

MAINTENANCE AND REPAIR OF EMERGENCY GENERATORS

STATEMENT OF WORK

SERVICES

The Contractor shall provide preventative maintenance and repairs as needed and requested to two (2) Standby Kohler, 1500 KW, (1) Standby Kohler, 80 KW, (1) Standby Onan, 180 KW, Generators located at the State Correctional Institution at Laurel Highlands. Services provided must be in accordance with specifications herein listed and industry standards.

Preventative Maintenance shall be performed as herein indicated. Preventative maintenance will be performed yearly as scheduled by the Institution. Documentation of Preventative Maintenance results and test readings must be provided to the Institution after each visit.

Additional Repair service shall ordinarily be performed by (1) one qualified service technician; however, service must be completed in a timely manner. If the Contractor determines the necessity for additional technicians, prior approval must be obtained from Mike Kubek, Facility Maintenance Manager, or his designee.

The Contractor shall provide a written daily report during each regular or emergency visit to be presented to Mr. Kubek, Facility Maintenance Manager.

In the event of an emergency, a service technician shall be on site within 3 hours after initial contact is made by the Institution. Emergency status will be determined by the Institution.

Service shall be performed by the Contractor during regular weekday, daylight working hours (excluding holidays), except when requested by the institution to perform emergency services.

EQUIPMENT TO BE SERVICED

(2) Standby Kohler, 1500 KW, Model # 1500ROZD4, Serial # 0690590, Spec # PA132847

(1) Standby Kohler, 80 KW, Model# 80REOZJF, Serial# SGM322TX7, Spec# GM81567-GA3

(1) Standby Onan, 180 KW, Model # 180.ODFE-15R/20468L, Serial # A830646158

Contractor must be certified and qualified to maintain all above noted generators.

SCHEDULE OF MAINTENANCE

Preventative maintenance visits shall be required once a year on each generator as scheduled by the Institution and shall include:

1. Check fuel system day tank operation, fuel lines, connections, vents, main and day tank fuel levels.
2. Change fuel filter and water separator elements during the full P.M. service annually.
3. Visually check fuel system injection pump, solenoid(s), check valves governor controls, linkages.

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4. Check oil lube system inclusive of the engine and governor oil levels, oil heater, lines and connections.
5. Change the lube oil and filters during the full P.M. service annually.
6. Check the cooling system inclusive of the coolant level, antifreeze, freeze point, inhibitor level, louvers, radiator air flow and core condition. Block heater(s), hoses, connections, pressure test radiator cap, belt condition and tension, fan shrouds, guards and brackets.
7. Check for external fuel, lube oil, coolant and exhaust leaks.
8. Check and record lube oil pressure, fuel oil pressure and engine coolant temperature gauge readings.
9. Check exhaust system, flex connection, supports, insulation and rain cap. Drain condensation drip legs.
10. Check batteries, charging system, terminals and cables. Check electrolyte level and specific gravity.
11. Load test batteries. Clean battery post and terminals apply corrosion inhibiting film.
12. Check electrical system wiring connections and condition. Inspect lamps and fuses.
13. Check engine and generator instruments and meters for proper operation.
14. Check and test alarm sending units, pre-alarms, and safety shutdowns.
15. Check remote annunciator operation.
16. Check air intake piping, hoses, clamps, louvers, bypass actuators and air box Dampers.
17. Visually check air filter elements, air box canisters, breathers and crankcase ventilation systems.
18. Check engine and generator mounting bolts and vibration isolators.
19. Visually check generator bearings.
20. Check exciter assembly, stator and field for cleanliness and integrity.
21. Visually check rotating rectifiers and surge suppressor.
22. Check and record residual, no-load voltage.
23. Check voltage regulator and adjust if necessary.
24. Visually inspect generator breaker and bus bar connections for cleanliness and signs of overheating.
25. Check transfer switch compartment and components for cleanliness, integrity, overheating and wear.
26. Evaluate time delay settings.
27. Perform start and stop functions from generator control panel under no load conditions.
28. Run generator under building load (from the transfer switch) with customer approval.
29. All readings, temperatures, transfer and retransfer times, Hour meter readings, and discrepancies annotated and submitted with detailed report to the appropriate individual(s) following each round of service.
30. Draw lube oil and coolant samples for laboratory analysis and provide a report.

