

DEPARTMENT OF HUMAN RESOURCES

SOLICITATION NOTICE

BIDS ARE BEING ACCEPTED FOR THE FOLLOWING:

DHR – Office of the Secretary/Office of Emergency Operations STATE ADMINISTRATION

DHR SOLICITATION NUMBER: OEO/GEN/15-002-S

DESCRIPTION: Maintenance and Storage of 300KW Emergency Generator

SUMMARY STATEMENT: The Maryland Department of Human Resources' Office of Emergency Operations (OEO) intends to acquire the services of a contractor for the purpose of providing monthly maintenance of a 300 KW 480 V Caterpillar generator. The Contract will be for a period of one year beginning on or about September 15, 2014. Only one award will be made as a result of this solicitation.

REQUIREMENTS: The Contractor shall:

1. Provide sufficient transportation to safely transport the emergency generator from 1535 Calvert Street to a secured location within the Baltimore area.
2. Provide a secured facility to house the emergency generator. The facility shall be gated, and provide video monitoring of the generator 24 hours per day.
3. Provide fuel for 24 hour mobilization at the storage facility of a vehicle to transport to the emergency generator at a moment's notice.
4. Provide labor and materials to perform the monthly load bank testing, in accordance with manufacturer's recommendations and minimum standards outlined in NFPA 110; and provide a written report on the condition of the generator to the State Project Manager while under load bank testing.
5. Provide labor and materials to monthly check the condition of the fuel system air filters and oil level of the emergency generator.
6. Provide labor and materials to annually change the oil and filters on the emergency generators.
7. Provide labor and materials to clean up and dispose of all trash and debris created while performing the work in Requirements 3-6.

ADDITIONAL INFORMATION: No site visit will be conducted for this solicitation.

USER AGENCY: Office of Emergency Operations

BIDS DUE: 3:00 PM Tuesday September 9, 2014

BASIS FOR AWARD: Award of this contract will be made to the responsive and responsible bidder submitting the most favorable (lowest) bid price in accordance with COMAR 21.05.07.06.D (2).

VENDORS INTERESTED IN SUBMITTING A BID ON THE ABOVE LISTED PROJECT SHOULD DIRECT QUESTIONS TO:

James Redditt, Procurement Officer
Department of Human Resources
Procurement Division
311 West Saratoga Street, 9th Floor
Baltimore, MD 21201
(410) 767-7675 Phone
(410) 333-0258 FAX
James.Redditt@Maryland.gov

Minority Business Enterprises are encouraged to respond to this solicitation.