

**NEW HANOVER COUNTY**

**REQUEST FOR BIDS**

**GENERATOR MAINTENANCE SERVICES**

**RFB 25-0457**



**COUNTY COMMISSIONERS**

**BILL RIVENBARK, CHAIR  
LEANN PIERCE, VICE-CHAIR  
DANE SCALISE  
STEPHANIE WALKER  
ROB ZAPPLE**

**CHRIS COUDRIET, COUNTY MANAGER**

**SECTION 1      ADVERTISEMENT**

**NEW HANOVER COUNTY  
REQUEST FOR BIDS  
GENERATOR MAINTENANCE SERVICES  
RFB 25-0457**

New Hanover County, located in Wilmington, NC, is requesting bids for generator maintenance services.

Submit bids by email to [swarmuth@nhcgov.com](mailto:swarmuth@nhcgov.com). Please include **“RFB 25-0457 – GENERATOR MAINTENANCE SERVICES”** in the subject line of the email.

The deadline for receiving Bids is **Friday, June 13, 2025, at 5:00 PM EST.**

Instructions for submitting Bids and complete requirements and information may be obtained by visiting the County’s website at <https://www.nhcgov.com/bids.aspx>.

New Hanover County reserves the right to accept or reject any or all Bids and to make the award which will be most advantageous to the County.

Advertised: Friday, May 16, 2025

## SECTION 2 INFORMATION TO BIDDERS

### 2.1 – Schedule

Advertisement	Friday, May 16, 2025
Deadline for Questions	Wednesday, May 28, 2025, by 5:00 PM EST
Answers to Questions	Friday, May 30, 2025
Deadline for Receipt of Bids	Friday, June 13, 2025, by 5:00 PM EST

### 2.2 – Preparation of Bids

2.2.1 Bidders are instructed to submit their Bids by email to [swarmuth@nhcgov.com](mailto:swarmuth@nhcgov.com). Please be sure to include “**RFB 25-0457 - GENERATOR MAINTENANCE SERVICES**” in the subject line of the email.

2.2.2 The deadline for Bids is **Friday, June 13, 2025, 5:00 PM EST.**

2.2.3 Bids received after the time and date for closing will not be accepted.

### 2.3– Communication

Bidders may not have communications, verbal or otherwise, concerning this RFB with any personnel or board from New Hanover County other than the person listed in this section. Sara Warmuth, Chief Facilities Officer, is your point of contact. Email [swarmuth@nhcgov.com](mailto:swarmuth@nhcgov.com). If any Bidder attempts any unauthorized communication, the proposal may be rejected.

### 2.4– Questions

Questions concerning this solicitation should be directed to Sara Warmuth, Chief Facilities Office, by emailing [swarmuth@nhcgov.com](mailto:swarmuth@nhcgov.com). Please include in the subject line “**Questions RFB 25-0457 GENERATORS MAINTENANCE SERVICES**”. **The deadline for questions is Wednesday May 28, 2025, at 5:00 PM EST.**

### 2.5 – Answers to Questions

An addendum summarizing all questions and answers will be posted to the County's website on **Friday, May 30, 2025**. Bidders who have notified the County of their intent to submit along with their email address (see 2.6 – Intent to Submit) will be sent the addendum upon posting. You may visit our website at <https://www.nhcgov.com/bids.aspx> to check for the issuance of any addenda before submitting your Bid.

## 2.6 – Intent to Submit

All Bidders who intend to submit a Bid on this project should send an email to Sara Warmuth, Chief Facilities Officer, at [swarmuth@nhcgov.com](mailto:swarmuth@nhcgov.com). Include in the subject line “**RFB 25-0457 – GENERATOR MAINTENANCE SERVICES**”. This will ensure that you receive any addenda issued for this RFB if applicable.

## 2.7 - Cost of Preparation of Bid

Costs incurred by prospective Bidders in the preparation of the response to this RFB are the responsibility of the Bidder and will not be reimbursed by The County.

## 2.8– Authorized Signature

Signature Forms must be signed by an authorized individual of the Bidder. Forms that are not signed may cause the submittal to be rejected.

## 2.9 –Ownership of Documents

All Bids and accompanying documentation will become the property of New Hanover County at the time the Bids are opened and will not be returned to the Bidder.

## 2.10 - Trade Secret Confidentiality

Upon receipt of your Bid by New Hanover County, your bid is considered a public record except for material which qualifies as "trade secret" under N.C. General Statute 132-1.2. After opening, your bid will be provided to County staff and others who participate in the evaluation process, and to members of the general public who submit public records requests.

To properly designate material as trade secret under these circumstances, each Bidder must take the following precautions: (a) any trade secrets submitted by a Bidder must be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating This PROPOSAL," and (b) the same trade secret/confidentiality designation must be stamped on each page of the trade secret materials contained in the envelope.

For electronic submissions, a separate file must be submitted clearly stating “CONFIDENTIAL” in the name of the file.

**Do not attempt to designate your entire Bid as a trade secret, and do not attempt to designate pricing information as a trade secret. Doing so may result in your submittal being disqualified.**

In submitting a Bid, each Bidder agrees that the County may reveal any trade secret materials contained in such response to all County staff and County officials involved in the selection process, and to any outside consultant or other third parties who assist the County in the selection process. Furthermore, each Bidder agrees to indemnify and hold harmless the County and each of its officers, employees, and agents from all costs,

damages, and expenses incurred in connection with refusing to disclose any material, which the Bidder has designated as a trade secret.

#### 2.11 - Withdrawal of Bids

No Bid may be modified, withdrawn, or canceled by the Bidder for a period of thirty (30) days following the receipt of Bid. Negligence or error on the part of any Bidder in preparing their Bid confers no right of withdrawal or modification after the Bids have been opened.

#### 2.12 - Equal Opportunity

The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

The Bidder agrees not to discriminate against any employees or applicant for employment because of physical or mental handicap regarding any position for which the employee or applicant is qualified. The Bidder agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled individuals without discrimination based upon their physical or mental handicap in all employment practices.

Under GS 143-48, New Hanover County encourages small, minority, physically handicapped, and women firms to submit Bids in response to this RFB.

#### 2.13- Indemnity

The successful Bidder shall indemnify and hold the County, its agents, and employees harmless against any and all claims, demands, causes of action, or other liability, including attorney fees, on account of personal injuries or death or on account of property damages arising out of or relating to the work to be performed by the Successful Vendor hereunder, resulting from the negligence of or the willful act or omission of the Vendor, his agents, employees, and subcontractors.

#### 2.14 – E-Verify

Pursuant to Session Law 2013-418, Bidders shall fully comply with the U.S. Department of Homeland Security employee legal status E-Verify requirements for itself and all its subcontractors. Upon execution of the Contract, County requires an affidavit attesting to the Bidder's compliance. Violation of the provision, unless timely cured, shall constitute a breach of Contract. A copy of the needed E-Verify form is included in this RFB.

#### 2.15 - Compliance with Proposal Requirements

Failure to comply with these provisions or any other provisions of the General Statutes of

North Carolina will result in the rejection of the Proposal.

