

**State of Tennessee
Sourcing Event #9240**

SPECIFICATIONS

Emergency Generator; Preventative Maintenance/Inspection repairs/Service – Quarterly/Annual Service

Cooling System Maintenance and Load Bank Testing on Katolight emergency standby generator – Serial Number# 98129-1004 Model# D500FRV4 Engine # 2160051837 Engine Model# TAD1631GE

Complex: Tennessee Army National Guard, 240 Knapp Blvd, Building 757 (AASF #1) Nashville, Tennessee, 37210

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I. Scope:

A. Scope of Service:

To provide services that include maintenance, preventative maintenance, inspection and repairs of emergency generator, in building (s) owned and/or leased by the State of Tennessee. Services to be rendered and performed are to be in accordance with the requirements of the National Electric Code, and the recommended procedures of the equipment manufacturer.

B. Building (s):

The building (s) identified in reference to this contractual contract are as follows:

Tennessee Army National Guard
240 Knapp Blvd Nashville, TN, 37210 (Bldg 757)

C. Facility Administrator:

The facility administrator is charged with the administrative duties and responsibilities to provide a safe, clean and secure environment for tenants and/or visitors while on state property.

Mr. John Watson, Department of Military
Houston Barracks, 3041 Sidco Drive, Nashville, TN. 37204
Telephone number: (615) 519-4783

D. Inspection and walk through:

It is recommended that prospective bidders attend a scheduled inspection and walk-thru presentation in order to inspect the premises and familiarize themselves with conditions of existing systems and buildings prior to submitting a bid. Failure to attend such meeting will not relieve contractor from liabilities incurred in the event of default in contract.

Scheduled inspection and walk-thru:

Date/Time: As specified in the Event solicitation.
Location: 240 Knapp Blvd, Nashville, TN 37210

Note: Prior to scheduled inspection and walkthrough date, if there are any questions concerning same, please contact the facility administrator.

Procurement Office Contact: Crystal Lysinger, 615-313-0691, crystal.m.lysinger@tn.gov.

II. Bidder/contractor requirements:

A. Contractor qualifications:

Criteria for bidder/contractor qualifications are defined by the terms and conditions of the solicitation.

B. Contractor requirements and responsibilities:

1. The contractor awarded this maintenance contract is to have an established and qualified fulltime service staff authorized and qualified to service the generator and its components and shall receive and dispatch service technicians upon request of the facility administrator and/or an authorized representative of the Department of Military.
2. The contractor will provide office telephone and cell phone number(s) of personnel to contact on an as needed basis for “emergency” and “nonemergency” service calls. The use of an outside answering service and/or voice mail system (i.e., answering machine/recorder) is NOT acceptable to the State as a contact for these situations.
3. Contractor shall furnish a written report to the facility administrator upon conclusion of each visit and specify whether the visit is an “emergency” or “nonemergency” service call. All repairs and/or replacement parts must have prior approval of the facility administrator prior to commencing and/or replacing. The contractor shall not proceed with the repairs prior to receiving a Purchase Order authorizing the work.
4. All visitations by service technicians shall be logged onsite as to date and time (i.e., time in and time out) by facility security personnel, facility administrator and/or authorized representative. It is required that all service technicians personally sign-in and sign-out to verify their presence and length of stay at the facility.
5. The contractor shall be responsible for furnishing all materials, supplies (oil, filters, rust inhibitors, coolants, etc.) as specified in the schedules for annual service and quarterly service inspections. Any item checked needing repair and/or replacement and not listed as vendor supplied in the annual/ quarterly inspections will require the approval of the facility administrator and will be supplied as defined in section (IV.c).
6. The contractor shall furnish a completed written report to the facility administrator, or designee, after each inspection and, where applicable, will be required to file same with insurance and/or other authorities as designated by the facility administrator.
7. The contractor awarded this maintenance contract must be qualified to do warranty repairs on the generator and its components while generator is in the manufacturer’s warranty period.

In performance of service, and in compliance with the specifications of this contract, the contractor shall place the highest priority on energy conservation and shall coordinate all activities with the facility administrator, and/or his designee for the most economical operation of building equipment, machinery and systems.

C. Insurance requirements:

Criteria for insurance and liability coverage requirements are defined by terms and conditions of the solicitation.

