

**EXHIBIT A – SCOPE OF WORK/SERVICES
19-0441, Generator Repair and Maintenance**

The purpose of this solicitation is to establish a contract with a qualified vendor to provide maintenance and repair services to the electrical portion of Lake County’s generators. As part of this solicitation the County may request that the vendor provide and install new generators. This will take place at locations throughout Lake County in conjunction with the County’s needs to ensure that these systems are operational 24 hours a day, 7 days a week.

Such services must encompass furnishing adequate and appropriate labor, all needed parts and materials, supplies, equipment, and supervision for the performance of the projected work. This service must also include any and all travel, trip, and or delivery charges to any of the Lake County Government Facilities throughout the County.

Vendors are advised that this procurement action will be formalized by an agreement. A sample agreement is provided in Exhibit D of this Request for Proposal.

SCOPE OF SERVICES

A. General Specifications

Lake County is seeking a qualified company to provide services, to include emergency service, preventive maintenance, semiannual and annual testing/inspections, repairs, and new installations to generators/transfer switches operated by Lake County. The vendor selected must have properly trained personnel who are capable of testing, maintaining, and repairing the electric generation portion of all generators within the County, and must have the capability of servicing all brands of generators, and all transfer switches that are in association with each generator. All units are 480 voltage or below. When an emergency service is required for a generator the vendor shall have a technician onsite within four (4) hours of being notified by the County of a problem, including weekends and holidays, seven (7) days per week. The vendor shall also be available twenty-four (24) hours a day for telephone technical support.

1. Pricing must include, but not be limited to, all travel, diagnostic time, labor, and or delivery charges to any of the Facilities covered under this solicitation. Lake County does not pay for travel time to or from the site, therefore, the vendor shall consider this when providing a cost on the pricing page. The vendor shall be allowed to charge a minimum of one (1) hour of labor time even if the technician is not on site for the entire first hour. Time after the first hour must be calculated in fifteen (15) minutes increments.
2. Repair estimates must be given to, and approved by, the County before repairs are started. The cost estimate must be based on the cost for the technician’s time and for the cost of the parts. The actual time spent on site for the repair must be used for invoicing purposes, not the time listed on the estimate. The cost of the parts must be based on the actual cost of the part to the vendor plus the markup as given on the cost sheet.
3. If the technician can make the repair while on the service call, they can contact the County Contract Specialist to receive approval. A written estimate must follow the verbal commitment as soon as possible.
4. When there is a charge by the vendor for parts or materials, the vendor will be allowed to add their markup percentage to the cost that they have been charged. A copy of the invoice from the supplier to the vendor showing the cost of the parts or materials must be attached to the invoice submitted to the County.
5. The vendor shall supply a copy of the invoice showing the purchase of all parts that are used for any repairs. This invoice must show the supplier’s name, the date, and the part numbers.

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Any parts, materials, or supplies that have a cost of \$25.00 or less must be considered an overhead cost and must not show on the invoice.

6. There must be two (2) inspections per year. The annual inspection must take place in the months of March and April. This inspection must include a load test as described in this solicitation. The semi-annual inspection must take place in the months of October and November and does not require a load test.
7. Copies of all reports must be both emailed to the County Contract Specialist and included with the associated invoice being submitted.

B. Technical Specification

1. The vendor will be responsible for all electrical portions of the generator such as, but not limited to, electrical controls, displays/alarms, remote annunciator panels, transfer switch, power generation system, and the controls for the automatic starting system.
2. All inspections must comply with the most current requirements of the NFPA, ISO, AHCA, ASTM, Federal, State, and local jurisdictions.
3. An infrared inspection must be completed on all electrical components of the generator and the transfer switch. The report generated from this inspection must be supplied to the County via email and with the invoice as previously discussed in this solicitation.
4. The County will be responsible to perform all maintenance and repairs to the engine portion of the generators. This would include the fuel pumping system, engine, and batteries. If at any time the vendor notices an issue with one of these components, the vendor shall notify the County immediately if the problem is critical to the operation of the unit. If the problem is not critical, the vendor shall note the problem on the report that is to be submitted to the County.
5. The vendor shall consult the manufacturer's maintenance requirements when conducting a semiannual and annual maintenance inspection. The following will be considered as the minimum requirements for the semi-annual inspection and shall be used in conjunction with the manufacturer's requirements:
 - a) Generator
 - Visual check of cabinet, insulation, and overheating evidence of damage.
 - Check air flow, vents, fans, and filters (if any) for cleanliness and proper operation.
 - Check and record all voltages and currents for input and output.
 - Check DC voltage and current for both input and output.
 - Verify condition of all fuses.
 - All wiring connections must be checked to ensure that they have not loosened. This can be done with the use of a thermal-imaging unit. A copy of the thermal-imaging report must be submitted to the County.
 - All capacitors must be tested to ensure that they are within the manufacturer's specifications.
 - Contactors (if any) must be inspected and cleaned.
 - All firmware (if any) upgrade updated with the latest operational enhancements.

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- Any calibration must be completed as needed and must be included in the cost of the inspection.
- A fuel quality test must be performed at each inspection. Included in the pricing page is a line item where the Contractor will charge per unit for the fuel analyzes. The following must be considered a minimum of test criteria:
 - Appearance, haze
 - Water content (including emulsified, dissolved, and free water content)
 - Microbes (bacteria, algae, fungus)
 - Sediment
 - Other contamination
 - Diesel Cetane level
 - Fuel corrosivity
 - ASTM D975 (Standard specification for diesel fuel oils)
 - ASTM D396 (Standard specification for off-road diesel and fuel oils)
 - A copy of the completed quality test must be provided to the County with the invoice. An invoice will not be processed without the report.

b) Transfer Switch

Transfer switches must be subjected to a maintenance and testing program that includes all of the following operations:

- Verify contacts are not pitted or burnt.
- Checking of connections.
- Inspection or testing for evidence of excessive overheating.
- Contact erosion.
- Removal of dust and dirt.
- Replacement of contacts when required.