## 2.16 – Federal Uniform Guidance

The source of funds for this Contract may include federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable): Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2CFR § 200.324). **(See Below For Complete Details.)**

- I. Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- II. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- III. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- IV. Access to Records. The following access to records requirements applies to this contract:
  - a. The Contractor agrees to provide County, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
  - b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably

needed.

- c. The Contractor agrees to provide the federal agency or its authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.
  - d. The County and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the Federal Agency Administrator or the Comptroller General of the United States.
- V. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- VI. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or

under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- VII. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- VIII. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- IX. Debarment and Suspension (Executive Orders 12549 and 12689). A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- X. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- XI. Domestic Procurement Preference. As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to iron, aluminum, steel, cement, and other manufactured products. For the purposes of this clause, (i) "produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States, and (ii) "manufactured products" means items and construction materials composed in whole or in part of non-ferrous materials such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.
  
- XII. Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
  
- XIII. Program Fraud and False or Fraudulent Statements or Related Acts. Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to Contractor's actions pertaining to this contract.
  
- XIV. 2 C.F.R. prohibits non-federal entities receiving federal grant funds from entering into a contract (or extend or renew a contract, to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.
  
- XV. Federal Government Hold Harmless. This Agreement is made upon the express condition that the United States of America, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, or death to any person or property of the Permittee, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by the Permittee in connection herewith, and the Permittee hereby covenants and agrees to indemnify, defend,

save and hold harmless the United States of America, its agents and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.

XVI. Domestic Preference Clause. Pursuant to 2.C.F.R. 200.322 Contractor, as appropriate and to the extent consistent with law, should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, including but not limited to iron, aluminum, steel, cement and other manufactured products.

XVII. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment.

(a) Definitions. As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy # 405-143-1 Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services as used in this clause

(b) Prohibitions.

(1) Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug.13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.

(2) Unless an exception in paragraph (c) of this clause applies, the contractor and its subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:

- (i) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (ii) (Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (iii) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or
- (iv) Provide, as part of its performance of this contract,

subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

(c) Exceptions.

(1) This clause does not prohibit contractors from providing—

- a. A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
- b. Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) By necessary implication and regulation, the prohibitions also do not apply to: a. Covered telecommunications equipment or services that:

- i. Are not used as a substantial or essential component of any system; and
- ii. Are not used as critical technology of any system.

b. Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.

(d) Reporting requirement.

(1) In the event the contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the contractor is notified of such by a subcontractor at any tier or by any other source, the contractor shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:

(i) Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) Subcontracts. The Contractor shall insert the substance of this clause, including

this paragraph (e), in all subcontracts and other contractual instruments.

#### 2.17- Certificate of Authority

**Subject to several statutory exceptions, a business entity incorporated or organized in a state other than North Carolina must obtain a certificate of authority from the North Carolina Secretary of State prior to transacting Business in the State.** See [G.S. 55-15-01\(a\)](#) (business corporations); [G.S. 55A-15-01\(a\)](#) (nonprofit corporations); [G.S. 57D-7-01\(a\)](#) (limited liability companies); [G.S. 59-902\(a\)](#) (limited partnerships); [G.S. 59-91\(a\)](#) (registered limited liability partnerships); [G.S.55B-16\(a\)](#) (professional corporations). When the requirement applies, the foreign entity transacting Business in the State is responsible for obtaining a certificate of authority—not the domestic (i.e., North Carolina) corporations, public entities, or individuals with whom the foreign entity might contract.

#### 2.18 – Insurance Requirements

Before commencing any work or services, Bidders shall procure insurance in the bidder's name and maintain all insurance policies for the duration of the contract period in the types and in the amounts listed in the attached draft contract. The insurance shall provide coverage against claims for injuries to persons or damages to property which may arise from operations or in connection with the performance of the work performed by the bidder. **( SEE ATTACHMENT A\_DRAFT CONTRACT FOR LIMITS)**

#### 2.19 – Iran Divestment Act Certification

N.C.G.S. Chapter 147 Article 6E requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. Chapter 147 Article 6E requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

#### 2.20 - Right to Reject Bids

The County reserves the right to accept and reject any and/or all Bids submitted, in whole or in part. The County reserves the right to negotiate any and all elements of the bid by and with any consultants it deems suitable to carry out this project. New Hanover County has no obligation to award work based off this RFB and reserves the right to re-advertise.

### SECTION 3 SCOPE OF SERVICES

New Hanover County Facilities Management seeks a qualified generator maintenance company to provide preventative maintenance services to generators located at various County facilities.

Vendor shall be responsible for servicing generators in accordance with manufacturer's recommendations to ensure each unit is operating as designed for the intended application.

Vendor shall perform service on equipment specified in Attachment B – Generator Data. Vendor shall provide three quarterly and one annual Preventive Maintenance services during each annual contract period.

Preventive maintenance service shall include, but not be limited to, items identified on Attachment C – Service Checklist and as recommended by manufacturer.

All services at all facilities are to take place during normal business hours which are Monday through Friday 7am-5pm.

During preventative maintenance service, vendor shall contact New Hanover County Facilities Management representative of any needed repairs and advise as to the cost of repairs. No repair parts or labor is included in this contract. If repairs are authorized, they will be done so under a separate contract. No additional services shall be provided without the written pre-approval of the Chief Facilities Officer.

Company uniforms must be worn at all times by all employees while on County property.

Contract period will be July 1, 2025 through June 30, 2026 renewable for four (4) additional contract periods through June 30, 2030.

#### **SECTION 4    PRICE SCHEDULE**

The contract will be based upon estimated cost to perform the work as outlined in the Scope of Services. Prices proposed by the bidder shall include anything necessary to complete the work including mobilization, insurance, labor, equipment, fuel, overhead, profit, permits and applicable taxes, if any. No minimum or maximum quantity is implied or inferred by this contract.

Pricing for first year of service to be submitted using the Price Sheet/Bid Form included on page 16 of 23.

**NEW HANOVER COUNTY  
GENERATOR MAINTENANCE SERVICES  
RFB 25-####**

**Price Sheet/Bid Form**

DATE: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

UNIT PRICE BID: The undersigned, having carefully examined the Instructions to Bidders, New Hanover County RFB 25-0457 - GENERATOR MAINTENANCE SERVICES, and **draft contract**, including the following addenda, if applicable; as well as the premises and conditions affecting the work, proposes to furnish all services, labor, materials and equipment called for to complete the project in accordance with the contract documents for the following unit price amounts.

