



**NOTICE**

Thank you for your inquiry regarding the City of Portage project listed below:

**EMERGENCY STANDBY GENERATOR EQUIPMENT**

If your firm plans to bid on this project, please send an e-mail response to [purchasing@portagemi.gov](mailto:purchasing@portagemi.gov) with the following information:

Firm Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Firm's Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

The City of Portage Purchasing Department will use this information to communicate with you in the event an addendum or change to this project is issued. If you do not send this information to the City of Portage, you will not receive any follow-up notification of any changes to the project.



Date of Issue: August 26, 2015

## NOTICE TO BIDDERS

The City of Portage will open sealed bids on Thursday, September 10, 2015 at 3:00 p.m. prevailing local time in City Hall Conference Room #1 at 7900 South Westnedge Avenue for:

### EMERGENCY STANDBY GENERATOR EQUIPMENT CENTRAL FIRE STATION

You are invited to submit a bid for this project. Sealed bids may be mailed or delivered to the CITY OF PORTAGE, PURCHASING DEPARTMENT, 7900 South Westnedge Avenue, Portage, MI 49002. Envelopes should be plainly marked:

SEALED BID: Emergency Standby Generator Equipment

FOR OPENING: September 10, 2015

General specifications, description and conditions upon which the bid proposal is to be based are available at the City of Portage website [www.portagemi.gov](http://www.portagemi.gov). Bid packages will also be mailed upon request.

The City reserves the right to reject any or all bids, to waive any irregularities, and further reserves the right to accept any bid or parts of bids which it deems to best serve the interest of the City.

If you have any questions regarding purchasing procedures, please contact the Purchasing Division at (269) 329-4534. If you have questions regarding the specifications, please contact Assistant Fire Chief Stacy French at (269) 329-4482.

## 1. INSTRUCTIONS TO BIDDERS

### 1.1. Examination of Bid Documents

Before submitting a bid, bidders shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations and shall indicate in the proposal the sum to cover the cost of all items included on the bid form.

### 1.2. Withdrawal of Bids

Any bidder may withdraw his proposal, either personally or by facsimile or written request, at any time prior to the scheduled closing time for receipt of proposals.

Each proposal shall be considered binding and in effect for a period of ninety (90) days after the date of opening set forth in the advertisement.

### 1.3. Bid Opening

Bids will be opened and publicly read aloud at the time and place set forth in the Notice to Bidders.

### 1.4. Interpretation of Documents

If any person contemplating submitting a bid is in doubt as to the true meaning of any part of any drawing or specification, he may submit to the Purchasing Agent a written request for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the documents will be made only by Addendum duly issued and a copy of the Addendum will be mailed or delivered to each person on record as receiving a set of the Contract Document. Neither the City nor the Purchasing Agent will be responsible for any other explanations or interpretations of the Contract Documents.

### 1.5. Bid Form

1.5.1. Each bid shall be made on the form provided and, except for bids submitted via facsimile equipment, shall be submitted in a sealed envelope bearing the title of work and the name of the bidder, and shall be signed by an individual authorized to execute the proposal on behalf of the bidder.

### 1.6. Delivery of Bids: Bids shall be delivered by the time and to the place stipulated in the advertisement. It is the sole responsibility of the bidder to see that his bid is received in the proper time. Any bid received after the bid opening date and time shall be returned to the bidder unopened.

### 1.7. BIDDERS INTERESTED IN MORE THAN ONE BID -- No person, firm or corporation shall be allowed to make, file or to be interested in more than one bid for the same work, unless alternate Proposals are called for. A person, firm, or corporation who has submitted a sub-proposal to a Bidder is not hereby disqualified

from submitting a sub-proposal or quoting prices to other Bidders.

1.8. Modifications: Alternate written bids submitted may be considered, however, final determination as to suitability and/or compliance with specifications of the City will lie with the City. Oral bids or modifications will not be considered.

1.9. Bids Submitted via Facsimile Equipment

1.9.1. Transmittal page must be plainly marked and faxed to (269) 329-4535:

“Sealed Bid \_\_\_\_\_ for opening \_\_\_\_\_”  
Bid Name Date

1.9.2. When bids are submitted via facsimile equipment, both the original document and the facsimile printout are counterpart originals.

1.9.3. Whenever a proposal guaranty/bond is required, bids submitted via facsimile equipment can comply with this provision by submitting a facsimile copy of the bond document. When a cashier’s check is elected to meet the proposal guaranty/bond requirement, the cashier’s check must be physically in the possession of the City by the date and time outlined on the Notice to Bidders, or such bid may be considered non-responsive.

**1.9.4.** In electing to use the facsimile option, the bidder assumes full responsibility for any and all errors, omissions, or mistakes that result in a bid not being submitted **in a timely manner, whether or not the mistake was the fault of the bidder.**

1.10. Basis of Award

Award will be made to a responsive and responsible bidder whose lowest grand total bid is determined by the City to be in the best interest of the City.

No contract is created until it is executed by all parties.

2. **TERMS AND CONDITIONS**

2.1. City Contract Administrator

The Assistant Fire Chief shall be the City Contract Administrator. The City Contract Administrator will approve payments, oversee schedules, and generally be responsible for overseeing the execution of the contract.

2.2. Laws and Municipal Ordinances

The Contractor shall be fully informed of all laws and municipal ordinances and regulation sin any manner affecting those engaged or employed in the work, or the equipment and materials used in the work, and all orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. The Contractor shall at all items observe and comply with all such existing laws, codes, ordinances,

regulations, orders and decrees. In particular, all work shall be in compliance with the Laws of the State of Michigan, City Ordinances, as well as all other bodies having jurisdictional authority.

If the corporation is not a Michigan corporation, a “Certificate of Authority to Transact Business in the State of Michigan” if required by MCLA 450.2001, et. Seq., shall be submitted to the City by the successful bidder.

### 2.2.1. Contractor’s Insurance

Proof of Insurance Coverage: The successful bidder will also be required to furnish to the City of Portage, at the time that the contracts are returned by the Contractor for execution, a Certificate of Insurance as well as any required endorsements. In lieu of required endorsements a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned below shall be furnished, if so requested.

