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228 Georgetown Rd
Jacksonville, NC 28540

REQUEST FOR PROPOSAL

TITLE:

ANNUAL GENERATOR PREVENTATIVE MAINTENANCE AND REPAIR PLAN
RFP # 2020-21GM

INFORMAL

Date of Issue: February 12, 2020
Proposals Due: February 26, 2020

For more information contact:

Cynthia Hewitt
ONWASA Purchasing Agent
228 Georgetown Road
Jacksonville, North Carolina 28540
Phone (910) 937-7538

**ONSLow WATER & SEWER AUTHORITY
ANNUAL GENERATOR PREVENTATIVE MAINTENANCE AND REPAIR PLAN**

INSTRUCTIONS FOR PROPOSERS

Proposals will be received by the Onslow Water & Sewer Authority (hereinafter referred to as ONWASA), to provide programmed maintenance, inspections and 24-hour emergency service on our emergency generators as specified in this Request for Proposals (hereinafter referred to as RFP) until 2:00 pm on February 26, 2020 at the Onslow Water & Sewer Authority Operations Center, 228 Georgetown Road Jacksonville NC.

Proposals must be submitted showing unit prices as requested on Proposal Pricing Sheet included as part of this RFP Package. The Proposal Pricing Sheet must be completed in its' entirety.

All proposals shall be valid for a period of 90 days pending ONWASA Board of Directors' approval and awarding of contract. Quoted price should not include any sales or usage taxes but should only reflect the actual proposed price of the service.

ONWASA reserves the right to reject any or all proposals, to waive informalities, and to accept any proposal which, in the opinion of ONWASA, appears to be in its best interest.

All proposals shall be notarized. Proposers responding to this RFP are hereby notified that NC General Statutes relating to licensing of contractors will be observed in receiving proposals and awarding contracts. Neither Performance nor Payment Bonds are required for this Work.

This RFP and all proposer responses are considered public information, except for trade secrets specifically identified in writing by the proposer, which will be handled according to State Statute or other laws. Any section of the proposer's response package that is deemed to be a trade secret by the Proposer shall be submitted in a separate envelope clearly marked "TRADE SECRET INFORMATION- DO NOT DISCLOSE."

GENERAL SCOPE OF SERVICES

ONWASA seeks to contract with a qualified Generator Repair Specialist to provide all permits, materials, equipment and labor necessary for on-site preventative maintenance and repairs, by trained technicians for ONWASA's generators in both planned and emergency situations.

The Scope of Services (Exhibit 1) in this document includes the furnishing of all labor, materials, tools and equipment and performing all operations in connection with one yearly visit to service each of the generators noted on the Generator Data Sheet (Exhibit 3).

The successful proposer shall be responsible for proper disposal of any fluids drained from the generators, and all other issues associated with repair and maintenance of our generators.

Proposers are notified that, ONWASA requires their immediate assistance in the event of natural disasters which result in loss of power. The successful proposer shall have a mechanic available to respond within a time frame deemed reasonable by ONWASA in case of emergencies.

The proposer shall, at all times during the term of the contract, perform the work with such resources as are sufficient to complete any planned work between the hours of 8:00 am EST and 5:00 pm EST

The proposer shall keep and maintain records which will enable ONWASA, as well as the proposer, to ascertain and determine clearly and accurately the maintenance and repairs to each generator. The method of record keeping shall be provided by the proposer and approved by ONWASA prior to beginning Work. Records shall conform to all applicable federal, state and local regulations.

Work will be scheduled with ONWASA's Field Operations Administrator, Matthew Padgett or his designee as is appropriate.

WARRANTIES

Proposer shall warranty their repairs for no less than (90) days for workmanship, and for the full manufacturer warranty period on materials.

ERRORS/DEFICIENCIES

Proposer shall, without additional compensation, make any corrections regarding inferior or incomplete work or materials furnished under any contract issued as a result of this solicitation if it is determined by ONWASA that the proposer is responsible for the errors or deficiencies.

ADDITIONAL WORK

Any repairs identified during the performance of preventative maintenance shall be described and submitted in writing along with an estimated cost of repair. ONWASA must determine that funds are available and approve the repair prior to work. ONWASA reserves the right to bid out expensive repairs as it deems necessary.

QUANTITY MAKE AND MODELS

ONWASA has compiled a list of generators with make, kilo wattage, model and serial numbers for use in estimating the price for regular preventative maintenance (Exhibit 3). This list is subject to change as new generators are added or retired generators are deleted during the term of the contract. Generators purchased during this contract will be included in our preventative maintenance schedule and become part of this agreement.

TERMS AND RENEWALS

Any contract resulting from this solicitation will be for an initial term of twelve (12) months. Proposer is bound to the quoted prices for the full twelve (12) month term.

Upon each anniversary date of the resulting contract, ONWASA and the proposer, upon mutual agreement, shall have the option to renew the contract for an additional twelve (12) month term. This contract may be renewed up to four (4) times. With each renewal, the selected contractor may increase its price up to 5% if the contractor can show to ONWASA's satisfaction that the increased costs are due to economic reasons such as labor, fuel cost, etc. The selected contractor must mail notice of rate change to the ONWASA Chief Financial Officer, Tiffany Riggs, 228 Georgetown Road, Jacksonville, NC 28540, at least 30 days prior to contract renewal.

Contract continuance and contract extensions will be contingent upon the appropriation of funds by ONWASA's Board of Directors. The proposer understands that ONWASA shall have the right to terminate the contract at the end of any fiscal year if the governing body does not appropriate sufficient funds to cover the estimated yearly contract costs, as determined by ONWASA's budget for the fiscal year in question.

SUBMITTAL OF PROPOSALS

Proposals must be written legibly on the Proposal Pricing Sheet (Exhibit 2) and addressed to: Onslow Water & Sewer Authority, Cynthia Hewitt, Purchasing Agent, 228 Georgetown Road Jacksonville, NC 28540

Proposals may be received prior to the hour and date specified in this RFP. It is the Proposers' responsibility to ensure that their Proposal is received by ONWASA prior to the hour and date specified in this RFP. Any Proposals received after that hour and date will be returned unopened. To avoid rejection of proposals as non-responsive, submitted proposals shall include:

Proposal Pricing Sheet with notarized signatures
Proposers Certificate of Insurance
E-verify Affidavit with notarized signatures

PRICE FOR SERVICES

Proposed pricing should be sited using the Proposal Pricing Sheet (Exhibit 2) provided in the Request for Proposals and will remain as stated for the initial 12-month term.

