



# CONTRACT DATA SHEET

Monroe County Division of Purchasing  
200 County Office Building, Rochester NY 14614

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**TITLE:** GENERATOR MAINTENANCE & REPAIR

**CONTRACT #:** 0808-12 (4700006928)

**CONTRACT DATES:** 10/23/12-9/30/17

**BUYER:** Phil DiFrancesco  
**PHONE:** 585/753-1130  
**FAX:** 585/753-1104

**VENDOR(S):** Penn Power Systems  
350 Bailey Ave.  
Buffalo, NY 14210-1737

ph: 716-822-0051  
fax: 716-826-1544

**TERMS AND CONDITIONS**

**BID ITEM:** **GENERATOR MAINTENANCE & REPAIR**

**FOR:** **MONROE COUNTY DEPARTMENT OF ENVIRONMENTAL SERVICE (DES)**

**DEPARTMENT CONTACT:** **JEFF MCCORMICK, (585) 753-7777**

**DUPLICATE COPIES:** **Please submit your bid in duplicate; the original and one (1) copy.**

**BID INFORMATION:** At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein, and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.

**SUBMITTAL OF FORMAL PROPOSAL:** Bid proposal must be legible and submitted in the original form, bearing an original signature. **EMAILS AND FACSIMILES ARE NOT ACCEPTABLE.**

All bidders must submit proof that they have obtained the required **Workers' Compensation** and **disability benefits** coverage or proof that they are exempt.

**SPECIFICATION ALTERATIONS:** Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications.** No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.

**QUANTITIES:** The quantities listed on are the estimated annual requirements and should not be construed to represent either. Estimates are based upon actual annual usage for 2012 by Monroe County Departments.

**QUALIFIED BIDDER:** Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to his ability to perform.** Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.

**METHOD OF AWARD:** Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the **Total Bid Amount**. Bidder must bid on all items to be considered. The County reserves the right to reject any and all bids if the Purchasing Manager deems said action to be in the best interest of the County.

**CONTRACT TERM:** Contract will start with the date of the contract award and run through **September 30, 2013**, with the option to renew the contract up to four (4) additional twelve (12) month periods at the mutual consent of both parties.

**PRICE CHANGES:** Price changes may be proposed by either party no later than forty-five (45) days prior to contract extension, based upon manufacturer price changes which must be supported with documentation. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only at the time of extension.

**MINIMUM ORDER:** No minimum order is specified for this contract. Agencies must be able to order as needed.

**DELIVERY:** All deliveries to be F.O.B. Monroe County to agency as specified by a Purchase Order. Delivery costs must be built into the unit prices bid. Deliveries must be made within two (2) days after receipt of purchase order number. The County reserves the right to terminate the contract in the event the specified delivery time is not met.

**PURCHASE ORDER ISSUANCE:** Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County.** As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or her authorized agent prior to delivery.

**MATERIAL COSTS:** All materials for emergency work shall be itemized on each invoice and billed at **ten (10) percent** above the Contractor's cost. Each item must include the full description including manufacturer, stock number and unit price as well as a copy of the invoice paid. The County will reimburse the Contractor for incoming freight charges for items needed for emergency repairs. There will be no surcharge for freight. The County reserves the right to audit the Contractor's records to determine that the County is being charged no more than **ten (10) percent** over the Contractor's cost.

**BILLING PROCEDURE:** All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

**WARRANTY/ GUARANTEE:** All warranties by manufacturer shall apply. Bidder shall, as part of its proposal, furnish its warranty/guarantee for all goods/services to be furnished hereunder. As a minimum, Bidder shall warrant all goods for a period of one year from date of acceptance. Bidder shall be obligated to repair or replace all defects in material or workmanship which are discovered or exist during said period. All labor, parts and transportation shall be at Bidder's expense.

**UNCONTEMPLATED PURCHASES:** Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

**SUBCONTRACT:**

The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

**RELATED ITEMS:**

The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or her Designee.

**REPORT OF PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered, to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

**WAGE RATES:**

Contractor agrees to comply with the provisions of the New York State Labor Law relating to the payment of prevailing wage rates to the extent that such rules may be applicable to the Contractor. Wage rates may be obtained at [www.labor.state.ny.us](http://www.labor.state.ny.us).

**SECURITIES AND INSURANCE:**

Any Certificate of Insurance, with proper endorsement, Bonds or other forms of security required by this bid are to be submitted to the Purchasing Manager no later than ten (10) normal business days following the date of notification of award. Documents must be received by the close of business, 5:00 P.M. on that day.

**COMPLIANCE WITH THE LAW:**

The Contractor agrees to procure all necessary licenses and permits. The Contractor shall comply with all laws, rules, and regulations pertaining to the payment of wages and all other matters applicable to the work performed under this contract.

