



UNION COUNTY Computer Services

Jason Fouts
Computer Services Manager
jfouts@union-county.org

1108 K Avenue La Grande, OR 97850

PHONE (541)963-1022

January 26, 2017

Request for Proposal

Sealed proposals will be received by the Union County Computer Services at the Joseph Building Annex, 1108 K Ave, La Grande, Oregon 97850 until 2:00 p.m., PST, **February 9, 2017**. **Proposals must include project completion by June 1, 2017.**

PROPOSALS FOR: Union County Joseph Annex Generator

Requirements and proposal forms are included. Additional forms and information may be obtained between 8:00 a.m. and 3:00 p.m., Monday through Thursday, for proposal purposes from:

Union County Computer Services
1108 K Ave
La Grande, OR 97850
541-963-1022

You may elect to hand deliver the proposal. Should you mail your proposal in, please specify on the outside of the sealed proposal, "Joseph Annex Generator Proposal" and mail to Union County Computer Services, 1108 K Ave La Grande, Oregon 97850

Any questions regarding this invitation shall be addressed to:

Jason Fouts
Computer Services Manager
1108 K Ave
La Grande, OR 97850
541-963-1022

Attachments:

- A – Site Map
- B – Layout Map
- C – Proposal Form

General Information

Union County Computer Services is requesting proposals for a 50KW Generator, Transfer Switch, and vaulted underground propane tank installed turn-key ready to supply the Joseph Annex Building.

Requirements

The generator will be installed in the Joseph Building basement room 1, with adequate vibration and noise dampening pads. The generator will provide backup power to the existing 200-Amp panel supplying the Joseph Annex Building. Installation will require relocation of an existing 50 gallon electric water heater.

Minimum Requirements:

1. 50KW Propane Generator.
2. Automatic Transfer Switch.
3. Adequate vibration/noise dampening pads.
4. Adequate intake & exhaust ventilation.
5. Vaulted underground 1000 gallon propane tank supplying generator.
6. Water heater relocation.
7. Wiring between buildings.
8. Initial programming of generator exercise cycle.
9. All equipment to be installed & turn-key ready for operation by June 1, 2017.

Permitting

Any permits including but not limited to building and electrical permits will be the responsibility of the proposer.

