State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street - Room 120
Concord, New Hampshire 03301
Office@das.nh.gov

July 12, 2019

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services to enter into a contract with
Gemini Electric, Inc. dba Power Up Generator Service Co. (VC# 156871), Auburn, NH,
03032 for Generator Maintenance & Repair Services for a total cost not to exceed
$300,000, upon Governor and Executive Council approval, for the period September 1,
2019 through August 31, 2022.

Funding is provided through individual agency expenditures; none of which shall
be permitted unless there are sufficient appropriated funds to cover the requested
service.

EXPLANATION

The Department of Administrative Services, through the Bureau of Purchase and
Property, released RFB 2189-19 on May 9, 2019, with responses due on May 31, 2019. The
bid was advertised on the State of New Hampshire website under the Bureau of
Purchase and Property. Compliant bids were submitted by seven (7) vendors: TriState
Generator, Generator Connection, FM Generator, Gemini dba Power Up Generator,
Electronics Environments Co, Scherbon Consolidated, and Weld Power. Attached are
the results of RFB 2068-18.

This contract shall establish a Generator Maintenance & Repair Services Contract
for the State of New Hampshire and replace the current contract that expires on August
31, 2019. This contract shall be made available to all state agencies.

Based on the foregoing, I am respectfully recommending approval of the
contract with Gemini Electric, Inc. dba Power Up Generator Service Co.

Respectfully submitted,

Charlie M. Arlinghaus
Commissioner
Bid Description | GENERATOR MAINTENANCE
---|---
Bid # | 2169-19
Agent Name | Jeff Haley

### TOTAL POINTS

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<td>100.0</td>
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### **HOURLY**

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**Repair/ Emergency Service Hourly Assumptions for evaluation calculations:**

- Monday thru Friday 7:00 A.M. to 4:00 P.M. 100 Hour
- Monday thru Friday 4:00 P.M. to 6:30 A.M. 30 Hour
- Saturday Work 10 Hour
- Sunday & Holiday* Work 10 Hour

*Holidays shall be based on State designated holidays

**Formula Legend**

- Preventive Maintenance - Sections A - J/Counties = 80%
- Repairs - Section E Hourly = 20%
- To calculate weighted points:
  - Divide lowest bidder's total by other bidder's total and then multiply by the weighted percentage
  - Add the two weighted points (Counties + Hourly) together for the total

**Examples**

- **EX. SECTION A - SEC F**
  - $33,467.00/$30,467.00 = 1 x 80 x 100 = 80
  - $14,900.00/$15,000.00 = .993 x .20 = .198 x 100 = 19.9
  - 80 x 19.9 = 99.9
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

The State of New Hampshire and the Contractor hereby mutually agree as follows:

### GENERAL PROVISIONS

<table>
<thead>
<tr>
<th><strong>1. IDENTIFICATION.</strong></th>
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<tbody>
<tr>
<td><strong>1.1 State Agency Name</strong></td>
<td><strong>1.2 State Agency Address</strong></td>
</tr>
<tr>
<td>Department of Administrative Services</td>
<td>State House Annex</td>
</tr>
<tr>
<td></td>
<td>25 Capitol Street</td>
</tr>
<tr>
<td></td>
<td>Concord, NH 03301</td>
</tr>
<tr>
<td><strong>1.3 Contractor Name</strong></td>
<td><strong>1.4 Contractor Address</strong></td>
</tr>
<tr>
<td>Gemini Electric, Inc. dba Power Up Generator Service Co.</td>
<td>8 Priscilla Lane, Auburn, NH 03032</td>
</tr>
<tr>
<td>VC# 156871</td>
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</tr>
<tr>
<td><strong>1.5 Contractor Phone Number</strong></td>
<td><strong>1.6 Account Number</strong></td>
</tr>
<tr>
<td>603-657-9080</td>
<td>Various</td>
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<td><strong>1.7 Completion Date</strong></td>
<td><strong>1.8 Price Limitation</strong></td>
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<tr>
<td>August 31, 2022</td>
<td>$300,000.00</td>
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<td><strong>1.9 Contracting Officer for State Agency</strong></td>
<td><strong>1.10 State Agency Telephone Number</strong></td>
</tr>
<tr>
<td>Jeff Haley</td>
<td>603-271-2201</td>
</tr>
<tr>
<td><strong>1.11 Contractor Signature</strong></td>
<td><strong>1.12 Name and Title of Contractor Signatory</strong></td>
</tr>
<tr>
<td></td>
<td>Matthew C. Connors, President</td>
</tr>
</tbody>
</table>

**Acknowledgement:** Before the undersigned officer, personally appeared the person identified in block 1.12, or proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.

