

THE CITY OF



OWATONNA

540 West Hills Circle
Owatonna, MN 55060-4794
Ph. (507) 444-4300
FAX: (507) 444-4394

DATE: July 6, 2021
TO: Mayor and City Council, City Administrator
FROM: Jenna Tuma, Director of Parks and Recreation
Aaron Fitzloff, Facility Manager
SUBJECT: Annual Generator Preventative Maintenance Agreement

Purpose: Accept the Cummins agreement for the annual preventative maintenance for the generators located at the Library, City, and Fire Halls.

Background: This is an annual agreement to service the backup generators with bi-annual scheduled maintenance inspections. The natural gas-powered generators provide backup power in the event there is a loss of power to these buildings. The service includes oil lubrication, filtration service, and inspection of the general operation and function of each generator.

Budget Impact: Funds are allocated in the 2021 operating budget as standard scheduled and routine maintenance.

Staff Recommendation: Staff recommends awarding the contract to Cummins.



Sales and Service

ST PAUL MN BRANCH
1600 BUERKLE ROAD
WHITE BEAR LAKE, MN 55110 0000
Phone: 651-636-1000

PLANNED MAINTENANCE AGREEMENT

Customer Address	Customer Contact	Quote Information
CITY OF OWATONNA 540 W HILLS CIR Owatonna, MN 55060	Contact: Aaron Fitzloff Phone: 507 4565588 Fax: Cust Id: 28945	Quote Date: 17-JUN-21 Quote Expires: 17-NOV-21 Quote Num: 138642 Quoted By: John D Prill Quote Term: 1 Year(s)

Site Information

1	OWATONNA- CITY HALL	540 W HILLS CR	OWATONNA	MN	55060
2	OWATONNA FIRE DEPT	107 W MAIN ST	OWATONNA	MN	55060
3	LIBRARY	105 N ELM AVE	OWATONNA	MN	55060

Site	Unit Number	Manufacturer	Model	Prod Model	Serial Number	Type
1	CITY HALL	ONAN	GEN SET	100GGAH5697461	L040723260	ST
2	FIRE DEPARTME	KOHLER	30RZ82	30RZ82	369105	ST
3	LIBRARY	ONAN	GEN SET	20.0GGDB	C060900808	ST

Site	Unit Number	Service Event	Qty	Sell Price	Extended Price
1	CITY HALL	STANDARD PM FULL SERVICE	1	511.91	511.91
		INSPECTION	1	359.55	359.55
2	FIRE DEPARTMENT	STANDARD PM FULL SERVICE	1	447.32	447.32
		INSPECTION	1	297.55	297.55
3	LIBRARY	STANDARD PM FULL SERVICE	1	406.03	406.03
		INSPECTION	1	297.55	297.55

THIS QUOTE DOES NOT INCLUDE APPLICABLE TAXES

Please complete, sign and return to:

Dan Prill, Inside Sales at john.prill@cummins.com, Phone: 651-286-2223 or fax 651-286-2145

Current Account Status: Charge account customer/Pay upon receipt of invoice after service is performed.

Based on your previous PM schedule, tentative schedule is as follows:

ANNUAL FULL SERVICE IN NOVEMBER OF 2021.

SEMI-ANNUAL INSPECTION IN MAY OF 2022.

Unless otherwise requested this quote reflects labor during regular business hours. No additional repairs will be performed without customer's authorization.

If you have any questions, concerns or to make any changes please contact:
Christine Westhoff-Planned Maintenance Sales - Central Region-Cummins Sales and Service
Phone 612-289-0929 Fax 651-286-2111 christine.westhoff@cummins.com



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Standard Agreement Amount	\$2,319.91
Proposal Total	\$2,319.91

THERE ARE ADDITIONAL CONTRACT TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATIONS OF WARRANTIES AND LIABILITY, WHICH ARE EXPRESSLY INCORPORATED HEREIN. CUSTOMER ACKNOWLEDGES THAT THE CONTRACT TERMS AND CONDITIONS HAVE BEEN READ, FULLY UNDERSTOOD, AND ACCEPTED.

Customer Approval

Signature: _____

Date: _____

CUMMINS INC

Signature: _____

Date: _____

Power Generation System Planned Maintenance



INSPECTION

MONTHLY, QUARTERLY, OR ONE-TIME PER YEAR

Battery & Battery Charger System

- Check battery charger functions
- Cable connections, termination cleanliness and security
- Check electrolyte level, vent caps of all cells in the starting batteries
- Battery conductance test

Fuel System

- Inspect main tank / day tank fuel level
- Inspect day tank controls and pumps. Test operate day tank controls (where available)
- Inspect all fuel hoses, clamps, pipes, components, and fittings
- Inspect governor linkage
- Visually inspect rupture / containment basin
- Water in Fuel Test - Sub-base, day tanks
- Optional - fuel sample for laboratory analysis*

Engine Cooling System

- Inspect all hoses and clamps for leaks, coolant level, and condition
- Inspect radiator cap and filler neck condition
- Inspect drive belts, observe alignment and deflection
- Observe coolant heater operations
- Utilize DCA test strip to record coolant properties
- Inspect radiator surfaces, shrouds, and barriers, for obstruction
- Visually inspect low temperature after cooler coolant
- Optional - coolant sampling*

Engine & Lubrication System

- Inspect lubrication system (visually check oil level)
- Inspect crankcase ventilation system
- Inspect spark ignited ignition system
- Oil sample for laboratory analysis when recommended

FULL SERVICE INCLUDES INSPECTION

Operational & Functional Review of Generator Critical Components

- Inspect engine cooling fan & fan drives for excessive wear or shaft wobble
- Check all pulleys, belt tensioners, slack adjusters & idler pulleys for travel, wear & overall condition
- Inspect / lubricate drive bearings, gear or belt drives, and other shaft connecting hardware

Lubrication Oil & Filtration Service

- Change engine lubrication oil
- Change primary lubrication and bypass filters
- Change fuel filters
- Post lube services operations of genset (unloaded) at rated temperature

Intake / Exhaust System

- Inspect air cleaner element and entire intake system
- Inspect exhaust system and rain cap
- Inspect louver operations

Generator Controls & Power Connections

- Visually inspect all engine mounted wiring, senders, and devices
- Visually inspect all control mounted components and wiring
- Lamp test all lights and indicators
- Visually inspect breaker and power connections
- Manually operate generator main breaker(s) open and closed**

**NOTE: Will not exercise breakers or contactors on a paralleling device

Generator Operations

- Start and observe generator and equipment operations
- Verify engine and generator safeties for proper operation
- System test with or without load

Automatic Transfer Switch

Paralleling Switchgear, Bypass Switchgear, Manual Transfer Switches

- Visually inspect all power and control wiring
- Visually inspect switch mechanism and enclosure
- Visually inspect controls and time delays settings
- Verify function of exercise clock

*Additional Charge

Any additional repairs, parts, or service which are required will be brought to the attention of the owner. Repairs will only be made after proper authorization from the owner is given to Cummins. Any additional repairs, maintenance or service performed by Cummins or a Planned Maintenance Agreement holder will be at current Cummins labor rates.