ADDENDUM # \_\_\_\_\_ DATED: \_\_\_\_\_

ADDENDUM # \_\_\_\_\_ DATED: \_\_\_\_\_

**Please complete table on following page.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
State of Incorporation

## BID SHEET

Location	Address	Annual Cost	Notes
Property Management Admin Office	200 Division Drive		
Property Management Vehicle Maintenance	194 Division Drive		
Animal Services Building	180 Division Drive		
Judicial Basement	316 Princess Street		
Judicial Complex Courtyard	316 Princess Street		
Division of Juvenile Justice	138 N 4th Street		
Museum	814 Market Street		
320 Chestnut Office Building	320 Chestnut Street		
Government Center #1	230 Government Center Drive		
Government Center #2	230 Government Center Drive		
Government Center - 911 Tower	230 Government Center Drive		
The Healing Place #1	1000 Medical Center Drive		1 Major Annual Service Only
The Healing Place #2	1000 Medical Center Drive		1 Major Annual Service Only
Health and Human Services	S 17th Street		
Detention Center Main Complex 1	3950 Juvenile Center Drive		
Detention Center Main Complex 2	3950 Juvenile Center Drive		
CSI Building	3950 Juvenile Center Drive		
EMS 66	Juvenile Center Drive		
FS - Wrightsboro	3515 N Kerr Avenue		
FS - Myrtle Grove	5636 Carolina Beach Road		
FS - Hwy 421	3805 US Highway 421 North		
FS - Castle Hayne	4860 Castle Hayne Road		1 Major, 2 Minor Service 1st Year
FS - Ogden	7375 Market Street		
FS - Porters Neck	8310 Sharaz Way		
FS - Federal Point	9815 River Road		
FS - Murrayville	5901 Murrayville Road		
FS - Gordon Road	6102 Gordon Road		1 Major, 2 Minor Service 1st Year
Flemington Tower	3405 Fredrickson Road		
Progress Energy Tower	5700 Holy Shelter Road		
Project Grace	230 Grace Street		
STAR Center	1605 Robinhood Road		1 Major Annual Service Only
Vice and Detectives	3950 Juvenile Center Drive		
Codington Elementary School	4321 Carolina Beach Road		
Blair Elementary School	6510 Market Street		
Eaton Elementary School	6701 Gordon Road		
Johnson Elementary School	100 McRae Street		
Trask Middle School	2900 N College Road		
Landfill Weigh Station	5210 Highway 421 North		
Portable Generator	4110 Hwy 421 N Suite 500		
	<b>TOTAL 1st Year Annual Cost</b>		

## **SECTION 5 FORMS**

- Statement of Assurances and Compliance
- E-Verify Form
- Minority Form
- Iran Divestment Act Certification
- Certification Regarding Debarment and Suspension
- Certification Regarding Lobbying

**NEW HANOVER COUNTY**  
**RFB 25-0457 - GENERATOR MAINTENANCE SERVICES**  
**STATEMENT OF ASSURANCES AND COMPLIANCE**  
*(To be submitted with your Bid)*

The undersigned, as bidder certifies that the General Conditions and Instructions to Bidders, the Draft Contract, the Scope of Work and the Price Sheet/Bid Form found in the bidding documents have been read and understood.

The bidder hereby provides assurance that the firm represented in this bid, as indicated below:

- 1) Will comply with all requirements, stipulations, terms, and conditions as stated in the bid document:
- 2) Currently complies with all applicable State and Federal Laws:
- 3) Is not guilty of collusion with the vendors possibly interested in this bid or in determining prices to be submitted: and
- 4) Such agent as indicated below is officially authorized to represent the firm in whose name this bid is submitted.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Name of Firm Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address of Firm

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

**E-VERIFY**  
**(To be submitted with your Bid)**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\*\*\*\*\*

I, \_\_\_\_\_ (hereinafter Affiant), being duly authorized by and on behalf of \_\_\_\_\_ (hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. **(Mark Yes or No)**
  - a. YES \_\_\_\_\_, or
  - b. NO \_\_\_\_\_
4. Employer's subcontractors must comply with E-Verify and Employer will ensure compliance with E-Verify by any subcontractors subsequently hired.  
This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Affiant

Print or Type Name: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me, this  
the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Seal  
(Affix Official/Notarial Seal)

**New Hanover County MWBE Participation Form**  
*(To be submitted with your Bid)*

This identification of MWBE Participation Form is for the purpose of capturing information regarding the utilization of MWBEs and other subcontractors and supplies on Informal County Contracts. MWBE Participation is encouraged for all County Contracting opportunities. Please refer to the County's MWBE Policy for any contract specific requirements.

*\*\* Copy this form as needed.*

<b>Company Name</b>		
<b>Project Name</b>	GENERATOR MAINTENANCE SERVICES	
<b>Contract Type</b>	<input type="radio"/> Services <input type="radio"/> Construction	<input type="radio"/> Purchase <input type="radio"/> Other _____
<input type="radio"/> <b>PRIME IS MWBE</b>	Classification: _____  <input type="radio"/> Certified with NCHUB <input type="radio"/> Certified with NCDOT-DBE	<b>RFB SUBMITTAL DATE</b>
<input type="radio"/> <b>NOT MWBE</b>	The Business is not a woman- or minority-owned business; however, the Proposer acknowledges the MWBE policy and if it should become necessary to subcontract some portion of the work at a later date or obtain materials or services in conjunction with this solicitation, the Proposer will institute good faith efforts to comply with all requirements of the MWBE program in providing equal opportunities to MWBEs.	

**\*MWBE CLASSIFICATIONS**

American Indian (AI), Asian American (AA), Black/African American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economically Disadvantaged (D)



**WORK TO BE SELF-PERFORMED**

Check this box **only** if you intend to perform 100% of the work for this Contract with your own current work forces, and you normally perform and have the capability to perform all elements of this work for this Contract with your own current work forces.

**MWBE SUBCONTRACTORS**

Complete the chart below for all MWBE subcontractors that you intend to use for this Contract, regardless of dollar amount.

Company Name	MWBE Classification	Description of Services	Percentage of Total Contract	Total Projected Utilization

Total Estimated MWBE Utilization                    \$ \_\_\_\_\_

Total Proposed Amount                                \$ \_\_\_\_\_

Percentage Estimated MWBE Utilization            \$ \_\_\_\_\_

***(To be submitted with your Bid)***

Name of Bidder: \_\_\_\_\_  
\_\_\_\_\_

**IRAN DIVESTMENT ACT CERTIFICATION  
REQUIRED BY N.C.G.S. 147-86.55 et. seq.**

---

As of the date listed below, the Contractor listed above or any of its subcontractors are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.58.

The undersigned hereby certifies that he or she is authorized by the Contractor listed above to make the foregoing statement.

---

---

Signature

Date

---

Printed Name

Title

***Notes to persons signing this form:***

N.C.G.S. 147-86.59 requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 147-86.60 requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address [www.nctreasurer.com/Iran](http://www.nctreasurer.com/Iran) and will be updated every 180 days.

*(To be submitted with your Bid)*

**CERTIFICATION REGARDING DEBARMENT and SUSPENSION,**

**INELIGIBILITY and VOLUNTARY EXCLUSION**

**LOWER TIER COVERED TRANSACTION**

- (1) The prospective lower tier participant (Bidder/Contractor) certifies, by submission of this bid or bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) The prospective Bidder/Contractor also certifies by submission of this bid or bid that all subcontractors and suppliers (this requirement flows down to all subcontracts at all levels) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (3) Where the prospective lower tier participant (Bidder/Contractor) is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid or bid.

