



Williamson County  
Bid 1812-283

## TRANSMITTAL LETTER

### Solicitation 1812-283

### Emergency Generator and Automatic Transfer Switch Preventive Maintenance, Repair

- A. Company Name and Address:  
Austin Welder & Generator Service, Inc.  
dba Austin Generator Service  
2004 Howard Lane  
Austin, TX 78728
- B. Type of Business: S Corporation
- C. Place of Incorporation: Texas
- D. No other offices to serve Williamson County
- E. Company contact person for RFP related matters:  
Ronnie Lane  
2004 Howard Lane  
Austin, TX 78728  
[ronnie.lane@austingenerator.com](mailto:ronnie.lane@austingenerator.com)  
Business No: (512) 251-2247  
Fax No: (512) 251-3315
- F. FEIN No: 74-1967936
- G. Austin Generator Service is committed to meeting expectations and providing all services required by Williamson County to fulfill the obligations of this contract.
- H. All pricing provided in this proposal is valid for the 36 month duration of the contract as specified by the terms herein.
- I. Impacts on Air Quality: N/A

  
\_\_\_\_\_  
Austin Generator Service Authorized Representative

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## **EXECUTIVE SUMMARY**

### **Solicitation 1812-283**

### **Emergency Generator and Automatic Transfer Switch Preventive Maintenance, Repair**

Austin Generator Service prides itself on being the most comprehensive generator service company in the Central Texas area. AGS not only meets the demands of the noted solicitation but goes beyond the minimum requirements and qualifications for this contract. With a team of highly trained and certified generator technicians, the AGS service team is very well equipped to meet the needs of the routine maintenance and repair that is required for the equipment to operate efficiently. Additionally, AGS has a staff of electricians who are capable of assisting on any projects that may extend beyond the normal scope of a generator technician. This team, along with AGS' status of being a local generator dealer, allow the company to take on any turnkey project including generator replacements, ATS replacements, fuel tank additions or replacements, electrical infrastructure additions, and much more.

Austin Generator Service is the most qualified Respondent to this RFP based on the wide array of capabilities that it offers along with 40+ years of experience in the generator industry. AGS has proven many times that they can deliver on any generator related project which is shown in its history with local government entities, hospitals, property management companies and many others in the Central Texas region. A full list of company and project references are provided in the designated section in this RFP.

The goods and services provided by AGS are best suited for this contract based on personnel relationships and history of work between AGS and Williamson County. The AGS electrical team has worked with the County electrical department on projects previously and there is a history of successfully completed projects. Additionally, other AGS employees are familiar with the County generator sites having worked on them with other generator companies. Given this history along with AGS' tenure in the marketplace and expertise of qualified technicians, there is a high level of confidence that the relationship between AGS and Williamson County is unparalleled.

## Attachment E

## Contractor's Qualifications Form

Company Profile:					
Company Name	Austin Generator Service				
Federal EIN #	74-1967936				
Other Company Locations:					
List:					
Length of Time Company has been in business:	Year	40	Months	9	
Has company done business under a different name, give name and location:					
Name			Location:		
# of Full-Time Employees:	23		# of Part-Time Employees:		
# of Service Technicians:	6		# of Electricians:	5	
Has company failed to complete or defaulted on a contract?					
<input checked="" type="radio"/> No NO		Yes	If Yes, explain below:		
Explanation:					
Local Branch/Office Location:					
Street Address:	2004 Howard Lane				
City:	Austin, TX	Zip:	78728		
Length of Time Branch Office has been in operations:	Year	40	Months	9	
Geographical Coverage Area (Cities or Counties Supported by Branch):	Travis, Williamson, Hays, Burnet, Lampasas, Milam, Bastrop, Blanco, Bexar,				
List:	Caldwell, Llano, Lee, Fayette, Bell, Comal, Guadalupe, Dimmit				
# of Full-Time Employees:	23		# of Part-Time Employees		
Total # of Service Tech in Local Branch/Office	6				
Estimated Number of Service Techs assigned to support contract:	3				

Individual Qualifications Assigned to Contract:	
Name:	Licenses/Certifications:
1	
2	
3	
4	
5	
6	



## Attachment B:

## FACILITIES, EQUIPMENT LIST, COMPENSATION AND FEES

Respondent Name: Austh Generator Service

Quarterly, annual and triennial inspections; generator locations; and Unit Price Bidding Sheet: Williamson County reserves the option to add facilities/generators to this Contract that are similar in scope, at the contract rates. The facilities are listed as follows:

