



STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: *GENERATOR SERVICE AND REPAIR (EE&A, regions 1-5)

CONTRACT No.: RS901022-1

EFFECTIVE DATES: 08/18/21 to 06/30/23

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. RS901021 that opened on 06/09/21. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the [Instructions to Bidders](#), [Standard Terms and Conditions](#), supplemental terms and conditions, special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

CONTRACT RENEWAL. This Contract may be renewed after the ending date of the Contract solely at the discretion of the Contracting Agency for a period of one month. Any further renewals will be by mutual agreement between the Contractor and the Contracting Agency for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed 48 months unless the Contracting Agency determines that additional renewal is necessary.

This Requirements Contract is available to all State agencies, State institutions of higher education and properly registered members of the Cooperative Purchasing Program of the Department of Administrative Services, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

*Indicates change of contract title.

Signed: _____
Kathleen C. Madden, Director Date

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SPECIAL CONTRACT TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an Amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

COMPETITIVE SELECTION - TWO PHASE AWARD-QUOTE: This solicitation may be awarded to more than one Supplier of the same or similar types of supplies or services at varying prices for delivery within the same geographic area. If the contract is awarded to multiple Suppliers, providing the same supplies or services in the same geographic area, Ordering Agencies shall solicit quotes for the required supplies or services from multiple awarded Suppliers, prior to ordering.

EVALUATION: Bids will be evaluated in accordance with Article 1-17 of the "Instructions to Bidders. Bids will be evaluated for each Contract Region.

CONTRACT AWARD: The Contract will be awarded to the lowest responsive and responsible Bidders by low lot total for each of the five (5) Contract Regions. The State may award multiple Bidders per Region, that the State, in its sole discretion, deems is in the best interest of the State. Low lot total will be determined by multiplying the unit cost by the estimated usage listed in the bid page and then adding each of the totals together to arrive at a total for all items A Bidder may bid on one (1), two (2), three (3), four (4) or all five (5) Contract Regions.

DESCRIPTIVE LITERATURE: The Bidder may be required to submit descriptive literature of the supplies or services being offered. If requested, the literature will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not provided as part of the bid response, the Bidder must provide said literature within five (5) calendar days after request/notification by the Office of Procurement Services to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the bid (e.g. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any contract and will be disregarded by the state of Ohio. Failure of the bidder to furnish descriptive literature either as part of their bid response or within the time specified herein will deem the bidder not responsive.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The contract prices(s) will remain firm for the first twelve (12) months duration of the contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

SPECIAL CONTRACT TERMS AND CONDITIONS (CONTINUED)

COOPERATIVE PURCHASING CONTRACT (CO-OP): This Contract may be relied upon by Ohio institutions of higher education and Ohio political subdivisions. Ohio political subdivisions include any county, township, municipal corporation, school Region, conservancy Region, township park Region, park Region created under Chapter 1545 of the Revised Code, regional transit authority, regional airport authority, regional water and sewer Region, port authority or any other political subdivision as described in the Ohio Revised Code. To qualify to use this Contract the political subdivision must be currently enrolled in the State's Cooperative Purchasing Program. Purchases made from this Contract by a political subdivision that is not properly registered with the State's Cooperative Purchasing Program will be a violation of law and may be contrary to the political subdivision's competitive bidding requirements. If a political subdivision or institution of higher education relies upon this Contract to issue a purchase order or other ordering document, the political subdivision or institution of higher education "steps into the shoes" of the State under this Contract. The political division's or institution of higher education's order and this Contract are between the Contractor and the political subdivision or institution of higher education. The Contractor must look solely to the political subdivision or institution of higher education for performance, including payment. The Contractor agrees to hold the State of Ohio harmless with regard to political subdivisions and institution of higher education's orders and political subdivision's and institution of higher education's performance. DAS may cancel this Contract and may seek remedies if the Contractor fails to honor its obligations under an order from a political subdivision or institution of higher education.

CONTRACTOR QUARTERLY SALES REPORT: The Contractor must report the quarterly dollar value (in U.S. dollars and rounded to the nearest whole dollar) of the sales to Cooperative Purchasing Members under this Contract by calendar quarter (e.g. January-March, April-June, July-September and October-December). The dollar value of the sale is the price paid by the Contract user for the products and/or services listed on the purchase order or other encumbering document, as recorded by the Contractor.

