

Quote the following:

## Preventative Maintenance Rates – Appendix A

Two (2) service visits annually (unless otherwise noted on Appendix A), and one (1) full maintenance service annually. This does not include replacement of batteries, air filters, or coolant over one gallon.

## Emergency Response Rates – Table A

- **Emergency Service 7x24, 365**
- **Response time: two (2) hours or less**

All parts, repairs and / or fluid changes must be done with parts and fluids that meet or exceeds the manufacturer's specifications and requirements. Any substitution of these parts, fluids, or the changing of any factory settings must be approved by the county representative.

Any used oil or fluids taken out of the generators must be transported and properly disposed of.

## Preventative Maintenance Includes:

### A. COOLING SYSTEM

1. Inspect radiator exchanger
2. Check coolant level
3. Glycol check of coolant
4. Inspect all hoses and connections
5. Inspect fan drive pulley and fan
6. Inspect fan belts
7. Check jacket water heater
8. Inspect water pump
9. Inspect thermostats

### B. FUEL SYSTEM

1. Inspect fuel tank
2. Change fuel/water separator strainers
3. Inspect all fuel lines and connections
4. Inspect governor and controls
5. Change all fuel filters
6. Check fuel pressure
7. Test fuel in tanks for water

### C. AIR INTAKE & EXHAUST SYSTEM

1. Change air filters as needed (At the discretion of the county representative)
2. Check air filter service indicator
3. Inspect air inlet system
4. Inspect turbocharger
5. Check exhaust manifold
6. Inspect exhaust system

### D. ENGINE MONITORS & SAFETY CONTROLS

1. Check all gauges
2. Check all safety controls
3. Check remote enunciators & alarms

### E. LUBE OIL SYSTEM

1. Check oil level
2. Change all oil filters & date them with permanent ink
3. Check oil pressure
4. Inspect crankcase breather
5. Check for any leaks
6. Change oil

### F. STARTING SYSTEM

1. Inspect batteries, terminals & connections
2. Check specific gravity of batteries (results must be turned in)
3. Perform load test on batteries (results must be turned in)
4. Inspect battery charger
5. Inspect starting motor
6. Inspect alternator

### G. GENERATOR

1. Inspect bearings
2. Check vibration isolators
3. Inspect control panel
4. Check start controls
5. Check voltmeter
6. Check ammeter
7. Check frequency meter
8. Check circuit breaker

### H. TRANSFER SWITCH

1. Inspect all connections (retighten if necessary)
2. Inspect wiring for brittle or burn marks
3. Inspect all switches
4. Load test the site, adjust and calibrate voltages, frequency, and V.S.R.'s.

### I. SHELTER

1. Sweep Generator Shelter Area
2. Put down oil dry on any fluids
3. Remove any loose waste products from shelter

## J. PROVIDE WRITTEN DOCUMENTATION OF ALL WORK PERFORMED

### On Call/Emergency Service

In the event of a generator failure or malfunction, the Contractor shall provide-on-call repair services within two (2) hours of receiving the call. Call backs for on-call repairs for the same problem within a twenty-four (24) hour period shall be at the Contractor's expense.

### Unscheduled Repairs

A repair is defined as a deficiency which is identified during regular preventive maintenance that is not the result of normal wear and tear and is not because of any improper performance by the Contractor or failure to perform preventative maintenance.

Contractor should prepare and submit to the county representative a written not-to-exceed estimate to perform any major repairs. Repairs shall be made only with the written authorization of the county representative. The county representative may obtain additional repair cost estimates and authorize major repair work to be done by another contractor when it is determined to be in the best interest of the county.

### Preventative Maintenance Rates

*Complete Appendix A*

# DETAILED SUBMITTAL REQUIREMENTS

## Proposal Format

Each proposer is required to submit the proposal in **Vendor Registry**. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the county. All parts, pages, figures, or tables should be numbered and clearly labeled. Response information should be limited to pertinent information only.

The proposal should be organized as follows:

- Cover Letter
- Company Information;
- **Scheduled Maintenance Rates** (Appendix A)
- **Unscheduled Repair Rates** (Table A)
- Appendix B – Proposal Submission Form
- Appendix C – References

Omissions and incomplete answers will be deemed unresponsive. Please initial any corrections.

### Cover Letter

A summary including the name, address, email address, and any other pertinent information about the company. The summary should not exceed two (2) pages.

### Company Information

Include a description of the companies' background, its organizational structure, length of time in business, assets available to meet service requirements, and experience in providing the type of services solicited herein.

### References- Appendix C

List three (3) references for similar services currently provided by your company. Provide building address, contact name and telephone numbers.

### Proposed Pricing

- Complete Scheduled Maintenance Rates, Appendix A
- Complete Unscheduled Repair Rates, Table A

TABLE A

<b>Type</b>	<b>Hourly Rate (in US Dollars)</b>
Labor Rate (Standard Business Hours)	
Travel Rate	
Mileage Rate	
Overtime Rate	
<b>Type</b>	<b>Percentage</b>
Material Mark-up	
<b>Miscellaneous Costs/Fees (Explain)</b>	

**Award Procedures**

The award shall be made in the best interest of the county.

# APPENDIX B – PROPOSAL SUBMISSION FORM

## Generator Maintenance Services

This Proposal is submitted by:

Provider Name: \_\_\_\_\_

Representative  
(printed): \_\_\_\_\_

Representative  
(**signed**): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

(Area Code) Telephone Number

Facsimile: \_\_\_\_\_

(Area Code) Fax Number

# APPENDIX C – REFERENCES

## Generator Maintenance Services

**Reference #1:**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Length Of Service: \_\_\_\_\_

**Reference #2:**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Length Of Service: \_\_\_\_\_

**Reference #3:**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Length Of Service: \_\_\_\_\_