

STATEMENT OF WORK
GENERATOR REPAIR SERVICE/EMERGENCY RESPONSE
SCI MERCER

SCOPE OF WORK:

☐☐ Contractor provides all labor, equipment, tools, materials and parts necessary to administer a preventive maintenance program and repairs. Including, but not limited to filters, gaskets, engine oil, cooling system anti-freeze and additives, as part of the preventive maintenance annual service at no additional costs to SCI Mercer.

☐☐ Contractor further agrees to furnish a qualified mechanic capable of servicing and repairing the aforementioned generators with minimum 5 years experience in engine and panel work. Qualified mechanic must be able to perform Services and Repairs that will not void the Warranty / Extender Parts.

☐☐ Contract includes all deductibles for diagnosis of faults and failures of the systems listed below. For any questions in regards to this bid, please contact Jana Cornelius, Procurement Specialist 1, at jacorneliu@pa.gov

Caterpillar and Cummings Equipment:

1. Caterpillar 3516 located in Powerhouse #1 (serial # A4Y00224)
2. Caterpillar 3516 located in Powerhouse #2 (serial # A4Y00223)
3. Cummins 300kw_@ STP (serial #dqhab-6125517)

☐☐ All materials removed that would have an environmental impact are to be disposed of by the contractor within state and federal laws at no additional cost to the customer, SCI Mercer.

☐☐ Contractor agrees to provide and install Software updates and revisions when available at no additional cost to the customer, SCI Mercer.

☐☐ Contractor shall perform all regular servicing during weekday, daylight working hours of 0730 to 1530 hours (excluding holidays, except when requested by the Institution to perform emergency services).

☐☐ Contractor to provide emergency services within four (4) hours after notification of need. The Facilities Maintenance Manager or his/her designee will determine emergencies.

☐☐ An all inclusive Preventative Maintenance Service will be conducted as per -Cat preventative maintenance manuals annually for the duration of this contract. This service shall be mutually scheduled between the Central Utilities Plant Supervisor and the Contractor.

☐☐ Semi-annual Generator Inspections shall also be required for the duration of the contract.

☐☐ The Contractor shall provide a complete report following each servicing, giving detailed condition of equipment and any recommendations, in writing, on repairs needed.

☐☐ All oil, coolant and filters, etc. will be replaced with specified products. Replacement parts must be originally installed or of approved equal quality and function approved by Caterpillar or Pramac.

☐☐ The Contractor will work with and assist in training Central Plant personnel as needed.

☐☐ Services required but not limited to three (3) Diesel Generators.

ENGINE:

1. Check Engine oil level
2. Change engine oil annually.
3. Provide oil analysis sampling for each service, each engine, crankcase and provide written reports of the sampling to SCI Mercer
4. Change engine oil filter
5. Clean or replace air filters as needed
6. Check and record engine oil pressure
7. Check for engine blow-by

STATEMENT OF WORK
GENERATOR REPAIR SERVICE/EMERGENCY RESPONSE
SCI MERCER

8. Check for unusual noises
9. Check for any leaks and repair any found
10. Check operation of engine Software and record faults found in the history
11. Clean crankcase breather
12. Change oil in governor as needed
13. Inspect turbo chargers
14. Inspect all wiring for loose connections and tighten as needed
15. Inspect exhaust system

COOLING SYSTEM:

1. Check coolant level, correct level as needed
2. Add conditioner as needed
3. Check fan belts and adjustments, repair, replace, adjust as needed
4. Check for leaks, repair any found
5. Lubricate fan and belt tightener
6. Cooling analysis (annually) and provide written report to SCI Mercer
7. Check for adequate fresh air to engine
8. Change cooling system filter if so equipped
9. Check motor operated louvers, if equipped
10. Inspect fan, shroud, belts and pulleys, adjust, repair, replace as needed
11. Inspect water pump
12. Inspect radiator
13. Inspect Hoses, repair, replace as needed

FUEL SYSTEM:

1. Change fuel filters
2. Clean primary filters
3. Check fuel filters, replace as required
4. Check fuel pressure and record
5. Check for fuel leaks, repair any found
6. Check fuel dilution through oil analysis and provide written report to SCI Mercer
7. Check Day Tank fuel level
8. Drain water and sediment out of day tank filters, replace as needed

ELECTRICAL SYSTEM:

1. Check specific gravity of batteries, add distilled water as needed.
2. Check voltage on batteries
3. Clean & coat battery terminals
4. Check battery vents
5. Check operation of gauges
6. Check circuits between safety shut-offs and control panel
7. Check charging system
8. Check voltage without load, when possible
9. Check voltage with load, when possible
10. Load test batteries
11. Check voltage ni-cad batteries and/or lead acid batteries
12. Check generator frequency and adjust as needed

