



**INVITATION FOR BID  
Notice to Prospective Bidders  
IFB A261017692  
Generator Maintenance and Emergency Repair**

You are invited to review and respond to the California Governor's Office of Emergency Services, hereinafter referred to as "Cal OES, **Invitation for Bid (IFB) A261017692**, titled **Generator Maintenance and Emergency Repair**. In submitting your bid, you must comply with these instructions found herein.

Note that all agreements entered into with Cal OES will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at the Internet site:

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>

Bidders are encouraged to carefully read the entire solicitation. The need to verify all documentation and responses prior to the submission of bids is the responsibility of the bidder and cannot be overemphasized. Please ensure insurance requirements and, if applicable, prevailing wages are considered in your bid amounts.

It is the opinion of Cal OES that this IFB is complete and without need of explanation. However, if you have questions, or need any clarifying information, the contact person for this IFB is:

**Sage Miller**  
California Governor's Office of Emergency Services  
Purchasing Division, Contracts Unit  
[contractsunit@caloes.ca.gov](mailto:contractsunit@caloes.ca.gov)

Please submit questions, including requests for hard copies of IFB documents, to the email address listed above referencing the IFB number in the subject line of the email. Note that no verbal information given will be binding upon the State unless such information is issues in writing as an official addendum. Questions via phone calls or in person are not accepted.

Any attempt by a bidder to initiate contact with any member of Cal OES staff, other than the Cal OES Contract Analyst, regarding this IFB may disqualify the Bidder from further consideration.

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**A. PURPOSE AND DESCRIPTION OF SERVICES**

Cal OES is seeking qualified Contractors to provide **Generator Maintenance and Emergency Repair**. The contractor is responsible for meeting all of the required licenses and certifications required to perform the scope of services set forth in this solicitation.

**B. BIDDER MANDATORY QUALIFICATIONS**

Bidder qualifications and licensing requirements, if any, are referenced in Exhibit A, Statement of Work.

**C. BIDDER MINIMUM QUALIFICATIONS**

Contractor must certify, by signing the Bid/Bidder Certification Sheet, Attachment 2, that they will submit proof that technicians have completed a programmed course of instruction on servicing generators or have at least five (5) years of verifiable work experience servicing generators.

**D. SUBCONTRACTING PROVISIONS**

Subcontracting Provisions, if allowable, are referenced in Exhibit A, Statement of Work.

**E. BID REQUIREMENT INFORMATION****1. KEY ACTION DATES**

The following dates are set forth for informational and planning purposes only and are subject to change:

| <b>ACTION</b>                                 | <b>DATE AND TIME</b>                                                                                                                        |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| IFB Available to Prospective Bidders          | <b>June 22, 2026</b>                                                                                                                        |
| Non-Mandatory Bidder's Conference/Walkthrough | <b>June 24, 2026 at 9:00 AM (PT)</b><br><b>Point of Contact: Tara Cushman</b><br><b>(916) 890-6623</b><br><b>Tara.cushman@caloes.ca.gov</b> |
| Deadline to Submit Questions                  | <b>June 25, 2026 at 4:00 PM (PT)</b>                                                                                                        |
| Deadline for Responses to Questions           | <b>June 30, 2026</b>                                                                                                                        |
| Final Date for Submission of Bid              | <b>July 6, 2026 at 4:00 PM (PT)</b>                                                                                                         |
| Bid Opening                                   | <b>July 7, 2026 at 10:00 AM (PT)</b>                                                                                                        |
| Proposed Award Date                           | <b>July 10, 2026</b>                                                                                                                        |
| Term Start Date                               | <b>July 1, 2026, or upon approval by the Department of General Services (DGS), whichever is later</b>                                       |
| Term End Date of Agreement                    | <b>June 30, 2029</b>                                                                                                                        |

## 2. BIDDER'S CONFERENCE/WALKTHROUGH

- a) A **Optional** Bidder's conference/walkthrough is scheduled at the date and time shown in the above table. Please check in at time of arrival.
- b) In the event a potential prime contractor is unable to attend a mandatory Bidder's conference/walkthrough, an authorized representative may attend on their behalf. The representative may only sign-in for one (1) company. Subcontractors may not represent a potential prime contractor at a mandatory Bidder's conference/walkthrough. No bid will be accepted unless the Bidder or his authorized representative will be in attendance at a mandatory conference/walkthrough.
- c) For Bidders who need assistance due to a physical impairment, a reasonable accommodation will be provided by Cal OES, upon request. The Bidder must email [contractsunit@caloes.ca.gov](mailto:contractsunit@caloes.ca.gov) at least forty-eight

(48) hours prior to the Bidder's conference/walkthrough in order that arrangements can be made in advance of arrival time.

### **3. WRITTEN QUESTIONS**

Bidders are solely responsible for understanding the scope of work and all requirements, terms, conditions, evaluation criteria, etc., before submitting a bid. If the language is unclear or ambiguous, it is the Bidder's responsibility to request clarification or assistance before submitting a bid. Bidders may submit questions via email to [contractsunit@caloes.ca.gov](mailto:contractsunit@caloes.ca.gov) referencing the IFB number in the subject line of the email. To ensure a response, questions must be received by the date given in Key Action Dates.

Question and Answer Sets will be provided to all Bidders without identifying the submitters and will be posted as an official document.

### **4. SUBMISSION OF BID**

- a) All bids must be submitted electronically and received by Cal OES by the date and time shown in Key Action Dates.
- b) Bids must be delivered by emailing [contractsunit@caloes.ca.gov](mailto:contractsunit@caloes.ca.gov) by the bid submission deadline. It is up to the Bidder to ensure that electronic documents are viewable by Cal OES (provide in standard MS Office and/or Adobe formats for example).
- c) Bids must bear a signature, on all documents requiring a signature, of a person authorized to bind the bidding firm.
- d) It is the Bidder's responsibility for ensuring that the bid is received by the submission deadline. Any bid received after the scheduled closing time for the receipt of bids will not be considered.
- e) All bids shall include the documents identified in Attachment 1, Required Attachment Checklist. Bids not including the proper "required attachments" shall be deemed non-responsive. A non-responsive bid is one that does not meet the basic bid requirements.
- f) Bids must be submitted for the performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a bid to be rejected.

- g) Costs incurred for developing bids and in anticipation of award of the agreement are entirely the responsibility of the bidder and shall not be charged to Cal OES.
- h) An individual who is authorized to bind the bidder contractually shall sign Attachment 2, Bid/Bidder Certification Sheet. The signature shall indicate the title or position that the individual holds in the firm. An unsigned bid will be rejected.
- i) A bidder may modify a bid after its submission by withdrawing its original bid and resubmitting a new bid prior to the bid submission deadline. Bidder modifications offered in any other manner, oral or written, will not be considered.
- j) A bidder may withdraw its bid by submitting a written withdrawal request to Cal OES, signed by the bidder or an authorized agent. A bidder may thereafter submit a new bid prior to the bid submission deadline. Bids may not be withdrawn without cause subsequent to bid submission deadline.
- k) Cal OES may modify the IFB prior to the date fixed for submission of bids by the issuance of an addendum to all parties who received a bid package.
- l) Where applicable, the bidder should carefully examine work sites and specifications. Bidder shall investigate conditions, character, and quality of surface or subsurface materials or obstacles that might be encountered. No additions or increases to the agreement amount will be made due to a lack of careful examination of work sites and specifications.
- m) No oral understanding or agreement shall be binding on either party.
- n) Introduction letters, expensive bindings, colored displays, promotional materials, etc., should not be included in the bid submission. Emphasis should be concentrated on conformance to the IFB instructions, responsiveness to the IFB requirements and completeness and clarity of content.

## **5. REJECTION OF BID SUBMISSIONS**

- a) A bid submission not received by the date and time specified in Key Action Dates will be rejected.

- b) The bid submission must not contain false or misleading statements or provide references which do not support an attribute, condition, or capability claimed by the Bidder. If, in the opinion of Cal OES, such information was intended to mislead Cal OES in its evaluation of the bid, and the attribute, condition, or capability is a requirement of this IFB, it will be the basis for rejection of the bid submission.
- c) Deviations in the bid submission, whether or not intentional, may cause the bid submission to be deemed "non-responsive" and as such, will not be considered for award.
- d) Unless previously approved by the State through the written questions process identified in Section 3, any material submitted by any Bidder in the final bid submission that is marked "CONFIDENTIAL" or "PROPRIETARY" may cause the entire bid submission to be deemed non-responsive and thereby rejected.
- e) Cal OES does not accept alternate contract language from a prospective Contractor. A bid with such language will be considered a counter proposal and will be rejected. Additionally, the General Terms and Conditions (GTC 04/2017) for the State of California are standard contract terms and are not negotiable.
- f) Cal OES is not required to award a contract. Cal OES reserves the right to reject any or all bids and to waive informalities and minor irregularities in bids received and to accept all or any portion of a bid, if deemed in the best interest of the State and not contrary to law. Cal OES' waiver of any immaterial deviation or defect will in no way modify the IFB documents or excuse the bidder from full compliance with the IFB specification, if awarded the contract.
- g) A bid may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind.

## **6. EVALUATION AND SELECTION**

- a) The bid opening will be held via conference call. To receive conference call dial-in instructions contact [contractsunit@caloes.ca.gov](mailto:contractsunit@caloes.ca.gov) prior to opening date and time.
  - 1) During the bid opening, Cal OES will read aloud and record the Bidder's Name and their Grand Total Combined Amount from the Attachment 9, Cost Sheet.



- b) The Cal OES Contract Analyst will further verify and evaluate the bid submissions as described in the IFB to determine lowest responsive responsible bidder. The further review may include, but is not limited to:
- 1) Validation of References;
  - 2) Cost Sheet calculations have been verified;
  - 3) Small Business (SB) Preferences have been evaluated, confirmed and calculated;
  - 4) DVBE Participation Incentives have been evaluated, confirmed and calculated;
  - 5) Largest tax delinquents eligibility confirmed;
  - 6) Corporate standing has been verified with State of California, Secretary of State; and
  - 7) Commercially Useful Function (CUF) analysis
  - 8) Verification of required documents
- c) During further review, if any of the required documents are missing, incomplete, modified or contain alterations, the evaluation committee may reject the bid submission as non-responsive.
- d) The documents provided by the Contractor in their bid submission enable Cal OES to evaluate for responsiveness. Cal OES reserves the right to ask clarifying questions during evaluation.
- e) Cal OES will determine the validity of references and signatory authority of winning bidder prior to awarding contract or posting Notice of Intent to Award.
- f) Nothing in this section will require the awarding of the contract if no bids are received offering a contract price that, in the opinion of Cal OES, is a reasonable price.

