

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

Date: October 26, 2016

NOTICE OF CONTRACT

COMMODITY: Generator Maintenance and Repair Services

CONTRACT NO.: 8002104

NIGP: 936-3900

VENDOR: FM Generator VENDOR # : 165600 B001
35 Pequit Street
PO Box 528
Canton, MA 02021-0528

CONTACT PERSON(S): Becky King
Email: Bking@fmgenerator.com
Phone: 781-828-0026

EFFECTIVE FROM: October 26, 2016 Through: August 31, 2019

TERMS: Net 30

LOCATIONS & PRICING:

	Agency	Facility Name	Address	Town	Qty	Generator MFR	Model #	Annual Rate (Sept 2016- Aug 2017)	Annual Rate (Sept 2017 - Aug 2018)	Annual Rate (Sept 2018 - Aug 2019)
MERRIMACK COUNTY	Adjutant General's Dept.	JFHO Building #1	1 Minuteman Way	Concord	1	Caterpillar	SR4B	\$365.00	\$365.00	\$365.00
	Adjutant General's Dept.	USPFO Building A	1 Minuteman Way	Concord	1	Kohler	150R0ZJ	\$365.00	\$365.00	\$365.00
	Adjutant General's Dept.	AASF	26 Regional Dr	Concord	1	Caterpillar	B8DI- 4P	\$373.00	\$373.00	\$373.00
	Adjutant General's Dept.	Concord SMR	Building M	Concord	1	Kohler	180REOZIG	N/A	\$0.00	\$0.00
	Adjutant General's Dept.	Franklin RC	300 South Main St.	Franklin	1	Cummings Pwr Gen	100 GSGAA	\$407.00	\$407.00	\$407.00
	Adjutant General's Dept.	Pembroke RTI	Rt. 106	Pembroke	1	Cummings Pwr Gen	GFLA197666	N/A	\$0.00	\$0.00
	Adjutant General's Dept.	Pembroke Dorm	Rt. 106	Pembroke	1	Cummings Pwr Gen	GFJB197606	N/A	\$0.00	\$0.00
	BFAM	Philbrook	121 South fruit St.	Concord	1	Cummins	DG-DB 45480578	\$365.00	\$365.00	\$365.00
	DAS BF&AM	Brown Building	129 Pleasant St.	Concord	1	Caterpillar	SR4B-350 KW	\$373.00	\$373.00	\$373.00
	DAS General Services	EOC	110 Smokey Bear Blvd	Concord	1	Caterpillar	3412C	\$365.00	\$365.00	\$365.00
	DAS General Services	Surplus Warehouse	12 Hills Ave	Concord	1	Kohler	6068hf150	\$365.00	\$365.00	\$365.00
	DAS General Services	Division of Motor Vehicle	23 Hazen Dr.	Concord	1	Kohler	40OREOZJB	\$293.00	\$293.00	\$293.00
	DAS General Services	State House Annex	25 Capitol St	Concord	1	Cummins	GGLA	\$355.00	\$355.00	\$355.00
	DAS General Services	Health @ Welfare Building	27 Hazen Dr.	Concord	1	Cummins	500FDR5052CC	\$529.00	\$529.00	\$529.00
	DAS General Services	Health @ Welfare Building	27 Hazen Dr.	Concord	1	Caterpillar	SR-4	\$1,188.00	\$1,188.00	\$1,188.00
	DAS General Services	Health @ Welfare Building	29 Hazen Dr.	Concord	1	Cummins	500FDR5052FF	\$529.00	\$529.00	\$529.00
	DAS General Services	Health @ Welfare Building	29 Hazen Dr.	Concord	1	Caterpillar	SR-4B	\$2,508.00	\$2,508.00	\$2,508.00
	DAS General Services	Dept. of Safety	33 Hazen Dr.	Concord	1	Kohler	500beozj	\$529.00	\$529.00	\$529.00
	DAS General Services	Legislative Office Building	33 North State St	Concord	1	Kohler	60REOZJC	\$304.00	\$304.00	\$304.00
	DAS General Services	Materials & Research	5 Hazen Dr	Concord	1	Olympian	D150p1	\$365.00	\$365.00	\$365.00
	DAS General Services	John O. Morton	7 Hazen Dr	Concord	1	Caterpillar	3406BTA	\$389.00	\$389.00	\$389.00
