



**APPENDIX A
SPECIAL PROVISION
SPECIFICATIONS OF WORK TO BE PERFORMED**

**for
Generator Preventative Scheduled Maintenance, Repair and Emergency Service**

The Maine Department of Transportation intends to award a contract for the purpose of providing for Preventative Scheduled Maintenance, Repair and Emergency Work for Generators and Controls for all MDOT Locations specified.

Scope and Specifications of Work

All work is for Preventative Scheduled Maintenance, Repair and Emergency Services

All Work shall be performed by a skilled technician and shall be performed in accordance with manufacture recommendations and specifications.

All parts shall be manufacturer original or recommended.

Contractor is responsible for scheduling at least 48 hours in advance of service with the Department Regional Administrators or (Designee), for each listed location,

Ferry Transportation: complimentary ferry tickets will be provided to the Contractor and for up to one (1) vehicle when work under this Contract involves any island facilities.

Contractor is responsible for scheduling with the MSFS Department Regional Administrators or (Designee) prior to services to schedule boat trips.

1. Preventive Maintenance Work

For all generators listed in this contract, the Contractor shall annually inspect and perform preventative maintenance on all components, including but not limited to the cooling systems, fuel systems, air induction and exhaust systems, lube oil systems, engine monitor and safety control panels, starting systems and electrical transfer switches.

Preventative Maintenance shall include the following:

- Contractor shall perform all manufacturer recommended maintenance actions based on the service detailed in the Operations & Maintenance Manuals, this will also

include the more frequently recommended preventative maintenance listed on the service detail.

- Contractor shall conduct a visual inspection of generator using a checklist
- Contractor shall connect service diagnostic tools to the generator and diagnose and calibrate various electronic control systems
- Contractor shall provide all parts needed to perform generator service as detailed in Operations & Maintenance Manuals.
- Contractor shall submit a report of Service/Findings and Suggested Repairs to the Department Regional Administrators or (Designee). The Report shall be submitted within 48 hours after service and shall include: Date of Service, Manufacturer Name and Serial Number, Findings and Suggested Repairs.

The first service shall be performed within three months of signing the contract and annually after the first one.

Preventative Maintenance Work will be paid for at the contract unit price for each location work is performed and accepted. Payment will be full compensation for supervision, labor, equipment, materials, parts, supplies, laboratory analysis, diagnostics and other incidentals necessary to perform the Work.

2. Repair Work

Repair Work shall include Work not included in the Preventative maintenance work which may be discovered, recommended and approved during annual maintenance or requested by the Department at a different time. The Department Regional Administrator must approve all Repair Work, prior to the Work being performed.

Approved and accepted Repair Work shall be measured by the hours Work is performed to the nearest quarter hour. Hourly rates shall begin when the Contractor arrives and begins work at the location and ends when the crew completes work at the facility. Travel time shall not be measured for payment and will be considered incidental to the hourly rate. Miscellaneous items and materials such as rags, gloves, cleaning chemicals shall not be billed separately, but shall be considered incidental to related items. The hourly rate shall be full compensation for all labor, equipment, travel costs, miscellaneous materials and items, and all overhead and incidentals necessary to complete the work.

Replacement parts and fluids used in conjunction with Repair Work, shall be paid "Parts Cost, Plus 15% mark-up". Service and parts needed over and above what was originally authorized must be authorized by Department Regional Administrators or (Designee) prior to any work performance or replacement. Invoices shall show the itemized list of parts and materials and the associated costs.

3. Emergency Work

Emergency work is when any major repairs due to mechanical issues deems the Generator inoperable and requires immediate attention.

- The contractor shall provide an emergency 24/7 call number with a qualified technician.
- The contractor shall provide a back-up generator equivalent to size, until inoperable is fixed or replaced.
- The contractor shall be on site within 12 hours of the emergency call.

4. Additional Generator Tests

A one (1) day Elevator/Generator Load Test shall be performed at the Penobscot Narrows Observatory, during the month of March or April each year. The Department Regional Administrator or (Designee) will work with both vendors to coordinate this effort. This service shall be performed at the bid price in the schedule of items.