## **7. AWARD AND PROTEST**

- a) Contract award, if made, will be awarded to the Bidder whose bid has the lowest responsive responsible submission.
- b) In the event of a tie, representatives of Cal OES will flip a coin to determine the winning bidder. The coin flip will be witnessed and documented by two (2) or more Cal OES employees.

- c) Whenever an Agreement is awarded under a procedure which provides for competitive bidding, but the Agreement is not to be awarded to the low bidder, the low bidder shall be notified by email five (5) working days prior to the award of the Agreement.
- d) Upon written request by any bidder, notice of the proposed award for this solicitation shall be posted online on the Cal eProcure webpage at least five (5) working days prior to awarding the Agreement.
- e) If any bidder, prior to the award of Agreement, files a protest with the Department of General Services (DGS), Office of Legal Services, and Cal OES on the grounds that the (protesting) bidder is the lowest responsible bidder, the Agreement shall not be awarded until either the protest has been withdrawn or DGS has decided the matter (Public Contract Code §10345).
- f) Within five (5) days after filing the initial protest, the protesting bidder shall file with DGS and OES a detailed written statement specifying the grounds for the protest. The written protest must be sent to the

Department of General Services  
Office of Legal Services  
Attention: Bid Protest Coordinator  
707 Third Street, 7th Floor, Suite 7-330  
West Sacramento, CA 95605

Bid Protest Coordinator Email address:  
[OLSProtests@dgs.ca.gov](mailto:OLSProtests@dgs.ca.gov)

A copy of the detailed written protest should be mailed to OES, Contracts Manager, 3650 Schriever Avenue, Mather, CA 95655 or emailed to [ContractsUnit@Caloes.ca.gov](mailto:ContractsUnit@Caloes.ca.gov)

It is suggested that any protest be sent certified or registered mail.

## **8. DISPOSITION OF BIDS**

- a) Upon bid opening, all documents submitted in response to this IFB will become the property of the State of California and will be regarded as public records under the California Public Records Act (Gov. Code § 7920.000 et seq.) and subject to review by the public.

## **9. PERFORMANCE OF SERVICE**

- a) Upon award of the contract, the winning Bidder must provide a Certificate of Insurance (COI) within ten (10) working days from award

of contract. This COI will identify the required insurance as indicated in the attached Sample Standard Agreement (STD 213), Exhibit D, Additional Provisions.

- b) Upon award of the contract, the winning Bidder agrees to execute the contract on the State's Standard Agreement (STD 213), including all Exhibits (Attachment 11, Sample Agreement). The Agreement must be signed by an individual authorized to bind the bidder contractually.

## **10. AGREEMENT EXECUTION AND PERFORMANCE**

- a) Performance shall start not later than ten (10) days after approval of the Contract, or on the express date set by Cal OES and the Contractor, after all approvals have been obtained and the agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, Cal OES, upon five (5) days written notice to the Contractor, reserves the right to terminate the agreement. In addition, the Contractor shall be liable to the State for the difference between Contractor's bid price and the actual cost of performing work by the second lowest bidder or by another contractor.
- b) All performance under the Agreement shall be completed on or before the termination date of the Agreement.

## **11. TAX DELINQUENT STATUS VERIFICATION**

- a) Effective July 1, 2012, Public Contract Code section 10295.4, requires state agencies to verify the tax delinquent status of bidders responding to state solicitations.
- b) At the time of bid evaluation, prior to contract award and execution, the State will verify all bidders and any identified subcontractors of bidders are not listed as tax delinquent by the Franchise Tax Board and the California Department of Tax and Fee Administration. Any bidders or subcontractors listed as tax delinquent shall result in a bid rejection and will not be considered for contract award. Bidders wanting further clarification can refer to the statute above or to the websites listed below for additional information:

California Department of Tax and Fee Administration – Top 500 Sales Tax and Use Delinquencies in California

<https://www.cdtfa.ca.gov/taxes-and-fees/top500.htm>

Franchise Tax Board – Top Delinquent Tax Payers

<https://www.ftb.ca.gov/about-ftb/newsroom/top-500-past-due-balances/corporate-income-tax-list.html>

## **F. GENERATIVE ARTIFICIAL INTELLIGENCE (GENAI) DISCLOSURE NOTIFICATION**

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.

Bidder must notify the State in writing if it: (1) intends to provide GenAI as a deliverable to the State; or (2), intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts: (i) functionality of a State system, (ii) risk to the State, or (iii) Contract performance. For avoidance of doubt, the term "materially impacts" shall have the meaning set forth in State Administrative Manual (SAM) § 4986.2 Definitions for GenAI.

Failure to report GenAI to the State may result in disqualification. The State reserves the right to seek any and all relief to which it may be entitled to as a result of such non-disclosure.

Upon notification by a Bidder of GenAI as required, the State reserves the right to incorporate GenAI Special Provisions into the final contract or reject bids that present an unacceptable level of risk to the State.

Government Code 11549.64 defines "Generative Artificial Intelligence (GenAI)" as an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system's training data.

## **G. PREFERENCE AND INCENTIVE PROGRAMS**

Preference and Incentive Programs are each identified below. When the Bidder satisfies the requirements and requests bid preferences and incentives, the

Bidder must clearly identify in their bid submission which of the programs it qualifies for. Denial of those preference or incentive requests is not a basis for rejection of the bid.

### **1. SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM**

California Government Code (GC) section 14835, et seq., requires a preference be given to Bidders who are California Certified Small Business (SB). The rules and regulations of this law, including the definition of a SB for the delivery of goods and services, are contained in California Code of Regulations, title 2, section 1896 et seq.

- a) A 5% preference, (not to exceed \$50,000) is available to a certified SB. A Bidder claiming this preference must be certified by the Office of Small Business and Disabled Veteran Enterprise Services (OSDS) as a SB. Questions regarding certification should be directed to the OSDS at (916) 375-4940.

To be considered as a certified SB, the Bidder must have a complete application package on file with the OSDS by 5:00 p.m. on the Deadline for IFB Submission. Questions regarding the certification approval process should be directed to the OSDS. A copy of the regulations, instructions and format for claiming the Small Business Preference is available at:

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>

To claim the Small Business Preference please see Attachment 6, Bidder Declaration (GSPD-05-105).

- b) Non-Small Business Subcontractor Preference (if subcontracting is allowable in Exhibit A, Statement of Work):

A 5% preference, (not to exceed \$50,000) is available to a non-small business (NS) claiming 25% California-certified small business subcontractor participation. A Bidder claiming this preference must list one or more SB subcontractor(s), whom the Bidder commits to subcontract in an amount of at least twenty-five percent (25%) of the work performed under this contract.

To claim the Small Business Preference please see Attachment 6, Bidder Declaration (GSPD-05-105).

**NOTE:** Pursuant to GC section 14837, only a SB who performs a Commercially Useful Function (CUF) relevant to the Statement of Work included in this IFB shall qualify the Bidder or be used to qualify the Bidder for the SB Preference or Non-Small (NS) Business Subcontractor Preference. A certification signed under penalty perjury that the work performed by SB subcontractors serves a CUF is required from the bidder.

**COMMERCIALLY USEFUL FUNCTION DEFINITION**

As defined in MVC §999(B), a person or an entity is deemed to perform a "commercially useful function" if a person or entity does all of the following:

- Is responsible for the execution of a distinct element of the work of the contract.
- Carries out the obligation by actually performing, managing, or supervising the work involved.
- Performs work that is normal for its business services and functions.
- Is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment.
- Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.

A contractor, subcontractor, or supplier will not be considered to perform a "commercially useful function" if the contractor's, subcontractor's, or supplier's role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of SB or DVBE participation.

**2. DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PROGRAM**

It is the intent of the California Legislature that every State procurement authority honor California's disabled veterans by taking all practical actions necessary to meet or exceed the Disabled Veteran Business Enterprise participation goal of a minimum of three percent (3%) of total contract value. The Disabled Veteran Business Enterprise (DVBE) Certification and Outreach Branch program was created for this purpose. The Disabled Veteran Business Enterprise (DVBE) Participation Goal Program for State contracts is established in Public Contract Code (PCC), §10115 et seq., Military and Veterans Code (MVC), §999 et seq., and California Code of Regulations (CCR), Title 2, §1896.61 et seq.

**a) DVBE PARTICIPATION REQUIREMENT**

For the purposes of this solicitation, the DVBE Participation Requirement has been waived, however the DVBE Incentive still applies.

**Note:** Pursuant to Military and Veterans Code section 999 (B), only a DVBE who performs a Commercially Useful Function (CUF) relevant to the Statement of Work included in this IFB shall qualify the Bidder or be used to qualify the Bidder for a DVBE participation and/or DVBE incentive. A certification signed under penalty perjury that the work performed by DVBE subcontractors serves a CUF is required from the bidder per MVC §999.10(a)(3). Bidders must also verify each DVBE subcontractor's certification status with OSDS to ensure DVBE participation eligibility prior to submitting bids.

**b) DVBE SUBSTITUTION**

Bidders must use the DVBE subcontractors or suppliers proposed in the bid. Any substitutions must be requested in writing to the awarding department and approved by both the awarding department and OSDS in writing prior to the commencement of any work by the proposed DVBE. The substitution must be to perform the same work and shall maintain the minimum level of DVBE participation stated in original bid. (MVC §999.5.g)

**c) DVBE SUBCONTRACTOR REPORTING**

Bidders awarded a contract with a commitment to use DVBE subcontractors must certify, upon completion of contract that all payments have been made to the DVBE subcontractors by submitting the Prime Contractor's DVBE Subcontracting Report (STD 817). Cal OES will withhold \$10,000 from the final payment, or the full payment if the final payment is less than \$10,000 from prime contractors, until the complete and accurate STD 817 is received. Failure to submit this certification after given the opportunity to cure, will result in Cal OES permanently deducting \$10,000 from the final payment or the full payment if less than \$10,000. (MVC §999.7)

**d) DVBE INCENTIVE**

Pursuant to Military and Veterans Code Section 999.5, subdivision (a), an incentive will be given to a Bidder who provides DVBE participation. For evaluation purposes only, the State shall apply an incentive to bids that propose California certified DVBE participation as identified on the Bidder Declaration DGS PD-05-105, and confirmed by the State. The incentive amount for awards based on low price will vary in conjunction with the percentage of DVBE participation. The following percentages will apply for awards based on low price.

| <b>Confirmed DVBE Participation of:</b> | <b>Incentive Amount</b> |
|-----------------------------------------|-------------------------|
| 5% or Over                              | 5%                      |
| 4% to 4.99% Inclusive                   | 4%                      |
| 3% to 3.99% Inclusive                   | 3%                      |
| 2% to 2.99% Inclusive                   | 2%                      |
| 1% to 1.99% Inclusive                   | 1%                      |

A Bidder is eligible to receive this additional DVBE incentive if they are a certified DVBE or if a non DVBE Bidder commits to use a certified DVBE(s) as subcontractor(s) (if subcontracting is allowable in Exhibit A, Statement of Work).