#	Facility Name Address Make Model/Serial #, KW, Fuel Type	Quarterly Inspection Cost*	Quarterly & Annual Inspection Cost**	Quarterly, Annual Inspection & Triennial Cost***	Annual Fuel Testing	Generator Site Visit @ Bid Yes / No
1.	<b>Round Rock Annex Bldg A</b> 211 Commerce Cove, Round Rock Baldor Model #IDLC80-J2S, Serial #P0508290007, 180 kW Diesel	\$ 140	\$ 955	\$ 3,245	\$ 200	Yes
2.	<b>Central Maintenance Facility</b> 3151 SE Inner Loop, Georgetown Onan Model #GGFB-3388565, Serial #B000062477, 35 kW NG	\$ 110	\$ 630	\$ 2,280	N/A	Yes
3.	<b>Juvenile Justice Center</b> 200 Wilco Way, Georgetown Generac Model #2254270400, Serial #2066635, 200 kW Diesel	\$ 140	\$ 1,060	\$ 3,542	\$ 200	Yes
4.	<b>Emergency Services Operations Center</b> 911 Tracy Chambers Lane, Georgetown Cummins Model #DQFAD-1206664, Serial #F120358177, 1000 kW Diesel	\$ 280	\$ 3,775	\$ 12,950	\$ 200	Yes
5.	<b>South Jail</b> 508 Rock St, Georgetown Generac Model #SD0400KG22125D18HPYY3, Serial #9159996, 400 kW Diesel	\$ 170	\$ 1,525	\$ 4,741	\$ 200	Yes
6.	<b>North Jail</b> 508 Rock St, Georgetown Cummins Model #DFLE-5583568, Serial #K020442322, 1500 kW Diesel	\$ 325	\$ 4,610	\$ 14,900	\$ 200	Yes
7.	<b>Georgetown Health Dept</b> 102 W. 3 <sup>rd</sup> St, Georgetown Sentry Pro Model #SPL-1000-325, Serial #AH 2-200, 109 kW Diesel	\$ 125	\$ 830	\$ 2,915	\$ 200	No
8.	<b>Taylor Health Dept.</b> 115 W. 6 <sup>th</sup> St., Taylor Baldor Model #IDLC-150-JD, Serial # P071015001, 150 kW Diesel	\$ 130	\$ 925	\$ 3,215	\$ 200	No
9.	<b>Cedar Park Annex</b> 350 Discovery Blvd, Cedar Park Shindaiwa Model # DGK45C, Serial #71041-0000471, 36 kW Diesel	\$ 110	\$ 630	\$ 2,280	\$ 200	Yes

**Attachment B:**

**FACILITIES, EQUIPMENT LIST, COMPENSATION AND FEES**

#	Facility Name Address Make Model/Serial #, KW, Fuel Type	Quarterly Inspection Cost*	Quarterly & Annual Inspection Cost**	Quarterly, Annual Inspection & Triennial Cost***	Annual Fuel Testing	Generator Site Visit @ Bid Yes / No
10.	<b>WCCHD</b> 355 Texas Ave, Round Rock Cummins/Onan Model #C35 D6, Serial # K170274292, 35 kW Diesel	\$ 110	\$ 630	\$ 2,310	\$ 200	Yes
11.	<b>North Campus- Impound Yard</b> 3181 SE Inner Loop, Georgetown Kohler Model #15REOZK, Serial #SGM32JKH7, 15 kW Diesel	\$ 110	\$ 610	\$ 2,230	\$ 200	Yes
12.	<b>North Campus – EMS Training</b> 3189 SE Inner Loop, Georgetown Kohler Model #80REOZJK, Serial #SGM32JKJW, 80 kW Diesel	\$ 120	\$ 805	\$ 2,775	\$ 200	Yes
13.	<b>North Campus – Fuel Station</b> 3161 SE Inner Loop, Georgetown Kohler Model #80REOZJK, Serial #PE4045N012544, 80 kW Diesel	\$ 120	\$ 805	\$ 2,775	\$ 200	Yes

## Attachment B:

### FACILITIES, EQUIPMENT LIST, COMPENSATION AND FEES

#### GENERATOR RENTAL RATES – As Needed\*\*\*\*\*

Generator Size	Daily	Weekly	Monthly
35 KW	\$ 725	\$ 975	\$ 1,725
200 KW	\$ 1,725	\$ 2,475	\$ 4,725
400 KW	\$ 2,150	\$ 3,350	\$ 6,950
1000 KW	\$ 3,400	\$ 5,800	\$ 13,000
1500 KW	\$ 4,000	\$ 7,600	\$ 18,400

Cables	Daily	Weekly	Monthly
4/0 Cable, 50' Length	\$ 25	\$ 50	\$ 100
4/0 Female Pigtails	\$ 5	\$ 10	\$ 20
4/0 Male Pigtails	\$ 5	\$ 10	\$ 20

\*Performed three (3) times per year in 1<sup>st</sup>, 3<sup>rd</sup> & 4<sup>th</sup> quarters.

