

## CONTRACT FOR GENERATOR MAINTENANCE AND EMERGENCY REPAIR SERVICES

This contract is dated, made, and entered into as of the 21st day of July 2014, by the City of Durham ("City"), a N. C. municipal corporation, and National Power Corp. ("Contractor"), a corporation organized and existing under the laws of North Carolina.

Sec. 1. Background and Purpose. The City of Durham Department of Water Management ("DWM") operates approximately 62 lift stations to convey wastewater to reclamation facilities. Backup power generation is required to maintain permit compliance and protect nearby waterways from pollution. The City of Durham is not able to effectively maintain the 62 generators and has pursued outside contracting to ensure proper preventative maintenance and emergency repairs.

Sec. 2. Services and Scope to be Performed. Presumption that Duty is Contractor's. The Contractor shall perform the following work:

### SCOPE OF WORK

#### A. General

This work shall involve the maintenance and emergency repair of approximately 62 generators of various manufactures and size. Generator maintenance shall ensure proper operation of each generator while also completing the required monthly and annual generator load testing.

#### B. Generator Maintenance

##### MINIMUM GENERATOR MAINTENANCE REQUIREMENTS FOR PMS

At a minimum, the results of each inspection and maintenance item listed in Exhibit A, ("Preventative Maintenance Checklist"), shall be documented on a maintenance log for each site. Items that are not applicable to a particular site should be noted as such.

##### a. Preventative Maintenance Schedule

Contractor shall prepare and submit a Preventative Maintenance Schedule (PMS) for review by the City. The PMS shall include the minimum requirements shown in Exhibit A and any other maintenance tasks recommended by the Contractor based on their experience/expertise. Deviations from the schedule will only be allowed by verbal approval with the City and will result in a reduction of payment if deemed appropriate by the DWM staff. . If any major repairs are warranted, the contractor shall notify DWM- Plant Equipment & Maintenance (PEM) division personnel within one working day. Payment for emergencies and non-routine maintenance or repairs, which is not specified within the City minimum requirements or approved PMS documentation, will be paid for through issuance of a written work authorization ("Change Order") separate from this Agreement and according to the hour rates reflected on line items 62 and 63, respectively, of Exhibit B ("Unit Price List"). All Change Orders for emergencies and non-routine maintenance or repairs must be approved by City of Durham project manager prior to work commencing.

##### b. Plant Engineering Maintenance Required Testing

- Annual load test conducted for a minimum of four hours at 100%.
- Monthly transfer switch test as required by PEM. Monthly Transfer Switch Test shall be conducted for a minimum of 20 minutes.

##### c. Oil Change, Coolant Change and Air Filter Replacement

- Oil changes shall be conducted as recommended by oil analysis not to exceed 2 years. The Contractor shall include 50% of the 62 generators (30) requiring oil change in the lump sum yearly price. If more oil changes are warranted the cost shall be paid as a

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separate Change Order according to the per hour rate from line item 63 in Exhibit B. All invoicing against line item 63 in Exhibit B shall be approved prior to work commencing.

- Coolant changes shall be conducted as recommended by coolant analysis not to exceed 5 years. The Contractor shall include 20% of the 62 generators (12) requiring coolant change in the lump sum yearly price. If more coolant changes are warranted the cost shall be paid as a separate Change Order according to the per hour rate from line item 63 in Exhibit B. All invoicing against line item 63 in Exhibit B shall be approved prior to work commencing.
- All oil changes shall include the replacement of the air filters. Additional air filter replacement shall be completed as recommended by the Contractor and approved by the City.

### C. Emergency Repair Services

The Contractor shall be available 24 hrs per day, 7 days a week. A 2 hour response time is required from the time the Contractor is contacted by phone to the Contractor arriving onsite of the generator in question. If the Contractor fails to meet the 2 hour response time a financial penalty equal to double the contractor's line item 62 emergency services unit price per hour (Exhibit B) will be credited to the City in the following billing cycle for each hour over two hours. The Contractor will be clearly notified by City of Durham that the request for repair service is an "Emergency Repair Service". The Emergency Repair Service line item 62 (Exhibit B) will include the repair service and mileage within the unit price. The Contractor shall be paid for Emergency Repair Services for through issuance of a Change Order separate from this Agreement, after approval by City of Durham project manager.

In this contract, "Work" means the services that the Contractor is required to perform pursuant to this contract and all of the Contractor's duties to the City that arise out of this contract. Unless the context requires otherwise, if this contract states that a task is to be performed or that a duty is owed, it shall be presumed that the task or duty is the obligation of the Contractor.

Sec. 3. Complete Work without Extra Cost. Except to the extent otherwise specifically stated in this contract, the Contractor shall obtain and provide, without additional cost to the City, all labor, materials, equipment, transportation, facilities, services, permits, and licenses necessary to perform the Work.

### Sec. 4. Contractor's Billings to City. Compensation.

The City shall pay the Contractor for the Work as a unit price fee upon completion of the Work up to \$134,810.00. if deemed necessary and appropriate by the City of Durham, Emergency Maintenance and Non-Routine Repair Services charges and payment shall be made by Change Order to this Agreement and will be added to the Contractor's compensation. Exhibit B shows the agreed upon unit price list.