PROPOSAL ADMINISTRATION

Proposers may contact ONWASA's Field Operations Administrator, Matthew Padgett, at 910-937-7559 with any questions regarding the Generator Inspection Check list (Exhibit 4) and specifics regarding the list of generators (Exhibit 3). For guidance or direction of matters of interpretation or problems regarding the terms, conditions, or specifications please contact ONWASA's Purchasing Agent, Cynthia Hewitt at 910-937-7538.

Individuals at the facilities may be designated as authorized representatives of ONWASA. However, they are not authorized to change, amend, or interpret the specific terms, conditions or provisions of the agreement. Any questions regarding the RFP or agreement must be submitted in writing at least ten (10) days prior to the submittal date for proposals and directed to the ONWASA Purchasing Agent, Cynthia Hewitt.

ADDENDA

Any Addendum issued prior to the date set forth for Proposal submittal shall be covered in the Request for Proposals and shall be made a part of the contract. It is the responsibility of the proposers to be aware of information issued in the form of addendum. Receipt of all addenda issued shall be acknowledged by proposers.

INTERPRETATION OF DOCUMENTS

If any Proposer contemplating submitting a proposal is in doubt as to the true meaning of any part of this RFP or finds discrepancies or omissions in the RFP, he may submit a request for an interpretation or correction to ONWASA's Purchasing Agent, Cynthia Hewitt. Any interpretation or correction of the documents will be made only by Addendum duly issued and a copy of such Addendum will be posted on ONWASA's website. ONWASA will not be responsible for any other explanations or interpretations of the documents. Receipt of Addenda should be noted on the Proposal Pricing Sheet (Exhibit 2).

WITHDRAWAL OF PROPOSAL

Any Proposer may withdraw his proposal, either personally, or by written request, at any time prior to the scheduled closing time for receipt of proposals. Proposal shall remain valid for a period of thirty (30) days after submittal.

AWARD OR REJECTION OF PROPOSALS

If a contract is awarded, ONWASA will award to the lowest responsive, responsible proposer whose proposal, in ONWASA's opinion, best complies with the criteria outlined in this RFP taking into consideration price, methodology, quality, performance and the time specified in the proposals for the performance of the contract.

ONWASA reserves the right to accept or reject any or all proposals if it is deemed best for the public good, and to waive any informality in the proposals received.

ISSUANCE OF CONTRACT

A contract will be issued to the selected Proposer. ONWASA's standard terms and conditions for this type of work are provided in ONWASA's Standard Service Contract Language (Exhibit 5).

MINORITY BUSINESS PARTICIPATION AND NON-DISCRIMINATION

The successful Proposer, and any subcontractor under him, shall be required to ensure that minority and women owned business enterprises will be provided equal opportunity to submit Proposals for subcontractors to the maximum extent feasible. Further, there shall be no discrimination in employment practices based on race, religious creed, color, national origin, ancestry, age, physical handicap, medical condition, marital status, or sex.

INSURANCE

Contractors must include with their proposals a Certificate of Insurance showing coverage limits as outlined in the Terms and Conditions provided in the ONWASA Standard Service Contract Language (Exhibit 5). These coverage limits must be maintained throughout the term of this contract and any subsequent renewals. The contractor must instruct their insurance provider to send renewals to ONWASA as they occur. No work will be allowed if insurance is not current.

E-VERIFY/ IRAN DIVESTMENT

The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes by filling out the E-Verify Affidavit (Exhibit 7). By acceptance of this contract, the Contractor affirms they are not listed on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 143-6A-4, Iran Divestment Act Certification.

Exhibit 1

Scope of Services

Onslow Water & Sewer Authority
Annual Generator Preventative Maintenance and Repair Plan
Scope of Services

General Description:

ONWASA requires programmed maintenance, inspections and 24-hour emergency service on our emergency generator system. The work covered in this document includes the furnishing of all permits, labor, materials, tools and equipment necessary to perform all operations in connection with one yearly visit to service each of the generators noted on the Generator Data Sheet (Exhibit 3), as well as some emergency and planned repairs, load bank testing and some specialists' advice concerning our generators. ONWASA may elect to divide any resulting contract among two proposers. One for the general maintenance and repair and one for load bank testing only.

Listed below are some of the points that should be checked during a normal programmed maintenance visit.

1. Fuel System

- Change fuel filter elements according to manufacturer recommendations
- Check fuel tanks for water
- Inspect lube & adjust governor linkage
- Check day tank operation
- Check for fuel leaks

2. Lubricating System

- Change oil in engine according to manufacturer recommendations
- Change oil filter according to manufacturer recommendations
- Check and record engine oil pressure
- Check engine for oil leaks
- Take oil sample for analysis, if needed

3. Cooling System

- Check engine water pump
- Check all cooling system hoses and clamps
- Check and clean all louvers
- Check coolant level
- Check and record freeze protection and add if needed
- Check conditions of belts and adjust
- Check for adequate fresh air to engine
- Check condition of fan hub and lube as required
- Check operation of water jacket heater
- Check and record operating temperature
- Verify that operating temperature is in the correct range
- Check for leaks

4. Exhaust System

- Check condition of mufflers, exhaust lines, support and connections
- Check condition of turbocharger (if applicable)
- Check for exhaust leaks and report for repair
- Check for exhaust restriction

5. Air Intake System

- Check air inlet for restriction
- Clean crankcase breather pads (if applicable)
- Check all air system piping
- Checking condition of dry type air element, or service oil bath air cleaner

6. Control Systems

- Check operations of all gauges and meters
- Clean control cabinet
- Check operation of all controls
- Check shut down system for correct operation
- Check operating alarms
- Check safety devices

7. Engine Electrical Starting System

- Check condition of batteries
- Clean batteries and cables
- Add distilled water to maintain proper electrolyte level
- Check operation of float charger
- Check battery voltage
- Lubricate starter motor

8. Generator

- Check condition of bearing
- Check main breaker for operation
- Check cables from generator to transfer switch
- Check transfer switch for proper condition and operation
- Clean interior of transfer switch enclosure as necessary
- Check/clean vent screen
- Lube bearings according to manufacturer recommendations
- Check mounting bolts

9. General

- Check for any unusual condition, vibration, deterioration, leakage, High surface temperature or noise
- Run generator under emergency conditions
- Record all Readings and present to ONWASA
- Leave control panel in automatic mode

Notify ONWASA of additional service work as required
Provide periodic consulting services regarding sizing requirements of generators for new applications.

