



**Invitation to Bid  
for  
The City of Wilmington**

**EMERGENCY GENERATORS PREVENTATIVE MAINTENANCE**

**Contract S6-0526**

**PROJECT MANAGER**

Aaron Cramer, Buildings & Facilities Superintendent

Email: [aaron.cramer@wilmingtonnc.gov](mailto:aaron.cramer@wilmingtonnc.gov)

Phone: (910) 341-0185

**SUBMIT BIDS TO**

Arial Fullwood, Buyer

929 N. Front Street

PO Box 1810

Wilmington, NC 28401

Phone: (910) 772-4158

Email: [arial.fullwood@wilmingtonnc.gov](mailto:arial.fullwood@wilmingtonnc.gov)

Date Issued: May 7, 2026

Date Due: Thursday, June 4, 2026, at 3:00 PM

ADVERTISEMENT FOR BIDS  
CITY OF WILMINGTON, NC  
EMERGENCY GENERATORS  
PREVENTATIVE MAINTENANCE  
AGREEMENT  
CONTRACT NUMBER: S6-0526

Sealed bids addressed to Arial Fullwood, Buyer at the Purchasing Division, mailed to P.O. Box 1810, Wilmington, NC 28401, and marked " EMERGENCY GENERATOR PREVENTATIVE MAINTENANCE ." Bids will be received until 3:00 pm. on June 4, 2026, at the Purchasing Division located at, 929 N. Front Street, 10<sup>TH</sup> , Floor, Conference Room 1070, Wilmington, NC.

PROJECT DESCRIPTION: The City of Wilmington is seeking bid submissions from qualified and experienced vendors for the Preventative Maintenance and Repairs of the City's Emergency Generators. This contract will support the continued safe, reliable and efficient operation of the City's generator infrastructure City Wide. The City currently operates eighteen (18) emergency generators across the City.

The Invitation to Bid includes a preliminary scope of work and general terms and conditions of any subsequent contract. The scope of services as defined herein may be modified after the final selection of the contractor. The general terms and conditions are part of any submitted bid and will be incorporated into any subsequent contract. Submission of the bid shall constitute acceptance of these terms and conditions; any conditional response may be rejected.

MBE/WBE/HUB/DBE OBLIGATION:

The City and its contractor agree to ensure that MBE/WBE/HUB/DBE's have the maximum opportunity to participate in the performance of contract and subcontracts financed in whole or in part with City of Wilmington funds provided under this agreement. In this regard, bidders and contractors shall take all necessary and reasonable steps in accordance with N.C.G.S. § 143-128 to ensure that MBE/WBE/HUB/ DBE firms have the maximum opportunity to compete and perform under this bid, any change orders and any subsequent contract. The City of Wilmington and its contractors shall not discriminate on the basis of race, color, national origin, sex, age, national origin, religion or disabilities in the award and/or performance of this contract. A complete copy of the City of Wilmington's MBE/DBE policy is available for inspection at the Purchasing Manager's Office.

Submission of any Bid sign signifies the Contractor's agreement that their Bid and content thereof, are valid for ninety (90) calendar days following the submission deadline and will become part of the contract that is negotiated between the City of Wilmington and the successful Contractor. All prices submitted with the Bid shall remain in effect for the ninety (90) day period.

The City of Wilmington reserves the right to award and / or reject any and /all Bids and waive technicalities or irregularities. Questions concerning the proposed contract terms and conditions should be directed to the Purchasing Division. The City of Wilmington hopes to receive your Bid for this Invitation.

Sincerely,  
Arial Fullwood,  
Buyer

GENERAL SPECIFICATIONS  
&  
INSTRUCTIONS TO BIDDERS

Scope

It is the intent of this Invitation to obtain bids for the EMERGENCY GENERATOR MAINTENANCE as outlined in the Scope of Work. You are requested to submit your sealed bid on the enclosed Bid Sheet and return the entire package to Arianal Fullwood, Buyer, at City of Wilmington, Bids will be received until 3:00 pm. on June 4, 2026, at the Purchasing Division, 929 N. Front Street, <sup>10<sup>th</sup></sup>, Floor, Conference Room 1070, Wilmington, NC.

Marking of Envelopes

Bids must be contained in a sealed envelope, plainly marked, showing the name, Invitation to Bid number, date, time (if time is specified) and the bidder's name. Submissions must include the Bid Name and Contract Number.

Late Bids Will Not Be Considered

Bids received after the due date and time will not be considered.

Compliance with Specifications

Your bid must be in strict compliance with the specifications and offer the same services as requested in the Invitation to Bid.

Price Corrections

All prices and notations shall be written in ink or typed. Changes or corrections made on the bid form must be made by striking through instead of using a liquid cover product and initialed by the individual signing the bid page. No corrections will be permitted once bids have been opened.

Withdrawal of Bids

Bids may be withdrawn at any time prior to the due date and time specified upon written or personal request of the bidder. No quote may be withdrawn for a period of ninety (90) days after the scheduled opening time (if the time is specified) and date. Negligence on the part of the bidder shall not constitute a right to withdraw the quote after the bids have been opened.

Rejection of Bids

The City reserves the right to reject any and all bids.

Award shall be made to the lowest responsible bidder taking into consideration quality, performance and time specified in the bid for the performance of the contract. Firms must be registered with the North Carolina Secretary of State or hold a Certificate of Authority to do business in the State of North Carolina.

If the business operates under an assumed name, what is the assumed name? Has a certificate of assumed name been filed in the New Hanover County Registry?

If so, please provide the recording information. Deed Book \_\_\_\_\_ at Page \_\_\_\_\_

The CITY of Wilmington shall not be responsible for any oral instructions made by its employees or officers of the City in regard to the bidding instructions, drawings, specifications or contract documents.

Responsibility of Compliance with Legal Requirements

The bidder's products, service and facilities shall be in full compliance with any and all applicable state, federal, local, environmental and safety laws, regulations, ordinances and standards or any standards adopted by nationally recognized testing facilities regardless of whether or not they are referred to in this invitation.

Taxes

The City of Wilmington is exempt from and will not pay federal taxes. An exemption certificate will be furnished upon request. North Carolina and local sales tax shall be shown as a separate item. Sales tax will not be a consideration in the award.

Terms and Conditions

Payment will be made by the City of Wilmington within 30 days after receipt of an approved invoice. **Terms and Conditions attached to the bid by the bidder may render the bid non-responsive and may be rejected by the City of Wilmington.**

Terms and Conditions included herein are an integral part of the contract document and shall prevail unless changes or attachments are agreed to in writing by the City of Wilmington prior to the due date and time of the opening of the Bids.

Validity of Bids

Bids shall remain open and valid for a period of ninety (90) days from the due date specified in the Invitation to Bid.

STATE OF NORTH CAROLINA

COUNTY OF NEW HANOVER

AFFIDAVIT AND CERTIFICATE OF  
NON-COLLUSION, NON-SUSPENSION AND NON-CONVICTION

The undersigned, being first duly sworn, deposes and says:

1. I understand that for the purposes of this affidavit, the term "bidder" shall include the person(s), firm(s), or corporation(s) signing this affidavit, the undersigned's subcontractor(s), subsidiary(ies) and affiliate(s) and any officer, director, employee or agent of the bidder; and the term "conviction" shall include guilty pleas, pleadings of nolo contendere and similar pleas.

