

STATE OF NEW HAMPSHIRE
Department of Administrative Services
Division of Procurement and Support Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

Date: April 23, 2020

NOTICE OF CONTRACT

SERVICE: GENERATOR MAINTENANCE

CONTRACT NO.: 8002584 NIGP: 936-3900

VENDOR: Power Up Generator Service Co. VENDOR # : 156871
8 Priscilla Lane
Auburn, NH 03032

CONTACT PERSON(S): Stacey Connors
Tel. No.: 603-644-7170
Cell.: 603-540-5713
E-Mail: stacey@powerupgeneratorservice.com

EFFECTIVE FROM: September 1, 2019 through August 31, 2022

PAYMENT & TERMS: Payments shall be made via Procurement Card (P-Card –Credit Card) or ACH*. Orders charged upon delivery/shipment.

INVOICING & PAYMENTS: Itemized invoices shall be submitted to the individual agency after the completion of the job/services and shall include a brief description of the work done along with the location of work.

Contractor shall be paid within 30 days after receipt of properly documented invoice and acceptance of the work to the State's satisfaction.

F.O.B.: F.O.B. Destination to any location within the State of New Hampshire

ORDERING: The Contractor shall not commence work until a conference is held with each state agency, at which representatives of the Contractor and the State are present. The conference will be arranged by the requesting state agency.

QUESTIONS: Direct any questions to Jeff Haley, 603-271-2201 or Jeffrey.Haley@DAS.NH.Gov

Agency	Facility Name	Address	Town	Qty	Generator MFR	Model #	Major PM Rate (Sept 2019-Aug 2020)	Minor PM Rate (Sept 2019-Aug 2020)	Major PM Rate (Sept 2020-Aug 2021)	Minor PM Rate (Sept 2020-Aug 2021)	Major PM Rate (Sept 2021-Aug 2022)	Minor PM Rate (Sept 2021-Aug 2022)	Load testing with Load Bank Sept 2019-Aug 2022
Cheshire County													
DOS State Police	Troop C	15 Ash Brook Court	Keene	1	Kohler	100 REOZJB	\$295.00	\$100.00	\$295.00	\$100.00	\$295.00	\$100.00	\$480.00
DOS State Police	Hyland Hill		Westmoreland	1	CAT G20F3S 20 KW	E12167	\$275.00	\$100.00	\$275.00	\$100.00	\$275.00	\$100.00	n/a
DOT District 4	Patrol 401-Fuel Site	187 Claremont Rd	Charlestown	1	Kohler	30 REOZJC	\$275.00	\$100.00	\$275.00	\$100.00	\$275.00	\$100.00	\$315.00
DOT District 4 Maint.	MB 413-Rindge	1972 Route119	Rindge	1	Kohler	20 REOZJB	\$275.00	\$100.00	\$275.00	\$100.00	\$275.00	\$100.00	\$305.00
DOT District 4 Maint.	DO-Swanzey	19 Base Hill Rd	Swanzey	1	ONAN	30 DEH	\$295.00	\$100.00	\$295.00	\$100.00	\$295.00	\$100.00	\$315.00
DNCR	Summit of Mt Pitcher	Rt 123 N	Stoddard	1	Cat Olympian	G35LG	\$295.00	\$100.00	\$295.00	\$100.00	\$295.00	\$100.00	n/a
Coos County													
Adjutant General's Dept.	Berlin RC	2169 River Side Dr.	Berlin	1	Cummings Pwr Gen	100 GSGAA	\$345.00	\$110.00	\$345.00	\$110.00	\$345.00	\$110.00	\$480.00
Adjutant General's Dept.	Lancaster RC	532 Main St.	Lancaster	1	Cummings Pwr Gen	100 GSGAA	\$345.00	\$110.00	\$345.00	\$110.00	\$345.00	\$110.00	\$480.00
Dept. of Corrections	Northern NH Cor Facility	138 E. Milan Road	Berlin	3	Caterpillar	3412 SR4B	\$2,875.00	\$330.00	\$2,875.00	\$330.00	\$2,875.00	\$330.00	\$975.00
Dept. of Corrections	Northern NH Cor Facility	138 E. Milan Road	Berlin	1	Kohler	100REOZJB	\$325.00	\$110.00	\$325.00	\$110.00	\$325.00	\$110.00	\$480.00
DOS State Police	Troop F	549 Route 302	Twin Mountain	1	Koehler 50 KW	50 REOZJB	\$325.00	\$110.00	\$325.00	\$110.00	\$325.00	\$110.00	\$430.00
DOS State Police	Holden Hill (Drive Access)	44°56'48.63"N, 71°20'25.14"W	W. Stewartstown	1	CAT G20FS3 20 KW	E12162	\$275.00	\$110.00	\$275.00	\$110.00	\$275.00	\$110.00	n/a
DOT District 1	Columbia Patrol Shed	8 Grant Road	Columbia	1	Kohler	30REOZJC	\$275.00	\$110.00	\$275.00	\$110.00	\$275.00	\$110.00	\$315.00