To submit this quarterly sales report, the Contractor is responsible for obtaining access to Ohio|Buys and must report the quarterly dollar value of sales to Cooperative Purchasing Members to the Department of Administrative Services (DAS) via the Internet using Ohio|Buys at the following web address supplier-emarketplace.ohio.gov . If no sales occur, the Contractor must report zero. The report must be submitted no later than thirty (30) days following the completion of the reporting period.

The Contractor shall also submit a close-out report within one hundred and twenty (120) days after the expiration of this Contract. The Contract expires upon the physical completion of the last outstanding task or delivery order of the Contract. The close-out report must cover all sales not shown in the final quarterly report and reconcile all errors and credits. If the Contractor reported all contract sales and reconciled all errors and credits on the final quarterly report, then the Contractor should show zero "0" sales in the close-out report.

If the Contractor fails to submit sales reports, falsifies reports or fails to submit sales reports in a timely manner, DAS may terminate this Contract.

CONTRACTOR REVENUE SHARE: The Contractor must pay the Department of Administrative Services (DAS) a revenue share of the sales transacted under this Contract. The Contractor must remit the revenue share in U.S. dollars within thirty (30) days after the end of the quarterly sales reporting period. The revenue share equals 0.75% of the total quarterly sales reported. The revenue share is included in the contracted price(s) and reflected in the total amount charged to ordering agencies which includes both state agencies and Cooperative Purchasing Members using this Contract.

The Contractor must remit any monies due as the result of the close-out report at the time the close-out report is submitted to DAS. The Contractor may pay the revenue share amount due by check or, online with a credit card by visiting: epay.das.ohio.gov/Payment.

For payments made by credit card, the Contractor must provide the Quarterly Sales Report and Revenue Share Remittance forms to csc@ohio.gov.

For payments made by check, the Contractor must make the check payable to: Treasurer, State of Ohio and forward the check to the following address:

Department of Administrative Services
L-3686
Columbus, OH 43260-3686

To ensure the payment is credited properly, the Contractor must identify the check as a "Revenue Share" and include the Quarterly Sales Report and Revenue Share Remittance form.

If the full amount of the revenue share is not paid within thirty (30) calendar days after the end of the applicable reporting period, the non-payment constitutes a debt to the State. The State may either initiate withholding or setting off payments or employ the remedies available under Ohio law for the non-payment of the revenue share.

If the Contractor fails to pay the revenue share in a timely manner, DAS may terminate this Contract.

SPECIAL BIDDING INSTRUCTIONS

PRE-BID CONFERENCE: An optional pre-bid conference will be held on Monday May 24th, 2021 utilizing Microsoft Teams to discuss the requirements of the bid. The conference will commence promptly at 1:00 PM (EDT), barring an unforeseen circumstance that results in a delay of the conference. Attendance will be taken. The state will not be responsible to a bidder for their failure to obtain information discussed during the bid conference due to their failure to attend and/or arriving after the conference has convened. Bidders must RSVP with Adam Williamson, adam.williamson@das.ohio.gov by 5:00 PM (EDT), Friday May 21st, 2021 to receive an invite. The conference will be held utilizing Microsoft Teams, access instructions as well as supplemental call in number will be provided to those that RSVP. Questions regarding this solicitation will not be permitted during the conference.

REFERENCES & PRIOR PROJECTS: Bidder must be able to demonstrate prior experience similar in size, scope, and nature to the scope of work listed in this Invitation to Bid. Experience should include working in high rise buildings, institutions, small office buildings, etc. Bidder must submit with their Bid, Attachments 3. Failure to submit these forms with your Bid may result in your bid being deemed as not responsive.

SPECIFICATIONS AND REQUIREMENTS

I. Overview:

The Ohio Department of Administrative Services (DAS), on behalf of all State Agencies and Cooperative Purchasing Participants (User(s)), is soliciting Bids for Emergency Power Generator Inspection, Testing, Preventive Maintenance, and Repair Services. DAS is seeking multiple qualified suppliers for each region to further compete the unique needs of users.

