

SUBJECT: Award of bid number 25-126B to Pacific Power Group LLC for the contract amount of \$101,955.00 to Provide Annual Generator Testing & Maintenance Services.

AGENDA OF: April 1, 2025

ASSEMBLY ACTION: Adopted without objection 04/01/25 - BJH

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Purchasing Officer	X Rustin Krafft <small>Signed by: Rustin Krafft 3/19/2025</small>
Public Works Director	X Tom Adams, P.E. <small>Signed by: Tom Adams 3/20/2025</small>
Finance Director	X Cheyenne Heindel <small>Signed by: Cheyenne Heindel 3/20/2025</small>
Borough Attorney	X Nicholas Spiropoulos <small>Signed by: Nicholas Spiropoulos 3/21/2025</small>
Borough Manager	X Michael Brown <small>Signed by: Mike Brown 3/24/2025</small>
Borough Clerk	X Lonnie McKechnie <small>Signed by: Lonnie McKechnie 3/24/2025</small>

ATTACHMENT (S): Analysis Sheet (1p)
 Scope of Work (4p)

SUMMARY STATEMENT: On March 6, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting bids from qualified contractors to Provide Annual Generator Testing & Maintenance Services. The Services purchased will support the Public Works Department in all the Assembly districts.

In response to the advertisement, two bids were received. Award recommendation is being made to Pacific Power Group LLC as the lowest responsive and responsible bidder based on Total Bid Amount.

The term length for this agreement is for two years with three additional one-year renewals (potentially five-year contract), subject to annual appropriation of funds by the Borough Assembly.

The Public Works Department, will be administering the contract.

RECOMMENDATION OF ADMINISTRATION: Approve the subject action memorandum.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: April 1, 2025

SUBJECT: Award of bid number 25-126B to Pacific Power Group for the contract amount of \$101,955.00 to Provide Annual Generator Testing & Maintenance Services.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$101,955*	FUNDING SOURCE Various operating budgets
FROM ACCOUNT #	PROJECT
TO ACCOUNT :	PROJECT #
VERIFIED BY:  X Liesel Weiland <small>Signed by: Liesel Weiland</small>	CERTIFIED BY:
DATE:	DATE:

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Personnel Services						
Travel						
Contractual		102.0	→			
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING		102.0	→			

CAPITAL						
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REVENUE						
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FUNDING: (Thousands of Dollars)

General Fund		15.5	→			
State/Federal Funds						
Other		86.5	→			
TOTAL		102.0	→			

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary) *Subject to acceptance and appropriation of each fiscal year's annual budget.

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

 Recoverable Signature

X Cheyenne Heindel

APPROVED BY: _____ DATE: _____

Signed by: Cheyenne Heindel

BID 25-126B
PROVIDE ANNUAL GENERATOR TESTING & MAINTENANCE SERVICES
SPECIFICATIONS/SCOPE OF SERVICES

SP 1 Overall Scope

Provide complete services, a single point of contact, and serve as the single informed authority responsible for protecting borough interests in matters dealing with stationary generators where they are administered by the borough Operations and Maintenance Division.

Schedule A consists of:

1. Provide ongoing maintenance services for generators at borough facilities on a semiannual (twice yearly) basis. Locations and generator information are contained in attachment #1.

The period of performance is July 1, 2025, through June 30, 2027. Three (3) additional one (1) year extensions are optional by mutual agreement. Contract extensions beyond June 30, 2027, shall be subject to appropriation of funds by the Matanuska-Susitna Borough Assembly.

Supply all supervision, labor, tools and equipment needed to perform all work. All work shall be in accordance with the requirements set forth in the National Electrical Code, other appropriate NFPA Standards, and the Mat-Su Borough Department of Operations and Maintenance.

An annual lump sum price shall be provided for each site on the Bid Form. All lubricants and cooling fluids required along with primary filters and shop supplies shall be included in each lump sum site pricing. All buildings are in the Mat-Su Borough area.

SP 2 Performance and Payment Bonds

Performance and Payment Bonds are not required for work under this Contract.