DOT District 1	Gorham Patrol Shed	1 Morin Drive	Gorham	1	Kohler	30REOZJC	\$275.00	\$110.00	\$275.00	\$110.00	\$275.00	\$110.00	\$315.00
DOT District 1	Lancaster Facilities	641 Main St. U.S. Rte 3	Lancaster	1	Kohler	50REOZJB	\$325.00	\$110.00	\$325.00	\$110.00	\$325.00	\$110.00	\$430.00
DOT District 1	Twin Mt. Fuel Facility	500 Route 302 West	Twin Mountain	1	Kohler	16REYG	\$275.00	\$110.00	\$275.00	\$110.00	\$275.00	\$110.00	n/a
DNCR	Summit of Milan Mtn	110B	Milan	1	Cat Olympian	G60LG	\$275.00	\$110.00	\$275.00	\$110.00	\$275.00	\$110.00	n/a
DNCR Division of Parks	Mt. Washington summit	PO Box D	Gorham	2	Caterpillar Olympian	D200P3	\$995.00	\$220.00	\$995.00	\$220.00	\$995.00	\$220.00	\$580.00
DNCR Division of Parks	Great N. Woods Area	Eckerd Way	Stewartstown	1	Katolight	50KW	\$275.00	\$110.00	\$275.00	\$110.00	\$275.00	\$110.00	\$430.00
NH F & G	Berlin Hatchery	York Pond Rd	Berlin	1	Generac	45KW	\$325.00	\$110.00	\$325.00	\$110.00	\$325.00	\$110.00	n/a
NH F & G	Berlin Hatchery	York Pond Rd	Berlin	1	Generac	100KW	\$325.00	\$110.00	\$325.00	\$110.00	\$325.00	\$110.00	n/a
Grafton County													
Adjutant General's Dept.	Lebanon RC	174 Heater Rd.	Lebanon	1	Kohler Pwr Gen	100REOZJF	\$350.00	\$100.00	\$350.00	\$100.00	\$350.00	\$100.00	\$480.00
Adjutant General's Dept.	Littleton RC	350 Meadow Rd.	Littleton	1	Cummings Pwr Gen	100 GSGAA	\$350.00	\$100.00	\$350.00	\$100.00	\$350.00	\$100.00	\$480.00
Adjutant General's Dept.	Plymouth RC	19 Armory Rd	Plymouth	1	Cummings Pwr Gen	100 GSGAA	\$350.00	\$100.00	\$350.00	\$100.00	\$350.00	\$100.00	\$480.00
DHHS	Glenclyff Home	393 High St.	Benton	3	Caterpillar	C150 Prime Power	\$1,575.00	\$330.00	\$1,575.00	\$330.00	\$1,575.00	\$330.00	\$530.00
DHHS	Glenclyff Home	393 High St.	Benton	1	Caterpillar	60 Life Safety	\$295.00	\$100.00	\$295.00	\$100.00	\$295.00	\$100.00	\$440.00
DOS State Police	Tenney Mountain		Plymouth	1	CAT G20F3S 20 KW	E12165	\$295.00	\$100.00	\$295.00	\$100.00	\$295.00	\$100.00	n/a
DOS State Police	Moose Mountain		Etna	1	CAT G20F3S 20 KW	E12161	\$295.00	\$100.00	\$295.00	\$100.00	\$295.00	\$100.00	n/a
DOT District 1	Butterhill Patrol Shed	327 Butterhill Rd	Franconia	1	Guardian	54160	\$295.00	\$100.00	\$295.00	\$100.00	\$295.00	\$100.00	n/a
DOT District 1	Littleton Patrol Shed	201 Dells Road	Littleton	1	Kohler	30 KVA - 30REOZJC	\$295.00	\$100.00	\$295.00	\$100.00	\$295.00	\$100.00	\$315.00

