



ENERGY RESOURCES

Request for Proposal #: 320-070223AG

Preventative Maintenance on City Owned Generators 2023

Date of Issue: 2/17/2023

Proposal Opening Date: 3/3/2023

At 04:00 PM ET

Direct all inquiries concerning this RFP to:

Alicia Gaines

Purchasing Associate III

Email: Alicia.Gaines@rockymountnc.gov

Phone: 252-972-1227



Request for Quote # 320-070223AG

For purchasing division processing, please provide your company's Federal Employer Identification Number or alternate identification number (e.g., Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your bid.
Failure to do so may subject your bid to rejection.**

ID Number:

Federal ID Number or Social Security Number

Vendor Name

CITY OF ROCKY MOUNT ENERGY RESOURCES

Refer ALL Inquiries regarding this RFP to:

Alicia Gaines
Purchasing Associate III

Request for Proposal # 320-070223AG

Proposals will be due: 3/3/2023 4:00 pm

Contract Type: Service

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this proposal, the undersigned Vendor certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or the City. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any City Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the City, or from any person seeking to do business with the City. By execution of this response to the RFP, the undersigned certifies, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Failure to execute/sign proposal prior to submittal shall render proposal invalid and it WILL BE REJECTED.

Late proposals cannot be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #12):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:	FAX NUMBER:	
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

Offer valid for at least 60 days from date of proposal opening, unless otherwise stated here: days.

ACCEPTANCE OF PROPOSAL

If any or all parts of this proposal are accepted by the City of Rocky Mount, an authorized representative of the City of Rocky Mount Purchasing Office shall affix his/her signature hereto and this document and all provisions of this Request for Proposal along with the Vendor proposal response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

FOR CITY USE ONLY: Offer accept, and Contract awarded this _____ day of _____, 20____ as indicated on the attached certification, by _____ Purchasing Manager.

PRE-AUDIT: This instrument has been preaudited in the manner required by the Budget and Fiscal Control Act.

Finance Director

Date

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- b) Submit your proposal in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the RFP number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Vendor is submitting more than one (1) proposal, each proposal shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Proposals are subject to rejection unless submitted with the information above included on the outside of the sealed proposal package.

2.6 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Vendor RFP responses shall include the following items and those attachments should be arranged in the following order:

- a) Cover Letter
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of EXECUTION PAGES, along with the body of the RFP and signed receipt pages of any addenda released in conjunction with this RFP (if required to be returned).
- d) Completed version of ATTACHMENT A: PRICING
- e) ATTACHMENT B: ACCEPTANCE OF GENERAL TERMS AND CONDITIONS
- f) Completed and signed version of ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION

2.7 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **BUYER:** The employee of the City or Other Eligible Entity that places an order with the Vendor.
- b) **CONTRACT LEAD:** Representative of the City of Rocky Mount Purchasing Office who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City and who will administer this contract for the City.
- c) **QUALIFIED PROPOSAL:** A responsive proposal submitted by a responsible Vendor.
- d) **RFP:** Request for Proposal
- e) **SERVICES or SERVICE DELIVERABLES:** The tasks and duties undertaken by the Vendor to fulfill the requirements and specifications of this solicitation.
- f) **VENDOR:** Supplier, bidder, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Proposal.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

Pursuant to North Carolina General Statutes Section 143-131, "award shall be made to the lowest responsible, responsive bid or bidders, taking into consideration quality, performance and the time specified in the proposals for the performance of the contract."

While the intent of this RFP is to award a Contract(s) to single Vendor, the City reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the City to do so.

The City reserves the right to waive any minor informality or technicality in proposals received.

Local Preference Policy. The only exception to the lowest responsive, responsible bidder method of award will be the local preference policy. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsible, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%) or \$25,000, whichever is less, of the lowest responsible, responsive Non-Local Bidder's price. An eligible local vendor

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

3.3 INTERPRETATION OF TERMS AND PHRASES

4.0 REQUIREMENTS

4.1 PRICING

4.2 INVOICES

- a) The Vendor must submit one monthly invoice within fifteen (15) calendar days following the end of each month in which work was performed.
- b) Invoices must be submitted to the following address: City of Rocky Mount Attn: Accounts Payable

- c) Payment amounts will be made on a NET 30 day pay period upon submission of an invoice and appropriate pick tickets to support such invoice.

