

**COUNTY OF BRUNSWICK  
REQUEST FOR PROPOSALS FOR  
EMERGENCY POWER SYSTEMS MAINTENANCE**

Brunswick County requests proposals to secure a preventative maintenance and emergency service and repair program that will provide services to maintain Brunswick County Operation Services' and Brunswick County Emergency Services' emergency power systems.

A copy of the complete proposal may be obtained from Bryan Hollis, Brunswick County Operation Services, 179 March 9, 1764 Drive, NE, (Post Office Box 249), Bolivia, North Carolina 28422, 910-253-2509 or from our website at [www.brunswickcountync.gov](http://www.brunswickcountync.gov).

All proposals are to be hand delivered or post-marked no later than June 17, 2015 by 4:30 p.m. Each should be clearly marked **Proposal Response – Emergency Power Systems Maintenance.**

*These materials should be delivered to:*

**Mail:** Bryan Hollis  
Brunswick County Operation Services  
P. O. Box 249  
Bolivia, NC 28422

**Hand Delivered:** Bryan Hollis  
Brunswick County Operation Services  
Building L  
179 March 9, 1764 Drive, NE  
Bolivia, NC 28422

*Questions may be directed to Bryan Hollis at (910) 253-2509 or [bryan.hollis@brunswickcountync.gov](mailto:bryan.hollis@brunswickcountync.gov).*

## **Preventive Maintenance Program and Emergency Service and Repair for Emergency Power Systems**

### **1. General**

The County of Brunswick requests proposals to secure a preventative maintenance program and emergency services and repair agreement that will provide services to maintain Brunswick County Operation Services and Brunswick County Emergency Services emergency power systems as specified herein.

### **2. Scope of Work for Preventative Maintenance Program**

Provide all labor, materials, equipment and services and perform all operations necessary to conduct a complete annual inspection and testing services of all Brunswick County Operation Services emergency generators. All work shall be completed in accordance with the North Carolina State Building Code and the latest versions of the applicable referenced codes and standards.

### **3. Scope of Work for Emergency Service and Repairs**

Provide all labor, materials, equipment and services to service and repair all necessary work for all Brunswick County Operation Services and Emergency Services emergency power systems.

### **4. Specific Terms and Conditions for Preventative Maintenance Program**

All work shall be completed in accordance with the North Carolina State Building Code and the latest additions of the following referenced codes and standards of the American National Standards Institute, American Society of Testing Materials, American Society of Mechanical, and the National Electric Code and all applicable local codes and regulations. All products used shall be new, unused and of current production by a firm that has its final assembly located in the continental United States. All old or used products that contain Hazardous Materials and Hazardous Waste must have Documentation as to where it was disposed of including the quantity (gallons), and must be provided to the county monthly. No person shall cause or permit the generation, transportation, disposal, or processing of hazardous waste, except in full compliance with the provisions of this County, including but not limited to all provisions requiring full disclosure of information regarding such transportation, disposal, or processing. Any hazardous materials that are removed from the equipment or property such as but not limited to oil, coolant, diesel fuel etc must be removed, stored, and transported in tanks that meet ASME VIII rating. All new hazardous materials must be removed, stored and transported in tanks that meet ASME VIII rating.

- a) All fluid tanks that contain waste oil or new oil must be ASME Code VIII Rated.
- b) It is preferred that the emergency generator inspection, testing, and maintenance company must have the ability to fill fresh fluids into equipment through air pressure.
- c) It is preferred that the emergency generator inspection, testing, and Maintenance Company must use a vacuum system to remove waste fluids from equipment into waste a fluid tank(s) that meet ASME Code VIII rating.

- d) Used Filters must be placed into contained receptacle with pegs to hold filters, the waste fluid from the filters must accompany the disposal of all other fluids that are disposed of and the fluid from the filters must be able to be discarded into the waste fluid tank(s) before transporting.
- e) Filter stinger for puncture and evacuation of motor oil, fuel and coolant filters must be used before removal of old filters.
- f) Fresh fluid oil tank must be filtered prior to delivery for refill of fluids to equipment.
- g) Vacuum and air pressure must be used to move fluids through system.
- h) All fluid tanks to have fluid level indicators.
- i) Delivery and evacuation of fluid from equipment must be done through separate hoses that are clearly marked and indicate fresh product hose and used product hose.
- j) Hoses used for suction and discharge must be rated for high heat and petroleum based fluids and must be able to withstand 1500psi of working pressure.
- k) Yearly oil analysis shall be conducted on all units before annual (level 2) and a retest on the next scheduled visit after annual (level 2) on units that originally showed any unacceptable, caution, alert, or warning signs present in oil sample.
- l) The emergency generator inspection, testing and maintenance company shall set up all generators and transfer switches to perform automatic monthly generator exercising upon initial visit. Coordination will be necessary with County employees.