The lower tier participant (Bidder/Contractor), \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of this statement of its certification and disclosure, if any.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bidder's Authorized Official

\_\_\_\_\_  
Printed Name and Title of Contractors Authorized Official

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public: \_\_\_\_\_

My Appointment Expires: \_\_\_\_\_

(To be submitted with all bids)

**CERTIFICATION REGARDING LOBBYING**

The undersigned \_\_\_\_\_ certifies, to the best of his or her knowledge and belief, that: (Bidder)

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding to any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*.)]
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 for each such expenditure or failure.]

The Bidder, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Section A 3801 *et seq.*, apply to this certification and disclosure, if any.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bidder's Authorized Official

\_\_\_\_\_  
Printed Name and Title of Contractors Authorized Official

STATE OF NORTH CAROLINA

**AGREEMENT**

NEW HANOVER COUNTY

THIS CONTRACT made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2025 by and between **NEW HANOVER COUNTY**, a political subdivision of the State of North Carolina, hereinafter referred to as "County"; and \_\_\_\_\_, a \_\_\_\_\_, hereinafter referred to as "Contractor."

**WITNESSETH:**

That the Contractor, for the consideration hereinafter fully set out, hereby agrees with the County as follows:

1. Scope of Services. Contractor shall provide all labor, equipment and materials for preventative maintenance services to generators located in various County facilities, as more specifically described in Exhibit A, attached hereto, and incorporated herein by reference.

2. Time of Performance. The term of this Agreement shall begin from receipt of Notice to Proceed, and all work shall be completed July 1, 2025 through June 30, 2026, renewable for four (4) additional periods through June 30, 2030.

3. Payment. County hereby agrees to pay for the cost of this Contract not to exceed a sum of \$\_\_\_\_\_. Payment is contingent upon a final County inspection and acceptance of work or services.

4. Extra Work. County and Contractor shall negotiate and agree upon the value of any extra work or services prior to the issuance of a County Change Order or Renewal/Amendment (CRA) form covering said extra work or services. Such Change Order or CRA shall set forth the corresponding adjustment, if any, to the Contract Price and Contract Time.

5. Indemnity. Contractor shall indemnify and hold County, its officers, officials, agents, and employees, harmless against any and all claims, demands, causes of action, or other liability, including attorney fees, for any property damages, personal injuries or death arising out of, relating to, or resulting from the negligence, willful act, or

omission of Contractor, its agents, employees and subcontractors in the performance of work or services.

6. Insurance. Before commencing any work or services, Contractor shall procure insurance in Contractor's name and maintain all insurance policies for the duration of the Contract of the types and in the amounts listed in this Contract. The insurance shall provide coverage against claims for injuries to persons or damages to property which may arise from operations or in connection with the performance of the work hereunder by Contractor, its agents, representatives, employees, or subcontractors, whether such operations by itself or anyone directly or indirectly employed by it.

7. Minimum Scope and Limits of Insurance

7.1. Commercial General Liability

7.1.1. Contractor shall maintain Commercial General Liability (CGL) and if necessary, Commercial Umbrella Liability (CUL) insurance with a total limit of not less than \$1,000,000 for each occurrence for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this work or services, or the general aggregate shall be twice the required limit.

7.1.2. CGL insurance shall be written on Insurance Services Office (ISO) "occurrence" form CG 00 01 covering CGL or its equivalent and shall cover the liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract, including the tort liability of another assumed in a business contract.

7.1.3. County, its officers, officials, agents, and employees are to be covered as additional insureds under the CGL by endorsement CG 20 26 or an endorsement providing equivalent coverage as respects to liability arising out of activities performed by or on behalf of Contractor; products and completed operations of Contractor; premises owned, leased or used by Contractor; and under the CUL, if any. The coverage shall contain no special limitations on the scope of protection afforded to County, its officers, officials, agents, and employees.

7.1.4. Contractor's CGL insurance shall be primary as respects County, its officers, officials, agents, and employees. Any other insurance or

self-insurance maintained by County, its officers, officials, agents, and employees shall be in excess of and shall not contribute to Contractor's insurance.

7.2. Workers' Compensation and Employer's Liability

7.2.1. Contractor shall maintain Workers' Compensation as required by the general statutes of the State of North Carolina and Employer's Liability Insurance.

7.2.2. Employer's Liability, and if necessary, CUL insurance shall not be less than \$1,000,000 for each accident for bodily injury by accident, \$1,000,000 for each employee for bodily injury by disease, and \$1,000,000 policy limit.

7.2.3. The insurer shall agree to waive all rights of subrogation against County, its officers, officials, agents, and employees for losses arising from work or services performed by Contractor for County.

7.3. Business Auto Liability

7.3.1. Contractor shall maintain applicable Business or Personal Auto Liability and, if necessary, CUL insurance with a limit of not less than \$1,000,000 each accident. Personal auto insurance may be accepted in lieu of Business Auto Insurance.

7.3.2. Such insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos used in the performance of work or services.

7.3.3. Business Auto coverage shall be written on ISO form CA 00 01, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide Contractual liability coverage equivalent to that provided in ISO form CA 00 01.

7.3.4. Contractor's Business Auto Liability insurance shall be primary as respects County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by County, its officers, officials, agents, and employees shall be in excess of and shall not contribute to Contractor's insurance.

7.4. Deductibles and Self-Insured Retentions

7.4.1. Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either the insurer shall

reduce or eliminate such deductibles or self-insured retentions as respects County, its officers, officials, agents, or employees; Contractor shall procure a bond guaranteeing payment of deductibles or self-insured retentions.

7.4.2. Contractor shall be solely responsible for the payment of all deductibles to which all policies are subject, regardless of whether County is an insured under the policy.

7.5. Miscellaneous Insurance Provisions.

7.5.1. Any failure to comply with reporting provisions of the policies listed in this Contract shall not affect coverage provided to County, its officers, officials, agents, and employees.

7.5.2. Each insurance policy required by this Contract shall be endorsed to state that coverage shall not be canceled by either party except after thirty (30) days prior written notice has been given to County, 230 Government Center Drive, Ste. #125, Wilmington, NC 28403.

7.5.3. If Contractor's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

7.6. Acceptability of Insurers. Insurance is to be placed with insurers licensed to do business in the State of North Carolina with an A.M. Best's rating of no less than A VII unless County has granted a specific exemption.

7.7. Evidence of Insurance

7.7.1. Contractor shall furnish County with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements prior to commencing the work or services, and thereafter upon renewal or replacement of each certified coverage until all operations under this Contract are deemed complete.

7.7.2. Evidence of additional insured status shall be noted on the certificate of insurance as per requirements in this Contract.

7.7.3. With respect to insurance maintained after final payment in compliance with requirements, an additional certificate(s) evidencing such coverage shall be provided to County with final application for payment and thereafter

upon renewal or replacement of such insurance until the expiration of the period for which such insurance must be maintained.

7.8. Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein. CGL coverage shall include independent contractors' coverage, and Contractor shall be responsible for assuring that all subcontractors are properly insured.

7.9. Conditions

7.9.1. County may, at its discretion and with approval of Risk Management and the Finance Department, accept letters of credit or custodial accounts in lieu of specific insurance requirements.