2. This Affidavit and Certificate is made in accordance with Article 3 of Chapter 133 of the North Carolina General Statutes; I certify that this proposal is made without prior understanding, agreement, or connection with any person(s), firm(s), or corporation(s) making bids or proposals; I further certify that the bidder has not entered into any agreement with any other bidder or prospective bidder or with any other person(s), firm(s) or corporation(s) relating to the price named in said proposal, nor any agreement or arrangement under which any person(s), firm(s) or corporation(s) is to refrain from bidding, nor any agreement or arrangement for any act or omission in restraint of free competition among bidders; I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and I further certify that the bidder will abide by all terms of this bid or proposal.

3. The bidder is not suspended or debarred from bidding by any federal or state governmental agency that is providing funds for this contract.

4. The bidder is not presently charged in an indictment or information with engaging in any conspiracy, combination, or other unlawful act in restraint of trade or any similar charges in any federal court or a court of this or any other state.

5. The bidder, within one year immediately preceding the date of this affidavit, has not been convicted of charges or engaging in any conspiracy, combination, or other unlawful act in restraint of trade or similar charges in any federal court or a court of this or any other state.

6. If, during the time of this proposal, from the date advertised to the date bids are opened, the bidder is indicted or convicted of bid-rigging, I understand this proposal shall be rejected and not considered for award.

7. I hereby affirm that all information contained in this affidavit is true, correct, accurate and complete, and any untrue, incorrect, inaccurate or incomplete statements will result in the disqualification and rejection of this proposal. I certify that I am authorized to sign this bid and to make the representations set forth herein on behalf of myself and the bidder.

This the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

COMPANY NAME \_\_\_\_\_

BY: \_\_\_\_\_

Owner, Partner, or Corporate President, Vice President or Assistant  
Vice President only)

ATTEST:

\_\_\_\_\_  
(Secretary, Assistant Secretary,  
Cashier or Assistant Cashier  
only)

(CORPORATE SEAL)

(TO BE EXECUTED ON BEHALF OF THE CONTRACTOR)

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

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

I, \_\_\_\_\_, a Notary Public, certify that  
(Name)

\_\_\_\_\_ personally came  
(Name of Secretary, Assist. Sec., Cashier, Assist. Cashier)

before me this day and acknowledged that he (she) is \_\_\_\_\_  
(Secretary, Assist. Sec.,

\_\_\_\_\_ of \_\_\_\_\_, a  
Cashier, Assist. Cashier) (Name of Corporation)

corporation, and that by authority duly given and as the act of the corporation, the foregoing Affidavit

was signed in its name by its \_\_\_\_\_,  
(President, Vice President, Assist. Vice President)

sealed with its corporate seal, and attest by himself (or herself) as its

\_\_\_\_\_  
(Secretary, Assist. Sec., Cashier, Assist. Cashier)

WITNESS my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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

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

(NOTARY SEAL)

STATE OF NORTH CAROLINA

COUNTY OF NEW HANOVER

**AFFIDAVIT of COMPLIANCE**  
**with N.C. E-VERIFY STATUTES**

I, \_\_\_\_\_ (hereinafter the "Affiant"), duly authorized by and on behalf of \_\_\_\_\_ (hereinafter he "Employer") after being first duly sworn deposes and says as follows:

1. I am the \_\_\_\_\_ (President, Manager, CEO, etc.) of the Employer and possess the full authority to speak for and on behalf of the Employer identified above.
2. Employer understands that "E-Verify" means the federal E-Verify program operated by the United States Dept. of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law.
3. \_\_\_\_\_ Employer employs 25 or more employees in the State of North Carolina, and is in compliance with the provisions of N.C. Gen. Stat. §64-26. Employer has verified the work authorization of its employees through E-Verify and shall retain the records of verification for a period of at least one year.  
  
\_\_\_\_\_ Employer employs fewer than 25 Employees and is therefore not subject to the provisions of N.C. Gen. Stat. §64-26.
4. All subcontractors engaged by or to be engaged by Employer have or will have likewise complied with the provisions of N.C. Gen. Stat. §64-26.
5. Employer shall keep the City of Wilmington informed of any change in its status pursuant to Article 2 of Chapter 64 of the North Carolina General Statutes.

Further this affiant sayeth not.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Affiant

STATE OF NORTH  
CAROLINA COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

[NOTARY SEAL]

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

SERVICES AGREEMENT

THIS AGREEMENT (hereinafter the “Agreement”) is made and entered into on the date executed by all parties by and between the City of Wilmington, a North Carolina municipal corporation, hereinafter the “CITY” and XXXXXXXX, hereinafter referred to as the “CONTRACTOR.” And collectively referred to as the parties

WITNESSETH:

1. Purpose of Contract

The CITY hereby agrees to purchase the services listed below from the CONTRACTOR and the CONTRACTOR agrees to provide all equipment, tools, materials and/or supplies required to provide Services hereunder to the CITY, as ordered in accordance with the provisions of this Agreement.

2. Contract Documents.

This Contract for Services consists of the following documents, all of which are by this reference incorporated herein and made a part of this Agreement. The parties agree that only the terms and conditions outlined in this Agreement, not those described or referenced in any of the following contract documents, shall apply unless explicitly stated otherwise in the body of this Agreement.

- a. Exhibit “A” – XXXXXXXX, attached.

3. Scope of Services

- a. The CONTRACTOR’s scope of service, as listed in Exhibit “A,” XXXXXXXXXXXX
- b. CONTRACTOR hereby agrees to perform, in a manner satisfactory to the CITY, professional and timely services as set forth in Exhibit “A’ attached hereto and incorporated herein by this reference. The parties hereto acknowledge that the terms outlined in Exhibit “A” shall be valid and enforceable to the extent they are not inconsistent with the provisions as set forth herein, and to the extent that they are inconsistent, the provisions as set forth in this Agreement shall control.
- c. During the period of this contract, the CONTRACTOR and the CITY may negotiate and agree in writing to provide additional equipment and or services not herein described, but that are commonly provided by high quality professional vendors, and which may enhance the process and improve results.

4. Quantities and Price

CONTRACTOR will provide the services required by this Agreement at the following price:  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX.

5. Contractor Submissions and Payment

- a. The CONTRACTOR shall submit invoices corresponding to each order to the City with sufficient details to enable a review and assure compliance with the terms and conditions of this Agreement.
- b. Payments shall be made by the CITY within 30 days after receipt of an approved invoice.

6. Term of Contract

The term of this Agreement shall commence as, July 1,2026, by all parties and shall continue until, June30,2029, with an option to renew for two (2) additional one-year terms through June 30,2031. Either party may terminate the agreement for any reason with a 30-day written notice delivered via certified mail. The vendor may request adjustment to pricing on June 30 of each year starting in 2029 through the term of the agreement equivalent to the lesser of (i) the percentage change in the Consumer Price Index(CPI) for all Urban Consumers as published by the US Department of Labor or (ii) five percent(5%)

Representatives of the Parties

The undersigned below is designated as the CITY's contract administrator for this Agreement.

