



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

BOARD MEETING AGENDA

WEDNESDAY NOVEMBER 4, 2015

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3 Minute limit)
5. OLD BUSINESS
 - a. Generator Purchase Proposal
6. NEW BUSINESS
 - a. Board Best Practices- Public Meetings and Records
7. PUBLIC COMMENT (3 minute limit)
8. OTHER ITEMS

To: SETD Board

Over the course of the last few months, I have been working on obtaining generator quotes from various vendors, in order to support the server infrastructure and RideCare. The first round of estimates left some rather large margins for comparing quotes in determining the best vendor to choose. These quotes were then taken to the board for input.

Per Board input at the August Board meeting I resubmitted a more formalized Request For Quote (RFQ) to the previous vendors to submit a re-quote based on the specific guidelines that we set. After a rather generous time allowance for quote resubmission only one (Borland Coastal Electric) responded. Utilizing previous quotes combined with this new RFQ, it is my recommendation that the Board approve using Borland Electric as the generator vendor. I have provided the warranty information supplied with the generator and I have the formal manual as well. I have not included the manual as it is over a hundred pages. If anyone is interested, I can provide them with this as well.

Konnor Claborn
IT Manager
Sunset Empire Transportation District



Sunset Empire Transportation District
900 Marine Drive
Astoria OR, 97103

REQUEST FOR QUOTE

Open: September 29, 2015

Closed: October 6, 2015

Vendor:

Object: Invitation to submit quote for price of goods and services. Sunset Empire Transportation District; a public transportation entity in Clatsop County, is seeking quotes to purchase, install and provide support service for the acquisition of a Generator. Please provide your unit price for the following specifications including installation, supplies, site preparation, subcontracting fees and service support in the entire quote.

Description of Goods & Services:

1. To provide (1) minimum 38 KW Natural Gas Generator. The generator will provide a minimum of 1800 RPM with (1) battery, (1) block heater and will operate on natural gas.
2. To provide and install composite pads for generator foundation.
3. Provide and install (1) Automatic transfer switch and load center in the specified data room with the purpose of providing backup power strictly for supporting low voltage equipment.
4. Provide and install (1) RDT Automated Transfer Switch and new load center if indicated for buildings. Load tests will indicate the necessity for circuit determination on the backup systems.
5. Provide and install ALL electrical conduits, wiring, grounding, fittings, and devices required from the generators exterior location to specific locations internally or externally including hallways, data rooms, buildings or offices.

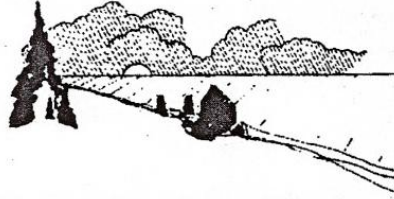
- 6.** Relocate the existing conduits and wiring for server equipment outlets into (1) new load center data room.
- 7.** Relocate any existing circuits from existing load center to new load center and provide necessary amperage output of the new generator.
- 8.** Set up, Test and train staff on generator and ATS systems for proper operation.
- 9.** Provide trenching for electrical conduits and wiring from exterior generator location to each building.
- 10.** Provide natural gas line connections.
- 11.** File for all required permits necessary to complete project.
- 12.** Provide all manufacturer warranty information, and documentation
- 13.** Provide recommended maintenance plans, and or service contracts if applicable.

Price for total project not to exceed 30,000.00 including any unforeseen circumstances, materials or labor encountered during the project period.

Quotes can be submitted in writing or electronically to Sunset Empire District 900 Marine Drive Astoria, OR 97103 attention Konnor Claborn, IT Manager or to Konnor@ridethebus.org

Borland Coastal Electric, Inc.

P.O. BOX 2697 • Gearhart, OR 97138
(503) 738-8391
CCB# 3226



October 4th, 2015

Sunset Empire District
900 Marine Drive
Astoria, Oregon 97103
konnar@ridethebus.org
Atten: Konnor Claborn, IT Manager

Thank you for considering Borland Coastal Electric Inc. for your electrical needs. We are pleased to provide you with the following proposal for the project described below. The job address is 465 NE Skipanon Drive, Warrenton, Oregon 97146.