5. Contractor Requirements

The Contractor must:

- Contractor must have the ability to be on site within 12 hours of an emergency.
- All Service Technicians must obtain have a valid transportation workers identification card (TWIC) for working on the Ferry Service locations.
- Have the ability and knowledge to work on Caterpillar and John Deere powered by Olympian/ Perkins and Kohler Generator.
- Be able to perform highly complex electrical, electronic, mechanical, and computer tasks.
- Have a reliable vehicle (Service Truck) assigned to provide transportation to and from employee's place of residence and/or workplace during normal work hours. Vehicle must carry all tools, supplies, and equipment needed for job duties.
- Have all tools and necessary equipment and parts needed to perform required duties.
- Must have access to genuine manufacturer replacement parts.
- Have knowledge of all applicable codes and OSHA requirements.
- Have and use properly, all Personal Protective Equipment needed to perform job duties and comply with OSHA, MaineDOT and Contractor safety guidelines and procedures.
- Be able to work effectively with minimum supervision.
- Be equipped with a cell phone with the ability to be contacted at all times.

- Access to the generator buildings and generators will be coordinated through the Department Regional Administrator.
- Have the ability to do testing and provide test results for the services and repairs at start-ups.
- Provide back-up generator equal to or greater in the event the existing generator needs major repairs and needs to be removed for service or replaced.
- Must have the ability to invoice itemized invoices to each location.

Contract Administrator

Name: Ricky Gradie
Title: Transportation Operations Manager
Address: MDOT Maintenance & Operations
24 Child Street
16 State House Station Augusta, Maine 04333-0016
ricky.gradie@maine.gov

Department Regional Administrator

The Department Regional Administrators or (Designee) shall be the Department's representative during the period of this Contract. The Administrator's has authority to curtail work if necessary, to ensure proper execution of the Contract, to take actions needed to assure that the Contractor's Work and Materials conform with the Contract, to decide questions regarding quality and acceptability of Work and Materials, to reject Unacceptable or Unauthorized Work or Materials and to refuse to approve Progress and Final Payments until acceptable. The Administrator's shall certify to the Department when payments under the Contract are due and the amounts to be paid. He/she shall make decisions on all claims of the Contractor. Unless authorized by the Administrator's, other Departmental employees are not authorized to alter or waive the provisions of the Contract or to issue instructions contrary to the Contract.

Department Regional Administrator

Penobscot Narrows Observatory
Austin Coleman
Maintenance & Operations Multimodal
24 Child Street
16 State House Station
Augusta, Maine 04330
Austin.Coleman@maine.gov

MDOT Augusta Headquarters

Scott Gray

Maintenance & Operations

24 Child Street

16 State House Station

Augusta, Maine 04330

Scott.Gray@maine.gov

MDOT Ferry Service

Patrick Eutsler

517A Main Street

Rockland, Maine 04841

Patrick.K.Eutsler@maine.gov

Augusta (Fleet Services)

Mike Colson

66 Industrial Drive

Augusta, Maine 04333

Mike.Colson@maine.gov

Region 1

Don McKenna

51, Pleasant Hill Road

Scarborough, Maine 04070

Donald.McKenna@maine.gov

Region 2

Maurice Hinkley

66 Industrial Drive SHS #98

Augusta, Maine 04333

Maurice.Hinkley@maine.gov

Region 3

Brian Haynes

932 US Rt 2 East

Wilton, Maine 04294

Brian.R.Haynes@maine.gov

Region 4

Jeremy Schobel
219 Hogan Road
Bangor, Maine 04401
Jeremy.S.Schobel@maine.gov

Region 5

Jimmie Thibodeau
41 Rice Street
Presque Isle, Maine 04769
Jimmie.Thibodeau@maine.gov

Invoices and Payments

The Contractor shall submit an itemized bill to the **Department Regional Administrators or (Designee)**, for their listed locations, for the approval of work performed and payment.

