



*Frank Sadeghi, Director*  
*Jennifer Bacchione, Deputy Director*  
*Robert S. Arace, Commissioner*  
*Sam Ellenbogen, Commissioner*  
*Ray Gormley, Commissioner*

*Jennifer L. Bowens, Qualified Purchasing Agent*

*County of Ocean*  
*Administration Building*  
*101 Hooper Avenue*  
*Toms River, NJ 08754*

***BID***

***GENERATOR ALTERATION, MAINTENANCE, SERVICE, AND REPAIR***

***2026***

***ADVERTISEMENT DATE: January 14, 2026***  
***OPENING: February 3, 2026, 11:00 am***

***Bid Category: 22- Public Works, Park Equipment and Construction Services***

## ***Notice to Bidders***

**NOTICE IS HEREBY GIVEN** that sealed bids for the furnishing and delivery of **GENERATOR ALTERATION, MAINTENANCE, SERVICE, AND REPAIR** for the County of Ocean, will be received by the Purchasing Agent of the County of Ocean on **Tuesday, February 3, 2026 at 11:00 am**, prevailing time.

Bids will be received electronically via the County's Online Procurement Portal. Specifications are available on the Procurement Portal or for viewing only, in the Department of Purchase, Room #224, Administration Building, 101 Hooper Avenue, Toms River, New Jersey. Direct all inquiries to Jennifer L. Bowens, Purchasing Agent.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) regarding equal employment opportunities and with the requirements of P.L. 1977 C.33 regarding corporate and/or partnership ownership.

The right to reject any and all bids is reserved in accordance with applicable law.

By order of the Board of Commissioners of the County of Ocean.

Signed:

**FRANK SADEGHI**, Director

**JENNIFER L. BOWENS**, Qualified Purchasing Agent

## ***Contact Information and Project Timeline***

### **Summary**

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the materials or services described and specified herein.

### **Contact Information**

For further information regarding these specifications, contact

**Jessica Hannold**

Assistant Purchasing Agent

Email: [ocpurchasing@co.ocean.nj.us](mailto:ocpurchasing@co.ocean.nj.us)

Phone: [\(732\) 929-2103](tel:(732)929-2103)

**Department:**

Buildings and Grounds

### **Timeline**

|                         |                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Advertising Date</b> | January 14, 2026                                                                                          |
| <b>Bid Opening Date</b> | February 3, 2026, 11:00am<br>Administration Building, 101 Hooper Ave.,<br>Room 119, Toms River, NJ, 08753 |

## ***Important Instructions for Electronic Submittal***

### **Instructions for Electronic Bid Submission**

The County is accepting electronic bid submissions with Open Gov by following these instructions:

Sign up for a FREE account at <https://procurement.opengov.com/portal/oceancounty>

Once you have completed account registration, browse back to this page: [County's OpenGov Electronic Bid Portal](https://procurement.opengov.com/portal/oceancounty/) (<https://procurement.opengov.com/portal/oceancounty/>)

Click on the bid of interest, then click "Draft Response".

Follow the instructions to submit the electronic bid.

It is important to note that this process should be completed well in advance of the bid deadline / bid opening. **DO NOT WAIT UNTIL THE LAST MINUTE.** The County's electronic submission system will not allow electronic bids to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the OpenGov bid submission page.

## ***Instructions to Bidders***

### **Bid Opening**

All bids will be opened publicly in the Administration Building, Room 119, 101 Hooper Avenue, Toms River, New Jersey, commencing at 11:00 am, prevailing time on Tuesday, February 3, 2026.

### **Electronic Bid Submissions**

Bids must be submitted electronically through Ocean County's Procurement Portal by the date and time stipulated in the Notice to Bidders.

### **Deadline Instructions**

The County will not be responsible for late bids, and no bids will be accepted if received after the time stipulated in the notice to bidders.

### **Completion of all Documents**

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

**NOTE: In order to access any DocuSign forms in this solicitation, you must first click "Draft Response". Instructions on how to access the forms through DocuSign are available in the Attachments. Please note that in order to view the forms as a .pdf document, you must access DocuSign first. Once you access DocuSign, the option to download, save, print and complete the forms becomes available**

### **Right to Reject**

The County reserves the right to reject all bids in accordance with N.J.S.A. 40A:11-13.2, to waive any informalities in the bid and to accept the lowest responsible bid in accordance with applicable law.

### **Bidder Default**

In case of default by the bidder or contractor, the County of Ocean may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

### **Indemnity**

The bidder, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

### **Specifications**

It is to be understood by the bidder that this bid is submitted on the basis of specifications prepared by the County and the fact that any bidder is not familiar with these specifications or conditions will not be accepted as an excuse.

### **Bid Security**

NO BID SECURITY

### **Performance Bond**

NO PERFORMANCE BOND

### **Pricing Proposal**

Bidders must use the pricing proposal provided in the bid specifications. Failure to use the pricing proposal in the bid specifications shall be cause for rejection of the bid.

### **Pricing**

Insert prices for furnishing all of the material and/or labor described or required. Prices shall be net, including any charges for packing, crating, containers, etc. and all transportation charges fully prepaid by the contractor F.O.B. destination and placement at locations specified by the County. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the vendor's convenience when a single shipment is ordered.

### **Payment**

Payments will be made upon the approval of vouchers submitted by the successful bidders in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. The County will not pay interest or late fees regardless of language provided.

### **Discrepancy in Pricing**

In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the OWNER of the extended totals shall govern.

### **Award Timeframe**

Award will be made by Ocean County Board of Commissioners within sixty (60) days after receipt of bids.

### **Equal or Tie Bids**

The County of Ocean reserves the right to award at their discretion to any one of the tie bidders where it is most advantageous for the County to do so, pursuant to N.J.S.A. 40A:11-6.1.

### **Tax Exempt**

The County of Ocean is exempt from any State sales tax or Federal excise tax.

### **Equivalent Product**

When offering an equivalent product, the bidder must clearly specify any variations from the stated specifications, regardless of how minor. The County will determine whether the proposed item meets or exceeds the specified product based on its quality, performance, and suitability for the intended use. Where equivalent equipment is offered, the County will determine if the proposed item is equal to or better than specified.

### **Evaluation**

In addition to pricing, evaluation will include an assessment of quality, adherence to specifications, suitability for the County's needs, delivery terms, and warranty provisions. If no deviations from the specifications are noted, the bid will be assumed to be fully compliant with the stated requirements.

### **Quantities**

The quantities shown on the pricing proposal are **estimates only**, and Ocean County will not guarantee any minimum purchase. The County reserves the right to decrease or omit quantities as needed over the course of the contract. The county will not consider any minimum requirements imposed on order quantities. The County also reserves the right to increase quantities to twenty (20) percent of the maximum quantities listed at the unit price bid, in accordance with N.J.A.C. 5:30-11.3. *Note: Actual orders are placed upon receipt of a Purchase Order, on an as needed basis. The County will not be responsible to pay for any product that was not ordered through a Purchase Order.*

### **Delivery of Goods and Services**

Delivery of items shall only be made upon receipt of a Purchase Order issued by the Ocean County Department of Purchase, upon which delivery locations and needed quantities shall be indicated.

### **American Goods and Products**

All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.

### **BUY AMERICAN PROVISION - FOOD RELATED CONTRACTS**

In accordance with 7 CFR 210.21(d) and USDA Memo SP 38-2017, all food and food service products provided under this contract must be domestic. Products must be either 100% domestic or contain more than 51% domestic agricultural components by weight or volume. Exceptions are permitted only when the item is not available domestically in sufficient quantity/quality or when competitive pricing shows domestic products are significantly higher in cost. Any exception requests must be submitted in writing and approved by the SFA prior to purchase.

### **No Assignment**

This agreement shall not be assigned without the written consent of the County of Ocean.

### **NJ One Call**

By presenting a bid, contractor declares that he is aware of and, if required, will comply with the requirements of the "Underground Facility Protection Act (Public Law 1994, Chapter 118)" prior to commencing any intended excavation. The telephone number to call is 1-800-272-1000.

### **Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 et seq**

The bidder must comply with the provisions of "The Public Works Contractor Registration Act", if applicable.