1. Provide and install (1) 38KW RCL Kohler Power Systems generator. Generator will be liquid cooled, 1800 RPM, with (1) battery, (1) Block Heater and will operate on natural gas. Operating on natural gas, the output of the 38KW generator will be **158Amps**. 1800 RPM driven engines are valuable for their longevity.
2. Provide and install composite pads as the generator foundation.
3. Provide and install (1) Kohler RXT ATS and new load center in data room with the intentions of providing backup power strictly for low voltage equipment.
4. Provide and install (1) Kohler RDT ATS and new load center if necessary for dispatch/shop building. Load tests will have to be taken prior to deciding which circuits may or may not be on the backup system.
5. Provide and install all electrical conduits, wiring, grounding, fittings and devices required from the generators exterior location to both (data room) and dispatch/shop building ATS locations.
6. Provide and install all electrical conduits, wiring, grounding, fittings and devices required from the existing load center in hallway outside of data room to (1) new load center in data room next to server equipment.
7. Re locate existing conduits and wiring for server equipment outlets into (1) new load center in data room.

8. Re locate any existing circuits from existing load center in dispatch/shop building to new load center if necessary and possible with the given amperage output of the new generator.
9. Start up and test generator and ATS systems for proper operation.
10. Provide trenching for electrical conduits and wiring from exterior generator location to each of the (2) buildings to be supplied.
11. Provide gas line connection.

Total cost for material, labor and permits. \$28,119.17

Payment due upon completion

The 38KW generator operating on a natural gas fuel source is rated for 158 Amp output. Borland Coastal Electric will perform a load test on the existing dispatch/shop building and the data room equipment in order to assess the actual amperage loads before performing any work and prior to ordering any equipment. After loads are assessed and approved for the size of generator then work will commence.

Cost to exclude any unforeseen circumstances and will be billed on a time and material basis if additional work is needed.

Borland Coastal Electric will not be responsible for any sheetrock/exterior siding repairs and/or patch work, if any are to incur during the scope of this work.

If you have any questions please feel free to contact us.

Thank you,

Shayne Mesa
Borland Coastal Electric
503-738-8391 off.
estimator@borlandelectric.com

I authorize to proceed with the work described above

Signature: _____ Date _____

Stationary Standby Five-Year or Two Thousand (2000) Hour Limited Warranty

Your Kohler product has been manufactured and inspected with care by experienced craftsmen. If you are the original end user, Kohler Co. warrants, for the period indicated below, each product to be free from defects in materials and workmanship. In the event of a defect in materials or workmanship, Kohler Co. will repair, replace, or make appropriate adjustment at Kohler Co.'s option if the product, upon Kohler Co.'s inspection, is found to be properly installed, maintained, and operated in accordance with Kohler Co.'s instruction manuals.

Kohler Product

Generator set and factory-supplied accessories used in stationary standby applications as a backup to a commercial utility source

Warranty Coverage

Five (5) years from the registered startup date* (or, if there is not a registered startup date, the date of purchase by the original end user) or 2000 hours (whichever occurs first). Labor and travel are included in the warranty for the first year and second year of the five-year warranty period.

* In order to have a registered startup date, a Kohler distributor, dealer, or authorized service representative must perform startup of your generator set and submit your generator set details to Kohler via the Kohler warranty startup program.

