

West Generator Services Inc.
PO Box 1407
Kulpsville PA 19443

Elsmere Bureau of Police
11 Poplar Ave.
Elsmere, DE 19805

Dear Valued Customer,

This letter serves to advise you that there will be a price increase to be put into effect starting April 1st 2023. West Generator Services is committed to offering you the quality of work you expect and deserve. We have found a way to minimize the price increase to the least possible amount while achieving our desired goals. The new labor rate for CONTRACTED CUSTOMERS is \$150.00 dollars an hour and \$175.00 for NON CONTRACTED CUSTOMERS.

If you are already an existing contracted customer, We have provided you an updated contract with this letter regarding the price increase. If you agree to the contract, please sign and return via email, fax or regular mail. In the case you have already had your annual service for the year this will apply with the next scheduled service. If you are interested in becoming a contracted customer or have any questions regarding the change please call the office and we will be happy to assist you.

Thank you for your continued loyalty to West Generator Services Inc.

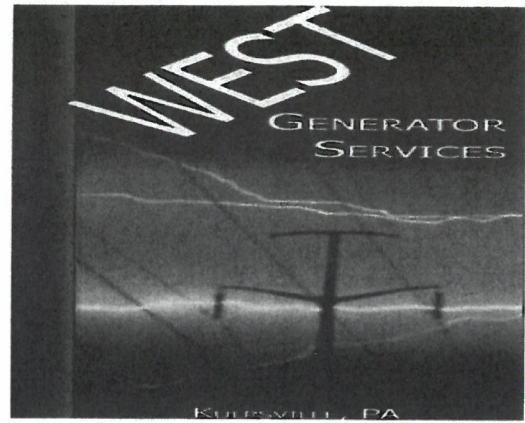
West Generator Services Inc.

Office-215 362 6324

Fax-215 362 1417

Officemanager@westgenerator.com

West Generator Services Inc.
 PO Box 1407, Kulpville, PA 19443
 Phone (215)362-6324/Fax (215)362-1417
 www.westgenerator.com
 Since 1992



Elsmere Bureau of Police
 11 Poplar Ave.
 Elsmere, DE 19805

Generator Model: Katolight SED125FJJ4 #121066-0206665874

This contract will go into effect at the next service (September 2023) upon approval

OPERATIONAL CHECK			
Battery Volts, Water level		1	Transfer Switch Operation
Gauges & Warning Lights		Transfer Switch Timers	
Coolant Hoses & Clamps		N/E sec. E/N min. Cool Down min	
Block Heater Operation		Generator frequency Hz	
Check Fan & Cooling Fins		Generator High Voltage	
Coolant level – PH level		A/B	B/C C/A
Wire & Cable Connections		Generator Low Voltage	
All Belts		A/N	B/N C/N
Oil Level of Governor		Generator Ampere	
Check Main Breaker On		A	B C
Lubricate Governor Linkage		Grease Fan & Idler Pulleys	
Day Tank Operation		Air Flow Blockage	
Fuel Level		Exhaust System Inspection	
Engine Oil Level		Exh. Excess Smoke / Rain Cap	
Visual Inspection		Louver Operation	
Annunciator Panel Operation		Engine Oil Pressure	
Run Generator ½ hr.		Engine Coolant temperature	
Battery Over 5 Years Old?		Engine Battery Voltage	
SERVICE			
Change Engine Oil & Filter		Pull off Inspection Covers	
Change Engine Fuel Filter		Check Points, Cap & Plugs	
Change Tank Filter		Check EMG.Shutdown System	
Change Coolant Filter		Check Engine Air Filter	
Check for Water in Fuel Tank		Change Governor Oil	
Load Bank Test	Hrs. %	N	

(X) Not applicable to equipment

(N) Not desired by owner

Mechanic:

Customer:

West Generator Services (also identified as WGS in this Agreement) shall render Preventative Maintenance (PM) Service items listed above ("X" not performed) ("N" Not desired by owner) as applicable to specified generator during regular hours with (1) visit within 365 days during the term of this Agreement. WGS shall perform all work in accordance with Agreement except when

prevented by acts of God, strike, lockout, fire, casualties, or any other cause beyond WGS's control. Parts included in this Agreement are fuel filters, engine oil filters, coolant filters, engine oils, and coolant additives for (1) PM Service visit and (1) Operational Check per generator per year. The following assessments are included in this Agreement.