	DAS General Services	DOT Mechanical Services	33 Smokey Bear Blvd	Concord	1	Cummins	3500DFCC	\$365.00	\$365.00	\$365.00
	DAS General Services	Johnson Hall	107 Pleasant St	Concord	1	Onan	75.ODVB-15R/28062A	\$337.00	\$337.00	\$337.00
	DAS/Bureau Court Facilities	Concord District Court	32 Clinton St	Concord	1	Caterpillar	3208	\$365.00	\$365.00	\$365.00
	Dept. of Corrections	NHSP/Men/Admin	281 No. State St	Concord	1	Cummings ST 50	300FDR5054FF	\$373.00	\$373.00	\$373.00
	Dept. of Corrections	NHSP/Men/Admin	282 No. State St	Concord	1	Cummings Onan	OT600	\$908.00	\$908.00	\$908.00
	Dept. of Corrections	NHSP/Men/Kitchen Laundry	281 No. State St	Concord	1	Caterpillar 3412	SR4	\$365.00	\$365.00	\$365.00
	Dept. of Corrections	NHSP/Men/Kitchen Laundry	281 No. State St	Concord	1	Sentinel	A225460012	\$365.00	\$365.00	\$365.00
	Dept. of Corrections	NHSP/Men/Kitchen Laundry	281 No. State St	Concord	1	Russelectric	RMTD6004CE	\$365.00	\$365.00	\$365.00
	Dept. of Corrections	NHSP/Men/SHU	282 No. State St	Concord	1	Caterpillar	3306 SR4	\$365.00	\$365.00	\$365.00
	Dept. of Corrections	NHSP/Men/SHU	282 No. State St	Concord	1	ASOC 940	B-940360049C	\$365.00	\$365.00	\$365.00
	Dept. of Corrections	NHSP/Men/North End House	281 No. State St	Concord	1	Caterpillar	D75P3/E16407	\$337.00	\$337.00	\$337.00
	Dept. of Corrections	NHSP/Men/North End House	282 No. State St	Concord	1	Eaton Cutler	ATH2FDA30200850	\$365.00	\$365.00	\$365.00
	Dept. of Corrections	NHSP/Men/Industries	281 No. State St	Concord	1	Caterpillar	D330A	\$373.00	\$373.00	\$373.00
	Dept. of Corrections	NHSP/Men/Industries	282 No. State St	Concord	1	Westinghouse	4T1268	\$365.00	\$365.00	\$365.00
	Dept. of Corrections	NHSP/Men/Boiler Room	281 No. State St	Concord	1	Caterpillar	SR4	\$365.00	\$365.00	\$365.00
	Dept. of Corrections	NHSP/Men/Boiler Room	282 No. State St	Concord	1	Zenith	ZT581E-7AAEHTU	\$365.00	\$365.00	\$365.00
	Dept. of Corrections	NHSP/Men/Warehouse	281 No. State St	Concord	1	Kohler	100ROZJ71	\$365.00	\$365.00	\$365.00
	Dept. of Corrections	NHSP/Men/Warehouse	282 No. State St	Concord	1	Kohler	K-166541-150	\$365.00	\$365.00	\$365.00
	Dept. of Corrections	NHSP/Men/H-Building	281 No. State St	Concord	1	Caterpillar	2B6PEX2	\$365.00	\$365.00	\$365.00
	Dept. of Corrections	NHSP/Men/H-Building	281 No. State St	Concord	1	Caterpillar 3208	7C8892	\$365.00	\$365.00	\$365.00
	DES-WRBP	Portable Generator (stored at WWTP)	528 River St.	Franklin	1	Caterpillar	XQ350 - 3406	\$407.00	\$407.00	\$407.00
DES-WRBP	River Street Pump Station	101 River Street	Franklin	1	Caterpillar	3406	\$407.00	\$407.00	\$407.00	
DHHS	Liberty house	119 Pleasant St.	Concord	1	Briggs & Straton	40229	\$278.00	\$278.00	\$278.00	
DHHS	Pond Place	125 pleasant St.	Concord	1	Briggs& Straton	40229	\$278.00	\$278.00	\$278.00	
DHHS	APS	36 Clinton St.	Concord	1	Caterpillar	D-3508	\$278.00	\$278.00	\$278.00	
DHHS	Superintendent cottage	87 Pleasant St	Concord	1	Briggs& Straton	40220	\$278.00	\$278.00	\$278.00	
DHHS	Brick House	91 Pleasant St.	Concord	1	Briggs & Straton	40229	\$278.00	\$278.00	\$278.00	