If any of the coverages listed below expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Portage at least ten (10) days prior to the expiration date.

All insurers shall be either licensed or authorized to do business in the State of Michigan.

- A. Workers compensation insurance, including employer’s liability, under the Workers Compensation Statutes of the State of Michigan.
- B. Comprehensive General Liability Policy of at least \$1,000,000/occurrence for personal injury and property damage.
- C. Comprehensive Automobile Liability Policy of at least \$1,000,000 for bodily injury and property damage on any automobile

Additional Insured: These coverages shall protect the contractor, its employees, agents, representatives and subcontractors against the claims arising out of the work performed. The contractor’s insurance policy shall be primary for the additional insured, and not excess over any policy held by the additional insured. The certificate of insurance must contain the following statement:

THE CITY OF PORTAGE, ALL ELECTED AND APPOINTED OFFICIALS, ALL EMPLOYEES AND VOLUNTEERS, ALL BOARDS, COMMISSION, AND/OR AUTHORITIES AND BOARD MEMBERS, INCLUDING EMPLOYEES AND VOLUNTEERS THEREOF (except for Workers Compensation).

Cancellation Notice All policies, as described above, shall include an endorsement stating it is understood and agreed that thirty (30) days Advanced Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change of the policy, and Ten (10) days written notice for non-payment of premium, shall be sent to the City of Portage Purchasing Manager, 7900 S. Westnedge Avenue, Portage, MI 49002.

Subcontractor Insurance: It shall be the contractor's responsibility to provide similar insurance for each subcontractor, or to provide evidence that each subcontractor carries his own insurance in like amounts, prior to the time such subcontractor proceeds to perform under the contract.

### 2.3. Non-Discrimination

The Contractor agrees to comply with the Federal Civil Rights Act of 1964 as amended; the Federal Civil Rights Act of 1991 as amended; the Americans With Disabilities Act of 1990 as amended; the Elliott-Larsen Civil Rights Act, Article 2, Act no. 453, Public Act of 1976 as amended; the Michigan Handicapper's Civil Rights Act, Article 2, Act. No. 220; Public Act of 1976, as amended and all other applicable Federal, State and Local laws and regulations. Specifically, contractors and subcontractors are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of such person's height, weight, race, color, religion, national origin, ancestry, age, marital status, sex or disability, as defined by law. Breach of this covenant may be regarded as a material breach of the contract.

The City of Portage in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color or national origin in consideration for an award.

### 2.4. Indemnification

To the fullest extent permitted by Laws and Regulations, the Contractor, at its sole cost and expense, shall indemnify and hold harmless the City and its officers, directors, employees, agents and consultants (hereinafter referred to as "Indemnified Parties") from and against all claims, costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from the performance of the Work or from the failure to comply with any covenant or term of the contract, provided that any such claim, cost, loss or damage: (i) is attributable to bodily injury, sickness, disease or death, or to

injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom or (ii) is caused in whole or in part by any act or omission of the Contractor, its agents, officers, contractors, subcontractors, employees, invitees, suppliers or any other person or entity, directly or indirectly employed by any of them to perform or furnish any of the Work or anyone for whose acts any of them may be liable. Provided, however, that the Contractor shall not be required to indemnify the Indemnified Party for injury, death, loss or damage caused by the sole negligence of the Indemnified Party. If such injury or damage is caused in whole or in part by the acts or omissions of the Indemnified Parties, then the indemnification obligation shall be reduced in proportion to the Indemnified Party's percentage of responsibility for such injury or damage.

In any and all claims against the City or any consultants, agents, officers, directors or employees of the City by any employee (or the survivor or personal representative of such employee) of the Contractor, any Subcontractor, any Supplier, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work, or anyone for whose acts any of them may be liable, the indemnification obligation above shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any such Subcontractor, Supplier or other person or organization under workers' compensation Acts, disability benefit Acts or other employee benefit Acts.

Insurance coverage required by the contractor constitutes the minimum requirements and those requirements shall in no way lessen or limit the liability of the contractor under the terms of the contract. The contractor shall procure and maintain at contractor's own cost and expense any additional claims or amounts of insurance that, in the judgment of the City, may be necessary for contractor's proper protection in the prosecution of the work.

#### 2.5. Jurisdiction Authority

This contract shall be governed by and construed according to the laws of the State of Michigan and the successful Contractor consents to the jurisdiction and venue of the courts in Kalamazoo County, Michigan and of the United States District Court for the State of Michigan.

#### 2.6. Severability

The successful Contractor will agree that the Contract is the completed and exclusive statement of the Contract between the parties. A judicial or administrative declaration on the invalidity of any one or more of the provisions of the Contract shall not invalidate the remaining provisions of this agreement.

#### 2.7. Compensation to be Paid to the Contractor

Payment will be made upon satisfactory completion of the work, net 30 days.

3. SPECIFICATIONS (See Attachment A)

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## **Project Scope**

Furnish the emergency/standby generator equipment for the City of Portage at the following location:

Central Fire Station  
7830 Shaver Road  
Portage, MI 49024

### **GENERATOR-SET SPECIFICATIONS**

Generator set supplied under the RFP shall meet the following requirements and specifications:

#### **General Requirements**

- Generator shall be rated for a minimum of 80-kW @ 0.80 Power Factor
- Alternator shall be rated at 208/120-volt, 3-phase, 4-wire, wye and be upsized (if necessary) to withstand the simultaneous starting of two (2) three phase air conditioning compressors (rated 18 amps FLA and 115 amps LRA) and two (2) single phase air conditioning compressors (rated 30 amps FLA and 175 amps LRA).
- Generator shall be factory certified for emissions to use natural gas as a fuel.

It is the intent of this specification to secure a generator set system that has been tested during design verification, production and at the final job site. The generator set will be of the latest commercial design and will be complete with all of the necessary accessories for complete installation as shown on the plans, drawings, and specifications herein. The equipment supplied and installed shall meet the requirements of the National Electrical Code, along with all applicable local codes and regulations. All equipment shall be new and of current production of a national firm that manufactures the alternator and controls, transfer switches, switchgear, and assembles the generator sets as a complete and coordinated system. There will be one source responsibility for warranty, parts, and service through a local representative with factory-trained service-persons. The City of Portage reserves the right to select individual generator-sets from the pricing depending on its priorities.