The net bid price of responsive bids will be reduced (for evaluation purposes only) by the amount of DVBE incentive as applied to the lowest responsive net bid price. If the number 1 ranked responsive, responsible bid is a California certified small business, the only bidders eligible for the incentive will be California certified small businesses.

1) Certified DVBE Bidder incentive considerations:

- i. Commit to performing 1% or more of the contract bid value with the prime bidders' firm or in combination with another DVBE(s)
- ii. Document DVBE participation on the Bidder Declaration GSPD-05-105, Attachment 6.
- iii. Submit a completed Disabled Veteran Business Enterprise Declarations form, DGS PD 843, (Attachment 7) signed by the DVBE owner/manager.

2) Non-DVBE Bidder incentive considerations:



- i. Commit to using certified DVBE(s) for **1%** or more of the bid value.
  - ii. Document DVBE participation on the Bidder Declaration GSPD-05-105, Attachment 6.
  - iii. Submit a completed Disabled Veteran Business Enterprise Declarations form, DGS PD 843, (Attachment 7) signed by the DVBE owner/manager for each certified DVBE subcontractor.
- 3) Locating DVBE Subcontractors

- i. State Resources: Access the list of all certified DVBEs by using the Department of General Services, Procurement Division (DGS-PD), online certified firm database at: [www.caleprocure.ca.gov](http://www.caleprocure.ca.gov)

To begin your search, click on "Small Business/Disabled Veteran Business Enterprise," then click "Search for Certified SB/DVBE Firms." Search by "Keywords" or "UNSPSC Classifications" that apply to the elements of work you want to subcontract to a DVBE. Check for subcontractor ads that may be placed on the California State Contracts Register (CSCR) for this solicitation prior to the closing date. You may access the CSCR at: [www.caleprocure.ca.gov](http://www.caleprocure.ca.gov). For questions regarding the online certified firm database and the CSCR, please call the OSDS at (916) 375-4940 or send an email to: [OSDSHelp@dgs.ca.gov](mailto:OSDSHelp@dgs.ca.gov)

### **3. APPLYING PREFERENCE AND INCENTIVES**

- a) Preferences and incentives are used for bid tabulation purposes to determine the lowest responsive responsible bidder. Strict adherence to the laws and regulations to apply the preferences and incentives will be followed. If awarded the contract, the preference and/or incentive does not alter the amount of the resulting contract. Please be aware that contracts awarded with applied preferences or incentives will be monitored throughout the life of the contract for compliance with statutory, regulatory and contractual requirements.
- b) The SB preference of 5% will be applied when a responsible Bidder that is not a CA certified SB submits the lowest responsive responsible bid. For evaluation purposes, 5% of the lowest responsive bid is subtracted from the bids for bidders that are certified SBs. A NS claiming 25% CA Certified SB/MB subcontractor participation will receive a 5% preference (calculated on the lowest responsive bid) if the lowest responsive bid is

neither a SB nor NS. (Note: NS claiming SB subcontractor preference cannot remove an award from a certified SB.)

- c) Pursuant to California Code of Regulations (CCR) 2 CCR§ 1896.8, there is a \$50,000.00 cap of the amount of SB/NS preference and there is a combined cap of \$100,000 for all preferences and incentives. Pursuant to 2 CCR§ 1896.99.120, there is a \$100,000.00 cap of the amount of DVBE incentive.

## **H. REQUIRED ATTACHMENTS**

1. Required Attachment Checklist
2. Bid/Bidder Certification Sheet
3. Contractor Certification Clauses
4. Darfur Contracting Act Certification
5. Payee Data Record, STD 204 & STD 205
6. Bidder Declaration Sheet, GSPD-05-105
7. DVBE Declarations, DGS PD 843 (if applicable)
8. Certification of CUF compliance for subcontractors (if applicable)
9. Cost Sheet
10. California Civil Rights Laws Certification
11. Sample Agreement (reference only)

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**ATTACHMENT 1 - REQUIRED ATTACHMENT CHECKLIST**


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A complete bid or bid package will consist of the items identified below. Complete this checklist to confirm the items in your bid. Place a check mark or "X" next to each item that you are submitting to Cal OES. For your bid to be responsive, all required attachments must be returned.

Company Name: \_\_\_\_\_

| ATTACHMENT               |               | REQUIRED                   | ATTACHMENT NAME                                    |
|--------------------------|---------------|----------------------------|----------------------------------------------------|
| <input type="checkbox"/> | Attachment 1  | <b>YES</b>                 | Required Attachment Checklist                      |
| <input type="checkbox"/> | Attachment 2  | <b>YES</b>                 | Bid/Bidder Certification Sheet                     |
| <input type="checkbox"/> | Attachment 3  | <b>YES</b>                 | Contractor Certification Clauses                   |
| <input type="checkbox"/> | Attachment 4  | <b>YES</b>                 | Darfur Contracting Act Certification               |
| <input type="checkbox"/> | Attachment 5  | <b>YES</b>                 | Payee Data Record, STD 204 & STD 205               |
| <input type="checkbox"/> | Attachment 6  | <b>YES</b>                 | Bidder Declaration Sheet, GSPD-05-105              |
| <input type="checkbox"/> | Attachment 7  | <b>YES (if applicable)</b> | DVBE Declarations, DGS PD 843                      |
| <input type="checkbox"/> | Attachment 8  | <b>YES (if applicable)</b> | Certification of CUF compliance for subcontractors |
| <input type="checkbox"/> | Attachment 9  | <b>YES</b>                 | Cost Sheet                                         |
| <input type="checkbox"/> | Attachment 10 | <b>YES</b>                 | California Civil Rights Laws Certification         |
| <input type="checkbox"/> | Attachment 11 | <b>NO</b>                  | Sample Agreement                                   |

**ATTACHMENT 2 - BID/BIDDER CERTIFICATION SHEET****BID/BIDDER CERTIFICATION SHEET**

This Bid/Bidder Certification Sheet must be signed and returned along with all the "required attachments" as an entire package with original signatures. The bid must be transmitted via email in accordance with IFB instructions.

- A. Our all-inclusive bid is submitted as detailed in Attachment 9, Cost Sheet.**
- B. All required attachments are included with this certification sheet.**
- C. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.**

**An Unsigned Bid/Bidder Certification Sheet May Be Cause for Rejection**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------|
| 1. Company Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2. Telephone Number<br>(   )  | 2a. Fax Number<br>(   ) |
| 3. Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               |                         |
| Indicate your organization type:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                               |                         |
| 4. Sole Proprietorship                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 5. Partnership                | 6. Corporation          |
| Indicate the applicable employee and/or corporation number:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                               |                         |
| 7. Federal Employee ID No. (FEIN)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 8. California Corporation No. |                         |
| 9. Indicate applicable license and/or certification information:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                               |                         |
| 10. Bidder's Name (Print)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                               | 11. Title               |
| 12. <b>Signature</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               | 13. Date                |
| 14. Are you certified with the Department of General Services, Office of Small Business and DVBE Certification (OSDC) as:<br>a. California Small Business<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, enter your service code below: _____<br>b. Disabled Veteran Business Enterprise<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, enter certification number: _____<br><br><b>NOTE:</b> A copy of your Certification is required to be included if either of the above items is checked " <b>Yes</b> ".<br>Date application was submitted to OSDC, if an application is pending: _____ |                               |                         |

**Completion Instructions for Bid/Bidder Certification Sheet**

Complete the numbered items on the Bid/Bidder Certification Sheet by following the instructions below.

| <b>Item Numbers</b>   | <b>Instructions</b>                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1, 2, 2a, 3</b>    | Must be completed. These items are self-explanatory.                                                                                                                                                                                                                                                                                                                                                                            |
| <b>4</b>              | Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.                                                                                                                                                          |
| <b>5</b>              | Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.     |
| <b>6</b>              | Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.                                                                       |
| <b>7</b>              | Enter your federal employee tax identification number.                                                                                                                                                                                                                                                                                                                                                                          |
| <b>8</b>              | Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.                                                                                                                                                                                                               |
| <b>9</b>              | Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.                                                                                                                                                                                                                                                          |
| <b>10, 11, 12, 13</b> | Must be completed. These items are self-explanatory.                                                                                                                                                                                                                                                                                                                                                                            |
| <b>14</b>             | If certified as a California Small Business, place a check in the "Yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSDC. |

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**ATTACHMENT 3 - CONTRACTOR CERTIFICATION CLAUSES**

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A Bidder must complete the Contractor Certification Clauses located at the following internet site:

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>

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**ATTACHMENT 4 - DARFUR CONTRACTING ACT CERTIFICATION**

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A Bidder must complete the Darfur Contracting Act Certification located at the following internet site:

[https://www.documents.dgs.ca.gov/dgs/FMC/GS/PD/PD\\_1.pdf](https://www.documents.dgs.ca.gov/dgs/FMC/GS/PD/PD_1.pdf)



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**ATTACHMENT 5 - PAYEE DATA RECORD, STD 204 & STD 205**

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A Bidder must complete the Payee Data Record and the Supplement form (as needed), located at the following internet sites:

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf>

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**ATTACHMENT 6 - BIDDER DECLARATION SHEET, GSPD-05-105**

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A Bidder must complete the Bidder Declaration, located at the following internet site:

<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>

When completing the declaration, if subcontracting is allowable in Exhibit A, Statement of Work, Bidders must identify all subcontractors proposed for participation in the contract. Bidders awarded a contract are contractually obligated to use the subcontractors for the corresponding work identified unless the State agrees to a substitution, and it is incorporated by amendment to the contract.

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**ATTACHMENT 7 - DVBE DECLARATIONS, DGS PD 843**

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A Bidder must complete the Disabled Veteran Business Enterprise Declarations (DGS PD 843), located at the following internet site (if applicable):

[https://www.documents.dgs.ca.gov/dgs/fmc/gp/pd/pd\\_843.pdf](https://www.documents.dgs.ca.gov/dgs/fmc/gp/pd/pd_843.pdf)

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**ATTACHMENT 8 - CERTIFICATION OF CUF COMPLIANCE FOR SUBCONTRACTORS**

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A Bidder must submit a signed statement under penalty of perjury that the work performed by subcontractors is CUF compliant.

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**ATTACHMENT 9 - COST SHEET**

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Refer to Exhibit B-1 in Sample Agreement.

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**ATTACHMENT 10 - CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION**

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A Bidder must complete the California Civil Rights Laws Certification located at the following internet site:

<https://www.dgs.ca.gov/-/media/Divisions/OLS/Forms/CALIFORNIA-CIVIL-RIGHTS-LAWS-ATTACHMENT.ashx>

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**ATTACHMENT 11 - SAMPLE AGREEMENT**

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Note to Bidders: The following pages represent a sample of the Agreement that will be awarded, if any, from this IFB. Please review it carefully and present any questions in writing to the contact identified for this IFB.