### Approval

| **1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)** |
| By: | Director, On: |
| **1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable)** |
| By: | On: |
| **1.18 Approval by the Governor and Executive Council (if applicable)** |
| By: | On: |
2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including, without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.
Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.
5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference. 5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.
5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.
6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.
8. EVENT OF DEFAULT/REMEDIES.
8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"): 8.1.1 failure to perform the Services satisfactorily or on schedule; 8.1.2 failure to submit any report required hereunder; and/or 8.1.3 failure to perform any other covenant, term or condition of this Agreement.
8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;
8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/ PRESERVATION.
9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.
9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.
9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.
14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:
14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $1,000,000 per occurrence and $2,000,000 aggregate; and
14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.
14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.
14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

15. WORKERS’ COMPENSATION.
15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A (“Workers’ Compensation”).
15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers’ Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers’ Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers’ Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers’ Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

19. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

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 Contractor Initials __________ Date 11/11/19
EXHIBIT A
SCOPE OF SERVICES

1. INTRODUCTION

Gemini Electric, Inc. dba Power Up Generator Service Co. (hereinafter referred to as the “Contractor”) hereby agrees to provide the State of New Hampshire (hereinafter referred to as the “State”), Department of Administrative Services, with Generator Maintenance & Repair Services in accordance with the bid submission in response to State Request for Bid 2189-19 and as described herein.

2. CONTRACT DOCUMENTS

This Contract consists of the following documents (“Contract Documents”) in order of precedence:

a. State of New Hampshire Terms and Conditions, General Provisions Form P-37
b. EXHIBIT A Scope of Services
c. EXHIBIT B Payment Terms
d. EXHIBIT C Special Provisions
e. EXHIBIT D RFB 2189-19

3. TERM OF CONTRACT

This Contract shall commence on September 1, 2019 or upon the approval of Governor and Executive Council, whichever is later, and shall terminate on August 31, 2022, a period of approximately three (3) years, unless extended for additional terms.

The Contract may be extended for an additional two (2) one-year terms thereafter under the same terms, conditions and pricing structure upon the mutual agreement between the Contractor and State, and the with the approval of the Governor and Executive Council.

The maximum term of the Contract (including all extensions) cannot exceed five (5) years.

4. SCOPE OF WORK

Contractor to provide all labor, tools, transportation, materials, equipment and permits (as necessary) in order to provide the required generator maintenance and repair services at the locations listed in Exhibit B.

Contractor Responsibilities:

1. The Contractor shall not commence work until a conference is held with each state agency, at which representatives of the Contractor and the State are present. The conference will be arranged by the requesting state agency.

2. All generator maintenance and repair services shall be completed within fourteen (14) calendar days (or within another mutually agreed upon timeframe) after a request by a state agency.
3. For semi-annual or annual services, the Contractor shall submit a proposed service schedule to each state agency requiring the services at least ten (10) calendar days prior to each semi-annual or annual period.

4. All services performed under this Contract shall be performed between the hours of 7:00 A.M. and 4:00 P.M. unless other arrangements are made in advance with the state agency. Any deviation in work hours shall be pre-approved by the Business Administrator or his or her designee. The State requires a ten-day advanced notice in order to provide security and access to respective work areas.

5. The Contractor shall promptly report all deficiencies to the Business Administrator or his/her designated representative. Request to repair and/or replace parts shall be approved in advance by the Business Administrator or his/her designated representative prior to any actual work being performed by the successful Contractor. Parts, materials and labor shall be invoiced separately. The State reserves the right to request the Contractor supply the State with invoices from suppliers documenting the Contractor's actual cost.