1. **Battery Volts, Water level** = The starting batteries are hooked to a constant battery charger to keep the batteries up to 100 %. The batteries will dry out over time and need to be refilled with distilled water. If the batteries are let go and dry out the next time it goes to start they could explode and cause personal injury or damage to generator. Maintenance free batteries are **NOT** recommended and are a safety hazard.
2. **Gauges & Warning Lights** = We check the operation of all gauges and lights for operation. To keep equipment ready for 100 % operation within 9 seconds it must be monitored at generator or with remote alarm notification.
3. **Coolant Hoses & Clamps** = Coolant hoses are made of rubber and over time they shrink and become loose and start to leak. We check and tighten all hose clamps to ensure that they keep tight and leak free.
4. **Block Heater Operation** = The block heaters always keep the engine warm, 80 to 120 degrees. Being that this equipment must be at 100 % within 9 seconds, worm steel bends cold steel brakes.
5. **Check Fan & Cooling Fins** = The fan is driven off the engine and has belts and bearing that must be checked. The fan moves a large volume of air through the radiator and can get clogged up over time with dirt.
6. **Coolant level - PH level** = The engine is designed to run at 180 degrees and with exhaust temperatures hitting 1000 degrees the coolant level is very important to keep these temperatures down. Coolant is tested every time were there for Rust prohibitory, freeze point and PH level. If any of these get out of range, we will recommend a coolant flush.
7. **Wire & Cable Connections** = Due to the vibration of all the moving parts and all the sensors that are needed to operate this equipment we check as many wire connections as possible.
8. **All Belts** = The belts run the accessories of the engine, Fan, water pump and alternator for battery. We look for signs of wear, dry rot and if it is loose from stretching.
9. **Oil level of governor** = On older gens the mechanical governor is filled with oil and needs to be checked.
10. **Check Main Breaker On** = We pull the breaker covers to check for mice, wires rubbing together, and cables burnt. We torque the lugs because they all will loosen the first couple years and make sure the breaker is turned on.
11. **Lubricate Governor Linkage** = On some generators there is linkage from governor to throttle body that needs lubrication.
12. **Day Tank Operation** = Inside gens have a small diesel tank that sits next to the gen called a day tank, we pull covers and check for leaks and operation.
13. **Fuel Level** = The fuel level is documented at this time by using gauge; we stick the tank 1 time a year to check gauge accuracy.

14. **Engine Oil Level** = We check the engine oil level currently and document the hourly meter readings.
15. **Visual Inspection** = While looking over the generator and transfer switches, we look for anything out of order, mice, trash, loose bolts, leaks, anything that would affect the operation of this equipment.
16. **Annunciator Panel Operation** = This is the panel inside the building that tells you that there is a problem with generator.
17. **Run Generator ½ hr.** = When you start a generator you should run it for at least 30 minutes to heat the exhaust up enough to dry out all condensation, so the exhaust muffler does not rust out prematurely, and cooling system gets up to and not over 180F.
18. **Battery Over 5 Years Old?** = The batteries are extremely important. They start the system. If the batteries get a dead cell, they will not start the engine, and the whole system is out of service. The cost of new batteries is well spent money.
19. **Transfer Switch Operation** = If the customer allows us to operate the transfer switch, we will test the operation of the switch and make sure it does everything it is designed to do.
20. **Transfer Switch Timers** = There are 3 main timers in each t/s, Emergency Start = how many seconds during an outage to start the generator (1 or 2 seconds) Retransfer load = how many minutes of good power before transferring back to utility (10 minutes). Cool down = how many minutes running without a load to cool down the engine (5 minutes).
21. **Generator frequency** = Generator RPM is direct reference to the frequency output of the generator. The RPM will change every time the load changes so keeping the HZ at 60 is very important. Most UPS systems supplying your computers have a ½ Hz window that the generator must be maintained for the UPS to see the generator as good power.
22. **Generator High Voltage** = Voltage has 2 levels (high and Low). We document both high and low voltages at the time of operation check.
23. **Generator Ampere** = Amperage is the amount of work that the generator is doing. If you let us transfer building load on to the generator, we document each leg to keep record.
24. **Grease Fan & Idler Pulleys** = Some bigger generators, manufacturers put grease fittings on fan hub bearings.
25. **Air Flow Blockage** = While the fan is pushing large amounts of air through the radiator core, the air must flow with no restrictions, including the hot air louvers and cool air from the intake louvers.
26. **Exhaust System Inspection** = The generator makes hazardous exhaust gasses and can be harmful if not vented correctly. The exhaust temperature can reach 1000 degrees, so fire is also possible. We check bolts, check for leaks and flammable material that could touch the pipe and cause a fire.
27. **Exh. Excess Smoke / Rain Cap** = The engines of today are a lot cleaner than 20 years ago. You should not see smoke from the exhaust continually. The flapper is a mechanical device that keeps rainwater out of the exhaust system, so the water does not rust the muffler through or damage the engine.
28. **Louver Operation** = Some generators have intake and exhaust louvers that need to be checked and lubricated.

