for list of generators and Maintenance Teams.

All work will review by the respective maintenance team planner / supervisor or FO representative to ensure it conforms to contract specification and requirements surrounding the work. Contractor must present completed written inspections documentation to the respective maintenance team supervisor within five (5) calendar days after the inspection/testing, or if additional work, within three (3) calendar days after the approval process by the respective maintenance team supervisor or FO representative is required.

Contractor will provide a per unit price for the services description. The Contractor shall also provide hourly rates for additional/requested work and a percent of mark-up of the Contractor's cost for parts and materials.

The work/jobs will originate from the UCF Facilities Operations Department. For each service/repair job, a separate Work Order (invoice) will be issued. The Contractor will be asked to submit his/her proposal for the work.

Any material used shall automatically carry the manufacturer's warranty, but the workmanship must be warranted **for at least 12 months** (more in some cases as (mutually agreed upon). Term of payment will be **net 30 days** for services provided. Prepayment will not be allowed.

#### III. DEMAND SERVICES

Demand services will be services required for emergency repairs. Emergency repairs will be established by facilities contract manager. On non-emergency repairs, vendor will have **48 hrs** to respond. The following guidelines will apply.

1. All labor rates will be as established in contract per labor rate fee schedule. NOTE: Parking Permit required at contractors expense.
2. UCF will not pay for travel / trip, fuel charges, labor or mileage fees. Only time on site will be billable, signing in and out is mandatory for processing payments.

3. This contract will establish a flat fee for diagnosing or trouble-shooting an equipment failure under the labor rate fee schedule. This will be a flat rate for identifying a failure that is electrical or mechanical in nature with any unit. This does not include the additional repair of system but will act as a guaranty of diagnosis of equipment.
4. There is a maximum **two hour** response to site for emergency calls as determined by facilities contract administrator.
5. Parts for repairs to the engine, generator, controllers in both ATS and generator set and ATS contactor will be sold as new and be OEM only. No substitution allowed.
6. All follow up repairs based on discrepancies noted during the planned annual maintenance inspections will be submitted to the facilities contract administrator within three (3) calendar days the discrepancies being discovered for items that are not service affecting. Service affecting items such as those that place a unit out of service will be submitting prior to the close of business for that particular day.
7. The Contractor shall provide a copy of every service receipt, referencing campus location, Building, generator make and model and FO work order number.
8. Upon receipt of a Work Order from the FO's authorized representative(s), the Contractor shall prepare an independent written estimate of the labor and materials required to complete the work if required. The Contractor will be provided a detailed scope of work, which identifies the specific job description. The Contractor shall complete the total estimate to accomplish the job and will identify any additional tasks necessary to satisfactorily accomplish the overall scope of work.
9. If, during the course of work, the Contractor encounters unforeseen conditions which impact the work and which could not initially be evaluated, the Contractor shall not precede without written authorization of the FO's authorized representative(s).
10. The Contractor must return an estimate to the FO's authorized representative(s) within one week, or as otherwise directed, from receipt of a Work Order if required.
11. The Contractor's estimate will be evaluated to determine if the scope has been clearly and accurately understood, the hours have been accurately applied, the work has been properly estimated with supporting data presented and that material and equipment estimates are reasonable and properly documented. After the estimate has been reviewed, the University's authorized representative(s) will negotiate with the Contractor. The FO's authorized representative(s) will approve a fixed price for the work described in the Work Order and a Purchase Order will be issue for the work.
12. The Contractor acknowledges that work will be performed only after the above procedure has been accomplished.
13. The basic work unit to be provided by the Contractor shall be determined by the FO's authorized representative(s) as to classification, number of personnel needed, length of time and materials needed for each project. The Contractor shall have appropriate transportation and an adequate inventory of tools and equipment to perform work at the job site.
14. Emergency work may be ordered orally and followed up within twenty-four (24) hours from the time an emergency work order is initiated by the FO's representative.
15. No work shall be done on weekends or University holidays unless specifically authorized in writing on a Work Order issued by the Facilities Operations.
16. Overtime work is not allowed unless approved in writing by a Work Order issued by the Facilities Operations.

17. Contractor shall not make any alteration to any equipment without prior written approval of the FO's authorized representative.

#### **IV. PLANNED ANNUAL PMI / EMERGENCY GENERATOR LOAD BANK TEST SPECIFICATIONS**

The following items are to be checked during the annual (2) two hour load bank test. **Only diesel units will be load banked.** Each unit will be load banked utilizing a portable resistive load bank. Each unit will be load banked up to 100% of nameplate Kw and no less than 93% of nameplate rating. Vendor will coordinate with facilities the most suitable access route for getting load bank to equipment. It is ultimately the vendor's responsibility to assume all liabilities; landscape will not be damaged due to excessive weight of load bank trailer and critical access to facilities will not be blocked. Note: The Contractor's responsibility ends after the transfer switch (ATS) and its related connections.

1. Perform a load bank test for a total of 120 minutes uninterrupted at full load. A minimum of 15 minutes of warm up period will be performed at 50% load prior to two hour test.
2. All load bank cables will be UL Listed for outdoor use.
3. Separate ground rod will be temporarily ran if equipment safety ground is not adequate
4. An authorized Physical Plant employee will witness the last 30 minutes of the test and sign the test report. Failure to obtain signature will result in delay of payment or re-testing.
5. If the unit has to be shut off due to a performance issue, payment will be pro-rated based on contract price and time into test.
6. The following are the minimum accepted items to be recorded during every 15 minutes from the start of test
  - a. ACV Ph 1&2 – Record voltage, make minor adjustments as necessary
  - b. ACV Ph 2&3 – Record voltage, make minor adjustments as necessary
  - c. ACV Ph 3&1- Record voltage, make minor adjustments as necessary
  - d. AC Amps / 1- Record
  - e. AC Amps / 2 – Record
  - f. AC Amps / 3 – Record
  - g. Hertz – Record hertz and make minor adjustments to correct as necessary
  - h. Kw – Record
  - i. Oil Press. – Record and advice what are the published OEM specifications
  - j. Water Temp. – Record and advice what are the published OEM specifications
  - k. Battery Charge alternator – Record and advice what are the published OEM specifications
  - l. Exhaust Opacity – 1970 and newer: No darker than No. 1 on Ringelmann Chart or 20% for more than 10 seconds
  - m. Exhaust Back Pressure – Record and advice what the published OEM specifications are
  - n. Exhaust Temperature \_ Record exhaust temperature using calibrated hand held infrared laser gun at exhaust outlet point prior to exhaust flex. Record and advice what are the published OEM specifications
  - o. Radiator Temperature – Record outlet and inlet temperatures using calibrated hand held infrared laser gun
  - p. Vibration – Record any abnormal vibration. Any excessive vibration that cannot be easily identified shall be cause for termination of test
  - q. Unusual Noise – Record any unusual noise. Any unusual noise that cannot be easily identified shall be cause for termination of test

- r. Ambient Temperature – Record

## **V. PLANNED ANNUAL PMI/ EMERGENCY GENERATOR INSPECTION SPECIFICATIONS**

The following items are part of the emergency generator annual inspection for all units. All items will be performed as applicable under the annual inspection. Inspection will meet or exceed requirements for equipment as established by manufacturer or NFP A levels 1 and 2.