The contract administrator shall be responsible for monitoring the CONTRACTOR's performance, coordinating the CONTRACTOR's activities, approving all administrative requests by the CONTRACTOR, and approving all payments to the CONTRACTOR pursuant to this Agreement. Further, any notice required to the CITY under this Agreement shall be sufficient if mailed to the CITY by certified mail as indicated below:

Aaron Cramer, Buildings & Facilities Superintendent  
 City of Wilmington  
 P.O. Box 1810  
 Wilmington, NC 28402  
 Email: [aaron.cramer@wilmingtonnc.gov](mailto:aaron.cramer@wilmingtonnc.gov)

XXXXXXXXX shall be the CONTRACTOR's representative for this Agreement. Any notice required to the CONTRACTOR under this Agreement shall be sufficient if mailed to the CONTRACTOR by certified mail as indicated below:

Name  
 Address  
 Phone:  
 Email:

8. Release of Indemnity

To the fullest extent permitted by law, CONTRACTOR shall release, indemnify, keep and save harmless the CITY, its agents, officials and employees, from any and all responsibility or liability for any and all damage or injury of any kind or nature whatever (including death resulting therefrom) to all persons, whether agents, officials or employees of the CITY or third persons, and to all property proximately caused by, directly or indirectly, the performance or nonperformance by CONTRACTOR (or by any person acting for CONTRACTOR or for whom CONTRACTOR is or is alleged to be in any way responsible), whether such claim may be based in whole or in part upon contract, tort (including alleged active or passive negligence or participation in the wrong), or upon any alleged breach of any duty or obligation on the part of CONTRACTOR, its agents, officials and employees or otherwise. The provisions of this Section shall include any claims for equitable relief or for damages (compensatory or punitive) against the CITY, its agents, officials, and employees including alleged injury to the business of any claimant and shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses.

Expenses as used herein shall include without limitation the costs incurred by the CITY, its agents, officials, and employees, in connection with investigating any claim or defending any action and shall also include reasonable attorneys' fees by reason of the assertion of any such claim against the CITY, its agents, officials or employees.

CONTRACTOR expressly understands and agrees that any performance bond or insurance protection required by this agreement, or otherwise provided by the CONTRACTOR, shall in no way limit CONTRACTOR's responsibility to release, indemnify, keep, and save harmless and defend the CITY as herein provided. The intention of the parties is to apply and construe broadly in favor of the CITY the foregoing provisions subject to the limitations, if any, set forth in N.C.G.S. 22B-1.

#### 9. Personnel

It is mutually agreed that the CONTRACTOR is an independent contractor and not an agent of the CITY, and as such the CONTRACTOR shall not be entitled to any CITY employment benefits, such as, but not limited to, vacation, sick leave, insurance, workmen's compensation, or pension and retirement benefits.

#### 10. Conflict of Interest

No paid employee of the CITY shall have a personal or financial interest, direct or indirect, as a contracting party or otherwise, in the performance of this Agreement.

#### 11. Non-Waiver of Rights

It is agreed that the CITY'S failure to insist upon the strict performance of any provision of this contract, or to exercise any right based upon a breach thereof, or the acceptance of any performance during such breach, shall not constitute a waiver of any rights under this Agreement.

#### 12. Suspension or Termination of Agreement

- a) In the event that review of the CONTRACTOR'S performance shows non-conformance to the work required by this Agreement, the Scope of Services or other terms or conditions contained herein as a result of the CONTRACTOR'S errors, omissions or negligent acts, the CONTRACTOR shall be in breach of this contract and the CITY may take corrective action as it deems necessary including, but not limited to, termination, withholding or reduction of payment.
- b) The CITY shall also have the right to suspend this Agreement upon written notice to the CONTRACTOR. Such written notice shall state the reasons for suspension and allow for a review period of ten (10) days during which the CONTRACTOR shall be provided with an opportunity to respond with an explanation or justification, and/or shall undertake any reasonable remedial action required by the CITY. If, in the opinion of the CITY, the CONTRACTOR remains in violation of this Agreement at the completion of the ten (10) day suspension period, the CITY shall have the right to terminate this Agreement whereupon all obligations of the CITY to the CONTRACTOR shall cease.
- c) In the event this project is terminated prior to completion of the services by the CONTRACTOR, the CONTRACTOR shall be paid for services performed to the date of termination. (CONTRACTOR shall be paid for all reimbursable expenses, without markup, which are due him.)
- d) The CITY and the CONTRACTOR shall have the right to terminate this Agreement without cause upon 30 days' notice to the other party.
- e) Nothing contained herein shall prevent the CITY from pursuing any other remedy, which it may have against CONTRACTOR including claims for damages.

### 13. Assignment of Agreement

It is mutually agreed by the parties hereto that this Agreement is not transferable by either party without the written consent of the other party to this Agreement.

### 14. Contract Disputes

In accordance with N.C.G.S. § 143-128.1(8) the parties agree to mediate contract disputes in excess of \$15,000.00. Within ten (10) days of such contract disputes, the parties shall select a mediator that is agreed upon by all parties involved in the dispute. If the parties cannot agree on a mediator or do not timely select a mediator, the City shall select the mediator. The parties and the mediator shall agree upon the mediator's rate of compensation. The parties to the dispute shall share in the payment of the mediator's compensation with the City paying a minimum of one-third of the compensation if the City is a party to the dispute.

### 15. Insurance Requirements

Before commencing any work, the CONTRACTOR shall procure insurance in the CONTRACTOR'S name and maintain all insurance policies for the duration of the contract of the types and in the amounts listed. The insurance shall provide coverage against claims for injuries to persons or damages to property which may arise from operations or in connection with the performance of the work hereunder by the CONTRACTOR, his agents, representatives, employees, or subcontractors, whether such operations by himself/herself or anyone directly or indirectly employed by him/her.

#### A. Commercial General Liability

- 1) CONTRACTOR shall maintain Commercial General Liability (CGL) and if necessary, Commercial Umbrella Liability insurance with a total limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location, or the general aggregate shall be twice the required limit.
- 2) CGL insurance shall be written on Insurance Services Office (ISO) "occurrence" form CG 00 01 covering Commercial General Liability or its equivalent and shall cover the liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- 3) The City of Wilmington, its officers, officials, agents, and employees are to be covered as additional insureds during and until completion of the work, under the CGL by endorsement CG 20 10 or an endorsement providing equivalent coverage as respects to liability arising out of activities performed by or on behalf of the CONTRACTOR; premises owned, leased or used by the CONTRACTOR; and under the commercial umbrella, if any. The coverage shall contain no special limitations on the scope of protection afforded to the City of Wilmington, its officers, officials, agents, and employees. Additional insured status for both ongoing and completed operations, in favor of City of Wilmington, its officers, officials, agents and employees, will be carried by Subcontractor performing installation.
- 4) There shall be no endorsement or modification of the CGL or Umbrella Liability limiting the scope of coverage for liability arising from explosion, collapse, underground property damage, or damage to the named insured's work, when those exposures exist.
- 5) The CONTRACTOR'S Commercial General Liability insurance shall be primary as respects the City of Wilmington, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by the City of Wilmington, its officers, officials, and employees shall be excess of and not contribute with the CONTRACTOR'S insurance.

- 6) The insurer shall agree to waive all rights of subrogation against the City of Wilmington, its officers, officials, agents, and employees for losses arising from work performed by the CONTRACTOR for the City of Wilmington.

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

- 1) CONTRACTOR shall maintain Workers' Compensation as required by the general statutes of the State of North Carolina and Employer's Liability Insurance.
- 2) The Employer's Liability, and if necessary, Commercial Umbrella Liability insurance shall not be less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit.
- 3) The insurer shall agree to waive all rights of subrogation against the City of Wilmington, its officers, officials, and employees for losses arising from work performed by the CONTRACTOR for the City of Wilmington.

