

STATEMENT OF WORK (SOW)

Generator and ATS Installation U.S. Embassy, Dili, Timor-Leste August 23, 2024

1. General Information:

The U. S. Department of State requires professional services and contractor cost proposals to Remove and Install the facility’s diesel generator(s) and ATS which includes the following equipment:

Equipment to remove (embassy to dispose)	New Equipment
Olympian GEH275 (Generator 1) S/N OLY00000ERNS01652 2003 250 KVA/200 KW 400/230 V 3 PHASE / 50 HZ 360.90 A 1500 RPM MAXIMUM ALTITUDE 152.40 METERS MAXIMUM AMBIENT TEMP IS 27 DEGREES CELSIUS	Olympian GEH275 – complete set including new radiator, engine silencer and exhaust system 275 KVA/220 KW 400/230 V 3 PHASE/50 HZ 1500 RPM MAXIMUM ALTITUDE 152.40 METERS MAXIMUM AMBIENT TEMP IS 27 DEGREES CELSIUS
	For Gen to Gen operation “ASCO” Automatic Transfer Switch (ATS) Model # J7ADTB30600J5XU 14A/14B, 6DL, 31BG, 73CC, 125A, 131, 150B,111A Enclosure: NEMA 4X

This (these) generator(s) and automatic transfer switch(es) are located at the U.S. Embassy in **Dili, Timor-Leste**. This is a firm fixed price contract. All proposal packages must be accompanied with a work plan narrative and parts list for all listed tasks within this work statement. All scope of work, including post visit and finalized report, must be completed no later than 450 days after issuance of letter of Notice to Proceed.

All work performed by the contractor shall be completed and comply with the requirements and intentions of the following:

- NFPA – National Fire Protection Association
 - NFPA 110 Standard for Emergency and Standby Power Systems
 - NFPA 30 Flammable and Combustible Liquids Code
 - NFPA 37 Standard for the Installation and Use of Stationary Combustion Engines and Gas Turbines
 - NFPA 70 National Electrical Code & Standards
- IFC – International Fire Code
- UL Standards – Underwriters Laboratories Inc.
- ANSI Standards – American National Standards Institute
- NETA Standards – International electrical Testing Association
- NEMA Standards – National Electrical Manufacturers Association
- OSHA Standards – Occupational Safety and health Administration

2. **PROJECT REQUIREMENTS:**

The intent of this scope of work is to perform a **removal and installation** of the post diesel powered generator(s) per manufacturers recommended specifications and procedures. The replacement is intended to increase the reliability of Post’s electrical infrastructure. Including the installation of an Automatic Transfer Switch (ATS) for generator to generator operation. Placement of the new ATS with NEMA 4X enclosure outside the utility building is acceptable if there is no space available inside.

The Contractor shall perform **Removal and Installation** as described in this SOW. The objective of this replacement is to **Remove a Generator set that is due for replacement and replace with a new fully supported generator set** to provide post with reliable back up power. There is also a need for a dedicated Automatic Transfer Switch (ATS) that will enable the secondary generator to run whenever the primary unit fails.

- During this work, inspections of the system and infrastructure may indicate additional necessary modifications or repairs which will add to the original planned cost. Ie, cable damage, ductwork modifications, fuel system repairs. The contractor should immediately identify these issues to the COR and provide a quote for additional parts and labor.

Proposals from the vendor shall be based off manufacturer’s recommendations, the intent of and additions to, this SOW.

For an offer to be technically acceptable, Power Support requires that all proposals include a minimum 6-month warranty on parts and labor.

Proposals also need to include a comprehensive narrative; not just a parts list to be considered.

2.1 DESCRIPTION OF EQUIPMENT:

List a basic summary Description of generator set(s). Make, model, size, operating hours. Include more detailed information in appendix.

	Existing Generator 1
	Olympian GEH275 (Generator 1) S/N OLY00000ERNS01652 2003 250 KVA/200 KW 400/230 V 3 PHASE / 50 HZ 360.90 A 1500 RPM MAXIMUM ALTITUDE 152.40 METERS MAXIMUM AMBIENT TEMP IS 27 DEGREES CELSIUS As of Sept. 03, 2024, total running hours is 9,500 hours

A. See equipment list in Appendix A and B at end of SOW for specific serial numbers and photos, and room layout.

3. GENERAL REQUIREMENTS:

3.1 ADDITIONAL: Refer to base legal contract for additional contract specifics.

The following requirements are specific to this SOW and tasking and are in addition to any base contract, post specific contract requirements.

These are technical requirements and necessary for planning and maintaining operations.

3.2 PRODUCTS USED. All parts must be new, Original Equipment Manufacturer (OEM) replacement parts. Counterfeits or third-party substitutes are not authorized. All fluids must meet OEM specs and manufacturers recommendations and be provided in original unopened sealed containers.