- All named contractors must be registered with the Department of Labor and Workforce Development pursuant to the Public Works Contractor Registration Act at the time the proposal is received, or the proposal will be determined to be non-responsive.
- Any non-listed contractor must be registered with the Department of Labor and Workforce Development prior to physically starting work. It is the responsibility of the General Contractor to insure that all non-listed sub-contractors comply.
- Contractors are encouraged to submit their and all named sub-contractors' Public Works Contractor Registration Certificates with the bid.

### **Prevailing Wage & Labor Laws**

The New Jersey Prevailing Wage Act (P.L. 1963, Chapter 150) and provisions of the State Labor Laws must be complied with by the successful bidder, if applicable. The current Prevailing Wage Rates can be found online at <https://www.nj.gov/labor/wageandhour/prevailing-rates/public-works/currentprevailingwage.shtml>

All Certified Payrolls for Public Works Projects **must** be submitted online via the New Jersey Wage Hub website which can be accessed through the following link: <https://njwages.nj.gov/>. Certified payrolls must be submitted within ten (10) days of the payment of wages for each pay period, **both** online via New Jersey Wage Hub and hard copy to the contracting unit.

### **Special Surety Bid Requirements for Certain Construction Projects**

The attention of the bidder is called to the provisions of N.J.S.A. 2A:44-143 which requires that the County of Ocean shall only accept performance and payment bonds from surety companies meeting the requirements of that statute. The bidder shall deliver with its bid a Consent of Surety. The Bidder's Surety Company shall complete the "Certificate of Surety Company" which bidder shall submit with its bid.

### **New Jersey Business Registration Requirements**

Pursuant to N.J.S.A. 52:32-44, Ocean County ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

**Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).**

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the

contractor with a valid proof of business registration.

(2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

(3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

### **Pay to Play Requirements**

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

### **Statement of Ownership**

The provisions of N.J.S.A. 52:25-24.2 apply to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

### **Disclosure of Investment Activities in Iran**

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

The Chapter 25 list must be reviewed prior to completing the certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Disclosure of Investment Activities in Iran.

### **Certification of Non-Involvement in Prohibited Activities in Russia or Belarus**

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendor”) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

### **Insurance Requirements**

The contractor shall maintain primary insurance to protect against all claims under Workmen's Compensation, Comprehensive General Liability and Automobile. Except for Workmen's Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary Coverage shall be subject to approval for adequacy of protection as per the following limits:

#### **Worker's Compensation**

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

#### **Comprehensive General Liability**

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

#### **Comprehensive General Liability Details**

Comprehensive Automobile Liability shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- A. Liability arising out of the ownership, maintenance or use of any auto;
- B. Auto non-ownership and hired car coverage.
- C. Contractor's Worker's Compensation, Comprehensive General Liability and
- D. Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

#### **Proof of Insurance**

Copies of each insurance certificate shall be furnished to the County when requested.

### **Certificate of Insurance**

Upon contract award, when a Certificate of Insurance is required, it shall be provided to Ocean County listing the County as an additional insured, as follows:

County of Ocean, 101 Hooper Avenue, P.O. Box 2191, Toms River, NJ 08754-2191

### **Open Public Records Act (OPRA)**

**\*\* ATTENTION \*\***

Responses received pursuant to this solicitation are subject to complete disclosure pursuant to the Open Public Records Act. Please note that disclosure includes any and all attachments and addenda supplementing the

solicitation response. Accordingly, please do not include personal identifying information in any supplementary documents submitted with the solicitation response.

**County Cooperative Contract Purchasing System**

The County has established a "COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM" pursuant to N.J.S.A. 40a:11-1 et seq...

The IDENTIFIER for this system is:

**CK-02-OC**

This system allows local government contracting entities located within the geographical boundaries of the County to purchase goods and services awarded as a result of this bid proposal if it is extended by the low bidder.

Goods and services must be made available without substitution or deviation from specifications, size, features, quality, price or availability as herein set forth. It is understood that orders, if any, will be placed directly by contracting units, subject to the overall terms of the contract to be awarded by the County of Ocean.

The estimated quantities listed in this specification reflect only the needs of the agencies under the direct control of the Ocean County Board of Commissioners. If the vendor chooses to extend the resulting contract to all other contracting units, the quantities could be higher.

Please check (✓) the YES or NO box in the Vendor Questionnaire to indicate whether or not you will extend contract prices to all contracting units.

### ***Award Method***

Contract will be awarded on a lump sum basis.

## ***Specifications and Scope of Work***

### **SCOPE OF WORK**

See "Attachments", "Project Documents" for detailed specifications.

## ***Intent***

### **CONTRACT TERMS**

The contract shall be one (1) year from date of award, or until delivery is complete unless otherwise stated. The County reserves the right to extend the term of the contract pursuant to N.J.S.A. 40A:11-15. The County reserves the right to extend the contract for one (1) additional year by mutual agreement between the County and the Contractor with no increase in base price.

### **INTENT**

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the materials described and specified herein.

### **BID REVIEW**

Bids may be reviewed at the bid opening and results will be made available online through the County's procurement portal once the bid meeting has concluded. Additionally, bid results are available in the Ocean County Purchasing Department on the day following the bid openings for any interested party that may wish to review them.

### **AVAILABILITY OF FUNDS**

The County's obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the County for payment of any money shall arise unless, and until funds are made available each year to the Ocean County Purchasing Agent.

### **MODIFICATIONS AND WITHDRAWALS**

Bids may be withdrawn from the bidder prior to the time fixed for opening. No right for withdrawal exists after the bid has been opened. Written request for withdrawal shall be signed by the bidder or proper corporate officers.

### **USE OF OTHER NAMES AND REFERENCES**

Unless otherwise stated, the use of manufacturers' names and product numbers are for descriptive purposes, and establishing general quality levels only. They are not intended to be restrictive. Bidders are required to state exactly what they intend to furnish, otherwise it is fully understood that they shall furnish all items as stated.

### **QUALITY**

The materials and supplies called for herein, shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examinations and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.

### **AVAILABILITY AND DELIVERY**

The bidder should indicate the number of days required for the delivery After Receipt of Order (A.R.O.). If not submitted with the bid proposal, the County reserves the right to request this information prior to the award of contract.

### **TRANSITIONAL PERIOD**

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one (1) month at the County's request.

### **CURRENT BID RESULTS**

If there is a current contract in place for this bid, those results may be obtained by accessing our procurement portal at the below link:

<https://procurement.opengov.com/portal/oceancounty>

Once you have clicked the link, click "Advanced Search" to begin searching for the current opportunity.

## *Americans with Disabilities Act*

### Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

## ***Mandatory Equal Employment Opportunity***

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual

orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

## *Vendor Questionnaire*

### **OpenGov Vendor Account Verification\***

I hereby confirm that I am logged into OpenGov using an account directly associated with the Business Name (and corresponding Tax ID number) as provided in all solicitation documentation. I fully understand that, if awarded a contract with Ocean County, the company information listed in the Contract Information Field will be used for the preparation of all contract documents. *Failure to adhere to these requirements may result in the rejection of this bid.*

☐ Please confirm

\*Response required

### **County Cooperative Contract Purchasing System\***

Vendor will extend contract prices to "County Cooperative Contract Purchasing System" Participants as described in [Instruction to Bidders](#) .

☐ Yes

☐ No

\*Response required

### **DOCUMENTS TO BE EXECUTED\***

Documents include:

- Signature Page
- Non-Collusion Certification
- Affirmative Action Questionnaire
- **Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)**
- Disclosure of Investment Activities in Iran
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

**FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL.**

All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising.

**NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.**

**Please note: The County's preferred method of submission is DocuSign.**

**DOCUSIGN WORKS BEST IN THE GOOGLE CHROME BROWSER**

[Click here to go to the form](#)

\*Response required

**CONTRACT INFORMATION\***

Should your company be awarded a contract with Ocean County, please provide the **contact name, contact phone number and the physical mailing address** where the contract documents should be mailed. *(no email addresses, please!)*

\*Response required

**Copy of Bidder's Certificate of Employee Information Report**

**Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:**

- (a) An existing federally approved or sanctioned affirmative action program.
- (b) A New Jersey Certificate of Employee Information Report Approval.
- (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302 for Goods and Services; Form AA201 for Construction). This form is available [here](#).

**QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS ON THE AFFIRMATIVE ACTION DOCUMENT:**

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

**If yes, please upload a photocopy of such approval.**

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

**If yes, please upload a photocopy of such certificate.**

**Please note, the only acceptable file forms are as follows:**

**Documents (doc, docx, rtf, txt, xls, xlsx, pdf)**

**Images (jpg, png, bmp, tif)**

**Copy of Bidder's New Jersey Business Registration Certificate**

Please use this area to upload your company's BRC.