Contractor shall receive payments each unit needs to have all items performed and documented per following specification.

### **FUEL SYSTEM**

1. Main tank level – Check level and record
2. Day tank level – Check level and record
3. Transfer pump and control operation- Test controls and float assemblies
4. Solenoid valve operation – Verify electrical operation as well as the transfer of fuel
5. Water in system – Utilizing water paste for diesel systems, dip main tank day tank or sub-base tank. On natural gas and LP gas check water trap
6. Condition of piping, vents- Visually inspect condition of all fuel piping and vents
7. Condition of hoses – Visually inspect all fuel connections for tightness, condition and all hoses for pliability and over all condition.
8. Fuel Filter(s) – Replace all engine mounted fuel filters with new OEM or equivalent only
9. Check all fuel tanks for leaks as per Spill, Prevention, Control and Countermeasures (SPCC) Program. Submit signed inspection reports to UCF EH & S

### **LUBRICATON SYSTEM**

1. Oil sample- obtain sample prior to replacing oil. Mail sample to an authorized independent laboratory for analysis. Sample to include a minimal of the following requirements to determine condition of engine. Viscosity, Total solids, Total base number, Oxidation, Fuel dilution and Antifreeze.
2. Oil – Replace crankcase engine oil using new oil as recommended by the OEM
3. Filter(s) – Replace all engine mounted oil filters with new OEM or equivalent only
4. Level – Verify oil level is at appropriate level as indicated by dip stick located on engine
5. Crankcase breather – Remove, inspect and clean

### **COOLING SYSTEM**

1. Level – Visually inspect level inside radiator, heat exchanger or recovery bottle
2. Antifreeze protection level – Test protection level of coolant and document
3. Inhibitor level – Test level of inhibitor in coolant system and document
4. PH level – Test Ph level of coolant system and record
5. Radiator exterior condition – Visually inspect for deterioration of cores & contamination build up
6. Fan & alternator belt(s) – Visually inspect condition and adjust as needed
7. Water Pump – Visually inspect for leaks and condition
8. Hoses, clamps & connections – Visually inspect condition and pliability. Tighten all hose clamps.
9. Jacket Water Heater – Verify operation of heater and thermostat

### **EXHAUST SYSTEM**

1. Silencer, piping, flex,– Visually inspect for cracks and excessive corrosion
2. rain cap – Verify free movement
3. Insulation & Fire Hazards – Visually inspect and document
4. Hangers & supports – Visually inspect and check hardware for tightness



## INTAKE SYSTEM

1. Air filter – Visually inspect and replace as necessary.
2. Hoses, clamps & connections – Visually inspect condition and pliability. Tighten all hose clamps

## BATTERY SECTION

1. Electrolyte level – Check level to be IAW battery manufacturer. Add distilled water as needed
2. Specific gravity – Test specific gravity and document the lowest and highest reading
3. Terminal and connections – Remove terminals and treat for corrosion, torque accordingly
4. Cables – Visually inspect condition
5. Load test – Perform load test utilizing battery manufacturer approved procedures and record
6. Battery charger float – Verify operation and document
7. Battery charger Equalize – Verify operation and document

## PRIME MOVER

1. Wiring harness & connections – Inspect all engine wiring
2. Mounting hardware – Check and tighten
3. Vibration Damper - Inspect hardware and components
4. Ignition – Replace cap, condenser, points, rotor and spark plugs with OEM or equivalent
5. Governor & Carburetor Linkages – Inspect for freedom of movement and grease as necessary

## GENERATOR

1. Brushes, commutator, slip rings – Check wear, condition and polish as necessary
2. Diodes, surge suppressor, isolators – Inspect for proper mounting/tightness, remove grease build up with di-electric spray
3. Rotor, stator, exciter field & armature – Visually inspect windings, connections and hardware
4. Bearing – Inspect for overheating and grease as necessary
5. Hardware-mounts, flex plates, covers – Verify proper torque based on hardware S.A.E. grade
6. Leads: output, stator, fields, sensing, CT's – Inspect insulation and connections
7. Megger – Perform megger test on stator, main field, exciter field and exciter armature, record accordingly
8. breaker & fuses – Inspect all mounting hardware and ohm across each pole/fuse, record accordingly
9. Controller wiring & component connections – Check all wiring inside control panel and components
10. Control panel-enclosure, mounts – Visually inspect condition of control panel and mounts

## SYSTEMS OPERATON

1. Place control switch to manual, record time to start:
2. Unusual noise or vibration – Record if applicable
3. Leaks- fuel, coolant, oil, exhaust – Visually inspect and correct if any are due to loose connections
4. Exhaust opacity & wet stacking – Visually inspect and record
5. Oil pressure gauge – Record initial:                      warm:
6. Coolant temp. Gauge – Record initial:                      warm:
7. Battery charging Amp/ DC meter – Record
8. Safety shutdowns – Test and verify the operation of all shutdowns
9. Pre-safety shutdowns - Test and verify the operation of all pre-safety shutdowns
10. AC Voltage – Record no load and loaded
11. Amperage – Record A-ph B-ph C-ph
12. Hertz – Record no load and loaded

AUTOMATIC TRANSFER SWITCH (All automatic transfer switches will be tested as part of the annual inspection. Some locations must be done after hours. Electric shop will have to be notified prior to any testing)

1. Normal voltage monitor – Check for proper pick up and drop out, record accordingly

2. Emergency voltage monitor – Check for proper pick up and drop out, record accordingly
3. Time delay to start – Verify operation and record time delay
4. Time delay to emergency - Verify operation and record time delay
5. Time delay to normal - Verify operation and record time delay
6. Delay neutral or in-phase monitor – Verify operation
7. Status indicator lamps – Verify operation and replace as required
8. Exerciser – Verify operation and record Day, Time and length of exercise

## V. FEE SCHEDULES

**Table 1. Equipment Listing, Load Bank, Annual Inspection and Flat rate Troubleshooting fees**

UNIT LOCATION	UNIT MAKE	MT / ZONE (Notes)	2-hr load bank Fee	Annual PMI Fee	QTRLY PMI Fee
EG-01- LIBRARY	Olympian	1			
EG-02- CHEMISTRY	Kohler	3	N/A		
EG-03-STUDENT CTR	Onan	4	N/A		
EG-04-BASEBALL	Katolight	4			
EG-08- POLK	Onan	Housing	N/A		
EG-09- MATHEMATICAL SCIENCES	Onan	3	N/A		
EG10- HVAC	Kohler	4	N/A		
EG11- BIO SCIENCE	Onan	3	N/A		
EG12- EDUCATION	Olympian	1			
EG13- STU. HEALTH	Onan	4			
EG15- WWTP	Caterpillar	4			
EG16 – FO PORTABLE	Onan	4	N/A		
EG17- TECH COMMONS 2	Generac	1	N/A		
EG19- FIELD HOUSE	Kohler	4	N/A		
EG20- WATER PLNT	Olympian	4			
EG21- FACILITIES & SAFETY	Caterpillar	4			
EG22- CREOL	Onan	3			
EG23- COMPUTER SCIENCE_CSB	Caterpillar	3			*\$ _____ x3 \$ _____
EG24- STU. UNION	Onan	4			
EG25- COMM	Caterpillar	2			
EG26- HPA	Caterpillar	2			
EG27- LIFT STATION	Caterpillar	4			
EG28- CLASSROOM 1	Kohler	2			
EG29- SUMPTER	Generac	Housing			
EG30- BREVARD	Spectrum	Housing			
EG31- ORANGE	Spectrum	Housing			
EG32- SEMINOLE	Generac	Housing			
EG33- LK. CLAIRE	Generac	4 (1)			
EG34- ENG II	Detroit	2			

