

TOWN OF WEST SENECA



ENGINEERING DEPARTMENT

TOWN SUPERVISOR
SHEILA M. MEEGAN

TOWN COUNCIL
EUGENE P. HART
WILLIAM P. HANLEY JR.

October 2, 2018

Honorable Town Board
Town of West Seneca

Honorable Board Members,

Up until now, the Town has had separate providers for Town owned generators. The generators are checked twice a year as preventative maintenance (PM) and service is completed as needed. The Town owns and operates 9 generators, 6 for the sewer operations and 3 for Town facilities (Highway DPW garage, Senior Center and Town Hall). Matt English put out an RFP to have one provider responsible for the PM on all Town owned generators on a 2-year term. He received pricing from Emergency Power Systems (\$4,565.00 annually), Penn Power Systems (\$6,892.00 annually) and Milton Cat (\$11,333 annually). The apparent low bidder is Emergency Power Systems who has been doing PM work on the sewer pump station generators. We reviewed their pricing with them. They have included 2 preventative maintenance visits per year per generator and prevailing wage rates as instructed. Their price for the semiannual PM visits is \$4,565 annually and they also provided hourly rates as requested for any emergency repair work. Based on our experience with EPS and the desire to have one provider for all generators, please authorize the award of a 2-year PM contract to EPS in the amount of \$4,565.00 annually.

Feel free to contact me or Matt English should you have any questions.

Very truly yours,

Steven R. Tanner, P.E.

cc. Files: TB
Project

Agreement Number:
Contractor Name: *EPS*

**Attachment 3 - Bid Form
Generators and Transfer Switches - Maintenance and Repair
Town of West Seneca - Municipal Wide Bid Package**

Bid form directive - Please provide pricing in all fields below, this complete bid form will include cost pricing for the routine ANNUAL and SEMI-ANNUAL services, as well as all additional charges that the Town of West Seneca may incur for any repairs or emergency calls that may be needed outside the standard scope of work of this contract. Please provide pricing for all sections each section will require total amounts if multipliers are required for a baseline analysis of all potential costs associated to evaluate each bidder. The total of each section will make up the total net bid delivered which will be the basis for contract award.

ITEM I: ADDITIONAL OR EMERGENCY REPAIRS LABOR, TRAVEL AND PARTS ALLOWANCE: Time, Mileage and Parts markup will be billed at the hourly rates, mileage and parts markup percentages as indicated below. Estimates are used to determine the lowest cost to the Town of West Seneca. (Please calculate in estimated multipliers for each section)

Day	Time	Rate	Rate Calculator	Item I Bid Price
Labor Mon-Fri	8:00am-4:30pm	\$ <u>114</u> /hr	Straight Time Rate (PW)	\$ <u>114 Per hr</u>
Labor Mon-Fri	4:30pm-8:00am	\$ <u>171</u> /hr	Over Time Rate (PW)	\$ <u>171 Per hr</u>
Labor - Saturday	All Day	\$ <u>171</u> /hr	Over Time Rate (PW)	\$ <u>171 Per hr</u>
Labor - Sunday	All Day	\$ <u>228</u> /hr	Double Time Rate (PW)	\$ <u>228 Per hr</u>
Labor - Holiday	All Day	\$ <u>228</u> /hr	Double Time Rate (PW)	\$ <u>228 Per hr</u>
Mileage	Portal to Portal	\$ <u>0</u> /mile	X 100 miles =	\$ <u>0</u>
Parts Markup %	Any	% plus <u>20%</u>	X 1,000.00 dealer invoice	\$ <u>200</u>
Item I: Bid Amount (Total all Fields)				\$ <u>1112</u>

ITEM II: Maintenance: Please enter bid pricing for semi-annual and annual PM scope of work on an annual total cost basis in the fields provided below

Department	Equipment	Location	Item II Bid Price (Annual Price)
Plant 5	150kw Generac	Ashmund & Fairfax	\$ <u>850</u>
Union Rd - PS	55kw Generac	240 Union Road	\$ <u>525</u>
Liberty - LS	55kw Generac	105 Liberty Lane	\$ <u>445</u>
Warren Ave - LS	35kw Generac	281 Warren Ave	\$ <u>445</u>
Laydecker - LS	80kw Generac	301 Laydecker Road	\$ <u>525</u>
Town Hall	200kw Olymplan	1250 Union Road	\$ <u>600</u>
Mineral Springs	250kw Caterpillar	504 Mineral Springs	\$ <u>550</u>
Senior Center	15kw Onan	4620 Seneca Street	\$ <u>400</u>
Highway DPW Garage	60kw Generac	39 South Avenue	\$ <u>525</u>