II. Scope:

The Scope of Work for this Contract includes the inspection, testing, preventive maintenance and repair services for emergency power generators (free-standing, mobile and fixed units) and associated systems, owned by the utilizing agencies. The State has been divided into five (5) Contract Regions: Northwest, Northeast, Southwest, Southeast and Central. The Contract will be awarded by Contract Regions(s). Bidders may Bid on one (1), two (2), three (3), four (4) or all five (5) Contract Regions. See Attachment 1 for counties located within in each of the five (5) Contract Regions. These services must be in accordance with the applicable generator manufacturer's recommendations and as specified herein.

III. Classification:

Generators that require service are of various brands and types. A market basket/representative sample appears for each region in Attachment 2.

IV. General Requirements:

Inspection, testing, maintenance and repair service of the generators must be in accordance with the generator manufacturer's recommendations and/or performed according to the service frequency of each facility as established by ordering entity. Elapsed time between scheduled service visits at each facility or remote site must be within a two (2) week period of the scheduled service date. Deviation from this schedule may be cause for cancellation of this contract.

V. Site Specific Requirements

Due to sensitive nature of some sites, ordering entity may enforce additional requirements. These site specific requirements may include, but are not limited to:

A. Background Checks

B. Non-Disclosure Agreements

C. Confidentiality and Conduct Agreements

VI. Charges for Preventative Maintenance and Load Bank Testing Services:

Charges for these services will be at the rate quoted as result of user solicitation. The rate provided by each Bidder must include all labor, travel, parts, fluids and supplies normally required/replaced during the required scheduled service and may not exceed the hourly and material rates bid.

VII. Charges for Repair Service, Replacement Parts, and Rental Generators:

Charges for Repair Service and Replacement Parts shall be billed on a time and materials basis as appears on Bid Price Page and must reflect actual work done. Emergency labor rate applies as indicated by user. Parts and materials will be billed at the Contractor's supplier invoice cost plus the mark-up % as appears on Bid Price Page. At the request of the user, the Contractor must include the supplier invoice for any parts and materials billed to the user.

SPECIFICATIONS AND REQUIREMENTS (CONTINUED)

VIII. Contractor Performance:

The Contractor must perform the inspections, testing (non-load and full-load), and preventive maintenance service of the generators and associated systems at user facility based on the service frequency quoted.

The Contractor must notify the user facility contact person not less than two (2) days prior to each inspection of that location and two hours in advance of arrival for emergency calls.

Any inspections required to comply with State and/or Federal regulations in effect during the contract period must be included in the quote price.

Following completion of each inspection, the Contractor's team must review with the user facility contact, the details of the work just completed and the condition of the system, plus any recommendations for necessary repairs or improvements to the system.

Quotations for recommended repairs must be sent to the facility contact person within ten (10) days from the facility's request. Within two (2) weeks following an inspection, the Contractor must file a written inspection report with the facility contact person. The Contractor must provide consultation services, by telephone (at no additional cost), to the facility to assist them in troubleshooting problems with their emergency generator systems.

IX. Hours of Service:

Unless noted otherwise on purchase order or at time of quote, scheduled service must be performed between 7:30 a.m. until 4:00 p.m., Monday through Friday, except State holidays. The State observes the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day.

Emergency service will consist of having the Contractor's technician(s) arrive at the applicable generator location within four hours after notification by the facility, or the applicable contact person. The facility may contact the Contractor via office or cell phone and answering machine, as acceptable communication medium. Any situation that results in a non-operational power generator may be considered an "Emergency".

The Contractor must be capable of responding at any time of the day or night upon notification when a shut-down or emergency has occurred. The Contractor must have adequate personnel available to provide emergency services twenty-four (24) hours per day, three hundred sixty-five days per year.

X. Consultation:

During the term of the contract, the Contractor must provide, without additional charges, consultation services for any upon request of the facility contact for any equipment included in a current Preventative Maintenance Agreement. A technician familiar with the facility and equipment must provide this consultation.

The type of consultation must be provided by the facility contact, and may include, but not limited to, problem solving, recommendations, specification development and preparing written reports.