DOT District 1	Errol Patrol Shed	143 Dam Rd.	Eerol	1	Kohler	20KVA - 20REOZJC	\$295.00	\$100.00	\$295.00	\$100.00	\$295.00	\$100.00	\$305.00
DOT District 1	Pinkham Patrol Shed	469 Rt. 16, Pinkham's Grant	Gorham	1	Kohler	20KVA - 20REOZJC	\$295.00	\$100.00	\$295.00	\$100.00	\$295.00	\$100.00	\$305.00
DOT District 2	PS 205-Canaan	RT 118	Canaan	1	Onan 7.5 KW	705JB-3R/2731R	295	\$100.00	295	\$100.00	295	\$100.00	n/a
DOT District 2	PS 204-Haverhill	3375 Dartmouth College Hwy	Haverhill	1	Kohler 2005	25 kw	\$295.00	\$100.00	\$295.00	\$100.00	\$295.00	\$100.00	\$310.00
DOT District 2	District Office-Enfield	8 Eastman Hill Road	Enfield	1	Winco 1988	35 kw	\$295.00	\$100.00	\$295.00	\$100.00	\$295.00	\$100.00	\$320.00
DOT District 2	PS 202-Wentworth	465 East Side Road	Wentworth	1	Kohler 2005	25 kw	\$295.00	\$100.00	\$295.00	\$100.00	\$295.00	\$100.00	\$310.00
DOT District 3	PS 325-Thornton	22 Laundromat Drive	Thornton	1	Kohler	30RZGB	\$325.00	\$100.00	\$325.00	\$100.00	\$325.00	\$100.00	n/a
DNCR	Lafayette Place Camp Gr	14 Lafayette Campground Rd	Lincoln	1	Kohler	50REZG	\$295.00	\$100.00	\$295.00	\$100.00	\$295.00	\$100.00	n/a
DNCR Cannon Mt. Ski Area	Septic Pump Station	Franconia Notch St Pk	Franconia	1	Briggs & Stratton	01815 12KW	\$295.00	\$100.00	\$295.00	\$100.00	\$295.00	\$100.00	n/a
DNCR Cannon Mt. Ski Area	Summit Station	Franconia Notch St Pk	Franconia	1	Caterpillar Olympian	95A02682 100KW	\$335.00	\$100.00	\$335.00	\$100.00	\$335.00	\$100.00	\$480.00
DNCR Cannon Mt. Ski Area	Tram Control Power	Franconia Notch St Pk	Franconia	1	Kohler	15REOZK 16KW	\$425.00	\$100.00	\$425.00	\$100.00	\$425.00	\$100.00	\$480.00
DNCR Cannon Mt. Ski Area	Tram Valley Station	Franconia Notch St Pk	Franconia	1	Kohler	40REOZK 42KW	\$425.00	\$100.00	\$425.00	\$100.00	\$425.00	\$100.00	\$480.00
DNCR Cannon Mt. Ski Area	Septic Pump Station	Franconia Notch St Pk	Franconia	1	Cummins	ST50	\$475.00	\$110.00	\$475.00	\$110.00	\$475.00	\$110.00	NA
NH F & G	Warren Fish Hatchery	NH Route 25	Warren	1	Winco	PSS1200-C, 10KW	\$295.00	\$100.00	\$295.00	\$100.00	\$295.00	\$100.00	n/a

