



**Tangipahoa Water District
Purchasing Department**

RFP # 26-01

**General Maintenance and Repair Service Contract
Water District Generators
Contract Effective: JUNE 1, 2026-MAY 31, 2027**

**Proposals Shall Be Received by the Tangipahoa Water District
46481 N. Morrison Blvd
Hammond, Louisiana 70401
By
Date: MAY 1, 2026**

**Advertisement in the Official Journal, Daily Star, to be
Published ONE (1) Time**

**For Additional Information or Questions, Contact:
Charles Schlicher 985-345-6457**

This is the Proposal of:

Date: _____

Company: _____

Address: _____

City: _____ **State:** _____ **ZIP Code:** _____

Person to Contact: _____

Phone: _____ **Fax:** _____

Email: _____

Your proposal is important to us.

However, should you choose NOT to submit a proposal for this project, the Water District would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs but only serve as a means of verifying you received notification of this RFP.

The Tangipahoa Water District (District) is requesting proposals for services to provide annual generator maintenance and repair services. Proposals will be accepted through 3:30 p.m. on May 1, 2026, at the office of the Tangipahoa Water District, 46481 N. Morrison Blvd., Hammond, LA 70401. Proposals may be mailed to Charles Schlicher, Executive Director, Tangipahoa Water District, P.O. Box 699, Natalbany, LA 70451, but must be received by the above time at the above place. All proposals must be marked "Proposal for Annual Generator Maintenance and Repair Service" on the outside of the envelope. The term of this contract will be for one (1) year from the initial date of the contract, which shall be June 1, 2026.

1. Scope of Work:

Provide necessary labor and parts to perform routine scheduled preventive maintenance services to facility back-up generators throughout the Tangipahoa Water District on a yearly basis and/or as requested by the Tangipahoa Water District to maintain the unit in operable condition in accordance with the specific task noted below and the Original Equipment Manufacturers (O.E.M.) recommendations.

2. Services:

The specific preventive maintenance services shall include at a minimum the following tasks for the engine and generator systems. This list is not intended to be all inclusive for each and every generator. The contractor shall also comply with the specific recommendations of the O.E.M for preventive maintenance and for all parts/material/fluid requirements.

- a. **Engine Lubrication System: visual check for leaks; change lube oil and filters every 12 months or 150 operation hours, whichever occurs first.**
- b. **Engine Air Cleaners: wet type clean and change oil once a year; dry type clean or replace filter if needed.**
- c. **Ignition System: replace spark plugs as needed; check magneto; set timing if needed.**
- d. **Governor: check and set speed, sensitivity and oil level.**
- e. **Engine Cooling System: check general condition; check antifreeze and add if needed. Check belts and hoses.**
- f. **Engine Electric System: hydrometer test battery; clean and lubricate battery posts and cables, load test batteries, check alternator belts; check battery charger for proper operation.**
- g. **Engine Fuel System: visually check for leaks; check all visible connections and flexible hoses; adjust carburetor; clean fuel strainers; replace fuel filters; replace flexible fuel hoses if needed; check for water in day fuel tank and main tank.**
- h. **Engine Exhaust System: visually check for leaks or corrosion; check condensation trap and muffler condition.**
- i. **AC Generator: visually inspect generator condition; check slip rings and commutator for wear; check lubrication of rear generator bearing.**
- j. **Miscellaneous: check all instruments for proper operation; check timers and relays for proper operation; check all connections for tightness; check safety**

- circuits, shutdowns and alarm systems.
- k. **Operation**: run engine unloaded; at customer's request and in customer's presence, transfer load to generator set and make adjustments as needed.
 - l. **Clean Up**: wipe down unit; remove used fluids and materials from customer's location and dispose in accordance with EPA regulations.
 - m. **Check** crankcase air piping.
 - n. **Check** block heaters.
 - o. **Check** fuel/water separator.
 - p. **Check** fuel day tank.