Item II: Bid Total	\$ <u>4565</u>
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TOTAL NET BID DELIVERED: (SUM OF - ITEM I + ITEM II)	\$ <u>5677</u>
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EPS

Agreement Number:
Contractor Name: *EPS*

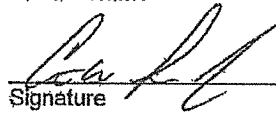
By execution of this bid form and submitting a bid, the vendor/bidder acknowledges that they have read, understand and agree to all aspects of this bid document and specifications as presented.

Submitted By: *EMERGENCY POWER SYSTEMS* (Company Name)

300 mile crossing blvd
Address

Lockesree NY 14624

CURT SNYDER
Printed Name


Signature



SERVICES:

- Generator repairs
- Transfer Switches
- Maintenance Service Contracts
- Load Bank Testing
- Training
- Diesel Fuel Polishing/Treatment

AUTHORIZED AGENTS FOR:

- Generac Power Systems, Inc.
- Energy Dynamics, Inc.
- Tecogen Cogeneration
- ASCO Transfer Switches

EMERGENCY POWER SYSTEMS, LLC

300 Mile Crossing
Rochester, NY 14624

P: (585) 464-6333

F: (585) 464-6334

Toll Free: 1(800) 914-1465

www.generac.supplies.com

September 25, 2018

Town of West Seneca
Matt English
39 South Ave
West Seneca, NY 14224

Dear Mr English,

Emergency Power systems does have a 24/7 emergency service. Please contact 585-464-6333 or 1(800) 914-1465 for all service. If after hours you will be connected with our 24 hr emergency service, which will then get in touch with our on call technician. We guarantee to have our technician on site within the minimum 2 hour response time

Sincerely,

Curt Snyder
Product Support Sales Coordinator
csnyder@epsgenerator.com
Emergency Power Systems/RL Kistler

enclosures

"The pain of poor quality and service is remembered long after the joy of low price is forgotten."



SERVICES:

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- Maintenance Service Contracts
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September 25, 2018

Town of West Seneca
Matt English
39 South Ave
West Seneca, NY 14224

Dear Mr English,

Though our main operations center is technically located outside of the required 50 mile radius. Being on the west side of Rochester we do have technicians that are based out of Leroy, Oakfield, Batavia and Bergen to respond when needed.

Sincerely,

Curt Snyder
Product Support Sales Coordinator
csnyder@epsgenerator.com
Emergency Power Systems/RL Kistler

enclosures

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SERVICES:

- Generator repairs
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September 25, 2018

Town of West Seneca
Matt English
39 South Ave
West Seneca, NY 14224

Dear Mr English,

We understand and will comply with NYS prevailing wage and wage classification. All invoices will include NYS certified payroll forms. Also, we are aware that our failure to comply will result in non-payment of invoices

Sincerely,

A handwritten signature in black ink, appearing to read "Curt Snyder", is written over a horizontal line.

Curt Snyder
Product Support Sales Coordinator
csnyder@epsgenerator.com
Emergency Power Systems/RL Kistler

enclosures

"The pain of poor quality and service is remembered long after the joy of low price is forgotten."



This Certifies That
Kirk Welsted
 Has Received Training in
 NFPA 70 E
 Expires: 9/26/2021
 Sexton Services, Inc., (585) 663-8290
 "Safety Through Education"



This Certifies That
Adam Garner
 Has Received Training in
 NFPA 70 E
 Expires: 9/26/2021
 Sexton Services, Inc., (585) 663-8290
 "Safety Through Education"



This Certifies That
Andrew Pilc
 Has Received Training in
 NFPA 70 E
 Expires: 9/26/2021
 Sexton Services, Inc., (585) 663-8290
 "Safety Through Education"



This Certifies That
John Pilc
 Has Received Training in
 NFPA 70 E
 Expires: 9/26/2021
 Sexton Services, Inc., (585) 663-8290
 "Safety Through Education"