Use this link to verify your company's BRC:

[https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp)

Please note that a BRC is not required at the time of bid submission but shall be required prior to the award of a contract.

**Please note, the only acceptable file forms are as follows:**

**Documents (doc, docx, rtf, txt, xls, xlsx, pdf)**

**Images (jpg, png, bmp, tif)**

**Vendor Forms**

In order to conduct business with the County, your company must be built as a vendor in our financial system. Please download the below documents, complete and upload.

- [New\\_Vendor\\_Form\\_4.0.pdf](#)

**Mandatory Equal Employment Opportunity Statement\***

Does the BIDDER comply with the [#Mandatory Equal Employment Opportunity Statement](#)?

☐ Yes

☐ No

\*Response required

**Americans with Disabilities Act Provisions\***

Does the BIDDER comply with the [#Americans with Disabilities Act Provisions](#)?

☐ Yes

☐ No

\*Response required

**Public Works Registration Certificate\***

All workers performing public works activities for subcontractors awarded contracts by an energy services company pursuant to this section shall be paid prevailing wages in accordance with the “New Jersey Prevailing Wage Act,” P.L.1963, c.150 (C.34:11-56.25 et seq.). All subcontractors shall comply with the provisions of "The Public Works Contractor Registration Act," P.L.1999, c.238 (C.34:11-56.48 et seq.). Only firms appropriately classified as contractors by the Division of Property Management and Construction shall be eligible to be awarded a contract as a subcontractor of an energy services company under this section for performing public works activities pursuant to regulations adopted by the Division of Property Management and Construction.

Bidder shall provide with their bid a copy of the Public Works Registration Certificate for all Public Works Bids.

**Please note, the only acceptable file forms are as follows:**

**Documents (doc, docx, rtf, txt, xls, xlsx, pdf)**

**Images (jpg, png, bmp, tif)**

\*Response required

**CERTIFICATION OF NON-DEBARMENT FOR PUBLIC WORKS CONTRACTS\***

Before a contracting agency can award a contract for public work as defined in P.L. 2019, c.406, the contractor must provide a written certification to the contracting unit that neither the contractor nor the contractor's affiliates are debarred by the federal government from contracting with a federal agency.

The term “affiliate” means any entity that directly, indirectly, or constructively controls the contractor, or any entity that the contractor directly, indirectly, or constructively controls, or is subject to the control of a common entity. The law considers an entity to be in control of another entity if it owns, directly or indirectly, more than 50% of the ownership.

Please complete the Certification of Non-Debarment form by clicking on the link. Make sure that the email you complete the form with matches the email of your vendor account.

**NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.**

**Please note: The County's preferred method of submission is DocuSign.**

**DOCUSIGN WORKS BEST IN THE GOOGLE CHROME BROWSER**

[Click here to go to the form](#)

\*Response required

**Contractor's Data Sheet\***

As evidence of the bidder's qualifications, (s)he shall be required to submit with this bid proposal information requested on the Contractor's Data Sheet.

Please complete the form by clicking on the link. Make sure that the email you complete the form with matches the email of your vendor account.

Please download the below documents, complete, and upload.

- [CONTRACTORS DATA SHEET and ...](#)

\*Response required

**EMERGENCY CONTACT\***

Please provide the NAME and PHONE NUMBER of the individual(s) to be called in the event of an emergency.

\*Response required

**Certificate of Insurance**

Please upload your company's certificate of insurance.

**ADDITIONAL DOCUMENTATION**

Please add any additional documentation you wish to be considered here.

**Acknowledgement of Submission of Forms from Current Bid Package\***

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

☐ Please confirm

\*Response required

**Submission of Bid Package\***

By submitting a response to this solicitation, the Vendor understands and acknowledges that all required documents to this solicitation must be submitted and that failure to do so may be cause for rejection.

Bidder also understands that only one (1) bid submission shall be considered. Please DO NOT Submit a manual bid response. Submitting a manual response in addition to the electronic response is cause for rejection of your bid.

☐ Please confirm

\*Response required

## *Pricing Proposal*

### GENERATOR ALTERATION, MAINTENANCE, SERVICE & REPAIR

| Line Item                                                                                          | Description                                                                                      | One (1) Year<br>Est. Qty. | Unit of<br>Measure | Unit Cost | Total Cost | Comments |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------|--------------------|-----------|------------|----------|
| <b>MINOR PREVENTATIVE MAINTENANCE FOR GENERATORS WITH THE FOLLOWING kW,<br/>PERFORMED ANNUALLY</b> |                                                                                                  |                           |                    |           |            |          |
| 1                                                                                                  | 1-9 kW                                                                                           | 20                        | UNIT               |           |            |          |
| 2                                                                                                  | 10-20 kW                                                                                         | 10                        | UNIT               |           |            |          |
| 3                                                                                                  | 25-50 kW                                                                                         | 13                        | UNIT               |           |            |          |
| 4                                                                                                  | 55-95 kW                                                                                         | 12                        | UNIT               |           |            |          |
| 5                                                                                                  | 100-200 kW                                                                                       | 19                        | UNIT               |           |            |          |
| 6                                                                                                  | 225-500 kW                                                                                       | 14                        | UNIT               |           |            |          |
| 7                                                                                                  | 525-750 kW                                                                                       | 1                         | UNIT               |           |            |          |
| 8                                                                                                  | 800-1000 kW                                                                                      | 1                         | UNIT               |           |            |          |
| <b>MAJOR PREVENTATIVE MAINTENANCE FOR GENERATORS WITH THE FOLLOWING kW,<br/>PERFORMED ANNUALLY</b> |                                                                                                  |                           |                    |           |            |          |
| 9                                                                                                  | 1-9 kW                                                                                           | 15                        | UNIT               |           |            |          |
| 10                                                                                                 | 10-20 kW                                                                                         | 10                        | UNIT               |           |            |          |
| 11                                                                                                 | 25-50 kW                                                                                         | 15                        | UNIT               |           |            |          |
| 12                                                                                                 | 55-95 kW                                                                                         | 15                        | UNIT               |           |            |          |
| 13                                                                                                 | 100-200 kW                                                                                       | 20                        | UNIT               |           |            |          |
| 14                                                                                                 | 225-500 kW                                                                                       | 15                        | UNIT               |           |            |          |
| 15                                                                                                 | 525-750 kW                                                                                       | 1                         | UNIT               |           |            |          |
| 16                                                                                                 | 800-1000 kW                                                                                      | 1                         | UNIT               |           |            |          |
| <b>PREVENTATIVE MAINTENANCE FOR ACCREDITED UNITS</b>                                               |                                                                                                  |                           |                    |           |            |          |
| 17                                                                                                 | Quarterly Major Preventive<br>Maintenance service on units<br>#58, #96, #96A, #2, and<br>#2A-VAN | 20                        | QTR                |           |            |          |
| <b>PREVENTATIVE MAINTENANCE FOR PORTABLE GENERATOR UNITS</b>                                       |                                                                                                  |                           |                    |           |            |          |
| 18                                                                                                 | Preventative Maintenance for<br>Portable Generator Units.                                        | 354                       | kW                 |           |            |          |

[illegible]

### PARTS/MATERIALS COST AND (%) MARKUP

| Line Item    | Description                                                                                                                                                                                                      | Quantity | Unit of Measure | Unit Cost | Markup (%) | Total | No Bid |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------|-----------|------------|-------|--------|
| 27           | Material Cost and Mark-Up. For bid purposes assume materials, other than preventative maintenance materials, at \$200,000.00 for a one (1) year term. Indicate your mark-up Percentage in the Markup (%) column. | 200,000  | \$              | \$1.00    |            |       |        |
| <b>TOTAL</b> |                                                                                                                                                                                                                  |          |                 |           |            |       |        |

**GENERAL SPECIFICATIONS****INTENT**

The purpose of these bid specifications is to provide the County of Ocean with Preventative Maintenance, Repair Services, Alteration Work and Upgrades as required to maintain the safe operation, usage requirements and code changes for all County emergency generators and as specified herein. This contract shall cover at minimum the generators listed herein as well as associated transfer switches, lift pumps, fuel systems/tanks, exhaust systems and small portable units.