## Submittals

1. The submittal associated with this request for bid shall include prototype test certification and specification sheets showing all standard and optional accessories to be supplied, schematic wiring diagrams, dimension drawings, and interconnection diagrams identifying by terminal number, each required interconnection between each generator set and its associated transfer switch. The proposed delivery date(s) for the equipment shall also be provided.
2. The following documentation shall be made available for submission to the project engineer for review/approval purposes on the automatic transfer switch:
  - a) Physical Layout Drawing  
-Outline dimensions, cable entry/exit locations, interior/exterior component layouts, connection data.
  - b) Electrical Schematic
  - c) Internal wiring, customer connection terminals, optional components, controller settings.
  - d) Product Data Sheets
  - e) Equipment Ratings.

## Codes and Standards

### 1. Generator Set

The generator set shall conform to the requirements of the following codes and standards:

- a) **CSA C22.2, No. 14 – M91** Industrial Control Equipment.
- b) **EN50082-2**, Electromagnetic Compatibility – Generic Immunity Requirements, Part 2: Industrial.
- c) **EN55011**, Limits and Methods of Measurement of Radio Interference Characteristics of Industrial, Scientific and Medical Equipment.
- d) **IEC 8528 part 4**. Control Systems for Generator Sets
- e) **IEC Std 801.2, 801.3, and 801.5** for susceptibility, conducted, and radiated electromagnetic emissions.
- f) **IEEE 446** – Recommended Practice for Emergency and Standby Power Systems for Commercial and Industrial Applications
- g) **Mil Std 461D–1993**. Military Standard, Electromagnetic Interference Characteristics.
- h) **Mil Std 462D - 1993**. Military Standard, Measurement of Electromagnetic Interference Characteristics.
- i) **NFPA 70** – National Electrical Code. Equipment shall be suitable for use in systems in compliance to Article 700, 701, and 702.
- j) **UL-2200**. The generator set shall be listed to UL2200 or submit to an independent third party certification process to verify compliance as installed.

## 2. Automatic Transfer Switch (ATS)

The automatic transfer switch must be listed and shall conform to the requirements of the following codes and standards:

- a) **UL 1008** -Automatic Transfer Switches For Use in Emergency Systems
- b) **CSA-C22.2 No.178-1978** Automatic Transfer Switches
- c) **NEMA Standard ICS10-1993** (formerly ICS2-447) - AC Automatic Transfer Switches
- d) **NEC Articles 700, 701, 702**
- e) International Standards Organization **ISO 9001**
- f) **UL 891** According to this UL standard the equipment shall be labeled: "Suitable for use only as service equipment."
- g) **UL 508** Industrial Control Equipment

## Equipment Testing

### Generator-Set

To assure that the equipment has been designed and built to the highest reliability and quality standards, the manufacturer and/or local representative shall be responsible for three separate tests: design prototype tests, final production tests, and site commissioning.

#### 1.0 Design Prototype Tests:

- 1.1 Components of the emergency system such as the engine/generator set, transfer switch, and accessories shall not be subjected to prototype tests since the tests are potentially damaging. Rather, similar design prototypes and preproduction models shall be subject to the following tests.
- 1.2 Maximum power (kW).
- 1.3 Maximum motor starting (kVA) at 30% instantaneous voltage dip.
- 1.4 Alternator temperature rise by embedded thermocouple and/or by resistance method per NEMA MG1-32.40.
- 1.5 Governor speed regulation under steady-state and transient conditions.
- 1.6 Voltage regulation and generator transient response.
- 1.7 Harmonic analysis, voltage waveform deviation, and telephone influence factor.
- 1.8 Three-phase short circuit tests.
- 1.9 Alternator cooling air flow.
- 1.10 Torsional analysis to verify that the generator set is free of harmful torsional stresses.
- 1.11 Endurance testing.

#### 2.0 Factory Tests

Final Production Tests: Each generator set shall be tested under varying loads with guards and exhaust system in place. Tests shall include:

- 2.1 Single-step load pickup.
- 2.2 Transient and steady—state governing.

- 2.3 Safety shutdown device testing.
- 2.4 Voltage regulation.
- 2.5 Rated Power @ 0.8 PF
- 2.6 Maximum Power.

Upon request, arrangements to witness this test will be made by the vendor for the Owner. Certified test records will be sent prior to shipment.

### 3.0 Field Testing/Commissioning

An installation check, start-up, and site specific load test shall be performed by the manufacturer's local representative. The engineer, regular operators, and the maintenance staff shall be notified of the time and date of the site test. The tests shall include:

- 3.1 Fuel, lubricating oil, and antifreeze shall be checked for conformity to the manufacturer's recommendations, under the environmental conditions present and expected.
- 3.2 Accessories that normally function while the set is standing by shall be checked prior to cranking the engine. These shall include: block heaters, battery charger, alternator strip heaters, remote annunciator, etc.
- 3.3 Start-up under test mode to check for exhaust leaks, path of exhaust gases outside the building, cooling air flow, movement during starting and stopping, vibration during running, normal and emergency line-to-line voltage and frequency, and phase rotation.
- 3.4 Automatic start-up by means of simulated power outage to test remote-automatic starting, transfer of the load, and automatic shutdown. Prior to this test, all transfer switch timers shall be adjusted for proper system coordination. Engine coolant temperature, oil pressure, and battery charge level along with generator set voltage, amperes, and frequency shall be monitored throughout the test. An external load bank shall be connected to the system if sufficient building load is unavailable to load the generator set to the nameplate kW rating.

### Automatic Transfer Switch

#### 1.0 Factory Testing

The automatic transfer switch shall be factory tested prior to delivery to the purchaser. The following tests shall be conducted by qualified factory personnel:

##### 1.1 Visual Inspection:

Electrical and Mechanical inspections to verify installed components are of correct ratings; meet the requirements of the project specifications and to ensure regulatory and quality requirements are met.

### 1.2 Mechanical Tests:

As a minimum, the following mechanical tests shall be performed on the transfer switch:

- a. Power Conductor Torque Verification
- b. Verification of Mechanical Interlock
- c. Manual ATS Mechanism operation and adjustment
- d. All mechanical fasteners and wire connections are tight.

