

STATEMENT OF WORK SCI-PHOENIX GENERATOR SERVICES

I. SCOPE OF WORK

The Commonwealth of Pennsylvania, Department of Corrections requires generator preventative maintenance and repair services at SCI Phoenix in Collegeville, PA.

II. ISSUING OFFICER

Questions regarding the bidding or contracting procedures should be directed towards Ron Schlotzhauer at 610-409-7890, x1470 or rschlotzha@pa.gov.

III. SITE INSPECTION

A Mandatory Site Visit will be held March 16, 2026 at 9:00 a.m. for vendors that wish to submit a proposal and to view the equipment. Prospective bidders shall contact Rick Delaney at ridelaney@pa.gov or #610-409-7890, x1440 to schedule the site inspection and receive your vendor clearance, no later than 3:00 p.m on March 9, 2026. Non-scheduled visits by representatives of bidders will be denied on reception.

A site visit prior to bid submission is required and bid responses that are received by Contractors not completing a site visit prior to the bid will be considered non-responsive.

IV. CONTRACT REQUIREMENTS

The contractor shall provide all labor, materials, tools and equipment necessary to repair and maintain the On-Site Electrical Generators and associated 5KV switch gear equipment located at the State Correctional Inst. Phoenix. Services must be provided in accordance with the specifications herein and the industry standards for equipment covered under this agreement.

Vendor must be **Kohler** factory certified to provide the required repairs and maintenance of equipment.

In the event of an emergency, the vendor must **report to SCI Phoenix** within a **2-hour time period** from the initial call (or what is agreed upon between SCI-Phoenix and the vendor at the time of the call). An emergency contact phone # must be provided to SCI Phoenix personnel for 24 hours a day/7 days a week contact.

If repairs cannot be made in a timely period, the vendor must have the capabilities to provide emergency equipment in order to supply **16000 KVA** or power until the repairs can be completed.

Services shall be performed by the contractor during the normal work week. 7:00 A.M. to 3:00 P.M. Monday thru Friday – EXCEPT if an emergency occurs, or authorized by the institution.

In addition, the vendor will perform ANNUAL inspections of the equipment & provide all service-related paperwork for all work & inspections performed. The annual inspection will be scheduled thru SCI Phoenix personnel. The requirements for the inspection are:

ENGINE INSPECTION SERVICE:

- Clean crankcase breather
- Check Valve Bridge and adjust if necessary
- Fuel System, drain water and sediment from tank, clean primary filter and replace final filters
- Check and adjust all linkages, if necessary and lubricate linkage fittings
- Check and test engine protection devices
- Check cooling system, drain and clean system, if needed, and fill with new coolant
- Check all belts and hoses – replace as needed
- Clean, Inspect and check turbocharger
- Check air cleaner and service indicator, clean or replace air filters as needed.
- Check engine mounts for loose fasteners, tighten to proper torque if needed
- Obtain oil samples and complete analysis, change oil and filters
- Check for proper oil and fuel pressures
- Check block heating system for proper operation
- Check Charging systems and batteries

GENERATOR INSPECTION SERVICE:

- Check for moisture, dust, oils, greases and debris on main starter windings, exciter and PMG-Clean as needed
- Check windings with megohmmeter and record readings for reference
- Inspect generator bearings and brackets, lubricate bearings
- Check generator control panel for loose, broken or damage wiring components.
- Annual inspections will be billed out at Standard time and materials rate.

EQUIPMENT TO BE SERVICED:

- GENERATOR – KOHLER MODEL # 2000REOZMD, SERIAL # SGM3293XB
- ENGINE – MITSUBISHI MODEL # S16R-Y2PTAW2-1, SERIAL #19724
- GENERATOR – KOHLER MODEL # 2000REOZMD, SERIAL #SGM3293XD
- ENGINE – MITSUBISHI MODEL # S16R-Y2PTAW2-1, SERIAL #19684
- GENERATOR – KOHLER MODEL 2000REOZMD, SERIAL #SGM3293XD
- ENGINE – MITSUBISHI MODEL #S16R-Y2PTAW2-1, SERIAL #19684
- Each of the three Generators are **2000 KW @ 13200 KV**

REPAIR PARTS:

- Repair and replacement parts and supplies shall be furnished by the contractor as required. All repair parts will be shipped F.O.B. Destination.
- Also, the Institution reserves the right to furnish repair parts and/or replacement components.