All work covered by this bid shall be classified as either “Maintenance Work” or “Alteration Work”. Maintenance Work shall be defined as the repair of existing equipment when the size, type or extent of such equipment is not thereby changed or increased. Alteration Work shall be defined as upgrades in-kind or alterations made to existing systems. This work does not include complete new systems installations.

**EXPERIENCE**

Contractor shall have a minimum of three (3)-years’ experience working on similar scope and size projects. Submit with the bid, contractor's data sheet outlining at least three (3) recent projects relevant to this application.

**ACCESS TO COUNTY LOCATIONS**

Contractor’s staff must wear photo identification displaying the company name and employee name on their person when performing work at any County building.

All personnel or agents or the contractor must observe all rules and regulations in effect at the buildings. Employees or agents of the contractor, while on County property, shall be subject to the control of the County, but under no circumstances shall persons be deemed to be employees or agents of the County.

**RESPONSE TIME**

Contractor shall have the ability to respond to Emergency service calls with a two (2) hour on-site response time. Specifically, contractor shall respond with a call back within one (1) hour and be on site within one (1) additional hour. Contractor shall work continuously to solve issue. Three documented failures to comply shall be considered cause for termination of contract.

Emergency service calls shall be defined as extenuating circumstances that cannot await regular scheduling.

Contractor shall respond to regular service calls by scheduling an on-site initial assessment within 24 hours of notification from County. Work shall occur during regular work hours. Contractor shall advise of the treatment plan, time for implementation, lead time on materials and submit a quote as defined herein. County will then advise of a purchase order number.

Emergency service during overtime hours that require major repairs or parts not normally carried by the responding mechanic will be scheduled for completion the following day.

Responding to after-hours emergency service calls, the contractor will affect any temporary repairs required, leaving the equipment in safe operating condition. Should emergency repairs not be able to be completed by the close of business the contractor is to notify the County Buildings & Grounds Superintendent or designee or the using department contact and advise of the outstanding condition and required action and/or parts and effect permanent repair the following day or as otherwise agreed to.

**DEFINITION OF REGULAR AND OVERTIME HOURS**

Regular business hours are defined as any hours worked between 8:00 AM and 4:30 PM, Monday through Friday.

Overtime hours are defined as any work performed outside of "Regular Business" work hour, which may include weekends and holidays.

**TIME AND MATERIAL WORK**

All estimates for work shall include a cost breakdown submitted by the contractor as follows: labor rate, quantity of hours, materials list, wholesale cost (with evidence of same) and mark up, at applicable contract rates, indicating bid line items.

The County reserves the right to delete or add additional units as needed, at contract bid prices.

**HOURLY LABOR RATE**

Labor hours are shown in the proposal page for bid purposes only. The labor charge should be all inclusive of overhead, profit, shift increases and include shipping fees.

We have attempted to accurately reflect a true picture of the approximate amount of labor hours that the County anticipates. The County does not guarantee any minimum number of hours and will pay only for the actual number of hours authorized and worked.

All prices shall be firm and include transportation charges for providing services to any of the County locations. Contractor travel costs must be incorporated in the bid proposal price. Hourly labor rates begin with Contractor's arrival at the site and end when Contractor leaves the site. After the first full hour, hourly rates shall be prorated to the closest fifteen (15) minute interval.

**MATERIALS**

The County will only pay for materials that have been authorized and used.

Parts / Materials Prices: All materials shall be invoiced at actual wholesale cost plus a percentage (%) markup. Copies of the contractor's own purchase invoices reflecting actual costs shall accompany each invoice to the County.

**QUOTES**

The term quote, proposal, estimates are used interchangeably and shall mean the same. The County does not pay for quotes. The County does not pay fixed fees and will pay only for the actual number of hours authorized and worked.

Quotes for any work shall include a cost breakdown submitted by the contractor as follows: labor rate, quantity of hours, materials list, wholesale cost and mark up, at applicable contract rates.

**COMPLIANCE STANDARDS**

Materials, equipment and installation shall comply with all current rules and regulations of all applicable Federal, State, County and Local laws, ordinances and regulations. Contractor and subcontractors shall hold Public Works Contractor Registration Certificates as required by the Public Works Contractor Registration Act (P.L. 1999, c.238). All work shall be executed in a workmanlike manner and shall present a neat and professional appearance when completed.

**INVOICING**

An invoice will be generated after each service has been performed.

Each service call or additional work request shall generate a separate invoice detailing the labor charge and the parts and materials.

All invoices must reference the work order number and each invoice shall reference the corresponding bid item number for each separate line item amount billed. Check-in/check-out time of all mechanics must be written on daily service work sheets. All invoices must have matching hours between service ticket and invoices. Invoices not in this format shall be returned for revision.

Each invoice shall have attached all referenced service tickets. Indicate on invoice if work is continued on another estimate.

**REPORTS**

Upon completion of each preventative maintenance, a separate report for each system shall be sent to the attention of the Buildings & Grounds, General Supervisor for Generators, or his designee at the Buildings & Grounds department.

**UNSATISFACTORY PAST PERFORMANCE**

Bids received from bidders who have previously failed to complete contracts within the time scheduled therefore, or who have performed prior work for the County in an unacceptable manner, may be rejected.

**SITE INSPECTION**

It shall be the responsibility of the bidder to make a thorough examination of the equipment described within the buildings listed prior to the submission of his/her bid.

If the bidder wishes to make a tour of all equipment contact the Buildings & Grounds, General Supervisor for Generators, or his designee at (732) 929-2039. No special considerations will be given after the bids are opened because of the bidder's failure to be knowledgeable of all existing conditions at the various sites.

**PERMIT COMPLIANCE**

The Contractor shall obtain and pay for all permits and licenses required by this contract. He further shall request all required inspections and obtain those Certificates of Approval as required. The Contractor must coordinate these activities with the Buildings & Grounds Generator supervisor or designee and provide same with copies of permits and certificates.

As required by law the Contractor shall maintain all required New Jersey Department of Environmental Protection documentation on site in compliance with Air Pollution Control Laws and N.J.A.C. 7:27 et seq.

Inspect building as required in a manner consistent with the building occupants. However, buildings #19 and #20 shall be inspected on **Saturdays**.

Special information note only: registration done 5/2009; renew every 5 years.

**REPORTS**

Upon completion of each preventative maintenance, a separate report for each system shall be sent to the attention of the Buildings & Grounds, General Supervisor for Generators, or his designee at the Buildings & Grounds department.

**NJDEP AIR QUALITY PERMITTING PROGRAM COMPLIANCE**

Contractor is responsible for compliance with NJDEP Compliance Advisory #2023-16.

Issued 9/13/2023.

Emergency Generators shall not be used for normal testing and maintenance on days when the Department forecasts air quality anywhere in New Jersey to be "unhealthy for sensitive groups," "unhealthy," "very unhealthy," or "hazardous" as defined in the EPA's Air Quality Index, (<http://airnow.gov/>) as supplemented or amended and incorporated herein by reference, unless required in writing by a Federal or State law or regulation. Procedures for determining the air quality forecasts for New Jersey are available at <http://www.state.nj.us/dep/aqpp/aqforecast>

Check the air quality forecast the day before the tentative Emergency Generator normal testing/maintenance date using the following procedure:

- After 4:00 pm on the day before the emergency generator will be used for normal testing/maintenance, the Air Quality Conditions and Forecast at <https://www.airnow.gov/state/?name=new-jersey> shall be reviewed.
- Read the "Forecast" column for tomorrow's date.
- If this column lists the air quality anywhere in NJ as Unhealthy for Sensitive Groups, Unhealthy, Very Unhealthy, or Hazardous, then you CAN NOT perform testing/maintenance activities the following day.
- Reschedule your testing/maintenance for another day.
- Remember to re-check the Air Quality Forecast after 4:00 pm on the day before the day that the Emergency Generator has been rescheduled to be operated for normal testing/maintenance.

**ADDITIONAL OIL CHANGES**

Additional oil changes, outside of preventative maintenance oil changes, on an as-needed basis as requested by County. Cost shall be invoiced at labor and materials line-item rates.

**SCOPE OF WORK FOR PREVENTATIVE MAINTENANCE**

**STAND-BY GENERATORS** (large stationary and industrial generator-towable & mounted) such as light towers, trailered road signs, installed on trucks, secured/fastened/mounted on trucks or trailers.

These STAND-BY GENERATORS have major and minor services and are divided by kW seen on lines #1-16.

