

SCOPE OF WORK

Generator Maintenance and Repair Services

1.0 ADES MISSION AND VISION STATEMENTS:

- 1.1 **ADES Vision:** Every child, adult, and family in the State of Arizona will be safe and economically secure.
- 1.2 **ADES Mission:** The Arizona Department of Economic Security (ADES) promotes the safety, well-being, and self sufficiency of children, adults, and families.

2.0 Purpose

- 2.1 Purpose: The purpose of this contract is to purchase maintenance and repair services for generators in use at the Arizona Training Program in Coolidge (ATPC), located at 2800 N. Highway 87, Coolidge, AZ 85128. This contract also allows for the purchase of generator replacement parts.
- 2.2 Legal Authority: Arizona Revised Statute A.R.S. §41-1954.A.6 provides ADES the authority to enter into contracts and incur obligations within the general scope of its activities and operations.
- 2.3 Projected Awards: It is the intent of ADES to make a single award for this service, however ADES reserves the right to make multiple awards in order to ensure the service provision. ADES intends to establish the contract(s) for one (1) year with extension options.
- 2.4 Projected Utilization: This contract is on an as needed, if needed, basis. ADES makes no guarantee of the number of payment units to be authorized. However, as of September 1, 2012, the ATPC facility utilized four (4) generators eligible for services under this contract.
- 2.5 Definitions:
 - 2.5.1 *Emergency Service* - A situation in which maintenance and repair services are immediately required of the Contractor due to the malfunction or breakdown of a generator that may threaten the health and/or welfare of residents and staff of the ATPC. Contractor shall give requests for Emergency Service the highest priority.
 - 2.5.2 *State Holidays* - State of Arizona observed holidays include New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.
 - 2.5.3 *Working/Business Day* - Monday through Friday, except State holidays.

3.0 Service Description

- 3.1 Contractor shall provide all qualified personnel, transportation, equipment, replacement parts, tools and supplies necessary to perform maintenance and repair services as required on the following generators in use at the ATPC:
 - 1. *Generac 150kW Generator, Model 12722440200, S/N 2109151*
 - 2. *Taylor 125kW Generator, Model GS125, S/N 19420*
 - 3. *Katolight 125kW Generator, Model SED125FPJ4T3, S/N 139491-0507*
 - 4. *Katolight 40kW Generator, Model SED40FPJ4, S/N LM64925593095-1003*
- 3.2 If any of the above generators are replaced during the term of this contract, or if any additional generators are acquired by the ATPC, those generators shall be eligible for services under this agreement.
- 3.3 Generators shall be maintained or repaired to meet the manufacturer's recommended performance standards.
- 3.4 Background: The Division of Developmental Disabilities (DDD) is a division within ADES that provides a variety of services to eligible individuals (DDD consumers) with developmental disabilities. The ATPC is a medical facility providing residence and medical care to DDD consumers. The ATPC has an on-site independent water source, and is responsible for the treatment and distribution of water throughout the facility. Generators serviced by this contract assist in water distributing, treatment, and emergency fire suppression. Therefore, proper maintenance and repair of these generators is essential in ensuring the health, welfare and safety of DDD consumers and support staff.

4.0 Contractor Requirements: The Contractor shall:

- 4.1 Provide maintenance and repair services twenty-four (24) hours per day, seven (7) days per week, and three hundred sixty-five (365) days per year during:
 - 4.1.1 *Regular Operating Hours* - Monday through Friday from 8:00 AM to 5:00 PM, excluding State holidays; and
 - 4.1.2 *Non-Regular Operating Hours (Emergency Service)* - Before and/or after Regular Operating Hours, weekends, and all State holidays.
 - 1. Provide ADES/DDD with an Emergency Contact and Telephone Number where Contractor can be reached twenty-four (24) hours per day, seven (7) days per week, and three hundred sixty-five (365) days per year in the event emergency service is required.
 - 2. When utilizing an answering service, Contractor's personnel shall respond within one (1) hour.
- 4.2 Provide only qualified, experienced or manufacturer certified repair technicians for the maintenance and repair services provided under this contract.

