

# **REQUEST FOR BID PROPOSALS**

## **Proposal for Preventative Maintenance Services on Generator**

### **GENERAL INFORMATION:**

RFP Issue Date: Tuesday, October 27, 2009

Proposal Number: NHVVH 2009-1 Preventative Maintenance Services on Generator Equipment

Deadline for Bid Submission: Tuesday, November 17, 2009 at 9:00 AM

Date of Bid Opening: Tuesday, November 17, 2009 Time of Bid Opening: 9:30 AM

Bids must be received at the New Hampshire Veterans Home Main Office before 9:00 a.m. on Tuesday, November 17, 2009. Bids received after this time will **NOT** be accepted.

Bids must be made on the enclosed bid form and must be typed or clearly printed in ink, and signed. Corrections must be initialed.

Bids that are not complete or are unsigned will not be considered.

Faxed Bids will **NOT** be accepted.

Bids will be made public at the time of the opening. Bid results will not be given by telephone and shall be given by mail only if requested in writing and accompanied by a self-addressed, stamped business-size envelope.

**PLEASE NOTE:** For bid opening return:

Return the Completed Bid Package with the **"Bidder's Response"** sheet signed and completed, and all attached documents as requested are enclosed in a sealed manila envelope with the following indicated on the exterior of the envelope:

**"Proposal for Generator Preventative Maintenance and Service,  
---, 139 Winter Street, Tilton, NH ---  
NHVVH 2009-1**

**PLEASE DIRECT ANY QUESTIONS REGARDING THIS PROPOSAL TO: Jon Bossey, Plant Maintenance Engineer III, PHONE: 527-4452**

**PROPOSAL FOR: Generator PM Services**

*Unless specifically deleted by the N.H. State Veteran's Home, the following General Terms and Conditions apply to this Proposal and any resulting Contract.*

**GENERAL CONDITIONS FOR BIDDING AND CONTRACTS FOR MATERIALS, EQUIPMENT AND SUPPLIES**

**NATURE OF PROPOSAL AND ELIGIBILITY TO BID.**

The proposal is submitted in accordance with Chapter 21-1 and Chapter 8, and rules promulgated thereunder, and constitutes a firm and binding offer. The determination of whether a bid proposal may be withdrawn is solely at the discretion of the N.H. Veterans Home. However, in no event shall a proposal be withdrawn unless the request for withdrawal is filed within five days of the date of bid opening, and the bidder establishes that the bid contains a material mistake, and that the mistake occurred despite the exercise of reasonable care.

Proposals may be Issued only by the N.H. Veterans Home to authorized vendors and are not transferable.

**SAMPLES AND DEMONSTRATIONS.** When samples are required they must be submitted free of costs and will not be returned.

Items left for demonstrations purposes shall be delivered and installed free of charge and shall be removed by the vendor at no cost to the State. Said demonstrations units shall not be offered to the State as new equipment.

**BIDS.** Bids must be received at the N.H. Veterans Home before the date and time specified for the opening. Bids must be made on the official bid proposal and must be typed or clearly printed in ink. Corrections must be initialed. Bids are to be made less Federal Excise Tax and no charge for handling. Bids that are not complete or unsigned will not be considered.

Bids will be made public at the time of the opening and may be reviewed, only after they have been properly recorded. Bid results will not be given by telephone and shall be given by mail only if requested in writing and accompanied by a self-addressed, stamped business-size envelope.

**SPECIFICATIONS.** Vendors must bid on items as specified. Any proposed changes must be detailed in writing and received at the N.H. Veterans Home at least five (5) days prior to the bid opening. Vendors shall be notified in writing if any changes to bid specifications are made. Verbal agreements or instructions from any source are not authorized.

**AWARD.** The award will be made to the responsible bidder meeting specifications at the lowest cost unless other criteria are noted in the proposal. Unless other criteria are noted in the proposal, the award may be made by individual items. The State reserves the right to reject any or all bids or any part thereof.

If there is a discrepancy between the unit price and the extension, the unit price will prevail.

When identical low bids are received with respect to price, award will be made by drawn lot.

Discounts will not be considered in making award but may be offered on the invoice for earlier payment and will be applicable on the date of completion of delivery or receipt of invoice, whichever is later. On orders specifying split deliveries, discounts will apply on the basis of each delivery or receipt of invoice, whichever is later.