#### C. Business Auto Liability

- 1) CONTRACTOR shall maintain Business Auto Liability and, if necessary, Commercial Umbrella Liability insurance with a limit of not less than \$1,000,000 each accident.
- 2) Such insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos.
- 3) Business Auto coverage shall be written on ISO form CA 00 01, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in ISO form CA 00 01.
- 4) Pollution liability coverage equivalent to that provided under the ISO pollution liability-broadened coverage for covered autos endorsement (CA 99 48) shall be provided, and the Motor Carrier Act endorsement (MCS 90) shall be attached when those exposures exist.
- 5) The CONTRACTOR'S Business Auto Liability insurance shall be primary as respects the City of Wilmington, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by The City of Wilmington, its officers, officials, and employees shall be excess of and not contribute with the CONTRACTOR'S insurance.
- 6) CONTRACTOR waives all rights against the City of Wilmington, its officers, officials, agents, and employees for recovery of damages to the extent these damages are covered by the business auto liability or commercial umbrella liability insurance obtained by CONTRACTOR pursuant to Section 11.C.1 of this agreement.

#### D. Deductibles and Self-Insured Retentions

The contractor shall be solely responsible for the payment of all deductibles to which such policies are subject, whether The City of Wilmington is insured under the policy or not.

#### E. Miscellaneous Insurance Provisions

##### 1) The policies are to contain, or be endorsed to contain, the following provisions:

- a. Each insurance policy required by this Agreement shall be endorsed to state that coverage shall not canceled by either party except after 30 days prior written notice has been given to The City of Wilmington, PO Box 1810, Wilmington, NC 28402-1810.
- b. If CONTRACTOR'S liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

##### 2) Acceptability of Insurers

Insurance is to be placed with insurers licensed to do business in the State of North Carolina with an A.M. Best's rating of no less than A VII unless specific approval has been granted by The City of Wilmington.

##### 3) Evidence of Insurance

- a. The CONTRACTOR shall furnish The City of Wilmington with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements prior to commencing the work, and thereafter upon renewal or replacement of each certified coverage until all operations under this Agreement are deemed complete.
- b. Evidence of additional insured status shall be noted on the certificate of insurance.
- c. With respect to insurance maintained after final payment in compliance with requirements, an additional certificate(s) evidencing such coverage shall be provided to The City of Wilmington with final application for payment and thereafter upon renewal or replacement of such insurance until the expiration of the period for which such insurance must be maintained.

##### 4) Subcontractors

CONTRACTOR shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all the requirements stated herein. Commercial General Liability coverage shall include independent CONTRACTORS' coverage, and the CONTRACTOR shall be responsible for assuring that all subcontractors are properly insured. Additional insured status for both ongoing and completed operations, in favor of City of Wilmington, its officer, officials, agents and employees, will be carried by Subcontractor performing installation.

##### A. Conditions:

- 1) The insurance required for this Agreement must be on forms acceptable to The City of Wilmington.
- 2) The CONTRACTOR shall provide that the insurance contributing to satisfaction of insurance requirements shall not be canceled, terminated, or modified by the CONTRACTOR without prior written approval of The City of Wilmington.
- 3) The CONTRACTOR shall promptly notify the Safety & Risk Manager at (910) 341-5864 of any accidents arising in the course of operations under the contract causing bodily injury or property damage.
- 4) Failure of The City of Wilmington to demand a certificate of insurance or other evidence of full compliance with these insurance requirements or failure of The City of Wilmington to identify a deficiency from evidence that is provided shall not be construed as a waiver of CONTRACTOR'S obligation to maintain such insurance.

- 5) By requiring insurance herein, The City of Wilmington does not represent that coverage and limits will necessarily be adequate to protect the CONTRACTOR and such coverage and limits shall not be deemed as a limitation of CONTRACTOR'S liability under the indemnities granted to The City of Wilmington in this Agreement.
- 6) The City of Wilmington shall have the right, but not the obligation of prohibiting CONTRACTOR or any subcontractor from entering the project site or withhold payment until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by The City of Wilmington.

16. Findings Confidential

All of the information, reports, cost estimates, plans, specifications and documents prepared or assembled by the CONTRACTOR under this contract are the property of the CITY. The CONTRACTOR agrees that any such documents shall not be made available to any individual or organization other than appropriate CITY officials without prior written approval of the CITY. Nothing contained in this paragraph shall be construed to prevent the CONTRACTOR from making information, reports, and documents available to those individuals or firms directly concerned with the project involved with prior written agreement of the CITY.

17. No Presumption

None of the Parties shall be considered the drafter of this Agreement or any provision hereof for the purpose of any statute, case law, or rule of interpretation or construction that would or might cause any provision to be construed against the drafter hereof. This Agreement was drafted with substantial input by all Parties and their counsel, and no reliance was placed on any representations other than those contained herein.

18. Subcontracts

The CONTRACTOR shall utilize no subcontracts for carrying out the services to be performed under this Agreement without the written approval of the CITY.

19. Entire Agreement

This Agreement constitutes the entire understanding of the parties.

20. Binding Effect

This Agreement shall be binding upon the heirs, successors, assigns, agents, officials, employees, independent contractors, and subcontractors of the parties.

21. Continuing Obligation

The parties will make and execute all further instruments and documents required to carry out the purposes and intent of this Agreement.

22. Reference

Use of the masculine includes feminine and neuter, singular includes plural; and captions and headings are inserted for convenience of reference and do not define, describe, extend, or limit the scope of intent of the Agreement.

23. Interpretation/Governing Law

All of the terms and conditions contained herein shall be interpreted in accordance with the laws of the State of North Carolina without regard to any conflicts of law principles and subject to the exclusive jurisdiction of federal or state courts within the State of North Carolina. In the event of a conflict between the various terms and conditions contained herein or between these terms and other applicable provisions, then the more particular shall prevail over the general and the more stringent or higher standard shall prevail over the less stringent or lower standard. The place of this Agreement, its situs and forum, shall be Wilmington, New Hanover County, North Carolina, and in said County and State shall all matters, whether sounding in contract or tort relating to the validity, construction, interpretation, or enforcement of this Agreement be determined.

24. Minority Business Enterprise (MBE)

The CITY desires that minority business enterprises have the maximum opportunity to participate in the performance of this Agreement and will:

- (a) Promote affirmatively (where feasible) in accordance with North Carolina General Statute 143-129, together with all other applicable laws, statutes, and constitutional provisions the procurement of goods, services in connection with construction projects for minority owned business enterprises.
- (b) Ensure that competitive and equitable bidding opportunities are followed to afford minority business enterprises' participation. Strive to obtain contract and subcontract awards to minority business enterprises.
- (c) Identify and communicate to the minority business enterprises community procedures and contract requirements necessary for procurement of goods and services for construction projects and subcontracts.
- (d) Provide technical assistance as needed.
- (e) Promulgate and enforce contractual requirements that the general contractor on all construction projects shall exercise all necessary and reasonable steps to ensure that minority business enterprises participate in the work required in such construction contracts.
- (f) The CONTRACTOR shall ensure that minority business enterprises have the maximum opportunity to compete for and perform portions of the work included in this Agreement and shall not discriminate on the basis of race, color, national origin or sex. The CONTRACTOR shall include this special provision, Minority Business Enterprise (MBE), in all subcontracts for this Agreement. Failure on the part of the CONTRACTOR to carry out the requirements set forth in this special provision may constitute a breach of contract and after proper notification may result in termination of the Agreement or other appropriate remedy.
- (g) A minority business enterprise is defined as a business, with at least fifty-one (51%) percent owned and controlled by minority group members. The minority ownership must exercise actual day-to-day management. Minority group members may consist of Black Americans (an individual of the Black race of African origin), Hispanic Americans (an individual of a Spanish speaking culture and origin at parentage), Asian Americans (an individual of a culture, origin or parentage traceable to the areas of the Far East, Southeast Asia, the Indian subcontinent and the Pacific Islands), Indian Americans (an individual who is an enrolled member of a Federally recognized Indian tribe, or recognized by the tribe as being an Indian, as evidenced by a certification of a tribal leader), American Aleuts or any recognized minority group approved by the CITY.
- (h) A Woman Business Enterprise is a business with at least fifty-one (51%) percent owned and controlled by women who exercise actual day-to-day management.