	DHHS	Howard Rec	99 Pleasant St.	Concord	1	Cummins DMT	412 series 6ct8.3	\$365.00	\$365.00	\$365.00
	DHHS	Bayberry	5 Howard Rd	Concord	1	Briggs & Straton	40229	\$278.00	\$278.00	\$278.00
	DHHS	Yellow House	89 Pleasant St.	Concord	1	Briggs & Straton	40229	\$278.00	\$278.00	\$278.00
	DHHS	Gray House	93 Pleasant	Concord	1	Briggs & Straton	40229	\$278.00	\$278.00	\$278.00
	DOS - FST&EMS	NH Fire Academy	98 Smokey Bear Blvd	Concord	1	Kohler	300Reozj MA-16293	\$373.00	\$373.00	\$373.00
	DOS - FST&EMS	NH Fire Academy	98 Smokey Bear Blvd	Concord	1	Kohler	150Reozif MA-16295	\$365.00	\$365.00	\$365.00
	DOS State Police	Troop D	139 Iron Works Rd	Concord	1	Caterpillar 150 KW	D150P1	\$365.00	\$365.00	\$365.00
	DOS State Police	Radio Communications	39 Hazen Dr	Concord	1	Koehler 60 KW	60 REOZJC	\$304.00	\$304.00	\$304.00
	DOS State Police	Oak Hill Tower	Oak Hill Road	Loudon	1	CAT G20F3S 20 KW	E12163	\$320.00	\$320.00	\$320.00
	DOT - Traffic	I-93 Exit 13 Signals	I-93 Exit 13	Concord	1	Generac	40771	\$355.00	\$355.00	\$355.00
	DOT - Traffic	Main Office	18 Smokey Bear Blvd	Concord	1	Kohler	125REOZJB	\$365.00	\$365.00	\$365.00
	DOT - Turnpikes	Hooksett Main Toll	I-93	Hooksett	1	CAT	D100-6	\$407.00	\$407.00	\$407.00
	DOT - Turnpikes	Hooksett Side Toll	Hackett Hill Road	Hooksett	1	CAT	D60-6/60KW/208 Volt/3 Phase	\$353.00	\$353.00	\$353.00
	DOT - Turnpikes	Turnpikes Admin Building	36 Hackett Hill Rd.	Hooksett	1	Kohler	120/208v 3 Phase	\$407.00	\$407.00	\$407.00
	DOT Fuel Distribution	Fuel Site 55	57 Hazen Dr.	Concord	1	Kohler	20REOZJC	\$415.00	\$415.00	\$415.00
	DOT District 2	PS 214-New London	63 Old Dump Rd	New London	1	Kohler 2007	25 kw	\$315.00	\$315.00	\$315.00
	DOT District 5	PS 526 Warner	35 Warner Road	Warner	1	John Deere	MJB2012LU1OR3	\$335.00	\$335.00	\$335.00
	DOT District 2	PS 210-Andover	17 Switch Rd.	Andover	1	Kohler	20RELZJC	\$315.00	\$315.00	\$315.00
	DOT District 2	PS 211-Franklin	38 Salisbury Rd.	Franklin	1	Kohler	20RELZJC	\$315.00	\$315.00	\$315.00
	DRED	Warehouse Bear Brook State Pk	3 DRED Circle	Allenstown	1	Kohler	60 REOZJC standby	\$353.00	\$353.00	\$353.00
	DRED	Main Office	172 Pembroke Rd	Concord	1	Olympian	D150 P1	\$365.00	\$365.00	\$365.00
	DRED	Summit of Keararge MT	Kearsarge Rd	Wilmont	1	Cat/Olymp	G60LG	\$353.00	\$353.00	\$353.00
	NH Depart of Revenue	Medical and Surgical bldg	109 Pleasant St	Concord	1	Cummins	QSB7-G3 150 KW	\$407.00	\$407.00	\$407.00
	NH Employment Security	TOBEY BUILDING	45 SOUTH FRUIT STREET	Concord	1	Caterpillar	800S	\$1,986.00	\$1,986.00	\$1,986.00
	NH Lottery Commission		14 Integra Dr	Concord	1	Onan	45EM	\$311.00	\$311.00	\$311.00
	NH Police Standards & Training	Arthur D. Kehas Training Fac & Campus	17 Institute Drive	Concord	1	Caterpillar	C15/L05, 300kw	\$373.00	\$373.00	\$373.00