**DELIVERY.** If the vendor fails to furnish items and/or service in accordance with all requirements, including deliver, the State may re-purchase similar items from any other source without competitive bidding, and the original vendor may be liable to the State for any excess costs. If a vendor is unable to complete delivery by the date specified, he must contact the using agency. However, the agency is not required to accept a delay to the original delivery date. All deliveries are subject to inspection and receiving procedure rules as established by the State of New Hampshire. Deliveries are not considered accepted until compliance with these rules has been established State personnel signatures on shipping documents shall signify only the receipt of shipment.

**INVOICING.** All invoices must be in triplicate showing Order number, Unit and Extension Prices and Discounts Allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the proposal or purchase order, payment will not be due until thirty (30) days after all services have been completed, or all items have been delivered, inspected and accepted or the invoice has been received at the agency business office, whichever is later.

**PATENT INFRINGEMENT:** Any bidder who has reason to believe that any other bidder will violate a patent should such bidder be awarded the contract shall set forth in writing, prior to the date and time of bid opening, the grounds for his belief and a detailed description of the patent.

**ASSIGNMENT PROVISION.** The bidder/vendor hereby agrees that it will assign all causes of action that it may acquire under the antitrust laws of New Hampshire and the United States as the result of conspiracies, combinations, or contracts in restraint of trade which affect the price of goods or services obtained by the State under this contract if so requested by the State of New Hampshire.

**TOXIC SUBSTANCES.** In compliance with RSA 277-A known as the Workers Right to Know Act, the vendor shall provide Material Safety Data Sheets with the delivery of any and all products covered by said law.

**SPECIFICATION COMPLIANCE.** The vendor may be required to supply proof of compliance with bid specifications. When requested, the vendor must immediately supply the N.H. Veterans Home with certified test results or certificates of compliance. When none are available, the State may require independent laboratory testing. All costs for such testing, certified test results or certificate of compliance shall be the responsibility of the vendor.

**FORM OF CONTRACT.** The terms and conditions set forth on the following pages are part of the proposal and will apply to any contract awarded the bidder unless specific exceptions are taken and accepted by the N.H. Veterans Home.

**OFFER.** The undersigned hereby offers to sell to the State of New Hampshire the commodities or services indicated in the following page(s) of this Proposal at the price(s) quoted in complete accordance with all conditions of this Proposal.

**Bidder:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**By:** \_\_\_\_\_

**THIS BID IS NOT VALID UNLESS SIGNED BY A PERSON  
AUTHORIZED TO LEGALLY BIND THE BIDDER.**

\_\_\_\_\_  
Type or Print Name and Title

## EXHIBIT A

### BIDDERS RESPONSE SHEET

#### A. Scope Of Services:

1. The State of New Hampshire Veterans Home (NHVH) proposes to enter into an agreement with a contractor to provide: Preventative Maintenance Services on all generators, transfer switches, controls, and associated equipment per manufactures suggested servicing guidelines.
2. The Bidder shall meet with the Plant Maintenance Engineer III or Maintenance Mechanic Foreman when equipment needs additional repairs to ensure systems are functioning at 100%
3. The Bidder shall conduct his work so as to interfere as little as possible with State business, determine the State's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.
4. The Bidder shall secure and pay for all permits, inspections and licenses necessary for the execution of his work.
5. The Bidder shall do all the work and furnish all the materials, tools, equipment and safety devices necessary to perform in the manner within the time specified. The Bidder shall complete the entire work to the satisfaction of the State and in accordance with the specifications herein mentioned, at the price herein agreed upon. All the work, labor, and equipment to be done and furnished under this contract, shall be done and finished strictly pursuant to, and in conformity with the specifications described herein and any directions of the State representatives as given from time to time during the progress of the work, under the terms of this contract.
6. The Bidder shall at his own expense, wherever necessary or required, furnish safety devices and take such other precautions as may be necessary to protect life and property.
7. The Bidder shall bear all losses resulting to him or to the Owner on account of the amount or character of the work, or because of the nature of the area in or on which the work being done is different from what was estimated or expected, or account of the weather, elements or other causes.
8. Unsatisfactory response to any or all of the listed services or requirements will be a basis for immediate termination of the contract.
9. The NHVH reserves the right to terminate this contract at any given time with a 30 day written notice.
10. This bid includes a two-year extension option that may be exercised at the end of the three-year term with Governor and Council approval.

