HHS0013791 Exhibit G - Scope of Work

Scheduled Generator Testing & As Needed, Generator Repair & Maintenance at Corpus Christi State Supported Living Center, (CCSSLC)

Corpus Christi SSLC Generator List		
# of Units	**Manufacturer**	**Voltage**
11	Generac	208/3 phase
3	AKSA	208/3 phase
4	Generac	240/1 phase
1	Kohler	208/3 phase

1. Description of Services

Provide Scheduled Quarterly Testing, Annual Testing & As Needed Repairs for 19 generators at the Corpus Christi SSLC.

A. This is a Requirements Contract; no work is guaranteed. Generator testing will be scheduled, and repair services are on an As Needed basis.

B. Awarded Contractor shall furnish all labor, tools, transportation, equipment materials and supplies as required to complete the service request, to provide a working system, complete in all respects.

C. Awarded contractor shall be responsible for supervision and cleanup of all areas of scrap materials, dirt, dust, and debris generated in performance of the service at the time the service is provided and leave the work area clean and free of materials, debris, and vendor equipment to the satisfaction of the designated CCSSLC representative.

D. Awarded Contractor shall be responsible for any repair of surfaces that may be damaged as a result of the work performed, equipment or devices defined.

E. Awarded Contractor must have all applicable licenses, permits and insurance coverage.

F. Installation and Repairs: All work shall be in strict accordance with Federal, State, and Local Codes. All equipment or components must be installed in accordance with manufacturer's recommendations.

2. Scheduled Testing, Inspections, Preventative Maintenance and Life Safety Inspections

Testing, inspections, preventative maintenance and Life Safety Inspections shall be performed in accordance with manufacturer's recommendations.

The Contractor shall provide all inspection documentation and reports within fifteen days of inspection and repair completion.

A. **Annual Testing:**

i. Once every 12 months, perform an annual two-hour load bank test 50% to 100%.

ii. Perform full maintenance to include but not limited to replace Fuel Filter, Change Oil and Oil Filter. These fluids will be changed once, annually unless requested by a designated CCSSLC representative.

iii. Check and add Antifreeze as needed.

iv. Take fuel samples from generators and send to state Fire Marshall. Note sampling on annual report.

B. **Quarterly Testing:** Four (4) times a year, on a mutually agreed upon date and time, the following maintenance and operational checks will be made:

i. Starting System
   1. Clean batteries and cables.
   2. Check and record specific gravity if batteries are lead-acid or cell voltage readings if batteries are nickel cadmium.
   3. Check for proper starter operation documentation any unusual noises.
   4. Check for proper cranking motor disconnect.
   5. Load test the battery set and document.

ii. Battery Charging System
   1. Check battery trickle charge for proper operation.
   2. Check battery charging alternator for proper output.
   3. Tighten all battery connections.
   4. Check electrolyte level and fill.

iii. Fuel System
   1. Check engine and supply system for any fuel leaks.
   2. Check electrical and piping connections to day tank.
   3. Check fuel pressure gauge for proper pressure.
   4. Take sample of diesel fuel for analysis (once per year).

iv. Lube Oil System
   1. Check oil level.
   2. Check engine oil pressure.
   3. Check oil filter differential pressure, if applicable.
   4. Take sample of lube oil for analysis (once per year).

v. Air Intake System
   1. Listen for and document any unusual noises from this area.
   2. Check air intake louvers for proper operation.
   3. Confirm that air intake flow is not unduly restricted.

vi. Exhaust System
   1. Inspect exhaust silencer, flexible connection and exhaust piping.
   2. Visually check exhaust outlet for excessive smoking.

3. As Needed Services

A. At the request of the facility authorized representative, Contractor shall perform any repairs to emergency generators, transfer switches and related electrical system components and equipment. Contractor must be able to respond to emergencies on a twenty-four (24) hour, seven (7) day per week basis, including holidays.

B. Non-Emergency Call-out: Verbally respond to requests for non-emergency service to any generating unit within **four (4) hours** and be on site to perform repairs within **forty-eight (48) hours** after being contacted. The vendor shall contact the designated HHS representative upon arrival at the job site.

C. Emergency Call-out: Contractor shall verbally respond to requests for emergency services to any generating unit within **one (1) hour** and be on site to perform repairs within **two (2) hours** after being contacted.