**5. Qualifications of the Emergency Generator Inspection, Testing, Maintenance Company**

- a) The emergency generator inspection, testing, and maintenance company shall have been in the business of emergency generator inspection, testing, and maintenance for the past five (5) years and satisfactorily completed similar work for generator systems of similar size and type to that of Brunswick County.
- b) The testing technician(s) must be trained, certified and familiar with the operations of the testing equipment used, and the emergency generators inspected and maintained.
- c) Annually (level 2) work shall be accomplished in April. Quarterly (level 1) work shall be accomplished in October, January and July.
- d) The emergency generator inspection, testing, and maintenance company must be able to answer emergency calls by having a testing technician available and onsite within 3 hours from being notified of an emergency.
- e) The emergency generator inspection, testing, and maintenance company must have liability insurance coverage of at least four million dollars (\$4 million); certificates of insurance must be supplied in advanced.

**5.1 Components to Be Inspected/Tested/Maintained List**

**Quarterly Level 1**

**Pre-Run Test**

- Test the operation of safeties and alarms
- Clean the air cleaners for the engine
- Check and log for faults
- Check water heater operation
- Check oil level /note level

Check coolant level  
 Check freeze protection  
 Inspect radiator and shrouds  
 Inspect starter connections  
 Check battery acid specific gravity  
 Inspect and clean crankcase breather  
 Inspect the exhaust system insulation  
 Inspect, clean, seal and tighten (if needed) battery terminals  
 Check battery charger operation  
 Check for oil, fuel and coolant leaks  
 Check fuel tank level/ note level  
 Check for water in fuel tank  
 Check fuel day tank  
 Inspect fuel water separator/ drain water  
 Inspect governor linkage  
 Inspect ignition system  
 Inspect generator housing  
 Inspect generator  
 Inspect turbos  
 Send FM load management signal to test complete system  
 Run 30-minute load management test on applicable units  
 Inspect exhaust system  
 Inspect louvers  
 Start and run equipment  
 Check louver operation  
 Check exhaust system  
 Perform walk-around inspection  
 Check for unusual noises  
 Check for excessive vibration  
 Check remote annunciator (s)  
 Ensure generator breaker is closed  
 Inspect and check for wire chafing where subject to movement  
 Clean the strainer, filter and dirt leg  
 Check belts, hoses and air filters  
 Record emergency power voltages line to line and line to neutral and hertz  
 Record oil pressure, engine temp, fuel psi, battery charging alternator  
 Perform walk-around inspection  
 Check for unusual noises  
 Check for excessive vibration  
 Check remote annunciator(s)  
 Ensure generator breaker is closed  
 Inspect and check for wire chafing where subject to movement  
 Inspect transfer switch  
 Record normal power voltages line to line and line to neutral  
 Record normal and emergency phase rotation  
 Verify the following functions:  
     Transfer to normal  
     Engine start signal  
     Load test 20 minutes  
     Transfer to emergency  
 Inspect main contacts

Inspect arching contacts  
Inspect relay finger contacts  
Replace bulbs and fuses if needed  
Hinges and doors  
Inspect aux contacts and microswitches  
Motor mounting hardware  
Interlock rod  
Lubricate all necessary mechanical parts  
Visual inspection of wiring, overheating and deterioration  
Check lug connections and mounting hardware

### **Annual Level 2**

Check and clear tank vents and overflow piping of obstructions  
Inspect fuel piping  
Inspect and clean air intake louver motor and controls  
Inspect exhaust system hangers and supports  
Test the tank vents and overflow piping  
Test the exhaust system for excessive back pressure  
Test injector pump/injectors  
Rod out heat exchanger  
Clean exterior of the radiator  
Inspect and clean the commutator and slip rings for generator  
Inspect and clean the rotor and stator for generator  
Inspect and clean bearings and apply grease  
Inspect and clean the voltage regulator  
Pressure wash engine, radiator and enclosure  
Change oil and filters  
Change fuel filters  
Change air filters  
Test the operation of safeties and alarms  
Clean electrical boxes, panels and cabinets  
Clean the air cleaners for the engine  
Check and log for faults  
Check water heater operation  
Check oil level /note level  
Check coolant level  
Check freeze protection  
Inspect radiator and shrouds  
Inspect starter connections  
Check battery acid specific gravity  
Inspect and clean crankcase breather  
Inspect the exhaust system insulation  
Inspect, clean, seal and tighten (if needed) battery terminals  
Check battery charger operation  
Check for oil, fuel and coolant leaks  
Check fuel tank level/ note level  
Check for water in fuel tank  
Check fuel day tank  
Inspect fuel water separator/ drain water  
Inspect governor linkage