(i) The CONTRACTOR shall exercise all necessary and reasonable steps to ensure that Minority Business Enterprises and Woman Business Enterprises participate in the work required in this Agreement. The CONTRACTOR agrees by executing this Agreement that he will exercise all necessary and reasonable steps to ensure that this special provision contained herein on Minority Business Enterprise is in compliance.

25. Immunity Not Waived

This Agreement is governmental in nature for the benefit of the public and is not intended to be for private profit or gain. Any fees charged hereunder are intended to reflect as closely as possible the CITY'S actual cost and neither party intends to waive its sovereign immunity by reason of this Agreement.

26. Saving Clause

If any section, subsection, paragraph, sentence, clause, phrase, or portion of this contract is for any reason held invalid, unlawful, or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

27. Other Laws and Regulations

CONTRACTOR will comply with any and all applicable federal, state and local standards, regulations, laws, statutes and ordinances including those regarding toxic, hazardous and solid waste and any pollutants; public and private nuisances; health or safety; and zoning, subdivision or other land use controls. CONTRACTOR will take all reasonably necessary, proper or required safety, preventative and remedial measures in accordance with any and all relations and directives from the North Carolina Department of Health and Human Resources, the North Carolina Office of State Human Resources, the United States Environmental Protection Agency, the North Carolina Department of Environmental Quality, Health Departments, and any other federal, state or local agency having jurisdiction, to ensure the prompt prevention or cessation (now or in the future) of violations of either the applicable provisions of such standards, regulations, laws, statutes, and ordinances or any permits or conditions issued thereunder. CONTRACTOR specifically acknowledges and agrees that CONTRACTOR, and any subcontractors it uses, has complied with, and shall continue to comply with the provisions of the federal E-Verify program in compliance with Article 2 of Chapter 64 of the North Carolina General Statutes. CONTRACTOR shall maintain adequate safeguards with respect to sensitive customer information in conformance with and pursuant to 16 C.F.R. §681.1 and in accordance with N.C. Gen. Stat. §132-1.10 and §75-65.

28. Amendments

This Agreement shall not be modified or otherwise amended except in writing signed by the parties.

29. Non-Discrimination

CONTRACTOR will take affirmative action not to discriminate against any employee or applicant for employment or otherwise illegally deny any person participation in or the benefits of the program which is the subject of this contract because of race, creed, color, sex, age, disability, or national origin. To the extent applicable, CONTRACTOR will comply with all provisions of Executive Order No. 14173 the Civil Rights Act of 1964, (P.L. 88-352) and 1968 (P.L. 90-284), and all applicable federal, state, and local laws, ordinances, rules, regulations, orders, instructions, designations and other directives promulgated to prohibit discrimination. Violation of this provision, after notice, shall be a material breach of this contract and may result, at CITY'S option, in a termination or suspension of this contract in whole or in part.

30. Non-Appropriations Clause

In the event no CITY funds or insufficient CITY funds are appropriated or otherwise available by any means whatsoever in any fiscal year for any payment due under this contract, the CITY will immediately notify CONTRACTOR of such occurrence and this contract shall create no further obligation of the CITY as to such fiscal year and shall be null and void, except as to the portions of payments for which funds shall have been appropriated and budgeted. In such event, this Agreement shall terminate on the last day of the fiscal year for which appropriations were received without penalty or expense to the CITY of any kind whatsoever.

31. Counterparts.

This Agreement may be executed in several counterparts, including separate counterparts. Each shall be an original, but all of them together constitute the same instrument.

32. No Publicity

No advertising, sales promotion or other materials of the CONTRACTOR or its agents or representations may identify or reference this contract or the CITY in any manner absent the written consent of the CITY. Notwithstanding the foregoing, the parties agree that the CONTRACTOR may list the CITY as a reference in response to requests for proposals and may identify the CITY as a customer in presentations to potential customers.

33. CITY Not Liable for Special or Consequential Damages

The CITY shall not be liable to the CONTRACTOR, its agents or representatives or any subcontractor for or on account of any stoppages or delay in the performance of any obligations of the CITY, or any other consequential, indirect, or special damages or lost profits related to this Agreement.

34. Public Records

CONTRACTOR acknowledges that the CITY is a public entity, subject to North Carolina's public records laws (N.C. Gen. Stat. 132) and that any documents related to this Agreement may be subject to disclosure pursuant to state law in response to a public records request or to subpoena or other judicial process.

If CONTRACTOR believes documents related to the Agreement contain trade secrets or other proprietary data, CONTRACTOR must notify the CITY and include with the notification a statement that explains and supports CONTRACTOR'S claim. CONTRACTOR must also specifically identify the trade secrets or other proprietary data that CONTRACTOR believes should remain confidential.

In the event the CITY determines it is legally required to disclose pursuant to law any documents or information CONTRACTOR deems confidential trade secrets or proprietary data, the CITY, to the extent possible, will provide CONTRACTOR with prompt written notice by certified mail, fax, email, or other method that tracks delivery status of the requirement to disclose the information so CONTRACTOR may seek a protective order from a court having jurisdiction over the matter or obtain other appropriate remedies. The notice will include a period of time for the CONTRACTOR to seek court-order protection or other legal remedies as deemed appropriate by CONTRACTOR. If CONTRACTOR does not obtain such court ordered protection by the expiration of said time period, the CITY may release the information without further notice to CONTRACTOR.

35. Authority to Act

Each of the persons executing this Agreement on behalf of CONTRACTOR does hereby covenant, warrant, and represent that the CONTRACTOR is a duly organized and validly existing legal entity authorized to transact business within the State of North Carolina, that the CONTRACTOR has full right and authority to enter into this Agreement, and that each and all persons signing on behalf of the CONTRACTOR were authorized to do so.

IN WITNESS WHEREOF, the CITY has caused this Agreement to be duly executed in its name and behalf and the CONTRACTOR has caused this Agreement to be duly executed in its name and behalf.

CITY OF WILMINGTON, NORTH CAROLINA

BY: \_\_\_\_\_  
Authorized City Signature, Title

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

WITNESS:

\_\_\_\_\_  
Daryle L. Parker, Purchasing Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Gina Essey, Assistant City Attorney

FINANCE OFFICER’S CERTIFICATION STATEMENT

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act

This \_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Martha Wayne, Chief Financial Officer

Project String: \_\_\_\_\_

Org:/Obj: \_\_\_\_\_ Project: \_\_\_\_\_

Amount of Contract: \$ \_\_\_\_\_

Requisition: # \_\_\_\_\_

Federal ID Number: #56-6000239



## Emergency Generator Preventative Maintenance

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We are currently accepting bid submissions for the project outlined below. The services provided must meet or exceed the specifications listed below. All bid submissions should include bid submittal sheet, three references, copy of insurance and must be a registered approved vendor with the City of Wilmington. All quotes must be good for a minimum of 90 days. If you are not an approved vendor with the City of Wilmington please complete the Vendor Application located at <http://www.wilmingtonnc.gov/departments/finance-department/doing-business-with-the-city> and include in your submittal.