7.9.2. Contractor shall warrant the insurance contributing to the satisfaction of insurance requirements in this Contract shall not be canceled, terminated, or modified by Contractor without prior written approval of County.

7.9.3. Contractor shall promptly notify New Hanover County Facilities Management and New Hanover County Risk Management at (910) 798-7497 of any accidents arising in the course of operations under the Contract causing bodily injury or property damage.

7.9.4. County reserves the right to obtain complete, certified copies of all required insurance policies.

7.9.5. Failure of County to demand a certificate of insurance or other evidence of full compliance with these insurance requirements or failure of County to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

7.9.6. County does not represent that coverage and limits will be adequate to protect Contractor and such coverage and limits shall not be deemed as a limitation of Contractor's liability under the indemnities granted to County in this Contract.

7.9.7. If Contractor fails to maintain the insurance as set forth herein, County shall have the right to purchase said insurance at Contractor's expense. Contractor agrees to reimburse County for all expenses incurred for such purchase.

7.9.8. Contractor or its agent may apply to County for approval of higher deductibles based on financial capacity and quality of the carrier affording coverage.

7.9.9. County shall have the right to prohibit Contractor or any subcontractor from performing work or services and may withhold payment until required certificates has been received and approved by County.

8. Independent Contractor. The parties mutually agree that the Contractor is an independent contractor and not an agent of the County, and as such, the Contractor shall not be entitled to any County employment benefits, such as, but not limited to, vacation, sick leave, insurance, workmen's compensation, or pension and retirement benefits.

9. Default and Termination. If Contractor fails to prosecute the work or services with such diligence as will insure its completion within the Contract time, or if Contractor breaches any of the terms or conditions contained in this Contract and fails to cure said breach within two (2) days of County's mailing of Notice of Default, or otherwise fails to perform the work or services hereunder to the County's reasonable satisfaction, County may terminate this Contract forthwith. Upon termination, County may, without prejudice to an action for damages or any other remedy, take the prosecution of the work or services out of the hands of Contractor. County may enter into another Contract for the completion of the Contract or use such other methods as may be required for the completion of the Contract. County may deduct all costs of completing the Contract from any monies due or which may become due to Contractor. In the event this Contract is terminated prior to completion of the services by the Contractor, the Contractor shall be paid for work or services performed to the date of termination. In no event will the amount due Contractor in the event of termination exceed that amount set forth in this Contract. Nothing contained herein shall prevent the County from pursuing any other remedy, which it may have against Contractor, including claims for damages.

10. Termination for Convenience. County may terminate this Contract for convenience at any time and without cause. Upon receipt of notice, Contractor shall immediately discontinue providing the work or service and, if applicable, the placing any

orders for any materials, facilities, and supplies in connection with the performance of the work or services of this Contract.

11. Non-appropriation. All funds for payment by County under this Contract are subject to the availability of an annual appropriation of the New Hanover County Board of Commissioners for the services provided under the Contract, County will terminate the Contract, without termination charge or liability, on the last day of the then-current fiscal year or when the appropriation made for then-current year for the services/items covered by this Contract is spent, whichever occurs first. If at any time funds are not appropriated for the continuance of this Contract, cancellation shall be accepted by the Contractor on ten (10) business days' prior written notice, but failure to give such notice shall be of no effect and County shall not be obligated under this Contract beyond the date of termination.

12. Non-waiver of Rights. The parties mutually agree that either party's failure to insist upon the strict performance of any provision of this Contract or to exercise any right based upon a breach thereof, or the acceptance of any performance during such breach, shall not constitute a waiver of any rights under this Contract.

13. Conflict of Interest. No paid employee of the County shall have a personal or financial interest, direct or indirect, as a contracting party or otherwise, in the performance of this Contract.

14. Subcontracts. The Contractor shall utilize no subcontractors for performing the work or services to be performed under this Contract without the prior written approval of the County.

15. Entire Contract. This Contract constitutes the entire understanding of the parties.

16. Binding Effect. This Contract shall be binding upon the parties hereto, and their heirs, successors, executors, administrators, and assigns.

17. Severability. If any provision of this Contract is held unenforceable, all remaining provisions of this Contract shall remain in full force and effect.

18. Inclusive Terms. Use of the masculine herein shall include the feminine and neuter, and the singular shall include the plural.

19. Governing Law. All of the terms and conditions contained herein

shall be interpreted in accordance with the laws of the State of North Carolina.

20. E-Verify Compliance. Pursuant to N.C.G.S. 143-133.3, Contractor shall fully comply with the U.S. Department of Homeland Security employee legal status E-Verify requirements for itself and all its subcontractors. Violation of the provision, unless timely cured, shall constitute a breach of Contract.

21. Iran Divestment Act Certification. Pursuant to N.C.G.S. 147-86.55, Contractor shall fully comply with the North Carolina State Treasurer requirement that the Contractor or any of its subcontractors are not listed on the Final Divestment List created by the State Treasurer. Violation of the provision, unless timely cured, shall constitute a breach of Contract.

22. Compliance with Federal Law. If applicable, all federally funded projects, loans, grants, and sub grants whether funded in part or wholly, must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).

23. Notices. All notices required hereunder to be sent to either party shall be sent to the following designated addresses, or to such other address or addresses as may hereafter be designated by either party by mailing of written notice of such change of address, by Certified Mail, Return Receipt Requested:

**To County:**  
New Hanover County Facilities Management  
Attn: Scott Gordon  
200 Division Drive  
Wilmington, NC 28401

**To Contractor:**

24. Assignability. The parties hereto agree that this Contract is not transferable and shall not be assigned by either party without the written consent of the other party to this Contract.

25. Contract Under Seal. The parties hereto expressly agree to create a Contract under seal.

IN WITNESS WHEREOF, the parties have hereunto affixed their hands and seals, the day and year first above written and by authority duly given.

CONTRACTOR

\_\_\_\_\_  
President (Seal)

ATTEST:

\_\_\_\_\_  
Secretary

STATE OF \_\_\_\_\_  
\_\_\_\_\_  
COUNTY

I, \_\_\_\_\_, a Notary Public of the State and County aforesaid, certify that \_\_\_\_\_ came before me this day and acknowledged that (s)he is President of \_\_\_\_\_, a \_\_\_\_\_, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed and sealed in its name by its President.

WITNESS my hand and official seal, this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**[ REST OF PAGE INTENTIONALLY BLANK.  
NEW HANOVER COUNTY DIGITAL SIGNATURE PAGE FOLLOWS EXHIBIT A AND IS  
INCORPORATED HEREIN BY REFERENCE]**

STATE OF NORTH CAROLINA

**AGREEMENT**

NEW HANOVER COUNTY

THIS CONTRACT made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2025 by and between **NEW HANOVER COUNTY**, a political subdivision of the State of North Carolina, hereinafter referred to as "County"; and \_\_\_\_\_, a \_\_\_\_\_, hereinafter referred to as "Contractor."

**WITNESSETH:**

That the Contractor, for the consideration hereinafter fully set out, hereby agrees with the County as follows:

1. **Scope of Services.** Contractor shall provide all labor, equipment and materials for preventative maintenance services to generators located in various County facilities, as more specifically described in Exhibit A, attached hereto, and incorporated herein by reference.

