



Skagit County Facilities Management
Eric Peterson, CFM, SFP Facilities Coordinator
1800 Continental Place, Mount Vernon, WA, 98273
Phone (360) 416-1176
Email: epeterson@co.skagit.wa.us

INVITATION TO BID – 05/04/2026

Project Title: Skagit County - Generator Repair and Maintenance
Addresses: *As Requested, – Skagit County Facilities & Locations*

Contractor will provide semi-annual inspections, annual maintenance services, load bank and required preventive maintenance utilizing manufactures recommendations (as required) for the following emergency power supply systems, and any others directed by the Facilities Management Department, as its portfolio changes. It is anticipated that 95% or more of the work will be performed during the Contractor’s normal Business hours; however, emergent response time is required within 24 hours or sooner (if requested). Contractor shall not start work until a schedule has been provided for County Facilities Management and official notice to proceed has been issued.

The attached Bid Proposal Form and Certification of Wage Compliance must be **received by 11:00 AM on Tuesday - May 19, 2026**. County preference is to receive via email with scanned documents attached to epeterson@co.skagit.wa.us, although bids can also be delivered to the receptionist at 1800 Continental Place, Mount Vernon, WA. or mailed to Skagit County Facilities Management, 1730 Continental Place, Mount Vernon, WA 98273. No late proposals will be accepted, and the results will be shared with all vendors that submit a proposal.

- Bid shall include attached **Bid Proposal Form** and the **Certificate of Wage Compliance Form**.
- See (Exhibit “A”) for reviewing purposes only of the standard Skagit County Vendor Service Contract Agreement.
- Contracted services start June 23, 2026, for two years with an option to extend one additional year.
- Contractors can submit questions to Eric Peterson via email epeterson@co.skagit.wa.us or phone 360-416-1176. Eric will distribute answered questions to all contractors unless you express an intent to submit a bid. Results posted: <https://www.skagitcounty.net/Departments/Rfp/>

CONTRACTOR REGISTRATION:

In order to perform public work, the successful Bidder and Subcontractor(s), prior to Contract award, shall hold or obtain such licenses and registrations as required by State Statutes and Codes, and Federal and local laws and regulations and applicable city business license.

RIGHT TO ACCEPT OR REJECT:

The County reserves the right to accept a proposal from the bidder submitting the lowest responsible and responsive bid, to reject any or all bids, revise or cancel the work to be performed, or do the work otherwise, if the best interest of the County is served thereby. The County also reserves the right to postpone the bid award for a period of fifteen (15) calendar days after the bid deadline. Protest will be in accordance with all RCWs as applicable.

Bids can be accepted from contractors on MRSC Rosters or other sources. The MRSC is Skagit County’s designated Small Works Roster <https://mrscrosters.org>. Skagit County is an Equal Opportunity and Affirmative Action Employer. Small, Minority and Women-Owned firms are encouraged to submit bids.



Proposal Form

To: **Eric Peterson, CFM, SFP** – epeterson@co.skagit.wa.us
Skagit County Facilities Management
1800 Continental Place
Mount Vernon, WA 98273

From: **Bidder** _____
Address _____

Telephone: _____ **Email:** _____

- ❖ Contractor’s License Number: _____ Expiration Date: _____
- ❖ Washington Unified Business Identifier (UBI) Number: _____
- ❖ Federal Tax ID Number: _____

In active and good standing with:

- Washington State Secretary of State's Office: Yes No
- Department of Revenue: Yes No
- Department of Labor & Industries: Yes No

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Brand	Model	Serial #	Address	Scheduled Maintenance
MTU	DS00230	33692-1-1-0911	14104 Ovenell Rd, Burlington, WA	Annual Service
Kohler/Rehiko	150REOZJF	3379GMNN0006	45821 Railroad Street, Concrete, WA	Annual Service
Kohler	230RE02JD	2230003	1800 Continental Pl, Mount Vernon, WA	Annual Service
CAT	C18	NAW00263	201 Suzanne Lane, Mount Vernon, WA	Semi & Annual
ONAN	250 DFM	I820632812	600 S 3rd Street, Mount Vernon, WA	Annual Service

ONAN	250 DFAC	A990849350	700 S 2nd Street, Mount Vernon, WA	Annual Service
ONAN	300 DQHAB	B080160328/A	2911 E College Way, Mount Vernon, WA	Semi & Annual
Cummins	C150 D6D	F210944079	1420 State Route 20, Sedro Woolley, WA	Semi & Annual
CAT	C18	T3402947	1430 State Route 20, Sedro Woolley, WA	Semi & Annual