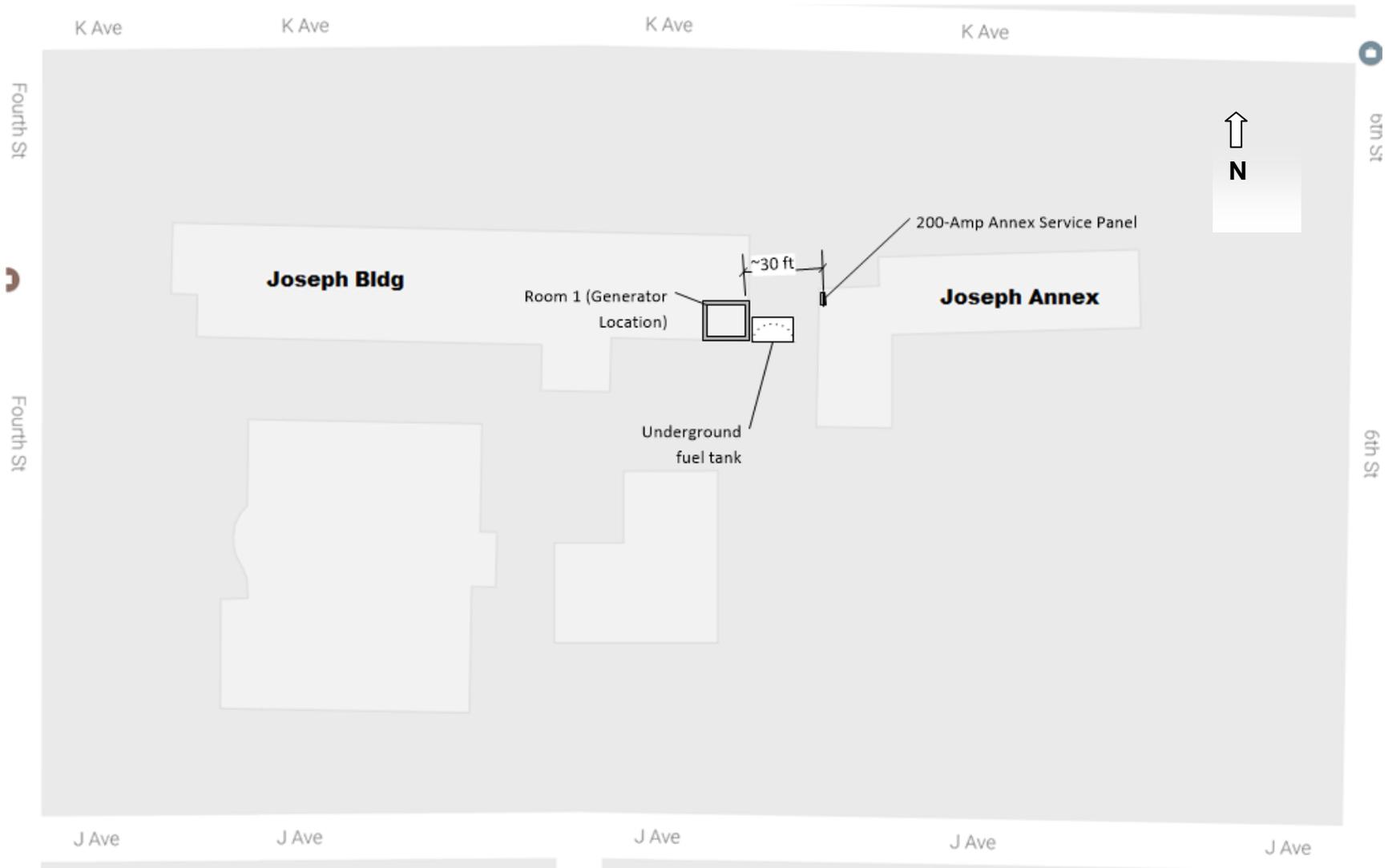
General Terms and Conditions

Note: UNION COUNTY COMPUTER SERVICES will be referred to as UCCS.

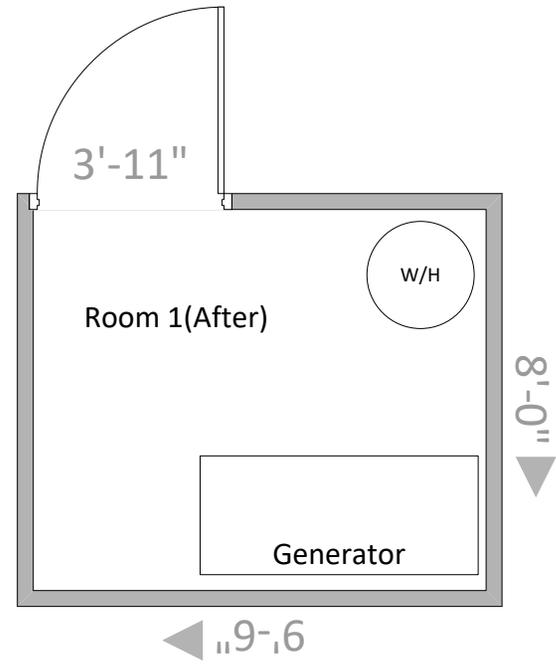
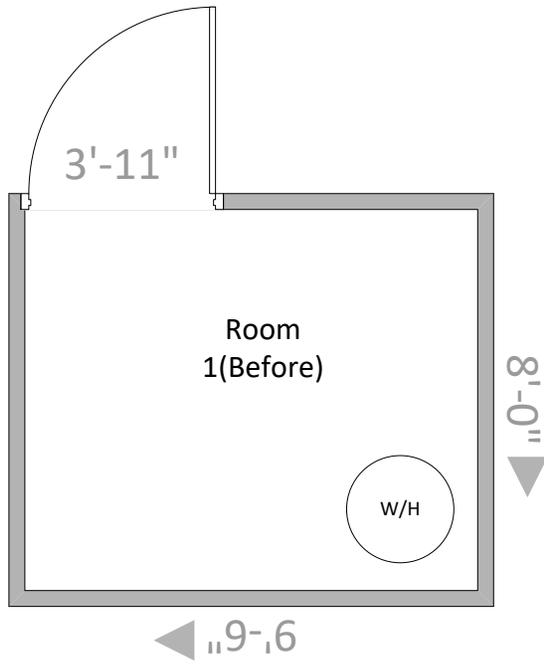
1. PROPOSALS: All proposals shall be submitted in a plainly MARKED SEALED ENVELOPE. On the outside of the envelope, the name of the project shall be clearly marked. If forwarded by mail, the sealed envelope containing the proposal must be addressed as specified in the proposal.
2. PROPOSAL FORMS: At a minimum, proposers must complete the UCCS provided proposal form. The document must be signed by an authorized agent of the proposer, be executed in ink and in original handwritten signature. Proposals submitted shall be in writing and no oral, telephone, telegraphic, fax, email, text or late proposals will be considered.