4.3 MINORITY BUSINESS PARTICIPATION

The Bidder has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Bidders even MWBE/HUBs to obtain the aspirational goal where sub-contracting and supplier opportunities exist. Use the table below to note the MWBE businesses that will be used as suppliers or subcontractors for this contract.

MWBE FIRM	OWNERSHIP STATUS	ADDRESS	WORK TYPE

If the goal of 10% participation by HUB Certified or minority businesses is not achieved, the Bidder shall provide the following documentation to the City of his/her good faith efforts:

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- Copies of quotes or responses received from each MWBE responding to the solicitation.
- A telephone log of follow-up calls to each firm sent a solicitation.
- For subcontracts where a minority business is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- Copy of pre-bid roster
- Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- Letter detailing reasons for rejection of minority business.
- Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in a non-responsive bid.

4.4 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the City of Rocky Mount. Vendor shall provide information as to the qualifications and experience of all executives, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. **Must have both a North Carolina Registered Landscape Contractors license and a NC Commercial Pesticide Applicators license.**

4.5 REFERENCES

Vendors shall provide at least three (3) references for which your company has provided Services of similar size and scope to that proposed herein. The City may contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the proposal.

COMPANY NAME	CONTACT NAME	COMPANY EMAIL	TELEPHONE NUMBER
Optional: City of Rocky Mount			

4.6 BACKGROUND CHECKS

Any personnel or agent of the Vendor performing Services under any contract arising from this RFP may be required to undergo a background check at the expense of the Vendor, if so, requested by the City.

4.7 PERSONNEL

Vendor shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the Contract Lead. Vendor shall notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor's recommended substitute personnel. The City will approve or disapprove the requested substitution in a timely manner. The City may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, the City may request acceptable substitute personnel or terminate the contract services provided by such personnel.

4.8 VENDOR'S REPRESENTATIONS

- a) Vendor warrants those qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the City under this Contract. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractors that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).
- b) If any Services, deliverables, functions, or responsibilities not specifically described in this Contract are required for

Vendor's proper performance, provision and delivery of the service and deliverables under this Contract or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies, and materials necessary for the Vendor to provide and deliver the Services and Deliverables.

- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

5.0 SCOPE OF WORK

5.1 GENERAL SPECIFICATIONS

Annual Preventative Maintenance (PM2) must include the following:

- Replace engine oil
- Replace oil filters
- Replace primary & secondary fuel filters
- Replace air filters
- Replace coolant filters
- Complete documented inspection form and provide back to the City
- Complete oil and coolant samples and provide results back to the City
- Check and verify all engine alarms and shutdowns
- All travel associated with and labor to remove, replace, and dispose of all engine air filters, oil filters, fuel filters, and coolant filters as required by the manufacturer for each specific generator set

Engine Tune-Up cost includes travel associated with, and labor to inspect the top end valve train, including adjusting the valve lash to manufacturer specification, valve bridge adjustment, fuel timing, and injector synchronization as specified by the manufacturer for each engine. Engine Tune-Up to be completed on all engines.

Must test run all units after work has been performed and receive "all ok" from City before moving to next site.

On sites with multiple units, only perform work on one unit at a time. Do not take multiple units out of service at once.

Approved parts will only be accepted. Vendor proposals must specify oil and filter brands being used

- Napa Gold filters or OEM filters

Vendor should know oil quantities and all necessary filters for each unit

Vendor to go through site-specific safety briefing/training at some sites

A city employee must accompany vendor for all work performed inside electric substations. Scheduling must be coordinated with Joey Cascell (Load Management Coordinator) to ensure city employee availability.