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**EXHIBIT A**  
**STATEMENT OF WORK (SOW)**

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**GENERATOR MAINTENANCE AND EMERGENCY REPAIR****1. OBJECTIVE**

The California Governor's Office of Emergency Services, hereinafter referred to as "Cal OES" requires TBD, hereinafter referred to as "Contractor", to provide mobile generator and light tower maintenance and twenty-four-seven (twenty-four hours a day, seven days a week) emergency repair services at the Dixon and Corona warehouses.

The Contractor must furnish all labor, materials, tools, and equipment to provide regularly scheduled maintenance services on the specified emergency generators. The Contractor services include services associated with the generators in support of a Public Safety Power Shut Off or another event creating an outage.

The warehouses are located at the following:

2299 Commerce Way  
Dixon, CA 95620

1435 Sherborn Street  
Corona, CA 92879

**2. TERM/PERIOD OF PERFORMANCE**

The period of performance for the Agreement shall be July 1, 2026, or upon approval by the Department of General Services (DGS), whichever is later, through June 30, 2029, with the option to extend for one (1) additional twelve (12) month term with an increased amount, no more than \$TBD per each additional year, at the original rates evaluated and considered.

The Contractor shall not be authorized to deliver or commence the performance of services as described in this SOW until the Agreement has been approved. Any delivery or performance of service that is commenced prior to the approval of the Agreement shall be considered voluntary on the part of the Contractor and non-compensable.

Consistent with the terms and conditions of the original solicitation, and upon mutual consent, Cal OES and the Contractor may execute written amendments to alter the method, price, or schedule of the work, subject to the limitations set forth by California Public Contract Code, section 100 et seq, and the California State Contracting Manual.



### **3. BUDGETED AMOUNT**

The initial award of this Agreement shall not exceed \$TBD there is no obligation on Cal OES' part to utilize the entire amount. Any increases in the budgeted amount will be at the rates evaluated and considered herein.

### **4. QUALIFICATIONS**

#### Mandatory Qualifications

- A. The Contractor must possess and maintain a current and valid Electrical Contractor License, C-10, issued by the California Department of Consumer Affairs, Contractors State License Board, as well as all other licenses and permits required to perform work during the term of this contract.

#### Minimum Qualifications

- A. The Contractor will submit proof that technicians have completed a programmed course of instruction on servicing generators or have at least five (5) years of verifiable work experience servicing generators.

### **5. PROJECT TASKS AND DELIVERABLES**

The Contractor must perform project tasks and/or deliverables including, but not limited to, the following:

- A. The Contractor shall schedule preventative maintenance between the hours of 0800 and 1600. All scheduling of this work is subject to the approval of the Cal OES Contract Manager. All costs associated with preventative maintenance (labor and parts) are to be included in the hourly run time service intervals and annual preventative maintenance costs.
- B. The Contractor must coordinate all service visits with the appropriate State Contract Manager. Date, time, and location of each visit must be provided to the State Contract Manager three (3) days prior to maintenance services.
- C. The Contractor shall install and maintain auxiliary equipment associated with the generator:
  - i. Installation of the temporary fuel tanks and monitors shall include any additional materials required for the installation. Devices shall be installed

per manufacture specifications and installation shall be coordinated with Cal OES Contract Manager.

- ii. Services shall include maintenance and services for fuel tank monitors if needed.

D. The Contractor shall service emergency generators as listed in Attachment 1.

E. Preventative Maintenance

Preventative maintenance services consist of, but are not limited to, inspections, testing, and replacement of parts and engine fluids of the Cal OES emergency generators (see Attachment 1 - Preventative Maintenance Equipment List).

In all cases, it shall be the responsibility of the Contractor to provide and install consumables required for routine maintenance as defined by equipment manufacturers, including, but not limited to, gaskets, seals, oils, coolants, filters, and other items required. This does not apply to remedial repairs as defined below.

F. Emergency/Remedial Repair Service

The Contractor shall provide any necessary emergency repairs upon request of the Cal OES Contract Manager. Emergency repair services provided shall be completed the same working day unless, written notification of delay is submitted to the Contract Manager immediately upon diagnosis of equipment deficiency. Any parts requiring replacement will be replaced in accordance with the Parts Replacement section specified herein. The cost for repairs will be based on the Cost Sheet, Exhibit B-1.

While performing routine preventative maintenance services, should the Contractor become aware of inoperable or malfunctioning equipment, it shall be the responsibility of the Contractor to immediately report findings verbally to the State Contract Manager. The Contractor shall submit a written report, along with recommended repairs, to the Contract Manager within twenty-four (24) hours of the findings. The Contractor shall repair such equipment, upon receiving the approval of the Contract Manager. The cost for such remedial repair shall be on a time and material basis and shall not exceed those labor and material rates as provided in the Cost Sheet, Exhibit B-1.

G. Parts Replacement

The Contractor shall provide replacement of any part that becomes worn or inoperable, or that otherwise affects the equipment's operability in any way. A manufacturer's published price list for the parts shall be submitted with the

Contractor's invoice to Cal OES. The Contractor must notify the Contract Manager prior to ordering and/or installing the part. A written estimate of the required part(s) must be submitted to the Contract Manager and approved before replacement. All replacement parts will be invoiced at the listed rates in the Cost Sheet, Exhibit B-1, plus sales tax.

Parts replaced by the Contractor under this Agreement shall be new, factory manufactured, or of equivalent quality and must meet the industry standards. All parts replaced will be subject to price verification by Cal OES.

#### H. Scheduled Services

The Contractor shall perform scheduled services on hours of runtime met or annually, whichever occurs first. Services on emergency generators described in Attachment 1, Preventative Maintenance Equipment List, shall be completed with qualified service technicians as follows:

- i. Minimum of one (1) scheduled service with additional services to be based on generator run time, location, and accessibility due to weather, road, and environmental conditions.
- ii. All Preventative Maintenance worksheets shall be signed, dated, and returned with invoices before payment will be made.
- iii. Services shall be performed between 0800 and 1600 hours and with a minimum of inconvenience to the on-site personnel. Any generator downtime required for these services, shall be scheduled well in advance. Copies of service reports shall be forwarded to the Cal OES Contract Manager for review and record keeping.
- iv. Readings from the generator's hour meter shall be logged during each site visit on the Preventative Maintenance Equipment List (see Attachment 1, Preventative Maintenance Equipment List). This applies to load testing, preventative maintenance (PM), and any remedial repairs.

#### I. Service Level

The Contractor shall perform Service Level inspections and preventative maintenance. All work shall be performed by an authorized technician as follows:

- i. Inspect the generator for overall integrity of the unit, e.g., weatherproofing of the housing, condition of the painted surfaces, anchoring, etc.;
- ii. Inspect the fuel system for leaks and air gaps;

- iii. Inspect the exhaust system for noise levels and exhaust leaks;
- iv. Check and adjust all liquid levels;
- v. Inspect all belts and hoses;
- vi. Replace the fuel filter and the oil filters, perform an oil sample sediment test as required, clean the crankcase breather, and change the oil;
- vii. Check all engine safety controls and switches;
- viii. Lubricate the generator bearings as required;
- ix. Vacuum and clean all control panels;
- x. Replace all gaskets and seals made unusable during the service;
- xi. Condition diesel fuel with additives when necessary;
- xii. Perform Load Bank Test;

Defined: The performance of a load bank test on electrical equipment, as required in the maintenance plan, is taken to mean the temporary installation of a resistive load bank on the apparatus simulating a load. The various amperages and durations shall conform to the manufacturer's recommendations for such a test.

- xiii. Particular attention shall be paid to the inspection of the engine controls and generator control panel for functional operation. The starting system and overall operation of the engine and generator will be performed, monitored, and logged in the maintenance report. This shall include functional voltage levels for all phases. Gaskets and seals made unusable during the inspection shall be replaced with new equivalent parts.

#### J. Contractor Personnel

The Contractor agrees to provide two (2) employees who are familiar with all the Cal OES equipment maintained in this contract. The Contractor must provide the names and contact information of the employees and/or subcontractors prior to the commencement of the contract. Please specify whether the employee is subcontracted. The Cal OES Facilities Manager must approve the employees and/or subcontractors. In the event of nonperformance, as determined by the Cal OES Facility Manager, the Contractor will replace the employee(s) or subcontractor assigned.

#### K. On Site Log

The Contractor shall provide and maintain an on-site log which will log the date, time, and a narrative describing what was done on each service visit.

- i. Log entries are to be completed prior to service personnel leaving site.
- ii. Invoices shall not be substituted as entries. Log must be updated prior to any payments made to the Contractor.

#### L. Contractor Conditions

The Contractor shall adhere to the following conditions:

- i. The Contractor shall keep the site clean as work progresses. Upon completion of the work, all surfaces involved in this Agreement shall be clean of any foreign material due to the work completed.
- ii. The Contractor shall store materials, equipment, refuse, etc., where, and as directed by the Cal OES Contract Manager.
- iii. The Contractor shall not interrupt any building services without securing prior approval from the Cal OES Contract Manager.
- iv. While on site, the Contractor personnel must be in possession of a working pager or cell phone so that personnel can be located on site easily.
- v. The Contractor personnel must wear apparel which identifies them as employees of the Contractor (uniforms).
- vi. The Contractor must have staff available to respond to any emergency generator failure within four (4) hours of being contacted.

## 6. ACCEPTANCE OF SERVICES

Payment for services performed under this Agreement shall be in accordance with the Cost Sheet, Exhibit B-1. The approval process is outlined in the Performance Section of this SOW. Acceptance criteria shall consist of the following:

- A. The Contractor is responsible for obtaining approval from Cal OES Contract Manager before beginning any services.
- B. The Contractor shall meet all timelines and deliverable due dates as described herein.
- C. It shall be Cal OES' sole determination as to whether services have been successfully completed and are acceptable.
- D. The Contractor costs related to rework of unacceptable work products shall be costs of the Contractor and shall not be billed to Cal OES.

## **7. CONTRACTOR RESPONSIBILITIES**

- A. This serves as a notice under Executive Order N-6-22 that as a contractor or grantee, compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the Executive Order and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of contracts or grants, as applicable.
- B. The Contractor shall provide all equipment and/or software necessary to perform the required duties outlined herein.
- C. The Contractor shall designate a primary contact person to whom all project communications may be addressed and who has the authority to act on all aspects of the services.
- D. If a Contractor employee is unable to perform due to illness, resignation, or other factors beyond the Contractor's control, the Contractor shall provide qualified and suitable substitute personnel.

## **8. CAL OES RESPONSIBILITIES**

- A. Cal OES shall designate a person to whom all Contractor communication will be addressed, and who has the authority to act on all aspects of the services. This person will review the SOW and associated documents with the Contractor to ensure understanding of the responsibilities of both parties.
- B. Cal OES shall provide access to department staff and management, offices, and operation areas, as required, to complete the tasks and activities defined under this Agreement.