### 1.3 Electrical Tests:

As a minimum, the following electrical tests shall be performed on the transfer switch:

- a. Verification of Electrical Interlock
- b. Adjustment/Setting All Timers & Voltage Sensors
- c. Function Test-Normal Operation-3 Complete Cycles
- d. Mechanism Adjustment
- e. Dielectric Test/Final Inspection.

### 2.0 As a minimum, the following final inspection tasks shall be performed on the transfer switch:

- 2.1 Calibration Label/Equipment labels Installed & Correct
- 2.2 All safety/warning labels attached
- 2.3 All wiring straight, neatly bundled and adequately protected.
- 2.4 All options supplied as specified
- 2.5 Enclosure is clean, no paint imperfections
- 2.6 Final Documentation is Enclosed (Drawing, O&M Manual)
- 2.7 The transfer switch manufacturer shall provide upon request of the project engineer, four (4) copies of certified Factory Test Reports for the transfer switch supplied.

### 3.0 Field Testing/Commissioning

The automatic transfer switch shall be tested once installed at the project site to confirm proper operation of the system. Schedule and witness testing activities shall be coordinated with the project engineer, site contractor, and owner as required in advance of the testing. Qualified local factory-trained field service representatives shall conduct the following tests:

- 3.1 Visual Inspection: Electrical and Mechanical inspection to verify the installation is correct as recommended by the transfer switch manufacturer and as per NEC/CEC requirements.
- 3.2 Mechanical Tests: As a minimum, the following mechanical tests shall be performed on the transfer switch:
  - 3.2.1 Power Conductor Torque Verification
  - 3.2.2 Verification of Mechanical Interlock
  - 3.2.3 Manual ATS Mechanism Operation
  - 3.2.4 All Mechanical Fasteners/Wire Connections Tight
  - 3.2.5 Confirmation of correct transfer switch voltage, current and withstand ratings as is required for the application.

- 1.0 Electrical Tests: As a minimum, the following electrical tests shall be performed on the transfer switch:
- a) Megger Testing the power cabling to the transfer switch
  - b) Verification of correct power cabling phasing and phase rotation, prior to energization.
  - c) Confirmation of settings for all Timers & Voltage Sensors
  - d) Full Function Test-Normal Operation-3 Complete Cycles of failing the utility supply, and transfer load to/from the generator set.
  - e) Verification of all Test Modes operate correctly
- 2.0 Qualified factory-trained field service personnel shall provide two (2) copies of field test reports to the Owner noting any deficiencies that require corrective action.

## Equipment

### General – Generator Set

- a) The generator set shall provide, as a minimum, nameplate rated electrical output when operating at rated voltage, 0.8 power factor. The generator set shall be capable of this rating while operating in an ambient condition of 104°F (40°C) and 900-feet above sea level.
- b) The generator set shall be capable of starting inrush motor loads with a maximum voltage dip of 30%.
- c) Vibration isolators shall be provided between the engine-alternator and heavy-duty steel base

### 1. Engine

- a) The engine shall deliver rated horsepower at a governed speed of 1800 rpm. The engine shall be equipped with the following:
  - i. An electronic isochronous governor capable of +0.5% steady-state frequency regulation.
  - ii. 12 Volt positive engagement solenoid shift-starting motor.
  - iii. automatic battery charging alternator with solid-state voltage regulation.
  - iv. Positive displacement, full pressure lubrication oil pump, cartridge oil filters, dipstick, and oil drain.
  - v. Dry-type replaceable air cleaner elements for normal applications.
- b) The naturally aspirated engine shall be natural gas fueled and be supplied with a unit-mounted electric solenoid fuel shut-off valve, and U.L. Listed stainless steel flexible fuel line.
- c) The engine shall have a minimum of 4 cylinders, and be liquid-cooled by a unit-mounted radiator, blower fan, water pump, and thermostats. This system shall

properly cool the engine with up to 0.5 inches H2O static pressure on the fan in an ambient temperature up to 122F/50C.

## 2. Alternator

- a) The alternator shall be a quick response wound field brushless type alternator with an auxiliary power brushless exciter design. The exciter field shall include a rare earth neodymium-iron-boron permanent magnet to assure positive field flashing at startup. The excitation system shall be powered by an auxiliary stator winding that is independent of the main output winding and dedicated solely for field excitation. In one step load and short circuit fault conditions, the power to the field shall be boosted to provide strong recovery or sustained short circuit current support to clean downstream circuit breakers.
- b) The alternator shall be salient-pole, brushless, 12-lead reconnectable, self-ventilated of drip-proof construction with amortisseur rotor windings and skewed stator for smooth voltage waveform. The insulation shall meet the NEMA standard (MG1-32.40) for Class H and be insulated with epoxy varnish to be fungus resistant per MIL 1-24092. **Temperature rise of the rotor and stator shall be limited to 125°C.** The excitation system shall be of brushless construction controlled by a solid- state voltage regulator capable of maintaining voltage within +/- .25% at any constant load from 0% to 100% of rating. The regulator must be isolated to prevent tracking when connected to SCR loads, and provide individual adjustments for voltage range, stability and volts-per-hertz operations; and be protected from the environment by conformal coating.
- c) The generator set shall meet the transient performance requirements of ISO 8528-5, level G-2.
- d) The generator shall be inherently capable of sustaining at least 250% of rated current for at least 10 seconds under a symmetrical short circuit without the addition of separate current support devices.
- e) The alternator having a single maintenance-free bearing, shall be directly connected to the flywheel housing with a semi-flexible coupling between the rotor and the flywheel.

## 3. Controller

- a) Set-mounted controller capable of facing right, left, or rear, shall be vibration isolated on the alternator. The controller shall be moisture proof and capable of operation from -40°C to 70°C.
- b) The controller shall include the following features:
  - i. Complete 2-wire start/stop control, which shall operate on closure of a remote contact.
  - ii. AC interlock to prevent starter motor reengagement with engine running.
  - iii. Over-crank protection and control.