- 4.3 Report to designated ADES/DDD personnel upon:
 - 1. Arrival at the ATPC facility;
 - 2. Completion of maintenance and repair service; and
 - 3. Departure from the ATPC facility.
- 4.4 Not shut down or render inoperative, any generator without the expressed prior approval of designated ADES/DDD personnel.
- 4.5 Maintenance: Schedule a minimum of two (2) preventative maintenance services per year, per generator, unless otherwise directed by designated ADES/DDD personnel. At a minimum, the preventative maintenance service shall include:
 - 4.5.1 Visual inspection of the entire generator including all equipment supports and mountings, and notify ADES/DDD personnel if evidence of:
 - 1. Damage;
 - 2. Leakage;
 - 3. Improper ventilation;
 - 4. Excessive heat; or
 - 5. Any other factor that could impede performance of the generator or pose a potential hazard to personnel or property.
 - 4.5.2 Inspection of battery:
 - 1. Maintain proper electrolyte levels;
 - 2. Ensure battery is performing at manufacturer specifications; or
 - 3. Replace battery as necessary.
 - 4.5.3 Inspection of belts and/or hoses:
 - 1. Inspect for wear, damage, or looseness;
 - 2. Adjust as necessary; or
 - 3. Replace as necessary.
 - 4.5.4 Inspection of oil filters, air filters/cleaners, and fuel filters:
 - 1. Clean or replace as necessary; and
 - 2. Oil filters, air cleaners, and fuel filters/separators shall be changed a minimum of once per year.
 - 4.5.5 Inspection of fuel system:
 - 1. Inspect all supply lines and connections; and
 - 2. Check fuel pressure.
 - 4.5.6 Inspection of oil system:
 - 1. Check pumps;
 - 2. Inspect for proper oil pressure;
 - 3. Inspect and adjust proper oil levels;
 - 4. Drain and replace oil as necessary; and
 - 5. Oil shall be changed a minimum of once per year.
 - 4.5.7 Inspection of cooling system:
 - 1. Check pumps and fans;
 - 2. Maintain proper coolant level; or
 - 3. Drain and replace coolant as necessary.
 - 4.5.8 Inspection of voltage:
 - 1. Check for correct voltage; and
 - 2. Adjust as necessary.
 - 4.5.9 Inspection of frequency:
 - 1. Inspect for correct RPM and Hz; and
 - 2. Adjust as necessary.
 - 4.5.10 Inspection of electronics:
 - 1. Inspect control panel and display;
 - 2. Run appropriate diagnostics/self-tests; and
 - 3. Replace/reset electronic components as necessary.
 - 4.5.11 Clean and lubricate:
 - 1. Clean any foreign material and dust from equipment.
 - 4.5.12 Replace all other failing, missing or damaged parts as necessary.
 - 4.5.13 Calibrate to meet the manufacturer's recommended performance standards.
- 4.6 Repair: Provide repair services as required to ensure each generator meets the manufacturer's recommended performance standards.
 - 4.6.1 Provide designated ADES/DDD personnel with the total estimated cost of the maintenance and repair service including:
 - 1. The number of hours required to complete the service; and
 - 2. The replacement parts and/or materials required to complete the service.

- 4.6.2 Notify designated ADES/DDD personnel immediately in the event a generator cannot be repaired the same day/visit.
- 4.7 Ensure that all replacement parts provided under this agreement are new and from the same manufacturer as the original part(s) or an equivalent that meets or exceeds OEM (Original Equipment Manufacturer) standards.
 - 1. Contractor shall not provide any equivalent part(s) where its use will void any warranty of the equipment being serviced.
 - 2. Any equivalent parts provided shall be approved by designated ADES/DDD personnel.
 - 3. All replacement parts shall have a minimum of a one (1) year warranty.
- 4.8 Ensure Contractor's personnel leave all serviced equipment and the service area safe, clean and ready for use.
- 4.9 Upon completion of the service, both designated ADES/DDD personnel and the Contractor shall legibly sign the work order, and a signed copy of the work order will be provided to designated ADES/DDD personnel.
- 4.10 Warranty all repairs for 30 days.
 - 1. Warranty repairs shall be coordinated with designated ADES/DDD personnel within two (2) working/business days of the Contractor receiving notification of a warranty claim.
 - a. In the event a warranty claim threatens the malfunction or shutdown of a generator, the Contractor shall immediately respond to the request for warranty service.
 - 2. Contractor shall be responsible to correct any issues related to the repair at their own expense.