Exhibit 2

Proposal Pricing Sheet

**Annual Generator Preventative Maintenance and Repair Plan RFP
2020-21GM
Proposal Pricing Sheet**

PROPOSER NAME: _____ **BUSINESS NAME:** _____

Date: _____

To: Onslow Water & Sewer Authority
228 Georgetown Road
Jacksonville, North Carolina 28540

Received Addendum # _____

Proposer proposes to perform the scheduled services described in the attached Annual Generator Preventative Maintenance and Repair Plan 2020-21GM at the rates below:

PLANNED SERVICE which includes labor, travel, mileage and any other incidental cost (not to include materials such as filters, oil etc. which will be billed separately) per unit \$ _____

MARK UP on materials such as oil and filters will be _____ % over cost for item.
(A copy of providers invoices must accompany these charges.)

ADDITIONAL LABOR COSTS beyond the labor included in the planned preventative maintenance visit will be billed as follows:

LABOR for repairs planned and/or started between the hours of 8 am and 5 pm Monday through Friday excluding holidays \$ _____ per hour regardless of duration of time needed to complete repairs.

EMERGENCY SERVICE CALLS are calls requiring same day service or occur on holidays, weekends or after 5 pm. These calls will be billed at the following rate:

INITIAL CHARGE will be \$ _____ per call

MILEAGE CHARGE will be \$ _____ per mile from dispatch area of serviceman.

LABOR for emergency repairs will be \$ _____ per hour, regardless of duration of time needed to complete repairs

ESTIMATED EMERGENCY RESPONSE TIME to any given generator is _____ hours

LOAD BANK if required could you perform two-hour Load Bank testing on these generators? _____

If yes, what is the hourly rate for load banking? \$ _____

Is there a minimum hour requirement? _____ If so what is your minimum? _____

Load bank equipment rental costs and personnel costs shall be included in your hourly rate.

By signing this Proposal Pricing Sheet, the undersigned authorized representative agrees that:

The undersigned authorized representative has carefully examined the terms and conditions in ONWASA's Standard Contract Language (Exhibit 5) and this Proposal Pricing Sheet and accepts and fully understands them.

The undersigned authorized representative has examined the list of generators and is familiar with the conditions under which the work, or any part of it, is to be done and is fully qualified to perform the work.

The undersigned authorized representative will provide all necessary tools, machinery, apparatus, and all means necessary to do all the work and will furnish all materials, equipment, apparatus, and all else necessary to complete such work in a first-class manner and in accordance with provided specifications.

The Proposal does not include applicable North Carolina sales and/or use tax.

It is the intention of ONWASA, subject to the conditions set forth, to award the contract based on proposals received at this letting and in such manner as is considered to be in the best interest of ONWASA.

We hereby certify that this Proposal is made in good faith and without collusion or connection with any other person participating in this request for proposal and that no official or employee of the Onslow Water & Sewer Authority will be admitted to any share of part of the contract or any benefit therefrom if the contract is awarded to this Proposer.

Full printed name of authorized representative

Full signature of authorized representative

Full title of authorized representative.

Acknowledged before me, a Notary Public in and for the State of _____,
County of _____ this _____
day of _____, year _____ by the above named.
My Commission expires: _____
Notary Public _____