III. General specifications and special requirements:

A. General specifications/requirements:

The omission of detailed specifications does not limit the quality of services to be provided and only the best commercial practices are acceptable. The contractor shall comply with the most current national electrical code guidelines and requirements and shall be regularly engaged in the business of providing the service (s) requested herein, and the inspection, testing, service, and/or repairs will be performed in accordance with requirements as outlined by the national electrical code and according to recommendations of the manufacturer.

The inspection, servicing, and testing and/or repairs will be performed in accordance with the requirements of the most current national electric code and any applicable state and local codes, and in accordance with the procedures recommended by the manufacturer of the equipment. This service is not limited to an inspection and testing only, but will include maintenance, repairs, alterations and/or replacements.

Contractor will visit installation on an annual and quarterly basis and perform specified services on dates mutually determined and agreed on between the facility administrator and the contractor, to perform preventive maintenance, inspect, service, and test emergency generator system as specified in this contract.

The following items shall become a part of the specifications for the preventative maintenance contract on the following equipment: Katolight emergency standby generator – Serial Number# 98129-1004 Model# D500FRV4 Engine # 2160051837 Engine Model# TAD1631GE

Contractor is required to make one (1) annual preventative maintenance service call and four (4) four quarterly preventative maintenance service calls to the site per contract year as a minimum requirement.

B. Annual service:

1. Fuel system:

- A. Check fuel level in fuel tank
- B. Check operation of day tank
- C. Check underground levelometer
- D. Check operation of fuel low level circuits
- E. Check for water in fuel tank and main tank and pump off if necessary
- F. Change fuel filters and check for leaks
- G. General inspection of all components

2. Lubricating system:

- A. Check for proper oil level and pressure
- B. Check engine for oil leaks
- C. Change crankcase oil and engine oil filters
- D. Take and analyze oil sample

3. Cooling system:

- A. Check coolant level and antifreeze protection and change filter (s)
- B. Check condition of hoses and fan belts
- C. Check radiator for obstructions and clean if necessary
- D. Check jacket water heaters for proper operation
- E. Check for coolant leaks
- F. Lube fan drive
- G. Add cooling system conditioner if needed
- H. Check and record operating temperature. Verify that operating temperature is in the correct parameters

4. Exhaust system:

- A. Check condition of exhaust system
- B. Check rain cap

5. Air intake system:

- A. Check air inlet piping for possible leaks
- B. Check air service indicator while engine is running
- C. Check air cleaner and change filter (s)
- D. Check turbocharger for bearing wear and leakage
- E. Check exhaust restriction

6. Control system:

- A. Check operation of all gauges and meters
- B. Check operation of all controls
- C. Check shutdown and prealarm system
- D. Check startup system
- E. Check annunciator panel

7. Engine electrical starting system:

- A. Clean batteries and cables
- B. Check for proper connections

- C. Add water to batteries to maintain electrolyte levels
- D. Check battery voltage
- E. Check for proper operation of battery charge

8. Generator:

- A. Check main circuit breaker for proper operation
- B. Check intake and exhaust areas for obstructions and clean if necessary
- C. Check voltage regulator for cleanliness
- D. Compare generator output voltage to commercial voltage

9. Automatic transfer switch:

- A. Check cubicles for cleanliness
- B. Check indicating lights
- C. Check for proper operation of transfer switch including proper sequence of times, if possible.

10. General:

- A. Check for unusual conditions such as deterioration, vibration, leakage, high surface temperature or noise
- B. Run generator under load if possible
- C. Record all readings and file with the facility administrator
- D. Notify facility administrator of recommendations for additional service and/or repair work

Note: Contractor to supply all equipment, supplies, parts, etc necessary to perform specified annual service in accordance with manufacturer's specifications.

Note: Verify selector switch in automatic, battery charger on, circuit breaker closed.

C. Quarterly service:

1. Fuel system:

- A. Check fuel level in daytank and main tank
- B. Check operation of daytank
- C. Check underground levelometer
- D. Check operation of fuel low level circuits
- E. Check for water in daytank and main tank

2. Lubricating system:

- A. Check for proper oil level and pressure

- B. Check engine for oil leaks
- C. Take and analyze oil sample

3. Cooling system:

- A. Check coolant level and antifreeze protection
- B. Check condition of hoses and fan belts
- C. Check radiator for obstructions
- D. Check jacket water heater for proper operation
- E. Check for coolant leaks
- F. Lube fan drive

4. Exhaust system:

- A. Check condition of exhaust system
- B. Check rain cap

5. Air intake system:

- A. Check air inlet piping for possible leaks
- B. Check air service indicator while engine is running
- C. Check air cleaner
- D. Check turbocharger for bearing wear and linkage

