

MAINTENANCE OF DIESEL GENERATOR UNITS

STATEMENT OF WORK

SCOPE OF WORK

- A. The Contractor shall provide maintenance services and technical repairs for two (2) Diesel Generator Units located in the Central Utility Plant at the State Correctional Institution at Somerset. Both units are powered by Caterpillar Diesel Engines, Model #3512, Serial No. 24204594, and Serial No. 24204602. Generator's Model No. SR-4, 1250 KW, 4160 Volt, Serial No. 6AA01481 and Serial No. 6AA01482.
- B. All services shall be performed by trained and qualified service technicians for Caterpillar Diesel Engines.
- C. Preventative Maintenance shall consist of two (2) service/inspections per year at 6 month intervals - one (1) in the month of July and one (1) in the month of December of each contract year. Initial Preventative Maintenance Service to begin within 30 days of receipt of approved contract. The Contractor shall provide a complete report following each servicing, giving detailed condition of equipment and any recommendations on repairs needed in writing.
- D. All servicing shall be performed by the Contractor during regular weekday, daylight, working hours (excluding holidays), except when requested by the institution to perform emergency services. Institution contact person shall be Mr. Christopher Stains, Facility Maintenance Manager or his designee, at (814) 443-8100 Ext 8349.
- E. In the event additional Caterpillar powered generating equipment is added within the institution during the course of this contract, the Contractor shall provide preventative maintenance and repair services for the additional equipment at the current contract rates.
- F. EMERGENCY REPAIR SERVICES, if and when necessary to maintain units in operating condition shall be provided within six (6) hours after notification by institution personnel. Emergency status will be determined by the Institution.
- G. The Contractor shall be willing to work with, and assist in training institutional staff.
- H. All Preventative Maintenance Services shall be performed on each unit as specified in the Caterpillar Service Manuals. All parts and fluids shall be replaced with Caterpillar specified products only.

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JULY SERVICE/PREVENTATIVE MAINTENANCE

1. Engine
 - a. Change engine oil. **Caterpillar Diesel Engine Oil 15w-40, 75 gallons per unit**
 - b. Change engine oil filters. **Caterpillar 1R0716 filter, three (3) per unit**
 - c. Change air filters. **Caterpillar 8N-6309 Filter, two (2) per unit**
 - d. Check and record engine oil pressure
 - e. Check for engine blow-by
 - f. Check for unusual noises
 - g. Check for any leaks and make recommendation as to repair
 - h. Check operation of engine
 - i. Clean crankcase breather
 - j. Analyze crankcase oil, provide copy of report to institution
 - k. Change oil in governor

2. Cooling System
 - a. Check coolant level and add as needed
 - b. Check ph of coolant
 - c. Check fan belts and adjustment, replace as needed
 - d. Check for water leaks
 - e. Check jacket water heaters
 - f. Lubricate fan and belt tightener
 - g. Perform analysis of coolant and provide copy of report to institution

3. Fuel Systems
 - a. Change fuel filters, Prim/Sec. **Caterpillar 4N5823 filter one (1) per unit**
 - b. Check fuel pressure
 - c. Check for fuel leaks and report to Central Plant Supervisor
 - d. Check day tank for proper operations

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4. Electrical System

- a. Check specific gravity of electrolyte in batteries
- b. Check voltage on batteries
- c. Clean and coat battery terminals
- d. Check battery cell vents
- e. Check operation of gauges
- f. Check brush and slip ring condition
- g. Check circuits between safety shut-offs and control panels
- h. Check charging system
- i. Check all automatic alarm systems for malfunctions
- j. Check and reset switches for proper function
- k. Check voltage without load, when possible
- l. Check voltage with load, when possible
- m. **JULY OF 2024 ONLY replace Batteries, Caterpillar 8D, two (2) per unit**

DECEMBER SERVICE/PREVENTATIVE MAINTENANCE

1. Engine

- a. Check engine oil level
- b. Check and record engine oil pressure
- c. Check for blow-by
- d. Check for unusual noises
- e. Check for any leaks and make recommendation as to repair
- f. Check operation of engine
- g. Clean crankcase breather

2. Cooling System

- a. Check coolant level and add as needed
- b. Check ph of coolant
- c. Check fan belts and adjustment, replace as needed
- d. Check for water leaks
- e. Check jacket water heaters
- f. Lubricate fan and belt tightener

3. Fuel System

- a. Check fuel pressure
- b. Check for fuel leaks
- c. Check operation fuel day tank

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4. Electrical System

- a. Check specific gravity of electrolyte in batteries
- b. Check voltage on batteries
- c. Clean and coat battery terminals
- d. Check battery cell vents
- e. Check operation of gauges
- f. Check brush and slip ring condition
- g. Check circuits between safety shut-offs and control panels
- h. Check charging system
- i. Check all automatic alarm systems for malfunctions
- j. Check and reset switches for proper function
- k. Check voltage without load, when possible
- l. Check voltage with load, when possible

DECEMBER YEAR 2023 ONLY – MEGOHMMETER TEST

- a. Main Stator
- b. Main Rotor
- c. Exciter Stator
- d. Exciter Rotor
- e. Provide report

REPAIR/REPLACEMENT PARTS

Repair/Replacement parts and supplies 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.

CONTRACT 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.

ADDITIONAL PROVISIONS

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

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

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.

RENEWAL CLAUSE

The contract term shall commence upon execution and receipt of purchase order and terminate June 30, 2025.

Further, the parties may agree to renew this contract for up to three (3) additional annual terms with the final termination date of June 30, 2028, upon the same terms and conditions set forth in the contract. Contractor will need to provide written notification to the institution April 30 of the year the contract is to be renewed if a renewal is requested.

Upon renewal, the Department, based on past performance, may negotiate an increase in the unit prices, by a rate not to exceed 3%. The Contractor shall provide written notification to the Department no later than April 30 of the year the contract is to be renewed, if such increases are to be requested.

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.

PAYMENT TERMS

- A. 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 the Generator services over and above the contract unit rates.
- B. Payment will be rendered after each satisfactory occurrence. Bid prices are final. There will be no additional charges for travel time, mileage, meals, etc.

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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.

PERIOD OF CONTRACT

The anticipated term of this contract is 7/1/2023 through 6/30/2025.

SITE INSPECTION

- A. Bidders are encouraged to completely inspect project site prior to submitting bid and shall contact:

Christopher Stains, Facility Maintenance Manager
Department of Corrections
State Correctional Institution at Somerset
1590 Walters Mill Road
Somerset, PA 15510-0001
Telephone: (814) 443-8100

- B. Bidder shall be furnished with written proof of visit, such as written proof to accompany this Bid/Contract.

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PROOF OF VISIT

This is to verify that _____, a representative of _____, visited the State Correctional Institution at Somerset for the purpose of inspecting all aspects of maintenance to the Emergency Generators at the institution. This is in accordance with the Proof of Visit requirement of Invitation-Bid Proposal Number 6100058421. This document shall serve as written proof of visit when completely executed and signed by an authorized representative of the State Correctional Institution at Somerset.

Christopher Stains
Facility Maintenance Manager

Date

Instructions to Bidder: This form supplements Invitation-Bid Proposal Inquiry Number 6100058421 and must be attached to and returned with the proposal.