## **9. PERFORMANCE**

Cal OES will be the sole judge of the acceptability of all work performed and all work products produced by the Contractor as a result of this SOW. Should the work performed, or the products produced by the Contractor fail to meet Cal OES' conditions, requirements, specifications, guidelines, or other applicable standards, the following resolution process will be employed, except as superseded by other binding processes:

- A. Cal OES will notify the Contractor of any problems in writing within five (5) business days of identifying the problem.

- B. The Contractor must respond to Cal OES within five (5) business days after initial problem notification. The response shall include a corrective action plan and detailed explanation of how the Contractor plans to mitigate the issue.
  - i. Failure by the Contractor to respond to Cal OES' initial problem notification within the required time limit may result in immediate termination of the Contract.
- C. Cal OES will, within five (5) business days after receipt of the Contractor's corrective action plan, notify the Contractor in writing whether it accepts or rejects the plan.
  - i. If Cal OES rejects the corrective action plan, the Contractor will submit a revised plan within three (3) business days. Failure by the Contractor to respond to Cal OES's rejection notification may result in immediate termination of the Agreement.
- D. Upon receipt of the revised corrective action plan, Cal OES will notify the Contractor in writing whether it accepts or rejects the revised plan within three (3) business days.
  - i. Rejection of the revised corrective action plan will result in immediate termination of the Agreement.
- E. In the event of Agreement termination, Cal OES shall pay all amounts due to the Contractor for all work accepted prior to termination.

## 10. PROBLEM ESCALATION

The parties acknowledge and agree that certain technical and project related problems or issues may arise, and that such matters shall be brought to Cal OES' attention. There may be instances where the severity of the problem(s) justifies escalated reporting. To this extent, the Contractor will determine the level of severity and notify the appropriate Cal OES personnel. Cal OES personnel notified, and the time period taken to report the problem or issue shall be at a level commensurate with the severity of the problem or issue. The relevant Cal OES personnel include, but are not limited to, the following:

First level: TBD

Second level: TBD

Third level: TBD

## 11. TERMINATION OF AGREEMENT

Cal OES reserves the right to terminate this Agreement, subject to thirty (30) days written notice to the Contractor. In the event of termination, Cal OES shall pay all amounts due the Contractor for all services rendered and accepted prior to termination.

Additional conditions for termination include, but are not limited to, the following:

- A. This Agreement can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the Agreement. In this instance, the Agreement termination shall be effective as of the date indicated on Cal OES' notification to the Contractor.
- B. This Agreement may be suspended or cancelled without notice, at the option of the Contractor, if the Contractor or Cal OES' premises or equipment are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the Contractor is unable to render service as a result of any action by any governmental authority.
- C. Cal OES may terminate performance of work under this Agreement for its convenience in whole or, from time to time, in part, if Cal OES determines that a termination is in the State's interest.
  - i. Cal OES shall terminate by delivering to the Contractor a Notice of Termination specifying the extent of termination and the effective date thereof. The parties agree that, as to the terminated portion of the Agreement, the Agreement shall be deemed to remain in effect until such time as the termination settlement, if any, is concluded and the Agreement shall not be void.
  - ii. After receipt of a Notice of Termination, and except as directed by Cal OES, the Contractor shall immediately proceed with the following obligations, as applicable, regardless of any delay in determining or adjusting any amounts due under this clause. The Contractor shall:
    - a) Stop work as specified in the Notice of Termination.
    - b) Place no further subcontracts for materials, services, or facilities, except as necessary to complete the continued portion of the Contract.
    - c) Terminate all subcontracts to the extent they relate to the work terminated.



- d) Settle all outstanding liabilities and termination settlement proposals arising from the termination of subcontracts; the approval or ratification of which will be final for purposes of this clause.
- D. The Contractor may submit a written request to terminate this Agreement only if Cal OES should substantially fail to perform its responsibilities as provided herein.
- E. This Agreement may be terminated at any time upon mutual written agreement between Cal OES and the Contractor.

## **12. SUBCONTRACTING PROVISIONS**

- A. The Contractor will act as prime contractor under this Agreement. In addition to identifying all personnel proposed to work under this Agreement, the Contractor shall also identify its subcontractor affiliation, as applicable.
- B. Cal OES reserves the right to approve all subcontractors prior to the performance of any work by the subcontractor.
- C. All subcontractors must meet or exceed the minimum qualifications for the project team personnel set forth in Section 4, Qualifications.
- D. Nothing contained in this Agreement shall create any contractual relationship between Cal OES and any subcontractors, and no subcontract shall relieve the Contractor of its responsibilities and obligations hereunder. The Contractor is fully responsible to Cal OES for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them.
- E. If a subcontractor is a California Certified Small Business (SB) and/or Disabled Veteran Business Enterprise (DVBE), then those amounts paid to certified subcontractors shall be identified on the Contractor's invoice(s).
- F. If a subcontractor is a California Certified DVBE, the Contractor shall provide proof of payments made to DVBE subcontractor(s) at the request of Cal OES.
- G. If the Contractor has committed to the use of DVBE subcontractors, upon completion of Agreement, the Contractor shall certify that all payments have been made to the DVBE subcontractors by submitting the DVBE Subcontracting Report (STD 817). Cal OES will withhold \$10,000 from the final payment, or the full payment if the final payment is less than \$10,000, until the complete and accurate STD 817 is received. Failure to submit this certification after given the opportunity to cure, will result in Cal OES permanently deducting \$10,000 from the final payment or the full payment if less than \$10,000.
- H. The Contractor's obligation to pay its subcontractors is an independent obligation from Cal OES' obligation to make payments to the Contractor. As a result, Cal OES shall

California Governor's Office of Emergency Services

Contractor Name

Generator Maintenance and Emergency Repair

Agreement No. A261017692

have no obligation to pay or to enforce the payment of any monies to any subcontractor.

**13. AUTHORIZED REPRESENTATIVES**

The authorized representatives during the term of this Agreement are identified in the tables below. Changes to the Authorized Representatives are allowed without contract amendment via written notice to the representatives identified below.

For service-related inquiries:

| The California Governor's Office of<br>Emergency Services |     | Contractor |     |
|-----------------------------------------------------------|-----|------------|-----|
| NAME:                                                     | TBD | NAME:      | TBD |
| ADDRESS:                                                  |     | ADDRESS:   |     |
| PHONE:                                                    |     | PHONE:     |     |
| EMAIL:                                                    |     | EMAIL:     |     |

For Agreement administrative inquiries:

| The California Governor's Office of<br>Emergency Services |                                                                          | Contractor |     |
|-----------------------------------------------------------|--------------------------------------------------------------------------|------------|-----|
| NAME:                                                     | Sage Miller, Contract Analyst                                            | NAME:      | TBD |
| ADDRESS:                                                  | 10391 Peter A McCuen Blvd<br>Mather, CA 95655                            | ADDRESS:   |     |
| PHONE:                                                    | (916) 369-4221                                                           | PHONE:     |     |
| EMAIL:                                                    | <a href="mailto:Sage.miller@caloes.ca.gov">Sage.miller@caloes.ca.gov</a> | EMAIL:     |     |

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**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

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1. Payment for services performed under this Agreement shall be in accordance with the Cost Sheet, Exhibit B-1. It shall be Cal OES' sole determination as to whether a service has been successfully completed and is acceptable.
2. Invoices shall be submitted after services are rendered and shall include the following information:
  - A. Agreement No.
  - B. Contractor
  - C. Service
  - D. Itemized Cost
  - E. Invoice Date

Invoices shall be due and payable, and payment shall be made, only after Cal OES' Contract Manager's acceptance of services.

3. The Contractor's costs related to items such as travel and per diem shall be inclusive in the Cost Sheet, Exhibit B-1, and **will not be paid separately** as part of this Agreement.
4. Submit invoices to:

**California Governor's Office of Emergency Services**  
**Accounting Unit**  
[APInvoices@caloes.ca.gov](mailto:APInvoices@caloes.ca.gov)

5. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, Cal OES shall have no liability to pay any funds whatsoever to the Contractor or to furnish any other considerations under this Agreement and the Contractor shall not be obligated to perform any provisions of this Agreement.
6. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, Cal OES shall have the option to either cancel this Agreement with no liability occurring to Cal OES or offer an amendment to the Contractor to reflect the reduced amount.
7. All payments will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

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**EXHIBIT B-1**  
**COST SHEET**


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The Contractor shall provide all labor, materials, equipment, and every other item of expense, direct or indirect necessary to complete the services in accordance with the specifications described in the Statement of Work, Exhibit A, at the rates specified below. Cal OES makes no guarantee, expressed or implied, on the actual amount of services/hours that shall be required for this Agreement, and reserves the right to omit portions or quantities of work, as may be deemed necessary. Payment for service performed under this Agreement shall be for actual expenditures incurred. The rates referenced below shall be binding for the term of the Agreement.

| ITEM NO. | DESCRIPTION                                                                  | QUANTITY | UNIT PRICE | UNIT OF MEASURE | EXTENDED PRICE |
|----------|------------------------------------------------------------------------------|----------|------------|-----------------|----------------|
| 1        | Diesel Generator – One (1) Twenty (20) KVA (Kohler 20EOR)                    | 3        |            | ANNUALLY        |                |
| 2        | Light Towers - Six (6) Twenty (20) KVA (Generac MLT4060KVDMVD)               | 3        |            | ANNUALLY        |                |
| 3        | Light Towers – Two (2) Twenty (20) KVA (Generac MLT4060KVD-MVD)              | 3        |            | ANNUALLY        |                |
| 4        | Diesel Generator - Two (2) fifty-five (55) KVA generators (Generac MMG55DF4) | 3        |            | ANNUALLY        |                |
| 5        | Diesel Generator - One (1) one hundred (100) KVA (Generac MDG100DF4)         | 3        |            | ANNUALLY        |                |
| 6        | Diesel Generator - Two (2) one hundred fifty (150) KVA (Generac MDG150DF4)   | 3        |            | ANNUALLY        |                |

|             |                                                                                        |     |  |          |              |
|-------------|----------------------------------------------------------------------------------------|-----|--|----------|--------------|
| 7           | Diesel Generator - Two (2) one hundred fifty (150) KVA (Generac MDG150DF4)             | 3   |  | ANNUALLY |              |
| 8           | Diesel Generator - Two (2) one hundred seventy-five (175) KVA (Generac MDG175DF4)      | 3   |  | ANNUALLY |              |
| 9           | Diesel Generator - Two (2) one hundred seventy-five (175) KVA (Generac MDG175DF4)      | 3   |  | ANNUALLY |              |
| 10          | Diesel Generator - One (1) three hundred twenty-five (325) KVA (Hi-Power HRJW-325 T4F) | 3   |  | ANNUALLY |              |
| 11          | Emergency Repairs – Hourly Rate (Regular Business Hours)                               | 40* |  | HOURLY   |              |
| 12          | Emergency Repairs – Hourly Rate (Overtime, Weekend and Holiday Hours)                  | 40* |  | HOURLY   |              |
| 13          | Emergency Repairs – Parts Cost (Not to Exceed)**                                       |     |  |          | NTE \$10,000 |
| GRAND TOTAL |                                                                                        |     |  |          |              |

\* Quantities provided are for estimates only and to be used for bid evaluation purposes. Costs For emergency tasks shall be paid at the rates quoted and for actual service hours.