\*\*Performed once per year and includes quarterly inspection done in the second quarter

\*\*\*Performed once during the second quarter every third year with first service in 2020.

\*\*\*\*Indicate Yes (Y) or No (N) in dedicated column for each listed generator, if site visit occurred prior to bid submission.

\*\*\*\*\*Pricing includes mobilization, delivery, hook-up, disconnect, and pick-up fees.

#### ----- ADDITIONAL SERVICES – Labor and Material for Remedial Repairs\*

##### Labor – Remedial Repairs:

Hourly Labor Rate for contracted services – The following prices are for services that are not included in the quarterly, annual inspections, or triennial services due to unusual inspection/preventative maintenance fees, quoted above, are combined fees that should not be double billed.

Labor Rate for Service:	Hourly Rate
Normal Working Hours – Remediate Repairs	\$ 115.00
Overtime Hours – Outside of normal working hours	\$ 172.50

##### Materials – Remedial Repairs:

Materials not covered under quarterly, annual or triennial inspections:

- Contractor shall invoice at MSRP/List\* price less 0 percent.

Materials purchased at local retail suppliers by Contractor field staff:

- Contractor shall invoice at cost (sales receipt/invoiced price).

\*\*\*\*\*MSRP/List – Williamson County reserves the right to request from Contractor any published or printed catalog that reflects MSRP/List price for verification purposes.

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# Bidder References

List the last (3) companies or governmental agencies, where the same or similar goods and/or services as contained in this IFB package, were recently provided by Bidder.

## Reference 1

Client Name:

City of Killeen

Location:

Killeen, TX

Contact Name:

Alex Tucker

Title:

Chief Operator, Water & Sewer

Phone:

254-501-6306

E-mail

atucker@killeentexas.gov

Contract Date To:

4/2019

Contract Date From:

5/2018

Contract Value: \$

\$12,262

Scope of Work:

Generator maintenance - semi-annual, annual PMS

## Reference 2

Client Name:

Texas Military Department

Location:

Austin, TX

Contact Name:

Gary Mullen

Title:

Facility Manager

Phone:

512-517-1423

E-mail

gary.l.mullen.nfg@mail.mil

Contract Date To:

9/2021

Contract Date From:

10/2018

Contract Value: \$

\$67,755

Scope of Work:

Generator maintenance - quarterly and annual PMS, triennial, battery replacements

## Reference 3



Client Name:

Dimmit County

Location:

Dimmit County, TX

Contact Name:

Daniel Estrada

Title:

Facilities Manager

Phone:

830-876-8337

E-mail

Contract Date To:

4/2019

Contract Date From:

5/2018

Contract Value: \$

\$15,843

Scope of Work:

Generator maintenance - quarterly and annual PMS, load bank tests

## Supplier Response Form

\* Submitted Electronically \*

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>		<b>OFFICE USE ONLY</b>  <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>
<b>1</b>	<b>Name of vendor who has a business relationship with local governmental entity.</b>  <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Austin Generator Service</div>	
<b>2</b>	<input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b> (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)	
<b>3</b>	<b>Name of local government officer about whom the information is being disclosed.</b>  <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div> <div style="text-align: center; margin-top: 5px;">Name of Officer</div>	
<b>4</b>	<p>Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No         </p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No         </p>	
<b>5</b>	<b>Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</b>  <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	
<b>6</b>	<input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).	
<b>7</b>	<p style="color: red;">Signature is not required if completing in BIDS SYNC electronically;</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border: 1px solid black; width: 45%; height: 20px;"></div> <div style="border: 1px solid black; width: 15%; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Signature of vendor doing business with the governmental entity</span> <span>Date</span> </div>	



## CONFLICT OF INTEREST QUESTIONNAIRE

### For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed;

or (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity. (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(2) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposal or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(3) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or (C) of a family relationship with a local government officer.



**Please enter your password below and click Save to update your response.**

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

**To take exception:**

- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on BidSync's system.