Stamp

Exhibit 3
Generator Data

Asset #	Model	Kilowatts	Make	Serial #	Location	Address	Fuel Tank	Remarks	User
600	TS25T	20 KW	Baldor	P0611270007	South Branch Rentals Pump Station	Behind 128 Stallion Drive	50 Gals	None	WW Collections
601	TS25T	20 KW	Baldor	P0701030007	Shop (Portable)	228 Georgetown RD	50 Gals	None	WW Collections
602	TS25T	20 KW	Baldor	P0701180005	Trout Pump Station (Portable)	197 Trout ST	50 Gals	None	WW Collections
603	TS25T	20 KW	Baldor	P0701180006	Swansboro WWTP (Portable)	199 Williams Street	50 Gals	None	WW Collections
604	TS25T	20 KW	Baldor	P0701030006	Hwy 53 Pump Station	1351 Burgaw Hwy	50 Gals	None	WW Collections
605	TM30M	30 KW	SDMO	TM30MS2M-01Z/2587534-02	Swansboro WWTP (Portable)	199 Williams Street	50 Gals	92923S	WW Collections
606	D20-4	20 KW	Caterpillar	CAT00C22VNCB00435	Mt. Pleasant Pump Station	1226 Mt. Pleasant Road	50 Gals	92924S	WW Collections
607	D50P1	50 KW	Olympian	E6423B/001	Casper's Marina Pump Station	223 Waters Street	190 Gals	None	WW Collections
608	50REOZJB	50 KW	KOHLER	2154000	Heritage Pump Station (Portable)	Richlands	190 Gals	None	WW Collections
609	50REOZJB	50 KW	KOHLER	2153999	Tri-Field Estates Pump Station	119 Esquire Drive	190 Gals	None	WW Collections
610	50REOZJB	50 KW	KOHLER	2153997	W. Brandy Mill Lane Pump Station	2000 West Brandy Mill Lane	146 Gals	None	WW Collections
611	DGBC-5785634	55 KW	Onan	A070010458	Bevedere Pump Station	157 Bevedere Drive	190 Gals	None	WW Collections
612	30ROZJ71	30 KW	KOHLER	383181	Walnut Drive Ext Pump Station	626 Walnut Drive Ext.	190 Gals	None	WW Collections
613	50REOZJB	50 KW	KOHLER	2153998	Cypress Street Pump Station	159 Cypress Street	146 Gals	None	WW Collections
614	20ROZJ01	20 KW	KOHLER	335338	Ervintown Pump Station	295 Kinston Hwy	100 Gals	None	WW Collections
615	60DSEJB	60 KW	Detroit Diesel	2036582	Hall's Creek Pump Station	1304 Hammocks Beach Road	135 Gals	None	WW Collections
616	60REOZJB	60 KW	KOHLER	656439	Hatteras Pump Station	270 Hogans Road	180 Gals	None	WW Collections
617	G30F3	30 KW	Olympian	OLY00000CNFS00720	Ivy Manor Pump Station	1045 West Corbett Ave.	LP 500 Gal	None	WW Collections
618	D50P1	50 KW	Olympian	E6423C/001	Oyster Bay Pump Station	111 Oyster Bay Road	147 Gals	None	WW Collections
619	99A01127-S	15 KW	Generac	2046528	Pirates Cove Pump Station	138 Queens Creek Road	LP 500 Gal	None	WW Collections
620	D30P1	30 KW	Olympian	E6423A/001	River Reach Main Pump Station	284 River Reach Drive	147 Gals	None	WW Collections
621	50DSEJB	50 KW	Detroit Diesel	2043903	Shore Drive Pump Station	Corner of Shore Drive & Hwy 24	135 Gals	None	WW Collections
622	D30P3	30 KW	Olympian	OLY00000NPF03550	Swansboro High Pump Station	161 Queens Creek Road	147 Gals	None	WW Collections
623	D30P3	30 KW	Olympian	OLY00000ENPF00821	Swansboro Middle Pump Station	1240 West Corbett Ave.	147 Gals	None	WW Collections
624	800300100	25 KW	Generac	2092918	The Village at Swansboro Pump Station	900-1 Meadowbrook South	138 Gals	None	WW Collections
625	200ROZD71	200 KW	KOHLER	351597	Richlands WWTP	203 Jimmy Powell Lane	250 Gals	None	Richlands WWTP
626	50ROZJ71	50 KW	KOHLER	383582	Southwest Elem Pump Station	2601 Burgaw Hwy	190 Gals	None	WW Collections
627	150DSEJB	150 KW	Detroit Diesel	779748	Holly Ridge WWTP	286 North Jenkins Street	677 Gals	None	Holly Ridge WWTP
628	TPS100	100 KW	Tradewinds	18768	Shop (Portable)	Portable	150 Gals	None	Webb WWTP
629	50REOZJB	50 KW	KOHLER	2186873	Williams St Pump Station	109 Dreadnaught St	188 Gals	None	WW Collections
630	50REOZJD	50 KW	KOHLER	2186872	Jarman's Fork Pump Station	900 Kinston Hwy	188 Gals	None	WW Collections
631	DGFA-5657859	150 KW	Cummins	A04059231	Jenkins Street Pump Station	200 Jenkins Street	500 Gals	None	WW Collections
632	TP80-II	80 KW	Tradewinds	18765	Kenwood WWTP	507 OCI Drive	150 Gals	None	Kenwood WWTP
633	50REOZJB	50 KW	KOHLER	2186871	Comfort Hwy Pump Station	418 North Wilmington Street	188 Gals	None	WW Collections
634	DFEG-5857122	350 KW	Onan/Cummins	F070074079	Swansboro WWTP	199 Williams Street	600 Gals	None	Swansboro WWTP
635	230RJC6DT3	230 KW	Detroit Diesel	301262-1-1-1008	Hunters Creek Main Pump Station	134 Viking Place	200 Gals	None	Swansboro WWTP
636	TJ30-ULT3	30 KW	Tradewinds	24702	Maidstone Park Pump Station	307 Maidstone Drive	100 Gals	None	WW Collections
637	750RXC6DT2	750 KW	Detroit Diesel	300734-1-1-1008	Piney Green Gate Pump Station	280 Freedom Way	630 Gals	None	WW Collections
638	DGHD-7222478	40 KW	Cummins	G080197997	Charleston Park Pump Station	435 Patriots Point Lane	225 Gals	None	WW Collections
639	D150-8	150 KW	Caterpillar	CAT00C66PN6D00737	Stateside Main Pump Station	130 Stateside Blvd.	600 Gals	None	WW Collections
640	40JJS6DT2 39679	40 KW	MTU Detroit Diesel	161963-0408	Swansborough Acres Pump Station	207A Channel Marker Loop	110 Gals	None	WW Collections
641	20DSEJB	20 KW	Detroit Diesel	2162135	Groundwater station #1	247 Spicer Lake Drive	77 Gals	None	WW Collections
642	20DSEJB	20 KW	Detroit Diesel	2162136	Groundwater station #2	837 Lake Willow Way	77 Gals	None	Summerhouse WWTP
643	60RJS6DT2	60 KW	Detroit Diesel	160853-0308	Summerhouse #1 Pump Station	344 Kings Creek Crossing	120 Gals	None	Summerhouse WWTP
644	60RJS6DT2	60 KW	Detroit Diesel	158601-0208	Summerhouse #2 Pump Station	319 Summerhouse Drive	120 Gals	None	WW Collections
645	30RJS6DTS 38408	30 KW	Detroit Diesel	158 604-1-0208	Summerhouse #3 Pump Station	608 Martin House Loop	105 Gals	None	WW Collections
646	30RJS6DT2	30 KW	Detroit Diesel	158604-2-0208	Summerhouse #4 Pump Station	523 White Picket Way	105 Gals	None	WW Collections
647	30RJS6DT2	30 KW	Detroit Diesel	158604-3-0208	Summerhouse #5 Pump Station	100 Night Heron Trace	105 Gals	None	WW Collections
648	DS00080D6SIAK0574	80 KW	MTU	333354-1-1-0511	Albert Ellis Airport Pump Station	220 Albert Ellis Airport Road	475 Gals	None	WW Collections
649	DSKCA-7023797	25 KW	CUMMINS	D110205137	Parrot Landing Pump Station	208 Toucan Way	126 Gals	None	WW Collections
650	650DSEC	650 KW	Spectrum	2162391	Summerhouse WWTP	211 Holly Ridge Road	1250 Gals	None	Summerhouse WWTP
651	QT02224JNAN	22 KW	Generac	5798154	Sage's Ridge Pump Station	504 Hazelwood Drive	500 Gal LP	None	Summerhouse WWTP
652	DS00040D6SIAK0574	40 KW	MTU	319098-1-1-0310	Liberty Pointe Pump Station	2010 Normandy Drive	240 Gals	None	WW Collections
653	60REOZJD	60 KW	Kohler	3034859	The Reserves @ Holly Ridge	1101 E. Ocean Hwy	253 Gals	None	WW Collections
654	DS00275D6SRAH1574	275 KW	MTU	336107-1-1-0811	Towne Pointe Pump Station	1350 Rocky Run Road	1050 Gals	None	WW Collections