#### B. INVOICING:

1. All invoices must include detail of work performed, dates and prices. Please include one original invoice and one copy. Payment will not be due until thirty (30) days after the invoice has been received at the NHVH business office.
2. Payment may be withheld if work is not performed as described under SCOPE OF SERVICES, and the immediate termination of this contract could occur.
3. A check will be issued through the State Treasurer and forwarded to the Vendor within fourteen (14) days after processing begins at the agency level. Payments will be for only what has been agreed to in the RFP. The NHVH does not pay late charges or interest.

**EXHIBIT A**  
**BIDDERS RESPONSE SHEET**

**C. INSURANCE:**

1. The bidders shall furnish to the Contracting Officer, prior to the start of any work, insurance certificates for comprehensive general liability, automobile liability and worker's compensation in accordance with the following:
  - a. Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident; and
  - b. Fire and extended coverage insurance covering all property which has been received from the State or purchased with funds provided for that purpose under this agreement.
  - c. The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modifications of the policy earlier than 10 days after written notice thereof has been received by the State.

**D. BIDS**

1. If sub contractors are to be utilized, please include information regarding the proposed subcontractors including the name of the company, their address and three references with contact personnel for each sub-contractor.
2. Bidders shall take careful note that only material contained in their proposal shall be criteria for contract award consideration. Bids should encompass all criteria set forth in this RFP.
3. Bids will be made public at the time of the opening and may be reviewed, only after they have been properly recorded. Bid results will not be given by telephone and shall only be given by mail only if requested in writing and accompanied by a self-addressed, stamped business size envelope.
4. The time and effort expended in bid preparation is entirely the responsibility of the bidder.
5. All Bidder correspondence and submittal shall be sent to :

New Hampshire Veteran's Home  
139 Winter Street  
Tilton, NH 03276  
Attn: Jon T. Bossey, Plant Maintenance Engineer III

Questions can also be sent via e-mail to [jon.bossey@nhvh.nh.gov](mailto:jon.bossey@nhvh.nh.gov)

**E. NON-COMMITMENT OF THE STATE:**

1. The solicitation of bids by this RFP does not commit the NHVH to award a contract or to pay costs incurred in the preparation of a bid proposal.
2. The NHVH reserves the right to accept, reject any or all proposals received in response to this RFP, or to cancel this RFP entirely if it is in the best interest of the State.
3. The NHVH reserves the right to waive any informality in bid proposal content. However, failure to furnish all information requested may disqualify the bid.

**EXHIBIT A**  
**BIDDERS RESPONSE SHEET**

**F. TERMINOLOGY:**

1. "Contractor" refers to any individual, partnership or agency which responds, in writing, to this RFP. "State refers to the State of New Hampshire; "NHVH" refers to the New Hampshire Veterans Home.
2. "Contract" is the resulting contract entered into between the NHVH and the successful Bidder.

**G. TERM:**

1. The term of the contract shall be effective upon Governor and Executive Council Approval through November 30, 2012.

**H. EVALUATION CRITERIA:**

1. The NHVH will evaluate the bid proposals received in response to the RFP. The bid proposals must include specific responses for each item.
2. The NHVH will select the bid proposal most advantageous to the State for award; the resulting contract to be executed by the Commission subject to approval by the Attorney General's Office and Governor and Executive Council, as required.
3. Failure of the bidder to provide any information requested by the RFP may result in disqualification of the bid.
4. The criteria to be used in the evaluation of the bid proposals is as follows:
  - a. The ability of the bidder to meet the minimum specified requirements contained in Exhibit A – Part 1.
  - b. The overall costs of the proposal satisfying the requirements contained in Exhibit A.
5. Bids will only be considered from Bidders that have a minimum of three years of successful experience providing preventative generator maintenance and service. The Bidder shall be required to demonstrate that they have successfully completed these type services for clients of the same size and magnitude for a minimum of three years. Failure to demonstrate this experience will be grounds for bid rejection.
6. The NHVH will make the decision for selection of a Bidder. Proposals will be evaluated for purpose of award by the NHVH. The selected Bidder will be notified in writing.
7. NHVH may cancel this RFP, or reject proposals at any time prior to an award.
8. Bid award for the services requested under these specifications will be based upon capacity to perform, capacity of the state to monitor and enforce performance, availability of resources to perform services, and price.
9. The State reserves the right to reject any or all bids or any part thereof as deemed to be in the best interest of the state.
10. Any agreement that may result from this proposal shall not be binding on either party until it has been approved by the New Hampshire Attorney General Office and Governor and Executive Council.