NH F & G	Warren Fish Hatchery	NH Route 25	Warren	1	Caterpillar	G25UH3	\$295.00	\$100.00	\$295.00	\$100.00	\$295.00	\$100.00	n/a
Sullivan County													
DOT District 2	PS 213-Sunapee	8 Post Office Road	Sunapee	1	Kohler 2008	12 kw	\$275.00	\$100.00	\$275.00	\$100.00	\$275.00	\$100.00	\$300.00
DNCR	Springfield Rest Area	I-89 northbound mile mark 42	Springfield	1	Onan 100DBDG 2000	100 kw	\$275.00	\$100.00	\$275.00	\$100.00	\$275.00	\$100.00	\$480.00

SECTION K SERVICE RATE (REPAIR/EMERGENCY SERVICES) (All times are local)

Monday thru Friday 7:00 A.M. to 4:00 P.M.	\$99.00 per hour/per person
Monday thru Friday 4:01 P.M. to 6:59 A.M.	\$100.00 per hour/per person
Saturday Work	\$100.00 per hour/per person
Sunday & Holiday* Work	\$100.00 per hour/per person

*Holidays shall be based on State designated holidays

SCOPE OF WORK

Contractor to provide all labor, tools, transportation, materials, equipment and permits (as necessary) in order to provide the required generator maintenance and repair services at the locations listed in Exhibit B.

Contractor Responsibilities:

1. The Contractor shall not commence work until a conference is held with each state agency, at which representatives of the Contractor and the State are present. The conference will be arranged by the requesting state agency.

2. All generator maintenance and repair services shall be completed within fourteen (14) calendar days (or within another mutually agreed upon timeframe) after a request by a state agency.
3. For semi-annual or annual services, the Contractor shall submit a proposed service schedule to each state agency requiring the services at least ten (10) calendar days prior to each semi-annual or annual period.
4. All services performed under this Contract shall be performed between the hours of 7:00 A.M. and 4:00 P.M unless other arrangements are made in advance with the state agency. Any deviation in work hours shall be pre-approved by the Business Administrator or his or her designee. The State requires a ten-day advanced notice in order to provide security and access to respective work areas.
5. The Contractor shall promptly report all deficiencies to the Business Administrator or his/her designated representative. Request to repair and/or replace parts shall be approved in advance by the Business Administrator or his/her designated representative prior to any actual work being performed by the successful Contractor. Parts, materials and labor shall be invoiced separately. The State reserves the right to request the Contractor supply the State with invoices from suppliers documenting the Contractor's actual cost.
6. Throughout the duration of the contract, the Contractor shall maintain an inventory of (or have readily available) spare parts to support the described systems.
7. The Contractor shall provide only replacement parts that are new and of the same quality and brand name as that being replaced. Substitutions will be permitted only with prior written authorization of the Business Administrator or his/her designated representative.
8. All repair services shall be conducted in full compliance with all specified standards in a manner equal to or greater than the normal safety and security procedures and standards established by the State, and at no time shall state facilities or its occupants be placed in jeopardy.
9. The Contractor agrees that any damage or injury to buildings, materials, equipment or to other property during the performance of this service will be repaired at their own expense. The State shall require correction of defective work or damages to any part of a building or its appurtenances when caused by the Contractor's employees, equipment or supplies. The Contractor shall correct all defective work and damages to the State's satisfaction. If the Contractor does not proceed promptly with the necessary corrections, the State may withhold payments to the Contractor in the amount necessary to correct the defective work and/or damages.
10. All work must be performed in such a manner as not to inconvenience building occupants. The Contractor shall determine the State's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.
11. The Contractor shall employ a sufficient number of trained technicians so that all service calls are answered promptly. The work staff shall consist of qualified persons completely familiar with the products and equipment being serviced.

