

19) **Agreement for Contractor Services with Quinn Company (DBA Quinn Power Systems) for Service & Maintenance of City-Owned Generators**

Approve and authorize the City Manager to execute an Agreement for Contractor Services with Quinn Company (DBA Quinn Power Systems) for service and maintenance of City-owned Generators in an amount not to exceed \$30,000.00 per Fiscal Year for a term of three (3) years in such final form approved by the City Attorney and authorize the City Manager to execute change orders not to exceed a 10% contingency of \$3,000.00 for unanticipated costs.



## REPORT TO CITY COUNCIL

**To:** Honorable Mayor and Members of the City Council

**From:** Jason Simpson, City Manager

**Prepared by:** Rick DeSantiago, Public Works Manager

**Date:** September 12, 2023

**Subject:** Agreement for Contractor Services with Quinn Company (DBA Quinn Power Systems) for Service & Maintenance of City-Owned Generators

### **Recommendation**

Approve and authorize the City Manager to execute an Agreement for Contractor Services with Quinn Company (DBA Quinn Power Systems) for service and maintenance of City-owned Generators in an amount not to exceed \$30,000.00 per Fiscal Year for a term of three (3) years in such final form approved by the City Attorney and authorize the City Manager to execute change orders not to exceed a 10% contingency of \$3,000.00 for unanticipated costs.

### **Background**

The City of Lake Elsinore owns six generators at various locations within the city. Quinn Company has provided preventative maintenance services and inspections to citywide facility generators for five years. Quinn Co. provides regular maintenance to ensure quality power throughout its service life. Preventative maintenance ensures that generators are ready to operate immediately and provide a reliable power source during a power failure, keeping critical operations functional.

### **Services Provided:**

- Multi-Point Inspection – Check/adjust all fluid levels and pressures for correct operations. Check and inspect the air cleaner restriction gauge and air filter. Check the fuel tank for leaks. Check cooling system hoses, caps, and clamps for brittleness, leaks, cracks, and weakness. Check battery voltages, charging rates, fluids, and specific gravities.

- Annual Service – Change crankcase oil, fuel filters, and water separators. Draw fuel system sample analysis. Draw engine coolant sample for analysis.
- Cooling System Service – Drain, contain, and dispose of waste coolant. Replace all coolant hoses and clamps. Replace the radiator pressure caps. Replace engine thermostats and associated gaskets. Replace the engine fan belts and alternator drive belts. Refill the system with glycol antifreeze and conditioners.
- Loadbank Test – Connect resistive load bank as applicable to the generator. Test with requested load for 2 hours test duration. Return the unit to its original mode of operation.
- Fuel Sampling – Draw fuel from the fuel tank & submit it to the lab for analysis during PM services.
- Fuel Polishing – Restore fuel to optimum condition by eliminating entrained & suspended contaminants. All particulates are filtered down to 10 microns. Removal & disposal of all bottom water kills bacteria & fungus; apply diesel treatment.
- Alternator Winding – Perform a megohmmeter test on generator winding and measure winding insulation resistance.
- Starting Battery Replacement – Engine cranking batteries are removed and replaced. Engine cranking batteries will be tested under start-up load for voltage drop. Old battery disposal.
- Automatic Transfer Switch Inspection – Clean unit of dust and dirt accumulations. Clean open-type relays of dust/grease oil. Inspect the unit for signs of arcing, burning, hot spots, charring, or other damage.
- Inspect for loose, broken, or badly worn parts. Check terminal lugs and trip units for tightness/signs of overheating. Lubricate all components for proper operation as needed.

### **Discussion**

Staff is satisfied with the services received from Quinn Company and would like to continue with the preventative maintenance services and inspections for citywide facility generators. This Contractor Services Agreement will continue to perform preventative maintenance services and inspections at the following locations:

- Fire Station #94
- Fire Station #85
- City Hall
- Fire Station #97
- Storm Stadium
- Launch Pointe

### **Fiscal Impact**

Funds are available in the City's Fiscal Year 23/24 Annual Operating Budget.

### **Attachments**

Attachment 1 – Agreement

Exhibit A - Proposal

## **AGREEMENT FOR CONTRACTOR SERVICES**

### **Quinn Company (DBA Quinn Power Systems)**

#### **Service & Maintenance of City Owned Generators**

This Agreement for Contractor Services (the "Agreement") is made and entered into as of September 12, 2023, by and between the City of Lake Elsinore, a municipal corporation ("City") and Quinn Company, a corporation ("Contractor").

### **RECITALS**

A. The City has determined that it requires the following Contractor services:

Preventative Maintenance Services and Inspections of City Owned Generators.