XI. Maintaining Records – Reporting:

The Contractor must maintain, for the user, a complete set of records of the inspections, including, but not limited to, inspection dates, equipment checked, pieces of equipment replaced, oil analysis report, technicians involved, system operation and performance status, recommendations for improvement, etc. The records must be provided to the user upon request.

SPECIFICATIONS AND REQUIREMENTS (CONTINUED)

XII. Workmanship – Responsibility:

- A. The Contractor must be responsible for maintaining high quality service, quality of work and obtaining all necessary permits, at the Contractor's expense.
- B. The Contractor must be responsible for the acts or negligence of employees when performing work under this Contract. The Contractor's employees must observe the rules and regulations of the facility when engaged in work under this Contract on the facility's premises and adjacent private or public properties.
- C. Upon completion of an inspection, the Contractor's team must leave the systems in satisfactory working condition; or, if not in operation, the team must inform the facility contact, explain why it is inoperative, and what must be done to put it into satisfactory working condition.
- D. The Contractor must guarantee their workmanship and material for a period of one year from the date of acceptance by the facility and must promptly remedy, at the Contractor's expense, all defects which become evident during the guarantee period, and pay all expenses for any damage to other systems or structures resulting from work on the generators and associated systems.
- E. The Contractor must be responsible for having a current Safety Data Sheet (SDS) for any chemical the Contractor brings onto facility grounds for the purpose of this Contract (ref. OSHA Standard CFR 1910.1200). A copy of this SDS must be given to the facility contact prior to using the chemical.
- F. If preventive maintenance is not performed on schedule and is the cause of further damage, the Contractor will be responsible for all costs of the resulting damage and repair of any equipment or facilities.
- G. Removal and proper disposal of all materials, including, but not limited to, oil, coolant, fluids and parts, will be the responsibility of the Contractor. Disposal of materials must be in accordance with all federal, state and local laws.

XIII. Rental Generators:

- A. The Contractor must provide rental generators within twenty-four (24) hours after having received the request from a facility contact. The Contractor's rental rates must be those currently in effect at the time of the rental. If the Contractor does not have the type and size of generator required in stock, the Contractor will secure the generator from a third party.
- B. The Contractor will provide the rental generator at the rate provided in their quote and shall not exceed a twenty percent (20%) markup based on the third-party rental cost. The third-party invoice must be submitted as documentation. The requested rental generator markup % must be submitted on the Bid Price Page.
- C. The Contractor must deliver and install the rental generator and all required equipment at the facility. Operational instructions must be given to the facility contact, and/or designee. Rental generators must be of equal size and output range for each unit replaced.

XIV. Load Bank Testing:

Each user determines the frequency of service. At the discretion of the user, load bank testing must include but will not be limited to the following:

- A. Perform a four (4) hour resistive load bank test: two (2) hours at fifty percent (50%), one (1) hour at seventy-five percent (75%), one (1) hour at one hundred percent (100%).
- B. Record all performance data at fifteen (15) minute intervals including oil pressure, water temperature, voltage and frequency.
- C. Identify proper operation of fuel system, cooling system and overall condition of engine/generator set.
- D. Load bank testing shall be performed with no interruption to the normal power supply.

SPECIFICATIONS AND REQUIREMENTS (CONTINUED)

XV. General Preventive Maintenance and Inspection Requirements:

Each user will determine the frequency of service. At the discretion of the user, maintenance must include but will not be limited to the following:

A. Engine and Mounting

1. Verify and record oil pressure and water temperature.
2. Test all safety shutdown circuits and alarms (over speed, over crank, low oil pressure, high water temperature low coolant level).
3. Inspect air intake system (air filter, crankcase breather, and turbocharger).
4. Inspect muffler system and drain condensation trap; verify rain cap operation.
5. Inspect engine starting system; verify cable integrity and connections.
6. Inspect exhaust flex coupling and piping for leaks and proper connection.
7. Check for abnormal vibration or noise.
8. Inspect spark plugs, plug wires and distributor.
9. Check ignition system.
10. Check and clean injector pump and injector flow rate, pressure and spray pattern.
11. Check valve clearance.
12. Check bolt torque.