6. Control system:

- A. Check operation of all gauges and meters
- B. Check operation of all controls
- C. Check shutdown system and prealarm system
- D. Check startup system

7. Engine electrical starting system:

- A. Clean batteries and cables
- B. Check for proper connections
- C. Add water to batteries to maintain electrolyte level
- D. Check battery voltage
- E. Check for proper operation of battery charge

8. Generator:

- A. Check main circuit breaker for proper operation
- B. Check intake and exhaust areas for obstructions and clean if necessary
- C. Check voltage regulator for cleanliness
- D. Compare generator output voltage to commercial voltage

9. Automatic Transfer Switch:

- A. Check cubicles for cleanliness
- B. Check indicating lights
- C. Check for proper operation of transfer switch including proper sequence of times, if possible

10. General:

- A. Check for unusual conditions for vibrations, deterioration, leakage, high surface temperature and noises
- B. Run generator under load if possible
- C. Record all readings/file with facility administrator
- D. Notify facility administrator of recommendations for service and/or repairs

Note: Verify selector switch in automatic, battery charger on, circuit breaker closed.

Note: Contractor to supply all equipment, supplies, parts, etc. necessary to perform specified quarterly service in accordance with manufacturer's specifications.

D. Repair service:

1. Any repairs to the systems herein referred to, outside of the annual/quarterly preventive maintenance, inspections, service, and testing must be prior approved by the facility administrator. The Contractor shall not perform and repairs prior to receiving a Purchase Order authorizing the work.

2. All repairs are to be prior approved by the facility administrator before starting the repairs. The Contractor shall not perform and repairs prior to receiving a Purchase Order authorizing the work. After the completion of repairs to the generator systems, the contractor and the facility administrator will inspect the completed work performed by the contractor.

3. Service calls: regular and emergency

Annual and quarterly maintenance/service calls shall be scheduled at regular intervals with the facility administrator or his designee. Contractor is to respond on-site within twenty four (24) hours (Monday thru Friday, excluding State holidays) after notification by the agency to "as called, non-emergency" requests for service.

Due to the critical nature of this facility, contractor will be required to respond on-site within four (4) hours after notification by the agency to emergency calls as determined by the State.

Technician Regular Hours: 8:00 am to 4:30 pm (CST), Monday through Friday, excluding State holidays.

Technician Premium Hours: 4:31 pm, Friday to 7:59 am (CST) Monday including weekends and State holidays.

The technician hourly rate for service calls, excluding quarterly/annual inspection service, begins when the technician arrives at the job site and work begins.

4. "Trip charges":

Trip charges are permitted for other than the preventative annual and quarterly preventive maintenance, inspections, service and testing and are limited to a single charge per round trip and per given work order. Trip charges as bid are to include all associated expenses (i.e., personnel, vehicle, fuel, etc.). Return trips due to incomplete and/or unsatisfactory work will be limited to a single trip charge. The quarterly/annual inspections/services are excluded and are to be included in the bid price for same.

5. Each bidder is put on notice that system integrity shall be maintained by using only manufacturers recommended original replacement parts.

E. Load bank testing:

Load bank testing at the agency request to be performed by the successful vendor will require the vendor to perform a six (6) hour load bank test with the use of a portable load bank to be furnished by the Contractor. The Contractor shall be allowed to invoice for six (6) hours of Technician regular rate hours and one (1) trip charge as per bid prices. The Contractor shall not perform load bank testing prior to receiving a Purchase Order authorizing the work.

IV. Invoice information:

A. Building (s)/jobsite

1. Tennessee Army National Guard, 240 Knapp Drive, Nashville, TN. 37210

B. Invoice. Send to military.invoices@tn.gov

Invoices (i.e., original copy) are to be itemized for services performed and submitted to the following:

Tennessee Army National Guard
Room 305, ATTN: John Watson
3041 Sidco Drive

Nashville, TN. 37204-1502

Supporting documentation as specified shall accompany each invoice. Lunch and breaks are to be excluded from rate charges for reimbursement. All invoices shall correspond with the sign in/sign out register by hours listed.

A service voucher and/or job ticket shall be left at job site documenting man hours, supplies, materials and equipment used. This service voucher/job ticket shall be required as supporting documentation as to service performed and to assist in expediting payment upon receipt of an invoice.

C. Repair parts

All repair parts for repair services are to be invoiced at vendors cost + 15% minus tax in accordance with the Parts term and condition.