The Contractor shall send monthly invoices to the City equal to 1/12 of the total annual fee for each generator item identified in Exhibit B for which routine maintenance work has been performed for that month. Each invoice shall document, to the reasonable satisfaction of the City; such information as may be reasonably requested by the City. Invoices shall contain: a cover letter explaining the list of work performed during invoice time period and the anticipated list of work to be done in next 30 days and a list of any work items that will cause noise during the next 30 days. Invoices must contain itemized, proportionate charges that correspond to the Unit Price List in Exhibit B. Invoice must have date, billing period, and vendor invoice number.

The Contractors shall send as a separate invoice all work related to Emergency Maintenance or Non-Routine Repair Services. Each invoice shall document, to the reasonable satisfaction of the City; such information as may be reasonably requested by the City. Invoices must contain itemized charges that correspond to the Unit Price List in Exhibit B. Invoice must have date, billing period, and vendor invoice number.

Payment will be made by the City within thirty (30) days of receipt of an accurate invoice. The City shall

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not be obligated to pay the Contractor any payments, fees, expenses, or compensation other than those authorized by this section.

### Sec. 5. Prompt Payment to Subcontractors.

(a) Within 7 days of receipt by the Contractor of each payment from the City under this contract, the Contractor shall pay all Subcontractors (which term includes subconsultants and suppliers) based on work completed or service provided under the subcontract. Should any payment to the Subcontractor be delayed by more than 7 days after receipt of payment by the Contractor from the City under this contract, the Contractor shall pay the Subcontractor interest, beginning on the 8<sup>th</sup> day, at the rate of 1% per month or fraction thereof on such unpaid balance as may be due. By appropriate litigation, Subcontractors shall have the right to enforce this subsection (a) directly against the Contractor, but not against the City of Durham.

(b) If the individual assigned to administer this contract for the City (in this section, titled "Prompt Payment to Subcontractors," he or she will be referred to as the "Project Manager") determines that it is appropriate to enforce subsection (a) in this manner, the City may withhold from progress or final payments to the Contractor the sums estimated by the Project Manager to be

(i) the amount of interest due to the Subcontractor under subsection (a), and/or

(ii) the amounts past-due under subsection (a) to the Subcontractor but not exceeding 5% of the payment(s) due from the City to the Contractor.

This subsection (b) does not limit any other rights to withhold payments that the City may have.

(c) Nothing in this section (titled "Prompt Payment to Subcontractors") shall prevent the Contractor at the time of invoicing, application, and certification to the City from withholding invoicing, application, and certification to the City for payment to the Subcontractor for unsatisfactory job progress; defective goods, services, or construction not remedied; disputed work; third-party claims filed or reasonable evidence that such a claim will be filed; failure of the subcontractor to make timely payments for labor, equipment, and materials; damage to the Contractor or another subcontractor; reasonable evidence that the subcontract cannot be completed for the unpaid balance of the subcontract sum; or a reasonable amount for retainage not to exceed 10%.

(d) The Project Manager may require, as a prerequisite to making progress or final payments, that the Contractor provide statements from any Subcontractors designated by the Project Manager regarding the status of their accounts with the Contractor. The statements shall be in such format as the Project Manager reasonably requires, including notarization if so specified.

### Sec. 6. Insurance.

Contractor shall maintain insurance not less than the following:

#### Commercial General Liability, covering:

- Premises/operations
- Products/completed operations
- Explosion, collapse, and underground hazards if the hazards exist in the performance of this contract.
- Contractual liability
- Independent contractors, if any are used in the performance of this contract
- City of Durham must be named additional insured, and an original of the endorsement to effect the coverage must be attached to the certificate if by blanket endorsement, then agent may also indicate in the GL section of the certificate, in lieu of an original endorsement
- Combined single limit not less than \$1,000,000 per claim; aggregate limit not less than \$2,000,000 per year

#### Professional Liability, covering:

- Engineers (employed or engaged by Contractor)
- Covering claims arising out of professional acts and omissions

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- Coverage may be provided either by specific policy or as part of the Commercial General Liability Policy
- Self-insured retentions/deductibles in excess of \$25,000 must be approved by the City Finance Director.
- Combined single limit not less than \$1,000,000 per claim; aggregate limit not less than \$1,000,000 per year. If coverage is only available on claims made basis, then additional coverage requirements may apply subject to review of City Finance Director.

### Automobile Liability Insurance, covering:

- Owned, hired, or borrowed vehicles
- Employee vehicles, if used in performance of this contract
- Combined single limit not less than \$1,000,000 per claim; aggregate limit not less than \$2,000,000 per year

### Workers' Compensation Insurance, covering:

- Statutory benefits;
- Covering employees; covering owning partners, officers, and relatives (who work on this contract); certificate must specifically state who is covered by the policy
- Employers' liability, \$1,000,000
- Waiver of subrogation in favor of the City of Durham

### Insurance shall be provided by:

- Companies authorized to do business in the State of North Carolina
- Companies with Best rating of A-VIII or better.