- iv. Contact output for general fault condition(s).
  - v. Circuitry to shut down the engine when signals for high coolant temperature, low oil pressure, low-coolant level, or overspeed are received.
  - vi. 3-position (Run-Off/Reset-Auto) selector switch. In the Run position, the engine shall start and run regardless of the position of the remote starting contacts. In the Auto position, the engine shall start when contacts in the remote control circuit close and stop 5 minutes after those contacts open. In the OFF position, the engine shall not start even though the remote start contacts close. This position shall also provide for immediate shutdown in case of an emergency. Reset of any fault shall also be accomplished by putting the switch to the OFF position.
- c) Standard indication to signal the following shall be included:
- i) Not-in Auto (flashing red)
  - ii) Overcrank (red)
  - iii) Emergency Stop (red)
  - iv) High Engine Temperature (red)
  - v) Overspeed (red)
  - vi) Low Oil Pressure (red)
  - vii) Battery Charger Malfunction (red)
  - viii) Low Battery Voltage (red)
  - ix) Low Fuel (red)
  - x) Auxiliary Pre-alarm (yellow)
  - xi) Auxiliary Fault (red)
  - xii) System Ready (green)
  - xiii) A test button for the indicating lights shall be provided. Terminals shall also be provided for each indicating light above, plus additional terminals for common fault and common pre-alarm.
- d) The controller shall include the following digital indication:
- i. AC voltage, +/- 2% accuracy
  - ii. AC amps, +/- 2% accuracy.
  - iii. Voltmeter-ammeter phase selector switch.
  - iv. AC frequency, 0.5% accuracy.
  - v. Battery voltage.
  - vi. Coolant temperature.
  - vii. Oil pressure.
    - i. Running-time meter
    - ii. Output Voltage-adjustment

#### Accessories

- a. An 80% rated line circuit breaker sized to the output of the generator, 300-volt rated, molded case type and generator mounted.
- b. An engine block heater shall be included. Thermostatically controlled and sized to maintain the manufacturers recommended engine coolant temperature to meet the start-up requirements of NFPA-99 and NFPA-110, Level 1. The block heater shall be rated at 120-volt single phase AC.

- c. A re-settable line current-sensing circuit breaker with inverse time versus current response shall be furnished which protects the generator from damage due to its own high current capability. This breaker shall not trip within the 10 seconds specified above to allow selective tripping of downstream fuses or circuit breakers under a fault condition. This breaker shall not automatically reset, preventing restoration voltage if maintenance is being performed. NOTE: A field current-sensing breaker will not be acceptable.
- d. A weather housing shall be provided as follows:
  - i. All enclosures are to be constructed from G60 galvanized high strength, low alloy steel.
  - ii. Enclosures shall be finished in the manufacturer's standard color.
  - iii. The enclosures must allow the generator set to operate at full load in an ambient of 40°C without derating of the electrical output.
  - iv. The enclosures must meet all of the requirements of UL-2200.
  - v. Enclosures must be equipped with sufficient side and end doors to allow access for operation, inspection, and service of the unit and all options. When the generator set controller faces the rear of the generator set, an additional rear facing door is required. Access to the controller and main line circuit breaker must meet the requirements of the National Electric Code.
  - vi. Doors must be hinged with stainless steel hinges and hardware and be removable.
  - vii. Doors must be equipped with lockable latches. All locks must be keyed alike and a minimum of four (4) keys furnished with each generator-set.
  - viii. Enclosures must be mounted to the generator set skid.
  - ix. Vendor must state the amount of pitch the enclosure roof shall have to prevent accumulation of water.
  - x. A duct between the radiator and air outlet must be provided to prevent recirculation of hot air.
  - xi. The complete exhaust system shall be internal to the enclosure. Enclosures with roof mounted or externally exposed silencers are not acceptable.
  - xii. The silencer shall be an insulated critical silencer with a tailpipe and rain cap.
- e. Sound-attenuated enclosures shall be supplied as an optional price to the base bid. Sound attenuation shall be no greater than an average **72-dbA** at a distance of 7-meters from the generator-set (in the horizontal direction) with the generator operating. Vendor shall specify sound attenuation levels in its bid proposal.
- f. Battery rack, and battery cables, capable of holding the manufacturer's recommended batteries, shall be supplied.
- g. 12-volt d.c. lead-antimony battery capable of delivering the manufacturer's recommended minimum cold-cranking amperage at 0°F, per SAE Standard J-537, shall be supplied.

- h. A minimum ten (10) ampere automatic float and equalize battery charger with +/- 1% constant voltage regulation from no load to full load over +/- 10% AC input line variation shall be supplied as an integral part of the generator-set. Charger shall be current limited during engine cranking and short circuit conditions, temperature compensated for ambient temperatures from -40°C to +60°C, and have a 5% accurate voltmeter and ammeter. Charger shall be fused, and be protected against reverse polarity and transients.
  - i. A U.L. listed, stainless steel, flexible fuel line rated at a minimum of 257°F and 100-p.s.i. ending in N.P.T. pipe thread shall be provided with the generator set for anti-vibration connection of the fuel supply to the engine fuel inlet at the base frame rail.
  - j. A low differential pressure fuel line strainer shall also be provided. Vendor shall state the delta-P across the strainer at full flow conditions.
  - k. Air cleaner restriction indicator to indicate the need for maintenance of the air cleaner.
  - l. A Remote Annunciator shall be furnished to provide remote monitoring of the Generator and Transfer Switch including alarms and start/stop.
  - m. A single relay dry contact kit to provide normally open and normally closed contacts, in a form C configuration, to activate a wiring devise and to other customer provide accessories allowing remote monitoring of the generator set.
  - n. A 'Run' relay to provide a three-pole, double-throw relay with contacts rated for 10 amperes at 250-Va.c. for indicating that the generator is running.
  - o. Generator pre-alarm senders to provide signals for local and/or remote annunciation for engine conditions approaching critical/shutdown parameters.
4. Start-up Service
- a) Vendor shall provide a factory-authorized service representative to perform the start-up of the generator-set(s)
  - b) Factory-authorized service representative shall inspect field-assembled components and equipment installation, including piping and electrical connections and furnish a written report detailing these inspections.
  - c) Factory-authorized service representative shall perform installation and start-up checks in accordance with the manufacturer's written instructions.
5. Training
- Vendor shall have a factory-authorized service representative train the City of Portage's maintenance personnel to adjust, operate, and maintain the generator-set furnished under this RFP and as part of the commissioning process.

