INVITATION TO BID

Warren County Fiscal Court is soliciting bids for the purchase of the following described product or services:

Generator Maintenance and Service

Warren Fiscal Court will receive and open bids for the above described services at <u>10:00 AM on July 21, 2025</u> at the office of Doug Gorman, Warren County Judge Executive, 2nd Floor, Warren County Courthouse, 429 East 10th Street, Bowling Green, KY 42101.

Bid documents may be picked up in the office of Judge Executive Doug Gorman or by emailing crystal.cummings@ky.gov.

All bid replies shall be received in a sealed envelope marked "BID REPLY" for the described product or services.

Any additional information or questions may be directed to Ronnie Pearson or Vicki Duckett at 270-781-8776.

Warren Fiscal Court reserves the right to reject any and all bids and to accept the lowest and best evaluated bid. KRS 45A.080 (5)

The evaluated bid will allow 5% for a primary business located in Warren County, and make a choice that it deems in the public interest. The successful bidder shall be an Equal Opportunity Employer.

Crystal Cummings FISCAL COURT CLERK

PROHIBITION AGAINST CONFLICTS OF INTEREST, GRATUTITES AND KICKBACKS

It is a breach of ethical standards and KRS 45A.455 (1) for any employee or any official of Warren Fiscal Court, Warren County Kentucky, elective or appointed, or employee of any local public agency under Fiscal Court with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefore in which:

- (a) he or any member of his immediate family has a financial interest therein; or
- (b) a business or organization in which he or any member of his immediate family has a financial interest as an office, director, trustee, partner, or employee, is a party; or
- (c) any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, and audition or in any other advisory capacity.

It is a breach of ethical standards and KRS 45A.455 (2) for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employee, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request; influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any in other advisory capacity in any proceeding or application request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefore

It is a breach of ethical standards and KRS 45A.455 (3) for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

Violations of these provisions or any other violations of the Kentucky Model Procurement Code as Class A misdemeanors which carry the penalty of imprisonment of not more than twelve (12) months and/or a fine of not more than \$500.00. A corporation may be fined not more than \$10,000.00 or double its gain, whichever is greater.

It is a Class C felony for any employee or any official of the Commonwealth of Kentucky, elective or appointive, to take, receive, or offer to take or receive, either directly or indirectly, any rebate,

percentage of contract, money, or other things or value, as an inducement or intended inducement, in the procurement of business, or the giving of business for, or to, or from, any person, partnership, firm, or corporation, offering, bidding for, or in open market seeking to make sales to the Commonwealth of Kentucky.

It is a Class C felony for any person, firm or corporation to officer to make, or pay, or give, any rebate, percentage of contract, money or any other thing of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, to any employee or to any official of the Commonwealth, elective or appointive, in his efforts to bid for, or offer for sale, or seek in the open market.

A Class C felony carries the penalty of imprisonment for not less than five (5) years no more than ten (10) and/or a fine of not less than \$1000.00 and no more than \$10,000.00 or double the defendant's gain, whichever is greater. If a corporation is charged with a Class C felony, it may be fined not more than \$20,000.00 or double its gain, whichever is greater.

NOTICE: COLLUSION TO RESTRAIN BIDS IS PROHIBITED

Under KRS 45A.325, any agreement or collusion among bidders or prospective bidders which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid a fixed price, or to refrain from bidding, or otherwise, is prohibited.

Violation of the provisions of KRS 45A.325, is a Class D felony. A Class D felony carries the penalty of imprisonment of not less than one (1) year and no more than five (5) years and/or fine of not less than \$1000.00 and no more than \$10,000.00. Any firm, corporation, or association which violated KRS 45A.325 shall, upon conviction, be fined not less that \$10,000.00 no more than \$20,000.00.

RESPONSIBILITY INQUIRY MANDATORY UNDER KRS 45A.395

KRS 45A.395 requires Warren Fiscal Court to make a written determination of the responsibility of all bidders based on a "reasonable inquiry". KRS 45A.395 (17) defines "Responsible Bidder or Offeror" as [a] person who has the capability in respects to perform fully the contract requirements, and the integrity which will assure a good faithful performance.

With this statutory requirement in mind, please furnish the following information:

Are you currently involved in any litigation?						
see any litigation of claims being made against you or your company sture?						
ers ever been charged or indicted for a criminal offense other than as?						
Are you or is your company duly licensed and authorized to do business in the State of Kentucky and Warren County?						
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Generator Preventative Maintenance/Repair Contract

Specifications

Warren County Fiscal Court is seeking bid proposals for Generator Maintenance, service and a Repair Contract for all generators located at Warren County facilities and one mobile unit. The listed Preventative Maintenance will be conducted during normal business hours (8:00 – 4:30 Monday – Friday) once a year and the inspection shall happen once a year. This will ensure that all generators will be inspected and or serviced bi-annually. The qualified contractor will be responsible to provide all labor, materials, and equipment for generator maintenance/repair for below generators. If during the inspection and or preventive maintenance additional repairs are needed, the facility contact will authorize the additional repairs, unless the cost exceeds \$1000, and the Warren County Facilities Manager must also approve the repairs.