- Inspect ignition system
- Inspect generator housing
- Inspect generator
- Inspect turbos
- Send FM load management signal to test complete system on applicable units
- Run 30-minute load management test on applicable units
- Inspect exhaust system
- Inspect louvers
- Start and run equipment
- Check louver operation
- Check exhaust system
- Perform walk around inspection
- Check for unusual noises
- Check for excessive vibration
- Check remote annunciator(s)
- Ensure generator breaker is closed
- Inspect and check for wire chafing where subject to movement
- Clean the strainer, filter and dirt leg
- Check belts, hoses and air filters
- Record emergency power voltages line to line and line to neutral and hertz
- Record oil pressure, engine temp, fuel psi, battery charging alternator
- Perform walk-around inspection
- Check for unusual noises
- Check for excessive vibration
- Check remote annunciator(s)
- Ensure generator breaker is closed
- Inspect and check for wire chafing where subject to movement
- Inspect transfer switch:
  - Record Normal power voltages line to line and line to neutral
  - Record Normal and Emergency phase rotation
  - Verify the following functions
    - Transfer to normal
    - Engine start signal
    - Load test 20 minutes
    - Transfer to emergency
- Tighten all buss connections
- Inspect main contacts
- Inspect arching contacts
- Inspect relay finger contacts
- Replace bulbs and fuses if needed
- Hinges and doors
- Inspect aux contacts and micro switches
- Motor mounting hardware
- Interlock rod
- Lubricate all necessary mechanical parts
- Check and tighten all circuit wiring terminals
- Check all common and ground wires
- Check lug connections and mounting hardware

## 6. Contract Requirements

## **6.1 Equipment Requirements**

- A. The contractor shall provide all equipment necessary to provide preventative maintenance and emergency services and repair for the requested emergency power systems.
- B. The contractor shall maintain all equipment.
- C. Alternate equipment, meeting the above requirements, must be available to ensure the timely fulfillment of the agreement.

## **6.2 Insurance Requirements**

Requirements listed as "Attachment A" must be maintained in full force and effect during the term of the contract and renewals.

## **6.3 Cost**

All costs are fixed for the one year of contract. The cost per individual generator may not be increased. It is recognized that generators may be added or deleted from the system. The contract value may be adjusted up or down based on these additions or deletions. New generators will be valued at the same value of similar existing units. Emergency service and repair will be billed according to the costs provided by contractor on the bid proposal form attached to this agreement as Exhibit A and Exhibit B.

## **6.4 Term**

The contract period shall be for a minimum of one year from the date the contract is signed, with two options to renew said contract for one year, each said renewal options to be exercised automatically unless notice of termination is given by either party thirty (30) days prior to the end of the term. The contractor shall begin service within 30 days after the date the contract is signed.

## **6.5 Pricing**

Proposal for preventative maintenance shall be all-inclusive (i.e. inspection, testing, cleaning, report preparations, materials, supplies and travel expenses).

## **6.6 Reporting**

One bound copy of the customer approved and signed report shall be submitted within 3 calendar days of completion of the testing and consist of printed text, colored photos and an electronic copy (i.e. CD, email) to include the following:

### **A. Equipment List**

A complete list of all equipment inspected, its exact location, time and any remarks regarding a particular component out of tolerances. All equipment that is inspected must be noted and documents including testing values, etc., even if within operational parameters.

### **B. Summary Recap and Repair Guide**

The summary shall include general comments, notes, suggestions and condensed compilation of all testing reports, listing area, location and anomalies.

## EMERGENCY SERVICES' GENERATORS

Generator Description / Location	Level 1	Visits	Subtotal	Level 2	Visits	Subtotal
Briggs & Stratton 20kw Gen. Model 040309GEC 2445 George II Hwy BSL	\$		\$	\$		\$
Briggs & Stratton 20kw Gen. Model 040309GEC 310 Municipal Dr.	\$		\$	\$		\$
Briggs & Stratton 20kw Gen. Model 040309GEC 4230 Ruby Way	\$		\$	\$		\$
Briggs & Stratton 20kw Gen. Model 040309GEC 5044 Whiteville Rd.	\$		\$	\$		\$
Briggs & Stratton 20kw Gen. Model 040309GEC 9305 Industrial Blvd.	\$		\$	\$		\$
Briggs & Stratton 20kw Gen. Model 040309GEC 2475 Green Hill Rd NE	\$		\$	\$		\$
Generac 20 KW Gen 55250, Gen. Ser. 5268589 5241 Southport-Supply Rd.	\$		\$	\$		\$
Generac 20 KW Gen. 55250, Gen. Ser. 5268588 120 Rothschild St. Holden Beach	\$		\$	\$		\$
Briggs & Stratton 20kw (trailer) Gen. Model 040305B Ser. 1019531628 3325 Old Ocean Hwy Bldg. C	\$		\$	\$		\$
Honda EU2000iA 2kw (port light) 3325 Old Ocean Hwy Bldg. C	\$		\$	\$		\$
Honda EU2000iA 2kw (port light) 3325 Old Ocean Hwy Bldg. C	\$		\$	\$		\$
Honda EU2000iA 2kw (CCOMM) 3325 Old Ocean Hwy Bldg. C	\$		\$	\$		\$
Northstar 13KW Gen. Serial 6014662 125 Government Center Dr Bolivia	\$		\$	\$		\$
Northstar 13KW Gen. Serial 7014716 125 Government Center Dr Bolivia	\$		\$	\$		\$