B. Fuel System

1. Inspect all fuel lines and hoses for leaks and general condition.
2. Inspect day tank and float assembly for proper operation and leaks.
3. Inspect fuel pump for leaks.
4. Verify proper operation of governor and governor linkage.
5. Check fuel level in primary supply tank.
6. Drain water and sediment from fuel filter and fuel supply tanks.
7. Adjust engine idle speed setting and electric governing system; check for proper governor operation.
8. Change fuel filter element and drain out sediment.
9. Check hydraulic governor oil level; change if necessary.

SPECIFICATIONS AND REQUIREMENTS (CONTINUED)

C. Coolant System

1. Inspect all clamps, verify condition of all hoses and identify any leaks.
2. Verify proper operation of engine water jacket heater.
3. Test coolant freeze point and verify coolant level.
4. Test coolant additive package for proper corrosion inhibitors.
5. Inspect belt condition and tension; correct as required.
6. Inspect radiator core for visual blockage or obstructions.
7. Inspect for proper operation of intake louvers.
8. Verify proper operation of remote radiator and belt condition.
9. Coolant flush.

D. Battery and Battery Charger System

1. Clean all battery terminals; verify integrity of cables and connectors.
2. Load-test battery.
3. Measure specific gravity of each battery cell.
4. Inspect electrolyte level and add fluid if necessary.
5. Verify proper operation and float voltage of external battery charger.
6. Verify and record output of engine alternator.

E. Controls

1. Verify and record output voltage and adjust voltage regulator, if necessary.
2. Calibrate control meters.
3. Verify and record output frequency and adjust governor, if necessary.
4. Verify operation of all control panel lamps.
5. Inspect for any loose connections, terminals or discoloration.

F. Lubricating System

1. Check for oil leaks.
2. Check oil and change if necessary.
3. Change filter element; clean if screen-type.
4. Lubricate generator, cranking motor, water pump and fan hub, if needed.
5. Run engine and check for proper oil pressure, fuel oil pressure, oil/water temperatures, density and exhaust gas color.
6. Inspect engine external for worn parts.
7. Check engine exhaust system for leakage.

SPECIFICATIONS AND REQUIREMENTS (CONTINUED)

G. Generator

1. Inspect and lubricate generator end bell bearing.
2. Inspect brushes, brush holders and commutators.
3. Inspect cooling screen and general condition of alternator.
4. Inspect for abnormal vibration.
5. Verify connections and insulation condition.
6. Verify proper operation of shunt trip on mainline circuit breaker.
7. Check rotor and starter.
8. Check and clean voltage regulator.
9. Check and clean exciter.

H. Automatic Transfer Switch (Paralleling Switchgear, Bypass Switchgear, Manual Transfer Switches)

1. Verify proper operation of exerciser clock; adjust if necessary.
2. Provide visual inspection of all contacts and connection points.
3. Perform building load test if practical and inspect for proper transfer and re-transfer.
4. Verify operation of all control lamps.

I. Other

1. Check AC generator brushes and commutator.
2. Check battery (s) and add water, if necessary.
3. Check battery charger and adjust, if necessary.
4. Check automatic transfer switch(es), clean enclosure, lubricate moving components.
5. Check circuit breaker and check stator leads to breaker for loose connections.
6. Check voltage regulator and voltage adjust rheostat.
7. Check vibration isolators.
8. Check automatic start panel for proper operation.
9. Check and clean rotating exciter.
10. Check full bridge rectifier and exciter, clean same.
11. Check all stator leads for insulation breakdown.
12. Check all wiring and all safety shutdowns for loose connections.
13. Check Direct Current (DC) alternator for proper operation.
14. Check all engine wiring and Alternating Current (AC) wiring for burned and/or loose connections, repair or replace.
15. Run unit under load, check operations of switch gear and auto-start.
16. If acceptable by the Facility personnel, operate system to check full sequence of operation.
17. Record settings of temperature control switch and adjust for winter or summer operation.
18. Change lube oil.