**PORTABLE UNITS** (small generators, simple engine configurations, plug-in type, movable with handles or wheels, compact) such as Honda pull-along non-commercial generators, bought from home centers etc. These PORTABLE UNITS are line #18.

PREVENTATIVE MAINTENANCE SERVICE PROCEDURES, PERFORMED ANNUALLY –  
MINOR INSPECTION - DIESEL ENGINE POWERED EMERGENCY GENERATOR SETS

I. ENGINE

a. Lubrication System

1. Check oil level
  - a. Inspection for evidence of dilution or contamination.
  - b. Top-off if required\*\*
2. Visual inspection of front and rear crankshaft seals and lubrication system gaskets for leaks.
3. Visual inspection of pipes and hoses for leaks and condition.
4. Check for evidence of excessive crankcase pressure.

b. Fuel System

1. Visually inspect flexible fuel lines for condition and leaks.
2. Inspect fuel supply from engine to day tank for condition and security.
3. Drain water separator if applicable / necessary.
4. Inspect engine fuel lines, pump, and filters for leaks, condition and security.
5. Inspect and lubricate governor actuator to rack and ball joints.

c. Air System

1. Inspect air filters for condition and security, tighten clamps and brackets as required.\*
2. Inspect turbo outlet hoses and pipes for condition and security, tighten clamps and brackets as required.\*

d. Cooling System

1. Check coolant level.
2. Check and record freeze protection.
3. Chemical test corrosion protection.
4. Inspect fan shrouds, guards and brackets for condition and security.
5. Inspect radiator core for cleanliness, condition and security.
6. Inspect fan drive, belt for condition and proper tension.
7. Inspect coolant hoses and pipes for condition and security.
8. Check operation of intake and exhaust louvers if applicable.
9. Check operation of jacket water heater.
10. Top off if required.\*\*

e. Exhaust System

1. Inspect exhaust pipes and flexes where accessible for security and evidence of leaks. Check for evidence of wet stacking
2. Inspect muffler supports for condition and security.
3. Operator condensate drains as applicable.

f. Electrical System (Engine)

1. Inspect starter cables, wire and connectors for condition and security.
2. check and record starting battery float voltage.
3. Check electrolyte level (lead and batteries)
4. Check charger for proper operation and output.
5. Check battery charging alternator connections if applicable.
6. Visually inspect on engine wiring connections for condition and security.

PREVENTATIVE MAINTENANCE SERVICE PROCEDURES, PERFORMED ANNUALLY –  
MINOR INSPECTION - DIESEL ENGINE POWERED EMERGENCY GENERATOR SET (CONT'D)

II. GENERATOR

a. Mechanical

- a. Visually inspect mounting bolts for security and condition.
- b. Inspect fan guard for condition and security.
- c. Inspect air inlet screen for cleanliness, condition and security.

III. CONTROLS

1. Check operation of auto start and remote controls.
2. Check operation and AC and engine instruments.
3. Check operation of generator set associated indicators and lights.
4. Check and adjust as required\* system frequency and voltages.

IV. RUNNING CHECKS

1. Start and run unit at no load and make appropriate entries on log form.
2. Complete general walk around inspection
3. visually inspect for leaks.
4. Check for abnormal noise or vibration.

V. DEPARTURE CHECKS

1. Reset all controls to automatic.
2. Confirm circuit breaker in correct position.
3. Confirm fuel valves are in the correct position.
4. Confirm battery charger is on.
5. Confirm day tank controls are on.
6. Confirm that louver controls are on.
7. Confirm that jacket water heater is on.

\* As required – 1. According to published manufacturers' specifications or recommendation.  
2. Where no published according to sound practices.

\*\* Top off fluids up to 1 gallon. Additional quantities at additional charge.

PREVENTATIVE MAINTENANCE SERVICE PROCEDURES, PERFORMED ANNUALLY –  
MINOR INSPECTION – NATURAL GAS POWERED EMERGENCY GENERATORS SETS

I. ENGINE

a. Lubrication System

1. Check oil level
  - a. Inspect for evidence contamination.
2. Visual inspection of front and rear crankshaft seals and lubrication system gaskets for leaks.
3. Visual inspection of pipes and hoses for leaks and condition.

b. Fuel System

1. Check fuel system from supply pipe to carburetor for condition and security.
2. Inspect and lubricate carburetor actuator and ball joints.

c. Air System

1. Inspect air filters for condition and security, tighten clamps and brackets as required.\*
2. Inspect air inlet connections to engine for condition and security.

**PREVENTATIVE MAINTENANCE SERVICE PROCEDURES, PERFORMED ANNUALLY –**  
**MINOR INSPECTION – NATURAL GAS POWERED EMERGENCY GENERATORS SETS (CONT'D)**

d. Cooling System

1. Check coolant level.
2. Check and record freeze protection.
3. Chemical test corrosion protection.
4. Inspect fan shrouds, guards and brackets for condition and security.
5. Inspect radiator core for cleanliness, condition and security.
6. Inspect fan drive, belt for condition and proper tension.
7. Inspect coolant hoses and pipes for condition and security.
8. Check operation of intake and exhaust louvers if applicable.
9. Check operation of jacket water heater.

e. Exhaust System

1. Inspect exhaust pipes and flexes where accessible for security and evidence of leaks.
2. Inspect muffler supports for condition and security.
3. Operator condensate drains as applicable.

f. Electrical System (Engine)

1. Inspect starter cables, wire and connectors for condition and security.
2. Check and record starting battery float voltage.
3. Check electrolyte level (lead and batteries).
4. Check charger for proper operation and output.
5. Check battery charging alternator connections if applicable.
6. Visually inspect on engine wiring connections for condition and security.

II. GENERATOR

a. Mechanical

1. Visually inspect mounting bolts for security and condition.
2. Inspect fan guard for condition and security.
3. Inspect air inlet screen for cleanliness, condition and security.

III. CONTROLS

1. Check operation of auto start and remote controls.
2. Check operation and AC and engine instruments.
3. Check operation of generator set associated indicators and lights.
4. Check and adjust as required\* system frequency and voltages.

IV. RUNNING CHECKS

1. Start and run unit at no load and make appropriate entries on log form.
2. Complete general walk around inspection.
3. Visually inspect for leaks.
4. Check for abnormal noise or vibration.

PREVENTATIVE MAINTENANCE SERVICE PROCEDURES, PERFORMED ANNUALLY –  
MINOR INSPECTION – NATURAL GAS POWERED EMERGENCY GENERATORS SETS (CONT'D)

V. DEPARTURE CHECKS

1. Reset all controls to automatic.
2. Confirm circuit breaker in correct position.
3. Confirm fuel valves are in the correct position.
4. Confirm battery charger is on.
5. Confirm that louver controls are on.
6. Confirm that jacket water heater is on.

\* As required – 1. According to published manufacturers' specifications or recommendation.

2. Where no published according to sound practices.

\*\* Top off fluids up to 1 gallon. Additional quantities at additional charge.

PREVENTIVE MAINTENANCE SERVICE PROCEDURES, PERFORMED ANNUALLY –  
MAJOR INSPECTION - DIESEL ENGINE POWERED EMERGENCY GENERATOR SETS

I. ENGINE

a. Lubrication System

1. Change oil
2. Visual inspection of front and rear crankshaft seals and lubrication system gaskets for leaks.
3. Visual inspection of pipes and hoses for leaks and condition.
4. Check and record oil pressure at operating temperature.
5. Check for evidence of excessive crankcase pressure.
6. Oil and lube oil filter change (annual basis).
7. Top off if required following running checks.

b. Fuel System

1. Visually inspect flexible fuel lines for condition and leaks.
2. Check fuel for
  - a. Quantity
  - b. Evidence of water or foreign substances.
3. Inspect fuel supply from engine to day tank for condition and security.
4. Drain water separator if applicable / necessary.
5. Inspect engine fuel lines, pump, and filters for leaks, condition and security.
6. Inspect and lubricate governor actuator to rack and ball joints.
7. Primary and secondary filter change (annual basis).
8. Draw fuel sample for lab analysis.

c. Air System

1. Inspect air filters for condition and security, tighten clamps and brackets as required.\*
2. Inspect turbo outlet hoses and pipes for condition and security, tighten clamps and brackets as required.\*
3. Inspect and lubricate blower by-pass actuators and turbocharger waste-gate linkage.
4. Inspect and lubricate air box damper operating mechanism.
5. Service crankcase breathers and air box drains as required.\*