Invoices shall include the following minimum information:

Contractor Name, Address & Contract Number

Invoice Date & Number

Location and **Dates of Service**, & description of Work

Quantities at the Prices contained in the Contractor's Bid

Itemized listing of parts and Materials

Service report

Appendix A

Generator
Preventative Scheduled Maintenance,
Repair & Emergency Service

Schedule of Items

Company Name: _____

Bids for the preventative maintenance (PM) should be a price for one PM for all equipment listed at the location.

Town/Location	Contact & phone	Quantity	Unit	Service 1	Total Bid Amount Line Item
Rockland Terminal	Patrick Eutsler	1	Caterpillar		
517A Main Street	207-596-5429		Model C6		
Rockland ME 04841			Pin: CAT00C66LNGD03078, Serial #E6L00450		
Price for one preventative maintenance service listed at this site.					
Vinalhaven Terminal	Patrick Eutsler	1	Olympian/Perkins	1 PM /year	
79 Sands Rd	207-596-5429		Model D50P1		
Vinalhaven ME 04863			Machine ID E5453B/002		
Price for one preventative maintenance service listed at this site.					
North Haven Terminal	Patrick Eutsler	1	Olympian/Perkins	1 PM /year	
18 Main Street	207-596-5429		Model D50P1		
North Haven ME 04853			Machine ID D2335B/001		
Price for one preventative maintenance service listed at this site.					
North Haven Crew Quarters	Rick Gradie	1	Honda 500-7500 Watt portable	1 PM /year	
60 South Shore Rd North	207-592-1500				
Haven ME 04853					
Price for one preventative maintenance service listed at this site.					
Swan Island Terminal	Patrick Eutsler	1	Olympian/Perkins	1 PM /year	
118 Ferry Rd	207-596-5429		Model D50P1		
Swans Island ME 04685			Machine ID E5453B/001		
Price for one preventative maintenance service listed at this site.					
Bass Harbor Terminal	Patrick Eutsler	1	Kohler	1 PM /year	
45 Granville Rd	207-596-5429		Model 50RE02JC		
Bass Harbor ME 04653			Generator Serial# 3019279		
Price for one preventative maintenance service listed at this site.					
Lincolnville Terminal	Patrick Eutsler	1	Kohler	1 PM /year	
20 McKay Rd	207-596-5429		Model 50RE02JC		
Lincolnville ME 04849					
Price for one preventative maintenance service listed at this site.					
				1 PM /year	

Lincolnville 20 McKay Rd Lincolnville ME 04849	Rick Gradie 207-592-1500	1	Generac 15,000 Watt portable	1 PM /year
Price for one preventive maintenance service listed at this site.				
Islesboro Terminal 609 Ferry Rd Islesboro ME 04848	Patrick Eutsler 207-596-5429	1	Kohler Model 50REO2JC Generator Serial# 2254891	1 PM /year
Price for one preventive maintenance service listed at this site.				
Islesboro Terminal 502 Ferry Road Islesboro ME 04848	Rick Gradie 207-592-1500	1	Honda 500-7500 Watt portable	1 PM /year
Price for one preventive maintenance service listed at this site.				
Islesboro Crew Quarters 502 Ferry Road Islesboro ME 04848	Rick Gradie 207-592-1500	1	Honda 500-7500 Watt portable	1 PM /year
Price for one preventive maintenance service listed at this site.				
Augusta HQ 24 Child Street Augusta, Maine 04330	Scott Gray 207-592-2477		Caterpillar (Whisper Quiet) Model DCA-18055K Serial # 3701661	1 PM /year
Price for one preventive maintenance service listed at this site.				
Region 1 Portland Casco Bay Bridge Facility 470 Commercial Street Portland ME 04101	Don McKenna 201-462-4474	1	Caterpillar Model SR-4-B Serial # 6EJ00695	1 PM /year
Price for one preventive maintenance service listed at this site.				
Region 1 Portland Casco Bay Bridge Facility 470 Commercial Street Portland ME 04101	Don McKenna 201-462-4474		US Dept. of Defense Model # MEP006A Serial# FZ04885	1 PM /year
Price for one preventive maintenance service listed at this site.				