D. The CCSSLC Designated Facility Representative will notify the vendor if a call constitutes an emergency.

E. Emergency work shall be performed during normal working hours whenever possible; however, services shall be performed on a 24-hour, seven day a week basis if deemed necessary by the CCSSLC Designated Facility Representative.

4. Estimate/Quote Process

A. Prior to the commencement of any work provided under this contract, the CCSSLC Contract Administrator or designee will contact the Contractor for an estimate. The Contractor's estimate shall contain the scope of work, itemized parts, price, labor and a detailed description.

B. Contractor will proceed with the work under the project only after the estimate is approved by the Contract Administrator through the release of a Delivery Release

C. Change Notice. Work performed without a Delivery Release Change Notice will not be paid.

D. The Contractor will be required to do a site visit for each job to ensure all details are outlined in the required estimate. <u>This does not apply to emergency repairs.</u>

5. Work Procedures

A. The Contractor shall contact the CCSSLC Designated Facility

Representative upon arrival at the job site.

B. Contractors shall check in and out with the authorized CCSSLC representative to ensure that the representative logs the start and completion times on the service ticket for the services performed.

C. Contractor shall inspect existing conditions including surfaces/workable areas prior to commencing work, including elements subject to damage or movement during the service or repair. All deficiencies found but not covered by this Contract shall be reported to the CCSSLC Designated Facility Representative.

D. Contractor commencing work implies acceptance of work surfaces/workable areas, and any work deficiency shall become the responsibility of the Contractor.

E. Contractors shall provide the following information on the service ticket: building name, floor, CCSSLC work order # and project name if any, date work performed, name of personnel performing the work, trade category of person performing work, number of personnel, and hours worked.

F. Contractor invoice shall match approved service tickets. Contactor material invoices shall be attached to final invoice.

G. The Contractor shall be responsible for any repairs of surfaces that may be damaged as a result of the inspection or maintenance of the systems, equipment or devices as defined in this scope of work.

H. Repairs shall match the existing surrounding surfaces and provide a seamless transition.

I. Contractor shall repair any damage caused by the Contractor and its employees at no cost to the Owner.

J. Contractor shall provide clean-up and legal disposition of all spoils created by the work. Contractor shall coordinate with the facility on salvage of all items indicated for removal.

K. Project Completion Time: Contractor must perform work within the timeframe that was agreed upon by the Contractor and the Owner prior to beginning work.

6. Materials

A. All materials installed by the Contractor must match and be comparable with

B. existing materials. Materials utilized by the Contractor must be of equal or better quality than existing materials. Submittals detailing materials specifications must be approved by the CCSSLC Designated Representative.

C. Contractor shall provide any, and all parts and operating manuals for equipment installed.

D. All equipment, materials and parts shall be new and supported by the

manufacturer.

E. All materials will be invoiced at an amount no greater than the cost of materials plus the Contract mark-up percentage, not to exceed 20%.

7. Contractor Qualifications

A. Technicians shall have at least 3 years of experience repairing generators.

B. must have all applicable licenses, permits and insurance coverage.

8. Invoicing/Billing

A. The pricing must be submitted only using Exhibit D – Cost Proposal based on the description and the unit of measure(s) provided for each line item. The unit prices must include all Solicitation requirements, including, but not limited to, labor, equipment, materials, supplies and all related expenses. Annual maintenance costs and hourly rates shall be those specified in the Contract. Mark-up on parts shall not exceed the Contract percentage submitted on Exhibit D – Cost Proposal.

B. The Contractor shall provide a detailed and itemized bill on service and repair work for each job. The Contractor's invoice shall contain contact information, quote number, labor hours, labor hourly rates, detailed parts list, parts price, total price, dates work performed, building number and description of work performed.

C. If services / goods have not been received or corrected to a satisfactory resolution, payment will be withheld until services / goods are received and comply with scope of work and standards.

D. Invoices are to be sent to: 712Accounting@hhsc.state.tx.us and michelle.samora@hhs.texas.gov

9. Unsatisfactory Performance:

A. Unsatisfactory performance will result in a negative vendor performance report or cancellation of the purchase order. DSSLC may consider the following performance by the vendor as unsatisfactory performance. An unsatisfactory performance determination includes, but is not limited to:

i. One service "call back" to correct the same problem within 30 consecutive days.

ii. One instance within one year of vendor personnel assigned to an authorized service call not having the level of experience and ability to perform the inspection repair, and/or installation of the designated service requirement.

iii. Two instances within one year of response time, as defined in this specification, to an authorized service call exceeding the two-hour limit