PREVENTIVE MAINTENANCE SERVICE PROCEDURES, PERFORMED ANNUALLY –  
MAJOR INSPECTION - DIESEL ENGINE POWERED EMERGENCY GENERATOR SETS (CONT'D)

I. ENGINE (CONT'D)

a. Cooling System

1. Check coolant level.
2. Draw a coolant sample for lab analysis.
3. Check and record freeze protection.
4. Chemical test corrosion protection, add inhibitor if required.\*\*
5. Pressure test to 15 psi and inspect for leaks.
6. Inspect fan shrouds, guards and brackets for condition and security.
7. Inspect and lubricate idler and fan drive bearings. Check condition and security of mounts, brackets and adjusters, tighten fasteners as required.\*
8. Inspect radiator core for cleanliness, condition and security.
9. Inspect fan drive, belt for condition and proper tension.
10. Inspect coolant hoses and pipes for condition and security.
11. Check operation of intake and exhaust louvers if applicable.
12. Check operation of jacket water heater, control thermostats and oil pressure disconnect contractor.
13. Check and record coolant temperature under operating conditions.
14. Top off if required.\*\*

b. Exhaust System

1. Inspect exhaust pipes and flexes where accessible for security and evidence of leaks.
2. Inspect turbocharger clamps and brackets, tighten as required.\*
3. Inspect muffler supports for condition and security.
4. Operator condensate drains as applicable.

c. Electrical System (Engie)

1. Inspect starter cables, wire and connectors for condition and security.
2. Check and record starting battery float voltage.
3. Check electrolyte level (lead and batteries).
4. Load test starting batteries for 15 seconds and record voltage.
5. Check charger for proper operation and output.
6. Check battery charging alternator connections if applicable.
7. Visually inspect on engine wiring connections for condition and security.
8. Test / prove all engine protective devices.

II. GENERATOR

a. Mechanical

1. Visually inspect mounting bolts for security and condition.
2. Inspect fastening bolts for drive flex.
3. Inspect fan guard for condition and security.
4. Inspect air inlet screen for cleanliness, condition and security.
5. Inspect and lubricate bearing as required.\*
6. Inspect mechanical connections for tightness, condition and security as required.\*

PREVENTIVE MAINTENANCE SERVICE PROCEDURES, PERFORMED ANNUALLY –  
MAJOR INSPECTION - DIESEL ENGINE POWERED EMERGENCY GENERATOR SETS (CONT'D)

II. GENERATOR (CONT'D)

b. Electrical

1. Check and record no load and full load voltage.
2. Inspect exciter assembly, stator and field for cleanliness and physical integrity.
3. Inspect cable and wire termination as generator for condition and security.
4. Inspect rotating rectifier and surge suppressor for condition, connection and mounting integrity.
5. Inspect end bell enclosure for cleanliness and device interference with rotating assemblies.
6. Prover generator protective devices.

III. CONTROLS

1. Check operation of auto start and remote controls.
2. Check operation and AC and engine instruments.
3. Check operation of generator set associated indicators and lights.
4. Check and adjust system frequency and voltages.\*
5. Check and adjust synchronized kilowatt and reactive load sharing as required.\*

IV. RUNNING CHECKS

1. Start and run unit at no load and make appropriate entries on log form.
2. Complete general walk around inspection.
3. Visually inspect for leaks.
4. Check for abnormal noise or vibration.

V. DEPARTURE CHECKS

1. Reset all controls to automatic.
2. Confirm circuit breaker in correct position.
3. Confirm fuel valves are in the correct position.
4. Confirm battery charger is on.
5. Confirm day tank controls are on.
6. Confirm that louver controls are on.
7. Confirm that jacket water heater is on.

\* As required – 1. According to published manufacturers' specifications or recommendation.  
2. Where no published according to sound practices.

\*\* Top off fluids up to 1 gallon. Additional quantities at additional charge.

PREVENTATIVE MAINTENANCE SERVICE PROCEDURES, PERFORMED ANNUALLY –  
MAJOR INSPECTION - NATURAL GAS POWERED EMERGENCY GENERATORS SETS

I. ENGINE

a. Lubrication System

1. Change oil
2. Visual inspection of front and rear crankshaft seals and lubrication system gaskets for leaks.
3. Visual inspection of pipes and hoses for leaks and condition.
4. Check and record oil pressure at operating temperature.
5. Check for evidence of excessive crankcase pressure.
6. Oil and lube oil filter change (annual basis)

**PREVENTATIVE MAINTENANCE SERVICE PROCEDURES, PERFORMED ANNUALLY –**  
**MAJOR INSPECTION - NATURAL GAS POWERED EMERGENCY GENERATORS SETS**

**I. ENGINE (CONT'D)**

**b. Fuel System**

1. Check fuel system from supply pipe to carburetor for condition and security.
2. Inspect and lubricate carburetor actuator and ball joints.
3. Check fuel pressure
4. Inspect ignition components
5. Draw fuel sample for lab analysis.

**c. Air System**

1. Inspect air filters for condition and security, tighten clamps and brackets as required.\*
2. Inspect air inlet connections to engine for condition and security.
3. Inspect turbo outlet hoses and pipes for condition and security, tighten clamps and brackets as required. \*
4. Service crankcase breathers as required.

**d. Cooling System**

1. Check coolant level, top off as required.\*
2. Check and record freeze protection.
3. Chemical test corrosion protection, add inhibitor as required.\*
4. Pressure test to 15 psi and inspect for leaks.
5. Inspect fan shrouds, guards and brackets for condition and security.
6. Inspect and lubricate idler and fan drive bearings. Check condition and security of mounts, brackets and adjusters, tighten fasteners as required.\*
7. Inspect radiator core for cleanliness, condition and security.
8. Inspect fan drive, belt for condition and proper tension and adjust as required.\*
9. Inspect coolant hoses and pipes for condition and security.
10. Check operation of intake and exhaust louvers if applicable.
11. Check operation of jacket water heater, control thermostats and oil pressure disconnect contactor.
12. Check and record coolant temperature under operating conditions.
13. Draw a coolant sample for lab analysis.

**e. Exhaust System**

1. Inspect exhaust pipes and flexes where accessible for security and evidence of leaks.
2. Inspect turbocharger clamps and brackets, tighten as required.\*
2. Inspect muffler supports for condition and security.
3. Operator condensate drains as applicable.

**f. Electrical System (Engine)**

1. Inspect starter cables, wire and connectors for condition and security.
2. Check and record starting battery float voltage.
3. Check electrolyte level (lead and batteries).
4. Load test starting batteries for 15 seconds and record voltage.
5. Check charger for proper operation and output.
6. Check battery charging alternator connections if applicable.
7. Visually inspect on engine wiring connections for condition and security.
8. Test / prove all engine protective devices.

**PREVENTATIVE MAINTENANCE SERVICE PROCEDURES, PERFORMED ANNUALLY –  
MAJOR INSPECTION - NATURAL GAS POWERED EMERGENCY GENERATORS SETS (CONT'D)**

**II. GENERATOR**

**a. Mechanical**

1. Visually inspect mounting bolts for security and condition.
2. Inspect fastening bolts for drive flex.
3. Inspect fan guard for condition and security.
4. Inspect air inlet screen for cleanliness, condition and security.
5. Inspect and lubricate bearing as required.\*
6. Inspect mechanical connections for tightness, condition, and security as required.\*

**b. Electrical**

1. Check and record no load and full load voltage.
2. Inspect exciter assembly, stator and field for cleanliness and physical integrity.
3. Inspect cable and wire termination at generator for condition and security.
4. Inspect rotating rectifier and surge suppressor for condition, connection and mounting integrity.
5. Inspect end bell enclosure for cleanliness and device interference with rotating assemblies.
6. Prove generator protective devices.

**III. CONTROLS**

1. Check operation of auto start and remote controls.
2. Check operation and AC and engine instruments.
3. Check operation of generator set associated indicators and lights.
4. Check and adjust system frequency and voltages as required.\*
5. Check and adjust synchronized kilowatt and reactive load sharing as required.\*

**IV. RUNNING CHECKS**

1. Start and run unit at no load and make appropriate entries on log form.
2. Complete general walk around inspection.
3. Visually inspect for leaks.
4. Check for abnormal noise or vibration.