6. Throughout the duration of the contract, the Contractor shall maintain an inventory of (or have readily available) spare parts to support the described systems.

7. The Contractor shall provide only replacement parts that are new and of the same quality and brand name as that being replaced. Substitutions will be permitted only with prior written authorization of the Business Administrator or his/her designated representative.

8. All repair services shall be conducted in full compliance with all specified standards in a manner equal to or greater than the normal safety and security procedures and standards established by the State, and at no time shall state facilities or its occupants be placed in jeopardy.

9. The Contractor agrees that any damage or injury to buildings, materials, equipment or to other property during the performance of this service will be repaired at their own expense. The State shall require correction of defective work or damages to any part of a building or its appurtenances when caused by the Contractor's employees, equipment or supplies. The Contractor shall correct all defective work and damages to the State's satisfaction. If the Contractor does not proceed promptly with the necessary corrections, the State may withhold payments to the Contractor in the amount necessary to correct the defective work and/or damages.

10. All work must be performed in such a manner as not to inconvenience building occupants. The Contractor shall determine the State's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.

11. The Contractor shall employ a sufficient number of trained technicians so that all service calls are answered promptly. The work staff shall consist of qualified persons completely familiar with the products and equipment being serviced.

12. The Contractor shall furnish all personnel with uniforms, which shall be neat and clean in appearance with picture identification that is visible at all times.

13. The Contractor shall make service available twenty-hour (24) hours per day, seven (7) days per week for emergency repairs.
14. All services shall comply with applicable standards as set forth by the National Fire Protection Association (NFPA) 110: Standard for Emergency and Standby Power Systems and any state or local fire codes.

15. The Contractor must produce documentation when biocide additive is added to the fuel storage tank with quantity and ratio of additive.

16. The Contractor shall present a written summary of the work performed after each scheduled or emergency call and before leaving the job site, and obtain the State's signature thereon.

17. The Contractor or their personnel shall not represent themselves as employees or agents of the State.

18. While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

19. The Contractor's personnel shall observe all regulations or special restrictions in effect at the state agency.

20. The Contractor's personnel shall be allowed only in areas where services are being performed. The use of State telephones is prohibited.

21. The State reserves the right to require the Contractor to train, counsel or reassign any employee the State deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.

22. RECORD OF INSPECTION: Upon completion of each scheduled testing and inspection service, the Contractor shall provide a report of work performed to the respective Maintenance Supervisor or his/her designee. The report shall contain specific information regarding testing/inspection results of the identified equipment and/or devices within the system. The report shall be submitted no later than ten (10) calendar days after completion of scheduled service and a duplicate copy shall accompany the testing/inspection invoice.

23. The Contractor shall be completely responsible for their work, including any damages or breakdowns caused by their failure to make/take appropriate action. Any expenses associated with repairs shall be assessed to the Contractor.

24. The Contractor shall provide one (1) dispatch phone number that shall be available 24/7 for emergencies.

25. The Contractor shall respond to the State by telephone to all emergency service calls within fifteen (15) minutes of reported occurrence.

26. The Contractor shall physically respond to the site for all emergency service calls within four (4) hours after report of occurrence with the following exceptions:

Exceptions include:
   a. Coos County Superior Court - acceptable response time is six (6) hours
   b. NH Fish and Game Berlin Fish Hatchery – acceptable response time one (1) hour
c. NH Fish and Game Warren Fish Hatchery – acceptable response time one (1) hour

Note: If a facility generator at a turnpike location is still not operable within eight (8) hours of initial notification, the Contractor shall supply a quote for a rental generator and associated hook-up costs. The State reserves the right to procure a rental generator from another source. Turnpike generators shall be fixed within one (1) week after being notified by the Agency, if not fixed within that time frame the Contractor will be responsible for all rental cost thereafter.