3. Replacement Parts

Contractor shall supply and maintain an adequate inventory of all necessary tools, equipment and normal parts/materials for the preventive maintenance task.

4. Identified Repairs

Any repairs required beyond the standard preventive maintenance task(s) identified during the inspection shall be documented and presented to the District for approval prior to the commencement of any repair services.

5. Contractor Personnel

Only trained, experienced and qualified facility back-up generator personnel shall perform the necessary generator preventive maintenance and repair work specified.

It is expected that one qualified facility back-up generator person is all that is required to provide the preventive maintenance work. Unless pre-approved by the Water District, the Water District will not approve payment for more than one person per visit unless the nature of the job conditions warrants extra manpower.

6. Protective Equipment

Contractor shall provide proper Personnel Protective Equipment for their employees performing the work for the Water District as required by any Federal, State, or local codes, laws and regulations.

7. Maintenance Schedule

The contractor shall develop and maintain a maintenance schedule for each generator. The contractor shall also develop and maintain a maintenance log for each generator, listing all work performed, date of service and signature of technician performing the work. The log shall be forwarded to the Water District's POC (Point of Contact). A copy of the detailed log of the work performed shall accompany each invoice.

8. Pricing for Preventive Maintenance

Pricing for preventive maintenance services shall be offered as a lump sum price per visit for each specific facility generator to be performed at its location. The lump sum price shall include all costs (labor, parts/materials, equipment, travel time, etc.) required by the contractor to perform the scope of work, including Load Tests.

Contractor shall not charge the Tangipahoa Water District for vehicle, trip or mileage charges, fuel or fuel surcharges for the performance of preventive maintenance or repair services.

9. Load Tests

The Water District will have the option to request the contractor to perform an annual load test on its facility back-up generator(s) during the preventive maintenance inspection. The cost of the performance of the Load Test shall be included in the lump sum price for the preventive maintenance services.

To perform the load test, the contractor shall remove battery cables and load-test the starting batteries for proper condition using only a load bank capable of loading the unit to 50% rating as a minimum. The requested load test is not intended to be for the generator's starting batteries only. The awarded contractor will be required to load-test the output capacity of the back-up generator(s) to the facility to a minimum 50% rating for a minimum of one (1) hour. If the load test results are unsatisfactory after the hour, the contractor will be expected to re-test the facility back-up generator for an additional hour at no additional charge, after applicable repairs or adjustments have been completed.

10. Bidder's Responsibility

Each bidder shall fully acquaint himself with the conditions relating to the scope and restrictions attending the execution of the work under the conditions of this RFP. It is expected that this will sometimes require on-site observation. The failure or omission of a bidder to acquaint himself with the existing conditions shall in no way relieve him of any obligation with respect to this RFP or to the contract.

11. Safety

The contractor shall ensure that all work is performed in a safe manner and shall provide all necessary equipment and barriers to protect the work site, workers, District employees, the public, vehicles and property.

12. Waste Oil

Disposal of all "waste oil" will be the responsibility of the successful bidder. Waste oil will constitute any petroleum, oils and lubricants (POL) removed from any piece of equipment that is a part of this specification. Since the District is concerned with protecting our environment, all POL removed from serviced equipment will be classified as "waste oil" and is to be disposed of within the guidelines of Department of Natural Resources and Environmental Control and EPA regulations. **Include, as a part of your response to the RFP, your method of waste oil disposal.**

13. Training

Upon request, the successful bidder will provide, free of charge, formal/informal training to the Water District so that they understand the operation and diagnostic procedures necessary to keep the equipment operating in the most beneficial manner.

14. Warranty

The successful bidder guarantees that all service and repairs provided under this agreement/contract shall be performed in a workmanlike manner. Any claim of defective workmanship must be provided to the successful bidder by written notice prior to the termination date of this contract upon which the successful bidder agrees to remedy and redo any such service (s) in a timely manner without cost to the Tangipahoa Water District.