This contract is for two years. The contract must include an itemized cost for each generator. This will be the base Inspection visit (with no additional Parts included) and the preventative maintenance visit (no additional parts included)

All 25 generators will be inspected twice (2) annually with the last inspection of the year will include the preventative maintenance. Oil Change, air filters, etc.

The preference of inspections are as follows:

1st annual inspection June & July.

2nd annual inspection and preventive maintenance November & December of the calendar year

Section #1

See the attached Excel spreadsheet with a listing of all generators.

Section #2

See the attached Excel spreadsheet for generator cost itemization.

Section #3

Service Specifications to be completed:

- 1. Adjust, clean, and/or replace all spark plugs.
- 2. Adjust, clean, and/or replace ignition points and condenser.
- 3. Change engine lubrication oil when necessary.
- 4. Inspect lubricating oil filter and replace when necessary.
- 5. Lubricate distributor, battery charging generator/alternator, starter, governor.
- 6. Check engine radiator and/or city water-cooled system for leakage.
- 7. Check and/or change anti-freeze solution (allowance, one gallon).
- 8. Check all water hoses for proper pliability and replace if necessary. (Does not include hoses.)
- 9. Clean fuel sediment bowl and/or replace fuel filter.
- 10. Check entire unit for fuel, oil and water leakage.
- 11. Adjust and/or replace fan and governor belts. (Does not include belts.)
- 12. Service battery(s); add water, clean and grease posts, recharge if necessary.
- 13. Clean and refill air cleaner (oil bath type) or remove dust (dry type). Replace if necessary.
- 14. Check battery, charging generator brushes and starter motor brushes.
- 15. Check AC generator brushes for proper setting and wear.
- 16. Check DC generator brushes for proper setting and wear.
- 17. Clean collector rings and commutator.
- 18. Clean static exciter.
- 19. Remove all carbon and dust deposits from generator.
- 20. Conduct safety shut-down check. Run generator (under load where practical) to:
- a) check voltage.
- b) check frequency.
- c) check instruments.
- d) adjust carburetor and governor.
- 21. Submit inspection report to owner advising further parts and/or work required.
- 22. Automatic Transfer Switch Check:
- a) contacts.
- b) trickle charger.
- c) voltage at contacts.
- d) phase protection relays.
- e) start relay.

Section #4

Service and billing Requirements:

- The awarded contractor will meet with designated contact at each facility to validate date and time to perform service.
- The awarded contractor will provide a workorder to be signed by the "facility contact "when the service is completed. This work order will provide information on work performed, items repaired and those in need of repair.
- The awarded contractor will provide a billing for the service work performed within 30 days of work performed. Any billing over \$1000 will need to be approved by the facility contact, prior to work and billing.
- This contract is for a service period of two years but may be extended by Warren County Fiscal Court and the agreement of the awarded contractor. This contract may be terminated by either party with a prior 30 day written letter of intent to cancel and the date of termination.
- All documentation must be submitted, especially the itemization of cost , for this bid to be qualified as complete.