This Certifies That
Jim Kunkel
 Has Received Training in
 NFPA 70 E
 Expires: 9/26/2021
 Sexton Services, Inc., (585) 663-8290
 "Safety Through Education"



This Certifies That
Zac Claus
 Has Received Training in
 NFPA 70 E
 Expires: 9/26/2021
 Sexton Services, Inc., (585) 663-8290
 "Safety Through Education"



This Certifies That
Rich Pringle
 Has Received Training in
 NFPA 70 E
 Expires: 9/26/2021
 Sexton Services, Inc., (585) 663-8290
 "Safety Through Education"



This Certifies That
Justin Leiby
 Has Received Training in
 NFPA 70 E
 Expires: 9/26/2021
 Sexton Services, Inc., (585) 663-8290
 "Safety Through Education"



This Certifies That
Allan Duprey
 Has Received Training in
 NFPA 70 E
 Expires: 9/26/2021
 Sexton Services, Inc., (585) 663-8290
 "Safety Through Education"



This Certifies That
Todd Della Penna
 Has Received Training in
 NFPA 70 E
 Expires: 9/26/2021
 Sexton Services, Inc., (585) 663-8290
 "Safety Through Education"



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Gregory L. Schaffer Insurance Agency, Inc. 3205 Mount Read Blvd. Rochester NY 14616		CONTACT NAME: Kelly Schaffer PHONE (A/C No. Ext.): (585) 621-3300 FAX (A/C No.): (585) 621-3334 E-MAIL ADDRESS: kschaffer@gregoryschaffer.com	
INSURED Emergency Power Systems LLC 300 Mile Crossing Blvd Rochester NY 14624		INSURER(S) AFFORDING COVERAGE INSURER A: Ohio Security Insurance Company NAIC # 24082 INSURER B: The Ohio Casualty Insurance Company 24074 INSURER C: West American Insurance Company 44393 INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1872901990 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL (SUBR) INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROTECT <input checked="" type="checkbox"/> LOC OTHER:		BKS56756970	08/05/2018	08/05/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		BAC56756970	08/05/2018	08/05/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$ 10,000		USO56756970	08/05/2018	08/05/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input checked="" type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NY) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	XWO56756970	08/05/2018	08/05/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000
C	Inland Marine		BMW58754422	08/05/2018	08/05/2019	Leased & Rented Equipment \$75,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Evidence of Insurance, Servicing of Generators.

CERTIFICATE HOLDER		CANCELLATION	
Town of West Seneca 39 South Avenue West Seneca NY 14224		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Kelly A. Schaffer V.P.</i>	

STATE OF NEW YORK
WORKERS' COMPENSATION BOARD

CERTIFICATE OF NYS WORKERS' COMPENSATION INSURANCE COVERAGE

<p>1a. Legal Name & Address of Insured (Use street address only)</p> <p>Emergency Power Systems LLC 300 Mile Crossing Boulevard Rochester, NY 14624</p> <p>Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e., a Wrap-Up Policy)</p>	<p>1b. Business Telephone Number of Insured 585-464-6333</p> <p>1c. NYS Unemployment Insurance Employer Registration Number of Insured</p> <p>1d. Federal Employer Identification Number of Insured or Social Security Number 593763067</p>
<p>2. Name and Address of the Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder)</p> <p>Town of West Seneca 39 South Avenue West Seneca NY 14224</p>	<p>3a. Name of Insurance Carrier The Ohio Casualty Insurance Co</p> <p>3b. Policy Number of entity listed in box "1a" XW056756970</p> <p>3c. Policy effective period 08/05/2018 to 08/05/2019</p> <p>3d. The Proprietor, Partners or Executive Officers are <input type="checkbox"/> included. (Only check box if all partners/officers included) <input checked="" type="checkbox"/> all excluded or certain partners/officers excluded.</p>

This certifies that the insurance carrier indicated above in box "3" insures the business referenced above in box "1a" for workers' compensation under the New York State Workers' Compensation Law. (To use this form, New York (NY) must be listed under Item 3A on the INFORMATION PAGE of the workers' compensation insurance policy). The Insurance Carrier or its licensed agent will send this Certificate of Insurance to the entity listed above as the certificate holder in box "2".

