

Town of Windsor

Memorandum

October 11, 2016

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Police Department Generator

As you know, this year's operating budget and CIP included funds for the purchase and installation of a backup generator at the Police Department. During budget development we obtained bids for this work. The best price is from Southern States for a propane generator as you can see on the attached proposal. The quote of \$8,959.00 is for a complete turnkey project. According to Mr. Hucks with Southern States, the installation of this generator should take approximately two weeks.

This back-up generator will ensure that our Police Department can continue to function even during times of severe weather and power outages.

I recommend that Council authorize the Town Manager to proceed with the installation of a propane generator as outlined on the attached proposal.

Recommended Motion

Move that Council authorize and direct the Town Manager to proceed with the installation of a propane generator for the Police Department.

Tidewater Petroleum Cooperative Inc.
Box 206, 9242 Windsor Boulevard
Windsor, Virginia 23487
Phone (757) 242-4188

Agriculture, Home and
Commercial Petroleum
Products, and Energy Services
for Heating & Cooling

Tidewater Petroleum Cooperative, Inc.

March 7, 2016



Town of Windsor Police Department
56 E. Windsor Blvd
Windsor, VA 23487

To Whom It May Concern

Southern States Tidewater Petroleum Cooperative Inc is pleased to offer you the below information for solving your emergency energy needs.

Scope of Work: Install an Emergency Standby Generator

Option I: Propane Generator

- Generac, 22KW Air-Cooled, 3600RPM Generator with a 200AMP Single-Phased, Automatic Transfer Switch. Enough generator power for the air conditioning and heating system, lights and receptacles, refrigerator/freezers, water heater, and stove simultaneously
 - A leased 500-gallon liquid propane tank filled to 80% it's capacity which is 400 gallons
 - Associated parts for installing the generator, and running the gas line approximately 30 feet from the generator to the propane tank
 - A concrete pad to support the weight of the generator
 - Labor for gas work, trenching and electrical work
 - Warranty: 5-Year Limited Warranty. Years 1-2, Parts and Labor. Year 3, Parts Only. Years 4-5, Major Component Parts Only.
 - Permits
 - Tax
- Cost: \$8,959.00, complete turn-key job

Option II, Diesel Generator

- Generac, 20KW Liquid-Cooled 1800RPM Generator with a steel, double-walled, self-contained 300-gallon diesel tank and base as well as a 200AMP Single-Phased, Automatic Transfer Switch. Enough generator power for the air conditioning and heating system, lights and receptacles, refrigerator/freezers, water heater, and stove simultaneously
 - Associated parts for installing the generator
 - A concrete pad to support the weight of the generator
 - Labor for generator's installation and electrical work
 - Warranty: 5-Year Limited Warranty. Years 1-2, Parts and Labor. Year 3, Parts Only. Years 4-5, Major Component Parts Only.
 - Permits
 - Tax
- Cost: \$16,695.00, complete turn-key job

Thank you for your interest in our services. Should you have any further questions please do not hesitate to call.

// SIGNED //
Clarence C. Hucks, Manager
Southern States Tidewater Petroleum Cooperative Inc

Accepted/Approved: _____ Date: _____