B. Contractor has submitted to City a proposal, dated July 10, 2023, attached hereto as Exhibit A ("Contractor's Proposal") and incorporated herein, to provide contractor services to City pursuant to the terms of this Agreement.

C. Contractor possesses the skill, experience, ability, background, certification and knowledge to perform the services described in this Agreement on the terms and conditions described herein.

D. City desires to retain Contractor to perform the services as provided herein and Contractor desires to provide such contractor services as set forth in this Agreement.

### **AGREEMENT**

1. Scope of Services. Contractor shall perform the services described in Contractor's Proposal (Exhibit A). Contractor shall provide such services at the time, place, and in the manner specified in Contractor's Proposal, subject to the direction of the City through its staff that it may provide from time to time.

2. Time of Performance.

a. Time of Essence. Time is of the essence in the performance of this Agreement. The time for completion of the contractor services to be performed by Contractor is an essential condition of this Agreement. Contractor shall prosecute regularly and diligently the contractor services contemplated pursuant to this Agreement according to the agreed upon performance schedule in Contractor's Proposal (Exhibit A).

b. Performance Schedule. Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the Contractor's Proposal (Exhibit A). When requested by Contractor, extensions to the time period(s) specified may be approved in writing by the City Manager.

c. Term and Compliance with Task/Work Order System. Unless earlier terminated as provided elsewhere in this Agreement, this Agreement shall continue in full force

and effect for a period commencing on September 12, 2023 and ending June 30, 2026. The City may, at its sole discretion, extend the term of this Agreement on a 12-month basis not to exceed 2 additional twelve (12) month renewal terms by giving written notice thereof to Contractor not less than thirty (30) days before the end of the contract term, such notice to be exercised by the City Manager.

Contractor hereby agrees and acknowledges that any and all work or services performed pursuant to this Agreement shall be based upon the issuance of a Task/Work Order by the City. Contractor acknowledges that it is not guaranteed any minimum or specific amount of work or services as all work or services shall be authorized through a Task/Work Order issued by the City.

3. Compensation. Compensation to be paid to Contractor shall be in accordance with the fees set forth in Contractor's Proposal (Exhibit A), which is attached hereto and incorporated herein by reference. In no event shall Contractor's annual compensation exceed Thirty Thousand Dollars and Zero Cents (\$30,000.00) without additional written authorization from the City. Notwithstanding any provision of Contractor's Proposal to the contrary, out of pocket expenses set forth in Exhibit A shall be reimbursed at cost without an inflator or administrative charge. Payment by City under this Agreement shall not be deemed a waiver of defects, even if such defects were known to the City at the time of payment.

4. Method of Payment. Contractor shall promptly submit billings to the City describing the services and related work performed during the preceding month to the extent that such services and related work were performed. Contractor's bills shall be segregated by project task, if applicable, such that the City receives a separate accounting for work done on each individual task for which Contractor provides services. Contractor's bills shall include a brief description of the services performed, the date the services were performed, the number of hours spent and by whom, and a description of any reimbursable expenditures. City shall pay Contractor no later than forty-five (45) days after receipt of the monthly invoice by City staff.

5. Background Checks. At any time during the term of this Agreement, the City reserves the right to make an independent investigation into the background of Contractor's personnel who perform work required by this Agreement, including but not limited to their references, character, address history, past employment, education, social security number validation, and criminal or police records, for the purpose of confirming that such personnel are lawfully employed, qualified to provide the subject service or pose a risk to the safety of persons or property in and around the vicinity of where the services will be rendered or City Hall. If the City makes a reasonable determination that any of Contractor's prospective or then current personnel is deemed objectionable, then the City may notify Contractor of the same. Contractor shall not use that personnel to perform work required by this Agreement, and if necessary, shall replace him or her with a suitable worker.

6. Suspension or Termination.

a. The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Contractor at least ten (10) days prior written notice. Upon receipt of such notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

b. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Contractor will submit an invoice to the City, pursuant to Section entitled "Method of Payment" herein.

7. Plans, Studies, Documents.

a. Ownership of Documents. All plans, studies, documents and other writings prepared by and for Contractor, its officers, employees and agents and subcontractors in the course of implementing this Agreement, except working notepad internal documents, shall become the property of the City upon payment to Contractor for such work, and the City shall have the sole right to use such materials in its discretion without further compensation to Contractor or to any other party. Contractor shall, at Contractor's expense, provide such reports, plans, studies, documents and other writings to City upon written request. City shall have sole determination of the public's rights to documents under the Public Records Act, and any third-party requests of Contractor shall be immediately referred to City, without any other actions by Contractor.