**V. DEPARTURE CHECKS**

1. Reset all controls to automatic.
2. Confirm circuit breaker in correct position.
3. Confirm fuel valves are in the correct position.
4. Confirm battery charger is on.
5. Confirm that louver controls are on.
6. Confirm that jacket water heater is on.

\* As required – 1. According to published manufacturers' specifications or recommendation.  
2. Where no published according to sound practices.

\*\*Top off fluids up to 1 gallon. Additional quantities at additional charge.

**ITEM # 17 - QUARTERLY MAJOR PREVENTIVE MAINTENANCE FOR CALEA  
ACCREDITED UNITS**

On a Quarterly basis, perform three Minor Preventive Maintenance service run on full load, and one Major Preventative Maintenance (July/August) run on full load for units #2, #2A (Van), #96, #96A, #58.

**ITEM # 18- PREVENTATIVE MAINTENANCE FOR PORTABLE GENERATOR UNITS**

Portable units are considered those such as small generators, simple engine configurations, plug-in type, movable with handles or wheels, compact similar to Honda pull-along non-commercial generators, bought from home centers etc. Major preventative maintenance work shall be conducted annually. These units vary in kW. For this contract, assume 354 kW for 1-year term..

**PREVENTATIVE MAINTENANCE REQUIREMENTS FOR “PER RUN HOUR” UNITS**

Preventative Maintenance Service shall consist of the following for all Per Run Hour Units:

1. Check for oil leaks and repair as needed under “Time and Materials”.
2. Perform all service checks as appropriate for each unit as listed on the sample inspection sheet noting each discrepancy in the remarks section.
3. In addition to the checklist items the contractor shall perform the following:
  - A. Cooling system flush.
  - B. Coolant replacement.
  - C. Engine oil change.
  - D. Engine oil filter change.
  - E. Proper disposal of liquids.

**ITEM # 19 - FLUID POLISHING**

Contractor shall, perform upon request, the process of drawing the fuel from the tank through a filter system and back into the tank. During this, constantly circulating the fuel through the filter to capture all the water and elements that have accumulated in the diesel fuel in accordance with industry standards and applicable regulations. Pricing is per gallon, not task.

**ITEM # 20 - LOAD BANK TEST**

Perform the following:

1. Check all fluid levels in the generator.
2. Start and run the generator without load to check for any abnormalities
3. Stop
4. Lockout via emergency stop and removing battery power to prevent inadvertent starting.
5. Disconnect and safe-off building leads from generator breaker.
6. Connect the appropriate style pigtails and camlocks to the generator breaker bus bar.
7. Connect camlock cables to an appropriately rated resistive load bank(s).
8. Start the generator from the generator controller.
9. Allow generator to reach full speed.
10. Apply standard load of generators name plate rating and allow to run.
11. Monitor operation of generator and note any irregularities. Record the following parameters – V(3 phase) A (3 phase) oil pressure, coolant temp, engine speed, battery voltage
12. Remove all load and allow the engine to run to cool down.
13. Shut down the generator and visually inspect for any discrepancies.
14. Lockout via emergency stop, removing battery power to prevent inadvertent starting.
15. Disconnect camlock cables from the generator breaker bus bar.
16. Reconnect the building leads to the generator bus bar.
17. Remove the lockout, re-terminate the batteries.
18. Test run the genset to ensure it makes speed and voltage.
19. Return the generator to “auto”.

**ITEM # 26 - ALLOWANCE FOR PORTABLE GENERATOR RENTAL**

It may be necessary at times as conditions dictate where the County needs to rent portable generators. A quote will be obtained from the bidder for a specifically sized unit. The quote shall include all standard cabling, components and hook-up with plugs as required for operable connections to County receiving inputs. Contractor must provide turn-key electrical services with its own forces or may hire subcontractor. Contractor shall be responsible to coordinate its own electrical work. Provide copy of Electrical License to County at time of quote, or no later than prior to performing electrical work.

**ITEM # 27 - ALLOWANCE FOR ALTERATION WORK**

Alteration Work is defined as upgrades or alterations made to existing systems. This work does not include complete new system installations.

Alteration Work labor crafts may be subcontracted by the prime Generator contractor provided the provisions outlined in “Subcontracting” paragraph of this bid are adhered to.

When installing new parts provided by the successful contractor, said subcontractor will be required to give the department’s representative all paperwork found in the original package (e.g: warranty registration forms, literature, drawings, installation instructions, part numbers, etc.)

**SUBCONTRACTING**

Subcontracting is permitted for Alteration Work labor for electrical and plumbing trades as required to perform the work. If additional trades are required, the prime contractor shall first obtain advance authorization from the Buildings and Ground Department. Special conditions are applicable to subcontracted work as follows:

1. Contractor shall ensure the subcontractor complies with all terms of this contract.
2. Contractor agrees to provide any supervision required to ensure correct, complete and timely completion of the work at no additional cost to the County and as may be requested by the County.
3. Subcontractor shall be paid by the Contractor per the terms of their subcontract. The County bears no responsibility or liability to the subcontractor or any of their employees.
4. Contractor shall provide New Jersey State Licenses, as applicable and Public Work Contractor Registration Certificates for all subcontractors and as to any change in the status of its subcontractors. It is the responsibility of the contractor to advise the County and provide all Certificates as required by law.

*Billing of labor and materials for the Electrician, Plumber, and other trades given advanced authorization, shall be billed under the Allowance for Alteration Work line item on the pricing page.*

**PREVENTATIVE MAINTENANCE SERVICE – PORTABLE EQUIPMENT**

**Small generators, simple engine configurations, plug-in type, movable with handles or wheels, compact, such as Honda pull-along non-commercial generators, bought from home centers etc.**

**These PORTABLE GENERATORS are charged to line item #18.**

| Trailer # | Location                    | Kw  | Make    | Model        | S/N              | Fuel       |
|-----------|-----------------------------|-----|---------|--------------|------------------|------------|
| SH-TL028  | MVC: CR-530, Manchester Twp | 6   | Yamaha  | EF6600DE     | 201301           | Gas        |
|           |                             |     |         | 357cc        |                  | V:240 (1)  |
|           |                             |     |         |              |                  |            |
| SH-TL178  | MVC: CR-530, Manchester Twp | 3   | Honda   | EU3000is     | EZGF-1804459     | Gas        |
|           |                             |     |         | 196cc        |                  |            |
|           |                             |     |         |              |                  |            |
| SH-TL241  | MVC: CR-530, Manchester Twp | 3   | Honda   | EU3000is     | EZGF-1800948     | Gas        |
|           |                             |     |         | 196cc        |                  |            |
|           |                             |     |         |              |                  |            |
| SH-TL36   | MVC: CR-530, Manchester Twp | 9.5 | DuroMax | XP12000EH    |                  | Gas/LPG    |
|           |                             |     | 457cc   | EMN: DHLG457 | ESN: 21060300055 | V: 240 (1) |
|           |                             |     |         |              |                  |            |
| SH-TL35   | MVC: CR-530, Manchester Twp |     |         |              |                  |            |
|           |                             |     |         |              |                  |            |
|           |                             |     |         |              |                  |            |
| SH-TL140  | 146 Chestnut Street, TR     | 5   | Generac | GP5500       | T56013060066059  | Gas        |
|           |                             |     |         | EMN: 390FA   |                  |            |
|           |                             |     |         |              |                  |            |
| FM-431    | Investigation Unit          | 3   | Honda   | EU3000is     | EACT-1890556     | Gas        |
|           | 146 Chestnut Street, TR     |     |         |              |                  |            |
|           |                             |     |         |              |                  |            |
| FM-451    | Fire Marshal's Office       | 5   | Honda   | EG5000CL     | GCBDT-1660721    | Gas        |
|           | 146 Chestnut Street, TR     |     |         | EMN: ED3     |                  | V: 240(1)  |
|           |                             |     |         |              |                  |            |
| FM-428    | MVC: CR-530, Manchester Twp | 3   | Honda   | EU3000is     | EAMT-2032272     | Gas        |
|           |                             |     |         |              |                  |            |
|           |                             |     |         |              |                  |            |
| FM-Port.  | MVC: CR-530, Manchester Twp | 5   | Honda   | EM5000is     | EAJJ-1006671     | Gas        |
|           |                             |     |         |              |                  |            |
|           |                             |     |         |              |                  |            |