	NH Police Standards & Training	Arthur D. Kehas Training Fac & Campus	17 Institute Drive	Concord	1	Caterpillar	C15/L06, 350kw	\$373.00	\$373.00	\$373.00
	NH Retirement System	NHRS	54 Regional Drive	Concord	1	G12	UCI274E13	\$355.00	\$355.00	\$355.00
	NH state Liquor Commission	Head quarters	Storrs st	Concord	1	caterpillar	SR4	\$365.00	\$365.00	\$365.00
	NH state Liquor Commission	Maintenance	Stickney Ave	Concord	2	Doosan (port)	IR G90WJD-T3	\$365.00	\$365.00	\$365.00
STRAFFORD COUNTY	Adjutant General's Dept.	Rochester RC	106 Brock St.	Rochester	1	Cummins	100 GSGAA	\$407.00	\$407.00	\$407.00
	Adjutant General's Dept.	Portsmouth RC	803 McGee Drive	Portsmouth	1	Kohler	100REOZJF	N/A	\$0.00	\$0.00
	Adjutant General's Dept.	Somersworth RC	15 Blackwater Rd.	Somersworth	1	Cummings Pwr Gen	100 GSGAA	\$407.00	\$407.00	\$407.00
	Adjutant General's Dept.	NH National Guard	Route 126	Strafford	1	Cat Olympian	G100LG2	\$369.00	\$369.00	\$639.00
	Adjutant General's Dept.	Strafford Training Site	11 Academy Ave Dining Hall Bldg 5	Ctr Strafford	1	Kohler	100KW	\$369.00	\$369.00	\$369.00
	Adjutant General's Dept.	Strafford Training Site	Admin	Ctr Strafford	1	Cat Olympian	G100LG2	\$369.00	\$369.00	\$369.00
	DAS/Bureau Court Facilities	Dover District Court	25 St. Thomas St	Dover	1	Olympian	D20PIS	\$287.00	\$287.00	\$287.00
	DAS/Bureau Court Facilities	Rochester Courthouse	76 No. Main Street	Rochester	1	Kohler	14/20RES	\$320.00	\$320.00	\$320.00
	Department Safety	DMV	50 Boston Harbot	Dover	1	Koehler		\$379.00	\$379.00	\$379.00
	DOS State Police	Blue Job		Farmington	1	CAT G20F3S 20 KW	E121690	\$320.00	\$320.00	\$320.00
	DOT - Turnpikes	Dover Toll	Spaulding Turnpike	Dover	1	CAT	60KW/240 Volt/Single	\$318.00	\$318.00	\$318.00
	DOT - Turnpikes	Dover Maintenance	I-95	Dover	1	CAT	D60-6/60KW/208 Volt/3 Phase	\$318.00	\$318.00	\$318.00
	DOT - Turnpikes	Rochester Toll	Spaulding Turnpike	Rochester	1	CAT	60KW/240 V/Single Phase	\$346.00	\$346.00	\$346.00
	DOT District 6	District 6 Office	271 Main Street	Durham	1	Kohler	12.5 RH 62	\$320.00	\$320.00	\$320.00
	DOT District 6	PS 602 Strafford	1011 Parker Mt Rd	Strafford	1	Kohler	20REOZJC	\$287.00	\$287.00	\$287.00
	NH Employment Security	NHES	3 March Brook Drive	Somersworth	1	Kohler	100kw/REOZJE	\$407.00	\$407.00	\$407.00
	SULLIVAN	DOT District 2	PS 213-Sunapee	8 Post Office Road	Sunapee	1	Kohler 2008	12 kw	\$295.00	\$295.00
DRED		Springfield Rest Area	I-89 northbound mile mark 42	Springfield	1	Onan 100DBDG 2000	100 kw	\$407.00	\$407.00	\$407.00
DRED Division of Parks		Pillsbury State Park	PO Box 1008	Washington	1	Generac	43890	\$320.00	\$320.00	\$320.00