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **ronnie.lane@austingenerator.com**

Password  \*

Save

Take Exception

Close

\* Required fields

## Supplier Response Form

*\* Submitted Electronically \****PROPOSAL AFFIDAVIT****This form must be completed, signed, notarized and returned with Proposal package**

The undersigned attests that the company named below, under the provisions of Subtitle F, Title 10, Texas Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit

The undersigned certifies that the RFP and the Respondent's Proposal have been carefully reviewed and are submitted as correct and final. Respondent further certifies and agrees to furnish any and/or all goods and/or services upon which prices are extended at the price Proposal, and upon the conditions contained in the RFP.

I hereby certify that the foregoing Proposal has not been prepared in collusion with any other Respondent or other person or persons engaged in the same line of business prior to the official opening of this Proposal. Further, I certify that the Respondent is not now, nor has been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the price of services/commodities Proposal on, or to influence any person or persons to submit a Proposal or not to submit a Proposal thereon."

<b>Name of Respondent:</b>	Austin Generator Service
<b>Address of Respondent:</b>	2004 Howard Lane, Austin, TX 78728
<b>Email:</b>	ronnie.lane@austingenerator.com
<b>Telephone:</b>	512-251-2247
<b>Printed Name of Person Submitting Affidavit:</b>	Ronnie Lane
<b>Signature of Person Submitting Affidavit:</b>	Ronnie Lane

**Cooperative Purchasing Program**

**Check one of the following options below.** A non-affirmative Proposal will in no way have a negative impact on the County's evaluation of the Proposal.

<input checked="" type="checkbox"/>	I will offer the quoted prices to all authorized entities during the term of the County's Contract.
<input type="checkbox"/>	I will not offer the quoted prices to all authorized entities.

**\*If no box is checked, the Respondent agrees to make best efforts in good faith to offer the quoted prices to all authorized entities.\***

BEFORE ME, the undersigned authority, a Notary Public, personally appeared  
(Name of Signer), who after being by me duly sworn, did depose and say: "I,  
(Name of Signer) am a duly authorized officer of/agent for (Name of  
Respondent) and have been duly authorized to execute the foregoing on behalf of the said  
(Name of Respondent).

SUBSCRIBED AND SWORN to before me by the above-named  
on this the      day of      , 20      .

Notary Public in and for

The State of

The County of

**SIGNATURE AND NOTARY NOT REQUIRED IF COMPLETING IN BIDS SYNC ELECTRONICALLY.**

**Please enter your password below and click Save to update your response.**

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

**To take exception:**

- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on BidSync's system.

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **ronnie.lane@austingenerator.com**

Password  \*

Save

Take Exception

Close

\* Required fields



<b>Inspection Checklist Emergency Generator and Automatic Transfer Switch</b>			<b>Date:</b>	
<b>Inspection Type</b>		<input type="checkbox"/> Quarterly <input type="checkbox"/> Annual <input type="checkbox"/> Triennial		
<b>Williamson County Work Order Number:</b>		<b>Location:</b>	<b>Fuel Type</b>	
<b>Vendor Technician:</b>		<b>Generator Make/Model/Serial #</b>	<b>Voltage</b>	
<b>Hour Meter:</b>		<b>Transfer Switch Make/Model/Serial #</b>	<b>Phase</b>	

