

**Specifications for Generator Inspection, Service, Maintenance & Repair**

The purpose of this request for quotes is to provide the Borough of Seaside Park with Preventive Maintenance, Emergency Repair Services, Installation and Upgrades as required, to maintain safe operation, usage requirements and code changes for all applicable Borough of Seaside Park generators. This contract shall cover all generators as well as associated transfer switches, lift pumps, fuel systems, and exhaust systems. The following will be provided by the contractor two (2) times per year.

1. Lubricating oil and filters be changed; governor oil to be checked, if applicable; used filters and oil to be disposed of legally.
  2. Crankcase vents and breathers to be checked and cleaned.
  3. Fuel filters to be changed and disposed of legally.
  4. Battery connections to be removed, cleaned and reinstalled; batteries checked for proper condition and level of charge.
  5. Entire system to be checked for leaks, prior to and after test run of unit.
  6. All fuel and cooling hoses to be checked for deterioration.
  7. All drive belts to be checked for proper tension and condition.
  8. Cooling system to be checked for proper operation; proper level and condition of coolant.
  9. Engine instrumentation, alarm warnings and shutdowns switches to be checked for proper operation.
  10. Electrical connections checked.
  11. Test run under load where allowed.
  12. Prepare report outlining scope of work completed, overall condition of equipment and any items that may require further attention in the near future.
- Monday through Friday (8:00 a.m. through 5:00 p.m.) to be billed at:  
\$ \_\_\_\_\_ per man hour.
  - Overtime (outside of above hours which include Saturday, Sunday, and Holidays) to be billed:  
\$ \_\_\_\_\_ per man hour.

**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 resolve any issues. Three documented failures to comply shall be considered cause for termination of contract.

**Contact Persons and Method:**

- **8AM to 5PM Weekdays:** Name: \_\_\_\_\_  
Phone No. \_\_\_\_\_
- **5PM to 8AM Weekdays:** Name: \_\_\_\_\_  
Phone No. \_\_\_\_\_
- **Holidays:** Name: \_\_\_\_\_  
Phone No. \_\_\_\_\_

**Materials:**

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

**Invoicing:**

An invoice will be generated after each service performed. Each service call or additional work request shall generate a separate invoice detailing the labor charge and parts and materials.

**Time and Material Work:**

All quotes for work shall include a cost breakdown submitted by the contractor as follows: labor rate, quantity of hours, material list and cost.

**Site Inspection:**

It shall be the responsibility of the quoting vendor to make a thorough examination of the equipment described prior to the submission of quotes. If the quoting vendor wishes to take a tour of all equipment, he/she should contact Joshua Fox at (732) 793-5100 Ext. 315. No special considerations will be given after quotes are received because of a vendor's failure to be knowledgeable of all existing conditions at various sites.

**Generators to be covered under this agreement:**

J st Well # 6	Kohler	100REOZJF
Decatur Ave Well # 7	Johnson & Towers	JT14140D6
13 <sup>th</sup> Ave Well # 8	Cummings	DSGAC
West Well # 9	Kohler	150REOZJF
Borough Hall	Kohler (Nat. Gas)	60ERESB

TERM OF SERVICE: The period to be covered by said quote is from January 1, 2017 to December 31, 2017. The Borough shall have the **option to extend** the contract for a period of **two years** as agreed in writing by both parties.

Contractors shall list commercial establishments that they have serviced.

Securities Required (Proof of same shall be submitted with bid)  
General Liability minimum \$ 1,000,000  
Workers Compensation minimum \$ 500,000  
Excess Liability minimum \$ 4,000,000

Contractor: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Notary: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date: \_\_\_\_\_

\*Quotes must be submitted by January 27, 2017\*