STATEMENT OF WORK
GENERATOR REPAIR SERVICE/EMERGENCY RESPONSE
SCI MERCER

13. Visually check generator assembly

MISCELLANEOUS:

1. Check Electronic Modular Control Panel II+ (EMCPII+) and other warning systems for proper operation.

SITE INSPECTION:

A site visit is not mandatory but is recommended for Contractors who have not previously bid on this service or those who are not familiar with the facility. To schedule a site visit, please contact Joe Swope, Facility Maintenance Manager at #724-662-1837 ext. 1200 or joswope@pa.gov

CONTRACT REQUIREMENTS:

Service technicians will be required to provide a detailed work order that will need the signature of an Institution representative prior to the technician(s) leaving the premises. This work order shall include specific and detailed information on all units that were serviced, including dates and times of service, actual service(s) completed and any recommendations. Payment of monthly invoices will be withheld until such documentation is submitted.

It is understood and agreed that the fixed rate charge proposed by the Contractor will be total and final and that the Commonwealth will not pay any additional sum or sums over and above the service order price, regardless of the amount of service. There shall be no additional charges for travel time or accommodations, mileage or any other indirect charges.

CONTRACT TERM/OPTION TO RENEW:

The anticipated term of this contract is October 6, 2025 through June 30, 2026. Service will begin as of midnight on the effective date of the service order and will continue until midnight on the termination date. Regular routine maintenance will be provided during regular business hours, Monday-Friday, 7:30 a.m. to 3:30 p.m., unless otherwise specified. Quantities are estimated and may increase/decrease based on the needs of the facility.

The Commonwealth, with the mutual consent of the Contractor, shall have the option of four (4) one (1) year renewals to 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 the option hereunder shall be given to the Contractor in writing at least ninety (90) days prior to the expiration of the then current terms

The Contractor may, at July of each subsequent renewal 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 renewal year if such increases are to be requested. Requests received after the March 31st deadline will not be considered.

OPTION TO EXTEND:

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

STATEMENT OF WORK
GENERATOR REPAIR SERVICE/EMERGENCY RESPONSE
SCI MERCER

PAYMENT TERMS:

The Contractor shall invoice on a monthly basis for services performed. All invoices are to be submitted to the 'bill-to' address on the face of the purchase order. All invoices **MUST** include the purchase order number as well as your SAP Vendor Number. Failure to provide this could result in a delay of your payment.

For any parts and/or materials necessary for emergency repairs or repairs out of the scope of regular preventative maintenance, these parts and materials shall be at vendors cost. The State Correctional Institution at Mercer reserves the right to request written proof (such as invoices) for the Contractor's cost of parts and material that were used on each repair. Vendor may charge for administrative handling and shipping charges, however, verification of such charges may be required before acceptance of said charges. Awarded contractor is encouraged to enroll for electronic payments. Enrollment instructions can be found at www.dgs.pa.gov Payment will only be authorized after verification of acceptable performance, submission of detailed and verified invoice.

BID RECEIPT, OPENING AND AWARD:

ALL BIDS MUST BE SUBMITTED ELECTRONICALLY AT www.pasupplierportal.state.pa.us. NO PAPER BIDS WILL BE ACCEPTED. NOTE: The Department will only accept out to two (2) decimal points when entering your bid. **BIDS NOT SUBMITTED ELECTRONICALLY WILL BE CONSIDERED NON-RESPONSIVE AND THEREFORE, DISQUALIFIED.**

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 five (5) years as proof of qualifications to perform the work involved in this contract.

VENDOR REGISTRATION:

In order to do business with the Commonwealth you must register with the Commonwealth to obtain a vendor number. If you already have a vendor number, please disregard this notice. If you do not, please visit www.dgs.pa.gov for instructions on the registration process.

BID RESULTS:

Once the bid is awarded, a notice of award will be posted at www.emarketplace.state.pa.us

CONTRACT TYPE:

One (1) year assured maintenance contract/preventative maintenance contract on Emergency Generator Systems.

One (1) year emergency response/repair service, 24 hours a day, seven days a week Emergency response on Emergency Generator Systems (normal business hours of 0730 to 1530, weekends and holidays).

The contract shall commence upon execution/approval and receipt of Purchase Order within the validity dates on the Purchase Order.

This contract/purchase order is for 1 year with four (4) one year renewals. Any renewal year costs/increases will be negotiated with the vendor at the time of renewal.