



***Wentzville Fire Protection District  
Generator Maintenance  
Requests for Proposal***

The Wentzville Fire Protection District will accept quotes for Generator Maintenance service contracts for properties owned by the Fire District for 36 months (January 1, 2024-December 31, 2026) preferred or a 12-month (January 1, 2024, to December 31, 2024) bid. The quotes must be sealed in an envelope with the outside marked **“Generator Maintenance Quote.”** The quotes must be received in writing at the fire district headquarters at 502 Luetkenhaus Blvd., Wentzville, Mo. 63385. Absolutely no email or facsimile quotes will be accepted. Quotes must be received before 4:00 p.m. on December 1, 2023. The quotes will remain sealed until opened at the last Regular District Board Meeting for the week of December 4, 2023. The successful quote will be awarded at the Regular District Board Meeting for the week of December 11, 2023. The Fire District will contract with the individual submitting the successful quote.

Pursuant to the Missouri Revised Statute, the Wentzville Fire Protection District may award a contract based on the quotes. The quote accepted, if any, will be the quote determined to be the lowest **and best quote**. The Wentzville Fire Protection District reserves the right to reject any or all quotes.

Specifications can be obtained on the Fire District’s website, [www.wentzvillefire.org](http://www.wentzvillefire.org), or by calling 636-332-9869, Monday through Friday, 7:30 a.m. to 4:00 p.m.

***Specifications  
Generator Maintenance  
Wentzville Fire Protection District***

**The following are the locations to be maintained:**

- Location 1 – Fire House 1 -502 Luetkenhaus Blvd, Wentzville-Kohler Power System
  
- Location 2 - Fire House 2 – 1855 Peine Road, Wentzville Taylor Power System
  
- Location 3 – Fire House 3 - 1146 Clinton Prinster Memorial Drive, Foristell Generac model QT06030AVSN with a Ford Engine (Propane)
  
- Location 4 – Fire House 4 –8210 Orf Road, Lake Saint Louis Taylor Power System
  
- Location 5 – Fire House 5-99 Whisper Creek Drive, Wentzville Taylor Power System

We will require a semiannual maintenance program. The Level I (Minor) maintenance will be conducted once a year. The Level II (major) maintenance will be performed once a year.

The level I (Minor), at minimum, will include all the following:

Check the Electrical system.

- Battery electrolyte level
- Battery voltage
- Battery charger amperage
- Battery terminals

Lubrication system

- Check crankcase oil level (add if necessary)
- Visually check for oil leaks
- Check engine oil pressure.

Cooling system

- Check coolant level (add if necessary)
- Visually check for coolant leaks
- Check the radiator cap.
- Check the water pump for leaks.
- Check the engine belts and adjust as necessary.
- Check all hoses and clamps.
- Check the coolant antifreeze protection level.

#### Fuel system

- Check fuel level (if applicable)
- Check the fuel line for damage or leaks.
- Drain water from the fuel separator.
- Check all governor linkages.
- Check all fuel system components.

#### Air Induction and Exhaust system

- Check the Air filter (clean or change as needed)
- Check all air intake components.
- Check all exhaust components.

#### Control panel

- Check all warning and fault lamps.
- Check all gauges.
- Adjust governor control as needed.
- Adjust the voltage regulator for proper voltage.

#### Automatic Transfer Switch

- Check the operation of the switch.
- Transfer building load to generator check operations.

#### Operational checks

- Check all safety components (i.e., Over crank, over speed, low oil pressure, high coolant temperature, alternator output)
- Check for any unusual noises.
- Record the following: Engine oil pressure, coolant temperature, engine RPM, generator frequency, generator voltage, and amperage under building load.

Level II (major) maintenance, at minimum, will include:

All work performed in a level I (minor maintenance)

#### Lubrication System

- Change crankcase oil and filter.
- Take engine oil samples.

#### Fuel System

- Clean or replace the fuel filter (depending on the generator)
- Drain water and sediment from the fuel system.
- Inspect and lubricate governor linkage.

#### Cooling system

- Replace coolant filter (if applicable)
- Check the concentration level of the coolant conditioner.

Electrical system

- Clean battery terminals and cables and apply corrosion inhibitors.
- Inspect starter motor connections and wiring.

Generator

- Lubricate and check bearing.
- Vacuum debris
- Check the circuit breaker for proper operation.

Turbo Charger

- Check all components of the turbocharger (if applicable)

Automatic transfer switch

- Replace battery (if applicable)
- Check for burnt contacts and loose connections.

The Level II (major) and load testing maintenance will be conducted annually in the spring. The vendor and the fire district will agree upon a definite date. The Level I (minor) maintenance will be performed in the fall of each year. The vendor and the fire district will decide upon actual dates.

Additionally, the generators at:

Fire House 1 502 Luetkenhaus Blvd, Wentzville, MO 63385

Fire House 2 1855 Peine Road, Wentzville, MO 63385

Fire House 3 1146 Clinton Prinster Memorial Drive, Foristell, MO 63348

Fire House 4 8210 Orf Road, Lake Saint Louis, MO 63367

Fire House 5 99 Whisper Creek Drive, Wentzville, MO 63385

shall once a year be “**Load Bank Tested**” for a minimum of 120 minutes. The generators shall test run every week on Mondays with transfer switch exercising with NO load.

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(Company Name)

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(Authorized Signature)

*The above signed agrees to complete all parts of the maintenance as requested for*

**Specify** this is a 12-month: January 1, 2024, to December 31, 2024. Bid \_\_\_\_\_  
Or  
36-month: January 1, 2024, to December 31, 2026 Bid \_\_\_\_\_

Price per unit:

Level I maintenance:

House 1 \_\_\_\_\_

House 2 \_\_\_\_\_

House 3 \_\_\_\_\_

House 4 \_\_\_\_\_

House 5 \_\_\_\_\_

Level II maintenance & Load bank test (minimum 120 minutes):

House 1 \_\_\_\_\_

House 2 \_\_\_\_\_

House 3 \_\_\_\_\_

House 4 \_\_\_\_\_

House 5 \_\_\_\_\_

**Hourly price quote rates for January 1, 2024, through December 31, 2024 or 2026**

**Specify** this is a 12-month rate \_\_\_\_\_  
Or  
36-month rate \_\_\_\_\_

Y\_\_\_ N\_\_\_ Price quote rates are firm throughout the entire service contract agreement.  
If no, specify timing and updated rates.

\$\_\_\_\_\_ is the hourly rate for all regular maintenance and repair work.

\$ \_\_\_\_\_ is the hourly rate for overtime repair work (evenings and weekends).

\$ \_\_\_\_\_ is the hourly rate for holiday repair work.

\$ \_\_\_\_\_ is the service fee for repair work.

\$ \_\_\_\_\_ is the holiday service fee for repair work.

\$ \_\_\_\_\_ is the truck service charge.

\$ \_\_\_\_\_ is the fee for fuel surcharge.

Please specify thresholds and rate: \_\_\_\_\_.

\$ \_\_\_\_\_ is the milage fee or travel fee.

\$ \_\_\_\_\_ is the shop fee.

Please list all other fees associated with maintenance or repair work not listed above.

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\_\_\_\_\_ Please note the maximum estimated response time for emergency service calls to our locations.

If there are any questions or to schedule a tour, please email Assistant Chief John LeDoux at [jledoux@wentzvillefire.org](mailto:jledoux@wentzvillefire.org) or Fire Marshal Chris Cuddihee at [ccuddihee@wentzvillefire.org](mailto:ccuddihee@wentzvillefire.org)

- ***To be accepted, the quote must include proof of proper insurance for all personnel working on the fire district property.***