### Insurance shall be evidenced by a certificate:

- Providing notice to the City of not less than 30 days prior to cancellation or reduction of coverage
- Certificates shall be addressed to:  
City of Durham, North Carolina  
Attention: Finance Director  
101 City Hall Plaza  
Durham, NC 27701

Both the insurance certificate and the additional insured endorsement must be originals and must be approved by the City's Finance Director before Contractor can begin any work under this contract.

Sec. 7. Performance of Work by City. If the Contractor fails to perform the Work in accordance with the schedule referred to in Section 2 above, the City may, in its discretion, in order to bring the project closer to the schedule, perform or cause to be performed some or all of the Work, and doing so shall not waive any of the City's rights and remedies. Before doing so, the City shall give the Contractor notice of its intention. The Contractor shall reimburse the City for additional costs incurred by the City in exercising its right to perform or cause to be performed some or all of the Work pursuant to this section.

Sec. 8. Exhibits. The following exhibits are made a part of this contract:

Exhibit A – Preventive Maintenance Checklist, containing four (4) page(s).

Exhibit B – Unit Price List, containing \_\_\_\_\_ page(s).

In case of conflict between an exhibit and the text of this contract excluding the exhibit, the text of this contract shall control.

Sec. 9. Notice.

(a) All notices and other communications required or permitted by this contract shall be in writing and shall

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be given either by personal delivery, fax, UPS, Federal Express, or certified United States mail, return receipt requested, addressed as follows. The parties are requested to send a copy by email.

To the City:

Robert Gasper, PE - Department of Water Management  
City of Durham  
101 City Hall Plaza  
Durham, NC 27701-3329  
The fax number is (919) 560-4479  
Email: Robert.Gasper@DurhamNC.gov

To the Contractor:

Jamie Dalton  
National Power Corp.  
4541 Preslyn Drive  
Raleigh, NC 27616  
The fax number is (919) 790-9714  
Email: jamie.dalton@natpow.com

(b) Change of Address. Date Notice Deemed Given. A change of address, fax number, or person to receive notice may be made by either party by notice given to the other party. Any notice or other communication under this contract shall be deemed given and sent at the time of actual delivery, if it is personally delivered or sent by fax. If the notice or other communication is sent by United States mail, it shall be deemed given upon the third calendar day following the day on which such notice or other communication is deposited with the United States Postal Service or upon actual delivery, whichever first occurs.

Sec. 10. Indemnification.

(a) To the maximum extent allowed by law, the Contractor shall defend, indemnify, and save harmless Indemnitees from and against all Charges that arise in any manner from, in connection with, or out of this contract as a result of acts or omissions of the Contractor or subcontractors or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. In performing its duties under this subsection "a," the Contractor shall at its sole expense defend Indemnitees with legal counsel reasonably acceptable to City. (b) Definitions. As used in subsections "a" above and "c" below -- "Charges" means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, and expenses (included without limitation within "Charges" are (1) interest and reasonable attorneys' fees assessed as part of any such item, and (2) amounts for alleged violations of sedimentation pollution, erosion control, pollution, or other environmental laws, regulations, ordinances, rules, or orders -- including but not limited to any such alleged violation that arises out of the handling, transportation, deposit, or delivery of the items that are the subject of this contract). "Indemnitees" means City and its officers, officials, independent contractors, agents, and employees, excluding the Contractor. (c) Other Provisions Separate. Nothing in this section shall affect any warranties in favor of the City that are otherwise provided in or arise out of this contract. This section is in addition to and shall be construed separately from any other indemnification provisions that may be in this contract. (d) Survival. This section shall remain in force despite termination of this contract (whether by expiration of the term or otherwise) and termination of the services of the Contractor under this contract. (e) Limitations of the Contractor's Obligation. If this section is in, or is in connection with, a contract relative to the design, planning, construction, alteration, repair or maintenance of a building, structure, highway, road, appurtenance or appliance, including moving, demolition and excavating connected therewith, then subsection "a" above shall not require the Contractor to indemnify or hold harmless Indemnitees against liability for damages arising out of bodily injury to persons or damage to property proximately caused by or resulting from the negligence, in whole or in part, of Indemnitees.

Sec. 11. E-Verify Compliance. The contractor represents and covenants that the contractor and its subcontractors comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (NCGS). In this E-Verify Compliance section, "contractor," "its subcontractors," and "comply" shall have the meanings intended by NCGS 160A-20.1(b). The City is relying on this section in entering into this contract. The

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parties agree to this section only to the extent authorized by law. If this section is held to be unenforceable or invalid in whole or in part, it shall be deemed amended to the extent necessary to make this contract comply with NCGS 160A-20.1(b).