12. The Contractor shall furnish all personnel with uniforms, which shall be neat and clean in appearance with picture identification that is visible at all times.
13. The Contractor shall make service available twenty-hour (24) hours per day, seven (7) days per week for emergency repairs.
14. All services shall comply with applicable standards as set forth by the National Fire Protection Association (NFPA) 110: Standard for Emergency and Standby Power Systems and any state or local fire codes.
15. The Contractor must produce documentation when biocide additive is added to the fuel storage tank with quantity and ratio of additive.
16. The Contractor shall present a written summary of the work performed after each scheduled or emergency call and before leaving the job site, and obtain the State's signature thereon.
17. The Contractor or their personnel shall not represent themselves as employees or agents of the State.
18. While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.
19. The Contractor's personnel shall observe all regulations or special restrictions in effect at the state agency.
20. The Contractor's personnel shall be allowed only in areas where services are being performed. The use of State telephones is prohibited.
21. The State reserves the right to require the Contractor to train, counsel or reassign any employee the State deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.
22. **RECORD OF INSPECTION**: Upon completion of each scheduled testing and inspection service, the Contractor shall provide a report of work performed to the respective Maintenance Supervisor or his/her designee. The report shall contain specific information regarding testing/inspection results of the identified equipment and/or devices within the system. The report shall be submitted no later than ten (10) calendar days after completion of scheduled service and a duplicate copy shall accompany the testing/inspection invoice.
23. The Contractor shall be completely responsible for their work, including any damages or breakdowns caused by their failure to make/take appropriate action. Any expenses associated with repairs shall be assessed to the Contractor.
24. The Contractor shall provide one (1) dispatch phone number that shall be available 24/7 for emergencies.

- 25. The Contractor shall respond to the State by telephone to all **emergency** service calls within fifteen (15) minutes of reported occurrence.
- 26. The Contractor shall physically respond to the site for all **emergency** service calls within four (4) hours after report of occurrence with the following exceptions:

Exceptions include;

- a. Coos County Superior Court - acceptable response time is six (6) hours
- b. NH Fish and Game Berlin Fish Hatchery – acceptable response time one (1) hour
- c. NH Fish and Game Warren Fish Hatchery – acceptable response time one (1) hour

Note: If a facility generator at a turnpike location is still not operable within eight (8) hours of initial notification, the Contractor shall supply a quote for a rental generator and associated hook-up costs. The State reserves the right to procure a rental generator from another source. Turnpike generators shall be fixed within one (1) week after being notified by the Agency, if not fixed within that time frame the Contractor will be responsible for all rental cost thereafter.

State Responsibilities:

The State shall be responsible to provide reasonable means of access to all equipment covered by the contract and promptly notify the Contractor of any malfunction in the system(s) that comes to the State’s attention. It is NOT the State’s responsibility to provide transportation to any of the generator locations. Please note; some locations are Hike Access only, ATV Access only.

ANNUAL MINOR/MAJOR RATE FOR TERM OF CONTRACT

Major Inspection to be performed one (1) time per calendar year. Service to include but is not limited to:

- | | |
|----------|--|
| IGNITION | <ul style="list-style-type: none"> Change all spark plugs Change points Change condenser Check distributor cap and rotor and change. If necessary Check all ignition wires and replace, if necessary Check start solenoid terminals Check and adjust choke, when applicable |
| ENGINE | <ul style="list-style-type: none"> Change lube oil Change lube oil filter Tighten valve covers Fill governor sump with lube oil, when applicable Lubricate governor linkage Service oil bath air cleaner, when applicable |

COOLING SYSTEM

- Check entire unit for noticeable oil leaks
- Test coolant protection
- Test coolant alkalinity
- Check water hoses – both upper and lower
- Check bypass hoses
- Check fan belts
- Check engine block heater for operation, when applicable
- Check louver operation
- Check water filters

Change antifreeze solution (annually). **For pricing purposes, this service is limited to two (2) times per life of contract. Additional antifreeze solution changes will be subject to a charge.**

EXHAUST SYSTEM

- Check flexible section for cracks or leaks
- Drain condensation trap, when applicable
- Check exhaust flange gaskets
- Check exhausts muffler and drain, when applicable

FUEL SYSTEM

- Visually inspect entire exhaust system for leaks
- Change primary and secondary fuel filter diesel only
- Check injector fuel lines diesel only
- Check flex fuel sections
- Check fuel pump
- Check fuel connections and tighten
- Check fuel solenoid
- Check day tank float
- Check regulator (Gas)
- Add biocide additive to fuel storage tank