The following will **not** be covered by the warranty:

1. Normal wear, routine tuneups, tuneup parts, adjustments, and periodic service.
2. Damage, including but not limited to damage caused by accidents, improper installation or handling, faulty repairs not performed by an authorized Kohler service representative, improper storage, or acts of God.
3. Enclosures and generator bases after the first year of the warranty period.
4. Cosmetic problems, discoloration, or rusting due to improper installation, location in a corrosive or saltwater environment, or scratches that compromise the integrity of the applied paint.
5. Damage caused by operation with improper fuel or at speeds, loads, conditions, modifications, or installation contrary to published specifications or recommendations.
6. Damage caused by negligent maintenance such as:
 - a. Failure to provide the specified type and sufficient quantity of lubricating oil.
 - b. Failure to keep the air intake and cooling fin areas clean.
 - c. Failure to service the air cleaner.
 - d. Failure to provide sufficient coolant and/or cooling air.
 - e. Failure to perform scheduled maintenance as prescribed in supplied manuals.
 - f. Failure to regularly exercise the generator set under load.
 - g. Failure to follow long-term storage procedures.
7. Engine coolant heaters, heater controls, and circulating pumps after the first year of the warranty period.
8. Original installation charges and startup costs.
9. Starting batteries and the following related expenses:
 - a. Labor charges related to battery service.
 - b. Travel expenses related to battery service.
10. Additional expenses for repair after normal business hours, i.e. overtime or holiday labor rates.
11. Rental of equipment during the performance of warranty repairs.
12. Non-Kohler replacement parts. Replacement of a failed Kohler part with a non-Kohler part voids the warranty on that part.
13. Radiators replaced rather than repaired.
14. Non-Kohler-authorized repair shop labor without prior approval from Kohler Co. Warranty Department.
15. Engine fluids such as fuel, oil, or coolant/antifreeze.
16. Shop supplies such as adhesives, cleaning solvents, and rags.
17. Expenses incurred investigating performance complaints unless the problem is caused by defective Kohler materials or workmanship.
18. Maintenance items such as fuses, lamps, filters, spark plugs, loose or leaking clamps, and adjustments.
19. Removal and replacement of non-Kohler-supplied options and equipment.
20. Labor and travel charges for the third, fourth, and fifth year of the warranty period.
21. Generator sets used in a mobile or non-standby application. Use of the generator set in a mobile or non-standby application voids the warranty.
22. Unreasonable costs associated with removal and reinstallation of the complete unit.
23. Travel time and mileage exceeding 200 miles round trip.

To obtain warranty service, call 1-800-544-2444 for your nearest authorized Kohler service representative or write Kohler Co., Kohler Power Systems Service Department, MS072, Kohler, WI 53044 USA.

KOHLER CO. SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL, AND/OR CONSEQUENTIAL DAMAGES OF ANY KIND including, but not limited to, incidental and/or consequential labor costs, installation charges, telephone charges, or transportation charges in connection with the replacement or repair of defective parts.

This is our exclusive written warranty. We make no other express warranty nor is anyone authorized to make any on our behalf.

ANY IMPLIED OR STATUTORY WARRANTY, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS EXPRESSLY LIMITED TO THE DURATION OF THIS WARRANTY. Some states do not allow limitations on how long an implied warranty lasts, or the exclusion or limitation of incidental and/or consequential damages, so the above limitation or exclusion may not apply to you.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

KOHLER
Power Systems

KOHLER CO. Kohler, Wisconsin 53044
Phone 920-457-4441, Fax 920-459-1646
For the nearest sales/service outlet in the
US and Canada, phone 1-800-544-2444
KOHLERPower.com

Public Meetings and Records Best Practices Checklist

** To be completed by the Board of Directors**

District Name: Sunset Empire Transportation District

Below is the Best Practices Checklist for you to complete and return. Unlike prior years, your answers will not be scored but are to be used for self-assessment. Submission of your complete and signed checklist verifying review from your board of directors (signature line on page 2) will result in a 2% credit to your 2016 insurance contributions.

Steps to receive this credit to your 2016 general liability, auto liability, and property insurance contributions:

- Board of Directors and District Manager (if applicable) complete all questions on checklist.
- Board of Directors review and approve answers.
- Representative of the Board fill out and sign page 2 of the checklist.
- After filling out and signing page 2, return **entire checklist** (OR complete online) to SDAO by **November 13, 2015**.

