

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.:** 8002107

**NIGP:** 936-3900

**VENDOR:** TriState Generator **VENDOR #** : 271332 B001  
90 North Road  
Kinston, NH 03848

**CONTACT PERSON(S):** Scott Scherbon  
Email: [genr8rpower@gmail.com](mailto:genr8rpower@gmail.com)  
Phone: 978-891-2455

**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 (Jul 2016- Jun 2017)	Annual Rate (July 2017 - June 2018)	Annual Rate (July 2018 - June 2019)
HILLSBOROUGH	Adjutant General's Dept.	Hillsboro RC	140 West Main St.	Hillsborough	1	Cummings Pwr Gen	100 GSGAA	\$395.00	\$395.00	\$395.00
	Adjutant General's Dept.	Manchester RC	1059 Canal St.	Manchester	1	Cummings Pwr Gen	QSM11-G4	\$395.00	\$395.00	\$395.00
	Adjutant General's Dept.	Milford RC	154 Osgood Rd	Milford	1	Cummings Pwr Gen	100 GSGAA	\$350.00	\$350.00	\$350.00
	Adjutant General's Dept.	Nashua Armory	154 Daniel Webster Hwy.	Nashua	1	Cummins	100 GSGAA	\$350.00	\$350.00	\$350.00
	DAS/Bureau Court Facilities	Hillsborough Courthouse North	300 Chestnut St	Manchester	1	Kohler	250 bb	\$500.00	\$500.00	\$500.00
	DAS/Bureau Court Facilities	Merrimack Courthouse	4 Baboosic Lake Road	Merrimack	1	Kohler	60 REZG	\$350.00	\$350.00	\$350.00
	DAS/Bureau Court Facilities	Hillsborough Courthouse South	30 Spring Street	Nashua	1	Caterpillar	3208	\$495.00	\$495.00	\$495.00
	Dept. of Corrections	NH State Prison Women	317 Mast Road	Goffstown	1	Caterpillar	D50P1	\$400.00	\$400.00	\$400.00
	Dept. of Corrections	NH State Prison Women	317 Mast Road	Goffstown	1	Kohler	50ROZJ81	\$420.00	\$420.00	\$420.00
	DHHS/DJJS	SYSC	1056 N River Rd	Manchester	2	Caterpillar	3456	\$1,250.00	\$1,250.00	\$1,250.00
	DHHS/DJJS	SYSC	1056 N River Rd	Manchester	1	Caterpillar	3412	\$900.00	\$900.00	\$900.00
	DHHS/DJJS	SYSC	1056 N River Rd	Manchester	1	Cat/Olympian	CD-125	\$495.00	\$495.00	\$495.00
	DHHS/DJJS	SYSC	1056 N River Rd	Manchester	1	Cat/Olympian	CG070	\$395.00	\$395.00	\$395.00
	DHHS/DJJS	SYSC	1234 N River Rd	Manchester	1	Cat/Olympian	G60F1	\$395.00	\$395.00	\$395.00
	DOS State Police	Troop B	16 East Point Dr	Bedford	1	Caterpillar 250 KW	D150P1	\$400.00	\$400.00	\$400.00
	DOS State Police	Milford DMV/EMS	4 Meadowbrook Rd	Milford	1	Koehler 50 KW	50 REOZJB	\$350.00	\$350.00	\$350.00
	DOS State Police	Miller park		Peterborough	1	CAT G20F3S 20 KW	E12160	\$295.00	\$295.00	\$295.00
	DOT - Turnpikes	Bedford	Everett Turnpikes	Bedford	1	CAT	D100-6	\$295.00	\$295.00	\$295.00
	DOT - Turnpikes	Exit 10	Everett Turnpike	Merrimack	1	Caterpillar	60KW/208 Volt/3 Phase	\$295.00	\$295.00	\$295.00
	DOT - Turnpikes	Merrimack Maintenance	Everett Turnpike	Merrimack	1	Caterpillar	D60-6/60KW/208 Volt/3 Phase	\$295.00	\$295.00	\$295.00
	DOT - Turnpikes	Exit 12 Northbound	Everett Turnpikes	Merrimack	1	Kohler	60KW/208 V/3 Phase	\$295.00	\$295.00	\$295.00
	DOT - Turnpikes	Exit 12 Southbound	Everett Turnpikes	Merrimack	1	Kohler	60KW/208 V/3 Phase	\$295.00	\$295.00	\$295.00
	DOT - Turnpikes	Exit 11 Toll	Everett Turnpikes	Merrimack	1	CAT	70KW/240 V/Single Phase	\$325.00	\$325.00	\$325.00
	DOT District 4 Maint.	MB 404-Hillsborough	679 West Main St (Route 9)	Hillsborough	1	*Koiher	20	\$295.00	\$295.00	\$295.00
	DOT District 5	PS 511 Bedford	6 East Point Dr.	Bedford	1	Caterpillar	D60-D	\$295.00	\$295.00	\$295.00
	DOT District 5	PS 527 Manchester	NH Route 101 Eastbound	Manchester	1	Caterpillar (Olympian)	D25P1S	\$295.00	\$295.00	\$295.00
	DOT District 5	PS 510 Milford	33 Buxton Rd	Milford	1	Kohler	20-2250KW / 3011EOZJC	\$300.00	\$300.00	\$300.00
	NH Employment Security	Manchester Office	300 Hanover St.	Manchester	1	Milton Cat	C9	\$500.00	\$500.00	\$500.00
	NH Employment Security	NHES	6 Townsend West	Nashua	1	Kohler	250 KW REOZJE	\$495.00	\$495.00	\$495.00
	NH F & G	Milford Hatchery	North river Rd	Milford	1	Kohler	45KW	\$295.00	\$295.00	\$295.00
	NH F & G	Milford Hatchery	North river Rd	Milford	1	Kohler	100KW	\$340.00	\$340.00	\$340.00
	NH state Liquor Commission	Store #69	Coliseum Ave	Nashua	1	Caterpillar	C9E1	\$495.00	\$495.00	\$495.00
ROCKINGHAM COUNTY	DAS/Bureau Court Facilities	Rockingham Cty Court	#10 Route 125	Brentwood	1	Caterpillar	SR-4	\$500.00	\$500.00	\$500.00
	DAS/Bureau Court Facilities	Rockingham Cty Court	#10 Route 125	Brentwood	1	Cummings	6BTA5.9-F1	\$400.00	\$400.00	\$400.00
	DES	Pease Tradeport	222 International Dr. Unit 175 (Rear)	Portsmouth	1	Caterpillar	2013618	\$495.00	\$495.00	\$495.00
	DOS State Police	Warner Hill		East Derry	1	CAT G20F3S 20 KW	E12168	\$250.00	\$250.00	\$250.00
	DOS State Police	Troop A	315 Calef Highway	Epping	1	Koehler 50 KW	50 REOZJB	\$300.00	\$300.00	\$300.00
	DOT	Bridge Maintenance	Sarah Long Bdg North side	Portsmouth	1	Caterpillar	D175-2	\$350.00	\$350.00	\$350.00
	DOT	Bridge Maintenance	Sarah Long Bdg South side	Portsmouth	1	Onan	DG FA-4476221	\$350.00	\$350.00	\$350.00
	DOT	DOT Bridge Maintenance	Portsmouth Memorial Bridge	Portsmouth	1	Caterpillar	G3406	\$400.00	\$400.00	\$400.00
	DOT - Bridge Maint	Hampton River Bridge	NH 1A Hampton River, N side	Hampton	1	Sullair	135nvi	\$525.00	\$525.00	\$525.00
	DOT - Traffic	NH 101 Exit 11 Signals	NH 108 interchange / NH 101(Exit 11)	Stratham	1	Generac	44560	\$100.00	\$100.00	\$100.00
	DOT - Turnpikes	Hampton Maintenance	I-95	Hampton	1	CAT	60KW/208 Volt/Single Phase	\$325.00	\$325.00	\$325.00
	DOT - Turnpikes	Hampton Side Road	Rt 101	Hampton	1	Olympian	100KW/240 V/Single Phase	\$395.00	\$395.00	\$395.00
	DOT - Turnpikes	Hampton Main Road	I-95	Hampton	1	CAT	150KW/240 V/3 Phase	\$350.00	\$350.00	\$350.00
	DOT District 5	PS 528 Derry	59 Kendall Pond Rd	Derry	1	Kohler	20 REOZJB	\$295.00	\$295.00	\$295.00
	DOT District 5	PS 525-Canterbury	123 West Rd.	Canterbury	1	Kohler	20REOZJC	\$295.00	\$295.00	\$295.00
DOT District 6	PS 608 Epping	73 Old Hedding Road	Epping	1	Kohler	30REOZJC	\$295.00	\$295.00	\$295.00	