BATTERY

- Load test battery
- Check specific gravity of battery
- Check battery voltage
- Clean battery cables and replace
- Clean battery terminal on cables
- Clean battery posts and coat same
- Check fluid level and fill
- Recharge and /or replace

STARTING SYSTEM

- Check starter motor solenoid terminal
- Check starter motor
- Check charge rate on alternator or internal charge circuit
- Check alternator belt

ELECTRICAL

Check exciter
Check voltage regulator
Check rotating diodes
Check rectifiers
Check brushes
Clean collector rings
Clean carbon deposits
Check SCRS
Check control panel relays
Check wiring and terminals
Check solid-state boards for connections

OPERATIONAL CHECKS

Start generator and conduct safety shutdown tests for the following:
Low oil pressure
High water temperature
Over speed
High air temperature, air-cooled sets only

Check voltage output

Check frequency (Hz)
Record hour meter reading, when applicable
Check unit for vibration and any unusual noises
Run unit full building load-minimum of 30 minutes

AUTOMATIC SWITCH

Inspect contact assembly and connections
Check exerciser clock and time setting
Check time delays
Check battery charger for proper output
Check selector switch
Check voltage sensors for visual condition
Start and stop generator from transfer switch

AUTOMATIC TRANSFER
SWITCHES (ATS)

Check connections
Inspect or test for evidence of overheating and excessive contact erosion
Remove dust and dirt
Inspect and/or replace contacts when required
Infrared testing/inspection under load

FINAL CHECK

Check field breaker is in the ON position

Check that selector switch is in the automatic mode
Start and stop generator using generator controls
Start and stop generator using the switch controls
Start and stop generator using exerciser clock

*Receive prior approval from supervisory personnel before performing this function.
Reset generator and leave set in the remote position

GENERAL
INSPECTION
OF SITE

Inspect site for any debris or obstructions, which could cause a potential
Problem or may be hazardous to the operation or surrounding area.
Report any problems to the Agency Contact Person.

This major inspection includes parts, lubricants, coolants, material or labor used in any of the above service level maintenance programs.

- * **Minor Inspection** to be performed one (1) time per calendar year, approximately six (6) months after the Major Inspection*.
- A. Visually check and subsequently operate the system under full load conditions for a minimum of 30 Minutes, after informing the residential staff that the test will be performed.
 - B. Confirm that all circuits powered by the system are functioning fully and make any required deficiency repairs
 - C. Verify that all safety devices are functioning properly.
 - D. Verify that the governor/controller is adjusted for proper voltage and frequency.
 - E. For additional service, other than above, an hourly repair rate will be utilized.

*Any parts, coolants or materials unrelated to the inspection, must be approved by the Agency Contact.

***Load Testing with Load Bank** Will be performed at the request of the location agency. This is intended to reduce Wet Stacking within the exhaust system.

SERVICE RATES (REPAIR/EMERGENCY SERVICES)

Repair Services:

- Contractor shall quote the standard hourly rate, from Exhibit B, for all parts, labor (per hour/person) for generator repair services that are not covered under the major and minor inspections. All labor rates shall start when Vendor's personnel arrives at the work site and end when Vendor's personnel leaves the work site.

Emergency Services:

- Contractor shall quote standard hourly rate, **4:01 P.M. to 6:59 A.M., Saturday, Sunday, and Holiday**. All labor rates shall start when Contractor's personnel arrives at the work site and end when Contractor's personnel leaves the work site.

- Mileage and travel expenses for repair/emergency services shall be built into the repair/emergency services hourly rate in Exhibit B. No mileage or travel expenses can be added separately to the invoice.

Repair Parts Discount

Repair Parts Catalog

Repair parts used for repair shall be no more than ten percent (10%) over cost and held firm.

If **sub-contractors** are to be utilized, please include information regarding the proposed sub-contractors including the name of the company, their address, contact person and three references for clients they are currently servicing. Approval by the State must be received prior to a sub-contractor starting any work. No mark up prices shall apply to work performed by sub-contractors. All work shall be performed at the contracted rates.