The Insurance Carrier will also notify the above certificate holder within 10 days IF a policy is canceled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from the coverage indicated on this Certificate. (These notices may be sent by regular mail.) Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in box "3c", whichever is earlier.

Please Note: Upon the cancellation of the workers' compensation policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of Workers' Compensation Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law.

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has the coverage as depicted on this form.

Approved by: Kelly R Schaffer The Gregory L Schaffer Insurance Agency, Inc.
(Print name of authorized representative or licensed agent of insurance carrier)

Approved by: _____
(Signature) (Date)

Title: Vice President

Telephone Number of authorized representative or licensed agent of insurance carrier: 585-563-8551

Please Note: Only insurance carriers and their licensed agents are authorized to issue Form C-105.2. Insurance brokers are NOT authorized to issue it.

Workers' Compensation Law

Section 57. Restriction on issue of permits and the entering into contracts unless compensation is secured.

1. The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any compensation to any such employee if so employed.

2. The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter.



Workers' Compensation Board

**CERTIFICATE OF INSURANCE COVERAGE
DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW**

PART 1. To be completed by Disability and Paid Family Leave Benefits Carrier or Licensed Insurance Agent of that Carrier

<p>1a. Legal Name & Address of Insured (use street address only) EMERGENCY POWER SYSTEMS LLC 300 MILE CROSSING BOULEVARD ROCHESTER, NY 14624</p> <p>Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e., Wrap-Up Policy)</p>	<p>1b. Business Telephone Number of Insured 585-464-6333</p> <p>1c. Federal Employer Identification Number of Insured or Social Security Number 593763067</p>
<p>2. Name and Address of Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder) Town of West Seneca 39 South Avenue West Seneca NY 14224</p>	<p>3a. Name of Insurance Carrier ShelterPoint Life Insurance Company</p> <p>3b. Policy Number of Entity Listed in Box "1a" DBL137497</p> <p>3c. Policy effective period 10/28/2017 to 10/27/2019</p>


4. Policy provides the following benefits:

A. Both disability and paid family leave benefits.
 B. Disability benefits only.
 C. Paid family leave benefits only.

5. Policy covers:

A. All of the employer's employees eligible under the NYS Disability and Paid Family Leave Benefits Law.
 B. Only the following class or classes of employer's employees:

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has NYS Disability and/or Paid Family Leave Benefits insurance coverage as described above.

Date Signed 9/26/2018 By 
(Signature of insurance carrier's authorized representative or NYS Licensed Insurance Agent of that insurance carrier)

Telephone Number 516-829-8100 Name and Title Richard White, Chief Executive Officer

IMPORTANT: If Boxes 4A and 5A are checked, and this form is signed by the insurance carrier's authorized representative or NYS Licensed Insurance Agent of that carrier, this certificate is COMPLETE. Mail it directly to the certificate holder.

If Box 4B, 4C or 5B is checked, this certificate is NOT COMPLETE for purposes of Section 220, Subd. 8 of the NYS Disability and Paid Family Leave Benefits Law. It must be mailed for completion to the Workers' Compensation Board, Plans Acceptance Unit, PO Box 6200, Binghamton, NY 13902-5200.

PART 2. To be completed by the NYS Workers' Compensation Board (Only if Box 4C or 5B of Part 1 has been checked)

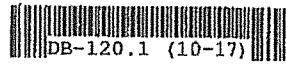
**State of New York
Workers' Compensation Board**

According to information maintained by the NYS Workers' Compensation Board, the above-named employer has complied with the NYS Disability and Paid Family Leave Benefits Law with respect to all of his/her employees.

Date Signed _____ By _____
(Signature of Authorized NYS Workers' Compensation Board Employee)

Telephone Number _____ Name and Title _____

Please Note: Only insurance carriers licensed to write NYS disability and paid family leave benefits insurance policies and NYS licensed insurance agents of those insurance carriers are authorized to issue Form DB-120.1. Insurance brokers are NOT authorized to issue this form.