Scheduled Checks - (Per Manufacturers Specifications)

Air Intake and Exhaust System:

- Check and clean crankcase breather, rain cap and flex pipe
- Change Air Filter and inspect air induction piping, connections
- Drain condensation from traps
- Inspect the exhaust system, turbocharger, and muffler
- Visually check for leaks, holes, restrictions, and loose connections/clamps

Cooling System:

- Antifreeze, coolant conditions concentration and DCA Level
- Condition of tension of belts
- Condition of all hoses and connection for leaks
- Ensure motor-operated louvers are working properly
- Inspect coolant heater, pump, lines, connections, and sacrificial plugs (if applicable)
- Pressure testing (if required)
- Radiator air restrictions

Electrical System and Generator:

- * Inspect battery, charger, wiring and alternator
- Inspect the AC wiring, exciter stator and accessories
- Inspect the DC electrical system, control panel and accessories
- Inspect switchboard lighting, bulbs, gauges, and indicators
- Inspection block heater is working (if applicable)
- Over speed switch (if applicable)
- Review meters for proper operation
- Specific gravity of battery liquid

Fuel System:

- Change Fuel Filter and check fuel system hoses and connectors for leaks.
- Conduct fuel test (if requested)
- Fuel transfer pumps
- Governor Linkage
- Proper fuel levels and tank condition

General Maintenance:

- * Change Oil and Filter (Per Manufacturers Specifications for oil).
- Change Spark Plugs, wires (Per Manufacturers Specifications for spark plugs)
- Check engine protective devices, covers and doors lubricating (as needed)
- Check for oil leaks, inspect lubrication systems hoses and connectors.
- Check proper setup and function of scheduled weekly 15-minute exercise clock. Systems should be maintained in accordance with NFPA 110, *Standards for Emergency and Standby Power Systems*.
- General clean-up of generator area free of dirt, dust and debris.
- Inspect engine mounts
- Inspect drive belts
- Inspect end bearings and pulley's

- * Load Test Annually only (4) CAT C18 in Mount Vernon, CAT C-18 in Sedro Woolley, Onan 300 DQHAB, Cummins C150 D6D & – Per Manufactures Specifications including documenting results with information provided to Skagit County. Completed utilizing a portable load bank.
- Upgrade of controller firmware to latest version (if applicable) at no additional cost to the County.

Engine Running (record the following):

- AC Output
- Alarms
- Amps Under Load
- Alternator Output
- Frequency
- Leaks verify systems are operationally intact
- Oil Pressure
- Voltage Regulator

After Engine Test:

- Check all control switches in “AUTO” & circuit breakers closed
- Check start switch is “AUTO”
- Inspect Automatic Transfer Switches (ATS) & clean cabinets

Additional Notes:

1. Contractor will notify customers twenty-four (24) hours prior to conducting maintenance on generators.
2. Any identified discrepancies identified during the annual service, semi-annual service and load bank testing shall be documented in a report outlining corrective actions required, parts, labor, materials or additional cost for repair and authorization to Skagit County Facilities Management Department.
3. Once routine annual service, semi-annual services, and load back testing is complete provide a detailed report of all maintenance actions completed to Facilities Management Department.
4. All generator hazardous waste materials will include proper disposal/recycling of all used oils, lubricates, coolants and filters.
5. *Normal generator operation hours generally do not exceed the manufacturer’s recommended interval for oil changes. This agreement assumes normal operation conditions throughout the year and entitles the customer to one (1) oil change per year. In the event the customer requires more than one oil change with a contract cycle, customer will be billed on time, materials and subject to any discounts.
6. *Batteries are a consumable item that will need to be replaced during the life of the unit with typical life expectancy of 3 years (plus). Batteries will be replaced as needed due to age and/or capacity. County will be billed automatically if a replacement is needed at the lowest price.
7. Skagit County Facilities Management will be invoiced for inspections listed above, which will be the complete cost (inspection, certification, material & labor) associated with any inspection of systems at select facilities.
8. (If applicable): Payment & Performance bonds are required for all contracts above \$5000. If contract value is below \$150,000, Contractor may elect to use 10% retainage in lieu of the bonds per RCW 39.08.010. This retainage would be in addition to mandatory 5% retainage requirements for all public works contracts great than \$35,000 per RCW 60.28.011.

