



**CITY OF NOVI CITY COUNCIL  
MAY 9, 2022**

**SUBJECT:** Approval to award a Generator Preventative Maintenance and Repair Service contract to American Generators Sales & Service, LLC, for an estimated annual amount of \$38,037, for one year, with two renewal options in one-year increments.

**SUBMITTING DEPARTMENT:** Integrated Solutions – Facilities Management Division  
Department of Public Works – Water and Sewer Division

<b>EXPENDITURE REQUIRED</b>	<b>\$ 38,037</b>
<b>AMOUNT BUDGETED</b>	<b>\$ 38,037</b>
<b>APPROPRIATION REQUIRED</b>	<b>\$ 0</b>
<b>LINE ITEM NUMBER</b>	<b>101-265.00-934.000 (Facilities Management)</b> <b>101-265.00-934.442 (DPW)</b> <b>101-301.00-934.000 (Police)</b> <b>101-337.00-934.000 (Fire)</b> <b>590-000.00-934.000 (Ice Arena)</b> <b>592-592.00-934.000 (Water &amp; Sewer)</b>

**BACKGROUND INFORMATION:** This contract is for maintenance of and emergency services for all City-owned backup generators. Preventative maintenance services performed on the City's generators lessen the likelihood of equipment failure and control costs by prolonging each generator's useful life cycle. The services to be provided for each generator include:

- Two annual preventative maintenance inspections;
- One complete oil change and fluid top-off;

- One annual 2-hour load bank test for generators at fire stations, sanitary sewage lift stations and water booster stations; one annual 4-hour load bank test for generators at the Civic Center and Police Headquarters; Three 30-minute load bank tests for the generator at Police Headquarters:
- Coolant flushes, as needed and with the City's advanced approval.

Three proposals were received in response to the attached publicly solicited RFP. Pricing from each responding firm is presented in detail in the attached Pricing Summary sheet. A team comprised of City staff reviewed the proposals and evaluated the firm's qualifications and costing rates for hourly labor and material markup. After careful review, it is the recommendation of this team to award American Generators Sales & Service, LLC, the lowest qualified bidder, the contract.

**RECOMMENDED ACTION:** Approval to award a Generator Preventative Maintenance and Repair Service contract to American Generators Sales & Service, LLC, for an estimated annual amount of \$38,037, for one year, with two renewal options in one-year increments.