### Sec. 12. Miscellaneous

(a) Choice of Law and Forum; Service of Process. (i) This contract shall be deemed made in Durham County, North Carolina. This contract shall be governed by and construed in accordance with the law of North Carolina. The exclusive forum and venue for all actions arising out of this contract shall be the North Carolina General Court of Justice, in Durham County. Such actions shall neither be commenced in nor removed to federal court. This subsection (a) shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this subsection. (ii) If the Contractor is not a natural person (for instance, the Contractor is a corporation or limited liability company), this subsection (ii) applies. "Agent for Service of Process" means every person now or hereafter appointed by the Contractor to be served or to accept service of process in any State of the United States. Without excluding any other method of service authorized by law, the Contractor agrees that every Agent for Service of Process is designated as its non-exclusive agent for service of process, summons, and complaint. The Contractor will instruct each Agent for Service of Process that after such agent receives the process, summons, or complaint, such agent shall promptly send it to the Contractor. This subsection (ii) does not apply while the Contractor maintains a registered agent in North Carolina with the office of the N. C. Secretary of State and such registered agent can be found with due diligence at the registered office.

(b) Waiver. No action or failure to act by the City shall constitute a waiver of any of its rights or remedies that arise out of this contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.

(c) Performance of Government Functions. Nothing contained in this contract shall be deemed or construed so as to in any way estop, limit, or impair the City from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.

(d) Severability. If any provision of this contract shall be unenforceable, the remainder of this contract shall be enforceable to the extent permitted by law.

(e) Assignment, Successors and Assigns. Without the City's written consent, the Contractor shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out of this contract. The City Manager may consent to an assignment without action by the City Council. Unless the City otherwise agrees in writing, the Contractor and all assignees shall be subject to all of the City's defenses and shall be liable for all of the Contractor's duties that arise out of this contract and all of the City's claims that arise out of this contract. Without granting the Contractor the right to assign, it is agreed that the duties of the Contractor that arise out of this contract shall be binding upon it and its heirs, personal representatives, successors, and assigns.

(f) Compliance with Law. In performing all of the Work, the Contractor shall comply with all applicable law.

(g) Notice of City Policy. THE CITY OPPOSES DISCRIMINATION ON THE BASIS OF RACE AND SEX AND URGES ALL OF ITS CONTRACTORS TO PROVIDE A FAIR OPPORTUNITY FOR MINORITIES AND WOMEN TO PARTICIPATE IN THEIR WORK FORCE AND AS SUBCONTRACTORS AND VENDORS UNDER CITY CONTRACTS.

(h) EEO Provisions. During the performance of this Contract the Contractor agrees as follows: (1) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Contractor shall take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor shall post in

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conspicuous places, available to employees and applicants for employment, notices setting forth these EEO provisions. (2) The Contractor shall in all solicitations or advertisement for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. (3) The Contractor shall send a copy of the EEO provisions to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding. (4) In the event of the Contractor's noncompliance with these EEO provisions, the City may cancel, terminate, or suspend this contract, in whole or in part, and the City may declare the Contractor ineligible for further City contracts. (5) Unless exempted by the City Council of the City of Durham, the Contractor shall include these EEO provisions in every purchase order for goods to be used in performing this contract and in every subcontract related to this contract so that these EEO provisions will be binding upon such subcontractors and vendors.

(i) SDBE. The Contractor shall comply with all applicable provisions of Article III of Chapter 18 of the Durham City Code (Equal Business Opportunities Ordinance), as amended from time to time. The failure of the Contractor to comply with that article shall be a material breach of contract which may result in the rescission or termination of this contract and/or other appropriate remedies in accordance with the provisions of that article, this contract, and State law. The Participation Plan submitted in accordance with that article is binding on the Contractor. Section 18-59(f) of that article provides, in part, "If the City Manager determines that the Contractor has failed to comply with the provisions of the Contract, the City Manager shall notify the Contractor in writing of the deficiencies. The Contractor shall have 14 days, or such time as specified in the Contract, to cure the deficiencies or establish that there are no deficiencies." It is stipulated and agreed that those two quoted sentences apply only to the Contractor's alleged violations of its obligations under Article III of Chapter 18 and not to the Contractor's alleged violations of other obligations.

(j) No Third Party Rights Created. This contract is intended for the benefit of the City and the Contractor and not any other person.

(k) Principles of Interpretation and Definitions. (1) The singular includes the plural and the plural the singular. The pronouns "it" and "its" include the masculine and feminine. References to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The words "include," "including," etc. mean include, including, etc. without limitation. (2) References to a "Section" or "section" shall mean a section of this contract. (3) "Contract" and "Agreement," whether or not capitalized, refer to this instrument. (4) "Duties" includes obligations. (5) The word "person" includes natural persons, firms, companies, associations, partnerships, trusts, corporations, governmental agencies and units, and other legal entities. (6) The word "shall" is mandatory. (7) The word "day" means calendar day. (8) The word "Work" is defined in Section 2. (9) A definition in this contract will not apply to the extent the context requires otherwise.

(l) Modifications. Entire Agreement. A modification of this contract is not valid unless signed by both parties and otherwise in accordance with requirements of law. Further, a modification is not enforceable against the City unless it is signed by the City Manager, a deputy or assistant City Manager, or, in limited circumstances, a City department director. This contract contains the entire agreement between the parties pertaining to the subject matter of this contract. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties, or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this contract.