DOT District 6	PS 604 Northwood	1159 First NH Turnpike	Northwood	1	Kohler	20REOZJC	\$295.00	\$295.00	\$295.00
DOT District 6	PS 611 Kingston	65 Mill Road	Kingston	1	Kohler	20REOZJC	\$295.00	\$295.00	\$295.00
DOT-TSMO/TMC	Bureau 56	Rte 101 Eastbound MM 130.0	North Hampton	1	Kubota	GL-7000	\$100.00	\$100.00	\$100.00
DRED	Salem Rest Area	I-93 Northbound MA Stateline	Salem	1	S. Worth-Milton Oly Power Sys	93A046625	\$295.00	\$295.00	\$295.00
DRED	Seabrook Welcome Center	I-95	Seabrook	1	Olympian	100KW/240 V/Single Phase	\$350.00	\$350.00	\$350.00
DRED Division of Parks	Wallis Sands State Beach	1050 Ocean Blvd	Rye	1	Southworth Milton Cat	G10435	\$250.00	\$250.00	\$250.00
NH state Liquor Commission	Store #76	I-95 North	Hampton	1	Caterpillar	SR4	\$400.00	\$400.00	\$400.00
NH state Liquor Commission	Store #73	I-95 South	Hampton	1	Olympian	97a07763-s	\$400.00	\$400.00	\$400.00
Seacoast Science Center	Odiorne Point State Park	PO Box 606, Route 1A	Rye	1	Olympian	675 F36	\$295.00	\$295.00	\$295.00

**SERVICE RATES:**

		HOURLY
SERVICE RATE	Monday thru Friday 7:00 A.M. to 4:00 P.M.	\$100.00
	Monday thru Friday 4:01 P.M. to 6:59 A.M.	\$100.00
	Saturday Work	\$100.00
	Sunday & Holiday* Work	\$100.00

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

## 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](mailto:Kathleen.Daley@nh.gov)