City will spot check work at other sites

All work must be completed within 45 days of receiving a PO. Work to be done between 7:30am -4:00pm Monday through Friday, no holidays.

Vendor must be able to complete work on all units to be able to quote. No partial quotes will be accepted.

Vendor must Provide 2 references where similar work has been completed

- Company Name
- Contact Name

- Contact Phone Number

5.2 PROJECT ORGANIZATION

Vendor shall describe the organizational and operational structure it proposes to utilize for the work described in this RFP and identify the responsibilities to be assigned to each person Vendor proposes to staff the work.

5.3 ACCEPTANCE OF WORK

In the event acceptance criteria for any work or deliverables is not described in contract documents or work orders hereunder, the City shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the City shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable of the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any requirements, acceptance criteria or otherwise fail to conform to the contract, the City may exercise any and all rights hereunder, including, for deliverables, such rights provided by the Uniform Commercial Code as adopted in North Carolina.

ATTACHMENT A: PRICING

The bidder, proposes and agrees if this proposal is accepted to contract with the City of Rocky Mount for the furnishing of all materials, equipment, and labor necessary to complete the work described in these documents in full and complete in accordance with the scope of work, and to the full and entire satisfaction of the City of Rocky Mount for the sum of:

MAINTENANCE SERVICES AGREEMENT

Equip p Type	Make	Model	Serial No.	Unit ID#	kW Rating	Site Location	Service Description	Service Qty Per Year	Excludes	Additional Service Description	Addition al Service Qty Per		
													Total PM Annual Pricing
Energy Resources: Engineering													
GEN	CAT	3516	5SJ00398	Draka	1825kW	2151 N Church St, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3516	25Z04748	Cheesecake #1	1600kW	6792 Corporation Pkwy, Battleboro, NC 27809	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3516	25Z04750	Cheesecake #2	1600kW	6792 Corporation Pkwy, Battleboro, NC 27809	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3512	24Z07504	Alliant/McLane	1000kW	1951 N Church St, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3512	24Z08676	City Hall	1000kW	331 S Franklin St, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3412	81Z23288	Alorica	500kW	1974 Stone Rose Dr, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3516	25Z03674	Berry Global	1600kW	6941 Corporation Pkwy, Battleboro, NC 27809	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3516	5SJ00399	Sub 9 #1	1825kW	251 English Rd, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
Gen	CAT	3516B	SBJ00527	Sub 9 #2	2000kW	251 English Rd, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3516	25Z03673	Sub 9 #3	1600kW	251 English Road, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	AGM	13.3 LITER	204Z2008	EROC	90kW	628 Albemarle Ave, Rocky Mount, NC 27801	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3516	5SJ00568	Bright Speed	1825kW	123 N Washington St, Rocky Mount, NC 27801	Perform PM2 With Oil change	1		Engine Tune Up	1		
GEN	CAT	3516	25Z04763	Kaba Ilco	1600kW	400 Jeffreys Rd, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3516B	6HN01265	Hubbell	2000kW	251 English Road, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	C9	S9L02149	Brekenridge	300kW	2500 Hunterhill Rd, Rocky Mount NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Volvo	TAD1363-65VE	2013440433	Business Service Center	230kW	224 South Franklin Street, Rocky Mount NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Volvo	TWD166 3GE	2016082344	Poppies International #3	625kW	6610 Corporation Pkwy Battleboro, NC 27809	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Volvo	TWD166 3GE	2016080502	Poppies International #2	625kW	6610 Corporation Pkwy Battleboro, NC 27809	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Volvo	TWD166 3GE	2016081221	Poppies International #1	625kW	6610 Corporation Pkwy Battleboro, NC 27809	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Volvo	TWD167 3Ge	2016127574	Wastewater #1	625kW	3031 Treatment Plant Rd, Rocky Mount, NC 27801	Perform PM2 With oil change	1		Engine Tune Up	1		

