

Request for Proposal (RFP)

Southeast Island School District (SISD)

Procurement of Seven (7) 25kVA Generator Complete Sets

Issue Date: 01/20/25

Proposal Due Date: 02/13/25

I. Introduction

Southeast Island School District (SISD) invites sealed proposals for the supply and delivery of seven (7) 25kVA generator complete sets to Thorne Bay, Alaska. The equipment will be utilized to ensure reliable power supply for SISD facilities.

II. Scope of Work

The successful bidder will supply and deliver seven (7) complete sets of the following:

1. **25kVA Generator**
 - Must meet industry standards for performance and durability in remote locations.
2. **Trailer**
 - Suitable for rugged terrain and compatible with the generator.
3. **Engine Block Heater**
 - Installed to ensure cold-weather start-up reliability.
4. **Battery Charger**
 - Installed for maintaining battery performance.
 - Must match the generator's battery type and voltage, as well as its capacity (amp-hours, or Ah).
 - Multi-Stage Charging: Ensures optimal charging without overcharging.
 - Automatic Voltage Detection: Useful if multiple battery types are used.
 - Durability: For outdoor/portable use; must be weather-resistant.
 - Reverse Polarity Protection: Prevents damage from incorrect connections.
5. **Shore Power AC Connector and Accessories**
 - One (1) shore power AC connector with a 50-ft cord.
 - One (1) shore power AC connector with camlocks.
6. **Weather Protection**
 - Generators will be stored outdoors and must include weather protection, either:
 - A weatherproof cover for the generator and trailer, or
 - An enclosed trailer designed to protect the generator from rain, snow, and other environmental conditions.

7. Delivery

- All units must be delivered to Thorne Bay, Alaska.
-

III. Specifications

1. Generator

- Rated Power Output: 25kVA
- Fuel Type: Diesel
- Weatherproof housing for outdoor use.
- Compliance with applicable emissions standards.

2. Trailer

- Durable and road-ready. Must be able to withstand gravel roads and uneven roads.
- Equipped with safety features, including reflectors and brake lights.
- Enclosed trailer option must include ventilation and weather-resistant construction to protect the generator.

3. Accessories

- Block heater to operate in temperatures as low as -20°F.
 - Battery charger compatible with the generator battery system.
 - Shore power connection setup must include all necessary cabling and connectors.
-

IV. Proposal Requirements

Proposals must include the following:

1. Vendor Information

- Company name, address, and point of contact.
- Relevant experience and qualifications.

2. Technical Specifications

- Detailed product descriptions meeting or exceeding the outlined specifications.

3. Pricing

- Itemized cost for each generator set and accessories.
- Total cost for seven (7) complete sets, including delivery to Thorne Bay, Alaska.

4. Delivery Timeline

- Estimated lead time from purchase order to delivery.

5. Warranty and Support

- Warranty coverage for all components for a minimum of 2 years.
- Technical support and service options.

6. References

- At least three (3) references for similar projects.

7. Non-collusion Affidavit

- Proposals must include a notarized non-collusion affidavit (see Appendix A) to be considered responsive

8. Conflict of Interest Statement

- Proposals must include a signed conflict of interest statement (see Appendix B) to be considered responsive
-

V. Evaluation Criteria

Proposals will be evaluated based on:

1. Compliance with specifications.
 2. Cost-effectiveness.
 3. Vendor experience and qualifications.
 4. Warranty and service provisions.
 5. Delivery timeline.
-

VI. Submission Details

- Proposals must be submitted no later than 5:00 PM Alaska standard time on February 13, 2025.
- Submissions can be sent electronically to rmorrison@sisd.org, Subject: Sealed Generator Proposal, or by mail to:

Southeast Island School District
ATTN: Generator RFP/Rod Morrison
1010 Sandy Beach Road
PO Box 19569
Thorne Bay, Alaska 99919

VII. Contact Information

For questions or additional information, contact:

Rod Morrison

907-617-4755 or 907-828-8254

rmorrison@sisd.org

VIII. Terms and Conditions

- The contract resulting from this RFP will be awarded based on the proposal deemed most advantageous to the SISD. Evaluation factors include the criteria specified within this RFP
 - SISD reserves the right to:
 - Reject any or all offers, to waive any informalities or irregularities, and discontinue this RFP process without obligation or liability to any potential Vendor.
 - Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
 - Award more than one contract.
 - Terminate any awarded contract for reasons such as late delivery, non-delivery, or delivery of materials that do not meet specified requirements (e.g., incorrect size).
 - This RFP does not obligate SISD to award a contract. SISD may, at their discretion and without explanation to the prospective Vendors, at any time choose to discontinue this RFP without obligation to such prospective vendors.
-

We look forward to receiving your proposal. Thank you for your interest in supporting the Southeast Island School District.

Appendix A: Non-collusion Affidavit

I, _____ of _____
(Name) (Business Name)

being duly sworn, do depose and state; that I, or the firm, association, or corporation, of which I am a representative, is a Bidder, on the contract to be awarded by the Southeast Island School District for:

_____ SISD Generator _____ Project

and have not, either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free and open competition in connection with such contract.

Bidder Signature

STATE OF ALASKA)
 : ss.
FIRST JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 20__, before me, the undersigned, a notary public in and for the State of Alaska, duly commissioned and sworn, personally appeared _____, to me known and known to me to be the person named in and who executed the within and foregoing document, and he acknowledged that he executed the same freely and voluntarily, for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate first above written.

Notary Public, State of Alaska
My commission expires: _____

Appendix B: SISD Conflict of Interest Statement

The purpose of this Conflict of Interest Statement is to ensure that vendors submitting proposals to the District maintain the highest standards of integrity and transparency. By signing this statement, vendors affirm that their proposal is free from any conflicts of interest that could influence the fair evaluation and award process.

1. Definitions:

For the purposes of this statement:

- A "conflict of interest" exists when a vendor, its employees, officers, or agents have relationships, financial interests, or activities that could impair their ability to provide objective, impartial, and fair services to the District.
 - "Vendor" refers to the entity submitting the proposal, including all affiliates, subcontractors, and partners involved in the proposal.
-

2. Affirmation of No Conflict:

The undersigned vendor certifies the following:

1. Neither the vendor nor its principals, employees, or agents have any relationships or financial interests with current or former District employees, Board members, or their immediate family members that could create a conflict of interest.
 2. The vendor has disclosed any potential or perceived conflicts of interest in writing as part of this proposal.
 3. The vendor is not currently engaged in any litigation or dispute with the District that may impact the performance of the services proposed.
 4. The vendor has not offered or provided any gifts, gratuities, or favors to any District employee, Board member, or representative in connection with this proposal.
-

3. Disclosure of Potential Conflicts:

If a potential or perceived conflict of interest exists, please provide details below:

- Name(s) of involved parties: _____
 - Nature of the relationship or conflict: _____
 - Steps taken to mitigate the conflict: _____
-
-

(Attach additional pages if necessary.)

4. Certification and Signature:

By signing below, I certify that I have reviewed this Conflict of Interest Statement and, to the best of my knowledge, the information provided is true, complete, and accurate. I understand that failure to disclose conflicts of interest or submission of false information may result in disqualification of the proposal or termination of any resulting contract.

Vendor Name: _____

**Authorized
Representative
Name and Title:** _____

Signature: _____

Date: _____

Instructions to Vendors:

1. Complete and sign this statement.
2. Include this statement with your proposal submission.
3. Retain a copy for your records.