A. Any substitutions to new original OEM parts must be approved by the COR and powersupport@state.gov

- B. Re-manufactured parts are permitted but must be OEM. Warranty must be the same as for new and these parts must be specifically identified as re-manufactured in proposal.
- 3.3 **PROCUREMENT AND SHIPPING.** The contractor shall provide all required tools, materials and test equipment and is responsible for getting materials to post.
- 3.4 **PROJECT COMMENCEMENT.** The contractor must provide material order confirmation and approximate material lead time within **5-working days** of award. Provide to post COR and email Washington based powersupport@state.gov with this confirmation.
- 3.5 **COMMENCEMENT OF TRAVEL TO SITE AND WORK.** All site visits and scope work must be completed no later than 450 days from issuance of letter of Notice to Proceed. This includes subsequent paperwork and reporting.
- 3.6 **MISCELLANEOUS ON-SITE WORK.** Coordinate access and project status with Post management.
- 3.7 **SERVICE INTERRUPTIONS.** The contractor shall plan, coordinate, and schedule all maintenance procedures with the Embassy Facility Manager (FM) or designated point of contact (POC). Notification for planned outages must be made to the Embassy FM. Notification shall include the loads within the facility to be affected by the outage and the hours and dates of interruptions. The contractor must schedule work to maintain flexibility since interruptions may not be granted on the date(s) requested. Electrical shutdowns and operation of electrical breakers shall be performed only by qualified personnel and upon advance approval of the Embassy FM. Where fire protection, detection, or evacuation alarms are affected, advance written approval of the Embassy FM shall be obtained. The implementation plan should be focused on minimizing any interruptions. Proper lock out/tag out procedures should be followed to maximize safety; the contractor shall supply lock out/tag out materials. Power shall be maintained to all operational loads during normal working hours and always maintained to all critical loads except for planned and approved short duration switchovers or outages.
- 3.8 **DEFECTIVE EQUIPMENT.** In the performance of preventive maintenance and repair services the contractor shall identify any failing or faulty component discovered that may affect the operation and longevity of the generator set / power system and inform the COR and copy powersupport@state.gov in an email.
- 3.9 **SITE RESTORATION.** The contractor shall ensure that all facilities affected by this scope of work shall be left in a condition acceptable to OBO, the COR upon completion.
- 3.10 **DISPOSAL OF MATERIALS REMOVED.** The Embassy/Consulate shall be responsible for the disposal of all trash created while performing this work statement. The contractor shall transport all materials to be disposed of from the point of removal to the designated disposal storage site and shall ensure that all items removed through this work are disposed of properly.

- 3.11 TRAINING. The contractor shall provide one or more embassy representatives at least **two (2)** hours of instruction in the proper operation of the genset to include a briefing of maintenance intervals, requirements and operator level operations and maintenance (O&M) procedures.

****Additional training by OEM can be added to this scope. Potential training topics include:***

- ***Valve lash and injector adjustments***
- ***Electronic service tool use***
- ***Control panel menu navigation***
- ***Manual operations***

4. QUALIFICATION REQUIREMENTS.

- 4.1 To be technically acceptable, the contractor shall provide copies of training certificates in relevant equipment for proposed personnel which demonstrates their ability to perform procedures identified in this Statement of Work.
- 4.2 This Statement of Work requires the awarded contractor to provide a technician(s) qualified on and experienced in operating, maintaining, and repairing/rebuilding the applicable diesel genset. Technical acceptance will be based on vendor credentials and work plan. A letter from the bidding company supporting the ability of the technician(s) will be accepted in lieu of training certificates. This letter must be on company letterhead and signed by a company executive. Upon award the winning contractor is responsible for providing the service technician(s) the proper tools and test equipment to accomplish each segment of this work statement.
- 4.3 All performing technicians must be formally trained to comply with safety guidelines. The contractor shall properly supervise all site personnel, furnish all tools, test equipment, arc-flash PPE, and electrical safety PPE required by the NFPA 70E to comply with this statement of work.
- 4.4 It is understood that personnel changes may be necessary during the duration of the project. If the awarded contractor must make personnel changes or substitutions, the new members will be required to meet all terms stated within this section. The notification of changes must be made to the COR and Power Support Specialists @ powersupport@state.gov. Approval must be granted prior to any travel taking place by the replacement employee. Failure to receive approval will result in the unauthorized individual(s) being removed from post at the contractor's expense.

5. Submittals for review of proposals.

- 5.1 For proposals to be considered, they must include for review:
- A. Work sheet/checklist that will be used for performing maintenance/commissioning.
 - B. Narrative/Summary of work to be performed.
 - C. Anticipated work plan / schedule for completion.

- D. Parts list
- E. Any component core charges/credits/procedures for, applicable under this SOW.
- F. Warranty terms
- G. Options / recommended additions *Note: options are expected and encouraged*
 - a. Items not covered or recommendations not in or contrary to, this SOW and cost change for said work.