(m) City's Manager's Authority. To the extent, if any, the City has the power to suspend or terminate this contract or the Contractor's services under this contract, that power may be exercised by City Manager or a deputy or assistant City Manager without City Council action.

Sec. 13. Termination for Convenience ("TFC"). (a) *Procedure*. Without limiting any party's right to terminate for breach, the parties agree that the City may, without cause, and in its discretion, terminate this contract for convenience by giving the Contractor written notice that refers to this section. TFC shall be effective at the time indicated in the notice. (b) *Obligations*. Upon TFC, all obligations that are still executory on both sides are discharged except that any right based on prior breach or performance survives, and the indemnification provisions and the section of this contract titled Trade Secrets and Confidentiality, if any, shall remain in force. At the time of

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TFC or as soon afterwards as is practical, the Contractor shall give the City all Work, including partly completed Work. In case of TFC, the Contractor shall follow the City's instructions as to which subcontracts to terminate. (c) *Payment.* The City shall pay the Contractor an equitable amount for the costs and charges that accrue because of the City's decisions with respect to the subcontracts, but excluding profit for the Contractor. Within 20 days after TFC, the City shall pay the Contractor one hundred dollars as a TFC fee and shall pay the Contractor for all Work performed except to the extent previously paid for. Work shall be paid for in accordance with the method (unit prices, hourly fees, etc.) to be used for payment had the Work been completed except to the extent it would be inequitable to either party, and if Work was to be paid for on a lump-sum basis, the City shall pay the part of the lump sum that reflects the percentage of completion attained for that Work. The Contractor shall not be entitled to any payment because of TFC except as stated in this section, whether on the basis of overhead, profit, damages, other economic loss, or otherwise.

Sec. 14. Term of Agreement. Renewable at City Option. This Agreement, unless terminated sooner in accordance with Section 13, shall remain in effect for one (1) year from the effective date and be renewable for 2 additional one-year options at the discretion of the City Manager according to the same terms, except that the Unit Price List of Exhibit B may be increased no more than 3% for each additional year.

IN WITNESS WHEREOF, the City and the Contractor have caused this contract to be executed under seal themselves or by their respective duly authorized agents or officers.

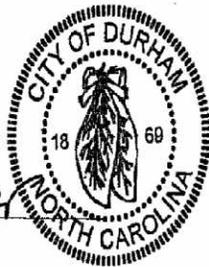
ATTEST:

CITY OF DURHAM

Attest:



Dianalynn Schreiber  
Deputy City Clerk  
Preaudit Certificate:

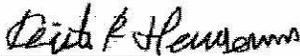


By:



Thomas J. Bonfield  
City Manager

This instrument has been pre-audited in a manner required by the Local Government Budget and Fiscal Control Act.



Keith R. Herrmann, Finance Officer

*Contract for Generator Maintenance and Emergency Repair Services*

National Power Corp.

By: John Dorne (SEAL)

Title of officer: VP & GM

*[The following officers may sign for the corporation: chairperson; president; chief executive officer; vice-president; assistant vice-president; treasurer; or chief financial officer.]*

State of North Carolina

ACKNOWLEDGMENT BY  
NATIONAL POWER CORP.

County of Wake

I, a notary public in and for the aforesaid county and state, certify that  
John Dorne personally appeared before me this day and  
stated that he or she is

~~(strike through the inapplicable:)~~ chairperson/ president/ chief executive officer/ vice-president/ assistant vice-  
president/ treasurer/ chief financial officer of

National Power Corp., a corporation, and that by authority duly given and as the act of the corporation, he or she  
signed, under seal, the foregoing contract or agreement with the City of Durham. This the 21<sup>st</sup> day of  
July, 2014.

My commission expires:  
May 23<sup>rd</sup> 2017

Joanna Meredith  
Notary Public

**JOANNA MEREDITH**  
Notary Public  
Wake County, North Carolina  
My Commission Expires 5/23/17.

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**EXHIBIT A**

EXHIBIT A  
PREVENTIVE MAINTENANCE CHECKLIST

EMERGENCY STANDBY GENERATORS/SWITCHES/CONTROLS CHECKLIST

Technician: \_\_\_\_\_

Location: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_ Hour Meter: \_\_\_\_\_  
Unit Mfg: \_\_\_\_\_ Model: \_\_\_\_\_ S/N: \_\_\_\_\_

General Task: Check for proper operation, excessive noise, vibration and temperature (before and after work is accomplished). Notate problems on checklist.

***D.C. ELECTRICAL SYSTEM***

1. Check battery terminals for corrosion; clean if necessary.
2. Check battery electrolyte levels if applicable. Add electrolyte as required.
3. Check specific gravity of the electrolyte in a 10% sample of the batteries (if applicable).
4. Check battery 25% of terminal-to-cell connection resistance; rehabilitate connections as required; add anti-corrosion grease to battery terminals and connections.
5. Measure and record individual battery cell and battery string float voltages.
6. Inspect all electrical wiring/components/relays/switches/cords/plugs for loose connections, scorched or frayed wires, and burnt contacts. Correct minor deficiencies as required. Notate other problems on checklist.
7. Shutdown mechanisms
8. Battery compartment/heater cooperation
9. Electrical starter/alternator generator

***A.C. ELECTRICAL SYSTEM***

1. Battery charger
2. Control panel/switchgear
3. A.C. generator voltage regulator
4. Inspect all electrical wiring/components/relays/switches/cords/plugs for loose connections, scorched or frayed wires, and burnt contacts. Correct minor deficiencies as required. Notate other problems on checklist.