COMPENSATION

Generator	Annual Full Service	Semi-Annual Inspection	2 Hr. Load Bank Test
MTU - DS00230 14104 Ovenell Rd, Burlington	\$		
Kohler/Rehiko - 150REOZJF (150KW) 45821 Railroad Street, Concrete	\$		
Kohler - 230RE0ZJD 1800 Continental Pl, Mount Vernon	\$		
CAT - C18 (600KW) 201 Suzanne Lane, Mount Vernon	\$	\$	\$
Onan - 250-DFM 600 S 3 rd Street, Mount Vernon	\$		
Onan - 250-DFAC 700 S 2 nd Street, Mount Vernon	\$		
Onan - 300-DQHAB 2911 E College Way, Mount Vernon	\$	\$	\$
Cummins - C150 D6D 1420 St Rt 20, Sedro Woolley	\$	\$	\$
CAT - C18 (600KW) 1430 St Rt 20, Sedro Woolley	\$	\$	\$
Sub Total	\$	\$	\$

Labor & Repair Rates (Not applicable for annual, semi or load back testing inspections):

Vendor Services	@ Per Hour	Cost
<i>Straight Work Time</i>	1	\$
Overtime Work Time	1	\$
Sunday and Holiday Work Time	1	\$
Complete Trip Charge (if applicable)		\$

Unit Price Mark-Up for Materials: The mark-up rate is for the total material cost in a task order. The markup will cover project overhead, general company overhead, profit and another cost incurred to supply the materials.

Vendor Services		Percentage
Material (Cost plus %)	\$0.01 - \$100.00	%
Material (Cost plus %)	\$100.01 - \$500.00	%
Material (Cost plus %)	\$500.01 and \$1,000.00	%
Material (Cost plus %)	\$1,000.01 and Up	%

Warranty Information:

Vender Services	Time
Warranty Length on - Repairs	_____
Warranty Length on - New Installation	_____

Unit Price Mark-Up for Rental Equipment and Services:

Vender Services	Percentage
Rental Equipment Cost Plus - %	_____ %

1. Note: Above labor rates are During Normal Business:
 - a. Monday- Friday
7:30am- 4:30pm
2. Note: Above labor rates Outside Normal Business Weekends, All Holidays are:
 - b. Saturday & Sunday
Monday – Sunday
4:31PM- 7:29AM
3. Note: Labor rates above are only applicable for work outside of Annual or Semi-Annual Generator Maintenance and Services.
4. Note: Defined as equipment not owned by vendor and rental from different company was essential for repairs. Proof of rental equipment must be supplied with invoice for work completed.

Notes:

- Any invoice may be submitted to the following Skagit County Facilities Management email address sefacilities@co.skagit.wa.us.
- An Intent to Pay Prevailing Wages will need to be filed with the Department of Labor and Industries for value and duration of the contract prior to any work, with Affidavits filed prior to the County submitting a Notice of Completion. Intent and affidavit instructions can be located at <https://lni.wa.gov/licensing-permits/public-works-projects/contractors-employers/>.
- Prevailing wage rates may be found at <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>.
- Washington State Sales Tax Rate: <https://webgis.dor.wa.gov/taxratelookup/SalesTax.aspx> shall be added to the contract based on location of services.
- The Skagit County Facilities Management Department may need to add/remove facilities during life of the contract due to changes to the Skagit County facilities portfolio. Before any new work is authorized a detailed quote with rates and specifications will be provided in accordance with this contract.
- All identified deficiencies shall be shared with Skagit County Facilities Management for option to correct with County technicians or to authorize Contractor to make repairs.
- All applicable city, county or federal permits will be the responsibility to obtain/pay by the selected vendor in this contract.
- Each new proposal will be provided to Skagit County Facilities Management with a “not to exceed amount” and a detailed invoice with a breakdown of time and materials outlined in this contract before any work with authorized.
- Payment & Performance bonds are required for all contracts above \$5000. If contract value is below \$150,000, Contractor may elect to use 10% retainage in lieu of the bonds per RCW 39.08.010. This retainage would be in addition to mandatory 5% retainage requirements for all public works contracts great than \$35,000 per RCW 60.28.011.

Any other items for consideration:

PREVAILING WAGES: The Undersigned hereby agrees to pay labor not less than the current prevailing rates of wages as determined by the State Bureau of Labor and Industries.

If our bid is accepted, we agree to furnish required evidence of insurance and the signed contract within seven (7) calendar days of receiving the draft contract.

If our bid is accepted and a contract for performance of work is entered into with Skagit County, we agree to plan the work and to prosecute it with such diligence that all of the work shall be completed within periodicities stated in the contract. We understand that Skagit County reserves the right to reject any or all bids and to determine which proposal is, in the judgment of Skagit County, the lowest responsible bid, and which proposal, if any, should be accepted in the best interests of Skagit County and that Skagit County also reserves the right to waive any informalities in any proposal or bid.

