

STATE OF HAWAII
DEPARTMENT OF HEALTH
SCOPE OF WORK
STANDBY EMERGENCY GENERATOR MAINTENANCE
AND FLUID TOP OFF

SCOPE

The CONTRACTOR shall furnish all labor, tools, equipment, materials, supplies, chemicals, supervision and all other items to satisfactorily perform weekly maintenance and diesel fuel, DEF, oil, and coolant top-offs (as needed) of the Caterpillar Model XQ125, License Number 4SB4420, Vehicle ID Number 1U9BX1522JJ087719 rental generator located on the grounds of the Hawaii Department of Health Building (Kinau Hale) located at 1250 Punchbowl Street, Honolulu, Hawaii, 96813. Commencement of work shall begin upon award of solicitation and shall be for a One-year period.

DESCRIPTION OF WORK

The CONTRACTOR shall perform maintenance and inspection services to the rental generator on a weekly basis and/or as required to provide assurance of safety and operational reliability, in accordance with written specifications to be provided by HDOH.

HDOH shall be responsible for the costs of purchasing diesel fuel, but CONTRACTOR shall otherwise be responsible for all comprehensive maintenance requirements, including but not limited to:

- Accomplishing weekly scheduled maintenance and visual inspections per the written specifications and checklists provided by HDOH
 - Any deficiencies noted during inspection shall be immediately communicated to HDOH personnel.
- Fluid top-offs necessary to maintain the system for satisfactory operation
- Providing storage of all fluids and materials
 - Note: no storage shall be permitted on DOH premises
- Maintaining a logbook detailing all weekly maintenance inspections, fluid top-offs, dates of inspection/service, name of employee performing the inspection/service, etc.
 - Note: logbook shall remain the property of HDOH and shall be subject to review and inspection by HDOH upon request throughout the service contract's performance period.

All services performed by the CONTRACTOR shall be subject to inspection and testing by HDOH.

The CONTRACTOR shall not be responsible for repairs, unless repairs are for damages caused by the CONTRACTOR or as a result of the CONTRACTOR's failure to properly maintain the equipment.

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WORK SCHEDULE

All maintenance tasks shall be performed between the hours of 7:45 am to 4:30 pm Monday through Friday, excluding State holidays. A predetermined schedule will be agreed upon in coordination with HDOH staff.

HDOH reserves the right to have maintenance tasks performed on weekends or after normal operating hours.

All work performed by the CONTRACTOR shall be subject to random periodic inspection by HDOH. HDOH reserves the right to have the CONTRACTOR present at such inspections to be scheduled by HDOH.

MAINTENANCE CHECKLIST

HDOH shall provide the CONTRACTOR with a weekly maintenance checklist template. The CONTRACTOR is responsible for completing maintenance tasks in accordance with the checklist template. The CONTRACTOR shall post each week's completed checklist on the unit and provide a copy to HDOH staff. The checklist must include the date maintenance was performed, the name of the person who performed the maintenance and the type of services performed. It will be the responsibility of the CONTRACTOR to maintain the checklist by recording the data after each scheduled maintenance.

EMERGENCY SERVICE

Emergency service required between regular maintenance calls shall be rendered within two (2) hours after the CONTRACTOR is notified, non-working days included.

TROUBLE CALL PROCEDURES

1. HDOH staff calls CONTRACTOR to inform them of issue/problem.
2. CONTRACTOR will respond to call and perform an onsite assessment.
3. CONTRACTOR will provide HDOH staff with their assessment of the problem and provide an estimate for any required troubleshooting needed to bring the unit back to normal working order.
 - a. If estimate is acceptable, HDOH will approve the necessary troubleshooting work.
 - b. Unauthorized work performed on a trouble call may not be compensated as determined by HDOH.

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PARTS AND MATERIALS

The CONTRACTOR shall maintain a supply of materials that are required for regular maintenance.

CLEANUP AND WORK PRACTICES

The CONTRACTOR shall keep the job site free of debris, litter, refuse, etc., and shall clean oil drippings or spillage during generator maintenance and is responsible for removing all equipment and materials from the area upon completion of work.

The CONTRACTOR shall exercise caution during the progress of maintenance to prevent damage to the generator and is responsible for restoring all damages caused by CONTRACTOR negligence, at their own expense, upon request by HDOH.

COMPLIANCE, DOCUMENTATION, AND HAWAII COMPLIANCE EXPRESS

Service Providers are required to be compliant with all appropriate state and federal statutes.

Service Providers must be registered and licensed to do business in Hawaii and have an office located in Hawaii at the time of award.

Proof of compliance/documentation is required and obtained through Hawaii Compliance Express (HCE) <http://spo.hawaii.gov/hce/>. Service Providers shall register in Hawaii Compliance Express (HCE), a program separate from HIEPro. The annual subscription fee to utilize the HCE service is currently \$12.00. Allow 2 weeks to obtain complete compliance status after initial registration. Service Providers must subscribe to HCE prior to responding to a solicitation.

A copy of the Service Provider's HCE compliance must be submitted with quote for verification.

The Service Provider is responsible for maintaining compliance. If the Service Provider does not maintain timely compliance in HCE, an offer otherwise deemed responsive and responsible may not be awarded.

If you are experiencing technical difficulties with HIEPro, please contact the State Procurement Office at (808) 586-0554.

NOTE: State agencies may check HCE for compliance at any time. Non-compliance may result in a Service Provider not receiving an award, delay of payment, or cancellation of the award.

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SUBMISSION OF QUOTE

Applicants shall submit a quote for the proposed services, inclusive of all taxes and other associated costs. Upon award, the selected Service Provider may be asked to provide more detailed pricing information.

Award will be made to the lowest responsible/responsive Service Provider that meets all requirements.

QUESTIONS

If you have any questions regarding this solicitation, please post them in the “Questions and Answers” section in HiePro.