If you should have any questions, please email Aaron Cramer at [aaron.cramer@wilmingtonnc.gov](mailto:aaron.cramer@wilmingtonnc.gov) or Brooke Cooper - Project Coordinator, at [brooke.cooper@wilmingtonnc.gov](mailto:brooke.cooper@wilmingtonnc.gov) to arrange an onsite visit.

Project will depend on fund available and may not be for the list in its entirety.

## **PROJECT DESCRIPTION**

### **Title – Emergency Generator Preventative Maintenance – City Wide**

## **INTRODUCTION:**

The City of Wilmington is seeking bid submissions from qualified and experienced vendors for the Preventative Maintenance and Repairs of the City's Emergency Generators. This contract will support the continued safe, reliable and efficient operation of the City's generator infrastructure City Wide.

The City currently operates eighteen (18) emergency generators across the City. The selected contractor will be responsible for providing all labor, equipment, tools, materials, supervision and expertise necessary to perform:

- Semi-Annual and Annual Preventative Maintenance Services (November & May)
- Annual Load Bank Testing (May)
- Routine and Emergency Repairs, including diagnostics and corrective actions

Vendors must be qualified not only to perform preventative maintenance, but also to diagnose, troubleshoot, and repair generator systems of various makes, models, and sizes. The City expects a high level of responsiveness, especially during emergency situations and quoting repairs, to ensure infrastructure remains powered and operational when needed.

## **Emergency Generator Service Contract**

## **SCOPE OF WORK**

### **1. GENERAL INFORMATION**

1.1. The City of Wilmington, NC - Public Works - Buildings Division (PWB) requires professional services and contractor cost proposals to perform semi-annual and annual preventive maintenance and servicing of the City's emergency generator system for a three-year base period (July 1, 2026 – June 30, 2029). Contract maybe extended for two (2) additional optional years. (July 1, 2029 – June 30, 2030 & July 1, 2030 – June 30, 2031) with the mutual consent and agreement of both parties in writing. This also includes response to 24-hour emergency situations.

1.2. The term of this agreement shall be from the date of execution until June 30, 2029. At the end of this term and upon mutual agreement of both parties, the contract may be extended under substantially similar terms for 2 separate 12-month periods. The vendor may request adjustment to pricing on June 30 of each year starting in 2029 through the term of the agreement equivalent to the lesser of (i) the percentage change in the Consumer Price Index (CPI) for all Urban Consumers as published by the US Department of Labor or (ii) five percent (5%).

### **2. DESCRIPTION OF EQUIPMENT**

2.1. A full description of the eighteen (18) emergency generators to be covered under this contract is located on Attachment A.

2.2 An "essential facility" is defined as a Public Safety facility (fire station or police facility) and any locations designated as emergency operations (Operation Center) in the event of a declared emergency.

### **3. GENERAL REQUIREMENTS**

3.1. The Contractor, under this Scope of Work (SOW), will be responsible for labor and tools required to carry out all preventive maintenance as outlined in this SOW.

3.2. The Contractor, under this Scope of Work (SOW), will be responsible for all material which requires replacement during inspection and maintenance, but which is not specifically called out, including but not limited to items such as head gaskets, blower gaskets, seals, and battery electrolyte as outlined in this SOW.

3.3. The Contractor will be required to evaluate the equipment and provide PWB with a maintenance schedule. Current preventative maintenance schedule is November (minor) and May (major).

3.4. Contractor must include in their submittal a work sheet/checklist that will be used for performing maintenance service.

3.5. Contractor shall provide all supervision, labor, tools, and equipment to perform Preventive Maintenance for the listed generators.

3.6. All personnel working in the vicinity shall wear and /or use safety protection while all work is performed. Any questions or injuries **shall** be brought to the attention of the Occupation Safety and Health Officer (OSHO), Mr. Mark Cox 910-218-0086.

3.8. Material Safety Data Sheets (MSDS) shall be provided by the contactor for all HAZMAT materials. Copies will be provided to the Contract Manager (CM) for approval.

**3.9. Preventive maintenance for Standby generator sets to be performed by a certified technician or mechanic.**

3.10. All off site calibration of generator components to be performed by an authorized repair location, a calibration certificate for each calibrated component must be issued.

3.11. Perform all annual preventive maintenance procedures prior to beginning out-year cycles.

3.12. Contract Manager must immediately be made aware of any condition discovered that could result in equipment failure.

3.13. Test and inspection report shall be submitted with all invoices to the CM within one week of completing work.

3.14. If any discrepancies are found with the generator system that are not covered under this scope of work, then the contractor must provide the following:

3.14.1. Detailed report noting the discrepancy found.

3.14.2. Bill of Materials (BOM) to include component name, quantity, part #, and price for any repair material required and material lead time.

3.14.3. Price quote for repair labor.

**3.15. Emergency Response Requirements**

3.15.1 The **Contractor will serve as the designated responder** in the event of any equipment failures or service needs. Any emergency services, not covered within the scope of work herein, should be billed at the designated and approved hourly service rate and parts markup within the contract.

**3.15.2 Response Time**

1. After receiving an emergency call from the City of Wilmington for an essential facility, Contractor must respond by phone within thirty (30) minutes and be onsite and begin work within two hours. The Contractor must have authorization from the City of Wilmington Contract Administrator or designee prior to beginning work. Response time for non-essential facilities is within 24 hours.

2. An immediate assessment of the problem encountered must be communicated to the City of Wilmington within one (1) hour of arrival at site. If immediate remediation is not possible, an accurate projection of expected completion time must be relayed to the City of Wilmington.

3. Contractor shall be required to provide an emergency number for immediate contact for 24/7 services.

4. In the event of a major storm or power outage, the Contractor must be able to provide sufficient response and emergency repair service to all essential facilities including Fire Stations, Police Facilities and Emergency Operations locations.

#### **4. SEMI-ANNUAL CHECK (ENGINE NOT RUNNING).** (At a minimum)

- 4.1. Conduct visual check around the generator.
- 4.2. Check the battery's liquids specific gravity, do battery load test, top up if necessary.
- 4.3. Clean battery terminals and lugs.
- 4.4. Check all V and fan belts making sure there are no hair line cracks on the belts, replace if cracked or worn.
- 4.5. Check and adjust tension on all V and fan belts.
- 4.6. Check coolant level and top up if necessary.
- 4.7. Check specific gravity of coolant. Replenish as necessary to maintain manufacturers' recommended level of coolant additive.
- 4.8. Check operation and components of water jacket heating system.
- 4.9. Test fuel day tanks for water. Record water levels in tanks.
- 4.10. Drain condensate from exhaust condensate trap.
- 4.11. Clean air filter element. Inspect all fuel, oil, and water piping for secure mounting.
- 4.12. Inspect exhaust piping and muffler insulation.
- 4.13. Inspect crankcase breather tube.
- 4.14. Check all control panel indication LED's.