SP 3 Contractor Qualifications

The contracting company must have not less than five (5) years documented experience in the installation, repair and maintenance of diesel-powered generators. Additional specific necessary qualifications are included throughout the Scope of Work.

Experienced and qualified Technicians shall conduct all testing and inspections.

Persons in charge of design work shall be certified. Maintenance technicians shall possess individual certifications and individual factory training appropriate to the tasks at hand. Uncertified helpers and/or apprentice personnel may be used only in the physical presence of the trained technicians when working on generator components. Contractors shall have all necessary licenses required to perform the work. Subcontracting for electrical work shall only be allowed and performed by licensed journeymen electricians.

SP 4 Existing Equipment

A list of generators to be serviced are in Attachment #1.

SP5 Contract Administration

The Project Manager for the Borough will be the Operations and Maintenance Division Manager, or any designee appointed in writing by the Operations and Maintenance Division Manager. When a designee is appointed in writing, the Contractor may rely on any written instructions of that designee to the limits of authority stated in the appointment letter.

Contractor shall provide a single point of contact to be designated as the Contractor's Representative. The Contractor's Representative shall be familiar with the day-to-day status of all work and shall have the authority to bind the Contractor in contractual matters.

The Contractor shall provide and maintain phone service that is monitored twenty-four hours a day for the purpose of responding to emergencies. Personal cell phones, if worn on a continuous basis, are acceptable in satisfying this requirement. The appropriate phone number(s) shall be supplied to the Project Manager prior to the Notice to Proceed.

** MSB Project Manager **DOES NOT** have the authority to increase contract amount. See: Section 13 of Sample Agreement.

SP 6 Work Performed by Others

If Contractor is unable or refuses to perform any work required by the Contract to the satisfaction of the Borough, the Borough may contract any portion of the work to another qualified professional. Costs for work performed by others under this section will be withheld from payments to the Contractor.

SP 7 Subcontracting

No more than 33 percent of the total Contract amount may be subcontracted. The intent of this requirement is to ensure that the Contractor shall be a professional service agency that normally engages in this type of work. Contractor is responsible for ensuring that any and all subcontractor(s) comply in full with all Contract provisions against any subcontractor. Contractor is responsible for providing to the Borough all subcontractor submittals including but not limited to insurance and evidence of certifications.

The Borough's communication to any subcontractor shall be through the Contractor. In the event there are any problems with any work, the Contractor will be held responsible regardless of whether the problem is with Contractor's staff or equipment, or with Subcontractor's staff or equipment. All subcontractor fees and all costs associated with subcontracting shall be borne by the Contractor.

SP 8 Coordinating Trades

Contractor shall ensure that all personnel working on any and all equipment are properly trained and certified to work on that equipment. For example, only persons trained and qualified to work on generators shall work on generators and only persons trained and licensed to work on electrical switch panels shall work on those panels.

SP 9 Time for Completion of the Work / Completion Date

All testing, inspection, and maintenance under Schedule A shall be conducted in a timeframe that ensures all systems are properly functioning in accordance with manufacturer's recommendations. Contractor will not be held responsible for systems that are out of compliance at the start of this Contract provided that the Contractor has notified the borough as required under Schedule A.

SP 10 Performance Period Extensions

After the initial contract period for two (2) years, the contract may be extended for three (3) additional one-year periods subject to mutual agreement of both the Contractor and the Borough and appropriation of funds by the Borough Assembly.

SP 11 Certification

For each generator covered under this contract, prepare and submit to the Borough attachment #2 signed by the Contractor stating that the generator has been inspected and tested and is certified to be in compliance with manufacturer's recommendations. Include the date on which the generator was certified. Submit certificates to the Borough with each semi-annual service.

No separate payment will be made for preparing certification documents. Costs associated with work related to preparing certification documents will be considered incidental to other work.

SP 12 Payment Conditions

Payment for work completed will be in accordance with established bid prices. The Borough reserves the right to add or delete work without affecting established bid prices.

