

The City of Merriam, Kansas is seeking a licensed, qualified contractor to provide and install two emergency back-up generators for the City of Merriam's following facilities.

Location

Merriam City Hall – 9001 W 62nd Street, Merriam, Kansas 66202

Merriam Police Department – 9010 W 62nd Street, Merriam, Kansas 66202

A mandatory walk-thru of facilities is scheduled for June 5, 2026, beginning promptly at 10:00 a.m. All interested parties must be present in the lobby of Merriam City Hall by 10:00 a.m. to participate.

Questions should be submitted via email to chunt@merriam.org no later than EOB Tuesday June 9, 2026. A summary of questions and answers will be sent to all parties by EOB on Wednesday June 10.

Contact

Caleb Hunt

Facilities Superintendent

Merriam Public Works

913-322-5574

chunt@merriam.org

Scope of Work

The work shall include, but is not limited to, the following:

- Removal of existing emergency generators and necessary associated equipment.
- Furnishing and installation of new diesel emergency generators sized to support existing and projected facility loads.
- Replacement or modification of automatic transfer switches as required.
- Integration with existing building electrical infrastructure and monitoring systems.
- Remote annunciators
- Installation of all required exhaust, ventilation, sound attenuation, and vibration isolation components.
- Concrete pads, structural supports, and associated site work required for installation.
- Coordination with utility providers and local authorities having jurisdiction.
- System startup, testing, load bank testing, commissioning, and performance verification, and operator training
- Delivery of operation manuals, maintenance documentation, warranties, and as-built drawings

Vendor's initials _____

Submittal Requirements

All proposals shall be in a sealed envelope and marked "Proposal for City of Merriam CH/PD Facility Generators"

The following items must be included in the sealed envelope with the proposal:

- A. Completed pages 12-19 of Project Manual
- B. A one page proposal with a project total on a company letterhead
- C. Drawings (to be turned in with permit application)
- D. Submittals for all proposed equipment

Contractors submitting proposals that deviate from the attached scope must provide details on any deviations or alternates proposed. All supplied equipment shall have local availability for parts and service. Manufacturers should be Caterpillar, MTU, Cummins, Kohler, Generac or approved equivalent.

The City of Merriam reserves the right to accept or reject any and all proposals. Proposals will be evaluated based on the following criteria. The criteria are listed in no particular order of importance:

- Contractor qualifications and relevant experience (including 3 references) 30 Points
- Project Approach (including compliance with technical requirements, quality and reliability of proposed equipment, and warranty and service capabilities) 30 Points
- Project schedule 10 Points
- Total project cost (include hourly labor rate and equipment costs) 30 Points

Proposals submitted must be delivered to the City of Merriam City Hall 9001 W 62nd Street, Merriam, Kansas 66202 prior to 10:00 a.m., Friday, June 12, 2026, at which time they will be opened and reviewed. Once a proposal is chosen it will be subject to approval by Merriam City Council. Proposals that are received after 10:00 a.m., Friday, June 12, 2026, will not be considered. Preferences will be given to contractors who have experience working with other governmental entities. The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. Proposals may be modified or withdrawn by written request of the bidder received in the Office of the City Clerk, prior to the time and date for the bid opening. No contractor may withdraw its proposal for a period of sixty (60) days after the date set for the opening thereof. All contractors agree that rejection shall create no liability on the part of the City because of rejection.

The City of Merriam is a Kansas municipality governed by the Kansas Open Records Act (KORA), K.S.A. 45-215 *et seq.* By submitting a bid, the bidder acknowledges that its bid, once opened, is presumed to be an open record under the KORA. If the bidder submits information that it believes to be subject to an exemption to disclosure under the KORA, the bidder must reference the particular exemption from mandatory disclosure outlined in the KORA. The words "Confidential" or "Proprietary" are not sufficient. The City of Merriam cannot guarantee the confidentiality of claimed material, however. Bidders

Vendor's initials _____

specifically waive any claims against the City of Merriam related to the disclosure of any material if made pursuant to a public records request.

Kansas Tax Clearance Letter

The selected vendor will be required to provide a Kansas Tax Clearance letter
<https://www.ksrevenue.gov/taxclearance.html>

Juliana Pinnick
City Clerk
City of Merriam, Kansas

Vendor's initials _____