

Exhibit A

Scope of Work

Generator Inspection and Service Contract Maritime Office Complex & South Gate Warehouse

Key Notes

The contract shall be for a term of three (3) years from the date of the contract. The Contractor shall hold their prices and percentage mark-up for the initial three (3) year term of the contract. The contract may be extended for a determined length of time, after the initial three year term, if both parties are in agreement with the time extension and any price and/or percentage mark-up adjustment.

All work shall be conducted in accordance with the Florida Building Code and the National Electric Code.

Scope of Work - Maintenance

1. The Port owns the following Generators:
 - 800kW Kohler – South Gate Warehouse
 - 750kW Cummins – Maritime Office Complex
2. The Annual Generator Service shall include the following for the generators located at the Maritime Office Complex, Port Operations Center and South Gate Warehouse:
 - Oil and Oil Filter replacement
 - Laboratory oil analysis
 - Fuel Filter(s) replacement
 - Air filter replacement on an as needed basis and will be bill separately as stated below.
 - Document all work performed on record logs and provide a copy to the Port's Director of Maintenance
3. In addition to the annual service stated above, the contractor shall provide quarterly (4 per year) preventative maintenance inspections per year.
4. The preventative maintenance program shall include, but is not limited to, the inspection, adjustment and modifications of the following, but not limited to, items:
 - Belts
 - Check fluid levels
 - Filters
 - Motors
 - Lubricate equipment
5. The Contractor shall provide an hourly rate cost for a service call during normal working hours (7:00 a.m. to 5:00 p.m., Monday through Friday). The Contractor shall include all

travel costs in the base bid hourly rate price. The hourly rate time will commence when the technician arrives on site.

6. The Contractor shall provide an hourly rate for a service call during other than normal working hours (5:00 p.m. to 7:00 a.m., Monday through Friday, Saturday, Sunday and holidays). The Contractor shall include all travel costs in the base bid hourly rate price. The hourly rate time will commence when the technician arrives on site.
7. The Contractor shall be capable of making all repairs on the Port's generator systems. The Contractor's technician shall be equipped with the proper tools, documentation and knowledge in order to trouble shoot the problem. The technician shall also have access to a comprehensive parts replacement system.
8. All replacement parts shall be new and meet the original specification of the equipment.
9. The Contractor shall provide a copy of the invoice showing what the contractor paid for the parts required for the repairs to the generator system. The Contractor shall provide a percentage mark-up as shown in the bid form for the Contractor assistance with obtaining the parts for the repair. The Contractor shall include this backup information with their invoice and the percentage markup shall be reflected on the invoice document that is submitted to the Port of Palm Beach District.
10. The Contractor shall be responsible for all clean up and for the legal disposal of excess debris from all of their maintenance projects.