EG35- ACADEMIC VILLAGES	Cummins	Housing			
EG 36- PUMP STATION	Onan	4			
EG 37- PARTNERSHIP I	Kohler	4			
EG 38 REC & WELLNESS	ONAN	4			
EG 39 BUS. ADMIN II	OLYMPIAN	1			
EG 40 ACADEMIC VILLEGES	KOHLER	Housing			
EG 41 TEACHING ACADEMY	OLYMPIAN	1			
EG 42 ICA WAYNE DENSCH	CUMMINGS	4			
EG 43 PARTNERSHIP II	KOHLER	4			
EG 44 FO PORTABLE	SPECTRUM PORTABLE	4			
EG 45 ROSEN	CUMMINGS	7 (2)			
EG 46 GARAGE G	KOHLER	6			
EG 47 TOWER LIFT STA.	CUMMINGS	4			
EG 48 STU. HEALTH	KOHLER	4			
EG 49 BIO ANNEX	CUMMINS	3			
EG 50 RADIO TOWER	BALDOR	4			
EG 51 GARAGE East	KOHLER	6			
EG 52 CONVOCATION CENTER	KOHLER	4			* \$ _____ x3 \$ _____
EG 53 WILD ANIMAL FACILITY	KATOLITE	3			
EG 54 PSYCHOLOGY	OLYMPIAN	2			
EG 55 FILM & DIGITAL	CATERPILER	7			
EG 56 FOOTBALL STADIUM	CUMMINS	4			
EG 58 HARRIS ENG III	Katolight	2			
EG 59 GARAGE F	KOHLER	6			
EG 60 KNIGHT AIDE PHARMACY	CUMMINS	4			
EG 61 PHYSICAL SCIENCE	KOHLER	3			
EG 62 BURNNETT BIO MEDICAL	CATERPILER	7			
EG 63 BURNNETT BIO MEDICAL	CATERPILER	7			
EG 64 COLLEGE OF MEDICINE	GENERAC	7			
EG 65 PHYSICAL SCIENCES PHASE II	CATERPILER	3			

EG 67 PERFORMING ARTS	CUMMINS	2			
EG 68 PARTNERSHIP III	MTU	4			
EG 69 CHEMICAL STORAGE	MTU	4			
EG 70 BRIGHTHOUSE STADIUM FIELD LIGHTING	KOHLER	4			
EG 71 POLICE TRAINING	KOHLER	4 (3)			
EG 72 EOC	CUMMINS	4			
EG100- BURNETT HOUSE	CUMMINS	4			
	<b>2-hr load bank Fee</b>	<b>Annual PMI Fee</b>	<b>QTRLY PMI Fee</b>		

\*Denotes 3 quarterly inspections and one annual inspection

Notes ( ): 1. Scheduled to be replace in mid to late 2013

2. Could be removed from this service contract by mid to late 2013

3. Warranty Period until February 2014

**Table 2. Labor Rate, Parts mark Up Fees**

Standard Labor Rate – Monday through Friday 7:30 am to 4:30pm	\$ _____ per hour
Prime Labor Rate – Monday through Friday 4:30 PM through 7:30 am all day Saturday, Sunday and Legal Holidays	\$ _____ per hour
Parts Mark Up for actual cost of \$1,000.00 or less	M/U% _____ X \$ 1,000.00= _____
Parts Mark Up for actual cost of \$1,0001 or more	M/U% _____ X \$1,001.00= _____
Flat fee for diagnosing or troubleshooting an equipment failure	\$ _____ per event

**VI. UCF GENERATOR INVENTORY**

Gen #	Bldg. #	Building Name	Fuel	KW	Voltage	Make	Fuel Cap (Gal)	Installed	Remarks
EG-001	2	Library	Diesel	200	277/480	Olympian	392	2000	
EG-002	5	Chemistry	Diesel	200	120/208	Olympian	392	2003	
EG-003	7	Student Center	Diesel	600	120/208	Cat	1500	2006	
EG-004	82	Baseball Stadium Mathematical	Diesel	75	277/480	Katolight	235	2001	
EG-009	12	Sciences	Natural	30	277/480	Onan	N/A	1972	
EG-010	3	HVAC	Natural	80	277/480	Kohler	N/A	1985	

EG-011	20	Bio Science	Diesel	400	277/480	Cat	700	2002
EG-012	21	Education	Diesel	75	277/480	Olympian	130	1993
EG-015	4	Lift Station 03	Diesel	200	277/480	Cat	500	1990
EG-016	Port 1	FO (Portable) Computer	Gasoline	15	277/480	Onan	10	1972
EG-017	29	Technology 2	Natural	100	277/480	Generac	N/A	1988
EG-019	50	Field House	Natural	100	277/480	Kohler	N/A	1991
EG-020	47	Water Plant	Diesel	200	277/480	Olympian	250	1990
EG-021	16	Facilities & Safety	Diesel	400	277/480	Cat	750	1990
EG-022	53	CREOL Computer	Diesel	100	277/480	Cummins	275	1995
EG-023	54	Science	Diesel	1,200,000	277/480	Cat	4500	2006
EG-024	52	Student Union	Diesel	500	277/480	Onan	750	1997
EG-025	75	Communications Health & Public	Diesel	350	277/480	Cat	1000	1999
EG-026	80	Affairs	Diesel	200	277/480	Cat	1000	2001
EG-027	328	Lift Station	Diesel	225	277/480	Cat	360	2000
EG-028	79	Classroom	Diesel	150	277/480	Kohler	550	2001
EG-029	84	Sumter Hall	Diesel	156	120/208	Olympian	500	2000
EG-030	30	Brevard Hall	Diesel	25	120/240	Spectrum	25	1997
EG-031	31	Orange Hall	Diesel	25	120/240	Spectrum	25	1997
EG-032	32	Seminole Hall	Diesel	80	120/240	Generac	308	2000
EG-033	65	Lake Claire Commons	Diesel	35	120/208	Generac	115	1994
EG-034	91	Engineering 2	Diesel	200	277/480	Detroit	500	2001
EG-035	101	Academic Village Booster Pump	Diesel	200	120/208	Kohler	400	2002
EG-036	307	Station	Diesel	125	277/480	Onan	250	2002
EG-037	8111	Partnership One	Diesel	135	277/480	Kohler	500	2001
EG-038	88	Rec. & Wellness	Diesel	150	277/480	Onan	500	2002
EG-039	94	Business Admin 2 Academic	Diesel	200	277/480	Olympian	500	2002
EG-040	108	Villages Teaching	Diesel	75	120/240	Kohler	400	2002
EG-041	93	Academy ICA - Wayne	Diesel	200	277/480	Olympian	500	2003
EG-042	77	Densch	Diesel	125	277/480	Cummins	500	2003
EG-043	8119	Partnership Two	Diesel	160	277/480	Kohler	500	2004
EG-044	Port 2	FO (Portable)	Diesel	25	120/208	Spectrum	30	NA
EG-045	903	Rosen Center West Parking	Diesel	150	277/480	Cummins	360	2003
EG-046	131	Garage (G)	Diesel	360	277/480	Kohler	600	2005
EG-047	129	Tower Lift Station	Diesel	60	277/480	Cummins	500	2005
EG-048	127	Student Health	Diesel	160	277/480	Kohler	500	2005
EG-049	8114	Biology Annex WUCF Radio	Diesel	230	277/480	Cummins	500	2005
EG-050	308	Tower East Parking	Diesel	60	120/208	Baldor	150	2006
EG-051	134	Garage (E) Convocation	Diesel	360	277/480	Kohler	600	2007
EG-052	140	Center Wild Animal	Diesel	1000	277/480	Kohler	1500	2007
EG-053	117	Facility Psychology	Diesel	300	277/480	Katolight	675	2006
EG-054	99	Building	Diesel	150	277/480	Olympian	500	2007
EG-055	906	Film & Digital	Diesel	880	120/208	Cat	2000	2005