#### **5. SEMI-ANNUAL CHECK (ENGINE RUNNING)** (At a minimum)

- 5.1. Turn off the generator circuit breaker and run the generator unloaded for 15 minutes. Check the generator for unusual conditions, such as: excessive vibration, excessive black or white smoke. The following indicators on the control panel also need to be checked and verified while the generator is running, oil pressure, water temperature, rpm, voltage, and frequency.
  - 5.1.1. With the engine running and the generator circuit breaker open:
    - 5.1.1.1. Jumper water temperature switch
    - 5.1.1.2. Jumper oil pressure switch
    - 5.1.1.3. Jumper coolant low-level switch
    - 5.1.1.4. Press emergency stop push button.
    - 5.1.1.5. Each time the switch is "jumped" or the emergency stop button is pressed the engine should stop and the corresponding failure lamp should illuminate. Reset the shutdown mechanisms after each test.
  - 5.1.2. Start unit and run with load bank connected for 1 hour at minimum 70% load
  - 5.1.3. Read and record verify all engine and alternator indicators
  - 5.1.4. Check exhaust for excessive black or white smoke. (See manufacture's manual)
  - 5.1.5. Check turbocharger for vibrations, check for any abnormal noise during operation.
  - 5.1.6. Check generator bearing for noise and overheating
  - 5.1.7. Check exhaust manifold, muffler, and piping for leaks and secure mountings
  - 5.1.8. Check fuel day tank for overheating

## **6. SEMI-ANNUAL CHECK (ENGINE STOPPED AFTER RUNNING)**

- 6.1. Inspect engine water, fuel, and oil systems for leaks while engine is hot.
- 6.2. Fill out maintenance checklist and report deficiencies.

## **7. ANNUAL CHECK (ENGINE NOT RUNNING)**

- 7.1. Perform complete semi-annual 'engine not running' schedule (Section 4).
- 7.2. Change fuel filters every 250hrs or once a year whichever is sooner
- 7.3. Change coolant filters every 250hrs or once a year whichever is sooner
- 7.4. Inspect battery charging Alternator and V belt.
- 7.5. Inspect engine and generator wiring harness for wear and damages.
- 7.6. Inspect supports and spring isolators for soundness and stability.
- 7.7. Inspect unit thoroughly for loose fasteners.
- 7.8. Clean radiator air passages and exhaust air ducts.
- 7.9. Clean intake louvers and ducts.
- 7.10. Inspect unit for corrosion. Remove any corrosion, prime and paint.
- 7.11. Inspect fan drive idler pivot arm assembly and shock absorber
- 7.12. Inspect Belt driven fan hub
- 7.13. Inspect Turbocharger to include bearings, seals, exhaust and air impellers.
- 7.14. Take fuel oil samples and analyze

## **8. ANNUAL CHECK (ENGINE RUNNING).**

- 8.1. Perform complete semi-annual 'Engine running' schedule (Section 5).

## **9. ANNUAL CHECK (ENGINE STOPPED AFTER RUNNING).**

- 9.1. Perform complete semi-annual 'Engine stopped after running' schedule. (Section 6).
- 9.2. Change crankcase oil and filters every 250 hrs. or once a year whichever is sooner.
- 9.3. Fill out maintenance checklist and report deficiencies.

## **10. AUTOMATIC TRANSFER SWITCH CHECKS**

### **10.1 All Automatic Transfer Switches (ATS)**

10.1.1 All ATS are to be checked during each semi-annual and annual visit to ensure proper operation of switch.

10.1.1.1 Exercise ATS by transferring power from generator to building and back to regular power.

10.1.1.2 The generator contractor shall be fully responsible for diagnosing, servicing, repairing, and ensuring proper operation of the Automatic Transfer Switch (ATS), including all control, electrical, and communication components, regardless of fault origin.

## **BID Response Timeline**

The Bid process shall adhere to the following schedule.

<b>BID Process</b>	<b>Date</b>	<b>Time</b>
<b>Advertise BID</b>	05-07-2026	3:00PM
<b>BID Written Questions Due</b>	05-26-2026	5:00 PM
<b>City Responses to BID Questions</b>	06-01-2026	3:00 PM
<b>Bid Opening – 929 N Front St, 10<sup>th</sup> FL Conference Rm</b>	<b>06-04-2026</b>	<b>3:00 PM</b>

Note: All times are shown as Eastern Standard Time (EST).

## **Pre-Bid Questions**

Questions concerning the specifications in this Invitation to Bid should be directed to the Project Manager. Questions will be received until **Tuesday 5/26/2026, at 5:00 PM**. An addendum summarizing all questions and answers will be posted on the City's website.

Project Manager for the City of Wilmington Aaron Cramer, Buildings & Facilities Superintendent Email: [aaron.cramer@wilmingtonnc.gov](mailto:aaron.cramer@wilmingtonnc.gov)  
Phone: 910-341-0185

## **Submittal Requirements**

Respondents must submit all Bid certification documents and Affidavit of Non-Collusion and E-Notify. Sealed Bids must be enclosed in a sealed envelope and marked: "**BID No. S6-0526 'EMERGENCY GENERATOR PREVENTATIVE MAINTENANCE'**". Bids must be received by the city on or before **3:00 PM, Thursday, June 4, 2026**. Deliver or Mail Bid to the following address:

ATTN: Aerial Fullwood, Buyer  
City of Wilmington  
P.O. Box 1810 or  
929 North Front Street, 10th Floor  
Wilmington, NC 28401

Bids received after the deadline above will not be considered and will be returned unopened to the return address on the submission envelope. The City reserves the right to reject any or all Bids for any reason and to waive any informality it deems in its best interest. Any requirements in the Bid that cannot be met must be indicated in the statement of qualification. The Bidder must respond to the entire Bid. Any Bids received by the city that are incomplete in their responses will be immediately disqualified.

## Generator Locations

Building	Address
City Hall	102 N 3rd Street
Police Headquarters	615 Bess Street
Fire Headquarters	801 Market Street
Fire Station #10	6102 Oleander Dr
Fire Station #15	3335 Masonboro Loop
Fire Station #2	3403 Park Ave
Fire Station #3	114 Cinema Dr
Fire Station #5	680 Shipyard Blvd
Fire Station #6	4455 River Road
Fire Station #7	3230 S College Rd
Fire Station #8	607 Eastwood Rd
Fire Station #9	1201 Military Cutoff Rd
Fleet Bldg.	205 Operation Center Dr
Stormwater Admin / EOC	209 Operation Center Drive
Police Operations	212 Operation Center Drive
Recycling & Trash Services	235 Operation Center Drive
Stormwater	245 Operation Center Drive
Streets	265 Operation Center Drive

**Bid Submittal.**

In accordance with the terms, conditions, and specifications, I/we, as authorized signatory to commit the firm, do hereby accept in total all the terms and conditions stipulated and referenced in this ITB document and hereby submits the following prices for:

**Emergency Generator Preventative Maintenance as follows:**

	Location	Address	Make	Model	Fuel Source	Capacity (kW)	FY27 SEMI \$	FY27 ANN'L \$	FY28 SEMI \$	FY28 ANN'L \$	FY29 SEMI \$	FY29 ANN'L \$
1	Thalian Hall	102 N 3 <sup>rd</sup> Street	Generac	QT02524JVSNA	Nat Gas	25						
2	Police Headquarters	615 Bess Street	Cummins	DFLE-5747659	Diesel	1500						
3	Fleet	205 Operation Center Drive	Cummins	DFCC-5700046	Diesel	350						
4	Stormwater Admin / EOC	209 Coleman Drive	Cummins	DGFA-5749134	Diesel	150						
5	Police Operations	212 Operation Center Drive	Cummins	DFCC-5700046	Diesel	350						
6	Recycling & Trash Services	235 Operation Center Drive	Olympian	D200P4	Diesel	200						
7	Stormwater	245 Operation Center Drive	Cummins	DGFC-5697602	Diesel	200						
8	Streets	265 Operation Center Drive	Cummins	400DFCE-5712	Diesel	400						
9	Fire - Headquarters	801 Market Street	Generac		Diesel	300						
10	Fire - Station #2	3403 Park Avenue	MTU	DS00125D6SPAK 0574	Diesel	125						
11	Fire - Station #3	Cinema Drive	Caterpillar	D 200-2	Diesel	200						
12	Fire - Station #5	680 Shipyard Blvd	MTU	6R0120 DS150	Diesel	250						
13	Fire - Station #6	4455 River Road	MTU	6R0120 DS200	Diesel	200						
14	Fire - Station #7	3230 South College Road	Generac	SD0130GG176	Diesel	130						
15	Fire - Station #8	601 Eastwood Road	MTU	4R0120DS80	Diesel	80						
16	Fire - Station #9	1201 Military Cutoff Road	Spectrum	80GS	Nat Gas	80						
17	Fire - Station #10	6102 Oleander Drive	MTU	100PJC6DT338574	Diesel	100						
18	Fire - Station #15	3335 Masonboro Loop Road	MTU	100B56EJV	Diesel	105						
<b>TOTAL SEMI &amp; ANNUAL PM COST</b>							\$	\$	\$	\$	\$	\$
<b>TOTAL PM COST PER YEAR</b>							\$		\$		\$	