b. Licensing of Intellectual Property. This Agreement creates a nonexclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Contractor under this Agreement ("Documents & Data"). Contractor shall require that all subcontractors agree in writing that City is granted a nonexclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. Contractor represents and warrants that Contractor has the legal right to license any and all Documents & Data. Contractor makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Contractor or provided to Contractor by the City. City shall not be limited in any way in its use of the Documents & Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

c. Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created by or provided to Contractor in connection with the performance of this Agreement shall be held confidential by Contractor. Such materials shall not, without the prior written consent of City, be used by Contractor for any purposes other than the performance of the services under this Agreement. Nor shall such materials be disclosed to any person or entity not connected with the performance of the services under this Agreement. Nothing furnished to Contractor which is otherwise known to Contractor or is generally known, or has become known, to the related industry shall be deemed confidential. Contractor shall not use City's name or insignia, photographs relating to project for which Contractor's services are rendered, or any publicity pertaining to the Contractor's services under this Agreement in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

8. Contractor's Books and Records.

a. Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Contractor to this Agreement.

b. Contractor shall maintain all documents and records which demonstrate performance under this Agreement for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this Agreement.

c. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City Manager, City Attorney, City Auditor or a designated representative of these officers. Copies of such documents shall be provided to the City for inspection at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Contractor's address indicated for receipt of notices in this Agreement.

d. Where City has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of Contractor's business, City may, by written request by any of the above-named officers, require that custody of the records be given to the City and that the records and documents be maintained in City Hall. Access to such records and documents shall be granted to any party authorized by Contractor, Contractor's representatives, or Contractor's successor-in-interest.

9. Independent Contractor.

a. Contractor is and shall at all times remain as to the City a wholly independent contractor pursuant to California Labor Code Section 3353. The personnel performing the services under this Agreement on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents, except as set forth in this Agreement. Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Contractor shall not incur or have the power to incur any debt, obligation, or liability whatsoever against City, or bind City in any manner.

b. Notwithstanding any other federal, state and local laws, codes, ordinances and regulations to the contrary and except for the fees paid to Contractor as provided in the Agreement, Contractor and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

10. PERS Eligibility Indemnification. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Contractor shall

indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. Interests of Contractor. Contractor (including principals, associates and professional employees) covenants and represents that it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by this Agreement or any other source of income, interest in real property or investment which would be affected in any manner or degree by the performance of Contractor's services hereunder. Contractor further covenants and represents that in the performance of its duties hereunder no person having any such interest shall perform any services under this Agreement.

Contractor is not a designated employee within the meaning of the Political Reform Act because Contractor:

a. will conduct research and arrive at conclusions with respect to his/her rendition of information, advice, recommendation or counsel independent of the control and direction of the City or of any City official, other than normal agreement monitoring; and

b. possesses no authority with respect to any City decision beyond rendition of information, advice, recommendation or counsel. (FPPC Reg. 18700(a)(2).)

12. Professional Ability of Contractor. City has relied upon the professional training and ability of Contractor to perform the services hereunder as a material inducement to enter into this Agreement. Contractor shall therefore provide properly skilled professional and technical personnel to perform all services under this Agreement. All work performed by Contractor under this Agreement shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Contractor's field of expertise.

13. Compliance with Laws.

a. Contractor shall comply with all local, state and federal laws and regulations applicable to the services required hereunder, including any rule, regulation or bylaw governing the conduct or performance of Contractor and/or its employees, officers, or board members.

b. Contractor represents that it has obtained and will maintain at all times during the term of this Agreement all professional and/or business licenses, certifications and/or permits necessary for performing the services described in this Agreement, including a City business license.

14. Licenses. Contractor represents and warrants to City that it has the licenses, permits, qualifications, insurance and approvals of whatsoever nature which are legally required of Contractor to practice its profession. Contractor represents and warrants to City that Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance and approvals which are legally required of Contractor to practice its profession. Contractor shall maintain a City of Lake Elsinore business license.



15. Indemnity. Contractor shall indemnify, defend, and hold harmless the City and its officials, officers, employees, agents, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct or negligent acts or omissions of Contractor or its employees, subcontractors, or agents, by acts for which they could be held strictly liable, or by the quality or character of their work. The foregoing obligation of Contractor shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises from the sole negligence or willful misconduct of the City or its officers, employees, agents, or volunteers and (2) the actions of Contractor or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Contractor to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Contractor from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Contractor acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

16. Insurance Requirements.

a. Insurance. Contractor, at Contractor's own cost and expense, shall procure and maintain, for the duration of the contract, unless modified by the City's Risk Manager, the following insurance policies.