**Brunswick County**  
**Operation Services Department**  
Stephanie Lewis, Director

Construction & Grounds  
Building Maintenance  
Housekeeping

PO Box 249  
Bolivia, NC 28422  
(910) 253-2515  
www.brunswickcountync.gov

Solid Waste & Recycling  
Mosquito Control  
Service Center

**BRUNSWICK COUNTY OPERATION SERVICES**  
**BID PROPOSAL FORM**  
**GENERATOR PREVENTATIVE MAINTENANCE**

**SUBTOTALS:**

EMERGENCY SERVICES: \$ \_\_\_\_\_

OPERATION SERVICES: \$ \_\_\_\_\_

**GRAND TOTAL:** \$ \_\_\_\_\_

TAXES (if applicable) \$ \_\_\_\_\_

COMPANY NAME, ADDRESS, TELEPHONE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINTED NAME OF ABOVE

\_\_\_\_\_  
DATE

**GENERATOR EMERGENCY SERVICE AND REPAIR**

Normal Business Hours	\$	
Overtime / After Hours	\$	
Holiday / Weekends	\$	
Travel Charge / Trip Charge	\$	
Fuel Surcharge	\$	
Parts & Materials, Supplied by Contractor	\$	% above cost
Parts & Materials, Supplied by County	\$	% above cost
Freight Charges for any Parts Ordered	\$	% above cost
Approximate Response Time		

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Any Additional Charges:

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## BRUNSWICK COUNTY MINIMUM INSURANCE COVERAGE REQUIREMENTS

At contractor's expense, contractor shall procure and maintain the following recommended lines of insurance according to the scope of work. The County may choose to elect higher or lower coverages according to the work performed. Contractors must be insured by a licensed agent in North Carolina and rated A-VII or better by A.M. Best.

### A. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$1,000,000	Personal and Advertising Injury Limit
\$ 5,000	Medical Expense Limit

### B. WORKERS' COMPENSATION

Statutory limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

### C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000 Combined Single Limit – Any Auto

### D. PROFESSIONAL LIABILITY

\$1,000,000 Per Occurrence

### E. POLLUTION LIABILITY INSURANCE

\$1,000,000 Per Occurrence

When a contractor is required to bind pollution/environmental coverage, the contractor must provide evidence of continuation or renewal of liability insurance for a period of three (3) years following termination of the agreement.

## ADDITIONAL INSURANCE AND INDEMNIFICATION REQUIREMENTS

- A. Contractor agrees to defend, indemnify, and hold harmless Brunswick County, its officers, employees, and agents from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due in part or in the entirety of Contractor, its employees or agents. Contractor further agrees to investigate, handle, respond to, defend and dispose of same at its sole expense and agrees to bear all other costs and expenses related thereto.

The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

BRUNSWICK COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED UNDER CONTRACTOR'S GENERAL LIABILITY INSURANCE.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Brunswick County (including its officers, agents and employees), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.
- D. Brunswick County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- E. All certificates of insurance must provide that the policy or policies shall not be changed or cancelled without at least thirty (30) days prior written notice.
- F. The Certificate of Insurance should note in the Description of Operations the following:  
Department: \_\_\_\_\_  
Contract #: \_\_\_\_\_
- G. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, hold harmless and defend Brunswick County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- H. In the event Contractor receives Notice of Cancellation of Insurance required pursuant to this Agreement, Contractor shall immediately cease performance of all services and shall provide Notice to Brunswick County's Legal/Risk Management personnel within twenty-four (24) hours.
- I. Certificate Holder shall be listed as follows;  
ATTENTION: Brunswick County Risk Manager  
30 Government Center Dr. NE  
P.O. Box 249  
Bolivia, NC 28422
- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.