SPECIFICATIONS AND REQUIREMENTS (CONTINUED)

19. Change primary and bypass lube filters.
20. Change fuel filters.
21. Change water filters.

XVI. Quarterly Preventive Maintenance and Inspection Requirements:

Quarterly service, when requested, will consist of the following:

A. Cooling System

1. Visual Inspection of Radiator/Heat Exchange for leaks, damage and obstruction.
2. Add Coolant (up to four (4) gallons) to bring the coolant to correct level.
3. Inspect condition of radiator cap, gasket and sealing surface.
4. Visual Inspection of water pump and cooling system gaskets for leaks.
5. Inspect belts for cracking and fraying.
6. Check jacket water heater(s) for proper operation and adjust thermostat setting as needed.
7. Check belt tension.
8. Inspect flexible water connections for crackling, leaks and pliability.

B. Lubrication System

1. Add crankcase oil (up to two (2) gallons of oil meeting or exceeding manufacturer's specifications.
 - a. Such as API CH-4, CG 4, CF-4 or Natural Gas oil if spark ignited) to bring the oil to its correct level.
2. Inspect Oil heater for proper operation and leaks.
3. Check for excessive crankcase blow-by with engine running.
4. Visual inspection front and rear crankshaft seals and lubrication system gaskets for leaks.

C. Fuel System

1. Inspect flexible fuel lines for cracking, leaks and pliability.
2. Test day tank pump for proper operation and level.
3. Operate fuel priming pump and check for proper operation and leaks.
4. Drain water from water separator.
5. Check fuel system for leaks.
6. Check Governor Oil level in main fuel tank.
7. Record fuel level in main fuel tank.

SPECIFICATIONS AND REQUIREMENTS (CONTINUED)

D. Starting System

1. Top off electrolyte level.
2. Check and record battery charger amperage.
3. Check battery charger and adjust float rate for optimum battery performance and life.
4. Check and record alternator for proper charge rate with engine running.
5. Check for proper cranking termination upon starting.

E. Exhaust System

1. Inspect flexible exhaust coupling for cracks and excessive leakage.
2. Check for abnormal exhaust characteristics with engine running (signs of wet stacking).
3. Inspect exterior of exhaust manifolds for oil/fuel slobber (signs of wet stacking).
4. Inspect exhaust rain protection and exhaust outlet screening.

F. Air Intake System

1. Inspect air filters for plugging and deterioration.

G. Installation

1. Make walk around inspection of complete installation.
2. Inspect generator set vibration isolators and adjust as needed.
3. Check for unit on-line capability in less than ten (10) seconds.
4. Check for abnormal noise or vibration.
5. Re-Check oil level with engine running.
6. Re-Check for leaks with engine running.
7. Check for proper operation of remote fan motors, thermostats, circulating pumps and solenoid valves.
8. Check inlet and discharge louvers for proper operation with engine running and stopped.

H. Control Panel

1. Operational check of illumination and safety lamps.
2. Check proper operation of engine and generator instruments with generator running.
3. Adjust Governor Control for optimum performance and frequency.
4. Adjust voltage regulator for proper voltage.

I. Upon Completion of Service

1. Reset all controls to automatic.
2. Set circuit breaker to correct position.
3. Check fuel valves for correct position.
4. Check voltage regulator is on and NOT tripped.

SPECIFICATIONS AND REQUIREMENTS (CONTINUED)

5. Check battery charger is ON.
6. Check day tank controls are ON.
7. Louver controls are ON.
8. Jacket Water Heater(s) are ON.
9. Remote Radiator Fan Controls are ON.
10. Auxiliary water pump controls are ON.
11. Cooling System
 - a. Inspection of pulleys for excessive wear.
12. Fuel System
 - a. Inspection of steel fuel lines for cracks, leaks and proper line bracket support.
 - b. Check the main tank for water (if accessible).
13. Starting System
 - a. Clean and apply corrosion inhibitor to the terminals of lead acid batteries as needed.
 - b. Tighten battery cable connections as needed.
 - c. Inspect and tighten starter motor(s), connections and wiring.
14. Exhaust System
 - a. Drain water in exhaust moisture traps.
 - b. Inspect exhaust manifold(s) for broken or missing hardware.
15. Air Intake System
 - a. Test air cleaner indicator.