## TRANSFER SWITCH SPECIFICATIONS

The transfer switch supplied under the RFP shall be completely enclosed in a NEMA-3 enclosure. No controls shall be visible on the exterior of the cabinet. In addition, the transfer switch shall meet the following requirements/specifications:

General – Automatic Transfer Switch (ATS)

- a) The unit shall be manufactured in accordance with this specification and applicable UL, CSA, IEC, NEMA, and ANSI standards.
- b) The unit shall be manufactured in a facility, which is registered to an ISO 9001:2000 quality system.
- c) Supplier shall be responsible for ensuring the compatibility of all components of the unit.
- d) The unit shall be free of defects in material and workmanship.

1. Environmental Conditions

The unit shall be installed with ambient temperatures between -40 degrees and +50 degrees Celsius, relative humidity from 0-95% non-condensing.

2. Ratings & Construction

- a) **The automatic transfer switch shall be rated for 120/208-volt, 400-amp, 3-phase, 3-pole, normal service – outdoors and shall be service entrance rated.** The service entrance breaker shall have field adjustable short-time, long-time and instantaneous trip and indication.
- b) Vendor shall furnish the fault withstand current rating of the complete assembly along with type of over-current protection device (OCPD) to be used for the site. The interrupting and closing rating shall be equal to or exceed the required withstand rating. This rating shall be obtained with standard upstream OCPDs.
- c) The completed assembly shall be mounted in a lockable **NEMA 3** enclosure (should be keyed identically to its matching generator set – four (4) keys per lock) suitable for indoor application.
- d) All materials and parts used in the unit shall be new, of current manufacture, of best industrial grade, and free from defects and imperfections.
- e) The transfer switch mechanism shall provide a simple means of manual operation using only components, which are permanently affixed, in the operating position.
- f) The unit shall permit manual operation of the transfer switch while the system is energized and carrying rated load.
- g) All internal control devices used in the automatic transfer switch shall be capable of being de-energized and isolated from the system by use of an accessible isolation disconnecting means for servicing procedures as required.
- h) The automatic transfer switch design shall provide front accessible components and wiring for easy serviceability. Power or control connections, which are not readily serviceable while the transfer switch is mounted in its enclosure, are not acceptable.

- i) All power contacts used shall operate in a quick-make / quick-break manner, the speed of which shall be independent of supply voltage and / or speed of operation by manual means.
- j) The transition switch shall be a closed transition operation switch.
- k) Control wiring shall be rated for 600 volt, UL 1015. Wires shall be placed in wire duct or harnessed, and shall be supported to prevent sagging or breakage from weight or vibration. All wiring to hinged doors shall be run through door terminal blocks or connection plugs.

### 3. Functional Requirements

#### a) General Description

The automatic transfer switch shall automatically transfer the load to the generator supply in the event of a utility supply failure and return the load to the utility supply upon restoration. The transfer switch is required to be both service-entrance rated (in accordance with NEC requirements) and to be closed transition. The transfer switch power switching devices shall be electrically interlocked to prevent the utility and generator supplies from being interconnected.

#### b) Automatic Sequence of Operation

- i. When the voltage on any phase of the utility supply is below preset levels of rated voltage for a preset time delay, a contact shall close to initiate starting of the generator set.
- ii. The load shall transfer to the generator supply when the generator voltage and frequency have reached acceptable preset levels and the warm-up time delay has expired.
- iii. When the utility supply is restored to above preset levels of rated voltage on all phases, load transfer from generator to utility supply shall be initiated in accordance with the closed transition type of switch
- iv. The load shall immediately retransfer to the utility supply (if within acceptable limits) should the generator supply fail.
- v. The generator set shall continue to operate following a return-to-utility load transfer for a cool-down delay period, and then a contact shall open to stop the generator set.
- vi. An "on load" test mode may be initiated which shall cause a simulated utility failure condition and transfer the load to the generator set. The transfer sequence shall be the same as for a utility power failure except a neutral delay sequence shall occur when transferring from utility to a generator source.
- vii. The load shall immediately retransfer to the utility supply (if within acceptable limits) should the generator supply fail during an "on load" test mode.

#### 4. Standard Control Features

- a) The transfer switch shall be rated for use on a 208/120-volt, three-phase, 4-wire wye power supply.
- b) Transfer switch control power must be obtained from the source being transferred to. The controls shall not require any connection to external power sources. Transfer switches requiring power from the engine starting (or other) battery are not acceptable.
- c) A control circuit isolation disconnecting means shall be provided to isolate all control circuitry inside the transfer switch to facilitate maintenance procedures. When isolated, there shall be no voltage present on the control circuitry.
- d) The transfer switch controller shall be microprocessor based and shall contain all voltage, frequency sensing and timing functions.
- e) Under voltage sensing shall be provided for the utility supply on each phase. The under voltage sensor shall be user adjustable from 70-95% of nominal and shall be based on a falling (i.e. drop-out) voltage. The under voltage sensor shall be factory set at 85% nominal voltage. The under voltage sensor shall reset (i.e. pick-up) 5% above the dropout setting. The under voltage sensor shall include a transient time delay feature set at 1 second.
- f) Under-voltage sensing shall be provided for the generator supply for each phase. The under voltage sensor shall be user adjustable from 70-95% of nominal and shall be based on a falling (i.e. drop-out) voltage. The under voltage sensor shall be factory set at 85% nominal voltage. The under voltage sensor shall reset (i.e. pick-up) 5% above the dropout setting. The under voltage sensor shall include a transient time delay feature set at 5 seconds.
- g) Loss of phase sensing shall be provided that measures the phase angle between phases to determine true phase loss.
- h) Three phase under frequency sensing shall be provided for the generator supply to permit load transfer to the generator supply if within nominal limits. The frequency sensing function shall contain a user adjustable setpoint with a range of 70-90%. The factory setting shall be set at 90% of nominal frequency.
- i) An engine start contact shall be provided which shall close to initiate starting of the engine. The engine start contact shall be rated 5A, 120/240VAC, 5A, 28Vdc resistive. The engine should start and be at full rated speed within 7 to 10-seconds after start initiation.
- j) The following time delay functions shall be provided:
  1. Engine Start-A time delay on engine start shall be provided to delay the engine start signal after failure of the utility source. The time delay shall be user adjustable 0 - 60 seconds, factory set at 3 seconds.
  2. Engine Warm-up- A time delay for engine warm-up shall be provided which permits transfer to the generator supply after generator voltage and frequency exceed acceptable

limits. The time delay shall be user adjustable 0 - 60 seconds, factory set at 2 seconds.