29. **Engine Oil Pressure** = We document the oil pressure after it is hot which should be its lowest point.
30. **Engine Coolant temperature** = We document the coolant temperature after it gets hot. Should the temperature be too cold the thermostats could be stuck open, as well as too hot they could be stuck closed.
31. **Engine Battery Voltage** = While the generator is running the alternator should be producing 14.5 VDC.

**Operation Check concluded
(Operation check is done with every service)**

32. **Change Engine Oil & Filter** = Pump old oil out and remove oil filters, install new oil filters, fill engine up with new oil to correct level, remove contaminated waste from property.
33. **Change Engine Fuel Filter** = Remove fuel filters and look at fuel quality while dumping out looking for contaminants, remove contaminated waste from property.
34. **Change Coolant Filter** = A coolant filter keeps the antifreeze clean which keeps your thermostat working correctly.
35. **Check for Water in Fuel Tank** = We stick the fuel tank for 2 reasons, 1 - to check for water on bottom of tank, 2 - make sure the gauge is reading correctly.
36. **Load Bank Test** = A load bank test is when we bring in a portable resistive load and run your generator under 100 % for X number of hours to clean out your engine and prove its running at name plate rating with no problems.
37. **Pull off Inspection Covers** = Pulling the covers gives us a look in the inside of the generator end which could have bugs, trash, mice and burnt wires inside which can only be seen by pulling covers and looking.
38. **Check Points, Cap & Plugs** = On gaussens generators we pull the distributor cap off and check internal parts and remove spark plugs to check if engine is burning correctly.
39. **Check EMG. Shutdown System** = With the controllers that have an Emergency stop we check the operation.
40. **Check Engine Air Filter** = We pull the air cleaner element and check for dirt, bugs and holes. Most of the time there are little hours of run time, so you can get many years out of an air cleaner.
41. **Change Governor Oil** = If your generator has a mechanical governor we drain and change the oil in it.

Service Check concluded

Contracted customer shall receive a 10% discounted regular hourly labor rate for all other (non-PM) services and repairs rendered by WGS during the term of this Agreement. Contracted customer shall receive priority emergency service over non-contracted customers.

WGS reserves the right to reject any equipment which is not in acceptable condition/working order at the time of the first inspection visit or becomes so over the term of the Agreement unrelated to the service of WGS. *West Generator Services guarantees its work only when specified generator is worked on exclusively by WGS mechanics. Repairs by any non-WGS mechanic during the term of this Agreement void this Agreement.*

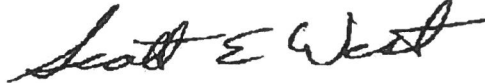
This agreement shall renew automatically annually without written cancellation. Renewal date shall be the anniversary of the date of acceptance by customer. Customer must notify West Generator Services in writing at least 60 days before renewal date to cancel this Agreement.

Sub Total: \$893.00
Tax: \$ Exempt
TOTAL: \$893.00

Eight Hundred Ninety Three Dollars

- NOTE** - The base year and term of this Agreement shall commence on the date Of acceptance. This Agreement may be withdrawn by WGS if not Accepted within 45 days of date of submission. Please return signed Agreement by mail, fax, or email (scott@westgenerator.com).
- NOTE** - Necessary parts and repairs beyond the scope of this Agreement may be discovered while performing PM Service and will be billed at WGS's contracted-customer rates.
- NOTE** - Base year contracted-customer rates may be adjusted annually:
Regular hours: \$117/hour, Monday-Fri 8:00AM-5:00PM.
Overtime hours: \$175.50/hour, Monday-Fri 5:00PM-8:00AM Sat./Sun.
Holiday hours: \$234.00 hr.
- NOTE** - If diesel fuel rises above \$5.00/gallon, a fuel surcharge will be added to your invoice.

Respectfully submitted,




Scott E. West



Customer prefers to be billed time & material at applicable non-contracted customer rate

CUSTOMER WISHES TO BE BILLED TIME AND MATERIAL

Acceptance of Agreement by


Signature


Printed Name

4/3/2023
Date of Acceptance

Chief of Police
Title

PO# _____

Signature

Printed Name
CUSTOMER DECLINES CONTRACT

Date of Decline

Title

PO# _____