EMERGENCY POWER SYSTEMS
300 Mile Crossing Blvd.(HQ)
Rochester, NY 14624
P: (585) 464-6333
F: (585) 464-6334

ALBANY SERVICE CENTER
35 Hamilton Lane
Glenmont, NY 12007
1(800) 914-1465

SERVICES:

- Generator repairs
- Transfer Switches
- Maintenance Service Contracts
- Load Bank Testing
- Training

AUTHORIZED AGENTS FOR:

- Generac Power Systems, Inc.
- Energy Dynamics, Inc.
- Hess Nitrogen
- Tecogen Cogeneration
- ASCO Transfer Switches

**SUMMARY OF EPS SERVICE TECH EXPERIENCE
ALL EPS TECHS ARE ALSO EGSA CERTIFIED**

KIRK WELSTED

32 YEARS PLUS- US MILITARY GENERATOR SERVICE, ONAN, CAT, KOHLER, GENERAC, PLUS 14 YEARS ALL BRANDS SERVICED UNDER EPS CONTRACTS. GENERAC RESIDENTIAL, COMMERCIAL, PROTECTOR, INDUSTRIAL (PHASE A), BI-FUEL, MPS, AND "MASTER TECH" CERTIFIED.

JOHN PILC

12 YEARS PLUS- US MILITARY GENERATOR SERVICE, GENERAC, PLUS 11 YEARS ALL BRANDS SERVICED UNDER EPS CONTRACTS. GENERAC RESIDENTIAL, COMMERCIAL, PROTECTOR, INDUSTRIAL (PHASE A), BI-FUEL AND MPS CERTIFIED.

JAMES KUNKEL

8 YEARS PLUS-RESIDENTIAL INSTALLATIONS AND SERVICE OF MULTIPLE BRANDS, PLUS 10 YEARS ALL BRANDS SERVICED UNDER EPS CONTRACTS. GENERAC RESIDENTIAL, COMMERCIAL, PROTECTOR, INDUSTRIAL (PHASE A), BI-FUEL, MPS. AND "MASTER TECH" CERTIFIED.

ANDREW PILC

10 YEARS PLUS- GENERAC EXPERIENCE PLUS ALL BRANDS SERVICED UNDER EPS CONTRACTS. GENERAC UNIVERSITY GRADUATE, RESIDENTIAL, COMMERCIAL, PROTECTOR, INDUSTRIAL (PHASE A), BI-FUEL AND MPS CERTIFIED.

TODD DELLAPENNA

OHIO DIESEL TECH- GENERATOR SERVICE PROGRAM GRADUATE. 9 PLUS YEARS EXPERIENCE ON ALL BRANDS SERVICED UNDER EPS CONTRACTS. GENERAC, RESIDENTIAL, COMMERCIAL, PROTECTOR, INDUSTRIAL (PHASE A), BI-FUEL, AND MPS CERTIFIED

JUSTIN LEIBY

6 YEARS PLUS GENERAC EXPERIENCE PLUS 4 YEARS ALL BRANDS SERVICED UNDER EPS CONTRACTS. GENERAC RESIDENTIAL, COMMERCIAL, PROTECTOR, INDUSTRIAL (PHASE A), BI-FUEL, MPS, AND "MASTER TECH" CERTIFIED.

ADAM GARNER

OHIO DIESEL TECH-GENERATOR SERVICE PROGRAM GRADUATE. 10 PLUS YEARS EXPERIENCE ON ALL BRANDS SERVICED UNDER EPS CONTRACTS. GENERAC RESIDENTIAL, COMMERCIAL, PROTECTOR, INDUSTRIAL (PHASE A) AND MPS CERTIFIED

ZAC CLAUS

6 YEAR PLUS-US MILITARY GENERATOR SERVICE, 4 YEARS FIELD EXPERIENCE ALL BRANDS. GENERAC RESIDENTIAL AND COMMERCIAL, PROTECTOR, AND INDUSTRIAL CERTIFIED.

ALLAN DUPREY

6 YEARS PLUS KOHLER, GENERAC RESIDENTIAL AND COMMERCIAL CERTIFIED

"The pain of poor quality and service is remembered long after the joy of low price is forgotten."

Attachment 1
Scope of Services for Generators and Transfer Switches Maintenance and Repair
Town of West Seneca – Municipal Wide Bid Package

Contractor Responsibilities:

It shall be the responsibility of contractor to examine and thoroughly read all specifications provided in this bid package, as well as informed itself and become familiar with the nature and extent of all divisions of work necessary to perform the services in full. Further, contractor has thoroughly examined the premises and is fully aware regarding conditions under which contractor will be obligated to operate, or that in any way may affect the services.