3. Utility Return- A time delay for return to utility shall be provided which permits transfer to the utility supply only after stable voltage conditions exist for the specified time period. The time delay shall be user adjustable 0 - 30 minutes, factory set at 2 minutes.
  4. Engine Cool-down- A time delay for engine cool-down shall be provided which delays the engine stop signal after load has retransferred to the utility source until the time delay period expires. The time delay shall be user adjustable 0 - 30 minutes, factory set at 2 minutes.
- j) Provision for local and remote operator-initiated system test modes shall be provided. Test modes shall allow "on load" testing of the generator set.
  - k) An automatic plant exercise time function shall be provided for generator testing. A fixed timer shall provide a minimum 7 day off mode and a 20 minute run period. The exercise mode shall be enabled by a door mounted push-button with a selector switch to select exercise with or without load transfer.
  - l) Control logic shall be provided for immediate transfer to the utility supply (if within acceptable limits) should the generator set fail during any activated test mode.
  - m) Control logic shall be provided for sensing a Transfer Switch Failure condition, and if the alarm condition is activated, the transfer controller shall automatically force a transfer to the alternate source if available.
  - n) Pilot lights shall be provided to indicate load on utility status (green) and load on generator status (red). Pilot lights to be long life LED type.
  - o) Pilot lights shall be provided to indicate utility source available status (green) and generator source available status (green). Pilot lights to be long life LED type.
  - p) Pilot light shall be provided to indicate energized load voltage status of the transfer switch. Pilot light to be long life LED type.
  - q) The transfer switch controller shall provide a lamp test function to test all LED lights.
  - r) The transfer controller shall provide a user initiated timer bypass feature to allow temporary bypassing of any active timer to reduce unnecessary delays in testing or trouble shooting procedures.

## 5. Additional Controls

- a. Utility Supply Auxiliary Contact (AUX-U)  
An auxiliary contact (qty 1) shall be provided which operates when the utility source is supplying the load. The auxiliary

contact shall be supplied with a rating of 10A, 120/240VAC, 5A, 28Vdc resistive, Form C.

b. Generator Supply Auxiliary Contact (AUX-G)

An auxiliary contact (quantity 1) shall be provided which operates when the generator is supplying the load. The auxiliary contact shall be supplied with a rating of 10A, 120/240VAC, 5A, 28-Vdc resistive, Form "C" contact.

c. Programmable Exercise Clock (EXT)

A user programmable (minimum 7-day), single event exercise clock shall be provided to allow weekly load testing of the generator-set. The exerciser shall be backed up with a permanent battery

## Warranty & Maintenance

1. **A five year extended basic warranty for the generator set and transfer switch shall be included to guarantee against defective material and workmanship in accordance with the manufacturer's published warranty from date of start-up.**
2. The generator set manufacturer and its distributor shall maintain a 24-hour parts and service organization. This organization shall be regularly engaged in a maintenance contract program to perform preventive maintenance and service on equipment similar to that specified. A service agreement shall be available and shall include system operation under simulated operating conditions, adjustment to the generator set, transfer switch, and switchgear controls as required, and certification in the owner's maintenance log of repairs made and proper functioning of all systems.

## Notes

1. Bidder is responsible for reviewing the information provided in this request for bid and verifying the sizing requirements.
2. Pricing for the equipment and options outlined in this request for bid shall be submitted in accordance with the table in the Bid Form on the following page. Bidder may submit equipment/pricing alternatives on a separate sheet attached to its bid. All alternates shall be clearly marked as such.
3. Transfer switch, generator set and any supplied ancillary equipment shall be furnished by Vendor F.O.B. to the jobsite and pricing shall include all delivery costs.
4. Bidder is responsible for ensuring that all equipment supplied as a result of its bid shall comply with the latest revision of all applicable codes.
5. The generator-set will be in a weatherproof and/or sound-proof enclosure, as applicable, and shall be suitable for mounting on a reinforced concrete pad - furnished by others.
6. Pricing shall include two (2) sets of manufacturer's regularly supplied installation, operation and maintenance manuals and drawings for each site for all new equipment supplied by Vendor.
7. Pricing shall include a 5 Year Comprehensive Warranty for both the Generator and ATS.
8. The equipment supplied under this RFP must be received by the City of Portage, or its installation contractor, on or before November 30, 2015.
9. The transfer switch and engine-generator set shall be individually marked/tagged by the factory as designated for installation at "City of Portage – Central Fire Station".

**CITY OF PORTAGE  
BID FORM**

I, the undersigned, propose to furnish and install at the bid price shown, an emergency standby generator for the City of Portage Central Fire Station, , as per specifications supplied by the City of Portage, delivered to 7830 Shaver Road, Portage, Michigan. No contract is created until it is executed by all parties.

ALL EXCEPTIONS TAKEN TO SPECIFICATIONS SUPPLIED BY THE CITY OF PORTAGE ARE ATTACHED ON SEPARATE PLAIN BOND PAPER OR NOTED IN RED ON THE SPECIFICATIONS.

A prototype test certification and specification sheets showing all standard and optional accessories to be supplied, schematic wiring diagrams, dimension drawings, and interconnection diagrams identifying by terminal number, each required interconnection between each generator set and its associated transfer switch must be included with this bid form.

I further propose to deliver the above-described equipment FOB City of Portage in first class operating condition in accordance with all specifications contained herein subject to purchaser's inspection and approval not later than November 30, 2015.