i. Workers' Compensation Coverage. Contractor shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for his/her employees in accordance with the laws of the State of California. In addition, Contractor shall require each subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractor's employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the City at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against City, its officers, agents, employees and volunteers for losses arising from work performed by Contractor for City. In the event that Contractor is exempt from Worker's Compensation Insurance and Employer's Liability Insurance for his/her employees in accordance with the laws of the State of California, Contractor shall submit to the City a Certificate of Exemption from Workers Compensation Insurance in a form approved by the City Attorney.

ii. General Liability Coverage. Contractor shall maintain commercial general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Required commercial general liability coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (ed. 11/88) or Insurance Services Office form number GL 0002 (ed. 1/73) covering comprehensive General Liability and Insurance Services Office form number GL 0404

covering Broad Form Comprehensive General Liability. No endorsement may be attached limiting the coverage.

iii. Automobile Liability Coverage. Contractor shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the Contractor arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence. Automobile liability coverage must be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 1 ("any auto"). No endorsement may be attached limiting the coverage.

iv. Professional Liability Coverage. Contractor shall maintain professional errors and omissions liability insurance appropriate for Contractor's profession for protection against claims alleging negligent acts, errors or omissions which may arise from Contractor's services under this Agreement, whether such services are provided by the Contractor or by its employees, subcontractors, or sub Contractors. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single limit per occurrence basis.

b. Endorsements. Each general liability and automobile liability insurance policy shall be with insurers possessing a Best's rating of no less than A:VII and shall be endorsed with the following specific language:

i. Notwithstanding any inconsistent statement in any required insurance policies or any subsequent endorsements attached thereto, the protection offered by all policies, except for Workers' Compensation, shall bear an endorsement whereby it is provided that, the City and its officers, employees, servants, volunteers and agents and independent contractors, including without limitation, the City Manager and City Attorney, are named as additional insureds. Additional insureds shall be entitled to the full benefit of all insurance policies in the same manner and to the same extent as any other insureds and there shall be no limitation to the benefits conferred upon them other than policy limits to coverages.

ii. This policy shall be considered primary insurance as respects the City, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by the City, including any self-insured retention the City may have, shall be considered excess insurance only and shall not contribute with it.

iii. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.

iv. The insurer waives all rights of subrogation against the City, its elected or appointed officers, officials, employees or agents.

v. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents or volunteers.

vi. The insurance provided by this Policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days written notice has been received by the City.

c. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the City's option, Contractor shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

d. Certificates of Insurance. Contractor shall provide certificates of insurance with original endorsements to City as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the City on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement.

17. Notices. Any notice required to be given under this Agreement shall be in writing and either served personally or sent prepaid, first class mail. Any such notice shall be addressed to the other party at the address set forth below. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City:                      City of Lake Elsinore  
   Attn: City Manager  
   130 South Main Street  
   Lake Elsinore, CA 92530

With a copy to:              City of Lake Elsinore  
   Attn: City Clerk  
   130 South Main Street  
   Lake Elsinore, CA 92530

If to Contractor:            Quinn Power Systems  
   Attn: Michelle Locke  
   10006 Rose Hills Rd.  
   City of Industry, CA 90601

18. Assignment and Subcontracting. The parties recognize that a substantial inducement to City for entering into this Agreement is the professional reputation, experience and competence of Contractor and the subcontractors listed in Exhibit B. Contractor shall be fully responsible to City for all acts or omissions of any subcontractors. Assignments of any or all rights, duties or obligations of the Contractor under this Agreement will be permitted only with the express consent of the City. Contractor shall not subcontract any portion of the work to be performed under this Agreement except as provided in Exhibit B without the written authorization of the City. If City consents to such subcontract, Contractor shall be fully responsible to City for all acts or omissions of those subcontractors. Nothing in this Agreement shall create any contractual relationship between City and any subcontractor nor shall it create any obligation on the part of the City to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise is required by law.

19. Waiver. Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this Agreement.

20. Litigation Expenses and Attorneys' Fees. If either party to this Agreement commences any legal action against the other party arising out of this Agreement, the prevailing party shall be entitled to recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

21. Mediation. The parties agree to make a good faith attempt to resolve any disputes arising out of this Agreement through mediation prior to commencing litigation. The parties shall mutually agree upon the mediator and share the costs of mediation equally. If the parties are unable to agree upon a mediator, the dispute shall be submitted to JAMS or its successor in interest. JAMS shall provide the parties with the names of five qualified mediators. Each party shall have the option to strike two of the five mediators selected by JAMS and thereafter the mediator remaining shall hear the dispute. If the dispute remains unresolved after mediation, either party may commence litigation.