<b>1. Generator</b>	<b>3. Engine Lubrication</b>	<b>5. Instrumentation</b>
Windings	Oil Leve	Oil Pressure Gauge ____ PSI
Bearings	Oil Changed Y / N	Water Temp Gauge
Brushes	Filter Changed Y / N	Ammeter ____ DC Amps
Leads and Connections	Oil Sample Take Y / N	AC Electric Meters
Circuit Breaker	Condition of Crankcase Breather	Control Panel Wiring
Circuit Breaker	Blowby	Indicator Lamps Changed Y / N
Mounts / Bolts	Tubes / Lines / Seals	<b>6. Air Induction &amp; Exhaust</b>
Noise	Gaskets	Condition of Precleared
Voltage Load ____ VAC	Governor Oil Level	Air Filter Changed Y / N
Frequency No Load ____ HZ	<b>4. Engine Electrical</b>	Condition of Filter Housing
Frequency Load ____ HZ	Battery Water Level	Inlet Piping Gasket, Etc.
Amperage Load ____ AMP	# of Batteries ____	Condition / Sound of Turbo
Auto Start / Stop	Age of Battery ____	Turbo Oil Leaks
Shutdowns	Batteries Changed Y / N	Exhaust Pipes
Pre alarms	SG Battery 1 ____	Silencer Drain Cond. Trap
Remote Annunciator	Load Test Good / Fair / Week	Rain Cap
<b>2. Colling System</b>	SG Battery 2 ____	Exhaust Manifold
Radiator Core Condition	Load Test Good / Fair / Week	Exhaust Smoke
Radiator Cap	SG Battery 3 ____	<b>7. Fuel System</b>
Coolant Level	Load Test Good / Fair / Week	Primary Filter Changed Y / N
Anti-Freeze PT ____	SG Battery 4 ____	Secondary Filter Changed Y / N
PH Level ____	Load Test Good / Fair / Week	Lines and Connections
Coolant Changed Y / N	Battery Cleanliness	Priming Pump
Hose and Clamps	Cables and Posts	Carburetor / Mixer
Hose Changed Y / N	Alternator Condition	Fuel Solenoid / Regulators
Gaskets and Connections	Alternator Belt	Operations of Governor / Control
Pressurized ____ lbs for 10 min	Wiring and Controls	Day Tank Leaks / Operations
Belts and Pulleys	Operations of Glow Plugs	Water in Tank Y / N
Belt Tension	Alternator Output ____ VDC	Fuel Sample Y / N
Belts Changed Y / N	Battery Charger Output ____ VDC	Fuel Added Y / N
Fan Bearings / Blades	Starting Motor	% of Fuel in Tank ____
Water Pump	Spark Plugs	<b>8. Transfer Switch</b>
Coolant Heater ____ Degrees F	Spark Plug Wires	Wiring
Block Heater Changes Y / N	Distributor Cap Rotor	Connections Temp / Corrosion
Heater Thermostat		Contactors Operation
		Contacts
		Timers / Controls Operation
		Transfer Test Done Y / N

<b>Technician Comments:</b>	
<b>Parts Used &amp; Quantity:</b>	
<b>Williamson County Contract Administrator Signature and Date:</b>	

## Attachment H

### RFP CHECKLIST

**Title:** Emergency Generator and Automatic Transfer Switch Preventative Maintenance, Repair and Rental Services

Opening Date: January 02, 2018 3:00PM

Respondent Name and Address:

<u>Austin Generator Service</u>	Contact: <u>Ronnie Lane</u>
<u>2004 Howard Lane</u>	TX Identification #: _____
<u>Austin, TX 78728</u>	Office Phone: <u>512-251-2247</u>
_____	Mobile Phone: <u>512-993-1435</u>
_____	Email: <u>ronnie.lane@austingenerator.com</u>

1. Submitted one (1) original:

- |  |                   |
|--|-------------------|
| • Company information  | _____ <5 pts >    |
| • Attachment B – Facilities, Equipment List, Compensation and Fees | _____ <35 pts>    |
| • Attachment C – Not Included                                      | _____ <N/A>       |
| • Relevant Experience and Qualifications                           | _____ <25 pts>    |
| ○ Attachment D – Bidder References                                 | _____ <10 pts>    |
| ○ Attachment E – Contractor's Qualifications Form                  | _____ <>          |
| • Attachment F – Inspection Checklist                              | _____ (Mandatory) |
| • Attachment H – RFP Checklist                                     | _____ (Mandatory) |
| • Acknowledgement of Addenda, if applicable                        | _____ (Mandatory) |
| • Bid Bond   | _____ (Mandatory) |
| • Litigation History   | _____ <pass/fail> |
| • Execution of Proposal  | _____ <pass/fail> |
| • Methodology  | _____ <10 pts>    |
| • Quality Assurance/Quality Control & Safety Program               | _____ <10 pts>    |





**AUSTIN  
GENERATOR  
SERVICE**

*40 Years of Exceptional Customer Service*

## Basic Preventative Maintenance Agreement

This Preventative Maintenance Agreement ("PMA") is entered into by Austin Generator Service ("Servicing Agent"), and Company Name for the purpose of setting forth the terms and conditions governing the Servicing Agent's obligations to inspect Company Name's emergency generating set(s) and associated equipment as listed herewith. Included are all accessories designated essential to the emergency power system.

### Site Contact

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

### Billing Contact

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

### EQUIPMENT TO INSPECT

KW: \_\_\_\_\_ Brand: \_\_\_\_\_ Model: \_\_\_\_\_ Serial: \_\_\_\_\_

### QUARTERLY INSPECTION

During each of (3) Quarterly Inspections, all generator systems are visually checked for potential problems, and are physically tested to assure reliability. The proper personnel will be notified of any discrepancies and advised as to the cost of repairs. No parts, supplies or annual services are included in the quarterly inspection costs.