3. CLOSING: The closing time/date is an in-hand time at UCCS, NOT AN IN-TRANSIT, prior to closing time/date. It is the proposer's responsibility to ensure that the proposals are received by the UCCS prior to closing.
4. WITHDRAWALS: 1. Proposal withdrawals and/or cancellations may be made before opening date and time, only upon written or telegraphic request. 2. After closing, proposal withdrawals and/or cancellations may not be made.
5. BURDEN OF PROOF: It shall be the responsibility of the vendor to furnish UCCS with sufficient data to determine if the goods or services offered conform to the proposal specification. UCCS is not liable for any cost incurred by vendors prior to issuance of a Purchase Order or Contract Agreement.
6. QUALIFICATIONS OF PROPOSERS: The successful proposer must equal or exceed the specified performance criteria and needs set forth in item/project specifications and shall be able to show evidence of background of such.
7. REQUESTS: Requests listed on the proposal are listed so as to inform proposers what is required by UCCS. Any variance from the requests herein listed must be clearly pointed out in writing by the proposer including information for comparison purpose. It will otherwise be considered that those items offered are in strict compliance with these requests.
8. AWARD: If any award is made, it must be made within thirty (30) days of the date of opening of proposals. UCCS reserves the right to reject any or all proposals, to waive any informality in proposals, to accept in whole or in part such proposal as may be deemed in the best interest of the UCCS based on specifications and criteria set forth in Request for Proposals. Award will be made in the best interest of the county, after review and acceptance by UNION COUNTY BOARD OF COMMISSIONERS.
9. TERMINATION: Termination of the purchase or contract may be made upon noncompliance of specifications or contract conditions, service, performance or supply requirements, as set forth in this proposal, within five (5) days upon verbal or written notice of the Director of UCCS.
10. **Proposals must include project completion by 6/1/2017.**

Attachment – A
Joseph Annex Generator
Site Map



Attachment – B
Joseph Annex Generator
Layout Map



Attachment – C
Joseph Annex Generator
Proposal Form

Total project cost: _____

Generator Make/Model: _____

Automatic Transfer Switch Make/Model: _____

Notes:

Company Name: _____

Signature: _____

Proposal valid until: _____

Attachments: _____

Supplement – 1
Joseph Annex Generator

This supplement is to update the Requirements section of the Joseph Annex Generator Request for Proposal, update Attachment – C Proposal Form, and to provide photos of the Supply Room.

Requirements

The generator will be installed in the Joseph Building basement room 1, with adequate vibration and noise dampening pads. The generator will provide Single-Phase backup power to the four existing 240V 100A panels supplying the Joseph Annex Building. Installation will require relocation of an existing 50 gallon electric water heater.

Attachment – C (Revised 2/1/2017)
Joseph Annex Generator
Proposal Form

Total project cost: _____

Generator Make/Model: _____

Automatic Transfer Switch Make/Model: _____

Notes:

Company Name: _____

Signature: _____

Proposal valid until: _____

Attachments: _____

I acknowledge receipt of Supplement – 1 and have adjusted the proposal accordingly.

Signature

Supply Room Photos