TOTAL SEMI-ANNUAL SERVICE COST for FY27 (July1, 2026 – June 30, 2027) \$ \_\_\_\_\_

TOTAL SEMI-ANNUAL SERVICE COST for FY27 in words: \_\_\_\_\_

TOTAL ANNUAL SERVICE COST for FY27 (July1, 2026 – June 30, 2027) \$ \_\_\_\_\_

TOTAL ANNUAL SERVICE COST for FY27 in words: \_\_\_\_\_

TOTAL SEMI-ANNUAL SERVICE COST for FY28 (July1, 2027 – June 30, 2028) \$ \_\_\_\_\_

TOTAL SEMI-ANNUAL SERVICE COST for FY28 in words: \_\_\_\_\_

TOTAL ANNUAL SERVICE COST for FY28 (July1, 2027 – June 30, 2028) \$ \_\_\_\_\_

TOTAL ANNUAL SERVICE COST for FY28 in words: \_\_\_\_\_

TOTAL SEMI-ANNUAL SERVICE COST for FY29 (July1, 2028 – June 30, 2029) \$ \_\_\_\_\_

TOTAL SEMI-ANNUAL SERVICE COST for FY29 in words: \_\_\_\_\_

TOTAL ANNUAL SERVICE COST for FY29 (July1, 2028 – June 30, 2029) \$ \_\_\_\_\_

TOTAL ANNUAL SERVICE COST for FY29 in words: \_\_\_\_\_

HOURLY SERVICE RATE: \$ \_\_\_\_\_ PARTS MARKUP \_\_\_\_\_%

**In the event of equipment failure at any contracted location, we commit to a Service Response Time of \_\_\_\_\_ or less. Further, in the event of a natural disaster, we acknowledge the City of Wilmington as a primary client and will elevate all necessary repairs to a priority status.**

**EMERGENCY ON-CALL SERVICE HOURS:** \_\_\_\_\_

Signature of Representative \_\_\_\_\_ Date \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

- (1) Service Response Time will be a factor in the evaluation of this Invitation to Bid.
- (2) All prices submitted shall remain firm for period of 120 days after the due date of the bid submission.
- (3) All bid submissions should include any required NC Sales Tax.
- (4) If you are offering pricing which is based on other entity or agency solicitation pricing, clearly state so and include a copy of the applicable solicitation with your bid submission.
- (5) If not submitting a bid submission, please indicate "NO BID" and return the cover memo.

**Critical Data Necessary for All Bids:**

- (1) Please return your bid submission by the due date indicated above.
- (2) The deadline for questions is: **May 26,2026 at 5:00p.m.**
- (3) Please email questions regarding this Invitation to Bid only to the Department Representative. Any interpretations, clarifications, or changes made will be in the form of written addenda issued by the City of Wilmington, NC.
- (4) Any order resulting from this Invitation to Bid shall be subject to the General Terms and Conditions and all applicable laws, policies, and codes.

## Attachment A

## CITY OF WILMINGTON GENERATOR INVENTORY

Building	Make	Model #	Genset Serial #	Engine Model #	Engine Serial #	Genset Controller	kW	Batt Vltg	RPM	Fuel	Fuel Capacity	GPH 3/4Ld	Notes	Install (Est)
City Hall	Generac	QT02524JVSNA	4518107	4G64S4M	SCN1390	H100	25	12V	1800	Nat Gas	Constant			2006
Police (FS)	Cummins	DFCC-5700046	A050731178	NTA-855-G3		PCC 2100	350	24V	1800	Diesel	1760	18.7	No Modlon gateway; Key CH751	2005
Fire Headquarters (FS)	Generac						300	24V	1800	Diesel	800			2026
Fire Station #10	MTU	100PJC6DT3 38754	159814-0308	John Deere Engine model 4045HF285	4045L019849	MTU	100	12V	1800	Diesel	860	5.8	Key - CH751	2007
Fire Station #15	MTU	100DSEJB	2137527	John Deere Engine model 6068TF250	PE6068T638781	Detroit Diesel	100	12V	1800	Diesel	870	5.8		2006
Fire Station #2	MTU	DS00125D6SPAK0574	342217-1-1-0212	John Deere Engine model 4045HF285	PE4045L199310	Basler DCG-2020	125	12V?	1800	Diesel	710	7.1		2012
Fire Station #3	Caterpillar	D200-2	G5A07944	C 7.1	E5500029	EMCP 4.2	200	12V	1800	Diesel	939	11		2016
Fire Station #5	MTU	6R0120 DS150	MT 0062215-0518	OM926LA Mercedes Benz	95130500301	Marathon	247	12V	1800 480 V	Diesel	800		Key - 21	2019
Fire Station #6	MTU	6R0120 DS200	MT-0209157-0324	OM926LA	95130502531	Marathon	215	12v	1800 480V	Diesel	800			2025

Fire Station #7	Generac	SD130	0632963				130	12V	1800	Diesel	796			2026
Fire Station #8	MTU	4R0120DS80	95130501092		0M924LA		80	12V	1800	Diesel	690			2020
Fire Station #9	Spectrum Detroit Diesel	80GS	674487	Ford	21686-1-04-098	Detroit Diesel	80	12V	1800	Nat Gas	Constant			2000
Fleet Bldg. (FS)	Cummins	DFCC-5700046	A050731179	NTA-855-63	33071	PCC 2100	350	24V	1800	Diesel	1760	18.7	No Modlon gateway	2004
OPS Admin / EOC (FS)	Cummins	DGFA-5749134	A060881802		46577705	PCC 2100	150	12V	1800	Diesel	810	8.4	No Monlon gateway	2005
OPS Recycling & Trash Svcs	Olympian	D200P4	PNNS00774		142067/02	4001E	200		1800	Diesel	900	11		unk
Police HDQTRS (FS)	Cummins	DFLE-5747659	D060907163	KTA50-G9		PCC 2100	1500	24V	1800	Diesel	6000	77.8	No Modlon gateway	2006
Stormwater (FS)	Cummins	DFGC-5697602	L040724413		46452141	PCC 2100	200	12V	1800	Diesel	1000	11	No Modlon gateway	2004
Streets (FS)	Cummins	400DFCE-5712	B060889234	NTA-855-G5	30373350	PCC 2100	400	24V	1800	Diesel	1760	21.3	No Modlon gateway	2005

(FS) = Full-Service Transfer