XVII. Semi-Annual Preventive Maintenance and Inspection Requirements:

Semi-Annual service, when requested, will consist of the services listed in Quarterly, as well as the following:

- A. Cooling System
 1. Analyze coolant for proper antifreeze percentage.
 2. Analyze coolant conditioner level and add additional Supplemental Coolant Additive (SCA) as needed.
 3. Tighten hose clamps as needed.
 4. Lubricate fan drive with Caterpillar bearing lubricant for high speed applications and temperatures: minus thirty (-30)degrees Fahrenheit to three hundred twenty-five (325) degrees Fahrenheit.
5. Lubrication System
 6. Check crankcase breather, inspect hose and connections.
 7. Take oil sample for "Caterpillar Scheduled Oil Sampling Program" (S.O.S), or the appropriate prime mover program depending on the facility. Fuel System

SPECIFICATIONS AND REQUIREMENTS (CONTINUED)

8. Clean primary fuel filter (if screen type).
9. Drain water and sediment from day tank (if accessible).
10. Clean Inlet filters for day tank.
11. Test day tank alarms.

B. Starting System

1. Test and record battery cells' Electrolyte specific gravity.
2. Check and record battery voltage dip level during over crank test for minimum voltage required to maintain controls during start-up.

C. Air Intake System

1. Inspection of air cleaner seal for pliability and sealing.
2. Inspection of turbocharger for excessive end play clearance (if accessible) and seal leakage lubricate Governor Linkage.

D. Generator and Voltage Regulator

1. Check rotor air gap for correct clearance.
2. Inspection of rotor and stator for damage and excessive oil or dirt build-up.
3. Inspection of coupling and guards for loose or missing parts.
4. Check tightness of generator leads and voltage regulator control wiring.
5. Strap and tape any wiring or generator leads that have rubbing and /or worn insulation.
6. Inspect brushes and slip rings or rotating rectifier.
7. Clean and adjust voltage droop potentiometer.
8. Inspect exciter field.
9. Lubricate generator bearing with bearing lubricant for high speed applications and temperatures minus ten (-10) degrees Fahrenheit to three hundred twenty-five (325) degrees Fahrenheit.

E. Control Panel

1. Check for and tighten loose terminals on the generator set and the generator control panel.
2. Check tightness of relays in the generator control panel.
3. Inspect for excessive dirt accumulation and clean as needed.
4. Test auto-start system.
5. Test safeties and pre-alarms on control and annunciator panels.

SPECIFICATIONS AND REQUIREMENTS (CONTINUED)

XIX. Annual Preventive Maintenance and Inspection Requirements:

Annual service, when requested, will consist of the services listed in Quarterly and Semi-Annual, as well as the following:

- A. Change oil filters.
- B. Change primary and secondary fuel filters.
- C. Change engine oil (using oil meeting or exceeding manufacturer's specifications, such as; API CH-4, CG-4, CF-4 or Natural Gas Oil if Sparked Ignited).
- D. Legally dispose of waste oil and filters.
- E. Replace inlet filter for day tank.
- F. Load Bank Testing.
- G. All additional tasks listed in the contract for annual checks.
- H. After each visit, Contractor shall send a detailed follow-up report.

XX. Secondary User Solicitation:

Users will solicit quotes for Preventative Maintenance and Load Bank Testing. The following applies to these solicitations:

- A. Pertinent information. At minimum, users requesting quotes will provide:
 - 1. Location
 - 2. Identifying information for each piece of equipment (i.e. Make/Model/Serial Numbers)
 - 3. Service Requested (i.e. Quarterly Preventative Maintenance or Load Bank Testing)
 - 4. Term of Service (i.e. One time Load Bank Test or 2 year Preventative Maintenance Agreement)
 - 5. Site Specific Requirements. Such as restricted access or background checks.
- B. Contractors must respond to all quote requests within their awarded region, including all costs associated with performing the required work.

PRICE INDEX

Notification to Ordering Agencies: Ordering Agencies shall solicit quotes for the required supplies or services from multiple awarded Suppliers, prior to ordering.