**AWARD:**

Award shall be made to one vendor who offers the lowest cumulative total as stated in the offer section

**EXHIBIT A**  
**BIDDERS RESPONSE SHEET**

**QUALIFICATION OF CONTRACTORS:**

The contractor must be able to prove they can provide satisfactory maintenance service for the make and model of generators, transfer switches, and controls listed within this bid

The bidder shall list on the space provided, at least three clients the bidder provides maintenance and repair service for and the make and type of generators maintained.

List of Clients:

Contact person, \_\_\_\_\_ Phone # \_\_\_\_\_, Make & Model \_\_\_\_\_

Contact Person, \_\_\_\_\_ Phone # \_\_\_\_\_, Make & Model \_\_\_\_\_

Contact Person, \_\_\_\_\_ Phone # \_\_\_\_\_, make & Model \_\_\_\_\_

**SCOPE OF WORK**

**SERVICE:**

This project consists of furnishing all materials, equipment, labor and transportation necessary to provide periodic maintenance and emergency repair of generators unit at the location listed and described herein

- All work must be performed in such a manner as not to inconvenience building occupants. The Bidder shall conduct his work so as to interfere as little as possible with State business, determine the State's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.
- The Bidder shall secure and pay for all permits, inspections and licenses necessary for the execution of his work.
- The Bidder shall at his own expense, wherever necessary or required, furnish safety devices and take such other precautions as may be necessary to protect life and property

**PERIODIC MAINTENANCE INSPECTIONS:**

**QUARTERLY - (A TOTAL OF 4 INSPECTIONS PER CALENDAR YEAR)**

- Scope of inspection to follow enclosed document "SEMIANNUAL MAINTENANCE INSPECTION CHECKLIST".
- At each inspection, bidder shall fill out the check list (COPY ENCLOSED) to include notes and future recommendations and leave a copy with the onsite State contact after each inspection
- Consumables consisting of air filters, belts, lubricants, and coolants shall be replaced as needed at no additional cost, these cost should be reflected in the bidder's quarterly fixed inspection fee.
- The contractor shall provide all, lubricants, cleaning compounds and wiping cloths at no charge to the State.
- Under this category, The State shall not be charged for mileage and/or labor charges during travel time to or from the service location.

**EMERGENCY SERVICE:**

- Service required for problems that may occur between scheduled service maintenance visits.
- The contractor must respond to **emergency** requests within three- (3) hours
- The cost of repair work under this category will be quoted to the requesting agency and approved by same prior to commencement of work
- Under this category, The State shall not be charged for mileage and/or labor charges during travel time to or from the service location.
- The contractor shall provide all, lubricants, cleaning compounds and wiping cloths at all locations at no charge to the State

**EXHIBIT A**  
**BIDDERS RESPONSE SHEET**

**BIDDER PLEASE COMPLETE:**

**NAME and ADDRESS**

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**CONTACT PERSON**

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**CONTACT PERSON**

**E-MAIL**

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TEL.# \_\_\_\_\_

FAX# \_\_\_\_\_

**REMIT ADDRESS**

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TEL.# \_\_\_\_\_

FAX# \_\_\_\_\_

**OFFER:**

Bidder hereby offers to furnish generator maintenance service to the NHVH, institutions, political sub-divisions and authorized non-profit organizations wishing to participate, in accordance with all of the requirements of this bid invitation at the following prices for the entire contract term and any extension.

**The unit prices and extensions indicated should be government and/or educationally discounted prices.**

**REPLACEMENT PART SPECIFICATIONS:**

Any part or component replaced during the term of the resulting contract other than those described as "consumable" shall be the OEM replacement part as defined by the manufacturer. No substitutes or aftermarket components shall be supplied or installed.

**EXHIBIT A**  
**BIDDERS RESPONSE SHEET**

**COST PROPOSAL**

Bidder hereby offers to provide generator maintenance to the NHVH in accordance with all of the requirements of this bid at the following prices for the entire contract term:

**Table 1. Cost Proposal Year One**

Instructions: Bidder to fill in columns 2 and 5

1	2	3	4	5
<b>SERVICE</b>	<b>RATE OR COST</b>		<b>WEIGHTED VALUE</b>	<b>TOTAL</b>
QUARTERLY MAINTENANCE INSPECTION PRICE, (10 INSPECTIONS ANTICIPATED DURING CONTRACT TERM)	\$ _____ / Inspection	<b>X</b>	<b>40%</b>	_____
SERVICE CALL STANDARD BUSINESS HOURS M-F 8: AM – 5: PM	\$ _____ / HOUR PER MAN	<b>X</b>	<b>15%</b>	_____
SERVICE CALL AFTER BUSINESS HOURS 5: PM – 8: AM & SATURDAYS	\$ _____ / HOUR PER MAN	<b>X</b>	<b>15%</b>	_____
SERVICE CALL, SUNDAYS AND STATE OBSERVED HOLIDAYS	\$ _____ / HOUR PER MAN	<b>X</b>	<b>15%</b>	_____
PARTS MARK UP OFFERED ABOVE BIDDERS NET FROM MANUFACTURER **	_____ / %	<b>X</b>	<b>15%</b>	_____

**TOTAL** \_\_\_\_\_

\*\*(Air filters, oil filters, fuel filters, belts, lubricants, and coolant are included under inspection price)  
Replaced, discarded, fluids, and parts will become the property of the Bidder.

**COST PROPOSAL**

**EXHIBIT A**

**BIDDERS RESPONSE SHEET**

Bidder hereby offers to provide generator maintenance to the NHVH in accordance with all of the requirements of this bid at the following prices for the entire contract term:

**Table 1. Cost Proposal Year Two**

Instructions: Bidder to fill in columns 2 and 5

1	2	3	4	5
<b>SERVICE</b>	<b><u>RATE OR COST</u></b>		<b>WEIGHTED VALUE</b>	<b>TOTAL</b>
QUARTERLY MAINTENANCE INSPECTION PRICE, (10 INSPECTIONS ANTICIPATED DURING CONTRACT TERM)	\$ _____ / Inspection	<b>X</b>	<b>40%</b>	_____
SERVICE CALL STANDARD BUSINESS HOURS M-F 8: AM – 5: PM	\$ _____ / HOUR PER MAN	<b>X</b>	<b>15%</b>	_____
SERVICE CALL AFTER BUSINESS HOURS 5: PM – 8: AM & SATURDAYS	\$ _____ / HOUR PER MAN	<b>X</b>	<b>15%</b>	_____
SERVICE CALL, SUNDAYS AND STATE OBSERVED HOLIDAYS	\$ _____ / HOUR PER MAN	<b>X</b>	<b>15%</b>	_____
<b>PARTS MARK UP OFFERED ABOVE BIDDERS NET FROM MANUFACTURER **</b>	_____ / %	<b>X</b>	<b>15%</b>	_____

**TOTAL** \_\_\_\_\_

\*\*(Air filters, oil filters, fuel filters, belts, lubricants, and coolant are included under inspection price)  
Replaced, discarded, fluids, and parts will become the property of the Bidder.

**EXHIBIT A**

**BIDDERS RESPONSE SHEET**

Bidder hereby offers to provide generator maintenance to the NHVH in accordance with all of the requirements of this bid at the following prices for the entire contract term:

**Table 1. Cost Proposal Year Three**

Instructions: Bidder to fill in columns 2 and 5

1	2	3	4	5
<b>SERVICE</b>	<b><u>RATE OR COST</u></b>		<b>WEIGHTED VALUE</b>	<b>TOTAL</b>
QUARTERLY MAINTENANCE INSPECTION PRICE, (10 INSPECTIONS ANTICIPATED DURING CONTRACT TERM)	\$ _____ / Inspection	<b>X</b>	<b>40%</b>	_____
SERVICE CALL STANDARD BUSINESS HOURS M-F 8: AM – 5: PM	\$ _____ / HOUR PER MAN	<b>X</b>	<b>15%</b>	_____
SERVICE CALL AFTER BUSINESS HOURS 5: PM – 8: AM & SATURDAYS	\$ _____ / HOUR PER MAN	<b>X</b>	<b>15%</b>	_____
SERVICE CALL, SUNDAYS AND STATE OBSERVED HOLIDAYS	\$ _____ / HOUR PER MAN	<b>X</b>	<b>15%</b>	_____
PARTS MARK UP OFFERED ABOVE BIDDERS NET FROM MANUFACTURER **	_____ / %	<b>X</b>	<b>15%</b>	_____

**TOTAL** \_\_\_\_\_

\*\*(Air filters, oil filters, fuel filters, belts, lubricants, and coolant are included under inspection price)  
Replaced, discarded, fluids, and parts will become the property of the Bidder.

