



Greenfield-Hancock Animal Management

Greenfield-Hancock Animal Management
740 S Franklin St
Greenfield, IN 46140

Dear Board Members,

I respectfully request the Board approve the planned maintenance agreement quote for Buckeye Power Sales to perform maintenance on our generator. Buckeye is the company that will begin servicing a majority of the generators owned by the city. The annual amount of the contract is \$790.00.

Respectfully submitted,
Amanda Dehoney
Director
Greenfield-Hancock Animal Management



Planned Maintenance Agreement Quote
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Bill-to Customer No. C10014270
Greenfield Hancock Animal Management
704 S Franklin St
Greenfield, IN 46140
USA

Buckeye Power Sales Co., Inc.
1707 S. Franklin Road
Indianapolis, IN 46239
USA
Phone No. 317.271.9661
Fax No. 317.271.0242

Contact Amanda Dehoney
Phone No. 317-325-1436
E-Mail adehoney@greenfieldin.org
Salesperson Alex Abud
Description Bill Per Service Agreement - 3YR

Quote No. PMA1045936
Accept Before 01/15/23
Starting Date 02/01/23
Invoice Period None
Annual Amount 790.00

- Three Year Generator Planned Maintenance Agreement -
 - Agreement locks in rates for 3 years, Invoiced per service completed -
 - Agreement includes 2 service trips per year Major and Minor Service -
 - Agreement includes Annual Oil Anallysis to be collected during Major -
 - Agreement includes Annual Coolant Analysis to be collected during Major -
 - Agreement includes Battery replacement in year 3 -
- * Service Cycle *

Major: March \$555.00
Minor: Sept: \$235.00

We propose to furnish the materials and labor in accordance with the Buckeye Power Sales Co., Inc. Planned Maintenance Agreement Terms & Conditions

Ship-to Address

Greenfield Hancock Animal Management
704 S Franklin St
Greenfield, IN 46140

USA

| | | | | |
|--------------|-------------------------|---------|------------|---------------|
| EQ1067653 | Generac 130kw Generator | GNSG130 | 3011451344 | 790.00 |
| Total | | | | 790.00 |

Customer Signature Line

PO # _____

Sign _____

Print _____

Date _____

Please do not pay the total indicated on this Quotation as it does not include the applicable sales tax. A separate invoice will be sent for payment once the signed agreement has been returned to BPS.

BUCKEYE POWER SALES CO., INC.

PLANNED MAINTENANCE AGREEMENT TERMS & CONDITIONS

ARTICLE ONE: TERM OF CONTRACT

- 1.01 This Agreement shall commence on the date first written and shall continue for a period of one year (unless otherwise specified).
- 1.02 For services rendered under this proposal, Customer agrees to pay Servicing Agent in advance of performance of services.
- 1.03 Rates for extended years shall be determined at the beginning of each billing cycle.
- 1.04 Replacement parts will be billed at prices prevailing at time of use.
- 1.05 Emergency service between scheduled services and/or load test services will be provided at rates in effect at the time of service for labor, parts and travel.

ARTICLE TWO: REMEDIES FOR BREACH

- 2.01 In the event Servicing Agent and/or its employees/agents negligently fail to perform the Planned Maintenance Services outlined herein, the failure of which directly causes property damage, the sole remedy available to Customer shall be the replacement or repair of property with property of equal quality and value. This applies only to the Generator(s) and/or Automatic Transfer Switch(es).

- 2.02 Servicing Agent is not responsible for any consequential damages, lost profits or any damages or losses.
- 2.03 Servicing Agent shall not be responsible for failure to render the service due to causes beyond its control including labor strikes, labor disputes, acts of God, etc., or consequential damages.

ARTICLE THREE: TERMINATION OF AGREEMENT

- 3.01 Either party may terminate this Agreement by giving sixty (60) days written notice to the other party
- 3.02 This Agreement shall terminate automatically on the occurrence of any of the following events:
 - Bankruptcy or insolvency of either party
 - Assignment of this Agreement by either party without consent of the other party
 - Sale of the business of either party
 - Acts of God
 - Death or dissolution of either party
 - Impracticability and/or impossibility of performance
- 3.03 This Agreement supersedes any and all agreements, both oral and written, between the parties with respect to the rendering of services by Servicing Agent for Customer, and contains all of the covenants and agreements between the parties with respect to the rendering of these services in any manner whatsoever. Each party acknowledges that no representations, inducements, promises, or agreements, written or oral, have been made by either party or by anyone acting on behalf of either party, that are not embodied in this Agreement. Any modification of this Agreement will be effective only if it is in writing signed by the Servicing Agent.

- 3.04 Customer agrees to defend, indemnify and hold Servicing Agent, its directors, officers and employees ("Indemnitees") harmless from and against any and all claims, losses, costs, expenses, attorney's fees and liabilities ("Claims") arising out of or related to the goods and services relating to this agreement.

