



# Interoffice Memo

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**Date:** June 2, 2021

**To:** David Niemeyer, Village Manager  
Pat Carr, Assistant Village Manager

**From:** Terry Lusby, Jr., Facilities & Fleet Superintendent

**Subject:** Approve Service Contract: Village Facilities Emergency Back-up Generators

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**Description:**

Approve a service contract with Metro Power of Mokena, Illinois for the annual maintenance and inspection of Village Facilities Emergency Back-up Generators. In general the scope of services includes:

1. Inspection of all field equipment, controllers, and network elements for wear/damage
2. Routine preventive maintenance, technical assistance, and equipment/system updates
3. Equipment testing, calibration, and control repairs

**Background:** Public Works is tasked with proper upkeep of all Village Facilities Emergency Back-up Generators to minimize the negative effects of power loss from ComEd. Continual routine preventive maintenance and inspections assures optimal system working conditions and conserves the life span of vital Village owned equipment. For more than 20 years, Metro Power has been serving municipalities and commercial businesses throughout the South Suburbs, Northwest Indiana, and Greater Chicagoland area. Metro Power has utilized their extensive intricate knowledge of our Building Systems to assist us with improving our emergency power management, avoiding equipment failures, and optimizing our systems to operate at the most efficient levels.

The Village has contracted with Metro Power for approximately the past 10 years and found them to perform all contracted services satisfactorily.

**Budget / Finance:** Funding is budgeted and available in the approved FY22 Budget; Municipal Buildings Fund.

Budget Available	\$18,000
<u>Contract Amount</u>	<u>\$17,250</u>
Difference – Under Budget	\$750

**Staff Direction Request:**

1. Approve a service contract with Metro Power of Mokena, Illinois for the annual maintenance and inspections in the amount of \$17,250 (Approximate).
2. Direct staff as necessary.



# METRO POWER INC.

*"SERVICE IS OUR SPECIALITY"*

## PLANNED MAINTENANCE AGREEMENT

This planned maintenance agreement is entered into by Metro Power, Inc. and the equipment owner/agent named herein, to perform the services listed below. Metro Power, Inc. will perform periodic inspections on all equipment listed.

Upon acceptance of this agreement, Metro Power, Inc. will render the services listed below on this equipment at the annual rate listed on the attached quote. The equipment will be inspected at agreed intervals during regular business hours (unless otherwise specified) each year this agreement is in effect.

These inspections will include:

- Inspect entire equipment for any oil, water and fuel leaks.
- Inspect exhaust system, air inlet system, and turbo chargers.
- The entire equipment to be lubricated and oil changed if the running time is more than 50 hours, or a minimum of once per year.
- Inspect condition and tension of all parts.
- Inspect cooling system to include condition of coolant, hoses, radiator and inlet and outlet dampers.
- Inspect fuel system to include main tank, day tank and day tank pump, all fuel lines and fittings.
- Check and adjust rocker settings annually.
- Check condition of batteries and battery charge rate.
- Clean and refill air cleaner or change element as required.
- Inspect generator control and engine wiring.
- Inspect AC wiring at generator and automatic transfer switch(es) using infrared thermal probe.
- Inspect remote annunciator.
- Check all instruments for proper operation.
- Instruct proper personnel, if such personnel are available and present at time of inspection, on operation and upkeep procedures between inspections.
- After all of the above, run generator set and conduct testing (under load when practical).
- Check automatic transfer switch(es) for proper operation to include logic, time delays & contacts exercise cycle, and switching of power source.
- Submit a report of this inspection to the owner, and advise of any further work required.

## ADDITIONAL SERVICES AND REPAIR

Any additional repairs, parts or services which are required will be brought to the attention of the customer. Repairs will be made only after proper authorization is given to Metro Power, Inc. Any additional repairs, maintenance or services will be performed at current Metro Powers rates for labor. Parts will be supplied at the manufacturer's suggested list price. Emergency services between regular inspection visits will be provided at Metro Powers current rates for labor.

## CONTRACT TERMS AND CONDITIONS

Contract price includes materials, labor, travel time and mileage to perform the services listed above.  
Contract includes oil, oil filters, fuel filters and coolant filters.

It is understood that this agreement does not include any parts or labor, other than those specifically mentioned above. This agreement does not include expenses to repair damage caused by abuse, accident, theft, acts of a third person, altering of equipment, or forces of nature. Metro Power shall not be responsible for failure to render service for causes beyond its control, including strikes and labor disputes.

Either party may cancel contract for any reason at any time with thirty (30) days prior written notice. Metro Power warrants and agrees that all of its personnel performing services pursuant to this contract shall be trained for the services they perform and that all parts and materials installed pursuant hereto shall be new and suitable for the use intended.

<b>Manufacturer</b>	<b>Model</b>	<b>Serial#</b>
Various	10 Units	

Also includes all related automatic transfer switches

**LIMITED WARRANTY POLICY OF METRO POWER, INC.**

**1. Parts and Materials**

Metro Power does not warrant, either expressly or implied, any parts or material. The owner's sole remedy is the warranty of the manufacturer.

**2. Service, Repair and Workmanship**

Owner understands and agrees that Metro Power is not responsible for special or consequential damages, including loss of time, injury to person or property or any other consequential damage, incidental or economic loss due to unit or equipment failure. Metro Power does agree to correct by repair or replacement any defects of material or workmanship installed under this Inspection Agreement which may develop under normal and proper use within thirty (30) days from installation, provided owner gives Metro Power written or verbal notice within forty eight (48) hours of such defects and inspection by Metro Power substantiates owner's claim. Such correction shall constitute a fulfillment of all obligations to the owner and shall constitute owners sole remedy.

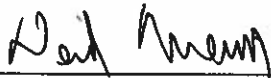
Contract for: **Village of Tinley Park Building & Grounds**  
**16250 S Oak Park Avenue**  
**Tinley Park, IL 60487**

This is a firm quote from Metro Power, Inc. and is guaranteed for the first year the contract is in effect on all equipment listed above.

**This quote consists of (2) two visits per year on equipment listed above**

**Price Per Year for 10 Units @ \$4725.00**

**2 Hour Loadbank on 2 Units @ \$1300.00**



Customer Signature / Date

Metro Power, Inc

Date 12/04/2018

Contact Information

PLEASE PRINT

Phone – Cell - Fax


**Please sign and return to:**

**Metro Power Inc.**  
**P.O. Box 1033**  
**Mokena, IL 60487**  
**Phone 708-342-1940 Fax 708-342-1941**  
**metropowerinc@yahoo.com**



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Manufacturer	Model	Serial#
Various	8 Units	

Also includes all related automatic transfer switches

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Contract for: **Village of Tinley Park Water & Sewer**  
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**Tinley Park, IL 60487**

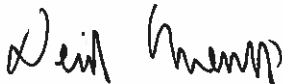
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**Price Per Year for 8 Units @ \$5725.00**

**2 Hour Loadbank on 7 Units @ \$3850.00**

**4 Hour Loadbank on 1 Unit @ \$1650.00**



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Date **12/04/2018**

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