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

Date:  April 23, 2020
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<td>SCOPE OF WORK</td>
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<tr>
<td>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.</td>
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**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**
- 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**
- 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
Check entire unit for noticeable oil leaks

COOLING SYSTEM
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 exhaust muffler and drain, when applicable
Visually inspect entire exhaust system for leaks

FUEL SYSTEM
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**
Inspect site for any debris or obstructions, which could cause a potential
**INSPECTION** Problem or may be hazardous to the operation or surrounding area.
**OF SITE** 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.