### ANNUAL INSPECTION

During the Annual Inspection, the following shall be performed: change oil and oil filters, fuel filters, coolant filters, air filters (as needed, cost of air filters not included), perform lab analysis on samples of oil and coolant. At this time, basic run tests are conducted to ensure generator reliability and operation. An Automatic Transfer Switch visual inspection is performed annually along with transfer test, if transfer test is permitted.

Quarterly Inspections	\$
Annual Inspection	\$
Annual Diesel Fuel Test (1 Sample)	\$
Annual Load Bank (2 Hour)	\$
Triennial Service	\$
<b>1<sup>st</sup> YEAR TOTAL</b>	<b>\$</b>
<b>2<sup>nd</sup> YEAR TOTAL</b>	<b>\$</b>
<b>3<sup>rd</sup> YEAR TOTAL</b>	<b>\$</b>
<b>Plus Applicable Sales Tax</b>	

Austin Generator Service – 512.251.2247--2004 Howard Lane – Austin, TX 78728 - TECL 29729

Regulated by The Texas Department of Licensing and Regulation, P. O. Box 12157, Austin, Texas 78711, 1-800-803-9202, 512- 463-6599;  
website: [www.tdlr.texas.gov](http://www.tdlr.texas.gov)



**EMERGENCY SERVICE RATES:** All PMA customers receive priority status. Emergency service required between regular inspections will be provided at standard rates or overtime rates for labor and travel, plus current prices for materials, and mileage.

**SERVICES:** Servicing Agent shall provide regularly scheduled inspections and annual service on the equipment located at Site Address. Such services shall include but not be limited to quarterly and annual service. Servicing Agent shall provide such services during its regular business hours, which are 8 a.m. to 5 p.m., Monday through Friday except Holidays.

**WARRANTIES:** Servicing Agent warrants that service performed under this Agreement will be performed only by Servicing Agent employees who have been properly trained for the maintenance of equipment. Servicing Agent warrants that any products or parts provided by Servicing Agent will be free from defects, under normal use and operation, for a period of ninety (90) days after their date of installation. During this time, Servicing Agent shall repair such defects at Servicing Agent's expense. Defective parts replaced under this warranty shall become the property of the Servicing Agent. Parts generally considered as expendable during normal use are not covered under this warranty.

All other warranties, express and implied including merchantability and fitness for a particular use are hereby waived, disclaimed and excluded.

**TERMS:** Net 30 with approved credit.

**TAXES:** Unless otherwise noted, prices do not include applicable federal, state or local sales, use, property or excise taxes. In lieu of such taxes, the Owner shall provide a tax exemption certificate, acceptable to the applicable taxing authority.

**EXCLUSIONS:** This agreement does not include services to repair damage caused by abuse, accident, theft, acts of a third person, forces of nature or altering the equipment. At the request of the Owner, Servicing Agent will provide services at its then prevailing rate. Servicing Agent shall not be responsible for failure to render service for causes beyond its control, including strikes and labor disputes. Owner understands and agrees that Servicing Agent is not responsible for special or consequential damages, including loss of time, injury to person or property, incidental or economic loss due to unit or equipment failure. After each inspection, the Servicing Agent will furnish Owner with a written report detailing services performed, with information regarding further service needed to maintain peak performance of all systems. All permitting is excluded unless otherwise specified in this proposal.

**INSURANCE:** Upon request, Servicing Agent shall furnish Owner with certificates of insurance for all insurance coverages provided.

**ASSIGNMENT:** Neither party may assign this Agreement or any obligation or right here under without prior written consent of the other party

**FUEL:** Customer assumes responsibility for insuring adequate quantity and quality of diesel fuel required for Austin Generator Service to operate and test the generator during each service. Additional fuel testing and polishing services may be listed on this PMA or available upon request.

#### **ACCEPTANCE AND PRICING**

Prices quoted in this agreement are firm for 30 days. Prices are subject to change. Notice of price increases will be in the form of a revised Inspection Agreement and is not subject to alteration except as mutually agreed upon in writing. Periodic price increases resulting in a revised Agreement will be effective within thirty days of revision. Either party upon thirty days of written notice may terminate this Agreement at any time. Failure to notify of cancellation 30 days prior to scheduled inspection may result in a cancellation fee. Any services rendered which remain unpaid at the time of cancellation shall be due and payable upon demand.