Schedule  
for  
replacement  
2013

		Media						
		UCF/Brighthouse						
EG-056	135	Football Stadium	Diesel	250	277/480	Katolight	455	2007
		Harris						
EG-058	116	Engineering	Diesel	200	277/480	Katolight	410	2006
		Arena Parking						
EG-059	141	Garage (F)	Diesel	150	277/480	Kohler	360	2007
		Knight Aide						
EG-060	137	Pharmacy	Diesel	25	120/208	Cummins	70	2008
EG-061	121	Physical Sciences	Diesel	300	277/480	Kohler	1250	2009
		Burnett Bio						
EG-062	1001	Medical Building- Lake Nona	Bi Fuel	900	277/480	Cat	1750	2009
		Burnett Bio						
EG-063	1001	Medical Building- Lake Nona	Diesel	400	277/480	Cat	720	2009
		College of						
EG-064	1002	Medicine-Lake Nona	Diesel	500	277/480	Generac	2200	2010
		Physical Sciences						
EG-065	121	Phase II	Diesel	300	277/480	Cat	1100	2010
EG-067	119	Performing Arts	Diesel	200	277/480	Cummins	400	2010
EG-068	8126	Partnership 3	Diesel	600	277/480	MTU	545	2010
EG-069	48	Chemical Storage	Diesel	100	120/208	MTU	400	2009
		Brighthouse						
EG-070	135	Stadium (Lighting)	Diesel	50	277/480	Kohler	100	2009
		Police Training						
EG-071	350	Building	Diesel	30	120/208	Kohler	77	2009
EG-072	49	EOC	Diesel	255	120/208	Tradewinds	1200	2013
EG-100	100	Burnett House	Diesel	75	120/240	Cummins	150	2000

Warranty to  
February  
2014

**VII. Qualifications Check List of items for Bid Submission. Incomplete bids may be rejected. Check one block and initial.**

1. Totals for all items table 1 & 2 \_\_\_\_\_ Yes \_\_\_\_\_ No  
Initials \_\_\_\_\_
2. All specifications are met. \_\_\_\_\_ Yes \_\_\_\_\_ No  
Initials \_\_\_\_\_
3. Vendor references included per ITB Par. 10 \_\_\_\_\_ Yes \_\_\_\_\_ No  
Initials \_\_\_\_\_
4. Project Manager Qualifications included per ITB par. 10 \_\_\_\_\_ Yes \_\_\_\_\_ No  
Initials \_\_\_\_\_
5. Two hour emergency response will be met as per sec. III par.4 \_\_\_\_\_ Yes \_\_\_\_\_ No  
Initials \_\_\_\_\_
6. Provide an Emergency Generator as per sec II. par. 6 \_\_\_\_\_ Yes \_\_\_\_\_ No  
Initials \_\_\_\_\_

