**CITY OF MANDEVILLE**

**REQUEST FOR PROPOSALS**

**STANDBY EMERGENCY GENERATOR REPAIRS & ROUTINE MAINTENANCE CONTRACT**

The City of Mandeville is soliciting proposals from qualified firms to provide **GENERATOR MAINTENANCE AND EMERGENCY REPAIR SERVICES FOR CITY-OWNED GENERATORS LOCATED THROUGHOUT MANDEVILLE, LOUISIANA.** **All proposals shall be submitted by 4:00 P.M., local time, July 16, 2025, to the Office of the Purchasing Agent, Mandeville City Hall, 3101 East Causeway Approach, Mandeville, LA 70448, or electronically at** [**www.centralauctionhouse.com**](http://www.centralauctionhouse.com)**. A NON-MANDATORY Pre-Proposal Meeting will be held on Thursday, July 10, 2025, at 1100 Mandeville High Blvd at 11:00 AM, CST. A list of firms submitting proposals will be made available upon request after 4:00 P.M.** Proposals submitted after deadline time and date will be returned unopened.

This procurement encompasses two distinct but related scopes of work under a single contract:

Routine Maintenance – The contractor will provide scheduled quarterly and annual maintenance services for the City’s fixed and mobile generators, including inspections, load bank testing, and OEM-compliant preventive service. These services shall be performed year-round in accordance with manufacturer specifications and City requirements.

Standby Emergency Repairs – This contract also serves as a standby agreement, to be activated at the City’s sole discretion in the event of a federally, state, or locally declared emergency. Upon activation through a formal Notice to Proceed, the contractor will provide 24/7 emergency response, diagnostics, repairs, and restoration services for generator units essential to the City’s disaster response operations. All emergency work must comply with FEMA eligibility requirements and documentation protocols and may be subject to audit.

Proposers must demonstrate prior experience with both routine generator service programs and federally reimbursable emergency operations, with particular emphasis on FEMA documentation, cost reasonableness, and rapid mobilization. Only firms with a proven record of successful deployment under similar dual-scope contracts and capacity to respond within the City’s required timelines will be considered.

The following timeline has been established for this solicitation. The City of Mandeville reserves the right to modify any part of this schedule through formal addenda issued via the official bid platform.

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| Event | Date / Time |
| RFP Release Date | June 25, 2025 |
| Optional Pre-Proposal Conference | July 10, 2025 at 11:00 AM |
| Deadline to Submit Written Questions | July 14, 2025 |
| Final Addendum Issued by City | July 18, 2025 |
| Proposal Submission Deadline | July 23, 2025 |
| Proposal Opening (Administrative) | July 24, 205 |
| Evaluation Committee Review | July 24, 2025 |
| Anticipated Contract Award | August 18, 2025 |

All times are Central Standard Time (CST).

Any changes to the above schedule will be published via formal addenda on the City’s designated bid platform at [www.centralbidding.com](https://www.centralbidding.com). It is the responsibility of each proposer to monitor the platform and ensure their proposal reflects all issued addenda.

This procurement is being conducted in accordance with FEMA Public Assistance grant requirements. All work performed under this contract must meet FEMA eligibility, documentation, and cost reasonableness standards for reimbursement.

Mayor Clay Madden

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June 25, July 2, July 9, 2025