\*\* An additional \$10,000.00 is included for miscellaneous parts, tax and shipping. The expenditure of additional money for parts must have prior approval from the Cal OES Contract Manager and be supported by itemized invoices. The contractor must provide the Cal OES Contract Manager a written estimate for any part(s) that may be required for Emergency Repairs, The Contractor shall be reimbursed for the actual cost of the parts.

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**EXHIBIT C**  
**GENERAL TERMS AND CONDITIONS**

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The General Terms and Conditions (GTCs) are hereby incorporated by reference and can be accessed by visiting the following links:

Non-IT Services General Terms and Conditions (02/2025):

<https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/GTC-Updates/GTC-225-February-2025.pdf>

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**EXHIBIT D**  
**ADDITIONAL PROVISIONS**

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**1. INSURANCE**

The Contractor shall submit original Certificates of Insurance for all required Insurance and must show "occurrence" coverage when applicable. If a syndicate is used, the syndicate's name must be included.

All types of insurance must be issued by an insurer with a minimum Best Classification Rating of B + V, or equivalent as determined and deemed acceptable by the Department of General Services, Office of Risk and Insurance Management.

**A. General Provisions Applying to All Policies**

- i. Coverage Term – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State at least thirty (30) days prior to the expiration of this insurance. Any new insurance must still comply to the original terms of the contract and be no less than one (1) year or the remainder of the term of this Agreement, whichever is greater. The new certificate must show the name and address of the insurance company, the policy number, and the beginning and ending dates of the policy.
- ii. Policy Cancellation or Termination & Notice of Non-Renewal – Contractor is responsible to notify the State within 5 business days before the effective date of any cancellation, non-renewal or material change that affects required insurance coverage. In the event Contractor fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.
- iii. Deductible – Contractor is responsible for any deductible or self-insured retention contained within their insurance program.
- iv. Primary Clause – Any required insurance contained in this contract shall be primary, and not excess or contributory, to any other insurance carried by the State.
- v. Insurance Carrier Required Rating – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management – A or better and financial size category of VII or better to the latest edition of the A.M. Best Key Rating Guide. If the Contractor is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.



- vi. Endorsements – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- vii. Inadequate Insurance – Inadequate or lack of insurance does not negate the contractor's obligations under the contract.
- viii. Satisfying an SIR – All insurance policies required by this contract/permit must allow the State to pay and/or act as the contractor's agent in satisfying any self-insured retention (SIR). The choice to pay and/or act as the contractor's agent in satisfying any SIR is at the State's discretion.
- ix. Available Coverages/Limits – All coverage and limits available to the contractor shall also be available and applicable to the State.
- x. Subcontractors – In the case of Contractor utilization of subcontractors to complete the contracted scope of work, contractor shall include all subcontractors as insureds under Contractor's insurance or supply evidence of insurance to The State equal to policies, coverages and limits required of Contractor.

## B. Insurance Requirements

- i. Commercial General Liability – Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined, with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability. **The policy must include The State of California, its officers, agents, employees and servants as additional insureds, but only with respect to work performed under the contract.**
- ii. Workers Compensation and Employers Liability – Contractor shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Contract. Employer's liability limits of \$1,000,000 are required. The insurer waives any right of recovery the insurer may have against the State because of payments the insurer makes for injury or damage arising out of the work done under contract/permit with the State. **A Waiver of Subrogation or Right to Recover endorsement in favor of the State must be attached to the certificate.**
- iii. Automobile Liability – Contractor shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired, and non-

owned motor vehicles. **The policy must name The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract.**

The Contractor shall furnish a Certificate of Insurance. The Certificate of Insurance will provide the above listed liability coverages and the Certificate Holder shall read:

California Governor's Office of Emergency Services  
3650 Schriever Avenue  
Mather, CA 95655-4203

### C. Other Required Insurance Provisions

Certificate of Insurance must also contain all of the following provisions:

- i. Statement requiring the Insurer to provide written notice to Cal OES thirty (30) calendar days prior to cancelling the Contractor's policy.
- ii. Statement that Cal OES, its officers, agents, servants and employees are included as additional insured on the policy, but only insofar as the services under this Agreement are concerned.
- iii. Statement that neither Cal OES, nor any of its agents, will be responsible for any premium or assessment on said policies.
- iv. In the event Contractor fails to keep the insurance coverage as herein prescribed in effect at all times during the term of this Agreement, Cal OES may, in addition to any other remedies it may have, terminate this Agreement effective the last day of insurance coverage.
- v. The Contractor shall email the certificate of insurance, **identifying the Agreement number**, to Cal OES at the following email address:

[ContractsUnit@caloes.ca.gov](mailto:ContractsUnit@caloes.ca.gov)  
Contract Number A251017692

**Attachment 1**  
**PREVENTATIVE MAINTENANCE EQUIPMENT LIST**

| Description                                                                                  | Location – Home Base                                                                  |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Light Towers –<br>Eight (8) Twenty (20) KVA<br>(Generac MLT4060KVD-MVD)                      | 2299 Commerce<br>Dixon, CA 95620                                                      |
| Diesel Generator –<br>One (1) Twenty (20) KVA<br>(Kohler 20EOR)                              | 2299 Commerce<br>Dixon, CA 95620                                                      |
| Diesel Generator –<br>Two (2) fifty-five (55) KVA generators<br>(Generac MMG55DF4)           | 2299 Commerce<br>Dixon, CA 95620                                                      |
| Diesel Generator –<br>One (1) one hundred (100) KVA<br>(Generac MDG100DF4)                   | 2299 Commerce<br>Dixon, CA 95620                                                      |
| Diesel Generator –<br>Four (4) one-hundred fifty (150) KVA<br>(Generac MDG150DF4)            | 2299 Commerce<br>Dixon, CA 95620 (2)<br><br>1435 Sherborn St.<br>Corona, CA 92879 (2) |
| Diesel Generator –<br>Four (4) one-hundred seventy-five (175) KVA<br>(Generac MDG175DF4)     | 2299 Commerce<br>Dixon, CA 95620 (2)<br><br>1435 Sherborn St.<br>Corona, CA 92879 (2) |
| Diesel Generator –<br>one (1) three-hundred twenty-five (325) KVA<br>(Hi-Power HRJW-325 T4F) | 2299 Commerce,<br>Dixon, CA 95620                                                     |

| YEAR | MAKE      | MODEL           | COLOR | BRANCH        | NOTES             |
|------|-----------|-----------------|-------|---------------|-------------------|
| N/A  | PowerTech |                 | N/A   | DISASTER LOGS | MCV GEN           |
| 2022 | GENERAC   | MMG55           | WHITE | DISASTER LOGS | PSPS<br>GENERATOR |
| 2022 | GENERAC   | MMG55           | WHITE | DISASTER LOGS | PSPS<br>GENERATOR |
| 2022 | GENERAC   | MDG100          | WHITE | DISASTER LOGS | PSPS<br>GENERATOR |
| 2020 | GENERAC   | MLT4200IF4-STD  | WHITE | DISASTER LOGS | LIGHT TOWER       |
| 2020 | GENERAC   | MLT4200IF4-STD  | WHITE | DISASTER LOGS | LIGHT TOWER       |
| 2020 | GENERAC   | MLT4200IF4-STD  | WHITE | DISASTER LOGS | LIGHT TOWER       |
| 2020 | GENERAC   | MLT4200IF4-STD  | WHITE | DISASTER LOGS | LIGHT TOWER       |
| 2020 | GENERAC   | MLT4200IF4-STD  | WHITE | DISASTER LOGS | LIGHT TOWER       |
| 2020 | GENERAC   | MLT4200IF4-STD  | WHITE | DISASTER LOGS | LIGHT TOWER       |
| 2020 | GENERAC   | MLT4200IF4-STD  | WHITE | DISASTER LOGS | LIGHT TOWER       |
| 2020 | GENERAC   | MLT4200IF4-STD  | WHITE | DISASTER LOGS | LIGHT TOWER       |
| 2021 | GENERAC   | MDG175DF4       | WHITE | DISASTER LOGS | PSPS<br>GENERATOR |
| 2021 | GENERAC   | MDG175DF4       | WHITE | DISASTER LOGS | PSPS<br>GENERATOR |
| 2021 | GENERAC   | MDG175DF4       | WHITE | DISASTER LOGS | PSPS<br>GENERATOR |
| 2021 | GENERAC   | MDG175DF4       | WHITE | DISASTER LOGS | PSPS<br>GENERATOR |
| 2021 | GENERAC   | MDG150DF4       | WHITE | DISASTER LOGS | PSPS<br>GENERATOR |
| 2021 | GENERAC   | MDG150DF4       | WHITE | DISASTER LOGS | PSPS<br>GENERATOR |
| 2021 | GENERAC   | MDG150DF4       | WHITE | DISASTER LOGS | PSPS<br>GENERATOR |
| 2021 | GENERAC   | MDG150DF4       | WHITE | DISASTER LOGS | PSPS<br>GENERATOR |
| 2021 | HIPOWER   | GT 20E-HRJW-325 | GREY  | DISASTER LOGS | PSPS<br>GENERATOR |

## Basic Maintenance Schedule for

### KVA 55 & KVA 100 Models

See the relevant OEM engine manual for a complete list of maintenance requirements. Failure to comply with the procedures as described in the engine manual will nullify the warranty, decrease performance, and cause equipment damage or premature equipment failure.

Maintenance records may be required to complete a warranty request.