22. Prohibited Interests. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

23. Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

24. Prevailing Wages. Contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. Contractor agrees to fully comply with all applicable federal and state labor laws (including, without limitation, if applicable, the Prevailing Wage Laws). It is agreed by the parties that, in connection with the Work or Services provided pursuant to this Agreement, Contractor shall bear all risks of payment or non-payment of prevailing wages under California law, and Contractor hereby agrees to defend, indemnify, and hold the City, and its officials, officers, employees, agents, and volunteers, free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. The foregoing indemnity shall survive termination of this Agreement.

25. Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

26. Controlling Law Venue. This Agreement and all matters relating to it shall be governed by the laws of the State of California and any action brought relating to this Agreement shall be held exclusively in a state court in the County of Riverside.

27. Authority to Enter Agreement. Contractor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party. The City Manager is authorized to enter into an amendment or otherwise take action on behalf of the City to make the following modifications to the Agreement: (a) a name change; (b) grant extensions of time; (c) non-monetary changes in the scope of services; and/or (d) suspend or terminate the Agreement.

28. Counterparts. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

29. Entire Agreement; Incorporation; Conflict. This Agreement contains the entire understanding between the parties relating to the obligations described herein. All prior or contemporaneous understandings, agreements, representations and statements, oral or written, are superseded in total by this Agreement and shall be of no further force or effect. Contractor's Proposal is incorporated only for the description of the scope of services and/or the schedule of performance and no other terms and conditions from such proposal shall apply to this Agreement unless specifically agreed to in writing. In the event of conflict, this Agreement shall take precedence over those contained in the Contractor's Proposal.

30. Amendments. This Agreement may be modified or amended only by a written document executed by both Contractor and City and approved as to form by the City Attorney.

[Signatures on next page]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first written above.

“CITY”

CITY OF LAKE ELSINORE, a municipal corporation

“CONTRACTOR”

Quinn Company, a corporation

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
By: Michelle Locke

Its: Supervisor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Assistant City Manager

Attachments: Exhibit A – Contractor’s Proposal  
Exhibit B – List of Subcontractors

EXHIBIT A  
CONTRACTOR'S PROPOSAL  
[ATTACHED]

EXHIBIT B  
LIST OF SUBCONTRACTORS  
[ATTACHED]



DATE: 7/10/2023

**PARTIES:** First Party: **QUINN COMPANY**, a California corporation, dba QUINN POWER SYSTEMS  
hereinafter referred to as "QUINN"; and  
Second Party: **City of Lake Elsinore**  
hereinafter referred to as "OWNER".

**RECITALS:**

1. Quinn is a factory authorized Caterpillar dealer.
2. Owner owns certain equipment and Owner desires to retain Quinn to perform periodic preventive maintenance on such equipment, and Quinn is willing to perform such periodic preventive maintenance, on the terms and subject to the conditions set forth in this Agreement.

**AGREEMENT:**

The parties hereto do hereby agree as follows:

1. **The Equipment.** Owner now owns the following described engines and related equipment:  
  
Please see complete list of EQUIPMENT on Exhibit C ('PREVENTIVE MAINTENANCE SCHEDULE' - Page 5)  
  
All of the above-described item(s) are hereinafter collectively referred to as "the Equipment" and covered under this agreement.
2. **Term.** Starting from: **7/10/2023**  
This agreement is continuous until cancelled or non-renewed and shall commence on the date first written above and shall continue until the end of the coverage term as stated above or terminated by either party giving the other party thirty (30) days written notice of termination. The provisions of this Agreement relating to indemnification and limitation of Quinn's liability shall survive any termination of this Agreement.
3. **The Services.** Owner hereby engages Quinn to render certain maintenance services to the Equipment during the term of this Agreement as indicated below and described on Exhibit "A" attached hereto ("CSA PM LEVEL DESCRIPTIONS"-Page 3). Additional PM coverage may be added anytime at customer's request.

<b><u>GUARANTEED PERFORMANCE</u></b>	<b><u>FREQUENCY</u></b>	<b><u>ANNUAL FEE</u></b>
PM Level 1 - Multi Point Inspection	Three (3) visits per year.	\$7,740.00
PM Level 2 - Annual Service	One (1) visit per year.	\$7,625.00
PM Level 11 - ATS Maintenance	One (1) visit per year.	\$5,885.00
PM Level 5 - Load Bank 2 hours test duration	One (1) visit per year.	\$6,150.00
PM Level 8 - Fuel Sample Analysis	One (1) sample per year.	included in PM 2

The following part(s) shall be replace for the above scope of work.  
Engine Oil, Oil Filter(s), Fuel Filter(s). Air Filters are not included (additional cost if needed)

CONT.

4 .

