

**Idaho Division of Veterans Services
Emergency Generator Maintenance/Inspection**

1. Purpose

The Idaho Division of Veterans Services (IDVS) is requesting quotes for regular inspection, maintenance and repair services (Regular Maintenance) for emergency generators, as further detailed below.

The contact for this RFQ is:

Danny Arnold, Purchasing Officer
Idaho Division of Veterans Services
Phone: 208-780-1326
danny.arnold@veterans.idaho.gov

2. Background

IDVS has generators located at the Boise, Lewiston, Pocatello, Post Falls and Central Support office (Boise) (collectively, "Emergency Generators") to provide emergency power to its facilities in the event of a power outage. IDVS requires Regular Maintenance for all of these generators. The emergency generators' model and location information is as follows:

IDVS Facilities	Street Address	Generator Model
Boise	320 N Collins Rd, Boise, ID 83702	Cummins 300KW, 300DQDAC SN: I30565237 (Diesel fuel powered).
Lewiston	821 21st Ave, Lewiston, ID 83501	Kohler 100KW 100RZ282 SN: 323618 (Natural gas powered with propane backup)
Pocatello	1957 Alvin Ricken Dr, Pocatello, ID 83201	Kohler 100KW 100RZ282 SN: 285768 (Propane powered)
Post Falls – Generator 1	590 S Pleasant View Rd, Post Falls, ID 83854	CAT C18 750KW SN: G7A07655 (Diesel fuel powered).
Post Falls – Generator 2	590 S Pleasant View Rd, Post Falls, ID 83854	CAT C18 750KW SN: G7A07652 (Diesel fuel powered).
Boise - CSO	351 N Collins Rd, Boise, ID 83702	Caterpillar 125KW Olympian SN: E172A (Natural gas powered).

IDVS is allowing vendors to participate in a site visit by appointment only. 24-hour notification prior to site visit is required. Site visits must be completed prior to bid closing.

Site visit contacts are:

Boise/Boise CSO - Brent Munster, Maintenance & Operations Supervisor – 208-901-4071
brent.munster@veterans.idaho.gov

Lewiston – Frank Northam, Maintenance & Operations Supervisor – 208-750-3680
frank.northam@veterans.idaho.gov

Pocatello - Rickey Frandsen - Maintenance & Operations Supervisor – 208-235-7881
rickey.frandsen@veterans.idaho.gov

Post Falls - Scott Clark - Maintenance & Operations Supervisor – 208-415-3452
scott.clark@veterans.idaho.gov

3. Timelines

Quotes Due:

July 2, 2025

4. Specifications

See Exhibit A

5. Delivery

Contractor will begin (Regular Maintenance) on the emergency generators, FOB Destination listed below on September 24, 2025, or as coordinated with the Agency contact(s).

Agency contact for delivery is:

- Boise/Boise CSO - Brent Munster, Maintenance & Operations Supervisor – 208-901-4071
brent.munster@veterans.idaho.gov
- Lewiston – Frank Northam, Maintenance & Operations Supervisor – 208-750-3680
frank.northam@veterans.idaho.gov
- Pocatello - Rickey Frandsen - Maintenance & Operations Supervisor – 208-235-7881
rickey.frandsen@veterans.idaho.gov
- Post Falls - Scott Clark - Maintenance & Operations Supervisor – 208-415-3452
scott.clark@veterans.idaho.gov

6. Award Basis

Award will be made to the responsive responsible Bidder with the lowest Total Cost, as provided on **Exhibit B, Price Sheet**, and may be made **by location, or all to one**, as deemed to be in the best interest of the State.

The term of the resulting contract will be one (1) year, with two (2) optional renewals of one (1) year each, upon mutual agreement of the parties.

7. Response

Enter your Total Fully Burdened Cost on Exhibit B, Price Sheet, and submit your quote to divisionbids@veterans.idaho.gov or mail to 351 N. Collins Rd, Boise, ID 83705 Attn: Danny Arnold

Quotes must include all Required Submittal Items (See below).

All Mandatory Submittals Items are required for your bid to be considered.

List of Attachments	Mandatory Submittal Items
Exhibit A – Scope of Work Exhibit B – Price Sheet Exhibit C – Drug and Alcohol Affidavit Exhibit D – Tax Affidavit IDVS Signature Page Generator Maintenance Service Contract	Exhibit B – Price Sheet Exhibit C – Drug and Alcohol Affidavit Exhibit D – Tax Affidavit IDVS Signature Page

8. Billing

Contractors must invoice IDVS on or before the 5th day of each month, for work performed. Any invoices submitted without the below-listed information will be rejected until a corrected invoice is submitted.

The invoice shall include, but not limited to:

- Detailed form/checklist (must include at minimum: names of Contractor staff performing the work, a description of the work performed, and location the work was performed)
- Dates of Service
- Total amount billed for the billing period
- Contractor name, address, phone number, and e-mail address
- Contract Number
- Invoice Date

Sent as an Adobe PDF e-mail attachment to:

Boise – boiseaccountspayable@veterans.idaho.gov

Lewiston – lewistonaccountspayable@veterans.idaho.gov

Pocatello – pocatelloaccountspayable@veterans.idaho.gov

Post Falls – postfallsaccountspayable@veterans.idaho.gov

Boise CSO – divaccountspayable@veterans.idaho.gov

9. Price Adjustment

A price adjustment may be considered after the first twelve (12) months of the initial term of the Contract, and every twelve (12) months thereafter. If a price increase is requested, it will be the responsibility of the Contractor to notify IDVS sixty (60) calendar days in advance of the desired effective date and provide supporting documentation showing industry wide increases justifying the request. IDVS will notify Contractor whether the request is approved within thirty (30) calendar days of receipt of the request.