#### **ACCEPTED**

COMPANY NAME

By \_\_\_\_\_

Date \_\_\_\_\_

#### **ACCEPTED**

AUSTIN GENERATOR SERVICE

By \_\_\_\_\_

Date \_\_\_\_\_

**This proposal may be withdrawn by the Servicing Agent if not accepted within thirty days.**

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## **Inspection List:**

### **Lubrication System**

- Leaks
- Oil Level
- Filters

### **Cooling System**

- System Leaks
- Water Level
- Antifreeze/DCA
- Hoses
- Belts
- Cooling Fins
- Block Heater
- Pillow Block

### **Fuel System**

- System Leaks
- Filters
- Lines
- Tank Levels
- Transfer Pump
- Water Separators
- Solenoid
- Wiring
- Governor

### **Housing/Cabinets**

- General
- Fit
- Decals

### **Exhaust System**

- Leaks
- Condensation
- Turbo Charger
- Flex Pipe
- Rain Cap
- Muffler

### **Operational Tests**

- NO LOAD run test
- Voltage A.C./D.C.
- AMPS A.C./D.C.
- Frequency
- Time Delays
- Oil Pressure
- Engine Temperature

### **D.C., Direct Current, Electrical**

- Batteries and Water Level
- Specific Gravity
- Terminals
- Battery Charge Rate

### **A.C., Alternating Current, Electrical**

- Brushes/Generator/Regulator
- Instruments/Meters
- Circuit Breaker

### **Automatic Transfer Switch**

- Contacts
- Exercise Clock
- Transfer Test (*if permitted*)

### **Ignition System**

- Plugs (*spark ignited systems only*)
- Points, Condenser
- Cap, Rotor
- Wiring, Coil
- Corrosion

## **Load Bank Testing Qualifications and Warnings**

As stated in NFPA 110, load bank testing of standby generator sets is recommended or required in life safety applications. In the absence of a load bank connection point, Austin Generator Service must disconnect the generator electrical feeder/s at the generator breaker/s to connect the Load Bank. As a result, emergency power from the generator will not be available to serve emergency loads during a power outage. It is the Customer's responsibility to notify all necessary parties that the generator will not be available. To reduce this risk, Austin Generator Service can provide and connect rental generators, upon request. Costs for rental generators and their installation are not included in this Agreement, unless otherwise noted. Additionally, Austin Generator Service can provide and install approved connection systems, upon request.

**CUSTOMER ASSUMES ALL LIABILITY AND RISK FOR ANY IMPACT TO CUSTOMER FACILITY, INCLUDED LIFE SAFETY, WHICH MAY RESULT FROM UNEXPECTED POWER OUTAGES THAT MAY OCCUR DURING ANY MAINTENANCE, REPAIRS, AND/OR LOAD BANK TESTING. AUSTIN GENERATOR SERVICE SHALL NOT BE RESPONSIBLE FOR ANY DAMAGES OR WEAR AND TEAR TO EXISTING GENERATOR FEEDER/S AND/ OR BREAKER/S AS A RESULT OF LOAD BANK TESTING.**

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## BID BOND

**KNOW ALL MEN BY THESE PRESENTS**, that we **Austin Welder & Generator Service, Inc.**, 2004 Howard Lane, Austin, TX 78728 as principal, hereinafter called the "Principal," and **SURETEC INSURANCE COMPANY**, 9737 Great Hills Trail, Suite 320, Austin, TX 78759, as surety, hereinafter called the "Surety," are held and firmly bound unto the **Williamson County, Texas, 904 S Main Street, Georgetown, TX 78626** as Obligee, hereinafter called the Obligee, in the sum of **five Percent (5%)** of the Amount Bid by Principal for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS**, the principal has submitted a bid for **Project No 1812-283 – Emergency Generator and Automatic Transfer Switch Preventive Maintenance, Repair**.

**NOW, THEREFORE**, if the contract be timely awarded to the Principal and the Principal shall within such time as specified in the bid, enter into a contract in writing or, in the event of the failure of the Principal to enter into such Contract, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

**PROVIDED, HOWEVER**, neither Principal nor Surety shall be bound hereunder unless Obligee prior to execution of the final contract shall furnish evidence of financing in a manner and form acceptable to Principal and Surety that financing has been firmly committed to cover the entire cost of the project.