State Responsibilities:
The State shall be responsible to provide reasonable means of access to all equipment covered by the contract and promptly notify the Contractor of any malfunction in the system(s) that comes to the State’s attention. It is NOT the State’s responsibility to provide transportation to any of the generator locations. Please note; some locations are Hike Access only, ATV Access only.

ANNUAL MINOR/MAJOR RATE FOR TERM OF CONTRACT

Major Inspection to be performed one (1) time per calendar year. Service to include but is not limited to:

IGNITION
- Change all spark plugs
- Change points
- Change condenser
- Check distributor cap and rotor and change, if necessary
- Check all ignition wires and replace, if necessary
- Check start solenoid terminals
- Check and adjust choke, when applicable

ENGINE
- Change lube oil
- Change lube oil filter
- Tighten valve covers
- Fill governor sump with lube oil, when applicable
- Lubricate governor linkage
- Service oil bath air cleaner, when applicable
- Check entire unit for noticeable oil leaks

COOLING SYSTEM
- Test coolant protection
- Test coolant alkalinity
- Check water hoses – both upper and lower
- Check bypass hoses
- Check fan belts
- Check engine block heater for operation, when applicable
- Check louver operation
- Check water filters

Change antifreeze solution (annually). For pricing purposes, this service is limited to two (2) times per life of contract. Additional antifreeze solution changes will be subject to a charge.

EXHAUST SYSTEM
- Check flexible section for cracks or leaks
- Drain condensation trap, when applicable
- Check exhaust flange gaskets
- Check exhausts muffler and drain, when applicable

Contractor Initials
Date
FUEL SYSTEM

Visually inspect entire exhaust system for leaks
Change primary and secondary fuel filter diesel only
Check injector fuel lines diesel only
Check flex fuel sections
Check fuel pump
Check fuel connections and tighten
Check fuel solenoid
Check day tank float
Check regulator (Gas)
Add biocide additive to fuel storage tank

BATTERY

Load test battery
Check specific gravity of battery
Check battery voltage
Clean battery cables and replace
Clean battery terminal on cables
Clean battery posts and coat same
Check fluid level and fill
Recharge and/or replace

STARTING SYSTEM

Check starter motor solenoid terminal
Check starter motor
Check charge rat rate on alternator or internal charge circuit
Check alternator belt

ELECTRICAL

Check exciter
Check voltage regulator
Check rotating diodes
Check rectifiers
Check brushes
Clean collector rings
Clean carbon deposits
Check SCRS
Check control panel relays
Check wiring and terminals
Check solid-state boards for connections

OPERATIONAL CHECKS

Start generator and conduct safety shutdown tests for the following:

Low oil pressure
High water temperature
Over speed
High air temperature, air-cooled sets only

Check voltage output

Check frequency (Hz)
Record hour meter reading, when applicable
Check unit for vibration and any unusual noises
Run unit full building load-minimum of 30 minutes

AUTOMATIC SWITCH

Page 9 of 18
Inspect contactor assembly and connections
Check exerciser clock and time setting
Check time delays
Check battery charger for proper output
Check selector switch
Check voltage sensors for visual condition
Start and stop generator from transfer switch

AUTOMATIC TRANSFER SWITCHES (ATS)
Check connections
Inspect or test for evidence of overheating and excessive contact erosion
Remove dust and dirt
Inspect and/or replace contacts when required
Infrared testing/inspection under load

FINAL CHECK
Check field breaker is in the ON position
Check that selector switch is in the automatic mode
Start and stop generator using generator controls
Start and stop generator using the switch controls
Start and stop generator using exerciser clock

*Receive prior approval from supervisory personnel before performing this function.
Reset generator and leave set in the remote position

GENERAL
Inspect site for any debris or obstructions, which could cause a potential

INSPECTION
Problem or may be hazardous to the operation or surrounding area.

OF SITE
Report any problems to the Agency Contact Person.

This major inspection includes parts, lubricants, coolants, material or labor used in any of the above service level maintenance programs.

*Minor Inspection* to be performed one (1) time per calendar year, approximately six (6) months after the Major Inspection*.

A. Visually check and subsequently operate the system under full load conditions for a minimum of 30 Minutes, after informing the residential staff that the test will be performed.