Contractor Requirements:

All bidders must comply and provide supporting documentation at the time of bid submittal for the following requirements listed below to be considered for this bid package, all electrical code requirements, OSHA requirements and insurance requirements must be kept current and up to date throughout the duration of this contract. Failure to supply and or maintain such information as requested shall be considered sufficient grounds to reject the bid.

1. Contractor must have a service facility within a 50 (50) mile radius of the facilities being serviced.
2. Contractor must be in compliance with NYS Labor Law 220 as this is a prevailing wage contract, Prevailing Wage Classification for this contract will be found under Section 8 for Erie County at <https://applications.labor.ny.gov/wpp/publicViewPWChanges> Pay rate classified as Electrician or Operating Engineer. Contractor must provide NYS certified payroll forms with invoicing failure of compliance will result in non-payment of invoices.
3. Contractors' service technicians shall be certified in accordance with the National Electric Code NEC70E - Electrical Safety 70E with Arc Flash Protection Course.
4. The Bidder shall use only skilled, competent, trained power generation personnel having a minimum experience of ten (10) years maintaining systems specific to those in this specification.
5. Contractor must be trained on the specific manufacture with trained service technicians, please supply with the bid submittal training documentation on the Onan, Generac, MTU and Caterpillar product lines (all product manufactures owned by the Town of West Seneca).
6. The bidder shall be a qualified sales/service company related with a full understanding of all standards and regulations of this work.
7. Contractor must have a twenty-four (24) hour emergency service line and be able to guarantee a minimum of a Two (2) hour response time from time of call to arrival on site.
8. Contractor must have a drug and alcohol testing policy in place.
9. Contractor must provide a certificate of insurance direct from the policy holder, documenting \$ 5,000,000.00 umbrella coverage. Insurance coverage includes general, automotive, workers comp, garage and inland marine liability. Contractor must possess the minimal insurance requirements outlined in the attachment of the example insurance certificate.

Scope of Services:

The emergency generator and transfer switch preventive maintenance tasks are identified in Attachment 2, PM Tasking. Each required task is identified as annually and semi-annually as designated by the X in the appropriate column heading. This is a TWO (2) YEAR contract and will include ONE (1) optional contract extension with agreement of the Town of West Seneca based on the same terms and conditions outlined. Pricing that is provided for the routine services and additional service rates will remain the same for the duration of this two (2) year contract.

Attachment 1
Scope of Services for Generators and Transfer Switches Maintenance and Repair
Town of West Seneca – Municipal Wide Bid Package

Contract Term and Service Intervals:

1. The effective dates for this contract period will be (January 1, 2019) and will remain in effect through (December 31, 2020). This contract may be cancelled by either party with 30 days written notice.
2. The service schedule dates will be performed every six months (Spring & Fall) of each calendar year for the two (2) year period of this contract. All service visits shall be coordinated to jointly test the performance of the system. These services shall be performed during normal business hours. Frequency modulation shall be adjusted if warranted

Equipment Site Listing Specifications:

1. Plant 5 – Generator Model# SD150 – Serial# 2093091 – Generac
2. Union Road Pump Station – Generator Model# QT55 – Serial# 4972292 - Generac
3. Liberty Lift Station – Generator Model# QT55 – Serial# 5134206 - Generac
4. Warren Ave Lift Station – Generator Model# SG35 – Serial# 2101288 - Generac
5. Laydecker Lift Station – Generator Model# SG80 – Serial# 2108243 - Generac
6. Town Hall – Generator Model# G200 – Serial# GXF01071 - Caterpillar
7. Mineral Springs – Generator Model# 3306 – Serial# 85Z01326 - Caterpillar
8. Senior Center – Generator Model# 15JC-18R – Serial# B770210811 - Onan
9. Highway Dept. – Generator Model# 4889740100 – Serial# 2081433 - Generac

Please insert all supporting documentation regarding bidder requirements
To be considered for the evaluation of bid award of compliance after this page to ensure
compliance of bidder requirements

1. Letter stating local area full service operations center within a 50mile radius to include operations center address and points of contact for service personnel
2. Letter stating compliance of NYS prevailing wage and wage classification
3. Supply technicians NEC 70E training certifications
5. Provide Letter stating 24/7 emergency service procedures and commitment to response requirements.
6. Provide all insurance documents as outlined

Agreement Number:
Contractor Name: *ERS*

**Scope of Services for Generators and Transfer Switches Maintenance and Repair
Town of West Seneca – Municipal Wide Bid Package**

Service Records

Each visit shall be followed up with a detailed report providing the history of the generator maintenance and services. Contractor shall maintain appropriate records of the Service, including dates, supervisor's initials and description of all tasks performed according to SOW schedule.