All items are agreed to by:		
Company	 	
Representative Name		
————— Date		

Department	Street	City	Brand	KW	Fuel	Model #	Serial #	Switch	CONTACT	PHONE #
Browning Station #1	3866 Browing Road	Bowling Green	Generac	14	LP	58841	8003220		Keith Lockhart	270-991-0878
Browning Station #2	339 Kitchens South Road	Bowling Green	Generac	14	LP	58841	7981502		Keith Lockhart	270-991-0878
Alvaton Station #2	8352 Cemetary Road	Bowling Green	Generac	14	LP	58841	7981454		Mason Hamiton	270-791-1894
Alvaton Station #3	122 J.F.S. Circle	Bowling Green	Generac	20	NG	58871	8055989		Mason Hamiton	270-791-1894
Smiths Grove Station #1	110 Main Street	Smiths Grove	Generac	14	NG	58841	7981491		Kenneth Pretty	270-783-1113
Smiths Grove Station #2	8100 Gotts Hydro Road	Smiths Grove	Generac	14	LP	58841	7981493		Kenneth Pretty	270-783-1113
Richardsville Station #1	900 Richardsville Road	Bowling Green	Generac	20	LP	58871	8108381		Brian Lee	270-791-0964
Richardsville Station #2	1170 Mt. Olivet Girkin Road	Bowling Green	Generac	14	LP	58841	8003221		Brian Lee	270-791-0964
Richardsville Station #3	288 Oak Street	Bowling Green	Generac	14	NG	58841	8003222		Brian Lee	270-791-0964
Richardsville Station #4	9408 Highway 185	Bowling Green	Generac	14	LP	58841	7981494		Brian Lee	270-791-0964
Woodburn Station #1	900 Woodburn Allen Springs	Woodburn	Generac	14	NG	58841	7981501		Bob Skipper	270-791-7016
Woodburn Station #2	7055 Nashville Road	Bowling Green	Generac	14	LP	58841	7981498		Bob Skipper	270-791-7016
Gott Station #1	5590 Porter Pike	Bowling Green	Generac	14	LP	58841	7981492		Jason Duckett	270-202-8500
Gott Station #2	1424 Sunnyside Gott Road	Bowling Green	Generac	10	NG	G0071710	3000856813		Jason Duckett	270-202-8500
Barren River Station #1	121 Jenkins Road	Bowling Green	Generac	14	LP	58841	8003223		Tracy Curtis	502-370-8911
Barren River Station #2	600 Brookwood Drive	Bowling Green	Generac	20	NG	58871	8108425		Tracy Curtis	502-370-8911
Hadley Station #1	255 Hadley School Road	Bowling Green	Generac	14	LP	58841	7981500		Russell Justice	270-791-6620
Plano Station #1	3210 Plano Road	Bowling Green	Generac	22	LP	Qt02224JNAX	8425611		Kevin Bailey	270-925-8606
Plano Station #2	575 Plano Richpond Road	Bowling Green	Generac	14	LP	58841	7981388		Kevin Bailey	270-925-8606
Warren County Rescue	1125 Lewis Avenue	Bowling Green	Generac	14	NG	58841	7981492		Vicki Duckett	270-923-8606
Old Courthouse				175	Diesel					
Old Courthouse Old Jail	429 East 10 th Ave.	Bowling Green	Caterpillar	175		D175	N6D02722		James Marcrum	270-791-7959
	429 East 10 th Ave.	Bowling Green	MQ Power		Diesel	DB-1381-1	7500447		Vicki Duckett	270-792-8908
Justice Center	1001 Center Street	Bowling Green	Generac	200	Diesel	0393599A	2045965		James Marcrum	270-791-7959
WC Regional Jail	920 Kentucky Street	Bowling Green	Generac	150	LP	SG150	30155755059		Stephen Harmon	270-320-3538
WC Regional Jail	920 Kentucky Street	Bowling Green	Automactic Transfer Switch Generac			TX600	3015405109		Dana Armstrong	270-202-6017
Basil Griffin Park	2055 Three Spring Road	Bowling Green	Generac	48	LP	RG04845ANAX	3014834335		Dana Armstrong	270-202-6017
Basil Griffin Park	2055 Three Spring Road	Bowling Green	Auto Transfer Switch Generac			RTSW400A3	3014339611		Dana Armstrong	270-202-6017
Buchannon Park	9222 Nashville Road	Bowling Green	Generac	230		SD500	3015862112	Exiting Manual Transfer switch	Dana Armstrong	270-202-6017
Ephram White Park	885 Mt Olivet Road	Bowling Green	Generac	230	LP	SD230	3015862112	Exiting Manual Transfer switch	Dana Armstrong	270-202-6017
Oakland City Hall	105 Main Street	Oakland, KY	Generac	10	LP	7171	3014874300			270-202-9106
Oakland City Hall	105 Main Street	Oakland, KY	Auto Transfer Switch Generac			RXSW100A3	3014961877			270-202-9016
Phil Moore Park	7101 Scottsville Road	Bowling Green	Generac	250		SD250	30163880071		Dana Armstrong	270-202-6017
Phil Moore Park	7101 Scottsville Road	Bowling Green	ASCO Automatic Transfer Switch		Lp	GO3AUSA31600CGXM	2730472		Dana Armstrong	270-202-6017
City of Plum Springs	288 Oak Street	Plum Springs	Generac	22	LP	7042	3014429880			270-796-8095
City of Plum Springs	288 Oak Street	Plum Springs	Automatic Transfer Switch Generac			RXSW200A3	3014997598			270-796-8095
City of Smiths Grove	146 South Mains Street	Smiths Grove	Generac	50	LP	SG050	3015567363			270-563-4014
City of Smiths Grove	146 South Mains Street	Smiths Grove	Automatic Transfer Switch Generac			TX400SE	3015496148			270-563-4014
City of Woodburn	191 Main Street	Woodburn	Generac	10	LP	7171	3014874064			270-791-5553
City of Woodburn	191 Main Street	Woodburn	Automatic Transfer Switch Generac			RXSW200A3	3014997596			270-791-5553
SKY Pac	601 College Street	Bowling Green	Cummins	130	NG	DSHAC-7511803	G110232424 SPEC E		DANE Harmon	270-904-1880
Capital Arts	416 East Main Street	Bowling Green	Generac	22	NG	RG022246NA	3107313385		Dane Harmon	270-904-6040
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