The successful bidder also warrants against defects in materials and workmanship of all the successful bidder part(s) or components(s) supplied hereunder for a period of one year from date of installation or until the termination date of this agreement/contract, whichever is earlier. If any part(s) or component(s) should prove defective during the aforementioned warranty period, the successful bidder will at its option repair or replace any such items provided they were not damaged, abused, or affected by chemical properties.

The successful bidder's obligation to repair, replace, or perform a service, on any defective part(s) component(s) or service shall be the Water District's exclusive remedy under this agreement/contract.

15. Agreement Extras

Should inspection(s) indicate that repairs are necessary that are outside the scope of this agreement, the service contractor shall provide the Water District in writing a composite price including labor, parts, material and related expenses for these repairs. However, the Water District may elect to procure prices from others if deemed necessary. Should alternations, additional adjustments or repairs be made by others to any part of the system(s) covered by this service agreement, the service contractor has the right to inspect such work as to having been performed in an acceptable manner to the service contractor prior to continuing the service agreement coverage. The service contractor will notify the agency in writing of such conditions which must be corrected prior to the service contractor's acceptance.

Before making any repairs, outside the Preventive Maintenance Scope, the successful bidder must receive prior approval from the Water District. All repair service and parts charged against the contract must be verified and approved by the Water District. Invoices for repairs must include a breakdown of time (how many hours worked) and parts.

- 9) Demarco Well 15795 Demarco Ln. Hammond, LA 70403
 Baldor 80 KW 277/480 3 Phase
 Model IDLC80-3JU
 Serial P0908260003
- 10) Booker Well 44314 Booker 2 Rd, Hammond, LA 70403
 Cummins 100 KW 277/480 3 Phase
 Model DSGAA-1420294
 Serial K140769640
- 11) Thorn Well 19097 Thorn Ln. Ponchatoula, LA 70454
 Spectrum KW 125 277/480 3 Phase
 Model 125DS60
 Serial 602664
- 12) Fairhope Well 25132 Hwy 22 Ponchatoula, LA 70454
 Cummins KW 200 277/480 3 Phase
 Model C200 D60
 Serial A230190389
- 13) Bedico Well 28459 Hwy 22 Ponchatoula, LA 70454
 MTU KW 280 277/480 3 Phase
 Model 432PSL6210
 Serial MX-139043-1109
- 14) Wal-Mart Well 45217 Parkway Blvd Robert, LA. 70455
 Generac KW 150 277/480 3 Phase
 Model SD01050
 Serial 3018328622
- 15) Narretto Well 51180 Narretto Rd. Loranger, LA 70446
 Kohler KW 150 277/480 3 Phase
 Model 150REOCJF
 Serial 3379GMGK0021
- 16) Arcola Well 15535 Hwy 1059 Roseland, LA 70456
 Kohler KW 80 120/240 3 Phase
 Model 80REOZJF
 Serial GM81567

- 17) Lewiston 1 Well 19024 Hwy 38 Kentwood, LA 70444
Generac KW100 277/480 3 Phase
Model SD100
Serial 3010683646
- 18) Lewiston 2 Well Gregot Rd Kentwood, LA 70444
Generac KW 100 277/480 3 Phase
Model SD100
Serial 3018328623
- 19) Sanders Well 77383 Sanders Rd Kentwood, LA 70444
Kohler KW 180 277/480 3 Phase
Model 80REOZJG
Serial SGM32KZPK
- 20) Fluker Well 12649 Guiteau Mill Rd Fluker, LA 70436
Kohler KW 40 120/240 3 Phase
Model 40REOZJC
Serial 2328412
- 21) Manchac Well Hwy 51 Akers. LA 70421
Kohler KW 40 120/240 3 Phase
Model 30REOZK
Serial 33DGGMHL0022
- 22) Towable Generator Housed at Office 46481 N Morrison Blvd
Generac KW 200 Various Voltage and Phase
Model MDG250
Serial 3008222008

I) Repair Services to include:**a) Repair all generator models with approval from Water District Personnel.**