SERVICE RATES:

		HOURLY
SERVICE RATE	Monday thru Friday 7:00 A.M. to 4:00 P.M.	\$95.00
	Monday thru Friday 4:01 P.M. to 6:59 A.M.	\$150.00
	Saturday Work	\$150.00
	Sunday & Holiday* Work	\$150.00

*Holidays shall be based on State designated holidays

SPECIFICATION COMPLIANCE:

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 (10) 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 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 shall be permitted only with prior 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 shall 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 Contractors' personnel shall observe all regulations or special restrictions in effect at the state agency.
20. The Contractors' 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. All Turnpike locations have an acceptable response time of within thirty (30) minutes.

Note: If a facility generator at a turnpike location is still not operable within 8 hours of initial notification, 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 week after being notified by the Agency, if not fixed within that time frame the Contractor shall be responsible for all rental costs 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 that comes to the State's attention.

Major Inspection to be performed once a 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).

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
 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

AUTOMATIC SWITCH	<p>Check unit for vibration and any unusual noises Run unit full building load-minimum of 30 minutes</p> <p>Inspect contactor 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</p>
AUTOMATIC TRANSFER SWITCHES (ATS)	<p>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</p>
FINAL CHECK	<p>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</p> <p>*Receive prior approval from supervisory personnel before performing this function. Reset generator and leave set in the remote position</p>
GENERAL INSPECTION OF SITE	<p>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.</p>

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 once a calendar year, approximately 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 shall 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 shall be utilized.

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

Repair Services:

- Contractor adhere to the hourly rate, 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 Contractor's personnel arrives at the work site and end when Contractor's personnel leaves the work site.

Emergency Services:

- 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 have been built into the built into the repair/emergency services hourly rate. Mileage or travel expenses shall not be added separately to invoices.

Repair Parts Catalog:

Repair parts used for repair shall be no more than 10% over cost and held firm for the term of the contract.

INVOICING & PAYMENTS: Invoicing shall be done to the Agency Remit Account on the basis of each service completed. Invoices shall clearly indicate the quantity, description, and packaging, date delivered, contract number, and contract price.

QUESTIONS: Direct any questions to Katie Daley, Purchasing Agent
TEL: (603)-271-3135 OR Kathleen.Daley@nh.gov