**OTHER AGENCIES:**

The Contractor(s) **must** honor the prices, terms and conditions of this contract with political subdivisions or districts located in whole or in part within Monroe County. In addition, the contractor may, but is not required to, extend the prices, terms and conditions of this contract to any political subdivision or district located in New York State. Usage of this contract by any of these other political subdivisions or districts will have to be coordinated between that subdivision or district and the contractor. Orders placed against this contract between any subdivision or district will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

**INDEMNIFICATION:**

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained or

occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

**BP0808-12**  
**GENERATOR MAINTENANCE AND REPAIR**  
**SPECIFICATIONS**

1. **Preventive Maintenance:** Upon receipt of a purchase order for preventive maintenance, the vendor must contact the department within two (2) days ARO. The preventive maintenance must be scheduled within the next fourteen (14) business days on a day agreed upon between both parties. The work to be performed during the preventive maintenance visit is outlined in Attachment A.
  - A. **Response Time:** The vendor will be expected to arrive by 9:00 AM on the scheduled date and to remain on the job until completion. **The vendor must have all necessary tools and supplies needed to perform the preventive maintenance on the specified equipment.**
  - B. **Service Slip:** The vendor will be required to complete a service slip (vendor's own) at the completion of his preventive maintenance visit(s) which must be signed by an authorized County employee. The successful bidder will also be required to complete the County checklist (Attachment A) which includes recommended repairs (if any) to be performed during a follow up repair visit. This checklist must be submitted in typewritten form to the ordering department within seven (7) days after the preventive maintenance visit.
  
2. **Load Bank Testing:** The load bank testing shall be a minimum of two (2) hours and scheduled separately from the preventive maintenance. Upon receipt of a purchase order for load bank testing, the vendor must contact the department within two (2) days ARO. The load bank testing must be scheduled within the next fourteen (14) business days on a day agreed upon between both parties. The work to be performed during the load bank testing visit is outlined in Attachment B.
  - A. **Response Time:** The vendor will be expected to arrive by 9:00 AM on the scheduled date and to remain on the job until completion. **The vendor must have all necessary tools and supplies needed to perform the load bank testing on the specified equipment.**
  - B. **Service Slip:** The vendor will be required to complete a service slip (vendor's own) at the completion of his load bank testing visit(s) which must be signed by an authorized County employee. The successful bidder will also be required to complete the County checklist (Attachment B) which includes recommended repairs (if any) to be performed during a follow up repair visit. This checklist must be submitted in typewritten form to the ordering department within seven (7) days after the load banking visit.
  
3. **Follow Up Repair Visits:** The vendor may be required to make repair visits following preventive maintenance and load bank testing visits. The follow up visit should be scheduled and coordinated with the ordering department so that the vendor returns for his repair visit with all required parts.
  - A. The vendor will be required to complete a service slip (the vendor's own) detailing the location of work, generator model number(s), description of work performed and all labor and materials required to complete the repair. The service slip must be signed by an authorized County employee and submitted to the ordering department within seven (7) days of the follow up repair visit.

4. **Emergency Service Repair Visits:** The vendor will be required to provide twenty-four (24) hour emergency repair service to Monroe County as needed.
  - A. **Response Time:** The vendor shall arrive at the problem site according to the following:
    - Within three (3) hours from receipt of the repair call received Monday - Friday 7:00 AM - 6:00 PM.
    - Within four (4) hours from receipt of the repair call for calls received Monday - Friday 6:00 PM - 7:00 AM and weekends and holidays.
5. **Replacement Parts:** All replacement parts will be billed to the County at the contractor's cost plus ten percent (10%). The County reserves the right to conduct an audit or to request documentary evidence to substantiate any prices billed for replacement parts.
6. **Damages:** Any damages found to be the direct result of the contractor's performance of services on any Monroe County equipment will be the responsibility of the contractor. This shall include repair or replacement of any equipment damaged by the contractor while performing the service of this contract.
7. **Time Charges:**

The following applies to **all** service visits:

  - A. The total time is to be computed from the time of arrival at the job site to the time of completion of the service call, with the exception of any personal time (i.e. meal break) for the contractor. No time charge will be considered for the trip to or from the job site.
  - B. All time is to be computed to the nearest half-hour.
  - C. A one (1) hour minimum time charge will be permitted for any service call.
8. **Mileage:** There shall be no mileage charge for either inspection visits or follow-up visits. If the contractor intends to charge mileage for **emergency visits only**, they must submit a statement with their bid with the cost per mile, along with the number of miles between their facility and Monroe County Office Building.
9. **Written Estimates:** In every instance that the contractor anticipates that any emergency or follow-up job may cost five hundred dollars (\$500.00) or more, the contractor must, prior to commencing work, give a written estimate for the work. The estimate must show labor and material cost. Materials must be priced according to contract.
10. **Pre-Bid Inspection:** Vendors are encouraged to arrange a pre-bid inspection of the equipment to be maintained to review all available data. Any failure by the bidder to acquaint himself with all available information concerning the work will not relieve him from the responsibility of carrying out the work intended by this contract.