BIDDER'S ADDRESS: Notice of Acceptance of this bid or requests for additional information should be addressed to the addresses undersigned at the address we provided on this form.

NON-COLLUSION DECLARATION: I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project or which this proposal is submitted.

2. That by signing the signature page of this proposal, I am deemed to have signed and have agreed to the provisions of this declaration.

NOTE: This proposal form is not transferable, and any alteration of the firm's name entered hereon without prior permission from the Facilities Management Director will be cause for considering the proposal irregular and subsequent rejection of the bid.

SIGNATURE: _____

Date: _____ **Printed Name:** _____

By: Business Name: _____

EXHIBIT "A"

VENDOR SERVICES AGREEMENT

(Sample ONLY)

Skagit County, through the Department of Facilities Management (hereinafter referred to as County) and _____ (hereinafter referred to as Contractor), for and in consideration of the mutual benefits do hereby agree as follows:

1. Contractor will provide the following service/products at such time and in such manner as described in "**Exhibit A**".

2. County will compensate Contractor a \$_____ plus applicable 8.8% tax of \$_____ not to exceed \$_____, chargeable to GL expenditure code #340 56441146220, or any others that may apply.

3. The parties agree that Contractor is an independent contractor, and not an employee nor agent of Skagit County. Contractor hereby agrees not to make any representations to any third party, nor to allow such third party to remain under the misimpression that Contractor is an employee of Skagit County. All payments made hereunder, and all services performed shall be made and performed pursuant to this Agreement by the Contractor as an independent contractor. Contractor will defend, indemnify, and hold harmless the County, its officers, agents or employees from any loss or expense, including but not limited to settlements, judgments, setoffs, attorneys' fees, or costs incurred by reason of claims or demands because of breach of the provisions of this paragraph. Further the Contractor represents that all employees and sub-contractors are covered under Industrial Insurance in compliance with R.C.W. Title 51.

4. Defense & Indemnity Agreement:

The Contractor agrees to defend, indemnify and save harmless the County, its appointed and elective officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, its subcontractors, its elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, its appointed or elected officials or employees. It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein.

5. This Contract shall commence on execution and continue until either party terminates by giving 30 days' notice in writing either personally delivered or mailed postage prepaid by certified mail, return receipt requested to the party's last known address, but in no event shall the contract continue past December 31, 20xx, but with an option to extend one additional year.

6. The Contractor shall not assign any interest in this Contract and shall not transfer any interest in same without prior written County consent.

7. The Contractor will secure, at his own expense, all personnel required in performing said services under this Contract. Contractor shall be personally liable for applicable payroll, labor and industries premiums and all applicable taxes and shall hold County harmless therefrom.

8. The Contractor shall provide proof of insurance for general comprehensive liability in the amount of \$1,000,000 to cover Contractor's activities during the term of this Contract. Proof of insurance shall be in a form acceptable and approved by the County. A certificate of insurance naming the County, its elected officials, and employees as additional insured's and naming the County as a certificate holder shall accompany this Contract for signing. Thirty (30) days' written notice to the County of cancellation of the insurance policy is required. No contract shall form until and unless a copy of the certificate of insurance, in the amount required, is attached hereto as set forth in **Exhibit "B"**. The contractor's insurance shall be primary. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of Contractors insurance and shall not contribute to it.

9. Prevailing Wages: Contractor and subcontractor shall submit a "Statement of Intent to Pay Prevailing Wages" prior to submitting first application for payment. Each statement of intent to pay prevailing wages must be approved by the Industrial Statistician of the Department of Labor and Industries before it is submitted to the County. Unless otherwise authorized by the Department of Labor and Industries, each voucher claim submitted by a Contractor for payment on a project estimate shall state that the prevailing wages have been paid in accordance with the pre-filed statement or statements of Intent to Pay Prevailing Wages on file with the public agency.

10. Termination for Public Convenience:

The County may terminate the contract as a whole or in part whenever the County determines, in its sole discretion, that such termination is in the best interests of the County. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County. If sufficient funds are not appropriated or allocated for payment under this contract for any future fiscal period, the County will not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. No penalty or expense shall accrue to the County in the event this provision applies.

11. County will add selected contractor into the Washington State L&I Portal.

CONTRACTOR:

N/a
Signature & Title of Signatory

(Date _____)

N/a
Print Name

N/a
Title

Mailing Address:

Email:

Telephone #

WA UBI #

Federal Tax ID #

Contractor License #

DATED this _____ day of _____, 20xx.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Ron Wesen, Chair

Peter Browning, Commissioner

Joe Burns, Commissioner

Attest:

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director