5.0 Payment Unit

- 5.1 Payment will be made in accordance with the Unit Rates stated on the Items tab.
- 5.2 Contract rates are all inclusive, which means that they include all costs associated with the provision of the service including but not limited to: salaries, operating cost, training, tools, supplies, transportation, mileage, preparation of billing and reports, etc. The Department will not pay these or any other costs separately.
- 5.3 The Payment Units for Generator Maintenance and Repair Services are:
 - 5.3.1 Hourly Rate - Regular Operating Hours: One Payment Unit equals One (1) Hour of Maintenance and Repair Services performed Monday through Friday from 8:00 AM to 5:00 PM. The hourly rate means one (1) hour or sixty (60) minutes performing maintenance and repair services. ADES/DDD will pay a minimum of one hour. After the first hour, all repair services shall be billed in fifteen (15) minute increments.
 - 5.3.2 Hourly Rate - Non-Regular Operating Hours (Emergency Service): One Payment Unit equals One (1) Hour of Maintenance and Repair Services performed before and/or after Regular Operating Hours, weekends, and all State holidays. The hourly rate means one (1) hour or sixty (60) minutes performing repair or maintenance services. ADES/DDD will pay a minimum of one hour. After the first hour, all repair services shall be billed in fifteen (15) minute increments.
 - 5.3.3 Replacement Parts/Materials: Payment for replacement parts and materials shall be billed for the actual cost plus tax that the Contractor incurred for each, as documented by the receipt indicating the cost.

6.0 Reporting Requirements: The Contractor shall submit the following:

- 6.1 Payment will be made by the Department upon receipt of an original invoice and reporting documents as stated below.
 - 6.1.1 A copy of the Contractor's Work Order(s), signed and dated by designated ADES/DDD staff and Contractor.
 - 6.1.2 A complete and accurate invoice for services provided. The invoice shall, at a minimum, include the following:
 - 1. The Contractor's name and address (include payment address, if different);
 - 2. The Contractor's Federal Employer Identification (FEI) number;
 - 3. The Contract Number;
 - 4. The Purchase Order Number;
 - 5. Date(s) service was provided;
 - 6. A brief description of the generator serviced;
 - 7. A brief description of the maintenance and/or repair(s) performed;
 - 8. The name of the individual(s) who performed the service.
 - 9. Number of hours performing the service;
 - 10. Contract Price Sheet Hourly Rate;
 - 11. Itemized list of Replacement Parts/Materials used and their costs;
 - 12. Applicable sales tax; and
 - 13. The total amount due.
 - 6.1.3 The Invoice shall include a certification stating:

"This invoice is a true and accurate account of the services listed on this statement for the time period specified; that this invoice constitutes the full and complete charge for the services described above; that no further invoices for payment of these services will be made; that these services have been provided"

without discrimination based on age, race, color, creed, gender, religion or national origin and that this statement is subject to federal and state audit review.”

- 6.1.4 The Invoice shall be signed and dated by the person authorized to submit invoices for the Contractor.
- 6.2 The final invoice for the current contract period shall be submitted no later than the thirtieth (30) day following the end of the contract period.

- 6.3 Contractor shall submit the above-referenced Reports to:
 - Arizona Training Program at Coolidge
 - ATPC Accounts Payable
 - 2800 N. Highway 87
 - Coolidge, AZ 85128
 - Telephone Number: (520) 723-2600

- 6.4 Current certificates of insurance as required in the ADES Special Terms and Conditions shall be submitted to:
 - Arizona Department of Economic Security
 - DDD Contracts Unit 791A
 - 1789 W. Jefferson Street
 - Phoenix, AZ 85007
 - Fax Number: (602) 542-8193

- 6.5 Other Reports: ADES/DDD reserves the right to request the Contractor submit additional or revised reports related to the service provision.