**GENERATOR PREVENTIVE MAINTENANCE SERVICE**

**CHECKLIST**

	<u>COMMENTS</u>		<u>ACTION TAKEN</u>
	<u>S</u>	<u>U</u>	
<b><u>WORK TO BE PERFORMED ON ENGINE</u></b>			
SPARK PLUGS: Change the spark plugs once a Year and check the electrode gap.	—	—	_____ _____
IGNITION: Check the ignition contact points. If they are only slightly burned or pitted, resurface them with a fine stone. Install new contact points, if the old ones are badly burned. Adjust the gap according to type of ignition in manufacturer's manual. If there is excessive burning or pitting of the points, charge condenser.	—	—	_____ _____ _____ _____ _____
BELTS: Check tension. Adjust to permit about 3/4" play when pressure is applied midway between the pulleys. Install a new belt, if the old one is cracked or badly worn.	—	—	_____ _____ _____
CHOKE: Check for freedom of movement. Check to see if carburetor choke valve is completely closed or opened, depending on running conditions.	—	—	_____ _____ _____
DISTRIBUTOR: Check cap for cracks and clean.	—	—	_____
IGNITION WIRES: Check for cracks or loose connections.	—	—	_____ _____
ROTOR: Clean or replace.	—	—	_____
AIR CLEANER: Remove the bottom of air cleaner and fill to "Oil Level". Change with oil of same SAE number as that used in the crankcase. Generators with dry elements, clean or replace.	—	—	_____ _____ _____

**GENERATOR PREVENTIVE MAINTENANCE SERVICE**

**CHECKLIST**

	<u>COMMENTS</u>		<u>ACTION TAKEN</u>
<b><u>WORK TO BE PERFORMED ON OIL SYSTEM</u></b>	<b><u>S</u></b>	<b><u>U</u></b>	
ENGINE LUBRICATION: Check level and fill to upper level. Mark on oil level gauge or dip stick. Use recommended SAE for temperature conditions.	—	—	_____ _____ _____ _____
Take oil sample for analysis. Change once a year.	—	—	_____
OIL PRESSURE: Check gauge after engine is up to RPM's.	—	—	_____ _____
GOVERNOR: Lubricate if needed. Oil the control linkage ball joint. Check tension on governor adjustment. Adjust speed as needed by manual.	—	—	_____ _____ _____
LEAKS: Check engine for any leaks.	—	—	_____
<b><u>WORK TO BE PERFORMED ON COOLING SYSTEM</u></b>			
RADIATOR: Check for leaks. Add coolant as necessary. Check operation of block heater and check hoses for cracks of loose fittings. Check water temperature to determine if engine thermostat is operating properly. Inspect louver operation during engine operation. Check water pump.	—	—	_____ _____ _____ _____ _____
Test Antifreeze. Inspect fins for damage.	—	—	_____

**GENERATOR PREVENTIVE MAINTENANCE SERVICE**

**CHECKLIST**

	<u>COMMENTS</u>		<u>ACTION TAKEN</u>
	<u>S</u>	<u>U</u>	
<b><u>WORK TO BE PERFORMED ON EXHAUST</u></b>			
Check for rust. Insure that flexile exhaust pipe Is properly connected.	—	—	_____ _____
Check for exhaust leaks during engine operation.	—	—	_____ _____
Drain condensation trap. Inspect for holes or looseness.	—	—	_____ _____
<b><u>WORK TO BE PERFORMED ON BATTERY</u></b>			
Clean terminals, clean and grease battery posts and check cable ends. Check electrolyte level and fill as necessary. Record battery voltage with engine off and engine running. Check voltage. Recharge if necessary. Check operation of battery charger.	—	—	_____ _____ _____ _____ _____
<b><u>WORK TO BE PERFORMED ON STARTING SYSTEM</u></b>			
Clean solenoid terminals and check for tightness. Check for excess draw from battery.	—	—	_____ _____
<b><u>WORK TO BE PERFORMED ON ELECTRICAL</u></b>			
CONTROL PANEL RELAYS: Clean with burnishing brush as needed. Check for pitting of points.	—	—	_____ _____
SOLID STATE CIRCUITS: Check for any burned wires or components.	—	—	_____ _____
Check terminal strips for loose connections.	—	—	_____