**UCF Generators Current FY 2013**

<b>Gen #</b>	<b>Bldg. #</b>	<b>Building Name</b>	<b>Fuel</b>	<b>KW</b>	<b>Voltage</b>	<b>Make</b>	<b>Model</b>	<b>Fuel Cap (Gal)</b>	<b>Installed</b>
EG-001	2	Library	Diesel	200	277/480	Olympian	D200P4	392	2000
EG-002	5	Chemistry	Diesel	200	120/208	Olympian	D200P4	392	2003
EG-003	7	Student Center	Diesel	600	120/208	Caterpillar	3412	1500	2006
EG-004	82	Baseball Stadium	Diesel	75	277/480	Katolight	D60FRJ4	235	2001
EG-009	12	Mathematical Sciences	Natural	30	277/480	Onan	30EK-4R8/1562A	N/A	1972
EG-010	3	HVAC	Natural	80	277/480	Kohler	80RZ272	N/A	1985
EG-011	20	Biological Sciences	Diesel	400	277/480	Caterpillar	SR4B 3406	700	2002
EG-012	21	Education	Diesel	75	277/480	Olympian	93A02642-5	130	1993
EG-015	4	Lift Station 03	Diesel	200	277/480	Caterpillar	3208	500	1990
EG-016	Port 1	FO (Portable)	Gasoline	15	277/480	Onan	15.OJC-18R/14757AB	10	1972
EG-017	29	Technology Common II	Natural	100	277/480	Tradewinds	TGM-100	N/A	1988
EG-020	47	Utility Building 5	Diesel	200	277/480	Olympian	93A0466-S	250	1990
EG-021	16	Facilities & Safety	Diesel	400	277/480	Caterpillar	3406B	750	1990
EG-022	53	CREOL	Diesel	100	277/480	Cummins	100DGDB	275	1995
EG-023	54	College of Science	Diesel	1,200	277/480	Caterpillar	3512	4500	2006
EG-024	52	Student Union	Diesel	500	277/480	Onan	500DFFB	750	1997
EG-025	75	Communications	Diesel	350	277/480	Caterpillar	SR4B 3406	1000	1999
EG-026	80	Health & Public Affairs 1	Diesel	200	277/480	Caterpillar	SR4B 3408	1000	2001
EG-027	328	Lift Station	Diesel	225	277/480	Caterpillar	SR4B 3208	360	2000
EG-028	79	Classroom Building 1	Diesel	150	277/480	Kohler	150ROZJ	550	2001
EG-029	84	Sumter Hall	Diesel	156	120/208	Olympian	9EA00698-5	500	2000
EG-030	30	Brevard Hall	Diesel	25	120/240	Spectrum	20DS60	25	1997
EG-031	31	Orange Hall	Diesel	25	120/240	Spectrum	20DS60	25	1997
EG-032	32	Seminole Hall	Diesel	80	120/240	Generac	9EA00696-S	308	2000
EG-033	65	Lake Claire Building 64	Diesel	35	120/208	Generac	94A02722-S	115	1994
EG-034	91	Engineering Building 2	Diesel	200	277/480	Detroit	20DDSEJ	500	2001
EG-035	101	Nike Building 101	Diesel	200	120/208	Kohler	200RO25	400	2002
EG-036	307	Booster Pump Station	Diesel	125	277/480	Onan	DGEA-4959354	250	2002
EG-037	8111	Partnership One	Diesel	135	277/480	Kohler	135RO2J	500	2001
EG-038	88	Rec. & Wellness	Diesel	150	277/480	Onan	DGEA-4956812	500	2002
EG-039	94	Business Admin 2	Diesel	200	277/480	Olympian	D200P4	500	2002
EG-040	108	Hercules Building 108	Diesel	75	120/240	Kohler	200R02J	400	2002
EG-041	93	Teaching Academy	Diesel	200	277/480	Olympian	D200P4	500	2003
EG-042	77	ICA - Wayne Densch	Diesel	125	277/480	Cummins	DGDA-5601450	500	2003
EG-043	8119	Partnership Two	Diesel	160	277/480	Kohler	150REOZJD	500	2004
EG-044	Port 2	FO (Portable)	Diesel	25	120/208	Spectrum	20DS60	30	NA
EG-045	903	Rosen Center	Diesel	150	277/480	Cummins	DGFA-5601954	360	2003
EG-046	131	West Parking Garage (G)	Diesel	360	277/480	Kohler	350RE02V	600	2005
EG-047	129	Tower Lift Station	Diesel	60	277/480	Cummins	DGCB-5709590	500	2005
EG-048	127	Student Health	Diesel	160	277/480	Kohler	150RE021B	500	2005
EG-049	8114	Biology Annex	Diesel	230	277/480	Cummins	DGES-5732000	500	2005
EG-050	308	WUCF Radio Tower	Diesel	60	120/208	Baldor	PO601020005	150	2006
EG-051	134	East Parking Garage (E)	Diesel	360	277/480	Kohler	350RE02V	600	2007
EG-052	140	Convocation Center	Diesel	1000	277/480	Kohler	1000REOZDB	1500	2007
EG-053	117	Wild Animal Facility	Diesel	300	277/480	Katolight	D300FRJ472	675	2006
EG-054	99	Psychology Building	Diesel	150	277/480	Olympian	OLY00000CNATO1695	500	2007
EG-055	906	Film & Digital Media	Diesel	880	120/208	Caterpillar	3412	2000	2005
EG-056	135	UCF/Brighthouse Football Stadium	Diesel	250	277/480	Katolight	D250FR14T3	455	2007
EG-058	116	Harris Engineering	Diesel	200	277/480	Katolight	SED200FR14T2	410	2006
EG-059	141	Parking Garage (F)	Diesel	150	277/480	Kohler	DSHAA-5858405	360	2007
EG-060	137	Knight Aide Pharmacy	Diesel	25	120/208	Cummins	300REOZDD	70	2008
EG-061	121	Physical Sciences	Diesel	300	277/480	Kohler	C32	1250	2009
EG-062	1001	Burnett Bio Medical Building- Lake Nona	Bi Fuel	900	277/480	Caterpillar	C15	1750	2009
EG-063	1001	Burnett Bio Medical Building- Lake Nona	Diesel	400	277/480	Caterpillar	GTA312AA11B	720	2009
EG-064	1002	College of Medicine-Lake Nona	Diesel	500	277/480	Generac	C9	2200	2010
EG-065	121	Physical Sciences Phase II	Diesel	300	277/480	Caterpillar	DQFAD-3397049	1100	2010
EG-067	119	Performing Arts	Diesel	200	277/480	Cummins	DSHAD-4005073	400	2010
EG-068	8126	Partnership 3	Diesel	600	277/480	MTU	TWD1643GE	545	2010
EG-069	48	Chemical Storage	Diesel	100	120/208	MTU	100JS6DT3	400	2009
EG-070	135	Brighthouse Stadium (Lighting)	Diesel	50	277/480	Kohler	50REOZJC	100	2009
EG-071	350	Police Training Building	Diesel	30	120/208	Kohler	30AEOZJB	77	2009
EG-072	49	EOC	Diesel	255	120/208	Tradewinds	TJ250LOL	1200	2013
EG-100	100	Burnett House	Diesel	75	120/240	Cummins	TPD75 6296	150	2000
<b>63</b>				<b>15,261</b>	<b>KW</b>			<b>37,919</b>	<b>gals</b>





**INVITATION TO BID ADDENDUM**

ITB NUMBER 1225LCSA

OPENING DATE & TIME May 22, 2013 @ 2:00pm

ITB TITLE Annual PMI and Demand Services for Emergency Generators

ADDENDUM NUMBER 1

ADDENDUM DATE May 10, 2013

**PLEASE MAKE THE FOLLOWING CHANGES AND/OR REVISIONS TO THE ITB DOCUMENTS.**

**The purpose of this addendum is to provide:**

- **Answers to questions submitted**
- **Revision to Section II General**
- **Revised Fee Schedules (Section V)**
- **Certificate of Non-Segregated Facilities**
- **Updated Generator list with model numbers (pdf attachment)**
- **UCF Tank Inspection Form (pdf attachment)**

**PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR BID. FAILURE TO SIGN AND RETURN WITH YOUR PROPOSAL COULD RESULT IN REJECTION OF YOUR PROPOSAL.**

\_\_\_\_\_  
**BIDDER'S SIGNATURE**

\_\_\_\_\_  
**PRINT OR TYPE BIDDER'S NAME**

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

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

## **RFI's for ITB 1225LCSA – Annual PMI and Demand Services for Emergency Generators**

1. Page 22, question 4 – ITB paragraph 10 does not reference a “Project Manager”. Please clarify.

Answer: Please include with your qualifications a listing of personnel including a Project Manager which will be assigned to work on this contract and any special certifications they may hold per Paragraph 10.A. of the ITB.

2. Page 22, question 6 – Section 2 paragraph 6 does not mention anything relating to “Provide an Emergency Generator”. Please clarify.

Answer: Providing a temporary emergency generator is not part of the scope of services within this contract.

3. Page 21, EG-023 – please provide the correct KW rating of the generator.

Answer: 1,200 KW

4. Page 18-20 “Fee Schedule”. There is a column for “QTRLY PMI FEE” and then there is 2 units (EG23 and EG52) which asks for this but times three. Will we not be providing quarterly inspection on all the generators? If not then the column is really not labeled correctly. Can you please clarify exactly what work will be being performed on each generator each year and at what frequency?

Answer: Only two (2) generators receive quarterly PMI, EG-023 and EG-052.

5. Page 17, Generator, line 7 – Please review your request for megger testing. To perform these tests each generator will be out of commission for 4 to 8 hours. The cost associated with adding this service dramatically increases the cost of your maintenance and most manufacturers only recommend this as part of a repair or major 10 year/10,000 hour service. Calculating how many units you have and the amount of labor you are going to pay each year for this service, it almost equals buying a new generator end every year. Unless you are losing generator ends every year (which is highly unlikely), you will never realize a return on this investment.

Answer: We are not referring to a Hi Potential (HI POT) test. We only require an insulation test using a “megometer”. Consult the generator manufacturer guidelines and record the findings. If further testing is warrant, it will be handle thought demand services.

6. Page 17, Intake System, line 1 – It is stated to replace the air filter as necessary. Since bids are based on knowns and not on unknowns, I assume if an air filter is found to be in need of replacement it will be quoted for replacement and billed separately, correct?

Answer: Yes, will be covered under the demand service portion of the contract.