Invoices shall be submitted at no greater frequency than once a month. Lump sum items shall be billed on the basis of the percentage of work completed. Annual fixed fee items shall be billed as a percentage of the annual cycle that has elapsed since the previous billing. Within the monthly submittal, provide a detailed breakdown for each facility in the format provided in the bid schedules. A brief letter shall also accompany each invoice whenever a facility is deficient. The letter shall clearly state in layman's terms what is recommended, and approximately what the corrective action will cost. The Borough will not process payment requests without receipt of acceptable written backup data. All work performed outside of Preventative Maintenance will need to be pre-approved by the Project Manager. All fluids and filters are to be included in regular maintenance costs. All additional parts are to be billed at 10% over contractors' cost.

The Contractor shall be compensated for repair callouts at the hourly rate agreed to in the bid schedule. Work shall be performed during normal working hours whenever possible. Emergency call outs are expected to be rare or non-existent. A 2-hour minimum billing for emergency callouts will be honored. Contractor must respond within four (4) hours of call-out.

Travel expenses, including both vehicle and labor, shall be included in the unit price bids for all routine services. The Borough will not pay separate travel expenses for routine services.

When repairs are needed and authorized by the Project Manager, and when those repairs cannot be incorporated into a routine service call, travel will be reimbursed per mile as measured from the Operations & Maintenance Building 1420 South Industrial Way, Palmer Alaska at the current IRS mileage reimbursement rate of 55.5 cents per mile.

Mileage expense is reimbursed at the IRS mileage reimbursement rate only on callouts. Mileage for regular service assessment and load banking is incidental and not considered for reimbursement.

SP 13 Annual Adjustment for Cost of Living

The bid price of the Contract will be adjusted annually, except in the first year, to account for inflation. The adjustment will take effect on July 1st each year, based on the Consumer Price Index (CPI) published for that year.

SCHEDULE A

The Following Operations Shall be Performed:

Access Hours: Access hours for facilities/units are Monday through Friday, 8:00 am until 5:00 pm unless otherwise indicated by the owner.

Generator:

- Operate each generator with Owner's load for 30 minutes and observe voltage variation and for signs of random voltage variation, adjust as necessary. This running transfer will need to be communicated with the facility owner prior to transfer.
- With unit operating, check operating frequency and adjust as necessary.
- Verify communication between the Engine Control Module, and all sensors, test the over crank, over speed, low oil pressure, high engine temperature and low coolant level shutdown safety features.
- Check the engine ECU and generator ECU for current or stored trouble codes, document findings.
- Check for phase unbalance; make recommendations to correct (if observed). Log ammeter readings on inspection report.
- Check alarm annunciator for proper operation and communication to generator.
- Clean and inspect voltage regulator and associated control cabinets.
- Load banking will be two (2) hours minimum, conducted once a year.
- Day tanks are part of the generator sets and will be the Contractors responsibility to ensure fuel lines, are inspected, filters replaced or cleaned if reusable and water and sediment drained were applicable.

Engines

- Change lubricating oil and filters annually.
- Check air intake system and replace filters annually.
- Change fuel filters and bleed fuel system annually.
- Check antifreeze and DCA concentration, adjust as necessary.
- Check belt drive tension, adjust if necessary.
- Check fuel shutdown valve for proper operation (if so equipped).
- Monitor engine temperature and evaluate cooling system performance during a loaded run.
- Load testing of all starting batteries.
- Check operation of block heater and thermostat.
- Clean engine, generator, radiator and enclosure annually.
- Fluid sampling is not a requirement for this solicitation

Transfer Switch:

- Clean and inspect interior of panel.
- Monitor operation of linear motor during power transfer.
- Check operation of exerciser clock and adjust if necessary to the schedule set by the facility owner.
- Carefully inspect all connections and wiring for signs of overheating or chafing.
- Instruct O&M personnel in day-to-day upkeep of transfer switch and generator.
- Check calibration of over-under voltage sensors and frequency sensors, adjust if necessary.
- Check calibration of time delays and adjust if necessary.
- Check calibration of optional control modules.

Batteries

- Clean and maintain batteries to industry standard.
- Ensure there is a protective covering over terminal lugs for personal protection against accidental contact that may cause sparking or electrical shock. This protection may be a spray on coating terminal protection type.