**BUDGET AND METHOD OF PAYMENT**

A. Invoicing:

**EXHIBIT A**  
**BIDDERS RESPONSE SHEET**

All invoices must include detail of work performed, dates and location of service and prices. Please include one original invoice and one copy. Payment will not be due until thirty (30) days after the invoice has been received at the NHVH business office.

B. Payment:

Payment may be withheld if work is not performed as described under SCOPE OF SERVICES, and the immediate termination of this contract could occur.

Unless otherwise noted on the proposal, payment will be due thirty (30) days after invoicing. A check will be issued through the State Treasurer and forwarded to the Vendor within fourteen (14) days after processing begins at the agency level. Payments will be for only what has been agreed to in the RFP. The NHVH does not pay late charges or interest.

C. Other:

To receive proper payment, all invoicing for services must be sent to the agency's business office at:

New Hampshire Veterans Home  
139 Winter Street  
Tilton, NH 03276

D. Vendor:

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Mailing \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Business: \_\_\_\_\_

Emergency: \_\_\_\_\_

**EXHIBIT C**  
**SPECIAL PROVISIONS**

There are no special Provisions

## ATTACHMENTS TO BE INCLUDED WITH BID RESPONSE

### A. Sample Packet of Documents:

1. Certificate of Insurance: This certificate is obtained from the Bidder's Insurance Company. One Original and two copies should be returned with Bidder's Response Sheet. The amount of insurance should reflect the requested levels of the RFP.
2. Certificate of Authorization/Good Standing: This document may be obtained through the Secretary of State's Office located in the State House, 107 North Main Street, Concord, NH 03301, 603-271-3242. One Original and two copies should be returned with the Bidder's Response Sheet.
3. Certificate of Authority/Existence: This is merely a notarized form on your company's letterhead stating the individual signing the contract is authorized to enter into contracts on behalf of the company. Make sure this form is notarized and that the person that signs this form is not the same person that signs the contract. Standard forms available upon request. One Original and two copies should be returned with the Bidder's Response Sheet.

NOTE: These forms will be REQUIRED during contract signing. We ask that you provide them during the bid submission if possible, or be prepared to furnish them during contract signing.

## **Generators**

### **TARR South**

Kohler Power System  
John Deere – Motor  
Model #T04239T224217  
Serial #4239TF001

### **TARR North**

ONAN  
Model #60.0DYA/15R/15888F  
Serial #L760195248

### **Emergency Generator B-606 in LEDU basement**

Olympian D100P1  
Model #137104/01  
Product ID #OLY60000ENPS008 55

### **Fire Pump House**

Clarke  
Model #Smart P-N L1211D  
Serial #218/11348

**MAINTENANCE INSPECTION REPORT AND CHECKLIST**

**BATTERIES:**

- Installed Date
- Installed Date Unknown
- Acid Level
- Load Level
- Connections
- Cables

**COOLING SYSTEM:**

- Level
- Antifreeze
- Hoses
- Conn/clamps
- Radiator
- Other
- Blockheater
- Filters

**LUBE SYSTEM:**

- Level
- Heaters
- Filters

**FUEL SYSTEM:**

- Tank
- Lines
- Pump
- Filters

**ENGINE:**

- Belt
- Starters
- Air Filters
- Breathers

**CONTROLS:**

- Connections
- Operation

**CONTROL A.C.:**

- Voltage Reg
- Wiring

**GOV &**

**ACTUATORS/CARBS:**

- Linkage
- Lube Oil
- Operation
- Ignition

**MANUAL**

**OPERATION/CHECK:**

- Oil Pressure
- Water Temp
- Frequency
- AC Voltage
- Other
- Fire Pump RPM

**LEAKS:**

- Oil
- Coolant
- Fuel
- Exhaust

**AUTO SAFETY**

**SHUTDOWNS/WARNINGS**

- Low Coolant Shutdown
- Oil Pressure Shutdown
- Oil Pressure Pre-Warn
- Hi Water Temp Shutdown
- Hi Water Pre-warn
- Over-speed
- Over-crank
- Low Water Temp Warning

**AUTOMATIC TRANSFER**

**SWITCH:**

- Time Delay on Line
- Transfer Operation
- Time Delay to Normal
- Time Delay to Cool Down
- Transfer Authority
- Transfer Decline

**SELECTOR SWITCH POSITION:** Auto  Manual   
Off  Reset

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SERVICE TECHNICIAN:**

\_\_\_\_\_

**AUTHORIZED SIGNATURE:**

\_\_\_\_\_

**DATE:** \_\_\_\_\_