**GENERATOR PREVENTIVE MAINTENANCE SERVICE**

**CHECKLIST**

	<u>COMMENTS</u>		<u>ACTION TAKEN</u>
<b><u>WORK TO BE PERFORMED ON ELECTRICAL</u></b>	<b><u>S</u></b>	<b><u>U</u></b>	
Check physical condition of exciter and alternator. Clean end covers. Listen for bad bearings. Check brushes for proper tension. Look for chipped toes or heels and for head cracks. Replace as needed	—	—	_____ _____ _____ _____
Vacuum clean commutator and collector rings. Check wiring of regulator, exciter and stator. Check generator windings with megohmmeter and record readings for reference.	—	—	_____ _____ _____ _____
Check rotating diodes and rectifiers.	—	—	_____
<b><u>WORK TO BE PERFORMED ON AUTOMATIC TRANSFER SWITCH</u></b>			
Inspect battery charger gauge.	—	—	_____
Selector switch in proper position	—	—	_____
Clean, grease or lubricate bus bars and contacts.	—	—	_____
Inspect normal and emergency feeders for proper connections. Check all bolts and nuts for tightness. Look for any signs of overheating on bus bars or wire connections.	—	—	_____ _____ _____
Calibrate and make necessary adjustments to pickup and drop out settings.	—	—	_____ _____
Calibrate sensors, relays and monitors.	—	—	_____
Check relay contacts and clean open contacts.	—	—	_____
Check for proper phasing of equipment.	—	—	_____
Check operation of time clock if applicable to equipment.	—	—	_____

**GENERATOR PREVENTIVE MAINTENANCE SERVICE**

**CHECKLIST**

	<u>COMMENTS</u>		<u>ACTION TAKEN</u>
	<u>S</u>	<u>U</u>	
<b><u>WORK TO BE PERFORMED ON OPERATING CHECKS</u></b>			
Check for overheating.	—	—	_____
Check for low oil pressure.	—	—	_____
Check for high water temperature.	—	—	_____
Check for high air temperature.	—	—	_____
Check AC voltage for proper setting.	—	—	_____
Safety test overspeed, low oil pressure, hi-water temperature, hi-air temperature.	—	—	_____ _____
Record hour meter.	—	—	_____
Check louver operation for proper opening.	—	—	_____
Check RPM (frequency) and adjust as needed.	—	—	_____
Run engine under station load for a minimum of two hours using ATS.	—	—	_____ _____
After one hour, record the readings of all gauges.	—	—	_____
Shut down generator.	—	—	_____
Return HOA switch to auto position.	—	—	_____

**GENERATOR PREVENTIVE MAINTENANCE SERVICE**

**CHECKLIST**

	<u>COMMENTS</u>		<u>ACTION TAKEN</u>
	<u>S</u>	<u>U</u>	
<b><u>WORK TO BE PERFORMED ON FUEL SYSTEM</u></b>			
Record fuel tank level.	-	-	_____
Check day tank for leaks and water.	-	-	_____
Check operation of fuel transfer pump.	-	-	_____
Check all lines for leads, sludge or rust.	-	-	_____
All fuel filters-drain fuel water trap.	-	-	_____
Check fuel sediment bowls if applicable to equipment.	-	-	_____
Take fuel sample for analysis twice a year.	-	-	_____
<b><u>WORK TO BE PERFORMED ON DIESEL GENERATOR</u></b>			
Inspect and tighten, if necessary, all injector supply and return lines.	-	-	_____ _____
Inspect and check injection pump.	-	-	_____
Take fuel sample for analysis twice a year.	-	-	_____
Drain fuel water tap.	-	-	_____
<b><u>NOTE:</u></b> All generators must be tested under load in the presence of the customer during each preventive maintenance visit.	-	-	_____ _____ _____



**GENERATOR PREVENTIVE MAINTENANCE SERVICE**

**LOAD BANK TESTING CHECKLIST**

<b><u>WORK TO BE PERFORMED</u></b>	<b><u>L1</u></b>	<b><u>L2</u></b>	<b><u>L3</u></b>
Record Voltages A-B, B-C, A-C	_____	_____	_____
Record Amperages	_____	_____	_____
Record Hertz	_____	_____	_____
Record Engine Water Temperature	_____	_____	_____
Record Engine Oil Pressure	_____	_____	_____
Record Elapsed Time Meter (if any)	_____	_____	_____

RECOMMENDED REPAIRS (IF ANY) TO BE PERFORMED DURING FOLLOW UP REPAIR VISIT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Date

**MONROE COUNTY PURCHASING**  
**Vendor Performance Survey**

**Contract Title:**

**Contract Number:**

**Vendor:**

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

	Poor				Average					Excellent
	1	2	3	4	5	6	7	8	9	10
Item(s) supplied met specifications										
Product provided value (taking into account price, quality, etc.)										
Timeliness of delivery										
Completeness and accuracy of order										
Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)										
Invoices received promptly and accurately										
Recommendations received from the vendor (i.e. product information, cost saving strategies, ideas for better use of resources, etc.)										

Survey Completed by:

Name:

Title:

Agency:

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

E-mail:

***Please submit this survey to Monroe County Purchasing.***