**Fee.** During the term of this Agreement, owner shall pay Quinn:

Total fee excluding optional LOADBANK TEST:	\$21,250.00	I Accept [ ] initial
Total fee including optional LOADBANK TEST:	\$27,400.00	I Accept [ ] initial

Quinn will invoice Owner in accordance with provisions of this Agreement, including all taxes, after each visit and Owner will pay each invoice within thirty (30) days of receipt. A service charge of one and one half percent (1.5%) per month (18% per annum) will accrue on any invoice that remains unpaid for more than thirty (30) days. Charges for labor performed after the first year of this Agreement shall be adjusted to reflect changes in Quinn's standard labor charges as in effect from time to time. At each twelve (12) month interval after the date on this document a 3% to 5% increase may be effective. If Quinn personnel arrive at the job site to perform the Maintenance Services, and are prevented from doing so through no fault of Quinn, Owner will be charged for the serviceman's time and mileage in each such instance.

This Maintenance Agreement includes travel and mileage charges to and from the job site during normal business hours. Weekend and Off-Hours requests will incur additional Labor Charges according to Exhibit "B"

Parts are estimated at time of quote and price may be subject to change at time of service.

5 .

**Standards of Performance.** Quinn shall perform the Maintenance Services in accordance with the standard of care customarily employed in the heavy equipment maintenance industry. Quinn will cooperate with Owner in scheduling performance of the Maintenance Services and Quinn will perform the Maintenance Services in a manner to minimize interference with the Owner's normal business operations to the extent reasonably possible.

6 .

**Limited Duty and Liability.** It is expressly agreed that the responsibility and liability of Quinn is strictly limited to performance of the Maintenance Services on the Equipment. Quinn has no responsibility or liability for failure to discover actual or potential problems in the condition or operation of the Equipment. Quinn makes no representations, warranties, or guaranties concerning the Equipment or the operation of the Equipment. Quinn shall have no liability for any consequential damages or lost profits suffered or incurred by Owner. It is expressly agreed that the total liability of Quinn to Owner whether such liability is based upon breach of contract, tort, or any other theory, shall be limited to an amount equal to the total fee payable by Owner to Quinn during the twelve (12) month period prior to such claim. It is further understood by Owner that Quinn would not enter into this Agreement or perform the Maintenance Services without obtaining the benefit of the above-described limitation on Quinn's liability to Owner.

7 .

**General Provisions.** This Agreement sets forth the entire agreement of the parties hereto concerning the subject matter of this Agreement. This Agreement may only be modified or amended by an agreement in writing executed by each of the parties hereto.

IN WITNESS WHEREOF, the undersigned have executed this Agreement on the date first written above.