**IMPORTANT NOTE: Refer to the engine operator's manual for additional maintenance information.**

#### Basic Maintenance Schedule—Isuzu Engine

| Item                                                | Daily | First 50 Hrs.<br>(Break-in Period) | Every 250 Hrs. | Every 500 Hrs.   | Every 2000 Hrs. | As Required |
|-----------------------------------------------------|-------|------------------------------------|----------------|------------------|-----------------|-------------|
| Check engine oil level                              | ◆     |                                    |                |                  |                 |             |
| Check engine coolant level                          | ◆     |                                    |                |                  |                 |             |
| Check fuel level                                    | ◆     |                                    |                |                  |                 |             |
| Drain fuel filter                                   | ◆     |                                    |                |                  |                 |             |
| Check tire pressure                                 | ◆     |                                    |                |                  |                 |             |
| Check all electrical connections                    | ◆     |                                    |                |                  |                 |             |
| Clean battery                                       | ◆     |                                    |                |                  |                 |             |
| Check fan belt tension (replace if necessary)       | ◆     |                                    |                |                  |                 |             |
| Inspect radiator fins for debris; clean as required | ◆     |                                    |                |                  |                 |             |
| Pre-heating condition check                         | ◆     |                                    |                |                  |                 |             |
| Check engine starting and noise conditions          | ◆     |                                    |                |                  |                 |             |
| Check exhaust smoke condition                       | ◆     |                                    |                |                  |                 |             |
| Perform <b>Daily Walk Around Inspection</b>         | ◆     |                                    |                |                  |                 |             |
| Replace engine oil                                  |       | ◆                                  | ◆ <sup>1</sup> | ◆ <sup>2 3</sup> |                 |             |
| Replace fuel filter elements                        |       |                                    |                | ◆ <sup>3</sup>   |                 |             |
| Clean water sediment element                        |       |                                    |                | ◆ <sup>3</sup>   |                 |             |
| Electromagnetic pump filter replacement or cleaning |       |                                    |                | ◆ <sup>3</sup>   |                 |             |
| Oil filter element replacement                      |       | ◆                                  |                | ◆                |                 |             |
| Replace air filter element                          |       |                                    |                | ◆                |                 |             |
| Lubricate leveling jacks                            |       |                                    |                | ◆                |                 |             |
| <b>Checking Generator Drive Plate Torque</b>        |       |                                    |                | ◆                |                 |             |
| Replace fan belt                                    |       |                                    |                |                  | ◆               |             |

<sup>1</sup> MMG25IF4 only.

<sup>2</sup> MMG45IF4 only.

<sup>3</sup> If the unit is operated in a harsh environment or fuel quality is questioned, replace every 250 hours instead of every 500 hours.

**Basic Maintenance Schedule—John Deere Engine**  
**for KVA 55 & KVA 100 Models**

| Item                                                     | Daily          | First 100 Hrs.<br>(Break-in Period) | Every 250 Hrs. | Every 500 Hrs. | Every 2000 Hrs. | Every 6000 Hrs. | As Required |
|----------------------------------------------------------|----------------|-------------------------------------|----------------|----------------|-----------------|-----------------|-------------|
| Check engine oil level                                   | ♦              |                                     |                |                |                 |                 |             |
| Check engine coolant level                               | ♦              |                                     |                |                |                 |                 |             |
| Check fuel level                                         | ♦              |                                     |                |                |                 |                 |             |
| Check tire pressure                                      | ♦              |                                     |                |                |                 |                 |             |
| Check all electrical connections                         | ♦              |                                     |                |                |                 |                 |             |
| Inspect radiator fins for debris; clean as required      | ♦              |                                     |                |                |                 |                 |             |
| Check fuel filter/water separator bowl                   | ♦              |                                     |                |                |                 |                 |             |
| Check air cleaner dust valve restriction indicator gauge | ♦ <sup>1</sup> |                                     |                |                |                 |                 |             |
| Perform <b>Daily Walk Around Inspection</b>              | ♦              |                                     |                |                |                 |                 |             |
| Check oil vapor recirculation system/non-return valve    |                |                                     | ♦              |                |                 |                 |             |
| Change engine oil and replace oil filter                 |                | ♦                                   |                | ♦ <sup>2</sup> |                 |                 |             |
| Replace oil vapor recirculation filter                   |                |                                     |                | ♦              |                 |                 |             |
| Service battery                                          |                |                                     |                | ♦              |                 |                 |             |
| Replace fuel filter elements                             |                |                                     |                | ♦              |                 |                 |             |
| Check engine mounts                                      |                |                                     |                | ♦              |                 |                 |             |
| Check air intake hoses, connections and system           |                |                                     |                | ♦              |                 |                 |             |
| Check engine electrical ground connection                |                |                                     |                | ♦              |                 |                 |             |
| Check automatic belt tensioner and belt wear             |                |                                     |                | ♦              |                 |                 |             |
| Check cooling system                                     |                |                                     |                | ♦              |                 |                 |             |
| Lubricate leveling jacks                                 |                |                                     |                | ♦              |                 |                 |             |
| <b>Checking Generator Drive Plate Torque</b>             |                |                                     |                | ♦              |                 |                 |             |
| Replace air cleaner elements                             |                |                                     |                |                | ♦               |                 |             |
| Replace alternator and fan belts                         |                |                                     |                |                | ♦               |                 |             |
| Test thermostats                                         |                |                                     |                |                |                 | ♦               |             |
| Check fuses                                              |                |                                     |                |                |                 |                 | ♦           |
| Add coolant                                              |                |                                     |                |                |                 |                 | ♦           |
| Check electrical wiring and connections                  |                |                                     |                |                |                 |                 | ♦           |

1 Replace primary air cleaner when dust valve restriction gauge shows a vacuum of 25 in H<sub>2</sub>O.

2 If not using John Deere Plus 50 II engine oil, the interval must be decreased to every 250 hours.

## Maintenance of the Lighting Tower

### 11.1 Maintenance of the Lighting Tower



#### **WARNING:**

- **Shut down the machine when performing any repairs or maintenance.**
- **Whenever opening the control panel, take the necessary measures to prevent electrical shocks.**
- **Only qualified persons are permitted to do repair work and use only approved spare parts by the manufacturer.**

#### **Regular Maintenance**

The maintenance circle is determined by run time; after 100 hours and after 500 hours maintenance. For more detailed information please refer to the engine maintenance manual.

#### **Daily maintenance**

- (1) Check for any leaks, such as fuel, oil, or coolant.
- (2) Check the water level in the radiator.
- (3) Check the oil level at the dipstick and fill with correct oil to the specified position when insufficient.
- (3) Check for the tightness of engine mounts.

#### **Maintenance after 100 hours**

- (1) Replace oil in oil sump.
- (2) Clean or replace oil filter cartridge.
- (3) Clean or replace oil filter cartridge.(or after 200 hours)
- (4) Check the electrolyte level of the battery.
- (5) Replace coolant at 200 hours.

### **Maintenance after 500 hours**

- (1) Check full injection pressure and atomization quality. Clean and adjust when necessary.
- (2) Dismount cylinder head, remove carbon deposit. Check valve sealing and lap when necessary.
- (3) Check connecting rod bolts, main bolts and fly wheel bolts for tightness.
- (4) Replace oil in injection pump and speed adjustor.
- (5) Clean cooling system. Cleaning fluid is mixture of 150g NaOH and 1 liter water completely.
- (6) Drain out cooling water before cleaning, then fill in cleaning fluid and run the engine after 8-12 hours. Stop the engine when working coolant temperature is achieved, drain out coolant immediately to prevent the in-fluid scale depositing, finally clean the cooling system with clean water.
- (7) Check each electrical connection for tightness. Replace any frayed or burnt looking wires or connections.
- (8) Check all engine parts, repair or adjust when necessary.

**NOTE: For more information please refer to the engine's manual and the generator's manual.**

### **11.2 Mast maintenance**

- (1) Always keep the mast clean and free from dust and debris. Wrap it with plastic when not in use for long periods of time.
- (2) The mast should not be hit or bent.



- (3) When cleaning the mast, do not use acid or alkali liquid and do not let the liquid flow inside the mast.

### 11.3 Wire ropes maintenance

The wire ropes used raising and lowering the masts on the lighting tower are probably some of the most important mechanical parts in day-to-day operation of the machinery. It is therefore very important that the cables are inspected on a frequent basis (before operating the lighting tower) for wear and tear, and immediately in the event of possible damage due to operator error in using the winch, or possible damage from other equipments.

- (1) The wire rope should be regularly maintained in order to get rid of the damage caused by rust or dirt.
- (2) The groove of the reel and pulley should often be cleaned, if there is damage, please repair or replace them promptly.
- (3) In the course of using wire ropes, please avoid contact with dust, sand, coal, and acid-base compounds.
- (4) When the lighting tower is unused, the wire ropes should be coated with anti-rust oil every six months.



#### **DANGER :**

**If any nicks (partial strand cut through), kinks(permanent bends), or weld spatter appear on the cable(from field service), the suspect wire rope should be changed immediately.**

### 11.4 Floodlights maintenance

- (1) The metal halide lamp must be used with the correct ballast and trigger which conform to national standards. The fluctuation range of the voltage source should not exceed  $\pm 5\%$ ;
- (2) Please follow the manufacturers guidelines, and choose appropriate lighting;
- (3) Cut off the power source and wait until the lamps are cooled before performing maintenance;
- (4) When the light goes out suddenly, you should first check all the power cords, breakers,

and connections to see if they are tight and function well, otherwise the light may expire and has to be replaced.

Replacement of the lamps or the floodlights' glass; open the floodlight through the 6 stainless steel hooks (Fig.1), inserting a screwdriver in the appropriate slots previewed on the hooks. The hooks hinged to support the frame when opened. Replace the lamp or the glass. Close the floodlight's glass carefully to the seated position.



(Fig.1)

**Note: Take care not to drop the lamp or fixtures glass. Wipe off any oils from your skin that may have contacted the lamp before turning on this lamp.**

The requirements of the floodlights are as follows:

Type of lamp: metal halide

Base: E40

Nominal power: 1000W

Nominal voltage: 220V

Table 4-1. Basic Maintenance Schedule

For 150 & 175 KVA Models

| Item                                                           | Daily | Every 500<br>Hrs./12<br>Months | Every<br>1500<br>Hrs. | Every 2000<br>Hrs./24<br>Months | Every 3000<br>Hrs./36<br>Months | Every 4500<br>Hrs./36<br>Months | Every 4500<br>Hrs./60<br>Months | Every 6000<br>Hrs./72<br>Months | As<br>Required |
|----------------------------------------------------------------|-------|--------------------------------|-----------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------|
| Check engine oil level                                         | ◆     |                                |                       |                                 |                                 |                                 |                                 |                                 |                |
| Check engine coolant level                                     | ◆     |                                |                       |                                 |                                 |                                 |                                 |                                 |                |
| Check fuel level                                               | ◆     |                                |                       |                                 |                                 |                                 |                                 |                                 |                |
| Drain water from fuel filters                                  | ◆     |                                |                       |                                 |                                 |                                 |                                 |                                 |                |
| Check air cleaner dust valve<br>restriction indicator gauges   | ◆     |                                |                       |                                 |                                 |                                 |                                 |                                 |                |
| Inspect engine compartment                                     | ◆     |                                |                       |                                 |                                 |                                 |                                 |                                 |                |
| Check tire pressure                                            | ◆     |                                |                       |                                 |                                 |                                 |                                 |                                 |                |
| Service fire extinguisher                                      |       | ◆                              |                       |                                 |                                 |                                 |                                 |                                 |                |
| Service battery                                                |       | ◆                              |                       |                                 |                                 |                                 |                                 |                                 |                |
| Inspect wheel bearings <sup>e</sup>                            |       | ◆                              |                       |                                 |                                 |                                 |                                 |                                 |                |
| Change engine oil and replace oil<br>filter <sup>a, b, c</sup> |       | ◆                              |                       |                                 |                                 |                                 |                                 |                                 |                |
| Check coolant pump weep hole                                   |       | ◆                              |                       |                                 |                                 |                                 |                                 |                                 |                |
| Check open crankcase vent<br>(OCV) system                      |       | ◆                              |                       |                                 |                                 |                                 |                                 |                                 |                |
| Replace fuel filter elements                                   |       | ◆                              |                       |                                 |                                 |                                 |                                 |                                 |                |
| Check automatic belt tensioner<br>and belt wear                |       | ◆                              |                       |                                 |                                 |                                 |                                 |                                 |                |
| Check cooling system                                           |       | ◆                              |                       |                                 |                                 |                                 |                                 |                                 |                |
| Pressure test cooling system                                   |       | ◆                              |                       |                                 |                                 |                                 |                                 |                                 |                |
| Check engine speeds                                            |       | ◆                              |                       |                                 |                                 |                                 |                                 |                                 |                |
| Check engine mounts                                            |       | ◆                              |                       |                                 |                                 |                                 |                                 |                                 |                |
| Check engine electrical ground<br>connection                   |       | ◆                              |                       |                                 |                                 |                                 |                                 |                                 |                |
| Change OCV filter <sup>d</sup>                                 |       |                                | ◆                     |                                 |                                 |                                 |                                 |                                 |                |
| Check crankshaft vibration<br>damper                           |       |                                |                       | ◆                               |                                 |                                 |                                 |                                 |                |
| Adjust engine valve clearance                                  |       |                                |                       |                                 | ◆                               |                                 |                                 |                                 |                |
| Test glow plugs for continuity                                 |       |                                |                       |                                 | ◆                               |                                 |                                 |                                 |                |
| Change DEF dosing unit filter                                  |       |                                |                       |                                 |                                 | ◆                               |                                 |                                 |                |
| Change crankshaft vibration<br>damper                          |       |                                |                       |                                 |                                 |                                 | ◆                               |                                 |                |
| Flush and refill cooling system                                |       |                                |                       |                                 |                                 |                                 |                                 | ◆                               |                |
| Test thermostats                                               |       |                                |                       |                                 |                                 |                                 |                                 | ◆                               |                |
| Drain water from fuel filters when<br>alarm sounds             |       |                                |                       |                                 |                                 |                                 |                                 |                                 | ◆              |
| Add coolant                                                    |       |                                |                       |                                 |                                 |                                 |                                 |                                 | ◆              |
| Clean DEF tank                                                 |       |                                |                       |                                 |                                 |                                 |                                 |                                 | ◆              |
| Pre-start cleaning guide                                       |       |                                |                       |                                 |                                 |                                 |                                 |                                 | ◆              |
| Service air cleaner filter elements                            |       |                                |                       |                                 |                                 |                                 |                                 |                                 | ◆              |
| Clean diesel particulate filter                                |       |                                |                       |                                 |                                 |                                 |                                 |                                 | ◆              |
| Replace alternator/fan belt                                    |       |                                |                       |                                 |                                 |                                 |                                 |                                 | ◆              |
| Check fuses                                                    |       |                                |                       |                                 |                                 |                                 |                                 |                                 | ◆              |
| Replace after-treatment DEF tank<br>header suction screen      |       |                                |                       |                                 |                                 |                                 |                                 |                                 | ◆              |
| Replace after-treatment DEF<br>dosing system coolant filter    |       |                                |                       |                                 |                                 |                                 |                                 |                                 | ◆              |

a. During initial operation of a new or rebuilt engine with Break-In Plus, change the oil and filter between 100–500 hours.

- b. Service intervals depend on sulfur content of the diesel fuel, oil pan capacity, and the oil and filter used.
- c. If not using John Deere Plus 50 II engine oil, the interval must be decreased to every 250 hours.
- d. Actual service should take place when the dash indicator light comes on or as indicated by the diagnostic gauge.
- e. Increased inspections required under dusty or damp conditions. See [Trailer Wheel Bearings](#) for more information.

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## For 325 Hi-Power Generator

| System     |                                                      | Service Activity | Alternator Running | Type    |      |       |         | Service Level |                 |                    |         |                    |         |                      |         |
|------------|------------------------------------------------------|------------------|--------------------|---------|------|-------|---------|---------------|-----------------|--------------------|---------|--------------------|---------|----------------------|---------|
|            | x = required<br>* = if necessary                     |                  |                    | Inspect | Test | Clean | Replace | Commission    | Post Commission | 250 hrs / 0.5 year | Level 1 | 1,000 hrs / 1 year | Level 2 | 10,000 hrs / 2 years | Level 3 |
| Alternator | Alternator rating                                    |                  | X                  |         |      |       | X       |               |                 |                    |         |                    |         |                      |         |
|            | Bedplate arrangement                                 |                  | X                  |         |      |       | X       |               |                 |                    |         |                    |         |                      |         |
|            | Coupling arrangement                                 |                  | X                  |         |      |       | X       |               |                 |                    | *       |                    | X       |                      |         |
|            | Environmental conditions and cleanliness             |                  | X                  |         |      |       | X       | X             |                 | X                  | X       |                    | X       |                      |         |
|            | Ambient temperature (inside & outside)               |                  |                    | X       |      |       | X       | X             |                 | X                  | X       |                    | X       |                      |         |
|            | Complete machine - damage, loose parts & earth bonds |                  | X                  |         |      |       | X       | X             |                 | X                  | X       |                    | X       |                      |         |
|            | Guards, screens, warning and safety labels           |                  | X                  |         |      |       | X       | X             |                 | X                  | X       |                    | X       |                      |         |
|            | Maintenance access                                   |                  | X                  |         |      |       | X       |               |                 |                    |         |                    |         |                      |         |
|            | Electrical nominal operating conditions & excitation | X                |                    | X       |      |       | X       | X             |                 | X                  | X       |                    | X       |                      | X       |

|          |                                                           |   |   |   |  |  |   |   |   |   |   |
|----------|-----------------------------------------------------------|---|---|---|--|--|---|---|---|---|---|
|          | Vibration                                                 | X |   | X |  |  | X | X | X | X | X |
| Windings | Condition of windings                                     |   | X |   |  |  | X | X | X | X | X |
|          | Insulation resistance of all windings (PI test for MV/HV) |   |   | X |  |  | X | * | * | X | X |
|          | Insulation resistance of rotor, exciter and PMG           |   |   | X |  |  |   | X | X |   |   |
|          | Temperature sensors                                       | X |   | X |  |  | X | X | X | X | X |
|          | Customer settings for temperature sensors                 |   | X |   |  |  | X |   |   |   | X |

**For 325 Hi-Power Generator**

|                        |                                                 | Service Activity   |         | Type |       |         |            | Service Level   |                    |         |                    |         |                      |         |                      |
|------------------------|-------------------------------------------------|--------------------|---------|------|-------|---------|------------|-----------------|--------------------|---------|--------------------|---------|----------------------|---------|----------------------|
|                        |                                                 |                    |         |      |       |         |            |                 |                    |         |                    |         |                      |         |                      |
| System                 | x = required<br>* = if necessary                | Alternator Running | Inspect | Test | Clean | Replace | Commission | Post Commission | 250 hrs / 0.5 year | Level 1 | 1,000 hrs / 1 year | Level 2 | 10,000 hrs / 2 years | Level 3 | 30,000 hrs / 5 years |
|                        |                                                 |                    |         |      |       |         |            |                 |                    |         |                    |         |                      |         |                      |
| Bearings               | Condition of bearings                           |                    | X       |      |       |         | X          |                 |                    |         |                    |         |                      | X       |                      |
|                        | Grease exhaust & trap                           |                    |         |      | X     |         |            | X               |                    | X       |                    | X       |                      | X       |                      |
|                        | Grease in re-greasable bearing(s)               | X                  |         |      |       | X       |            |                 |                    |         |                    |         |                      |         |                      |
|                        | Sealed bearing(s)                               |                    | X       |      |       |         |            |                 |                    |         |                    |         |                      |         |                      |
|                        | Re-greasable & sealed bearing(s)                |                    |         |      |       | X       |            |                 |                    |         |                    |         |                      | X       |                      |
|                        | Temperature sensors                             | X                  |         | X    |       |         | X          | X               |                    | X       |                    | X       |                      | X       |                      |
|                        | Customer settings for temperature sensors       |                    | X       |      |       |         | X          |                 |                    |         |                    |         |                      |         |                      |
| Terminal Box           | All alternator/customer connections and cabling |                    | X       |      |       |         | X          | X               |                    | X       |                    | X       |                      | X       |                      |
| Controls & Auxiliaries | Initial AVR & PFC set up                        | X                  |         | X    |       |         | X          |                 |                    |         |                    |         |                      |         |                      |
|                        | AVR & PFC settings                              | X                  |         | X    |       |         |            | X               |                    | X       |                    | X       |                      | X       |                      |
|                        | Customer connection of auxiliaries              |                    |         | X    |       |         | X          |                 |                    | X       |                    | X       |                      | X       |                      |
|                        | Function of auxiliaries                         |                    |         | X    |       |         | X          | X               |                    | X       |                    | X       |                      | X       |                      |
|                        | Synchronization settings                        |                    | X       |      |       |         | X          |                 |                    |         |                    |         |                      |         |                      |
|                        | Synchronization                                 | X                  |         | X    |       |         | X          | X               |                    | X       |                    | X       |                      | X       |                      |
|                        | Anti condensation                               |                    |         |      |       | X       |            |                 |                    |         |                    | *       |                      | X       |                      |

|                  |                                        |   |   |   |   |   |   |   |   |   |   |
|------------------|----------------------------------------|---|---|---|---|---|---|---|---|---|---|
|                  | heater                                 |   |   |   |   |   |   |   |   |   |   |
| <b>Rectifier</b> | Diodes and varistors                   |   | X |   |   |   | X | X | X | X |   |
|                  | Diodes and varistors                   |   |   |   |   | X |   |   |   |   | X |
| <b>Cooling</b>   | Air inlet temperature                  | X |   | X |   |   | X | X | X | X | X |
|                  | Air flow (rate & direction)            | X | X |   |   |   | X |   |   |   |   |
|                  | Condition of fan                       |   | X |   |   |   | X | X | X | X | X |
|                  | Condition of air filter (where fitted) |   |   | X |   |   | X | X | X | X | X |
|                  | Air filters (where fitted)             |   |   |   | X | X |   |   | * | * | * |

\*For stand-alone alternator only