***CONTROL PANEL***

1. Inspect all electrical wiring/components/relays/switches/cords/plugs for loose connections, scorched or frayed wires, and burnt contacts. Correct minor deficiencies as required. Notate other problems on checklist.
2. Clean inside of control panel with a vacuum or brush. When panel voltage is 120 voltage or greater, disconnect power prior to cleaning.
3. Check indicating lamps, thermometers, gauges, etc for proper operation.

### ***DIESEL ENGINE***

1. Check oil level in crankcase with dipstick; add oil as necessary. Check that crankcase heater is working.
2. Replace oil based on oil analysis recommendation not to exceed 2 years.
3. When replacing engine oil filter also replace the air filter.
4. Check radiator coolant level; notify PEM to add coolant if needed.
5. Drain and replace radiator coolant based on coolant analysis recommendation not to exceed 5 years.
7. Check battery and other related terminals for corrosion; clean if necessary.
8. Check belts for tension and wear; adjust or replace if required.
9. Check fuel level in tank. Notify PEM to refill if level is under 3/4 full.
10. Check electrical wiring, connections, switches, etc.; adjust or tighten as necessary.
11. Inspect all piping, hoses, fittings, valves, seals, flanges, connectors, tubing and packing for damage/leaks. Repair minor leaks as required. Notate other problems on checklist.

### ***GENERATOR***

1. Inspect all electrical wiring/components/relays/switches/cords/plugs for loose connections, scorched or frayed wires, and burnt contacts. Correct minor deficiencies as required. Notate other problems on checklist.
2. Inspect equipment structural components. Tighten or replace loose, missing, or damaged nuts, bolts and screws.
3. Check for proper alignment, clearances, and rotation of shaft and coupler (includes removing and reinstalling safety cover).
4. Perform 4 hour generator load test annually. Check for proper operation. Contractor may use City owned load banks for generators from 80 kW to 300 kW.
5. Check and record on local log the items applicable to the system being service.
6. Clean the exterior of the piece of equipment/system. Clean the surrounding area.

### ***AIR INDUCTION & EXHAUST SYSTEM***

1. Air cleaner units/oil bath and dry type
2. Air induction piping and connections
3. Turbocharger/blower
4. Exhaust manifold/piping/connections

### ***POWER UNIT***

1. Generator structure
2. Clutch assembly (power take off)
3. Coupling(s)

### ***LUBRICATION SYSTEM***

1. Engine oil level
2. Engine oil change with multi-grade oil that exceeds performance requirements by manufacturer. a. Use highest oil viscosity available to meet the requirements for the temperature at start-up.
3. Engine oil filter change (As needed by oil analysis not to exceed 2 years)
4. Engine oil sample for analysis (Annually)

- a. Oil analysis shall include wear analysis, oil condition, contamination levels from water, fuel, or coolant, oil viscosity and corrosion protection evaluation.
5. Crankcase pressure
6. Crankcase breather
7. Oil leaks (hoses, connectors)
8. Engine governor oil level/linkage (UG8)
9. Fan drive bearings
10. Generator bearings
11. Engine starter oiler (air type only)
12. Gauges and safety mechanism
13. Accessory drives

#### ***FUEL SYSTEM***

1. Fuel tank/day tank
2. Fuel filters-primary/secondary
3. Fuel system components/hoses/piping
4. Gauges and Safety mechanism
5. Condensation/water in fuel
  - a. City owned fuel filtering unit is available to filter and treat fuel and add additives.

#### ***COOLING SYSTEM***

1. Engine coolant level
2. Radiator core/heat exchanger
3. Coolant lines/connections/hoses & connections
4. Water jacket heater(s)
5. Coolant test analysis shall include glycol concentration for freeze and boil protection, pH, conductivity, identification of source of metal corrosion, scaling and contaminants and water hardness.
6. Prefer usage of high grade extended life coolant

Note: Contractor is responsible for indicator lights, indicator lamps, gauges, switches, relays, contactors, solenoids, coils, switches, relays, contactors, solenoids, coils, voltage regulators, sensors, fuses, pressure sensing switches, transformers, power supplies, battery cables and connections.

#### ***Monthly Transfer Tests SOW (performed once a month):***

1. Place switch in test mode
2. Verify generator starts and transfer occurs within preset limits
3. Visually inspect generator for proper operation during test period
4. Disengage test after 20 minutes and verify proper retransfer and shut down
5. Ensure all controls are left in auto mode

#### ***Annual Four-Hour Load Bank Test (performed once a year):***

- Disable generator
- Disconnect customer wires from generator output breaker\*
- Connect load bank cables to generator output breaker\*
- Start generator and turn on load bank to apply load
- Load bank generator per customer specification
- Once complete, disconnect load bank
- Reconnect customer wires to generator output breaker\*
- Place generator back in operation

- Ensure all control switches are in auto mode

Note: \*In some cases load bank will be connected inside the auto transfer switch instead of generator breaker.