You can return the checklist to us by mail, email, fax, or **complete it online**. Completing the checklist online saves time and gives you immediate access to valuable resources. To complete the checklist online follow these steps:

- Go to **www.sdao.com**
- Click the Sign In button and enter your user credentials. If you are using Internet Explorer, please be sure to add **www.sdao.com** to your compatibility view websites prior to signing in. For instructions, please visit **www.sdao.com/s2/resources/compatibility_mode.aspx**.
- After signing in, click on the Insurance Site tab.
- Click on the Best Practices tab, then click on the Take Survey button, and complete the survey.
- If your board has reviewed and approved the checklist, click the box verifying their review and click Submit.

Public Meetings

		Yes	No
1.	Adopt public meetings policy. <u>Board Policy # B-601</u>	X	
2.	Adopt board duties and responsibilities of officers. <u>B-301, 302, 303, 304</u>	X	
3.	Adopt parliamentary procedure rules including rules for public participation.	X	
4.	Distribute copy of Oregon Government Ethics Law to each board member.	X	
5.	Obtain a copy of the <i>Attorney General's Public Records and Meetings Manual</i> from the Department of Justice.	X	
6.	The frequency of board meetings complies with the Oregon statute regulating your type of district.	X	
7.	Ensure that committees, subcommittees or advisory groups appointed by the Board to bring recommendations back to the Board comply with Public Meeting Law.	X	
8.	Meetings are held within your district boundaries and the meeting place is accessible to all, including people with disabilities.	X	
9.	Provide an interpreter for hearing-impaired persons and are familiar with the ADA, which may impose requirements beyond state law.	X	
10.	Circulate materials/minutes in advance of board meeting.	X	
11.	Provide adequate notice of the time, location and agenda of meetings.	X	
12.	Meetings are open to the public unless an executive session is authorized by statute.	X	
13.	Aware of the permissible statutory provisions authorizing an executive session.	X	

Public Meetings (continued)

		Yes	No
14.	When convening an executive session, the chair cites the specific reason(s) and statute(s) authorizing the executive session for each subject being discussed.	X	
15.	Media are invited to attend executive sessions subject to the understanding that they not report on certain matters.	X	
16.	No final decisions are reached in an executive session.	X	
17.	All official actions of the Board are taken by public vote and a majority of all members of the Board concur in order to make a decision.	X	
18.	All board members are aware of the requirements for declaring an actual or potential conflict of interest under Oregon Ethics Law.	X	
19.	Minutes, whether written or electronically recorded, are taken that contain members present, matters or documents discussed or acted upon, and the results of every vote including the vote of every member.	X	
20.	Minutes are made available to the public within a reasonable after a meeting.	X	
21.	Minutes are retained forever.	X	

Public Records

		Yes	No
22.	Adopt public records policy.	X	
23.	Aware of the statutory provisions exempting certain public records.	X	
24.	Aware that Public Records Law does not require public bodies to create public records.	X	
25.	Adopt fees for responding to public records requests.	X	
26.	Designate one person to coordinate response to public records requests.	X	
27.	Provide Request for Disclosure of Public Records form to individual requesting records.	X	
28.	Provide Response Acknowledging Public Records Request to individual requesting records.	X	
29.	Certify that the information provided is a true copy of the paper or electronic record.	X	
30.	Cite the specific exemption(s) when denying a public records request.	X	

Filling out the form below certifies that your Board of Directors has reviewed and approved all answers:

District Name: _____

Your Name: _____ **Your Title:** _____

Signature: _____ **Date:** _____

Return the signed checklist (OR complete online) by **November 13, 2015** to receive a 2% credit to your 2016 general liability, auto liability, and property insurance contributions.

How to submit your Best Practices Checklist**Mail**

SDIS
PO Box 12613
Salem, OR 97309-0613

Email

memberservices@sdao.com

Fax

(503) 371-4781

Online

www.sdao.com

If you have any questions, please contact SDAO Member Services at 800-285-5461 or by email at memberservices@sdao.com.