7. Page 17, Prime Mover, line 4 – The annual replacement of these items are above and beyond what manufacturers recommend as their life expectancy is far greater, especially because they

use a cleaner burning fuel (natural gas or LP). Please confirm that this is actually a needed service.

Answer: Replace parts as needed, will be covered under the demand services portion of the contract.

8. Page 17, Automatic Transfer Switches – It is stated that some locations must be done after hours. Please provide a list on which site will require after hours testing.

Answer: Refers to University and Federal holidays, during which classes are close.

9. Page 7, 19 B and C – It is unclear at this point what we expect to receive in orders, however can you please explain what a “complete certificate” is as referenced in line B. Please indicate where a “standard form 100 (EEO-1)” can be found as referenced in line C.

Answer: A Certificate of Non-Segregated Facilities certifies that the contractor does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location, under the contractors control, where segregated facilities are maintained. The contractor understands and agrees that breach of this certification is a violation of Equal Opportunity clause required by Executive Order 11246, amended. Attached is a form you can submit with your bid (Attachment A).

For more information on standard form 100 (EEO-1) please visit:

<http://www.eeoc.gov/employers/eo1survey/index.cfm>

10. Will we be able to perform site inspections to look at all the generators to gather engine information & access for load banking in the bid package?

Answer: Unfortunately do the large number of generators at various locations; a formal site tour will not be possible. You may freely walk around the campuses, most all generators are exterior and adjacent to the buildings and generally accessible by pickup truck.

11. Please compare your generator pricing sheet to the generator list you have provided. The pricing sheet has generators listed that do not appear on the list you provided.

Answer:

Price List – Delete Generator EG 008. Polk.

VI. UCF Generator Inventory - The list is correct with two exceptions, EG-017 Make is Tradewinds and EG-023 is a 1,200 KW generator..

**Replace Section II General with Revised Section II which reads:**

**II. GENERAL**

The Facilities Operations Department is organized into Maintenance Teams (Zones). Each Maintenance Team is assigned a geographic area and has maintenance / repair responsibilities for the generator within their assigned zones.

The generator service contractor (s) will be required to coordinate the work with each respective Maintenance Team Planner / Supervisor. Refer to Table 1 for list of generators and Maintenance Teams.

All work will review by the respective maintenance team planner / supervisor or FO representative to ensure it conforms to contract specification and requirements surrounding the work. Contractor must present completed written inspections documentation to the respective maintenance team supervisor within five (5) calendar days after the inspection/testing, or if additional work, within three (3) calendar days after the approval process by the respective maintenance team supervisor or FO representative is required.

Contractor will provide a per unit price for the services description. The Contractor shall also provide hourly rates for additional/requested work and a percent of mark-up of the Contractor's cost for parts and materials.

The work/jobs will originate from the UCF Facilities Operations Department. For each service/repair job, a separate Work Order (invoice) will be issued. The Contractor will be asked to submit his/her proposal for the work.

Any material used shall automatically carry the manufacturer's warranty, but the workmanship must be warranted **for at least 12 months** (more in some cases as (mutually agreed upon). Term of payment will be **net 30 days** for services provided. Prepayment will not be allowed.

**Billing Procedure:**

Billing shall be rendered by the contractor for regular maintenance services and any owner authorized extra work itemized by building name, building number, work order number, and UCF purchase order. All test reports and work receipts / tickets, and invoices must be submitted to receive payment. Lump sum billing is not authorized. Contractor is responsible for all shipping and freight costs.

**Time sheet:**

A time sheet or ticket shall be submitted to the owner for approval within twenty-four (24) hours of performed service. Time sheet or work order shall indicate the time in and time out, date work was performed, a description of the work, work order, building name and number, and P. O. number.

**Revised Fee Schedules. Use this sheet when entering your prices.**

**V. FEE SCHEDULES**

**Table 1. Equipment Listing, Load Bank, Annual Inspection and Flat rate Troubleshooting fees**

UNIT LOCATION	UNIT MAKE	MT / ZONE (Notes)	2-hr load bank Fee	Annual PMI Fee	QTRLY PMI Fee
EG-01- LIBRARY	Olympian	1			
EG-02- CHEMISTRY	Kohler	3	N/A		
EG-03-STUDENT CTR	Onan	4	N/A		
EG-04-BASEBALL	Katolight	4			
EG-09- MATHEMATICAL SCIENCES	Onan	3	N/A		
EG10- HVAC	Kohler	4	N/A		
EG11- BIO SCIENCE	Onan	3	N/A		
EG12- EDUCATION	Olympian	1			
EG15- WWTP	Caterpillar	4			
EG16 – FO PORTABLE	Onan	4	N/A		
EG17- TECH COMMONS 2	Generac	1	N/A		
EG20- WATER PLNT	Olympian	4			
EG21- FACILITIES & SAFETY	Caterpillar	4			
EG22- CREOL	Onan	3			
EG23- COMPUTER SCIENCE –CSB	Caterpillar	3			*\$ _____ x3 \$ _____
EG24- STU. UNION	Onan	4			
EG25- COMM	Caterpillar	2			
EG26- HPA	Caterpillar	2			
EG27- LIFT STATION	Caterpillar	4			
EG28- CLASSROOM 1	Kohler	2			
EG29- SUMPTER	Generac	Housing			
EG30- BREVARD	Spectrum	Housing			
EG31- ORANGE	Spectrum	Housing			
EG32- SEMINOLE	Generac	Housing			
EG33- LK. CLAIRE	Generac	4 (1)			
EG34- ENG II	Detroit	2			
EG35- ACADEMIC VILLAGES	Cummins	Housing			

EG 36- PUMP STATION	Onan	4			
EG 37- PARTNERSHIP I	Kohler	4			
EG 38 REC & WELLNESS	ONAN	4			
EG 39 BUS. ADMIN II	OLYMPIAN	1			
EG 40 ACADEMIC VILLEGES	KOHLER	Housing			
EG 41 TEACHING ACADEMY	OLYMPIAN	1			
EG 42 ICA WAYNE DENSCH	CUMMINGS	4			
EG 43 PARTNERSHIP II	KOHLER	4			
EG 44 FO PORTABLE	SPECTRUM PORTABLE	4			
EG 45 ROSEN	CUMMINGS	7 (2)			
EG 46 GARAGE G	KOHLER	6			
EG 47 TOWER LIFT STA.	CUMMINGS	4			
EG 48 STU. HEALTH	KOHLER	4			
EG 49 BIO ANNEX	CUMMINS	3			
EG 50 RADIO TOWER	BALDOR	4			
EG 51 GARAGE East	KOHLER	6			
EG 52 CONVOCAATION CENTER	KOHLER	4			* \$ _____x3 \$ _____
EG 53 WILD ANIMAL FACILITY	KATOLITE	3			
EG 54 PSYCOLOGY	OLYMPIAN	2			
EG 55 FILM & DIGITAL	CATERPILER	7			
EG 56 FOOTBALL STADIUM	CUMMINS	4			
EG 58 HARRIS ENG III	Katolight	2			
EG 59 GARAGE F	KOHLER	6			
EG 60 KNIGHT AIDE PHARMACY	CUMMINS	4			
EG 61 PHYSICAL SCIENCE	KOHLER	3			
EG 62 BURNETT BIO MEDICAL	CATERPILER	7			
EG 63 BURNETT BIO MEDICAL	CATERPILER	7			