655	40REOZJC	40 KW	Kohler	3019288	Winstead Place Pump Station	336 Winstead Loop	165 Gals	None	WW Collections
656	60REOZJD	60 KW	Kohler	3060236	Queen Harbor Pump Station	501-1 HarborView Rd	253 Gals	None	WW Collections
657	30JJ56DT4	30 KW	John Deere MTU	306106-1-1-0209	Hidden Oaks Pump Station	304 Ashley Meadows Dr	140 Gals	None	WW Collections
658	DSO0080D65RAK0574	80 KW	Clarke	354546-1-11212	Wantlands Pump Station	824 Tuscarora Trail	240 Gals	None	WW Collections
659	283PSL1707	30 KW	Clarke	MX-1663630811	Watercrest Pump Station	503 Sail Boat Dr	135 Gals	None	WW Collections
660	TNSG-LWE200	20 KW	Clarke	PI302270003	Excel Day Care Pump Station	178 Queen Creek Rd	60 Gals	None	WW Collections
661	MTU4R0113DS40	40 KW	MTU	95090600808	Hickory Grove Pump Station	140 Easy St	370 Gals	None	WW Collections
662	MTU4R0113DS40	40 KW	MTU	95090600809	Webb Apts Pump Station	N Carole Dr	370 Gals	None	WW Collections
663	DQDAA-1403174		Cummins	D140659769	Heritage Village Pump Station	312 Dillard	1500 Gals	None	WW Collections
664	QSK50	1600 KW	Cummins	G130535739	Northwest Plant	189 Mills Field Rd	8,000 Gals	None	Northwest Plant
665	80ROZJ71	80 KW	Kohler	383791	Holly Ridge WWTP	211 Holly Ridge Road	107 Gals	None	Holly Ridge WWTP
666	MTU6R1600 DS250	250 KW	MTU	95010600581	WOTTS	7438 Richlands Hwy.	1075 Gals	None	WW Collections
667	4R0120DS125	125 KW	MTU	95130600201	Kenwood Pump Station	507 OCI Drive	690 Gals	None	WW Collections
668	100 DSJ	100 KW	Spectrum	704682	Burton Park LS 1	459 WC Jarman Dr	706 Gals	None	WW Collections
669	50REOZK	50 KW	Kohler	SGM32HTGH	Shadow Creek Pump Station	903-1 Marshview Ct	229 Gals	None	WW Collections
670	UL2200/80D	100 KW	Clarke	PE40451236324	Boyington Place Pump Station	100 Boyington Place	565 Gals	None	WW Collections
671	40REOZK	42 KW	Kohler	GM32JHXH	Burton Park LS 2	330 Luther-Midgett Dr.	165 Gals	None	WW Collections

Water Distribution Generator Data								
Unit #	Model	Kilowatts	Make	Serial #	Location	Asset #	Fuel Tank	Remarks
701	TP80-II	80 KW	Tradewinds	18764	HUBERT Parkertown Rd		200 Gals	
702	DFLC-5736810	1250 KW	Cummins Power	JO5O838397	DIXON WTP FACILITY		5000 Gals	STATIONARY AT PLANT
703	DFLC-5736810	1250 KW	Cummins Power	JO5O838398	HUBERT WTP		5000 Gals	STATIONARY AT PLANT
704	8.5RES		Kohler natural gas	2082843	SNEADS FERRY		250 Gals	Stationary
705	230REOZ	230 KW	KOHLER	22114481	DIXON WELL #7		200 Gals	Trailer mounted (Mfg 08/2008)
706	C6.6	150 KW	CATERPILLAR	CAT00C66LN6D00925	DIXON WELL #6		200 Gals	Trailer mounted (Mfg 08/2008)
707	230RHOZ71	230 KW	KOHLER	108965	DIXON WTP	17942	100 Gals	
708	200ROZD71	200 KW	KOHLER	383769	WELL 12	17943	237 Gals	
709	200ROZDJ71	200 KW	KOHLER	383770	WELL 4	17944	237 Gals	
710	200ROZD71	200 KW	KOHLER	383771	WELL 6	17945	237 Gals	
711	200ROZD71	200 KW	KOHLER	383772	WELL 13	17946	237 Gals	
712	230RHOZ71	200 KW	KOHLER	383773	WELL 5	17947	237 Gals	
713	200ROZD71	200 KW	KOHLER	383774	WELL 9	17948	237 Gals	
715	230RHOZ71	200 KW	KOHLER	383777	WELL 7	17951	237 Gals	
719	80ROZJ71	80 KW	KOHLER	383792	HUBERT Tank	17955	107 Gals	Trailer mounted
720	80ROZJ71	80 KW	KOHLER	383790	R3	17953	107 Gals	
721	250REOZV	250 KW	KOHLER	772404	228 ADMIN BLDG		510 Gals	STATIONARY
722	200REOZP	200 KW	KOHLER	731239	WELL #1		237 Gals	
723	60REOZJB	60 KW	KOHLER	2178523	232 WAREHOUSE BLDG		188 Gals	STATIONARY
724	80ROZJ71	80 KW	KOHLER	383583	HUBERT WTP	17957	107 Gals	
725	80ROZJ71	80 KW	KOHLER	383789	LAB	17952	107 Gals	Trailer mounted
726	200ROZD71	200 KW	KOHLER	383775	Well 2	17949	237 Gals	
727	D100-6	100 KW	CATERPILLAR	CAT00C44CD4B00296	Hubert Tank Well 14		250 Gals LP	STATIONARY
728	200ROZDJ71	200 KW	KOHLER	383776	Well 11		237 Gals	
729	180REOZJF	180 KW	KOHLER	SGM322LP6	Piney Green Booster		626 Gals	STATIONARY
730	58370		Generac	8578714	SNEADS FERRY TANK			
		150KW	Clarke	PE6068HF285	6861 Wilmington Hwy/Dixon Well 2			STATIONARY
		100KW	Clarke	PE40456278262	7271 Wilmington Hwy/Dixon Well 3			STATIONARY
		150KW	Clarke	PE6068C276616	6859 Wilmington Hwy/Dixon Well 5			STATIONARY
		150KW	Clarke	PE6068L276609	6671 Wilmington Hwy/Dixon Well 6			STATIONARY
		250KW	Clarke	PE6068L979457	110 Dixon School Rd/ Dixon Well 7			STATIONARY
		150KW	Clarke	PE6068L277140	123 Folkstone Rd/Dixon Wells 8/9			STATIONARY
		1250KW		5352012222	6661 Wilmington Hwy/Dixon Plant			STATIONARY
		750KW		5352012222	6662 Wilmington Hwy/Dixon Plant RO			