The following sites have multiple transfer switches:

- Courthouse Expansion/CEP 2009 = eight (8)
- ECOC = two (2)
- Historical Courthouse = two (2)

6. The annual inspection must include all items assigned to the semi-annual and must also include a load test of the generator. The following will be considered as the minimum requirements in conjunction with the manufacturer's requirements:
- The loads must be evaluated to ensure that they are properly balanced and the results recorded. It is preferred that a load bank provided by the vendor be utilized to meet the required load, but the building load shall be permitted to serve as part of the load. The load test must provide a load equal to 80% of the nameplate kW rating of the generator, less applicable de-rating factors for site conditions.

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7. A maintenance record book must be supplied by the vendor. Technicians must maintain this record book on site. Essential information in this book includes, wiring diagrams, operating procedures, maintenance schedules, and records. Additional information must include equipment settings and adjustments required for normal operation, meter readings, repairs, and parts used. The book will become property of the County. An inspection report must be generated at the end of each visit. A copy of this report must be put into the record book and one sent to the County Contract Specialist via email.
8. The vendor shall provide a list of replacement parts identified by experience or as suggested by the manufacturer as high mortality items. These parts must be maintained in secure locations on the premises. Any components that do not meet specifications must be noted for replacement. A breakdown of the part name, part number, reason for replacement, and cost of replacement must be included with the report. All charges associated with repairs must comply with the costs as shown on the pricing page.
9. For normal service calls, the vendor shall respond within twenty-four (24) hours. The vendor shall have the resources to respond to emergency calls within four (4) hours of notification.

C. PRICE REDETERMINATIONS

The Contractor may, but is not obligated to, petition for one or more price redeterminations where such price redeterminations are necessitated by documented increases in the cost of wages or fuel. Petitions for price redeterminations shall be made within thirty (30) calendar days of the anniversary date of the Contract and only after the Contract has been in effect for at least one (1) year. Unless otherwise expressly set forth in the Agreement, no other price redeterminations shall be allowed. All price redeterminations, once issued, shall be prospective from the date of approval unless otherwise approved by a duly executed amendment to the Agreement.

1. Basis for Price Redeterminations. The Contractor may petition for price redetermination based on the increased costs of wages, fuel, or materials. Price redeterminations will be based solely upon changes in pricing or costs documented by the Employment Cost Index (ECI) as published by the Bureau of Labor Statistics. The base index number for the ECI will be for the quarter in which the ITB opens. Any subsequent price redeterminations will use the last price redetermination approved for that price redetermination category as the “base index number.” The County shall have the right to audit the Contractor’s records, including, but not limited to, payroll, materials, and fuel cost records, to verify or otherwise investigate the validity of any price redetermination request.
2. Wage Price Redetermination. When requesting a price redetermination based upon an increase in wage costs, the Contractor shall refer to and utilize the Employment Cost Index, Total Compensation, Private Industry, Index Number and Occupational Group as prepared by the Bureau of Labor Statistics in the U.S. Department of Labor located on the [Statistics Site](#). The base figure will be tied to Trade, transportation, and utilities under the heading Service Providing Industries. Wage price redetermination increases shall be granted only by reason of wage increases associated with the Contractor’s employees or subcontractors performing work or services pursuant to the Agreement.
3. Fuel Price Redetermination. If/when the price of fuel increases by a minimum of ten (10%) percent, the Contractor may petition for a fuel price redetermination. As a condition of petitioning for a fuel price increase, the Contractor shall be required to petition for a fuel price

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redetermination decrease if/when the price of fuel decreases by a minimum of ten (10%) percent. Failure to make such petition may be grounds for Agreement termination and shall entitle the County to a refund of the cumulative increase in pay to the Contractor due to any prior fuel price redetermination increases. Fuel price redetermination must be based solely upon changes as documented by the Producer Price Index (PPI) for the commodities “Unleaded Gasoline - WPU057104” or “#2 diesel fuel - WPU057303,” as such may be applicable to the Contractor’s operations in connection with the Contractor’s performance of the Agreement.

4. All Price Redeterminations shall be calculated as demonstrated in this example:

Contractor indicated on the Submittal Form that thirty percent (30%) of the cost to provide the product/service is directly attributed to the redetermination category (wage or fuel).

Current applicable PPI	\$200.50
Base index PPI	<u>- \$179.20</u>
PPI increase dollars	\$21.30
PPI increase percentage	11.9%
(\$21.30 ÷ \$179.20 = .1189)	
Unit cost of the service is:	\$100.00
30% of \$100.00 is directly attributed to the redetermination category	\$30.00
\$30.00 × 11.9% =	\$3.57
New unit price is	\$103.57
(\$100 + \$3.57)	

5. Expiration Upon Failure to Agree to Price Redetermination. If the County and the Contractor cannot agree to a price redetermination, then the Agreement will automatically expire without penalty or further expense to either party after a period of six (6) months following the Contractor’s initial request for such price redetermination. Requests for price redeterminations not made in accordance with the provisions of this Section shall be deemed null and void and shall not be a valid reason or pretext for expiration or termination of the Agreement. If the Agreement expires pursuant to the terms and conditions of this Section, the County reserves the right, at no expense, penalty, or consequence to the County, to award any remaining tasks thereunder to the next available most responsive and responsible Contractor.

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