<u>NORTHWEST CONTRACT REGION 1*</u>	
Service/Item	Contractor / Cost
	Engine Energy & Automation
Labor Rate (Straight Time)	\$90.00 / HR.
Emergency Service Rate	\$135.00 / HR.
Repair/Replacement Parts percentage mark-up over cost*	15 %
Rental Generator percentage mark-up over cost *	15 %

<u>NORTHEAST CONTRACT REGION 2*</u>	
Service/Item	Contractor / Cost
	Engine Energy & Automation
Labor Rate (Straight Time)	\$90.00 / HR.
Emergency Service Rate	\$135.00 / HR.
Repair/Replacement Parts percentage mark-up over cost	15 %
Rental Generator percentage mark-up over cost	15 %

*Multiple suppliers awarded, requires quotes to reference. See contracts RS901022-2 and RS901022-3.

PRICE INDEX (CONTINUED)

Notification to Ordering Agencies: Ordering Agencies shall solicit quotes for the required supplies or services from multiple awarded Suppliers, prior to ordering.

<u>CENTRAL CONTRACT REGION 3*</u>	
Service/Item	Contractor / Cost
	Engine Energy & Automation
Labor Rate (Straight Time)	\$90.00 / HR.
Emergency Service Rate	\$135.00 / HR.
Repair/Replacement Parts percentage mark-up over cost	15 %
Rental Generator percentage mark-up over cost	15 %

<u>SOUTHWEST CONTRACT REGION 4*</u>	
Service/Item	Contractor / Cost
	Engine Energy & Automation
Labor Rate (Straight Time)	\$90.00 / HR.
Emergency Service Rate	\$135.00 / HR.
Repair/Replacement Parts percentage mark-up over cost	15 %
Rental Generator percentage mark-up over cost	15 %

*Multiple suppliers awarded, requires quotes to reference. See contracts RS901022-2 and RS901022-3.

PRICE INDEX (CONTINUED)

Notification to Ordering Agencies: Ordering Agencies shall solicit quotes for the required supplies or services from multiple awarded Suppliers, prior to ordering.

<u>SOUTHEAST CONTRACT REGION 5*</u>	
Service/Item	Contractor / Cost
	Engine Energy & Automation
Labor Rate (Straight Time)	\$90.00 / HR.
Emergency Service Rate	\$135.00 / HR.
Repair/Replacement Parts percentage mark-up over cost	15 %
Rental Generator percentage mark-up over cost	15 %

*Multiple suppliers awarded, requires quotes to reference. See contracts RS901022-2 and RS901022-3.

ATTACHMENT 1 CONTRACT REGIONS

Ohio Counties				
Region 1 (NW)	Region 2 (NE)	Region 3 (CENTRAL)	Region 4 (SW)	Region 5 (SE)
Allen	Ashland	Champaign	Adams	Athens
Auglaize	Ashtabula	Coshocton	Brown	Belmont
Crawford	Carroll	Delaware	Butler	Gallia
Defiance	Columbiana	Fairfield	Clark	Jackson
Fulton	Cuyahoga	Fayette	Clermont	Lawrence
Hancock	Erie	Franklin	Clinton	Meigs
Hardin	Geauga	Guernsey	Darke	Monroe
Henry	Harrison	Hocking	Greene	Morgan
Lucas	Holmes	Knox	Hamilton	Noble
Mercer	Huron	Licking	Highland	Pike
Ottawa	Jefferson	Logan	Miami	Scioto
Paulding	Lake	Madison	Montgomery	Vinton
Putnam	Lorain	Marion	Preble	Washington
Sandusky	Mahoning	Morrow	Warren	
Seneca	Medina	Muskingum		
Shelby	Portage	Perry		
Van Wert	Richland	Pickaway		
Williams	Stark	Ross		
Wood	Summit	Union		
Wyandot	Trumbull			
	Tuscarawas			
	Wayne			



CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: RS901022-1*



0000262167
Engine Energy & Automation (EE &A) LLC.
6407 State Route 54
Mechanicsburg, OH 43044

DELIVERY: As Specified

TERMS: Net 30 Days

CONTRACTOR'S CONTACT:

Telephone: (937) 828-6065
Fax: (937) 828-6057

Mr. Ryan Miller
Customer Service

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