EXHIBIT 4
GENERATOR INSPECTION CHECK LIST

Generator #	Location		Date
Gen/Make	Gen/Model	Serial Number	kw hrs.
ATS/Make	ATS/Model	Serial Number	Volt

Okay	NS	Fuel System
		Change fuel filter elements
		Check fuel tanks for water
		Inspect lube& adjust governor linkage
		Check day tank operation
		Check for fuel leaks
Okay	NS	lubricating System
		Change oil in engine
		Change oil filter
		Check and record engine oil pressure *Oil pressure reading:
		Check engine for oil leaks
		Take oil sample for analysis
Okay	NS	Cooling System
		Check engine water pump
		Check all cooling system hoses and clamps
		Check and clean all louvers
		Check coolant level
		Check freeze protection/add if needed *Gallons added:
		Check conditions of belts and adjust
		Check for adequate fresh air to engine
		Check condition of fan hub and lube as required
		Check operation of water jacket heater
		Check and record operating temperature
		Verify that operating temperature is in the correct range
		Check for leaks
Okay	NS	Exhaust System
		Check condition of mufflers, exhaust lines, support and connections
		check condition of turbocharger (if applicable)

		Check for exhaust leaks
		Check for exhaust restriction
Okay	NS	Air Intake System
		Check air inlet restriction
		Check Crank case breather pads (if applicable)
		Check all air system piping
		Check condition of dry type air element
		Service oil bath air cleaner
Okay	NS	Control System
		Check operations of all gauges and meters
		Clean control cabinet
		Check operation of all controls
		Check shut down system for correct operation
		Check safety devices
		Check operating alarms
Okay	NS	Engine Electrical Starting System
		Check condition of batteries
		Clean batteries and cables
		Add distilled water to maintain proper electrolyte level
		Check operation of float charger
		Check battery voltage
		Lubricate starter motor
Okay	NS	Generator Condition
		Check condition of bearing
		Check main breaker for operation
		Check cables from generator to transfer switch
		Check transfer switch for proper condition and operation
		Clean interior of transfer switch enclosure as necessary
		Check/Clean vent screen
		Lube bearings according to mfg. recommendations
		Check mounting bolts
Okay	NS	General
		Check for unusual vibration
		Check for deterioration
		Check for leakage

		Check for high surface temperature or noise
		Run generator under emergency conditions
		Leave control panel in automatic mode
		Notify customer of additional service work as required

Exhibit 5
ONWASA STANDARD CONTRACT LANGUAGE

CONTRACT FOR ANNUAL GENERATOR PREVENTATIVE MAINTENANCE AND REPAIR PLAN 2020-21GM

THIS CONTRACT is made and entered into this the _____ day of _____, 20____, by and between **ONSWLOW WATER & SEWER AUTHORITY**, a political subdivision of the State of North Carolina (hereinafter referred to as "ONWASA") and _____, a corporation duly authorized to do business in the State of North Carolina, (hereinafter referred to as "CONTRACTOR").

Request for Proposal for Annual Generator Preventative Maintenance and Repair Plan RFP 2020-21GM dated February 12, 2020 is attached to, and hereby incorporated into, and made part of this Contract by reference ("the Work"). Each reference to this Contract shall be deemed to include all Exhibits. Any conflict between language in the RFP and language in the main body of this Contract shall be resolved in favor of the main body of this Contract.

ARTICLE 1 GENERAL

- 1.1 Contractor represents and maintains that it has the necessary qualifications and expertise to assume the responsibilities and render the services described herein and has the requisite corporate authority and licenses required by law.
- 1.2 The Contractor and Contractor's employees shall provide all labor and materials needed to perform and execute the Work as set forth in the Scope of Services outlined in the Request for Proposal in accordance with Articles 2 and 3 of this Contract. No work shall be performed prior to written authorization by ONWASA. The use of subcontractors is not permitted.
- 1.3 Contractor shall exercise reasonable care and skill as might be expected from similarly situated professionals performing services of the kind required under this agreement at the time and the place where the services are rendered. The staff of the Contractor shall possess the experience, knowledge and character necessary to qualify them to perform the particular duties to which they are assigned.
- 1.4 Contractor's services shall be performed as expeditiously as necessary for the orderly progress of the Work.
- 1.5 Contractor and ONWASA acknowledge that the Scope of Services described within the Request for Proposal may not delineate every detail and minor Work task required to be performed by Contractor to complete the Work authorized by the Scope of Service. If during the course of the performance of the Work authorized by this Contract, Contractor determines that services outside the level of those originally anticipated are required, Contractor shall notify ONWASA's designated representative in writing and obtain ONWASA approval before proceeding with the Work.
- 1.6 Upon mutual written agreement, the Work described in the Scope of Services may be modified upon negotiated additional scopes of services, compensation, time of performance and other matters related to the Work. If ONWASA and the Contractor cannot contractually agree, ONWASA shall have the right to immediately terminate negotiations at no cost to ONWASA and to procure services from another source.

- 1.7 Contractor shall coordinate with ONWASA's designated representative prior to and during the duration of the Contract.