2. **Time of Performance.** The term of this Agreement shall begin from receipt of Notice to Proceed, and all work shall be completed July 1, 2025 through June 30, 2026, renewable for four (4) additional periods through June 30, 2030.

3. **Payment.** County hereby agrees to pay for the cost of this Contract not to exceed a sum of \$\_\_\_\_\_. Payment is contingent upon a final County inspection and acceptance of work or services.

4. **Extra Work.** County and Contractor shall negotiate and agree upon the value of any extra work or services prior to the issuance of a County Change Order or Renewal/Amendment (CRA) form covering said extra work or services. Such Change Order or CRA shall set forth the corresponding adjustment, if any, to the Contract Price and Contract Time.

5. **Indemnity.** Contractor shall indemnify and hold County, its officers, officials, agents, and employees, harmless against any and all claims, demands, causes of action, or other liability, including attorney fees, for any property damages, personal injuries or death arising out of, relating to, or resulting from the negligence, willful act, or

omission of Contractor, its agents, employees and subcontractors in the performance of work or services.

6. Insurance. Before commencing any work or services, Contractor shall procure insurance in Contractor's name and maintain all insurance policies for the duration of the Contract of the types and in the amounts listed in this Contract. The insurance shall provide coverage against claims for injuries to persons or damages to property which may arise from operations or in connection with the performance of the work hereunder by Contractor, its agents, representatives, employees, or subcontractors, whether such operations by itself or anyone directly or indirectly employed by it.

7. Minimum Scope and Limits of Insurance

7.1. Commercial General Liability

7.1.1. Contractor shall maintain Commercial General Liability (CGL) and if necessary, Commercial Umbrella Liability (CUL) insurance with a total limit of not less than \$1,000,000 for each occurrence for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this work or services, or the general aggregate shall be twice the required limit.

7.1.2. CGL insurance shall be written on Insurance Services Office (ISO) "occurrence" form CG 00 01 covering CGL or its equivalent and shall cover the liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract, including the tort liability of another assumed in a business contract.

7.1.3. County, its officers, officials, agents, and employees are to be covered as additional insureds under the CGL by endorsement CG 20 26 or an endorsement providing equivalent coverage as respects to liability arising out of activities performed by or on behalf of Contractor; products and completed operations of Contractor; premises owned, leased or used by Contractor; and under the CUL, if any. The coverage shall contain no special limitations on the scope of protection afforded to County, its officers, officials, agents, and employees.

7.1.4. Contractor's CGL insurance shall be primary as respects County, its officers, officials, agents, and employees. Any other insurance or

## ATTACHMENT A

New Hanover County Contract # 25-0457 DRAFT

self-insurance maintained by County, its officers, officials, agents, and employees shall be in excess of and shall not contribute to Contractor's insurance.

### 7.2. Workers' Compensation and Employer's Liability

7.2.1. Contractor shall maintain Workers' Compensation as required by the general statutes of the State of North Carolina and Employer's Liability Insurance.

7.2.2. Employer's Liability, and if necessary, CUL insurance shall not be less than \$1,000,000 for each accident for bodily injury by accident, \$1,000,000 for each employee for bodily injury by disease, and \$1,000,000 policy limit.

7.2.3. The insurer shall agree to waive all rights of subrogation against County, its officers, officials, agents, and employees for losses arising from work or services performed by Contractor for County.

### 7.3. Business Auto Liability

7.3.1. Contractor shall maintain applicable Business or Personal Auto Liability and, if necessary, CUL insurance with a limit of not less than \$1,000,000 each accident. Personal auto insurance may be accepted in lieu of Business Auto Insurance.

7.3.2. Such insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos used in the performance of work or services.

7.3.3. Business Auto coverage shall be written on ISO form CA 00 01, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide Contractual liability coverage equivalent to that provided in ISO form CA 00 01.

7.3.4. Contractor's Business Auto Liability insurance shall be primary as respects County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by County, its officers, officials, agents, and employees shall be in excess of and shall not contribute to Contractor's insurance.

### 7.4. Deductibles and Self-Insured Retentions

7.4.1. Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either the insurer shall

## ATTACHMENT A

New Hanover County Contract # 25-0457 DRAFT

reduce or eliminate such deductibles or self-insured retentions as respects County, its officers, officials, agents, or employees; Contractor shall procure a bond guaranteeing payment of deductibles or self-insured retentions.

7.4.2. Contractor shall be solely responsible for the payment of all deductibles to which all policies are subject, regardless of whether County is an insured under the policy.

### 7.5. Miscellaneous Insurance Provisions.

7.5.1. Any failure to comply with reporting provisions of the policies listed in this Contract shall not affect coverage provided to County, its officers, officials, agents, and employees.

7.5.2. Each insurance policy required by this Contract shall be endorsed to state that coverage shall not be canceled by either party except after thirty (30) days prior written notice has been given to County, 230 Government Center Drive, Ste. #125, Wilmington, NC 28403.

7.5.3. If Contractor's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

7.6. Acceptability of Insurers. Insurance is to be placed with insurers licensed to do business in the State of North Carolina with an A.M. Best's rating of no less than A VII unless County has granted a specific exemption.

### 7.7. Evidence of Insurance

7.7.1. Contractor shall furnish County with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements prior to commencing the work or services, and thereafter upon renewal or replacement of each certified coverage until all operations under this Contract are deemed complete.

7.7.2. Evidence of additional insured status shall be noted on the certificate of insurance as per requirements in this Contract.

7.7.3. With respect to insurance maintained after final payment in compliance with requirements, an additional certificate(s) evidencing such coverage shall be provided to County with final application for payment and thereafter

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upon renewal or replacement of such insurance until the expiration of the period for which such insurance must be maintained.

7.8. Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein. CGL coverage shall include independent contractors' coverage, and Contractor shall be responsible for assuring that all subcontractors are properly insured.

### 7.9. Conditions

7.9.1. County may, at its discretion and with approval of Risk Management and the Finance Department, accept letters of credit or custodial accounts in lieu of specific insurance requirements.

7.9.2. Contractor shall warrant the insurance contributing to the satisfaction of insurance requirements in this Contract shall not be canceled, terminated, or modified by Contractor without prior written approval of County.

7.9.3. Contractor shall promptly notify New Hanover County Facilities Management and New Hanover County Risk Management at (910) 798-7497 of any accidents arising in the course of operations under the Contract causing bodily injury or property damage.

7.9.4. County reserves the right to obtain complete, certified copies of all required insurance policies.

7.9.5. Failure of County to demand a certificate of insurance or other evidence of full compliance with these insurance requirements or failure of County to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

7.9.6. County does not represent that coverage and limits will be adequate to protect Contractor and such coverage and limits shall not be deemed as a limitation of Contractor's liability under the indemnities granted to County in this Contract.

7.9.7. If Contractor fails to maintain the insurance as set forth herein, County shall have the right to purchase said insurance at Contractor's expense. Contractor agrees to reimburse County for all expenses incurred for such purchase.