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SCHEDULE OF MAINTENANCE continued

31. All parts, labor and disposal must be included in the preventative maintenance visits at no additional charge.

ADDITIONAL REPAIR/REPLACEMENT PARTS

Shall be furnished by the Contractor as required by the Institution, at the Contractor's cost (which may include some identifiable administrative and handling fees). All parts are to be original manufacturers' or equal quality parts, which are pre-approved by Institutional personnel.

CONTRACTOR REFERENCES

After the bid opening, and prior to awarding of the contract, the Department has the right to request references (name, addresses and telephone numbers) of similar work performed in the previous two (2) years as proof of qualifications to perform the work involved in this contract.

PERIOD OF CONTRACT

The anticipated term of this contract is 7/1/23 through 6/30/25.

CONTRACT RENEWAL

The Commonwealth, shall have three (3) successive options to renew the term of the Contract for a period of one (1) year each, which shall begin respectively at the expiration of the then current term, upon the same terms, covenants, and conditions, provided, however that the Contract has not been terminated. Notice of the election by the Commonwealth to exercise each option hereunder shall be given to the Contractor in writing at least one hundred twenty (120) days prior to the expiration of the then current terms, provided, however, that the Commonwealth's right to exercise the option hereunder shall not expire unless and until Contractor has given the Commonwealth (after Contractor's consent has been obtained) written notice of the Commonwealth's failure to timely exercise its option and fifteen days opportunity from the Commonwealth's receipt of the notice to cure the failure.

The contract shall commence upon execution and receipt of Notice to Proceed and terminate June 30, 2025, unless extended in accordance with the Contract Renewal provision. However, this contract cannot be renewed pursuant to the Contract Renewal provision beyond June 30, 2028. The Contractor may, at July of each year, increase the unit prices by a rate not to exceed 3%. The Contractor shall provide written notification to the Department no later than March 31, of each subsequent year if such increases are to be requested.

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OPTION TO EXTEND

The Department of Corrections reserves the right, upon notice to the Contractor, to extend the Contract or any part of the Contract for up to three (3) months upon the same terms and conditions. This will be utilized to prevent a lapse in Contract coverage and only for the time necessary, up to three (3) months, to enter into a new contract.

ESTIMATED QUANTITIES

The quantity of service is an estimate. If service usage needs increase or decrease during the effective time period of the contract, the Contractor agrees to provide the additional units of service at the original contract unit rates or accept the decrease in service.

ADDITIONAL PROVISIONS

The Contractor shall abide by all rules and regulations of the Department of Corrections.

The Contractor's services shall be scheduled at times acceptable to the Institution's staff.

RATE SCHEDULE

It is understood and agreed that the rates proposed for the itemized service units will be total and final and that the Commonwealth will not pay any additional sum or sums for blower repair services over and above the contract unit rates. There will be no additional charges for travel time, mileage, meals, etc.

Payment will be made upon satisfactory completion of each preventative maintenance visit and any additional services will be reimbursed as requested and accepted by the institution.

INVOICES

All invoices for this contract **MUST** be sent to the following address:

Commonwealth of Pennsylvania - PO Invoice
PO Box 69180
Harrisburg, PA 17106

All invoices **MUST** include the Purchase Order Number, as well as your SAP Vendor Number. Failure to provide this information could result in a delay of your payment.

Invoice format must be in accordance with the RFQ-Invitation for Bids sheet.

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SITE INSPECTION:

Bidders are required to completely inspect project site prior to submitting bid and shall contact:

Mike Kubek
Facility Maintenance Manager
Department of Corrections
State Correctional Institution at Laurel Highlands
5706 Glades Pike
Somerset, PA 15501-0001
Telephone: (814) 445-6501, extension 1465

Bidder shall be furnished with written proof of visit, such written proof to accompany this Bid/Contract. Failure to provide this completed form will result in bid disqualification.

This is to verify that _____, a representative of _____, visited the State Correctional Institution at Laurel Highlands for the purpose of inspecting all aspects pertaining to Maintenance and Repair of Generators. This is in accordance with the Proof of Visit requirement of Invitation for Bid Number 6100058418, and this document shall serve as written proof of visit when completely executed and signed by an authorized representative of the State Correctional Institution at Laurel Highlands.

Mike Kubek
Facility Maintenance Manager

Date

Instructions to Bidder: This form supplements Invitation for Bid Number 6100058418 and must be attached to and returned with the proposal.