ARTICLE 2
CONTRACTOR'S RESPONSIBILITIES

- 2.1 Contractor agrees to immediately correct any incomplete, inaccurate or defective services at no further cost to ONWASA.
- 2.2 Contractor agrees that it shall be responsible for the proper custody and care of any property furnished for use in connection with the performance of the Work and will reimburse ONWASA for loss or damage to such property.
- 2.3 Contractor shall be solely responsible for initiating and maintaining all safety precautions in connection with the Work provided under this Contract. Contractor shall comply with all applicable laws and regulations relating to the safety of persons or property, or to the protection of persons or property from damage, injury, or loss; and shall erect and maintain all necessary safeguards for such safety and protection. All damage, injury, or loss to any property caused, directly or indirectly, in whole or in part, by the Contractor, or any other individual or entity directly or indirectly employed by any of them to perform any of the work, or anyone for whose acts any of them may be liable, shall be remedied by the Contractor.
- 2.4 Except as otherwise required for the safety or protection of persons or property at the site or adjacent thereto all work at the site shall be performed during regular working hours.
- 2.5 The Contractor shall give all notices required by and shall comply with all Laws and Regulations applicable to the performance of the contract. If the Contractor performs any work knowing or having reason to know that it is contrary to Laws or Regulations, the Contractor shall bear all claims, costs, losses, and damages (including but not limited to all fees and charges of Contractors, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such work.
- 2.6 ONWASA will provide the Contractor with such permissions as required for access to the sites where the Work shall be performed in a good and workmanlike manner and the Work sites maintained reasonably free of trash and waste materials and left in same or better condition than before the Work commenced. The Contractor shall supervise and direct the Work and shall be solely responsible for and in control of the means, methods, procedures, techniques and sequences of doing the Work.
- 2.7 Contractor shall maintain all records, documents, notes, and financial information related to performance of the Work in accordance with generally accepted accounting principles and practices and shall provide ONWASA access to such information if requested. Any information, data, instruments, documents, studies or reports given to or prepared or assembled by Contractor under this Agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of ONWASA.

ARTICLE 3
ONWASA'S RESPONSIBILITIES

- 3.1 ONWASA shall provide Contractor with all criteria and full information as to ONWASA's requirements for the Work, including objectives and constraints.
- 3.2 The timely provision of all available information, data, reports and records to which ONWASA has access and which are needed by the Contractor for the performance of the Work.
- 3.3 Advise Contractor of the identity and scope of services of any other service providers employed by ONWASA to perform or furnish services related to or affecting the Work.
- 3.4 ONWASA will respond within a reasonable time to the Contractor's requests for written decisions or determinations pertaining to the subject of the Contractor's services.
- 3.5 ONWASA will give prompt written notice to the Contractor whenever ONWASA becomes aware of any event, occurrence, condition, or circumstance which may substantially affect the Contractor's performance of its services under this Contract.
- 3.6 ONWASA shall designate a representative authorized to act on its behalf with respect to the Work. The authorized representative shall communicate decisions pertaining to documents submitted by the Contractor to avoid unreasonable delay in the orderly and sequential progress of the Work.
- 3.7 Prompt notice shall be given by ONWASA to the Contractor if ONWASA becomes aware of any fault or defect in the Work or nonconformance with the Contract Documents.

ARTICLE 4
INSURANCE

- 4.1 During the performance of the Work under this Contract, Contractor shall maintain the minimum levels of insurance shown below and is responsible for ensuring original certificates of such coverage are submitted to ONWASA directly from the insurance provider prior to performance. Policies shall list ONWASA as additional insured on all applicable policies. All policies shall be obtained from insurance companies that are duly licensed in the State of North Carolina to issue insurance policies for the limits and coverages so required, must cover the term of the contract, and provide thirty (30) days advance written notice to ONWASA in the event of cancellation, expiration, or alteration.
 1. General Liability Insurance, with a combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate or as otherwise specified in addendum, whichever is greater.
 2. Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
 3. Workers' Compensation Insurance in accordance with statutory requirements and Employers' Liability Insurance, with a limit of \$500,000 of each occurrence.
 4. Excess Liability/Umbrella Insurance, with a limit of \$1,000,000 per occurrence.

In the event Contractor is excluded from the requirements of the North Carolina Workers Compensation Act and does not voluntarily carry workers compensation coverage, Contractor shall carry or cause its employees to carry adequate medical/accident insurance to cover any injuries sustained by its employees or agents during the performance of service.

4.2 The provisions of this Article shall survive the expiration or termination of this Contract.

ARTICLE 5
PAYMENTS TO THE CONTRACTOR

5.1 ONWASA hereby agrees to pay to the Contractor in lawful money of the United States for the faithful performance of the Work in accordance with the Scope of Services not to exceed the proposed prices as set forth in the Proposal Pricing Form (RFP Annual Generator Preventative Maintenance and Repair Plan RFP 2020-21GM) accepted and approved by ONWASA's designated representative, for the completed and accepted work, subject to additions and deductions as provided in the Contract Documents. A purchase order will be issued for any contract work approved by ONWASA. It should be understood that issuance of a purchase order does not supersede ONWASA's Standard Contract Language (RFP Annual Generator Preventative Maintenance and Repair Plan RFP 2020-21GM Exhibit 5).

5.2 Contractor shall invoice for work satisfactorily completed.

5.3 ONWASA may withhold payments if the work of the Contractor is defective, if the Contractor fails to diligently pursue the Work with reasonable dispatch, or if the amount requested is not consistent with the level of work actually performed.

5.4 In the event of a disputed or contested invoice, only that portion so contested will be withheld from payment, and the undisputed portion will be paid. Service charges and/or interest will not be accrued to any outstanding or overdue amounts.

5.5 Unless otherwise stated herein, payments are due and payable thirty (30) days from the date of the Contractor's invoice.

ARTICLE 6
TERMINATION, SUSPENSION OR ABANDONMENT

6.1 Contractor acknowledges that ONWASA is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate. In the event that public funds are not appropriated for the performance of ONWASA's obligations under this contract, then this contract shall automatically expire without penalty to ONWASA.

6.2 This Contract may be terminated by either party upon not less than seven days written notice should the other party fail substantially to perform in accordance with the terms of this Contract through no fault of the party initiating the termination.

- 6.3 In the event of termination not the fault of the Contractor, the Contractor shall be compensated for services performed prior to termination, together with reimbursable expenses (as determined by ONWASA) then due. This shall be the exclusive remedy for termination.
- 6.4 ONWASA shall have no liability to the Contractor for any delay or damage caused the Contractor due to suspension of the work, or due to any other delay, interruption, hindrance, or interference.
- 6.5 If termination or suspension of work occurs, Contractor shall terminate or suspend performance of the services on a schedule acceptable to ONWASA.
- 6.6 In the event of noncompliance of any term or terms of this contract by the Contractor, ONWASA may, at its sole option, declare the Contractor in default and terminate this contract with not less than seven days written notice. Should ONWASA terminate this contract due to the default of the Contractor, ONWASA may in addition to its other rights contract with any other party to fulfill the Contractor's obligations hereunder. The Contractor shall be liable for any increase in cost borne by ONWASA due to the default. This shall in no way limit ONWASA's right to collect any other damages, whether legal or equitable, due to the default of the Contractor.
- 6.7 Force Majeure. In the event that either party is unable to perform any of its obligations under this Agreement, or to enjoy any of its benefits because of any event which is unavoidable and beyond the control of the defaulting party, including, but not restricted to, a labor stoppage, strike action or unrest, a judicial or governmental decree, regulation or other direction not the fault of the party who has been affected, the threat or initiation of any legal action, communication line failure, power failure and any natural disaster or Act of God, the party who has been so affected shall immediately give notice to the other party and shall do everything possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of non-performance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, ONWASA may, by giving written notice, terminate this Contract.