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7.9.8. Contractor or its agent may apply to County for approval of higher deductibles based on financial capacity and quality of the carrier affording coverage.

7.9.9. County shall have the right to prohibit Contractor or any subcontractor from performing work or services and may withhold payment until required certificates has been received and approved by County.

8. Independent Contractor. The parties mutually agree that the Contractor is an independent contractor and not an agent of the County, and as such, the Contractor shall not be entitled to any County employment benefits, such as, but not limited to, vacation, sick leave, insurance, workmen's compensation, or pension and retirement benefits.

9. Default and Termination. If Contractor fails to prosecute the work or services with such diligence as will insure its completion within the Contract time, or if Contractor breaches any of the terms or conditions contained in this Contract and fails to cure said breach within two (2) days of County's mailing of Notice of Default, or otherwise fails to perform the work or services hereunder to the County's reasonable satisfaction, County may terminate this Contract forthwith. Upon termination, County may, without prejudice to an action for damages or any other remedy, take the prosecution of the work or services out of the hands of Contractor. County may enter into another Contract for the completion of the Contract or use such other methods as may be required for the completion of the Contract. County may deduct all costs of completing the Contract from any monies due or which may become due to Contractor. In the event this Contract is terminated prior to completion of the services by the Contractor, the Contractor shall be paid for work or services performed to the date of termination. In no event will the amount due Contractor in the event of termination exceed that amount set forth in this Contract. Nothing contained herein shall prevent the County from pursuing any other remedy, which it may have against Contractor, including claims for damages.

10. Termination for Convenience. County may terminate this Contract for convenience at any time and without cause. Upon receipt of notice, Contractor shall immediately discontinue providing the work or service and, if applicable, the placing any

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orders for any materials, facilities, and supplies in connection with the performance of the work or services of this Contract.

11. Non-appropriation. All funds for payment by County under this Contract are subject to the availability of an annual appropriation of the New Hanover County Board of Commissioners for the services provided under the Contract, County will terminate the Contract, without termination charge or liability, on the last day of the then-current fiscal year or when the appropriation made for then-current year for the services/items covered by this Contract is spent, whichever occurs first. If at any time funds are not appropriated for the continuance of this Contract, cancellation shall be accepted by the Contractor on ten (10) business days' prior written notice, but failure to give such notice shall be of no effect and County shall not be obligated under this Contract beyond the date of termination.

12. Non-waiver of Rights. The parties mutually agree that either party's failure to insist upon the strict performance of any provision of this Contract or to exercise any right based upon a breach thereof, or the acceptance of any performance during such breach, shall not constitute a waiver of any rights under this Contract.

13. Conflict of Interest. No paid employee of the County shall have a personal or financial interest, direct or indirect, as a contracting party or otherwise, in the performance of this Contract.

14. Subcontracts. The Contractor shall utilize no subcontractors for performing the work or services to be performed under this Contract without the prior written approval of the County.

15. Entire Contract. This Contract constitutes the entire understanding of the parties.

16. Binding Effect. This Contract shall be binding upon the parties hereto, and their heirs, successors, executors, administrators, and assigns.

17. Severability. If any provision of this Contract is held unenforceable, all remaining provisions of this Contract shall remain in full force and effect.

18. Inclusive Terms. Use of the masculine herein shall include the feminine and neuter, and the singular shall include the plural.

19. Governing Law. All of the terms and conditions contained herein

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shall be interpreted in accordance with the laws of the State of North Carolina.

20. E-Verify Compliance. Pursuant to N.C.G.S. 143-133.3, Contractor shall fully comply with the U.S. Department of Homeland Security employee legal status E-Verify requirements for itself and all its subcontractors. Violation of the provision, unless timely cured, shall constitute a breach of Contract.

21. Iran Divestment Act Certification. Pursuant to N.C.G.S. 147-86.55, Contractor shall fully comply with the North Carolina State Treasurer requirement that the Contractor or any of its subcontractors are not listed on the Final Divestment List created by the State Treasurer. Violation of the provision, unless timely cured, shall constitute a breach of Contract.

22. Compliance with Federal Law. If applicable, all federally funded projects, loans, grants, and sub grants whether funded in part or wholly, must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).

23. Notices. All notices required hereunder to be sent to either party shall be sent to the following designated addresses, or to such other address or addresses as may hereafter be designated by either party by mailing of written notice of such change of address, by Certified Mail, Return Receipt Requested:

**To County:**  
New Hanover County Facilities Management  
Attn: Scott Gordon  
200 Division Drive  
Wilmington, NC 28401

**To Contractor:**

24. Assignability. The parties hereto agree that this Contract is not transferable and shall not be assigned by either party without the written consent of the other party to this Contract.

25. Contract Under Seal. The parties hereto expressly agree to create a Contract under seal.

IN WITNESS WHEREOF, the parties have hereunto affixed their hands and seals, the day and year first above written and by authority duly given.

ATTACHMENT A

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CONTRACTOR

\_\_\_\_\_  
President (Seal)

ATTEST:

\_\_\_\_\_  
Secretary

STATE OF \_\_\_\_\_  
\_\_\_\_\_  
COUNTY

I, \_\_\_\_\_, a Notary Public of the State and County aforesaid, certify that \_\_\_\_\_ came before me this day and acknowledged that (s)he is President of \_\_\_\_\_, a \_\_\_\_\_, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed and sealed in its name by its President.

WITNESS my hand and official seal, this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**[ REST OF PAGE INTENTIONALLY BLANK.  
NEW HANOVER COUNTY DIGITAL SIGNATURE PAGE FOLLOWS EXHIBIT A AND IS  
INCORPORATED HEREIN BY REFERENCE]**