*Contract for Generator Maintenance and Emergency Repair Services*

**EXHIBIT B**

**EXHIBIT B**  
Unit Price List

Item No.	Item Description	Name	Address	Fuel	Voltage	Manufacturer	Generator Rating (KW)	Quantity	Unit	Annual Unit Price (\$)
1	Generator Maintenance	Mist Lake	1600 Mist Lake Drive	Diesel	480	Generac	300	1	LS	\$2,210.00
2	Generator Maintenance	Audubon Park	1213 Haventree Rd.	Diesel	230	Generac	15	1	LS	\$2,210.00
3	Generator Maintenance	Bren Rose Circle	132 Brenrose Circle	Diesel	208	Generac	15	1	LS	\$2,210.00
4	Generator Maintenance	Brightleaf at the Park	172 Putters Court	Diesel	480	Kohler	800	1	LS	\$2,210.00
5	Generator Maintenance	Cedar Creek	2705 Cedar Creek Drive	Diesel	230	Generac	60	1	LS	\$2,210.00
6	Generator Maintenance	Celeste Circle	1800 George King Road	Diesel	460	Kohler	115	1	LS	\$2,210.00
7	Generator Maintenance	Continental Drive	524 Continental Drive	Diesel	460	Caterpillar	50	1	LS	\$2,210.00
8	Generator Maintenance	Cooksbury	End of Cooksbury Road	Diesel	460	Caterpillar	250	1	LS	\$2,210.00
9	Generator Maintenance	Dearborn Dr.	2610 Dearborn Drive	Diesel	208	Generac	80	1	LS	\$2,210.00
10	Generator Maintenance	Downing Creek	1 Benwick Court	Diesel	208	Olympian	50	1	LS	\$2,210.00
11	Generator Maintenance	Downing Woods	20 Blakely Court	Diesel	240	Generac	10	1	LS	\$2,210.00
12	Generator Maintenance	Eagle View	8706 Eagle View Drive	Diesel	240	Generac	80	1	LS	\$2,210.00
13	Generator Maintenance	East End	314 East End Avenue	Diesel	208	Olympian	25	1	LS	\$2,210.00
14	Generator Maintenance	Elmset	1320 Elmset Lane	Diesel	208	Elliot Power System	8	1	LS	\$2,210.00
15	Generator Maintenance	Eno	Denfield Street	Diesel	480	Caterpillar	1250	1	LS	\$2,210.00
16	Generator Maintenance	Falconbridge	6732 Glen Forest Road	Diesel	230	Generac	60	1	LS	\$2,210.00
17	Generator Maintenance	Fayetteville	8315 Fayetteville	Diesel	480	MTU/Detroit	150	1	LS	\$2,210.00

**EXHIBIT B**  
Unit Price List

Item No.	Item Description	Name	Address	Fuel	Voltage	Manufacturer	Generator Rating (KW)	Quantity	Unit	Annual Unit Price (\$)
		Road	Road			Diesel				
18	Generator Maintenance	Fletcher Chapel Rd	1630 Fletcher Chapel Road	Diesel	480	Caterpillar	350	1	LS	\$2,210.00
19	Generator Maintenance	Frazier Forest	802 Clayton Road	Diesel	230	Generac	80	1	LS	\$2,210.00
20	Generator Maintenance	Garrett Road	4232 Garrett Road	Diesel	230	Kohler	100	1	LS	\$2,210.00
21	Generator Maintenance	Geer St.	1705 Geer Street	Diesel	208	Caterpillar/Olympian	17	1	LS	\$2,210.00
22	Generator Maintenance	Githens School	4820 Old Chapel Hill Road	Diesel	480	Olympian/Generac	100	1	LS	\$2,210.00
23	Generator Maintenance	Glenda Road	4216 Glenda Road	Diesel	240	Kohler	80	1	LS	\$2,210.00
24	Generator Maintenance	Glenn Road #1	2919 Kingston Avenue	Diesel	480	Caterpillar	350	1	LS	\$2,210.00
25	Generator Maintenance	Glenn Road #2	3829 Weyburn Road	??	208	Olympian	17	1	LS	\$2,210.00
26	Generator Maintenance	Glenview	1533 Glenn View Road	Diesel	480	Marathon Electric	125	1	LS	\$2,210.00
27	Generator Maintenance	Guess Rd. #1	4404 Guess Road	Diesel	480	Generac	80	1	LS	\$2,210.00
28	Generator Maintenance	Guess Road #2	4319 Guess Road	Diesel	240	Olympian/Caterpillar	50	1	LS	\$2,210.00
29	Generator Maintenance	Heritage Dr.	2015 Hillock Place	Diesel	480	Caterpillar	400	1	LS	\$2,210.00
30	Generator Maintenance	Hickory Nut Dr.	2029 Hickory Nut Drive	Diesel	230	Generac	10	1	LS	\$2,210.00
31	Generator Maintenance	Highway 70	1401 South Miami Blvd	Diesel	480	Olympian	50	1	LS	\$2,210.00
32	Generator Maintenance	Hope Valley #4		??	208	??	25	1	LS	\$2,210.00
33	Generator Maintenance	Landis Dr.	4126 Chaucer Circle	Diesel	480	Kohler	80	1	LS	\$2,210.00
34	Generator Maintenance	Leigh Farm	300 Leigh Farm Road	Diesel	208	Olympian	50	1	LS	\$2,210.00
35	Generator Maintenance	Lick Creek	Stallings Road	Diesel	480	Spectrum	800	1	LS	\$2,210.00