Bid bond is conditional upon Williamson County accepting SureTec's Annual Performance and Payment bond forms for this apparent multi-year contract obligation.

SIGNED, sealed and dated this **2nd** day of **January, 2019**.

**Austin Welder & Generator Service, Inc.**  
(Principal)

BY: 

TITLE: 

**SureTec Insurance Company**

BY: 

Barbara A. Shamard, Attorney-In-Fact



# SureTec Insurance Company

## LIMITED POWER OF ATTORNEY

**Know All Men by These Presents**, That SURETEC INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Texas, and having its principal office in Houston, Harris County, Texas, does by these presents make, constitute and appoint

Peter Pincoffs, John S. Burns, Jr., Chris Brandt, Rob Bridges, Todd Davis, George S. Sykes, Jr.,  
William H. Page, Jr., Barbara A. Shamard, Karl Williamson

its true and lawful Attorney-in-fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include waivers to the conditions of contracts and consents of surety for, providing the bond penalty does not exceed

Five Million and 00/100 Dollars (\$5,000,000.00)

and to bind the Company thereby as fully and to the same extent as if such bond were signed by the CEO, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolutions of the Board of Directors of the SureTec Insurance Company:

*Be it Resolved*, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

*Attorney-in-Fact* may be given full power and authority for and in the name of and of behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

*Be it Resolved*, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached. (Adopted at a meeting held on 20<sup>th</sup> of April, 1999.)

**In Witness Whereof**, SURETEC INSURANCE COMPANY has caused these presents to be signed by its CEO, and its corporate seal to be hereto affixed this 20<sup>th</sup> day of December, A.D. 2018.

State of Texas  
County of Harris

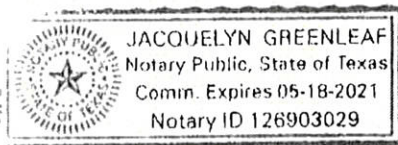
SS:



SURETEC INSURANCE COMPANY

By: John Knox Jr., CEO

On this 20<sup>th</sup> day of December, A.D. 2018 before me personally came John Knox Jr., to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is CEO of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Company; and that he signed his name thereto by like order.



Jacquelyn Greenleaf

Jacquelyn Greenleaf, Notary Public  
My commission expires May 18, 2021

I, M. Brent Beaty, Assistant Secretary of SURETEC INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Company, which is still in full force and effect; and furthermore, the resolutions of the Board of Directors, set out in the Power of Attorney are in full force and effect.

Given under my hand and the seal of said Company at Houston, Texas this 2nd day of January, 2019, A.D.

M. Brent Beaty  
M. Brent Beaty, Assistant Secretary

Any instrument issued in excess of the penalty stated above is totally void and without any validity.

For verification of the authority of this power you may call (713) 812-0800 any business day between 8:30 am and 5:00 pm CST.

<p style="text-align: center;"><b>SureTec Insurance Company</b> <b>THIS BOND RIDER CONTAINS IMPORTANT COVERAGE INFORMATION</b></p>
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**Statutory Complaint Notice**

To obtain information or make a complaint: You may call the Surety's toll free telephone number for information or to make a complaint at: 1-866-732-0099. You may also write to the Surety at:

SureTec Insurance Company  
9737 Great Hills Trail, Suite 320  
Austin, Tx 78759

You may contact the Texas Department of Insurance to obtain information on companies, coverage, rights or complaints at 1-800-252-3439. You may write the Texas Department of Insurance at

PO Box 149104  
Austin, TX 78714-9104  
Fax#: 512-475-1771

**PREMIUM OR CLAIM DISPUTES:** Should you have a dispute concerning your premium or about a claim, you should contact the Surety first. If the dispute is not resolved, you may contact the Texas Department of Insurance.

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**Terrorism Risks Exclusion**

The Bond to which this Rider is attached does not provide coverage for, and the surety shall not be liable for, losses caused by acts of terrorism, riot, civil insurrection, or acts of war.

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**Exclusion of Liability for  
Mold, Mycotoxins, Fungi & Environmental Hazards**

The Bond to which this Rider is attached does not provide coverage for, and the surety thereon shall not be liable for, molds, living or dead fungi, bacteria, allergens, histamines, spores, hyphae, or mycotoxins, or their related products or parts, nor for any environmental hazards, bio-hazards, hazardous materials, environmental spills, contamination, or cleanup, nor the remediation thereof, nor the consequences to persons, property, or the performance of the bonded obligations, of the occurrence, existence, or appearance thereof.