

**REQUEST FOR QUOTES FOR EMERGENCY GENERATOR PREVENTATIVE  
MAINTENANCE SERVICES  
CUYAHOGA COUNTY BOARD OF HEALTH**

**BACKGROUND**

The Cuyahoga County Board of Health (Board) seeks a qualified Contractor to provide a comprehensive Emergency Generator Service Program at its facility located at 5550 Venture Drive, Parma, OH 44130. The Board is looking for a program designed to maintain the efficiency, safety, reliability, and durability of our equipment. The specifications and a complete description of required services are included on the following pages.

**DURATION OF SERVICES**

The term for services will three years commencing upon approval of a service agreement.

**GENERAL REQUIREMENTS**

1. The successful Contractor will show evidence of insurance coverage commonly known as or similar in kind to:
  - a. General Liability: \$1,000,000 per person, \$2,000,000 per accident
  - b. Property Damage Liability: \$50,000, per accident, \$100,000, per aggregate
  - c. Comprehensive Automobile Liability: \$250,000, per person, \$500,000, per accident
2. The successful Contractor will show evidence of proper worker's compensation coverage upon request of the Board.

**SCOPE OF SERVICES**

The successful Contractor will demonstrate understanding of, and compliance with, all specifications set forth within this scope of services. The rates included within the quote of the successful Contractor will be all inclusive with regard to the requirements of the specifications.

**A. Equipment Specifications:**

Emergency Generator Set:

Manufacturer: Katolight

Model: D250FPJ413 36413

KW: 250

Serial No: 152918-1107

**B. Scope of Work:**

The successful Contractor will include the following in their quote for services: Preventative Maintenance, Operational Inspection Service, Oil Analysis, Coolant Analysis, 2-Hour Load Bank Tests (required annually), and 4-Hour Load Bank Test (required every 3 years).

A sample scope of services is attached to this RFQ. Please include a detailed listing of services provided under Preventative Maintenance and Operational Inspection Service, as well as, any additional services.

**QUOTE INFORMATION**

The following information should be included in your quote:

- 1) Reporting - We require a follow up report(s) on condition of and recommendations for equipment after every service call.
- 2) Pricing should include Preventative Maintenance cost, Operational Inspection Service cost, annual 2-Hour Load Bank Test cost and 4-Hour Load Bank Test cost.

**SUBMISSION OF QUOTES**

Quotes must be received by Wednesday, October 25, 2017 no later than 4:30 pm Eastern Standard Time. Please submit your quote and any accompanying materials to:

**Rebecca Burke**  
**Executive Assistant**  
**Cuyahoga County Board of Health**  
**5550 Venture Drive**  
**Parma, OH 44130**  
**(216) 201-2001 ext. 1101**  
[bburke@ccbh.net](mailto:bburke@ccbh.net)

Preventive Maintenance = PM

Operational Inspection Service = OIS

<b>Generator Services</b>	<b><u>PM</u></b>	<b><u>OIS</u></b>
<b>Engine Lube System:</b>		
Check for leaks	X	X
Repair minor leaks	X	X
Oil sample analysis taken	X	
Replace oil filters	X	
Replace oil	X	
Proper disposal of used oil and filters	X	
<b>Engine Cooling System:</b>		
Check belts and hoses	X	X
Check for leaks	X	X
Repair minor leaks	X	X
Check coolant level and fill (up to 1 -gallon)	X	X
Check coolant freeze point	X	X
Check inhibitors (Nitrites)	X	X
Replace coolant filter (if applicable)	X	
Check radiator for obstructions and airflow	X	X
Check engine block heater	X	X
Pressure test system (if required)	X	
<b>Engine Air System:</b>		
Inspect air cleaner element	X	X
Inspect louvers and duct work	X	X
Service crank case breathers and air box drains	X	X
<b>Engine Fuel System:</b>		
Inspect fuel lines and pump for leaks	X	X
Repair minor leaks	X	X
Inspect and lubricate governor linkage	X	X
Check day tank operation	X	X
Change all fuel filters	X	
<b>Engine Electrical System:</b>		
Inspect batteries	X	X
Hydrometer test batteries	X	X
Clean battery post/cables and apply corrosion inhibitor	X	X
Load test batteries	X	X
Check engine alternator	X	X
Inspect and test battery charger for high and low rate and alarms (if applicable)	X	X
Inspect ignition system (if applicable)	X	X

**Generator Services****PM****OIS****AC Generator:**

Inspect all AC connections for tightness  
Inspect generator bearing (if possible)  
Lube generator-bearing

X X  
X X  
X

**Engine Exhaust System:**

Inspect exhaust for leaks  
Inspect flex connections  
Inspect exhaust outlet rain cap  
Drain condensation trap

X X  
X X  
X X  
X X

**Engine Instrumentation:**

Check all instruments for proper operation  
Check and record readings as follows:  
Tachometer  
Hour meter  
Oil pressure at operating RPM  
Hot PSI  
Cold PSI  
Ammeter  
Voltmeter  
Water temperature

X X  
X X  
X X  
X X  
X X  
X X  
X X  
X X

**AC Instrumentation:**

AC voltmeter  
Amp meter phases 1,2, and 3 (if applicable)  
Frequency meter

X X  
X X  
X X

**Engine Protection System:**

Test over crank  
Test low oil pressure  
Test high water temperature  
Test overspeed  
Test pre-alarms (if applicable)  
Test generator without load

X X  
X X  
X X  
X X  
X X  
X X

**Automatic Transfer Switch (es):**

Inspect General cleanliness (Interior/Exterior)  
Inspect lugs, terminals, Connections (tightening lugs included with service)  
Inspect wires for chafing  
Clean contacts  
Lubricate (as required)  
Check for binding or wear of mechanical linkage  
Inspect for arc damage, or contact pitting

X X  
X X  
X X  
X  
X  
X X  
X X