Addendum No. 1

City of Coquitlam

RFP No. 24-062

Emergency Power Generator Services

Issue Date: August 1, 2024

Total Page Count: 4 (including Revised Appendix A)

Proponents shall note the following amendments to the RFP documents:

REPLACE

R1) REPLACE APPENDIX A.

REMOVE: **24-062 Appendix A – Generator Inventory and Locations**
REPLACE WITH: **24-062 REVISED - Appendix A – Generator Inventory and Details REVISION No. 1**

QUESTIONS AND CLARIFICATIONS

Q1. Is it possible to conduct site visits to determine load bank locations, cable requirements etc.?

A1. At this time there will be no site visits.

Q2. I have reviewed Appendix A, and all that is provided is the generator make and model. In order to accurately source parts and quote the load tests, we need to know the generator serial #, kilowatt rating, voltage, and engine make/model/serial #. Are you able to provide that?

A2. See R1 above.

Q3. Is it possible to confirm engine make, model # and serial # for each generator to determine filters and fluid capacities?

A3. See R1 above.

Q4. Would the address and make/model/serial number of the generator called AOB Emergency Generator (Facilities) be available?

A4. See R1 above.

Q5. Coolant and Air Filters Maintenance: Coolant and air filters are typically not changed annually. Can you confirm if Proponents should still complete this task annually?

A5. Confirmed, this task should still be completed.

Q6. Test & Acceptance Plan: Can you clarify what you are looking for in the Test & Acceptance Plan in the Technical section of the Proposal Submission form?

A6. Test and Acceptance plan includes:

1. **Initial Inspection:**
   Verify that the generator is installed according to specifications and that all components are in place and properly connected.
2. **Pre-Start Checks:**
   Confirm fuel levels, oil levels, battery condition, and that the generator is clean and free of debris. Check that the cooling system and other critical components are functioning.
3. **Startup Test:**
   Start the generator manually or automatically, depending on the design, to ensure it runs smoothly. Observe the generator for any unusual noises or vibrations.
4. **Load Test:**
   Apply a load to the generator to simulate actual operating conditions. This usually involves running the generator at a specific load percentage (often 50% to 100% of its rated capacity) to verify it can handle the load without issues.
5. **Automatic Transfer Switch (ATS) Test:**
   If the system includes an ATS, test it to ensure it correctly switches the load between the primary power source and the emergency generator during a power outage.
6. **Performance Monitoring:**
   Check the generator's performance metrics such as voltage, frequency, and power output to ensure they are within acceptable ranges.
7. **Safety Checks:**
   Ensure all safety features, such as alarms and shutdown systems, are functioning correctly. This includes checking for over-temperature, low oil pressure, and other critical conditions.
8. **Documentation:**
   Record all test results, any issues encountered, and the actions taken to address them. This documentation is crucial for regulatory compliance and future maintenance.

9. **Acceptance Criteria:**
   The generator should meet all the specified performance criteria and function reliably under test conditions. If any issues are found, they should be resolved before final acceptance.

These tests ensure that the emergency generator will perform as required during a power outage and provide reliable backup power when needed.

Q7. Confirm there are no generators with voltage above 600V.

A7. 600 V is the Maximum generator voltage.

Q8. Generator location (e.g., outdoor drive-up access, indoor ground level, penthouse, rooftop, etc.). If the location is indoor, please provide the approximate length of cable required to reach a safe load bank placement?.

A8. All generators are ground level with drive up access except City Hall and Public Safety Building but are within 7 meters of drive up access.

End of Addendum No. 1

Proponents take into account the content of this Addendum in the preparation and submission of the Proposal which will form part of the Contract and should be acknowledged on the Proposal Submission Form.

Upon submitting a Proposal, Proponents are deemed to have received all addenda that are issued and posted on the City's website and considered the information for inclusion in the Proposal Submission.

Issued by:

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