V. CONTRACTOR REQUIREMENTS

The contractor agrees to comply with prevailing wage requirements.

The Contractor shall purchase and maintain, at its expense, the following types of Insurance, issued by companies acceptable to the Commonwealth.

- A. **Workmen's Compensation Insurance** sufficient to cover all of the employees of contractor working to fulfill this contract.
- B. **Comprehensive General Liability Insurance**, including bodily injury and property damage insurance, to protect the Commonwealth and the Contractor from claims arising out of the performance of the contract. **These certificates must include the contract location and a brief description of the contract work.** These certificates shall contain a provision that coverage afforded under the policy shall not be canceled or charged until at least thirty (30) days prior written notice has been given to the Commonwealth.

The Contractor shall abide by all Department of Corrections rules and regulations while on state property.

The contractor's services shall be scheduled at the time acceptable to the Institutions staff.

RATE SCHEDULE:

It is agreed that the rates proposed for the services will be total and final and that the Commonwealth will not pay any additional sums for services over and above the contract rates. There will be no additional charges for travel time, mileage, meals, etc.

VI. CONTRACTOR QUALIFICATIONS

After the bid opening, and prior to awarding 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.

VII. CONTRACT TERM:

The term of the Contract shall commence on the Effective Date (as defined below) and shall end on the Expiration Date identified on the Contract, subject to other provisions of the Contract.

The Effective Date shall be: a) the Effective Date printed on the Contract after the Contract has been fully executed by the Contractor and the Commonwealth (signed and approved as required by Commonwealth contracting procedures) or b) the "Valid from" date printed on the contract, whichever is later.

This is a one-year contract with the option of three one-year renewals.

Should the renewal option be exercised, pricing may change at the time of renewal. The price adjustment must be by mutual agreement between the Department of Corrections and the supplier and must be submitted to the Department of Corrections no later than sixty (60) days prior to the contract end date. All supporting documentation must be submitted with the pricing to justify any price increases.

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 sixty (60) days prior to the contract end date.

VIII. BID AWARD

It shall be understood and agreed that any quantities listed in the solicitation are estimated only and may be increased or decreased in accordance with the actual requirements of the Department of Corrections.

Unless otherwise indicated, the unit price must include all labor, materials, equipment, tools, insurance, delivery fees and all items necessary for the completion of the project. In cases of discrepancies in prices, the unit price will be binding unless the unit price is obviously in error and the extended price is obviously correct, in which case the erroneous unit price will be corrected.

The Commonwealth reserves the right to award by item or on a total Bid basis, whichever is deemed more advantageous to the Commonwealth.

IX. BID RESULTS

Bids will be opened on the date and time specified in the invitation for bid. Bid tabulations will be posted on the day after the bid opening, on the Department of General Services' eMarketplace website <http://www.emarketplace.stat.pa.us/>. Tabulations are for information only and do NOT constitute actual award/execution of a contract. The results of the apparent bidders and all bids are under review until final award of the purchase order.

X. INVOICING

Contractors must follow the following invoicing requirements:

- a. Accurately bill the Commonwealth for actual services rendered on all invoices.
- b. Submit invoices to appropriate resource account within 10 business days of completed service.
- c. Comply with Commonwealth / Department of Correction's practices for supplier payments
- d. The awarded supplier should submit all invoices, as outlined by the Pennsylvania Office of the Budget, as a PDF for to email address 69180@pa.gov. The following link will provide more information regarding the Office of the Budget's invoicing requirements and resources: <https://www.budget.pa.gov/Services/ForVendors/Pages/default.aspx>