Contractor shall provide the necessary labor, parts/materials and equipment to perform the required work on an as needed basis to return facility back-up generator unit back to an operable condition.

b) Successful bidder can sub-contract repairs to an authorized dealer:

- **Service Labor Hourly Rates – Normal business hours 8am to 5pm**
\$ _____.
- **After Hours/Weekend Hourly Rates \$ _____.**
Overtime may be charged for work performed outside normal working hours, provided prior authorization is granted. Work that is performed outside normal working hours that is scheduled in advance will be invoiced at regular hourly rates unless conditions warrant the District to approve overtime hours.
- **Holiday Hourly Rates \$ _____.**
- **Emergency Call Out Hourly Rate \$ _____.**

17. Emergency Service

The Successful bidder shall provide emergency service on an “as needed basis”. All labor, travel, cost, parts and supplies will be the responsibility of the bidder. Compensation shall be limited to payment of the appropriate labor rate for time actually spent on the repairs and parts. Travel time/expenses are the responsibility of the successful bidder and will not be reimbursed.

Emergency services shall be provided, as needed on a twenty-four (24) hour, seven (7) days a week basis. From the time of the call, the successful bidder has a maximum of four (4) hours to respond and be on site to this call.

18. Technical Services Engineering Backup

The service shall have in their direct employment personnel who will be available, without additional charge, for analysis, diagnostic and predictive analysis of complex or unusual electrical/mechanical maintenance problems associated with the successful service contractor’s administration of bid specification.

Special Note

BIDDERS ARE URGED TO REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTION AS EARLY AS POSSIBLE DURING THE BID PERIOD. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE BIDDERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE BIDS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO THE SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER BIDS ARE OPENED.

Bid Packages are mailed or emailed only as a courtesy. The Tangipahoa Water District does not assume responsibility for bidders to receive bid packages. Bids shall be accepted only by Tangipahoa Water District. The Tangipahoa Water District shall only accept bids from those bidders in whose name the bid forms and or specifications were issued. Altered or incomplete bid forms, or use of substitute forms or documents, shall render the bid non-responsive and subject to rejection.

All bids must be typed or written in **BLUE/BLACK INK**. Any erasures, strikeover and/or changes to prices shall be initialed by the bidder. Failure to initial shall be cause for rejection of the bid as non-responsive.

All bids shall be signed. Failure to do so shall cause the bid to be rejected as non-responsive.

Where one (1) or more of the vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Executive Director, after studying and reviewing, reserves the right to determine the acceptability of any equivalent offered. The decision, after studying and review, shall be final and binding.

If bidding "equivalent" products, specifications, illustrative literature and any deviations shall be submitted with bid. Representative samples shall be submitted upon request, if appropriate.

These specifications are written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the invitation to bid states that only the brand name will be considered for reasons of compatibility, etc.

The method of delivery of bids is the responsibility of the bidder. All bids shall be received by the Tangipahoa Water District, 46481 N Morrison Blvd Hammond, Louisiana on or before the specified bid opening date and time. Late bids shall not be accepted under ANY circumstances. It is the bidders' sole responsibility to ensure that their bid has been delivered and accepted with ample time to meet all specified deadlines.

RFP# 26-01

As a qualified bidder for the project, I have carefully examined all of the Bidding Documents and have examined the conditions and specifications of the work to be done, and I hereby propose to furnish all labor, materials, equipment, tools, etc., as called for by the bidding specifications.

Bidder agrees to deliver material and perform work described by the Bidding Specifications for the sum indicated:

(Amounts shall be shown in words and digits. In case of discrepancy, words shall govern.)

Total Annual Maintenance and Repairs Service Contract:

(\$ _____)

_____ DOLLARS

Signature of Bidder

Company Name

The above signature on this Sealed Bid certifies that bidder has carefully examined the instructions to bidders, terms and specifications applicable to and made a part of this Seal Bid Package. Bidder further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this Sealed Bid.