- 3.05 If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to reasonable attorney's fees in addition to any other relief to which that party may be entitled. The attorney's fees may be set by the court in the same action or in a separate action brought for that purpose.

- 3.06 This Agreement will be governed by and construed in accordance with the laws of the State of Ohio.

ARTICLE FOUR: SERVICES TO BE PERFORMED BY SERVICING AGENT

- 4.01 Servicing Agent agrees to provide labor, test equipment and/or replacement parts so as to perform Planned Maintenance, on equipment owned and/or operated by Customer. In performing its Planned Maintenance Program, Servicing Agent shall make scheduled visits consisting of the services outlined in the proposal as defined in this article

- 4.02 **Periodic Service**
 - Services provided in each Servicing Agent's maintenance trip will include the following:
 - Inspect air cleaner
 - Test antifreeze and adjust
 - Check coolant level
 - Inspect belts and hoses as required
 - Check engine heater operation
 - Check generator set for fuel, oil, coolant leaks
 - Check air intakes and outlets
 - Check transfer tank operation
 - Drain exhaust line
 - Inspect silencer
 - Check battery charger operation and charge rate
 - Check battery electrolyte levels and specific gravity
 - Clean battery terminals as necessary
 - Check generator output voltage and adjust as necessary
 - Emergency system operation without load transfer
 - Frequency check/governor adjustment, as required
 - Check transfer switch and accessory operation (subject to owners approval and availability during service visit)
 - Check engine alternator charge rates
 - Check engine and generator gauge and indicator operation
 - Check generator set controller operation including shutdown functions
 - Perform engine checks per manufacturer's recommendations

Columbus, Ohio
 8155 Howe Industrial Parkway
 Canal Winchester, OH, 43110
 Telephone (800) 523-3587

Cincinnati, Ohio
 4992 Rialto Road
 West Chester, Ohio 45069
 Telephone (800) 368-7422

Cleveland, Ohio
 8465 Tower Drive
 Twinsburg, Ohio 44087
 Telephone (800) 966-2825

Indianapolis, Indiana
 1707 S. Franklin Rd.
 Indianapolis, Indiana 46239
 Telephone (800) 632-0339

Maintenance Options Available from Buckeye Power Sales

Minor Service - Services provided in each Maintenance Trip will include the following:

Batteries and Charging System:

- Check battery electrolyte levels & specific gravity
- Clean battery terminals as necessary.
- Check battery charger operation and charge rate

Lubricating System:

- Check oil level
- Check crankcase breather
- Check for leaks

Cooling System:

- Check coolant level
- Test antifreeze and adjust
- Check for leaks
- Visually Inspect Radiator
- Check Pressure Cap
- Inspect cooling system hoses
- Inspect belts as required
- Check engine heater operation
- Inspect support/clamps for tightness

Fuel System Diesel:

- Check Diesel fuel level
- Inspect Fuel lines
- Verify Day Tank Operation

Fuel System Natural Gas/LP:

- Check fuel pressure (not running)

Engine:

- Check air filter
- Check Governor Linkage
- Check air intakes and outlets

Exhaust System:

- Check Rain Cap operation
- Check Flex Connections
- Inspect Silencer
- Drain Exhaust Line

Electrical System:

- Visual Inspection
- Check Wiring/Connections
- Tighten Breaker/Neutral Connections
- Check Junction Box
- Check Breaker(s)
- Check Fuse (s)
- Check Housing Air Intakes/Outlets

Automatic Transfer Switch:

- Visual Inspection
- Check Accessory Operation
- Verify Exerciser Clock Settings
- Emergency System operation with Load Transfer*With Owner's Approval Only

Operational Readings Recorded:

- Emergency system operation without load transfer
- Check engine & generator gauge & indicator operation
- Check Generator Output Voltage & Adjust if necessary
- Check engine alternator charge rates
- Check generator set controller operation including shutdown functions and emergency stop
- Check Fuel Pressure on Nat Gas/LP

Major Service - Services provided in Major Maintenance Trip will include items listed above for the Minor Service and the following:

- Lube oil and filter change
- Fuel filter change

(Cooling System Service): - Recommended Services to be completed every 36 Months.

- Replace air filter(s)
- Replace coolant
- Replace belts
- Replace engine thermostat
- Replace coolant hoses
- Replace radiator cap
- Battery Replacement

Load Bank Service: - Load Bank Testing will be performed utilizing a portable resistive load bank(s) at unity power factor. Test to be performed in accordance with usual and customary practice as defined by applicable code.

Fluid Analysis: - Report sent to customer following examination by certified laboratory along with recommended corrective actions.

- Engine Oil Analysis
- Engine Coolant Analysis
- Diesel Fuel Analysis

Thermal Imaging: - Testing & reporting of Automatic Transfer Switches, Generator connections, and Circuit Breakers.