**ATTACHMENT B**

<b>Location</b>	<b>Address</b>	<b>MFR - Gen</b>	<b>Model - Gen</b>	<b>Gen Serial #</b>	<b>Size</b>	<b>ATS/MTS</b>	<b>Fuel</b>
Property Management Admin Office	200 Division Drive	Generac	52280	4304156	20KW	ATS	Natural Gas
Property Management Vehicle Maintenance	194 Division Drive	Generac	91A02650-S	996999	45KW	ATS	Propane
Animal Services Building	180 Division Drive	Kohler	80ROZJ	6423632	80KW	ATS	Diesel
Judicial Basement	316 Princess Street	Cummins	500EDR7	116HHW	500KW	ATS	Diesel
Judicial Complex Courtyard	316 Princess Street	Spectrum	125DSEJB	2128782	125KW	ATS	Diesel
Division of Juvenile Justice	138 N 4th Street	MTU	10V1600 DS500	95010500840	500KW	ATS	Diesel
Museum	814 Market Street	MTU	25PGC6NL	302852-1-1-1206	25KW	ATS	Natural Gas
320 Chestnut Office Building	320 Chestnut Street	MTU	6R0135 GS150	9.14006E+11	150KW	ATS	Natural Gas
Government Center #1	230 Government Center Drive	CUMMINS	DFEJ	C22058048	400KW	ATS	Diesel
Government Center #2	230 Government Center Drive	CUMMINS	DFEJ	C220058049	400KW	ATS	Diesel
Government Center - 911 Tower	230 Government Center Drive	GENERAC	SD100	3013307015	100KW	ATS	Diesel
The Healing Place #1	1000 Medical Center Drive	KOHLER	150RE0ZJ	3379GMKL0005	150KW	ATS	Diesel
The Healing Place #2	1000 Medical Center Drive	KOHLER	300RE0ZJ	33CYGMJP0002	300KW	ATS	Diesel
Health and Human Services	S 17th Street	Kohler	125REOZIG	3366GMC0017	125KW	ATS	Diesel
Detention Center Main Complex 1	3950 Juvenile Center Drive	Spectrum	900DS4	731106	900KW	ATS	Diesel
Detention Center Main Complex 2	3950 Juvenile Center Drive	Spectrum	900DS4	731107	900KW	ATS	Diesel
CSI Building	3950 Juvenile Center Drive	Spectrum	100DSEJC	2115411	100KW	ATS	Diesel
EMS 66	Juvenile Center Drive	Generac	93A02386-S	2007819	40KW	ATS	Propane
FS - Wrightsboro	3515 N Kerr Avenue	Olympian	D15OP1	TNAT00430	150KW	ATS	Diesel
FS - Myrtle Grove	5636 Carolina Beach Road	Generac	5424270100	2083786	50KW	ATS	Diesel
FS - Hwy 421	3805 US Highway 421 North	Spectrum	50GS60	391374	50KW	ATS	Propane
FS - Castle Hayne	4860 Castle Hayne Road	Kohler	250REOZJE	33CFGMNC0019	250KW	ATS	Diesel
FS - Ogden	7375 Market Street	MTU	6R0120-DS200	95130500224	200KW	ATS	Diesel
FS - Porters Neck	8310 Sharaz Way	Spectrum	45GS60	398789	45KW	ATS	Propane
FS - Federal Point	9815 River Road	Spectrum	150DSEJB	739885	150KW	ATS	Diesel
FS - Murrayville	5901 Murrayville Road	Onan	DSHAB-7598349	B090233247	200KW	ATS	Diesel
FS - Gordon Road	6102 Gordon Road	Kohler	275REOZJE	TBD	275KW	ATS	Diesel
Flemington Tower	3405 Fredrickson Road	Generac	SD100	3014011831	100KW	ATS	Diesel
Progress Energy Tower	5700 Holy Shelter Road	Generac	SD80	3014011809	80KW	ATS	Diesel
Project Grace	230 Grace Street	MTU	10V1600 DS500	105910	500KW	ATS	Diesel
STAR Center	1605 Robinhood Road	Generac	Eagle	3016942179	80KW	ATS	Natural Gas
Vice and Detectives	3950 Juvenile Center Drive	Cummins	DQDAC-5762615	F060940187	300KW	ATS	Diesel
Codington Elementary School	4321 Carolina Beach Road	Clarke	300D-JWMR-LAD	RG6090L112229	400KW	ATS	Diesel
Blair Elementary School	6510 Market Street	MTU	MTU12V2000	95020500929	800KW	ATS	Diesel
Eaton Elementary School	6701 Gordon Road	MTU	400RXS6DT3	311501	400KW	ATS	Diesel
Johnson Elementary School	100 McRae Street	MTU	400DSED DDC	2168896	400KW	ATS	Diesel
Trask Middle School	2900 N College Road	CAT	C32	JSJ01791	1000KW	MTS	Diesel
Landfill Weigh Station	5210 Highway 421 North	Briggs/Stratto	40305	1020287253	20KW	ATS	Propane
Portable Generator	4110 Hwy 421 N Suite 500	Cummins	QSB5-G3-NR3	F100129627	60KW	N/A	Diesel

ATTACHMENT C

NEW HANOVER COUNTY

LOCATION: \_\_\_\_\_
ENGINE MODEL: \_\_\_\_\_
ENGINE S/N: \_\_\_\_\_

PREVENTIVE MAINTENANCE CHECKLIST

HOURS: \_\_\_\_\_ DATE: \_\_\_\_\_
GENERATOR MODEL: \_\_\_\_\_
GENERATOR S/N: \_\_\_\_\_

1. COOLING SYSTEM:

- Freeze Point: \_\_\_\_\_ °F
Add 50/50 mix (water/antifreeze) if necessary
Check operation of water heater
Inspect radiator for debris
Inspect and tighten belts
Inspect hoses
Inspect external piping
Change coolant (Annual)

2. FUEL SYSTEM:

- Water in fuel: \_\_\_\_\_ inches
Fuel level: \_\_\_\_\_
Day tank operation
Check lines and check for leaks
Replace fuel filter (Annual)

3. OIL:

- Oil Level: \_\_\_\_\_
Change oil and Filters (Annual)
Check operation of lube oil heater
Inspect oil system for leaks

4. INSPECT

- Manifold
Drain plugs
Water pump
Water connections
Mounting bolts
Air inlet piping
Exciter ring connections (If accessible)

5. BATTERY CONDITION

- Check/clean and tighten cables (Annual)
Date installed: \_\_\_\_\_
Add water if needed Type: \_\_\_\_\_
Load test battery (Annual)

6. BATTERY CHARGER

- Type: \_\_\_\_\_
Rate #1 \_\_\_\_\_ #2 \_\_\_\_\_ Amps.
Voltage #1 \_\_\_\_\_ #2 \_\_\_\_\_ VDC

7. EXHAUST SYSTEM

- Tighten connections & flanges, if needed
Check air filter (replace at Annual)
Check muffler/rain caps/louvers/shutters
Check and drain condensate traps

8. SHUT DOWNS

- Low Oil Pressure
E-Stop
Low Water Level
High Engine Temperature
Over speed (Simulate)
Over Crank

9. TEST TRANSFER SWITCH \_\_\_ Yes \_\_\_ No \_\_\_ N/A

10. RUN \_\_\_ LOADED (Annual) \_\_\_ UNLOADED

- Oil pressure: \_\_\_\_\_ psi
Water temperature: \_\_\_\_\_ °F
Fuel pressure: \_\_\_\_\_ psi
Raw water pressure: \_\_\_\_\_ psi
Volts: \_\_\_\_\_ VAC \_\_\_\_\_ phase
Amps: \_\_\_\_\_ average
Frequency: \_\_\_\_\_ Hz
Battery charging alternator output
Voltage: \_\_\_\_\_ VDC
Cranking voltage: #1 \_\_\_\_\_ #2 \_\_\_\_\_ VDC

11. Engine - Gas or LP

- Check spark plugs (Annual)
Check ignition system (Annual)
Check carburetor and choke system

12. TRANSFER SWITCH

- Visible inspection of ATS closure
Check instruments and gauges
Check selector switch
Check all electrical control connections
Check time delays (Annual)
Check main contacts (Annual)
Verify ATS and generator in Auto
Verify generator breaker(s) closed

PM TYPE (A or Q): \_\_\_\_\_

COMMENTS: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

AUTHORIZATION TO PERFORM IDENTIFIED REPAIRS:

\_\_\_ Declined/Not Applicable \_\_\_ Estimate Requested \_\_\_ Authorized

\_\_\_\_\_  
Signature