B. Confirm that all circuits powered by the system are functioning fully and make any required deficiency repairs

C. Verify that all safety devices are functioning properly.

D. Verify that the governor/controller is adjusted for proper voltage and frequency.

E. For additional service, other than above, an hourly repair rate will be utilized.

*Any parts, coolants or materials unrelated to the inspection, must be approved by the Agency Contact.

*Load Testing with Load Bank* Will be performed at the request of the location agency. This is intended to reduce Wet Stacking within the exhaust system.
SERVICE RATES (REPAIR/EMERGENCY SERVICES)

Repair Services:
- Contractor shall quote the standard hourly rate, from Exhibit B, for all parts, labor (per hour/person) for generator repair services that are not covered under the major and minor inspections. All labor rates shall start when Vendor’s personnel arrives at the work site and end when Vendor’s personnel leaves the work site.

Emergency Services:
- Contractor shall quote standard hourly rate, 4:01 P.M. to 6:59 A.M., Saturday, Sunday, and Holiday. All labor rates shall start when Contractor’s personnel arrives at the work site and end when Contractor’s personnel leaves the work site.
- Mileage and travel expenses for repair/emergency services shall be built into the repair/emergency services hourly rate in Exhibit B. No mileage or travel expenses can be added separately to the invoice.

Repair Parts Discount
Repair Parts Catalog
Repair parts used for repair shall be no more than ten percent (10%) over cost and held firm.

If sub-contractors are to be utilized, please include information regarding the proposed sub-contractors including the name of the company, their address, contact person and three references for clients they are currently servicing. Approval by the State must be received prior to a sub-contractor starting any work. No mark up prices shall apply to work performed by sub-contractors. All work shall be performed at the contracted rates.

5. TERMINATION

The State of New Hampshire has the right to terminate the contract at any time by giving the Contractor thirty (30) days advance written notice.

6. OBLIGATIONS AND LIABILITY OF THE CONTRACTOR

The Contractor shall provide all services strictly pursuant to, and in conformity with, the specifications described in State RFB #2189-19, as described herein, and under the terms of this Contract.

The Contractor shall agree to hold the State of NH harmless from liability arising out of injuries or damage caused while performing this work. The Contractor shall agree that any damage to building(s), materials, equipment or other property during the performance of the service shall be repaired at its own expense, to the State’s satisfaction.

7. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

The Contractor certifies, by signature of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.
8. INSURANCE

Certificate of insurance amounts must be met and maintained throughout the term of the contract and any extensions as per the P-37, section 14 and cannot be cancelled or modified until the State receives a 10 day prior written notice.

9. CONFIDENTIALITY & CRIMINAL RECORD

If requested by the using agency, the Contractor and its employees, and Sub-Contractors (if any), shall be required to sign and submit a Confidential Nature of Department Records Form and a Criminal Authorization Records Form. These forms shall be submitted to the individual using agency prior to the start of any work.
**EXHIBIT B**

**PAYMENT TERMS**

1. **CONTRACT PRICE**

The Contractor hereby agrees to provide generator maintenance & repair services in complete compliance with the terms and conditions specified in Exhibit A for an amount up to and not to exceed a price of $300,000.00; this figure shall not be considered a guaranteed or minimum figure; however, it shall be considered a maximum figure from the effective date through the expiration date as indicated in Form P-37 Block 1.7.

2. **PRICING STRUCTURE**

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**Grafton County**

| Adjutant General's Dept. | Lebanon RC | 174 Heater Rd. | Lebanon | 1 | Kohler Pwr Gen | 100REOZJB | $350.00 | $350.00 | $350.00 | $350.00 | $350.00 | $350.00 | $100.00 | $100.00 | $100.00 | $100.00 | $480.00 |

Contractor initials: [Signature]

Date: [Date]
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<tr>
<th>Adjutant General's Dept.</th>
<th>Location</th>
<th>Street Address</th>
<th>Pwr Gen</th>
<th>Make</th>
<th>Model</th>
<th>Power</th>
<th>KVA</th>
<th>kW</th>
<th>kW</th>
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<td>350 Meadow Rd.</td>
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**Sullivan County**

