



**Generator Preventative Maintenance and Repair Service
Shelby County Commission**

Date:	September 18,2026	
Scope of Work:	Submit a price for preventive maintenance and repair of the County's generators. Also submit a regular, and after hours labor rate for repairs. Preventive Maintenance price is to include all materials and parts needed to perform the work.	
Requirements:	Shelby County is tax exempt. Price shall not include tax. Prices are to be good for 60 days from time of submittal, and if accepted, for the duration of the contract. Pricing is to be as follows: Submit pricing for the fiscal year 2027 with the Semi-Annual PM scheduled for November and the Annual PM scheduled for May for each generator individually. All invoices will be submitted to the Shelby County Commission, Attn: Gina LeCroy, 200 West College Street, Columbiana, AL 35051. Other requirements on following pages.	
For Questions, contact:	Gina LeCroy	rlecroy@shelbyal.com
Proposals are due by:	October 1, 2026	Time: 2:00 PM

Preventive Maintenance Service Requirements

A one year service will consist of:

One semi-annual PM scheduled in the month of November, and the annual 6 months later in the month of May. **ALL PM'S MUST BE SCHEDULED IN ADVANCE BY CONTACTING JERRY TALTON AT 205-515-0146, OR EMAIL jtalton@shelbyal.com .**

The services will consist of:

The service scheduled in the month of November will be an semi-annual PM. The second service will be a annual PM and shall be scheduled 6 months after the annual PM in the month of May. All services are to be performed as close to exact 6 month intervals as possible, but no later than two weeks after due date unless prior approval is given by the County. It will be the responsibility of the Contractor to notify the County when service is due. All PM's can be done consecutively if the County is given two (2) weeks notice. Failure to contact the County to schedule PM's within two weeks prior, or within two weeks after the due date can be cause for contract termination.

In the event of failure by the Generator at the Jail, 911, IT Services, or radio towers replacement parts must be available the same day. If either generator is down for more than 4 hours, a Rental Generator must be on-site, hooked up, and operational within 4 hours.

Both Annual and Semiannual PM Service must be followed by a written report to the County within three weeks of the service. Failure to do so may cause contract termination.

The following scope shall be included in both the Annual and Semiannual PMs.

GENERATORS

GENERAL:

- Inspect unit for unusual noise or vibration
- Inspect connections
- Run generator under load if practical
- Record all readings and present reports
- Notify customer of required repairs if any
- Verify TJC compliance with regards to building load levels
- Document verification on ATS amp load sheet

FUEL SYSTEM:

- Check fuel level in tank, and note on the report. If levels are below ½ tank notify customer immediately.
- Check operation of fuel level circuits
- Change fuel filters.
- Check Day Tank operation.
- Check Governor operation.

LUBRICATING SYSTEM:

Inspect for proper oil level. Add oil if needed and note on report.

Inspect unit for oil leaks.

Check lube oil.

Obtain oil sample for analysis and supply report.

COOLING SYSTEM:

Inspect coolant levels and degree of protection. Add coolant if needed and notify customer.

Inspect hoses and drive belts.

Inspect radiator for obstructions.

Verify proper operation of water jacket heater.

Visually inspect for leaks.

Lubricate fan drive as needed.

Obtain coolant sample for analysis and supply report.

EXHAUST SYSTEM:

Inspect condition of exhaust

Inspect rain cap

AIR INTAKE SYSTEM:

Inspect air inlet for obstructions

Inspect air cleaner

Inspect air service indicator with engine running

Inspect turbocharger for bearing wear

CONTROL SYSTEM:

Inspect operation of meters and gauges

Inspect operation of shutdowns and pre-alarms

Inspect annunciator panel operation

ENGINE ELECTRICAL:

Clean and inspect batteries and cables

Add distilled water as needed and check gravity

Inspect operation of charger

Check starter operation

GENERATOR:

Inspect operation of circuit breaker

Inspect intake and exhaust areas

Compare voltage to normal line

Check slip rings and brushes if applicable

Inspect bearing and grease if needed

The Annual PM will consist of all items required in the above with the addition of:

1. An Oil and Filter change regardless of analysis reports.
2. Fuel Filter change.
3. Oil and Coolant samples are to be taken, and analyzed. Lab results must be included in the report to the County.
4. Check, clean, and lubricate Transfer Switch.
5. Perform a Four (4) hour FULL LOAD TEST on the generators upon request by the County in writing at the price indicated on the Proposal Form.

AUTOMATIC TRANSFER SWITCHES

The following scope shall be included in both the Annual and Semiannual PMs.

GENERAL

Record Voltage Readings Utility (Line to Line/Line to Ground)
Record Voltage Readings Emergency
Check Phase Rotation (Normal and Emergency)
Record Load Readings on each phase and neutral
Vacuum Enclosure
Review notes/recommendations with customer

MECHANICAL

Remove Arc Barriers
Lubricate Operating Coil Plunger
Lubricate all pivot points
Inspect/Clean Main Contacts (Adjust if needed)
Inspect/Clean Arcing Contacts (Adjust if needed)
Check TS contact adjustment/Adjust if needed
Verify proper operation of Auxiliary contacts
Check Power Cable connections
Re-Install Arc Barriers
Manually operate ATS checking for binding

ELECTRICAL

Check control wire connections
Check rectifiers
Verify/Record following Time Delay settings:
Engine Start
Elevator Pre-signal
Transfer to Emergency
Open Transition
Re-transfer to Normal
Engine Stop
Verify/Record following pick up and drop out settings:
Normal Voltage and Frequency Pick up

Normal Voltage and Frequency Drop out
Emergency Voltage and Frequency Pick up
Emergency Voltage and Frequency Drop out
Check test switch
Verify proper operation of all indicator lamps
Check operation of in-phase monitor
Verify proper operation of all optional accessories
Operate ATS electrically
Take infrared pictures of transfer switch to insure there are no hot spots.

IMPORTANT NOTE:

Verify selector switch is in Automatic, battery charger is on, circuit breaker closed and Generator panels locked. A representative from Shelby County must sign off on a Service ticket at each site BEFORE technicians may leave for the next service.

Please use the Proposal Form provided for pricing.