EG 64 COLLEGE OF MEDICINE	GENERAC	7			
EG 65 PHYSICAL SCIENCES PHASE II	CATERPILER	3			
EG 67 PERFORMING ARTS	CUMMINS	2			
EG 68 PARTNERSHIP III	MTU	4			
EG 69 CHEMICAL STORAGE	MTU	4			
EG 70 BRIGHHOUSE STADIUM FIELD LIGHTING	KOHLER	4			
EG 71 POLICE TRAINING	KOHLER	4 (3)			
EG 72 EOC	CUMMINS	4			
EG100- BURNETT HOUSE	CUMMINS	4			
	<b>2-hr load bank Fee</b>	<b>Annual PMI Fee</b>	<b>QTRLY PMI Fee</b>		

\*Denotes 3 quarterly inspections and one annual inspection

Notes ( ): 1. Scheduled to be replace in mid to late 2013

2. Could be removed from this service contract by mid to late 2013

3. Warranty Period until February 2014

**Table 2. Labor Rate, Parts mark Up Fees**

Standard Labor Rate – Monday through Friday 7:30 am to 4:30pm	<b>\$ _____ per hour</b>
Prime Labor Rate – Monday through Friday 4:30 PM through 7:30 am all day Saturday, Sunday and Legal Holidays	<b>\$ _____ per hour</b>
Parts Mark Up for actual cost of \$1,000.00 or less	<b>M/U% _____ X \$ 1,000.00= _____</b>
Parts Mark Up for actual cost of \$1,0001 or more	<b>M/U% _____ X \$ 1,001.00= _____</b>
Flat fee for diagnosing or trouble-shooting an equipment failure	<b>\$ _____ per event</b>

## Attachment A

### CERTIFICATE OF NON-SEGREGATED FACILITIES

We, \_\_\_\_\_  
certify to the University of Central Florida that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive order 11246 of 24 September 1965.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from offered subcontractors for specific time periods) we will obtain identical certifications from offered subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that we will retain such certification in our files; and that we will forward the following notice to such offered subcontractors (except where the offered subcontractors have submitted certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually).

**NOTE: Whoever knowingly and willfully makes any false, fictitious, or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.**



## **UCF Tank Inspection Form:**

**Generators with fuel tanks: Contractor will need to complete and submit the attached form (UCF Tank Inspection)**

### **Greater than 550 gallons**

Perform visual inspection of the entire exterior of each fuel tank, the aboveground integral piping system, the secondary containment in accordance with FAC 62-762. Complete attached inspection checklist. Physically remove and actuate the secondary containment interstitial space monitoring device to ensure it is operable, verify remote indicator also. If any piping touches soil then a leak test needs to be performed in accordance with FAC 62-762.

### **550 gallons and less**

Perform visual inspection of the entire exterior of each fuel tank, the aboveground integral piping system, the secondary containment in accordance with 40 CFR 112. Complete attached inspection checklist. Physically actuate the secondary containment interstitial space monitoring device to ensure it is operable, verify remote indicator also.

## **VI. UCF Generator Inventory:**

The attached Generator Inventory List replaces the one sent in the Invitation To Bid. The revised Fee Schedules matches this list.

**INVITATION TO BID ADDENDUM**

ITB NUMBER 1225LCSA                      OPENING DATE & TIME May 22, 2013 @ 2:00pm

ITB TITLE Annual PMI and Demand Services for Emergency Generators

ADDENDUM NUMBER 2                                      ADDENDUM DATE May 20, 2013

**PLEASE MAKE THE FOLLOWING CHANGES AND/OR REVISIONS TO THE ITB DOCUMENTS.**

**The purpose of this addendum is to provide:**

- **Clarification for Diesel Tank Inspection Pricing**
- **Revised Fee Schedules Table 2.**

**PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR BID. FAILURE TO SIGN AND RETURN WITH YOUR PROPOSAL COULD RESULT IN REJECTION OF YOUR PROPOSAL.**

\_\_\_\_\_  
BIDDER'S SIGNATURE

\_\_\_\_\_  
PRINT OR TYPE BIDDER'S NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER

**Clarification for ITB 1225LCSA – Annual PMI and Demand Services for Emergency Generators**

1. Addendum #1 provided an SOW for diesel tank inspections, however there is no place to price out these inspections. Will you please let me know how you would like this handled?

**Answer:** The price for the annual inspection of the generator must also include the price for the diesel tank inspection. The total price will be entered in Table 1 (Fee Schedule) provided with this addendum. Additionally, the vendor will enter the price for diesel tank inspections in revised Table 2 (Labor Rate, Parts mark Up Fees).

## V. FEE SCHEDULES

**Table 1. Equipment Listing, Load Bank, Annual Inspection and Flat rate Troubleshooting fees**

UNIT LOCATION	UNIT MAKE	MT / ZONE (Notes)	2-hr load bank Fee	Annual PMI Fee	QTRLY PMI Fee
EG-01- LIBRARY	Olympian	1			
EG-02- CHEMISTRY	Kohler	3	N/A		
EG-03-STUDENT CTR	Onan	4	N/A		
EG-04-BASEBALL	Katolight	4			
EG-09- MATHEMATICAL SCIENCES	Onan	3	N/A		
EG10- HVAC	Kohler	4	N/A		
EG11- BIO SCIENCE	Onan	3	N/A		
EG12- EDUCATION	Olympian	1			
EG15- WWTP	Caterpillar	4			
EG16 – FO PORTABLE	Onan	4	N/A		
EG17- TECH COMMONS 2	Generac	1	N/A		
EG20- WATER PLNT	Olympian	4			
EG21- FACILITIES & SAFETY	Caterpillar	4			
EG22- CREOL	Onan	3			
EG23- COMPUTER SCIENCE –CSB	Caterpillar	3			*\$ _____ x3 \$ _____
EG24- STU. UNION	Onan	4			
EG25- COMM	Caterpillar	2			
EG26- HPA	Caterpillar	2			
EG27- LIFT STATION	Caterpillar	4			
EG28- CLASSROOM 1	Kohler	2			
EG29- SUMPTER	Generac	Housing			
EG30- BREVARD	Spectrum	Housing			
EG31- ORANGE	Spectrum	Housing			
EG32- SEMINOLE	Generac	Housing			
EG33- LK. CLAIRE	Generac	4 (1)			
EG34- ENG II	Detroit	2			
EG35- ACADEMIC VILLAGES	Cummins	Housing			