The contractor will provide the owner with a generator maintenance report (attachment #2) detailing the results of the entire inspection. This report will also advise the owner of any additional parts or work that may be required. Any further checks or services performed will be charged at a previously agreed-upon rate.

DETAILED BID TABULATION: 25-126B

Provide Annual Generator Testing & Maintenance Services

Provide Annual Generator Testing & Maintenance Services			
Item Number	Locations	Pacific Power Group	L & J Generator Services LLC
1	Animal Care & Regulation Facility	\$2,510	\$3,081
2	Brett Memorial Ice Arena	\$2,080	\$2,435
3	Dorothy Swanda Jones Facility	\$3,035	\$4,022
4	Operations & Maintenance Facility	\$2,420	\$2,435
5	Port McKenzie Terminal Facility	\$2,855	\$3,006
6	Talkeetna Library & CRC	\$2,830	\$3,044
7	Talkeetna LS01 WWTF Garage Beaver Road	\$2,510	\$2,435
8	Talkeetna LS02 3rd & D Street	\$2,410	\$2,497
9	Talkeetna LS03 G Street	\$2,855	\$2,497
10	Talkeetna Warm Storage Building	\$2,480	\$2,358
11	Talkeetna Wastewater Treatment Facility	\$2,620	\$3,044
12	Talkeetna Wellhouse	\$2,820	\$3,081
13	Willow Area Community Organization - WACO	\$2,390	\$2,435
14	PSB 1-1 Facility - Sutton Glenn Highway	\$2,725	\$3,044
15	PSB 2-1 Facility - Butte Old Glenn Highway	\$2,785	\$3,044
16	PSB 2-2 Facility - Butte Ben Hur Drive	\$2,220	\$2,358
17	PSB 3-2 Facility - Palmer Glenn Highway	\$2,075	\$2,351
18	PSB 3-5 Facility - Palmer Turner Road	\$2,345	\$2,428
19	PSB 3-9 Facility - Palmer Steel Loop	\$2,410	\$3,044
20	PSB 5-1 Facility - Central Terrace Court	\$2,505	\$3,081
21	PSB 5-2 Facility - Central Bogard Road	\$2,190	\$2,388
22	PSB 6-1 Facility - Central Swanson Avenue	\$2,900	\$4,022
23	PSB 6-2 Annex Facility - Central KGB Road	\$1,925	\$2,420
24	PSB 6-2 Facility - Central KGB Road	\$3,705	\$5,287
25	PSB 6-3 Facility - Central Horizon Drive	\$2,285	\$3,044
26	PSB 6-4 Facility - Central Point MacKenzie Road	\$2,115	\$2,420
27	PSB 6-5 Facility - Central Seward Meridian Parkway	\$2,350	\$2,435
28	PSB 6-6 Facility - Central Fairview Loop	\$2,225	\$3,044
29	PSB 7-1 Facility - Meadow Lakes Pittman Road	\$2,210	\$3,044
30	PSB 7-2 Facility - Meadow Lakes Pittman Road	\$2,310	\$3,044
31	PSB 7-3 Facility - West lakes Parks Highway	\$2,340	\$3,081
32	PSB 7-9 Facility - West Lakes Margin Way	\$2,320	\$3,044
33	PSB 8-1 Facility - West Lakes Big Lake Road	\$2,300	\$3,044
34	PSB 8-2 Facility - West Lakes Four Dog Court	\$2,310	\$3,044
35	PSB 11-1 Facility - Talkeetna Spur	\$2,555	\$3,044
36	PSB 11-2 Facility - Talkeetna Parks Highway	\$2,450	\$2,358
37	PSB 11-9 Facility - Talkeetna Parks Highway	\$2,590	\$2,420
38	PSB 12-1 Facility - Willow Parks Highway	\$2,405	\$2,366
39	PSB 12-2 Facility - Willow Fishhook Road	\$2,480	\$2,358
40	PSB 13-1 Facility - Caswell Deep Woods Way	\$2,345	\$2,405
41	PSB 14-1 Facility & Trapper Creek Library Devonshire Drive	\$2,765	\$2,482
Total Bid Amount		\$101,955	\$116,514
Hourly Call out Rate		\$185	\$200