

**City Of Cedar Key**  
**REQUEST FOR PROPOSAL (RFP)**

**PROPANE POWERED, STAND BY GENERATOR**

City Of Cedar Key  
490 2nd Street  
Cedar Key, Florida 32625  
Phone: 352-543-5132 | Fax: 866-674-8419  
Cwalker@cedarkeyfl.us

**RFP ID: ~~05-01-20~~**

**Prepared By: Robert Robinson, Fire Chief/EMD**

**April 19, 2021**

**REQUEST FOR PROPOSAL  
PROPANE POWERED, STAND BY GENERATOR  
Cedar Key - Florida**

**RFP ID:** 05-01-2021

**PROPOSAL SUBMISSION DEADLINE:** May 3, 2021, 4:00 PM

**QUESTION SUBMISSION DEADLINE:** April 28, 2021

Questions may be submitted in written form to:

**Contact Name:** Robert Robinson  
**Contact Address:** 490 2nd Street  
Cedar Key, Florida 32625  
**Telephone Number:** 352-949-0030  
**Email Address:** Rrobinson@cedarkeyfl.us

**INTRODUCTION**

City Of Cedar Key invites and welcomes proposals for their PROPANE POWERED, STAND BY GENERATOR project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The project associated with this RFP is or shall be located at 490 2nd St, Cedar Key, Florida 32625.

**PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding , contact:

**Name:** Robert Robinson  
**Title:** Fire Chief  
**Phone:** 352-949-0030  
**Fax:** 866-674-2419  
**Email:** Rrobinson@cedarkeyfl.us

For questions or information regarding , contact:

**Name:** Carol Walker  
**Title:** City Clerk  
**Phone:** 352-543-5132  
**Fax:** 866-674-2419  
**Email:** Cwalker@cedarkeyfl.us

### **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is the objective and ultimate goal for this project is to install a standby propane powered generator (123/240 volt single phase) adequate to power city hall and the fire station, minimum size - 50kw..

### **PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

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Proposal must include the following at a minimum:

- \*Mount and secure new generator on the provided pedestal behind the fire station.
- \*Generator shall be connected to the existing propane line with flow rate confirmed for new generator.
- \*Must have a solar power disconnect feature for City Hall.
- \*If possible, use existing switch located at the fire station for manual transfer at station.
- \*The generator is to be of the low RPM type enclosed in an insulated cabinet.
- \*Provide underground service from generator to power meter area located on west side of City Hall.
- \*Underground conduit must be located far enough from existing tree as not to damage tree.
- \*Driveway and sidewalk to be returned to original condition.
- \*Work must be completed within thirty (30) days of start

### **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

#### **MILESTONE**

#### **DATE**

All questions submitted :

April 28, 2021

RFP Submitted:

May 3, 2021

Start of project

Within 1 week of permit issue date

Finish date:

30 working days after start date

### **PROPOSAL BIDDING REQUIREMENTS**

## **PROJECT PROPOSAL EXPECTATIONS**

City Of Cedar Key shall award the contract to the proposal that best accommodates the various project requirements. City Of Cedar Key reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

## **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by City Of Cedar Key no later than 4:00 PM on May 3, 2021 for consideration in the project proposal selection process.

## **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

City Of Cedar Key reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

## **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Florida (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

## **Financial Information**

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

### **Proposed Outcome**

- Summary of timeline and work to be completed.

### **Equipment or Service**

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from City Of Cedar Key, along with a brief explanation.

### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

### **Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

### **Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.