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<tr>
<th>BOI District</th>
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Page 16 of 18
**SECTION K SERVICE RATE (REPAIR/EMERGENCY SERVICES) (All times are local)**

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Rate</th>
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<tr>
<td>Monday thru Friday 7:00 A.M. to 4:00 P.M.</td>
<td>$99.00 per hour/per person</td>
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<tr>
<td>Monday thru Friday 4:01 P.M. to 6:59 A.M.</td>
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<td>Saturday Work</td>
<td>$100.00 per hour/per person</td>
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<tr>
<td>Sunday &amp; Holiday* Work</td>
<td>$100.00 per hour/per person</td>
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*Holidays shall be based on State designated holidays

---

4. **INVOICE**

Itemized invoices shall be submitted to the individual agency after the completion of the job/services and shall include a brief description of the work done along with the location of work.

Contractor shall be paid within 30 days after receipt of properly documented invoice and acceptance of the work to the State’s satisfaction.

5. **PAYMENT**

Payments may be made via ACH or P-Card. Use the following link to enroll with the State Treasury for ACH payments: [https://www.nh.gov/treasury](https://www.nh.gov/treasury)
EXHIBIT C
SPECIAL PROVISIONS

There are no special provisions of this contract.

EXHIBIT D

RFB #2189-19 is incorporated here within.
At a duly authorized meeting of the Board of Directors of the **Gemini Electric Inc.**
(Name of Corporation)

at which all the Directors were present or waived notice, it was VOTED, that

**MATTHEW C. CONNORS**
(name)

**PRESIDENT**
(Officer)

of this company, be and he hereby is authorized to execute contracts and bonds in the name and behalf of said company, affix its corporate seal hereto; and such execution of any contract or obligation in its company's name on its behalf by such

(Officer) **MATTHEW C. CONNORS**

under seal of company, shall be valid and binding upon this company.

A true copy,

ATTEST: **John Corcoran**
Clerk

Place of Business: **8 Priscilla Lane**
**Auburn NH 03032**

Date of this Contract: **6/14/2019**

I hereby certify that I am the clerk of the **Gemini Electric Inc.** that

**MATTHEW C. CONNORS** is the duly elected **PRESIDENT**
(name)

(Officer)

of said company, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

Corporate Seal
CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that POWER UP GENERATOR SERVICE COMPANY is a New Hampshire Trade Name registered to transact business in New Hampshire on February 13, 2006. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 552193
Certificate Number: 0004531325

IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 21st day of June A.D. 2019.

William M. Gardner
Secretary of State
CERTIFICATE OF LIABILITY INSURANCE  

DATE (MM/DD/YYYY): 06/18/2019  

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFRS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.  

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement A statement on this certificate does not confer rights to the certificate holder In lieu of such endorsement(s).  

PRODUCER  
Aspen Insurance Agency  
An Optisure Risk Partner  
40 Stark Street  
Manchester  
NH 03104  

INSURED  
Gemini Electric Inc  
dba Power UP Generator Service Company  
8 Priscilla Lane  
Auburn  
NH 03032  

INSURER(S) AFFORDING COVERAGE  
A - Travelers Indemnity Co.  
25658  
B - Travelers Property Casualty Co of America  
25623  
C - Phoenix Insurance Co.  
25623  

COVERAGES  
CERTIFICATE NUMBER: CL1981807584  
REVISION NUMBER:  

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.  

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<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF (MM/DD/YYYY)</th>
<th>POLICY EXP (MM/DD/YYYY)</th>
<th>LIMITS</th>
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<td>07/01/2020</td>
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<td>DAMAGE TO RENTED PREMISES: $1,000,000</td>
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<td>MED EXP (Any one person): $5,000</td>
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: Annual Generator Contract  

CERTIFICATE HOLDER  
State of New Hampshire Administrative Services  
25 Capitol Street, Room 102  
Concord  
NH 03301  

CANCELLATION  
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  

AUTHORIZED REPRESENTATIVE  

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