**EXHIBIT B**  
**Unit Price List**

Item No.	Item Description	Name	Address	Fuel	Voltage	Manufacturer	Generator Rating (KW)	Quantity	Unit	Annual Unit Price (\$)
36	Generator Maintenance	Lohaven		??	480	Detroit Diesel	25	1	LS	\$2,210.00
37	Generator Maintenance	Lutravil	2420 Old Oxford Highway	Diesel	480	Armstrong	75	1	LS	\$2,210.00
38	Generator Maintenance	Marywood	Marywood Dr and Park Place	Diesel	240	Generac	80	1	LS	\$2,210.00
39	Generator Maintenance	Massey Chapel	7321 Massey Chapel Road	Diesel	480	Caterpillar	150	1	LS	\$2,210.00
40	Generator Maintenance	Newhall	6023 Newhall Road	Diesel	230	Caterpillar	20	1	LS	\$2,210.00
41	Generator Maintenance	Northgate	Northgate Mall	Diesel	208	Generac	10	1	LS	\$2,210.00
42	Generator Maintenance	November Drive	704 November Drive	Diesel	230	Olympian	10	1	LS	\$2,210.00
43	Generator Maintenance	Parkwood	5729 Grandale Drive	Diesel	240	Armstrong	60	1	LS	\$2,210.00
44	Generator Maintenance	Plantation Dr.	112 Plantation Drive	Diesel	208	Generac	10	1	LS	\$2,210.00
45	Generator Maintenance	Rivermont	4208 Rivermont Drive	Diesel	480	Armstrong	250	1	LS	\$2,210.00
46	Generator Maintenance	Rondelay	330 Rondelay Drive	??	480	Kohler	150	1	LS	\$2,210.00
47	Generator Maintenance	Rose of Sharon	7 Misty Morning Court	Diesel	480	Generac	100	1	LS	\$2,210.00
48	Generator Maintenance	Snow Hill Road	2525 Snow Hill Road	Diesel	480	Kohler	125	1	LS	\$2,210.00
49	Generator Maintenance	Solterra	147 Solterra Way	Diesel	208	Olympian	60	1	LS	\$2,210.00
50	Generator Maintenance	Southpoint Plantation	Oxfordshire Lane	Diesel	480	Cummins	50	1	LS	\$2,210.00
51	Generator Maintenance	Sparger Rd.	3014 Sparger Road	Diesel	240	Generac	30	1	LS	\$2,210.00
52	Generator Maintenance	Stage Rd.	1820 Stage Road	Diesel	480	Olympian	50	1	LS	\$2,210.00
53	Generator Maintenance	Stagecoach	8513 NC-751	Diesel	480	Caterpillar	400	1	LS	\$2,210.00
54	Generator Maintenance	Tract 8	2251 Northern	Diesel	480	Kohler	40	1	LS	\$2,210.00

**EXHIBIT B**  
Unit Price List

Item No.	Item Description	Name	Address	Fuel	Voltage	Manufacturer	Generator Rating (KW)	Quantity	Unit	Annual Unit Price (\$)
			Durham Pkwy							
55	Generator Maintenance	Treyburn #1	4600 Teknika Pkwy	Diesel	480	Caterpillar	125	1	LS	\$2,210.00
56	Generator Maintenance	Treyburn #2	4035 Old Oxford Highway	Diesel	480	Detroit Diesel	265	1	LS	\$2,210.00
57	Generator Maintenance	Treyburn #3	1800 Vintage Hill Drive	Diesel	480	Generac	100	1	LS	\$2,210.00
58	Generator Maintenance	Treyburn #4	1222 Vintage Hill	Diesel	480	Elliot Power System	50	1	LS	\$2,210.00
59	Generator Maintenance	Turnage Hts.		??	480	??	125	1	LS	\$2,210.00
60	Generator Maintenance	Turnkey		??	208	??	30	1	LS	\$2,210.00
61	Generator Maintenance	Vesson	2600 Vesson Avenue	Diesel	208	Generac	10	1	LS	\$2,210.00
<b>TOTAL</b>										
<b>\$134,810.00</b>										
62	Emergency Services	All sites listed above	n/a	--	--	--	--	1	\$/H R	\$140/Hour
63	Non-Routine Repair Services	All sites Listed Above	n/a						\$/Hr	\$85/hour