Power Equipment

All electric equipment and components will be UL approved. Under no circumstances will Contractor use gasoline or propane powered equipment inside the premises

Cutting and Patching of Services

Contractor shall be responsible for all cutting, fitting or patching that may be required to complete the Services or to make its several parts fit together properly. Contractor shall provide protection of existing improvements as required. Contractor shall not damage or endanger any portion of the Premises by cutting, patching or otherwise altering any work.

Cleaning Up

Contractor at all times shall keep the Premises free from accumulation of materials or rubbish caused by its operations. At the completion of the Services Contractor shall remove all waste materials and rubbish from and about the Premises as well as all tools, construction equipment, machinery and surplus materials.

Identification Badges

All Contractor personnel, where required, to display an official identification badge issued by Company at all times. Contractor will reimburse Company for all replacement identification badges.

Hazards

Contractor will not introduce any procedure, equipment or products that might increase or tend to increase the risk of fire or create an environment that might be dangerous to the premises or any of its occupants, nor violate any laws, rules, codes or regulations.

Signs

Contractor will not post any signs, advertisements or notices at the Premises without written approval from the Company.

Inspections

Contractor shall conduct periodic evaluations of the Service. Following such evaluation, Contractor shall perform adjustments or modifications necessary to maintain the highest possible level of performance as required by this Agreement. A copy of all evaluations shall be forwarded to the Town of West Seneca Facilities Managers. Company may retain a Consultant to perform Service evaluations at varying intervals. All deficiencies found will be corrected immediately upon receipt of a formal quotation and a firm purchase order is provided from the Town of West Seneca.

Agreement Number:
 Contractor Name: *EPS*

**Attachment 2
 Generator and Transfer Switch Maintenance Scope of Work
 Town of West Seneca (Semi-Annual) Services to Be Performed**

**GENERATOR AND TRANSFER SWITCH MAINTENANCE
 SCOPE OF WORK**

Annual Maintenance Items	Inspection	Full Service PM
Change oil filters		X
Change primary and secondary fuel filters		X
Change engine oil		X
Legally and professionally dispose of waste oil and filters		X
Lubricate fan drive with OEM bearing lubricant for high speed applications and temperatures: -30 degree F to 325 degree F		X
Replace inlet filter for day tank (if applicable)		X

Cooling System Semi-Annual Maintenance Items	Inspection	Full Service PM
Analyze coolant for proper antifreeze percentage	X	X
Tighten hose clamps as needed	X	X
Inspect pulleys for excessive wear	X	X
Visual inspection of radiator/heater exchanger for leaks, damage and obstruction	X	X
Add coolant (up to 1 gallons) to bring the coolant to correct level	X	X
Inspect condition of radiator cap, gasket, and sealing surface	X	X
Visual inspection of water pump and cooling system gaskets for leaks	X	X
Inspect belts for cracking and fraying	X	X
Check jacket water heater(s) for proper operation and adjust thermostat setting as needed	X	X
Check belt tension	X	X
Inspect flexible water connections for cracking, leaks and pliability	X	X

Lubrication System Semi-Annual Maintenance Items	Inspection	Full Service PM
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Agreement Number:
Contractor Name: *ERS*