ARTICLE 7

OTHER CONDITIONS OR SERVICES

- 7.1 The terms of this contract shall control over any conflicting terms in any referenced document.
- 7.2 If any provision of the Contract shall be held illegal, invalid, or unenforceable, in whole or in part, such provision shall be modified to the minimum extent necessary to make it legal, valid, and enforceable and the remaining provisions shall not be affected.
- 7.3 To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless ONWASA and the officers, directors, partners, employees, agents and consultants from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of Contractors, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to the Contract or the Work, including the loss of use resulting therefrom and breach of any of the successful proposer's warranties, but only to the extent caused by any negligent, reckless or intentional act or omission of Contractor, any Supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Work or anyone for whose acts any of them may be liable or arising out of Contractor's breach of this Contract.

Indemnification responsibilities created by this section shall survive and be enforceable after the contract between ONWASA and the successful proposer terminates or expires. The Contractor shall pay for the defense of any and all suits and assume all liability for any and all claims made against ONWASA or any of its officials or agents for the use of any patented process, device or article forming a part of the articles, equipment or services furnished under this contract.

- 7.4 This Contract shall be governed by the law of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the County of Onslow and the State of North Carolina.
- 7.5 ONWASA and the Contractor, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Contract and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Contract. Neither ONWASA nor Contractor shall assign this Contract without the written consent of the other.
- 7.6 This Contract represents the entire and integrated agreement between ONWASA and Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This Contract may be amended only by written instrument signed by both ONWASA and Contractor.
- 7.7 The subject headings of the paragraphs are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Contract shall be deemed to have been drafted by both parties and no purposes of interpretation shall be made to the contrary.
- 7.8 Nondiscrimination Clause. No person in the United States shall on the ground of age, race, color, national origin, gender, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds available under this Work.
- 7.9 Minority and Female Business Enterprise: ONWASA encourages participation from Minority and Women Business Enterprise (MWBE).
- 7.10 Except as otherwise required or provided in the Scope of Services, Contractor will not meet or confer with any member of any federal, state or local regulatory agency concerning the services without obtaining the prior consent of ONWASA.
- 7.11 All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

ONSLOW WATER & SEWER AUTHORITY
Attn: Cynthia Hewitt
228 Georgetown Road
Jacksonville, NC 28540

Contractor's Name
Attn: Name _____
Street Address _____
City, State and Zip _____

IN TESTIMONY WHEREOF, the parties have made and executed this Contract by authorized representatives, acting under and by virtue of the authority in them vested, and have hereunto set their hands and seals, the day and year first written above.

CONTRACTOR

ATTEST:

By: _____

Secretary

Print Name/Title: _____

(SEAL)

ON SLOW WATER & SEWER AUTHORITY

ATTEST:

By: _____
Executive Director/CEO

Clerk to the Board

(SEAL)

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

Finance Officer

Exhibit 6
ONWASA VENDOR AND RELATIONSHIP FORM

Onslow Water & Sewer Authority

Finance Office
228 Georgetown Road
Jacksonville, NC 28540

Fax (910) 455-2504

Name (as reported on your income tax return) _____

Business Name _____ Vendor# _____ (to be assigned)

Federal ID# _____ or SS# _____

Check one of the following:

Corporation Sole Proprietorship Partnership Other _____

Order Address

Street _____

PO Box _____

City _____

State _____

Zip Code _____

Contact Person _____

Phone Number _____

Fax Number _____

Terms _____

E-Mail Address _____

Payment Address

Street _____

PO Box _____

City _____

State _____

Zip Code _____

Contact Person _____

Phone Number _____

Fax Number _____

Discount _____

Are you related to or have a professional relationship with any ONWASA employee? Yes No
(If you answered yes, a Relationship Vendor form will have to be completed before any payments can be made.)

Are you a minority business enterprise? Yes No

If you answered yes, please check the appropriate box:

African American Hispanic

American Indian Female

Asian American

Socially and economically disadvantaged as defined in 15 U.S.C. 637

Product(s) and/or Service(s)

Please list the type product(s) and/or service(s) that your company can provide:

Signature: _____

Title: _____

Finance Office
228 Georgetown Road
Jacksonville, NC 28540
Fax (910) 455-2504

Relationship Vendor Form

If you are related to or have a professional relationship with any employee of Onslow Water & Sewer Authority, this form must be completed and returned to the finance office before any payments will be made.

Vendor Information:

Name: _____

Address: _____

Related ONWASA employee: _____

Relationship to employee: _____

We agree that our relationship will not hinder or corrupt our professional relationship with Onslow Water & Sewer Authority.

Vendor Signature

Date

ONWASA Employee Signature

Date

Onslow Water & Sewer Authority is aware and understands these parties have a relationship with each other. The decision to authorize the use of this vendor was not influenced in any manner by the relationship referenced above.

Department Head

Date

Finance Officer

Date

Exhibit 7
E-VERIFY AFFIDAVIT

E-VERIFY AFFIDAVIT

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity identified as the "Employer") after first being duly sworn

hereby swears or affirms as follows:

- 1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
- 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
- 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State.

Employer employs the following number of employees in this State (check which is applicable):

- a. Less than 25 _____
- b. Between 25 and 100 _____
- c. Between 100 and 500 _____
- d. 500 or more _____

4. Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer for specified contracts subject to E-Verify entered into with the Onslow Water & Sewer Authority Employer.

This _____ day of _____, _____.

Signature of Affiant

Print or Type Name: _____

State of _____ County of _____

Signed and sworn to (or affirmed) before me, this the _____

day of _____, _____.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)