GEN	Volvo	TWD167 3Ge	2016127592	Wastewater #2	625kW	3031 Treatment Plant Rd, Rocky Mount, NC 27801	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Volvo	TWD167 3Ge	2016127556	Wastewater #3	625kW	3031 Treatment Plant Rd, Rocky Mount, NC 27801	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Volvo	TWD167 3Ge	2016127565	Wastewater #4	625kW	3031 Treatment Plant Rd, Rocky Mount, NC 27801	Perform PM2 With oil change	1		Engine Tune Up	1		

MAINTENANCE SERVICES AGREEMENT													
Equip Type	Make	Model	Serial No.	Unit ID#	kW Rating	Site Location	Service Description	Service Qty Per Year	#REF!	Additional Service Description	Addition al Service Qty Per		
									#REF!				Total PM Annual Pricing
Energy Resources: Engineering													
GEN	Volvo	TWD167 3Ge	2016126228	Wastewater #5	625kW	3031 Treatment Plant Rd, Rocky Mount, NC 27801	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3512 PKGG	CMJ00682	DMV	1000kW	1515 N Church St, Rocky Mount, NC 27801	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Cummins	NTA 8855G2	30363852	97 Lift Station	300kW	11395 E NC 97, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
												Total	

Maintenance Services Agreement													
Equip Type	Make	Model	Serial No.	Unit ID#	kW Rating	Site Location	Service Description	Service Qty Per Year	Excludes Estimated	Additional Service Description	Addition al Service Qty Per Year		
													Total PM Annual Pricing
Water Treatment													
GEN	CAT	3512	24Z03910	Sunset	1000kW	1660 Sunset Ave, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	CAT	3412	81Z24601	North Pump	500kW	3120 North Church St, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
Pump	CAT	3306 M	07Y01608	North Pump, Pump	N/A	3120 North Church St, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
Gen	Cummins	KTA 50-G3	33125668	Tar River Water Plant	1000kW	4489 Leaston Rd, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
GEN	Cummins	NTA 8855G2	30330085	Halifax Pump Station	300kW	2080 South Halifax Rd, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
Total													

MAINTENANCE SERVICES AGREEMENT													
Equip p Type	Make	Model	Serial No.	Unit ID#	kW Rating	Site Location	Service Description	Service Qty Per Year	Excludes Estimated Taxes	Additional Service Description	Addition al Qty Per Year		
													Total PM Annual Pricing
Fire Departmeant													
Gen	Generac	SD125	93A01088-S	Fire Station #1	94kW	375 E Raleigh Blvd	Perform PM2 With oil change	1		Engine Tune Up	1		
Gen	Cummins	80DGDA	44976093	Fire Station #6	80kW	105 Rowe Dr, Rocky Mount, NC 27804	Perform PM2 With oil change	1		Engine Tune Up	1		
Total													

Total for all work

ATTACHMENT B: ACCEPTANCE OF GENERAL TERMS & CONDITIONS

Review Terms and Conditions: General at <https://rockymountnc.gov/services-finance-vendor-registration/> Terms and conditions on the vendor webpage that do not apply to this bid: Federal UG Terms, FEMA Contract Provisions, Sample Contract Terms.

- ☐ Check here to indicate that you have read and agree to the City of Rocky Mount General Terms & Conditions.
-

ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION

HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this IFB. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

- a) Is Vendor a Historically Underutilized Business? ☐ Yes ☐ No
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? ☐ Yes ☐ No

If so, state HUB classification:

NEW VENDOR REGISTRATION

New vendors must complete a vendor registration form using the link below. If you are a current vendor that needs to update, contact information you may also complete the online vendor registration form. Once registration is complete email a copy of your W9 and E-Verify Affidavit to the contact person listed on the coversheet.

<https://rockymountnc.gov/services-finance-vendor-registration/>

HOW TO DO BUSINESS WITH THE CITY OF ROCKY MOUNT

Becoming a Vendor <https://youtu.be/MGOjZxI4iQc>

Competing in the Bid Process <https://youtu.be/yy8dYzPOCUs>

Purchase Order, Payment and Performance <https://youtu.be/wA5zVTizZQM>