QUINN COMPANY, a California corporation  
dba QUINN POWER SYSTEMS

BY: Oscar Rodriguez

TITLE: CSA Technical Quoter

Date: 7/10/2023

Owner: **City of Lake Elsinore**  
City of Lake Elsinore

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

PO #: \_\_\_\_\_

Date: \_\_\_\_\_

<p><b>PM Level 1 Multi Point Inspection</b> &lt;-----COVERED</p> <ul style="list-style-type: none"> <li>* Comprehensive detailed inspection of units is performed.</li> <li>* Check/Adjust all fluid levels and pressures for correct operation.</li> <li>* Check and inspect air cleaner restriction gauge and air filter element.</li> <li>* Check primary source fuel tank for water with water finding paste.</li> <li>* Check Day tank, Fuel tank, Fuel line fittings for leaks.</li> <li>* Check Cooling System hoses, caps, clamps for brittleness, leaks, cracks, and weakness.</li> <li>* Check battery voltages, charging rates, fluids, and specific gravities / ICV's.</li> <li>* Engine cranking Batteries will be tested under start up load for voltage drop.</li> <li>* Block Heater elements and inlet/outlet t-stats are checked for proper output and operation.</li> <li>* Engine Fan Drive and Belts are inspected and adjusted for proper tension and condition.</li> <li>* Check Turbo Charger rotation / end play if so equipped.</li> <li>* Check generator brushes for proper tension/setting as equipped.</li> <li>* Check and document Control Panel instruments for proper operation and values.</li> <li>* Grease bearings, fan shafts, linkages, and equipment fittings as required.</li> <li>* Hot oil sample taken and submitted for analysis.</li> <li>* Test safety alarms and contacts.</li> <li>* Run unit under load for up to 15 minutes when authorized by site authority.</li> <li>* Submit report to customer.</li> </ul>	<p><b>PM Level 3 - Cooling System Service</b></p> <ul style="list-style-type: none"> <li>* Drain, contain and dispose of waste coolant.</li> <li>* Replace all coolant hoses and clamps.</li> <li>* Replaced the radiator pressure cap(s)</li> <li>* Replaced the engine thermostat(s) and associated gasket(s).</li> <li>* Replaced the engine fan belt(s) and alternator drive belt(s).</li> <li>* Refill system with proper amount of glycol antifreeze and conditioners.</li> <li>* Test run unit to operating temperature, under load when authorized by site personnel.</li> <li>* Return unit back to original mode of operation.</li> <li>* Submit report to customer.</li> </ul>
<p><b>PM Level 2 Annual Service-Major w/ Multi Point Inspection</b> &lt;-----COVERED</p> <ul style="list-style-type: none"> <li>* All items from PM Level 1 are performed, PLUS</li> <li>* Change crankcase oil, oil filter(s), fuel filter(s), water separator(s) as equipped. Air Filters are not included (additional cost if needed)</li> <li>* Draw fuel system sample for analysis.      * Draw engine coolant sample for analysis.</li> <li>* Submit report to customer.</li> </ul>	<p><b>PM Level 7 - Starting Battery Replacement</b></p> <ul style="list-style-type: none"> <li>* Engine cranking batteries are removed and replaced.</li> <li>* Engine cranking batteries will be tested under start up load for voltage drop.</li> <li>* Old Battery disposal is provided.</li> <li>* Test run unit without load.</li> <li>* Return unit back to original mode of operation.</li> <li>* Submit report to customer.</li> </ul>
	<p><b>PM Level 11 - Automatic Transfer Switch Inspection</b> &lt;-----COVERED</p> <ul style="list-style-type: none"> <li>* De-energize the transfer switch, when possible.</li> <li>* Clean unit of dust and dirt accumulations.</li> <li>* Clean open-type relays of dust/grease or oil.</li> <li>* Visually inspect unit for signs of arching, burning, hot spots, charring, or other damages.</li> <li>* Inspect for loose, broken or badly worn parts.</li> <li>* Check terminal lugs and trip units for tightness / signs of overheating.</li> <li>* Check main current carrying contacts for arching, pitting, and discoloration.</li> <li>* Clean main contacts if needed, check and re-tighten if needed.</li> <li>* Check manual switches for free movement and contact continuity.</li> <li>* Check and adjust relay finger contacts if needed.</li> <li>* Lubricate all components for proper operation as needed.</li> <li>* Check plug connections, if equipped.</li> <li>* Check door closure, locking bars and handle mechanism for proper operation.</li> <li>* Check exercise timer if equipped.</li> <li>* Perform transfer test of ATS under load when authorized by site personnel.</li> <li>* Check all components/timers for proper operation and sequencing.</li> <li>* Check main power connections for heat build-up with infra-red gun or provide optional PM Infra-Red scan.</li> <li>* Timers reset to customer specifications and placed in automatic mode.</li> <li>* Return unit back to original mode of operation.</li> <li>* Submit report to customer.</li> </ul>
<p><b>PM Level 5 - Loadbank Test</b> &lt;-----COVERED</p> <ul style="list-style-type: none"> <li>* Connect resistive load bank as applicable to generator.</li> <li>* Run Test with requested load for 2 hours test duration</li> <li>* Record reading every 15 minutes at 100% of name plate rating for above duration</li> <li>* Disconnect load bank from unit.</li> <li>* Return unit back to original mode of operation.</li> <li>* Provide recommendation based on test results.</li> <li>* Submit report to customer.</li> </ul>	<p><b>PM Level 17 - Infra-Red Thermography Inspection</b></p> <ul style="list-style-type: none"> <li>* Problems can develop when electrical components generate excessive heat due to deterioration, loose connections, or overloads. An Infra-Red inspection is recommended to be performed on all of the following areas: generator output connections, cables, bus, and generator breakers, while system is energized.</li> </ul> <p><b>Inspection consist of:</b></p> <ul style="list-style-type: none"> <li>* Set-up of Thermo graphic Imaging Infra-Red camera.</li> <li>* Conduct infra-red scanning inspection.</li> <li>* High resolution photographs will accompany recommendations for corrective action or repair, and will assist overall as a critical part of any complete predictive or conditional based maintenance program.</li> <li>* Submit report to customer after technical review has been completed.</li> </ul>
<p><b>PM Level 8 - Fuel Sampling</b> &lt;----- COVERED</p> <ul style="list-style-type: none"> <li>* Draw fuel sample from fuel tank &amp; submit to lab for analysis during PM Services</li> <li>* Provide report to customer.</li> </ul>	<p><b>PM Level 22 - UPS Service</b></p> <ul style="list-style-type: none"> <li>* Services include manufacturer recommended equipment service &amp; inspection for ir and rotary type systems</li> <li>* Performance will be based upon the specific manufacturer scopes of work and whether or not the equipment is energized or de-energized.</li> <li>* All services are performed only as unit is equipped and as our technician is authorized.</li> <li>* Submit report to customer.</li> </ul>
<p><b>PM Level 9 - Fuel Polishing</b></p> <ul style="list-style-type: none"> <li>* Restores fuel to optimum condition by eliminating entrained &amp; suspended contaminants</li> <li>* All particulates filtered down to 10 microns</li> <li>* Removal &amp; disposal of all bottom water, kills bacteria &amp; fungus, apply diesel treatment</li> <li>* Provide report to customer.</li> </ul>	
<p><b>PM Level 10 - Megohmmeter Alternator Winding</b></p> <ul style="list-style-type: none"> <li>* This test should be performed as part of periodic maintenance in order to detect the deterioration of the winding insulation.</li> <li>* Perform megohmmeter test on generator winding and measure winding insulation resistance.</li> <li>* Submit report to customer.</li> </ul>	