EG 36- PUMP STATION	Onan	4			
EG 37- PARTNERSHIP I	Kohler	4			
EG 38 REC & WELLNESS	ONAN	4			
EG 39 BUS. ADMIN II	OLYMPIAN	1			
EG 40 ACADEMIC VILLEGES	KOHLER	Housing			
EG 41 TEACHING ACADEMY	OLYMPIAN	1			
EG 42 ICA WAYNE DENSCH	CUMMINGS	4			
EG 43 PARTNERSHIP II	KOHLER	4			
EG 44 FO PORTABLE	SPECTRUM PORTABLE	4			
EG 45 ROSEN	CUMMINGS	7 (2)			
EG 46 GARAGE G	KOHLER	6			
EG 47 TOWER LIFT STA.	CUMMINGS	4			
EG 48 STU. HEALTH	KOHLER	4			
EG 49 BIO ANNEX	CUMMINS	3			
EG 50 RADIO TOWER	BALDOR	4			
EG 51 GARAGE East	KOHLER	6			
EG 52 CONVOCAION CENTER	KOHLER	4			* \$ _____ X 3 \$ _____
EG 53 WILD ANIMAL FACILITY	KATOLITE	3			
EG 54 PSYCOLOGY	OLYMPIAN	2			
EG 55 FILM & DIGITAL	CATERPILER	7			
EG 56 FOOTBALL STADIUM	CUMMINS	4			
EG 58 HARRIS ENG III	Katolight	2			
EG 59 GARAGE F	KOHLER	6			
EG 60 KNIGHT AIDE PHARMACY	CUMMINS	4			
EG 61 PHYSICAL SCIENCE	KOHLER	3			
EG 62 BURNETT BIO MEDICAL	CATERPILER	7			
EG 63 BURNETT BIO MEDICAL	CATERPILER	7			

EG 64 COLLEGE OF MEDICINE	GENERAC	7			
EG 65 PHYSICAL SCIENCES PHASE II	CATERPILER	3			
EG 67 PERFORMING ARTS	CUMMINS	2			
EG 68 PARTNERSHIP III	MTU	4			
EG 69 CHEMICAL STORAGE	MTU	4			
EG 70 BRIGHHOUSE STADIUM FIELD LIGHTING	KOHLER	4			
EG 71 POLICE TRAINING	KOHLER	4 (3)			
EG 72 EOC	CUMMINS	4			
EG100- BURNETT HOUSE	CUMMINS	4			
	<b>2-hr load bank Fee</b>	<b>Annual PMI Fee</b>	<b>QTRLY PMI Fee</b>		

\*Denotes 3 quarterly inspections and one annual inspection

Notes ( ): 1. Scheduled to be replace in mid to late 2013

2. Could be removed from this service contract by mid to late 2013

3. Warranty Period until February 2014

**Table 2. Labor Rate, Parts mark Up Fees**

Standard Labor Rate – Monday through Friday 7:30 am to 4:30pm	<b>\$ _____ per hour</b>
Prime Labor Rate – Monday through Friday 4:30 PM through 7:30 am all day Saturday, Sunday and Legal Holidays	<b>\$ _____ per hour</b>
Parts Mark Up for actual cost of \$1,000.00 or less	<b>M/U% _____ X \$ 1,000.00= _____</b>
Parts Mark Up for actual cost of \$1,0001 or more	<b>M/U% _____ X \$ 1,001.00= _____</b>
Flat fee for diagnosing or trouble-shooting an equipment failure	<b>\$ _____ per event</b>
Diesel Tank Inspection Fee	<b>\$ _____ greater than 550 Gallons</b> <b>\$ _____ less than 550 Gallons</b>

DATE OF INSPECTION: \_\_\_\_\_

Equipment Number \_\_\_\_\_

PRINTED NAME AND SIGNATURE OF INSPECTOR: \_\_\_\_\_

	Inspection Results			Comments	Resolution
Location & Content	Zone: Content:			<i>Issue resulting in the <b>No</b> response</i>	<i>Action to address the No response. Include WO # and</i>
Access to tank and containment unit's sides, top and bottom not blocked	Yes	No	N/A		
Label with content and safety diamond visible from access paths	Yes	No			
"No Smoking" Sign Present	Yes	No	N/A		
Metal containment unit free of spills, water, debris, cracks, rust and other signs of damage or leaks	Yes	No	N/A		
Area around/under/above tank free of debris, cracks, staining and other signs of releases or damage	Yes	No			
Protective bollards in good condition and in place	Yes	No	N/A		
Exterior of tank free of rust, dents, spills, drips and signs of damage or releases	Yes	No			
Tank supports including bolts and fittings are free of rust, dents and other signs of damage or releases	Yes	No	N/A		
Tank hoses free of patches, tears, patches, and other signs of damage or releases	Yes	No			
Tank vent and instrument piping free of signs of rusts, releases, dents and other signs of damage or spills	Yes	No			
No petroleum or other organic odors detected	Yes	No			
Transfer lines to generator or dispenser pump free of cracks, leaks, tape and other signs of damage or releases.	Yes	No	N/A		
Space in between double-walled tanks free of liquids, solids, cracks, rust and other signs of damage or releases.	Yes	No	N/A		
Spill kit is present	Yes	No	N/A		
Concrete containment pad is free of cracks, staining, broken edges and other signs of damage or releases.	Yes	No	N/A		
Access to fill bucket is restricted	Yes	No	N/A		
Area lighting is working and allows signs of leaks or releases to be seen	Yes	No	N/A		

Notes:

1. Record the asset management id number in the upper right hand corner of the page.
2. Tank contents and fire safety diamond must be visible at least 3 feet away so fire department can respond safely.
3. Use extended reach wand to check underneath or behind tanks with limited clearance.
4. Circle the answer to each question that most accurately reflects what you see. Notes at the bottom of the inspection form discuss what to look for and how to describe what you see. A "yes" answer means nothing is wrong with the item in question. A "NO" answer means something is wrong with the item in question and the details must be noted in the Comment column of the Inspection form.
5. When the "NO" answer has been corrected, the date and solution description goes into the 'Resolution' column. Do not allow the resolution column to remain blank for more than 30 days. The statement "No action is planned until 10/2/2013." is better than a blank space.
6. Fax a copy of the completed signed Inspection Form and pictures to the EHS Department using fax number 407-823-1291 or e-mail [jennifer.hill@ucf.edu](mailto:jennifer.hill@ucf.edu)



**INVITATION TO BID ADDENDUM**

ITB NUMBER 1225LCSA                      OPENING DATE & TIME May 24, 2013 @ 2:00pm

ITB TITLE Annual PMI and Demand Services for Emergency Generators

ADDENDUM NUMBER 3

ADDENDUM DATE May 21, 2013

**PLEASE MAKE THE FOLLOWING CHANGES AND/OR REVISIONS TO THE ITB DOCUMENTS.**

**The purpose of this addendum is to provide:**

- **Answers to RFI submitted regarding generator model numbers and wattage.**
- **Change in Bid due date to May 24, 2013 @ 2:00 PM**

**PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR BID. FAILURE TO SIGN AND RETURN WITH YOUR PROPOSAL COULD RESULT IN REJECTION OF YOUR PROPOSAL.**

\_\_\_\_\_  
**BIDDER'S SIGNATURE**

\_\_\_\_\_  
**PRINT OR TYPE BIDDER'S NAME**

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

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

## **RFI**

1. EG-065, may be a Onan (Cummins) generator based on the model number, not Caterpillar

**Answer:** It is a Cat C9 ACERT

2. EG-060, shows a 25 kW generator, but the model number would suggest a 300 and either a Spectrum or Kohler, not a Onan (Cummins).

**Answer:** This is a Cummins DKAF-7084497 and it is a 25 KW

3. EG-040 shows a 75 kW generator and the model number represents a 200 kW

**Answer:** It is a 200 KW

4. EG-034 shows a 200 kW generator and the model number represents a 20 kW

**Answer:** It is a 200 KW 200 D8EJ