Region 1 Scarborough 51 Pleasant Hill RD Scarborough ME 04074	Don McKenna 201-462-4474	3	Kohler Model 50REOZ10, Serial# SGM32BR4T	1 PM/year
Price for one preventive maintenance service listed at this site.				
Region 2 South Bristol Draw Bridge Route 129 South Bristol, ME 04568	Maurice Hinkley 207-592-3049	1	Kohler Model 40REOZJC Generator Serial# SGM32CLMJ	1 PM/year
Price for one preventive maintenance service listed at this site.				
North Augusta Bog Road Augusta Maine 04333	Maurice Hinkley 207-592-3049	1	Model 1989 Wright WBW1T101LS Generator Serial# 1S9TS1514K132102 30KW	1 PM/year
Price for one preventive maintenance service listed at this site.				
Fairfield Training Center 10 Mountain Ave Fairfield, ME 04937	Maurice Hinkley 207-592-3049	1	Whisper-Watt Model DB-0661I Engine Model Isuzu A6BG1 Generator Serial# 3693897	1 PM/year
Price for one preventive maintenance service listed at this site.				
Region 3 Dixfield Facility 547 Main Street Dixfield ME 04224	Brian Haynes 207-441-1729	1	Kohler Model 50REOZJD Generator Serial# SGM32BP3T	1 PM/year
Price for one preventive maintenance service listed at this site.				
Region 4 Bangor 219 Hogan Rd, Bangor, ME 04401	Jeremy Schobel 207-441-4197	1	Kohler Model 50REZGZ Generator Serial# 32BM9Z	1 PM/year
Price for one preventive maintenance service listed at this site.				
Region 5 Caribou 1-2 Evergreen Parkway Bennett DR Caribou ME, 04736	Jimmie Thibodeau 207-592-2802	1	Kohler Model 100REOZJF Generator Serial# SGM32BP3B	1 PM/year
Price for one preventive maintenance service listed at this site.				

Augusta (Fleet Services)	Mike Colson	1	Caterpillar	
66 Industrial Dr.	207-624-8207		Model C27-800s	
Augusta me. 04330			Generator Serial# CAT027KGS00486	
Price for one preventive maintenance service listed at this site.				1 PM/year

Augusta (Fleet Services)	Mike Colson	1	Caterpillar	
66 Industrial Dr.	207-624-8207		Model C18-600	
Augusta Me. 04330			Generator Serial# CAT00C18CNAW00186	
Price for one preventive maintenance service listed at this site.				1 PM/year
Penobscot Narrows Bridge	Austin Coleman	1	Olympian	
US-1 Prospect, ME	207-530-0140		Model: D200P3	
04981			Generator Serial# OLY0000ENNS02035	
Price for one preventive maintenance service listed at this site.				1 PM/year
Price for one generator-elevator test service at this site. see Appendix A- Additional Generator Test				1 per year

Total Price for Preventive Maintenance Service for all locations \$

Hourly rate for repair/emergency services - Regular hourly rate (normal work hours 7am to 5 pm)	Rate \$
Hourly rate for repair/emergency services - Premium hourly rate (for hours outside of "regular hourly rates)	Rate \$
Hourly rate for test services - Regular hourly rate (normal work hours 7am to 5 pm)	Rate \$
Rental Rate Back-Up Generator (hourly)	Rate \$
Rental Rate Back-Up Generator (weekly)	Rate \$
Rental Rate Back-Up Generator (monthly)	Rate \$
**Rental Rates are an estimate for Bidding Purposes only. Rental Rates can only be used if the Generator is.	

*Parts Cost Plus 15% markup that are not considered Incidental	\$30,000.00
Total Price for Preventive Maintenance Services for all locations	
Total's Combined \$	

Respondent's Name Printed Name: -

Date: _____

Signature: - _____
(Legally authorized Representative of Proposer)

Bid prices must be quoted as specified on this worksheet. No variations, alterations or other measurements of bids will be accepted
➤ Paper bids must be signed in pen and ink. Signatures shall be original. Stamped and copied signatures will not be accepted.