If there is an industry wide price decrease, Contractor must notify IDVS immediately of the decrease; and make the price decrease effective for IDVS on the same day it becomes effective for the Contractor. If IDVS is not properly notified of price decreases, the pricing at the time of order will be used for invoice payment and the Contractor will provide refunds or credits as necessary.

10. Remedies

If IDVS must perform or hire a separate contractor to perform any of the Contract's requirements, which is the responsibility of the Contractor under the terms of the Contract, IDVS shall withhold the actual cost from the Contractor's payment(s).

11. Contractor Responsibilities

The Division of Veterans Services requires that the successful bidder enter into the Division of Veterans Services' Public Works Contract. Bidders should carefully review the terms in the Public Works Contract. Copies of the Public Works Contract and the laws referenced below are available to potential bidders upon request.

Requirements include:

- Compliance with the provisions of Idaho Code sections 44-1001 and 1002 concerning employment of Idaho residents.
- Compliance with the provisions of Idaho Code section 72-1717 concerning alcohol and drug-free workplaces and submission of an alcohol and drug-free workplace affidavit.
- Compliance with the provisions of Idaho Code section 63-1502 concerning authorization to do business in Idaho and certification of payment of taxes.

- If any single project cost exceeds \$50,000, the successful bidder and all subcontractors and specialty contractors shall hold a public works contractor license as required by Idaho Code title 54 chapter 19.
- A performance bond and a payment bond each at 100% of the project cost.
- The following insurance: Commercial general liability with a combined single limit not less than \$1,000,000 per occurrence and in the aggregate; Workers' compensation as required by law, including employer's liability at minimum limits of \$100,000/\$500,000/\$100,000; and Automobile liability with combined single limit per occurrence not less than \$1,000,000.
- The Contractor shall not substitute or vary the materials or subcontractors specified in the Request for Bids or the Bid without the prior written permission of the Division.

Exhibit A
Emergency Generator Maintenance/Inspection
SCOPE OF WORK

The Contractor(s) must complete the following Regular Maintenance on each of the Emergency Generators for which it is awarded a Contract. Service must be done during the business hours of Monday through Friday, 8 AM – 5 PM local time.

1. Bi-annual Maintenance (twice a year)

The Contractor must:

- 1.1 Check oil level
- 1.2 Check fuel level
- 1.3 Take fuel sample for visual analysis (Diesel)
- 1.4 Drain Fuel/water separator filter (Diesel)
- 1.5 Inspect Fuel lines
- 1.6 Check anti-freeze, freeze point and DCA concentration
- 1.7 Check radiator and coolant hose condition
- 1.8 Check block heater operation
- 1.9 Check starting batteries (load test and specific gravity)
- 1.10 Check battery charging system
- 1.11 Check air cleaner and clean air piping condition
- 1.12 Inspect exhaust system and drain exhaust condensation air inlet
- 1.13 Inspect generator cleanliness (report concerns to site contact)
- 1.14 Verify that controls are clear of alarms
- 1.15 Verify that the generator set breaker is closed
- 1.16 Verify that all controls are in automatic position
- 1.17 Operate the Emergency Generator set to verify frequency, voltage, and engine operation
- 1.18 Test protective alarm operation as control system allows

2. Annual Full-service Maintenance (once a year)

At the annual maintenance visit, the Contract must complete the following tasks **in addition** to the tasks listed for bi-annual maintenance:

- 2.1 Change crankcase oil and filter
- 2.2 Change coolant filter (if applicable)
- 2.3 Change fuel filters (if applicable)
- 2.4 Obtain sample oil for analysis

3. Additional services (to be charged at an hourly rate)

In addition to the Regular Maintenance, the Contractor must complete the following tasks **as requested by IDVS**:

- 3.1 Full resistive load bank test (approximately every two (2) or four (4) years per applicable generator)
- 3.2 Replace batteries (approximately every thirty to thirty-six months (30-36 mos.)
- 3.3 Replace coolant (approximately every three (3) years)
- 3.4 Replace coolant hoses (approximately every three (3) years)
- 3.5 Replace drive belts (approximately every three (3) years)
- 3.6 Perform automatic system test, utilizing the Automatic Transfer Station (ATS) test function (as requested)
- 3.7 Exercise with building load (only when authorized by IDVS)

3.8 Emergency, after-hours service (as requested by IDVS)

Exhibit B
Emergency Generator Maintenance/Inspection
Price Sheet

This Price Sheet must be submitted as your quote.

Company Name: _____

Contact Name/Phone: _____

Contact E-mail: _____

You must complete both sections of this Price Sheet for the area(s) for which you are providing a Quote. For Section 1, provide your TOTAL COST for Regular Maintenance (bi-annual and annual, as detailed in Exhibit A, Sections 1 and 2) Your TOTAL COST must be fully burdened to include all costs associated with providing the services to the IDVS locations for which you are providing a Quote, including but not limited to: delivery of services, insurance, drive time, labor, overhead, parts etc. For Section 2, provide fully burdened hourly rates for the additional services detailed in Exhibit A, Section 3. Material markup percentage may not exceed ten (10%) percent.

Section 1: Regular Maintenance (Bid on one or more locations)

Location	Bi-Annual Maintenance (price will be multiplied by 2)	Annual Full-Service Maintenance	Yearly Regular Maintenance (Bi-Annual + Annual Full-Service)
Boise			
Lewiston			
Pocatello			
Post Falls – Generator 1			
Post Falls – Generator 2			
Boise CSO			

Section 2: Additional Services (bid on one or more location)

Location	Hourly Rate- Business Hours +Parts	Hourly Rate- After Hours (Emergency) +Parts
Boise		
Lewiston		
Pocatello		
Post Falls – Generator 1		
Post Falls – Generator 2		
Boise CSO		