**PREVENTATIVE MAINTENANCE SERVICE – STAND-BY EQUIPMENT**

**Large stationary and industrial generator-towable & mounted, such as light towers, trailered road signs, installed on trucks, secured/fastened/mounted on truck trailers.**

**These STAND-BY GENERATORS have major and minor services, are divided by kW, and are charged to line items #1–16:**

| Trailer # | Location                    | Kw  | Make    | Model              | S/N               | Fuel       |
|-----------|-----------------------------|-----|---------|--------------------|-------------------|------------|
| SH-TL069  | MVC: CR-530, Manchester Twp | 8   | Wacker  | LT 3N-160/4        | ,0001862662       | Diesel     |
|           |                             |     | Kubota  | EMN: D1105         | ESN: 1JE7006      | V:240 (1)  |
| SH-TL076  | MVC: CR-530, Manchester Twp | 8   | Wacker  | LT 3N-160/4        |                   | Diesel     |
|           |                             |     | Kubota  | EMN: D1105         | ESN:              |            |
| SH-TL097  | MVC: CR-530, Manchester Twp | 8   | Wacker  | LT 3N-160/4        |                   | Diesel     |
|           |                             |     | Kubota  | EMN: D1105         | ESN:              |            |
| SH-TL179  | MVC: CR-530, Manchester Twp | 8   | Wacker  | LT 3N-160/4        | ,0001832682       | Diesel     |
|           |                             |     | Kubota  | EMN: D1105         | ESN: 1EY2432      | v:240 (1)  |
| SH-TL309  | MVC: CR-530, Manchester Twp | 8   | Wacker  | Data plate covered |                   | Diesel     |
|           |                             |     | Kohler  |                    | ESN: 9157480      | V:120      |
| SH-TL11   | MVC: CR-530, Manchester Twp | 5   | Wacker  | LT 3N-100/4        | ,0002140875       |            |
|           |                             |     | Kubota  | EMN: D1005         | ESN: 1KH1609      | V: 240 (1) |
| SH-TL6    | MVC: CR-530, Manchester Twp | 10  | Fermont | MEP-803A           | FZ45207           | Diesel     |
| SH-TL76   | MVC: CR-530, Manchester Twp | 8   | Wacker  | LT 3N-160/4        | ,0001862663       | Diesel     |
|           |                             |     | Kubota  | EMN: D1105         | ESN: 1JE7264      |            |
| SH-TL116  | MVC: CR-530, Manchester Twp | 5.5 | Cummins | 5.5HGJAD-6759M     | C220059819        | Gas        |
|           |                             |     | Onan    | EMN: 7FPC-020      | ESN: 7FPC-2003748 |            |
| SH-TL97   | MVC: CR-530, Manchester Twp | 8   | Wacker  | LT 3N-160/4        | ,0001832684       | Diesel     |
|           |                             |     | Kubota  | EMN: D1105         | ESN: 1EY2431      | V:240 (1)  |
| SH-TL360  | MVC: CR-530, Manchester Twp | 5   | Wanco   | LT 3N-100/4        |                   | Diesel     |
|           |                             |     | Kubota  | EMN: D1005         | ESN: 1MR4656      |            |
| SH-TL359  | MVC: CR-530, Manchester Twp | 5   | Wanco   | LT 3N-100/4        |                   | Diesel     |
|           |                             |     | Kubota  | EMN: D1005         | ESN: 1MR5065      |            |
| SH-TL199  | MVC: CR-530, Manchester Twp | 12  | Cummins | 12HDKCD-2209H      | K180453702        | Diesel     |
|           |                             |     | Kubota  | EMN: D1503         |                   | V:240      |
| RD-250    | 379 Haywood Road, Stafford  | 5.5 | Cummins | 5.5HGJAD-2138J     | J140747499        | Gas        |
|           |                             |     | Onan    |                    |                   | V:120(1)   |
| RD-106    | 379 Haywood Road, Stafford  | 7   | Cummins | 7HGJAD-2139M       | G200779591        | Gas        |
|           |                             |     | Onan    |                    |                   | V:120(1)   |



**EMERGENCY GENERATOR  
ANNUAL PREVENTIVE MAINTENANCE INSPECTION FORM**

VENDOR COMPANY \_\_\_\_\_

TECHNICIAN \_\_\_\_\_ DATE \_\_\_\_\_

SERVICE TICKET # \_\_\_\_\_

ADDRESS \_\_\_\_\_

**GENERATOR**

MOD/SPEC# \_\_\_\_\_ SER.# \_\_\_\_\_ HRS. \_\_\_\_\_

**AUTOMATIC TRANSFER SWITCH**

MOD/SPEC# \_\_\_\_\_ SER.# \_\_\_\_\_ VOLTAGE \_\_\_\_\_

**ENGINE**

MOD# \_\_\_\_\_ SER.# \_\_\_\_\_ SPEC.# \_\_\_\_\_

|                                                                                                                                                                                                                         | Initials-DONE | COMMENTS |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------|
| 1. Check engine fluids levels for normal operating range.                                                                                                                                                               |               |          |
| 2. Check air intake system from engine to outside air source for condition/security.                                                                                                                                    |               |          |
| 3. Check exhaust system from engine to outlet for condition/security.                                                                                                                                                   |               |          |
| 4. Check cooling system fans, hoses, belts, air/electric louvers and                                                                                                                                                    |               |          |
| 5. Check fuel system from engine and day tank to storage tank for condition/security.                                                                                                                                   |               |          |
| 6. Check engine mounts for condition/security.                                                                                                                                                                          |               |          |
| 7. Check cranking system for condition/security.                                                                                                                                                                        |               |          |
| 8. Check control panel for proper indications and settings for test run. Notify company representative                                                                                                                  |               |          |
| 9. Start and run generator at no load and make appropriate entries on Stewart & Stevenson's log form.                                                                                                                   |               |          |
| 10. Note any unusual conditions and add load available to observe generator and appropriate switchgear functions.                                                                                                       |               |          |
| 11. Check all battery cell hydrometer readings and record. Clean the battery cables and terminals; tighten and apply corrosion protection. Perform a capacity load-test as deemed necessary per the hydrometer readings |               |          |
| 12. All the control wiring will be checked for chafing, burn marks, and/or loose connections and noted on inspection report.                                                                                            |               |          |
| 13. The unit will be run <b>using ATS</b> , oil pressure, fuel pressure, charging amps, voltage and frequency will be recorded. This test should be conducted at a uniform time interval for comparison.                |               |          |
| 14. Check the engine safety shutdowns for proper operations.                                                                                                                                                            |               |          |
| 15. Check/record fuel level - notify University if below 1/2 tank (diesel only).                                                                                                                                        |               |          |

**EMERGENCY GENERATOR****ANNUAL PREVENTIVE MAINTENANCE INSPECTION FORM (CONT'D)****VENDOR COMPANY** \_\_\_\_\_

|                                                                                                                                                                         |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 16. Check the generator slip rings and brushes as applicable for wear and proper conditions.                                                                            |  |  |
| 17. Check the exciter field resistance for proper specifications.                                                                                                       |  |  |
| 18. Check line to line voltage and adjust voltage regulator to specifications as required                                                                               |  |  |
| 19. Check the engine/ generator alignment. <b>Note:</b> This should only be done if a problem is indicated or the coupling has been disturbed for maintenance purposes. |  |  |
| 20. Fuel, coolant, and lubricating oil is to be sampled and lab tested.                                                                                                 |  |  |
| 21. Adjust the intake, exhaust and valve bridge lash, as applicable.                                                                                                    |  |  |
| 22. Check and adjust injection timing (injectors or injection pump whichever is applicable).                                                                            |  |  |
| 23. Check for signs of leaky nozzles; advise on course of action.                                                                                                       |  |  |
| 24. Check glow plugs for proper operation, as applicable                                                                                                                |  |  |
| 25. Inspect spark plugs. Replace spark plugs on as needed basis.                                                                                                        |  |  |
| 26. Lubricate the governor linkage, and check the governor response on ramp to rated speed for proper adjustment                                                        |  |  |
| 27. Governor - check and maintain oil level (if required).                                                                                                              |  |  |
| 28. Change lube oil and lube oil filters                                                                                                                                |  |  |
| 29. Change fuel filters                                                                                                                                                 |  |  |
| 30. Fuel tank - drain water and sediment                                                                                                                                |  |  |
| 31. Return unit to auto.                                                                                                                                                |  |  |