**Customer Support Agreement Contact Info**

CSA & SUPPORT SERVICES (800) 789-9774

(562) 463-7150 Fax

Customer # : 0052746

EXHIBIT "B"

Agreement # : 6062

**EMERGENCY NUMBERS**

***RIVERSIDE BRANCH***

***656 E. La Cadena Drive, Riverside, CA 92507***

Quinn Power Systems will provide "On Call" emergency service 24 hours per day,  
7 days a week with a response time of 4 hours or less.

For regular or emergency service, please call the following numbers:

During normal working hours (7:00AM to 05:00PM Monday – Friday) call:

Customer Service..... (800) 789-9774

Sales Representative..... Valerie Jimenez (951) 774-3239 x2309

CSA Coordinator..... Alyssa Rodriguez (951) 686-2131 x2321

After hours, Saturdays, Sundays and holidays, call ..... (951) 712-7259

**EFFECTIVE JANUARY 01, 2020**



## PREVENTIVE MAINTENANCE SCHEDULE

CSA & SUPPORT SERVICES (800) 789-9774

Customer # : 0052746

EXHIBIT "C"

Agreement # : 6062

Customer: **City of Lake Elsinore**

Address: 130 S Main St

Lake Elsinore

CA 92530

Date: 7/10/2023

Phone No. 951-830-0406

Fax No.

Prepared by: Oscar Rodriguez

Attention: **Luis Ceja**

Perform Preventive Maintenance Service and Inspections on the Following.

Engine Description		PM Level1 MultiPoint Inspection	PM Level 2 Annual Service	PM Level 11 ATS Inspection	PM Level 5 Loadbank Test	ANNUAL COST
<b>Fire Station #94</b>						
Generac 4445200100, SN 2089686	LABOR:	\$1,215.00	\$915.00	\$1,177.00	\$950.00	\$4,594.00
#1: 2770 Railroad Canyon Lane, Lake Elsinore	EST. PARTS:	\$75.00	\$262.00			
<b>Fire Station #85</b>						
Olympian G30F3, SN NFS00552	LABOR:	\$1,215.00	\$915.00	\$1,177.00	\$950.00	\$4,572.00
#2: 29405 Grand Ave, Lake Elsinore CA	EST. PARTS:	\$75.00	\$240.00			
<b>City Hall</b>						
Caterpillar 3116, SN 02SG00892	LABOR:	\$1,215.00	\$915.00	\$1,177.00	\$1,200.00	\$5,108.00
#3: 130 S Main St, Lake Elsinore CA	EST. PARTS:	\$75.00	\$526.00			
<b>Fire Station #97</b>						
Cummins GGFE-54367, SN 203220997	LABOR:	\$1,215.00	\$915.00	\$1,177.00	\$950.00	\$4,470.00
#4: 41725 Rosetta Canyon Dr, Lake Elsinore CA	EST. PARTS:	\$75.00	\$138.00			
<b>Storm Stadium</b>						
Generac 91A01110-S, SN 995100	LABOR:	\$1,215.00	\$915.00	\$1,177.00	\$1,150.00	\$5,012.00
#5: 500 Diamond Dr, Lake Elsinore CA	EST. PARTS:	\$75.00	\$480.00			
<b>Launch Point</b>						
Generac A2400T, SN TR4H01107	LABOR:	\$1,215.00	\$915.00		\$950.00	\$3,644.00
#6: 32040 Riverside Dr, Lake Elsinore CA	EST. PARTS:	\$75.00	\$489.00			

Note: Parts are estimated at time of quote and price may be subject to change at time of service.

\$7,740.00 \$7,625.00

\$5,885.00 \$6,150.00

\$27,400.00