Clean crankcase breather, inspect hose and connections	X	X
Check oil level (prior to engine running)	X	X
Inspect oil heater for proper operation and leaks	X	X
Check for excessive crankcase blow-by with engine running	X	X
Visual inspection of front and rear crankshaft seals and lubrication system gaskets for leaks	X	X
Fuel System Semi-Annual Maintenance Items	Inspection	Full Service PM
Clean primary fuel filter (if screen type)	X	
Drain water and sediment from day tank (if accessible)	X	X
Test day tank alarms	X	X
Inspection of steel fuel lines for cracks, leaks and proper line bracket support	X	X
Inspect flexible fuel lines for cracking, leaks and pliability	X	X
Test day tank pump for proper operation and level	X	X
Operate fuel priming pump and check for proper operation and leaks	X	X
Drain water from water separator	X	X
Check fuel system for leaks	X	X
Check governor oil level and add oil as needed	X	X
Record fuel level in main fuel tank	X	X
Starting System Semi-Annual Maintenance Items	Inspection	Full Service PM
Test and record batter cells' electrolyte specific gravity	X	X
Check and record battery voltage dip level during overcrank test for minimum voltage required to maintain controls during start-up	X	X
Clean and apply corrosion inhibitor to the terminals of lead acid batteries as needed	X	X
Tighten battery cable connections as needed	X	X
Inspect and tighten starter motor(s), connections and wiring	X	X
Top off electrolyte level	X	X
Check and record battery charger amperage and cranking voltage	X	X
Check battery charger and adjust float rate for optimum batter performance and life	X	X
Check and record alternator for proper charge rate with engine running	X	X
Check for proper cranking termination upon starting	X	X
Exhaust System Semi-Annual Maintenance Items	Inspection	Full Service PM

Agreement Number:
Contractor Name: *EPS*

Inspect flexible exhaust coupling for cracks and excessive leakage	X	X
Check for abnormal exhaust characteristics with engine running (signs of wet stacking)	X	X
Inspect exterior of exhaust manifolds for oil/fuel slobbering (signs of wet stacking)	X	X
Inspect exhaust rain protection and exhaust outlet screening	X	X
Drain water in exhaust moisture traps	X	X
Inspect exhaust manifold(s) for broken or missing hardware	X	X

Air Intake System Semi-Annual Maintenance Items	Inspection	Full Service PM
Inspection of air cleaner seal for pliability and sealing	X	X
Inspection of turbocharger for excessive end play clearance (if accessible) and seal leakage	X	X
Inspect air filters for plugging and deterioration	X	X
Test air cleaner indicator	X	X
Check all air intake piping for damage and loose connections	X	X

Operational Semi-Annual Maintenance Items	Inspection	Full Service PM
Make walk around inspection of complete installation	X	X
Cold start engine	X	X
Record amps, volts, oil pressure, water temp, fuel pressure, frequency and KW output	X	X
Inspect generator set vibration isolators	X	X
Check for unit on-line capability in less than 10 seconds	X	X
Check for abnormal noise or vibration	X	X
Re-check oil level with post operational inspection	X	X
Re-check for leaks with engine running	X	X
Check for proper operation of remote fan motors, thermostats, circulation pumps and solenoid valves	X	X
Check inlet and discharge louvers for proper operation with engine running and stopped	X	X

Control Panel Semi-Annual Maintenance Items	Inspection	Full Service PM
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Agreement Number:
 Contractor Name: *EPS*

Check for and tighten loose terminals on the generator set and the generator control panel	X	X
Check tightness of relays in the generator control panel	X	X
Inspect for excessive dirt accumulation and clean as needed	X	X
Test auto-start system	X	X
Test safeties and pre-alarms on control and annunciator panels	X	X
Operational check of safety devices and illumination of safety lamps	X	X
Check proper operation of engine and generator instruments with generator running	X	X
Adjust governor control for optimum performance and frequency	X	X
Adjust voltage regulator for proper voltage	X	X
Verify operation of exerciser switch/timer if equipped	X	X
Generator and Regulator Semi-Annual Maintenance Items	Inspection	Full Service PM
Check rotor air for correct clearance	X	X
Inspection of rotor and stator for damage and excessive oil or dirt build-up	X	X
Inspection of coupling and guards for loose or missing parts	X	X
Check tightness of generator leads and voltage regulator control wiring	X	X
Inspect brushes and slip rings or rotating rectifier	X	X
Clean and adjust voltage droop potentiometer	X	X
Inspect exciter field	X	X
Completion of Services Semi-Annual Maintenance Items	Inspection	Full Service PM
Reset all controls to automatic	X	X
Set circuit breaker to correct position	X	X
Check fuel valves for correct position	X	X
Check voltage regulator is ON and NOT tripped	X	X
Check battery charger is ON	X	X
Check day tank controls are ON	X	X
Louver controls are ON	X	X
Jacket water heater(s) are ON	X	X
Remote radiator fan controls are ON	X	X