6. Deliverables upon completion.

- 6.1 The contractor shall provide two (2) copies of a typed summary report, written in the English language. The report is required to be in PDF format, with tabbed sections, and cannot exceed 5 MB in total size. To meet the size limitations the contractor may split the report into sections if necessary. Deliver the report electronically to the post COR and powersupport@state.gov. The report format should follow the guidelines listed below:
- A. Provide a one page Executive Summary Narrative noting operational condition of all equipment listed in this scope.
 - B. Provide a bulk report, separate section for each piece of equipment serviced, providing a summary of all findings, problems, and corrective action performed. To include but not limited to, photos and load test readings,
 - C. ECM status reports and configuration files if applicable.
 - D. Test and inspection report to include wear clearances found during any inspections shall be submitted to the COR and powersupport@state.gov
 - E. Laboratory report for all chemicals (oil, coolant or fuel analysis) shall be submitted to the COR and powersupport@state.gov
 - F. Provide training as required in section 3.11. Include signed training log identifying training, date and participants.
 - G. Contractor shall obtain a signature from the COR showing that a witness test and acceptance of work performed was performed by the COR or their designated representative for the major tasks of this contract. Signature shall include the contractor, the COR and the COR's designated representative.

7. POINTS OF CONTACT.

Point of contact for this work is:

- A. Embassy Contact: On-site point of contact for this contract is: (FM, COR): Hiram Lasquety, Maintenance Supervisor, FMP / COR, Email: LasquetyHA@state.gov
- B. Post Safety and Health Officer (POSHO): John Blaha, GSO, Email: BlahaJE@state.gov
- C. Washington-based OBO/CFSM/FAC/PS Power Support Email: powersupport@state.gov

8. SAFETY & SPECIAL INSTRUCTIONS:

- 8.1 Safety is the highest priority on this and all OBO/CFSM/FAC projects/operations. OBO

SHEM policy is to work de-energized! The team leader shall direct all of those under his/her charge to work safely. Regular safety meetings shall be held among on-site personnel and safety concerns shall be brought to the attention of the Post Safety and Health Officer (PSHO) and/or the COR/COTR. The contractor is expected to provide all required PPE for the technicians to work safely on all OBO locations worldwide. (LOTO) lock out tag out is to be strictly enforced.

8.2 The contractor shall direct all of those under his charge to work safely. Regular safety meetings shall be held among on-site contractor personnel, and safety concerns shall be brought to the attention of the Post Safety and Health Officer (PSHO) and the COR.

8.3 All personnel working in the vicinity shall wear and /or use safety protection while work is performed.

8.4 Any questions or injuries **shall** be brought to the attention of the Post Occupation Safety and Health Officer (PSHO).

8.5 Material Safety Data Sheets (MSDS) shall be provided by the contractor for all HAZMAT materials. Copies will be provided to the COR for approval

9. WARRANTY:

A. The contractor shall warranty parts and labor for a minimum of 6 months from date of completion.

10. SCOPE OF WORK: GENERATOR SET **Removal and Installation** including ATS for generator to generator operation.

The contractor shall provide all materials, supervision, labor, tools, and equipment to perform all maintenance outlined in this SOW.

- COR and powersupport@state.gov must immediately be made aware of any condition discovered that requires additional parts/labor.

The following tasks to include but not limited to are required when performing Generator Set Removal and Installation:

XXXXX

- Fit new seals/sealing materials for any disassembled components.

In addition to the installation of new equipment listed in this SOW and inspection should be performed to ensure supporting systems are functional and in working condition prior to placing new generator into service.

Inspect the following:

- Fuel tank and fuel shall be inspected for cleanliness and serviceability.
- Air Intake and exhaust louver shall be inspected for proper operations and condition.

If any discrepancies are found with the generator systems that are not covered under this scope of work, the contractor must provide the following:

- Detailed report noting the discrepancy found.
- Bill of Materials (BOM) to include component name, quantity, part #, and price for any repair material required and material lead time.
- Price quote for repair labor.
 - a. Example: fuel tank is contaminated, louvers don't function etc. Post shall be made aware and a corrective action plan with quote provided.

Followup:

- Note: When installing a new generator, be sure to run to at least first 250 hours breaking period under proper load during warranty period. This is to ensure 2 years down the road that you did not get a defective unit from the factory and that proper commissioning took place. Also include in scope of work, a return by and first service by vendor, to include valve lash and injector adjustments.

Spare Parts to include:

- *Diode rectifier assembly – one set*
- *Valve cover seals – one complete set*
- *Three Complete sets of filters for each unit*
- *Fan belt – 02 each*
- *Pre-programmed Power Wizard control panel – 2 each*

Special Tools / Manuals to include: *Engine Barring Tool*

- *Injector height adjustment tool*
- *Operations and Maintenance Manual*
- *Parts Manual*
- *Repair and Troubleshooting Manuals to include wiring diagrams and schematics*

END OF STATEMENT OF WORK

