FLORIDA INTERNATIONAL UNIVERSITY SMALL TRADES WORKSHEETS

ST-06: Generator Automatic & Transfer Switches (ATS) Services

Core Objectives

Inspect, test, maintain, repair, and replace automatic and manual transfer switches to ensure reliable transfer of emergency and standby power.

- Keep all systems safe, code-compliant, and operating reliably with minimal disruption to occupants.
- Reduce unplanned failures through preventive maintenance and early deficiency reporting.
- Provide accurate documentation to support compliance, budgeting, and capital planning.

Task Breakdown

A. Installation / New Work

- Install new ATS or bypass-isolation switches.
- Field-set timers, voltage/frequency sensing, and exerciser settings
- Startup, commissioning, and load transfer testing

B. Repair / Corrective Work

- Replace contacts, solenoids, controllers, and relays.
- Repair control wiring and remote annunciation.
- Restore operation after failed transfer events.
- Any other related repairs and/or corrective work

C. Preventive Maintenance / Inspection

- Monthly transfer test under load per NFPA 110
- Annual maintenance: clean, torque, inspect contacts.
- Infrared thermography scan
- Document transfer and retransfer times.

Trade-Specific Safety Requirements

- Arc-flash PPE and energized work permits per NFPA 70E.
- Lockout/tagout on both normal and emergency sources
- Coordinate outages with facility management in advance.

Deliverables

- Service tickets and inspection/test reports.
- Deficiency list with prioritized repair proposals
- Permits, certifications (where applicable)
- As-builts, O&M manuals, and warranties for new work

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ST-06: Generator Automatic & Transfer Switches (ATS) Services (cont.)

Labor Rate Price Sheet - Generator Automatic & Transfer Switches (ATS) Services

Labor Classification	Regular Hourly	Overtime Hourly	Sun./Holiday Hourly	Emergency Hourly
Generator/ATS Technician	$_____	$_____	$_____	$_____
Master Electrician	$_____	$_____	$_____	$_____
Journeyman Electrician	$_____	$_____	$_____	$_____
Helper	$_____	$_____	$_____	$_____

Additional Pricing Item	Bid Price
Materials / parts markup over cost	_____ %
Subcontractor markup	_____ %
Equipment rental markup	_____ %
Service call / trip charge (if any)	$_____
Minimum billable hours per call	_____ hrs
Preventive maintenance - fixed price per visit / per unit (attach schedule)	$_____
Annual inspection / certification - per unit or per building (attach schedule)	$_____

List any specialized services or other services not mentioned above that your company provides:

_____

_____

_____

List any other applicable rates, fees, or charges not listed above:

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