Item #	Item Description	Price
1	Generator-set	\$ _____
2	ATS	\$ _____
	Grand Total	\$ _____
	Generator Lead Time	_____ Weeks ARO
	Generator Manufacturer & Model	_____
	Generator Size & Weight	___ " L x ___ " W x ___ " H ___ lbs
	ATS Manufacturer & Model	_____
	ATS Size & Weight	___ " L x ___ " W x ___ " H ___ lbs

Optional Pricing:

Optional pricing for Generator/ATS annual maintenance.	\$ _____/year
Optional pricing for a sound attenuated weather enclosure (72dBA maximum)	\$ _____/ ___dBA

TERMS: \_\_\_\_\_  
(Minimum of 30 days, please  
identify any discounts given)

FIRM NAME: \_\_\_\_\_

BY: \_\_\_\_\_  
Signature

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Name and Title (print or type)

ADDRESS: \_\_\_\_\_  
Street City State Zip Code

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

## *DRAFT CONTRACT AGREEMENT*

Following is a “*draft copy*” of the contract that will be executed by the City and the Firm for the completion of this project.

**CITY OF PORTAGE**  
**DRAFT CONTRACT**

THIS CONTRACT made the \_\_\_\_ day of \_\_\_\_\_, 2015, by and between \_\_\_\_\_ hereinafter called the "Contractor," and the City of Portage, 7900 South Westnedge Avenue, Portage, Michigan 49002, hereinafter called the "City."

WITNESSETH, THAT the Contractor and the City for the consideration stated herein agree as follows:

**ARTICLE I - SCOPE OF WORK**

The Contractor shall perform everything to be performed and shall provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required to for furnishing the Emergency Standby Generator for the Central Fire Station all in strict accordance with the Specifications, including any and all addenda, which specifications are made a part of this contract, and in strict compliance with the Contractor's proposal and other contract documents herein mentioned which are a part of this contract; and the Contractor shall do everything required by this contract and the other documents constituting a part hereof.

**ARTICLE II - COMPENSATION TO BE PAID TO THE CONTRACTOR**

In consideration of the completion of the work described herein and in fulfillment of all stipulations of this contract to the satisfaction and acceptance of the City, the City shall pay and the said Contractor further agrees to receive and accept payment based on the prices for material and labor as set forth in the conformed copy of the Contractor's proposal as filed with the City on the \_\_\_\_\_ day of \_\_\_\_\_ the sum of which shall not exceed:

_____	\$ _____
(amount in words)	(in figures)

as full compensation for furnishing all the equipment and materials, and for the costs of all premiums on insurance and bonds and for doing all the work contemplated and specified in this contract; also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen obstructions or difficulties which may be encountered in the prosecution of the same; and for all risks of every description connected with the work; and for well and faithfully completing the work and the whole thereof, in full compliance with the Plans and Specifications and the requirements under them. Payments are to be made to the Contractor in accordance with and subject to the provisions embodied in the contract documents hereto attached

ARTICLE III - ASSIGNMENT AND SUBCONTRACTORS

The Contractor agrees to perform the work included in Article I using his employees. No work required under this contract shall be subcontracted or otherwise assigned to another party without the expressed written consent of the City.

ARTICLE IV - COMPONENT PARTS OF THIS CONTRACT

This contract consists of the following component parts, all of which are as fully a part of this contract as if herein set out verbatim, or, if not attached, as if hereto attached.

- 1. Notice to Bidders
- 2. Instructions to Bidders
- 3. Specifications
- 4. Contractor's Proposal (or bid)
- 5. Contract (this document)

In the event that any provision in any of the above component parts of this contract conflicts with any provision in any other of the component parts, the provision in the component part first enumerated above shall govern over any other component part which follows it numerically, except as may be otherwise specifically stated.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed in four original counterparts the day and year first above written.

CONTRACTOR

Witness:

\_\_\_\_\_

By: \_\_\_\_\_

Signature

\_\_\_\_\_

Print name and Title

\_\_\_\_\_

Print Name and Title

CITY OF PORTAGE

Witness:

\_\_\_\_\_

By: \_\_\_\_\_

Laurence Shaffer, City Manager

Approved as to Form:

\_\_\_\_\_

Randall L. Brown, Portage City Attorney

INSTRUCTIONS FOR EXECUTING CONTRACT WITH CITY OF PORTAGE

**A. If the contractor is a corporation, the following certificate must be executed:**

I, \_\_\_\_\_, certify that I am the Secretary of  
print or type name  
the corporate entity named as Contractor in the contract and that such corporate entity is a  
corporation in good standing in the State of \_\_\_\_\_ and has authority  
print or type name of state  
to transact business in the State of Michigan. [If the corporation is not a Michigan corporation,  
then a "Certificate of Authority to Transact Business in the State of Michigan" must be attached.]  
I certify that the contract between the City of Portage and \_\_\_\_\_,  
print or type name of corporation  
Inc., was validly executed on behalf of the corporation by \_\_\_\_\_  
print or type name  
who was then the \_\_\_\_\_ of said corporation and has the  
print or type name of title  
authority to bind the corporation to the contractual agreements pursuant to the authority of its  
governing body and by-laws and is within the scope of its corporate powers.

\_\_\_\_\_  
Print or type name of corporation

Dated: \_\_\_\_\_, 20\_\_\_\_ By: \_\_\_\_\_  
Its: \_\_\_\_\_

**B. If contractor is an LLC, the following certificate must be executed:**

I, \_\_\_\_\_, certify that I am a member of the  
print or type name  
Limited liability company named as Contractor in the contract and that such LLC is in good  
standing in the State of \_\_\_\_\_ and that the LLC has the  
print or type name of state  
authority to transact business in the State of Michigan. [If the LLC is not a Michigan LLC, then  
a "Certificate of Authority to Transact Business in the State of Michigan" must be attached.] I  
certify that the contract between the City of Portage and \_\_\_\_\_  
print or type name of LLC  
LLC was validly executed on behalf of the LLC by \_\_\_\_\_  
print or type name  
who was then a member of said LLC and has the authority to bind the LLC to contractual  
agreements and that such contract is within the scope of its powers.

\_\_\_\_\_  
Print or type name of LLC

Dated: \_\_\_\_\_, 20\_\_\_\_ By: \_\_\_\_\_  
Its: \_\_\_\_\_