Fuel Filtering & Polishing*: - Filtering and polishing available for diesel fuel tanks to help maintain fuel stability. All water, contaminated fuel and used filters disposed of in environmentally safe manor. *Polishing may be coordinated with outside vender depending on the size and scope of the project.

Rental Generators: - Rental Generators, distribution cables & boxes available for emergency outages and for stand-by use during planned maintenance.

Generator Monitoring: - Remote monitoring of generator status, position of automatic transfer switches, and level of diesel fuel in fuel tank. Email and text communication of alerts and web/mobile portal for reports and generator run history.

Columbus, Ohio
8155 Howe Industrial Pkwy.
Canal Winchester, OH 43110
614-751-4515
866-889-2628

Cincinnati, Ohio
4992 Rialto Rd.
West Chester, OH 45069
513-755-2323
800-368-7422

Cleveland, Ohio
8465 Tower Dr.
Twinsburg, OH 44087
330-425-9165
800-966-2825

Dayton, Ohio
5238 Cobblegate Dr.
Moraine, OH 45439
937-630-4005
855-638-2720

Toledo, Ohio
12400 Williams Rd
Perrysburg, OH 43551
567-331-0385
855-638-2728

Indianapolis, Indiana
1707 S. Franklin Rd.
Indianapolis, IN 46239
317-271-9661
800-632-0339

Ft. Wayne, Indiana
7525 Maplecrest Rd. #221
Ft. Wayne, IN 46835
260-739-1773
855-638-2721

Labor Rates

Normal Business Hours Monday-Friday 8 AM-5 PM

Non Planned Maintenance Customers
\$130 per hour-travel/labor-port to port
\$2.50 per mile-port to port

Planned Maintenance Agreement Customers
\$105 per hour-travel/labor-port to port
\$2.50 per mile-port to port

Emergency Service Calls Monday-Friday 8 AM-5 PM; Saturdays

****These rates can apply during normal business hours if a service call is escalated to emergency service, during normal business hours 4 hour minimum may apply**

Non Planned Maintenance Customers
\$195 per hour-travel/labor-port to port
\$2.50 per mile-port to port

Planned Maintenance Agreement Customers
\$157.50 per hour-travel/labor-port to port
\$2.50 per mile port to port

After Hours Service Calls, Sundays and Holidays

Non Planned Maintenance Customers
\$260 per hour-travel/labor-port to port
\$2.50 per mile-port to port

Planned Maintenance Agreement Customers
\$210 per hour-travel/labor-port to port
\$2.50 per mile-port to port

****Labor Rates subject to change at any time****



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740 S Franklin St
Greenfield, IN 46140

Dear Board Members,

I respectfully request the Board approve the part time hire of Alexis Warren as a shelter assistant. Her rate of pay will be \$15.00/hr with an effective start date of 1/14/22. She previously worked for parks dept and will not require another physical to start per Mitch Ripley.

Respectfully submitted,
Amanda Dehoney
Director
Greenfield-Hancock Animal Management

Alexis R Warren

(717) 856-5417 | alexiswarren.ltg@gmail.com | www.linkedin.com/in/alexiswarren

Education

Earlham College, Richmond, IN

May 2021 Bachelor of Arts in Environmental Sustainability with Political Science Minor and Geology Minor

- Bonner Scholar, Field Hockey, Lacrosse, First- Generation College Student

Relevant Experience

Greenfield Parks and Recreation Program/ Event Specialist December 2021 - December 2022 Greenfield, Indiana

- Manage all staff, funds, and marketing with programs including Kids Kamp and Art Studio
- Continue promoting parks on social media and in the community
- Organize staff functions and updates
- Assist with other departments such as the pool and concessions

Hancock County CASA Social Media and Outreach Manager January 2022 - September 2022 Greenfield, Indiana

- Seek, educate, and retain volunteer involvement
- Develop and update general social media accounts
- Present material at community functions

Greenfield Parks and Recreation Recreation Coordinator May 2021 - December 2021 Greenfield, Indiana

- Created and executed special events by brainstorming, fundraising, and marketing
- Increased analytics on social media and with community partnerships/ overall involvement
- Assist with other departments such as the pool and concessions

Organization Earth February 2020 - March 2020 Athens, Greece

- Research Service Learning Programs offered by other NGOs and give feedback for future programs
- Develop and update the publicity strategy for 2020
- Create and improve contacts in higher education institutions for programming

Richmond Welcome Center and Tourism Bureau Intern September 2019 - January 2020 Richmond, Indiana

- Promote the center using social media to encourage the community to visit local business
- Manage volunteers and create an end of the year thank you celebration
- Draft a proposal to build a selfie trail in Wayne County, Indiana
- Assist any other director in the office with projects and events

Richmond Parks and Recreation Intern August 2018- September 2019 Richmond, Indiana

- Promote the park's events to community members as well as the local colleges and businesses through media
- Assemble any new projects considered by myself or other employees
- Research, analyze, and apply for grants to fund the parks department
- Assist any other coordinator such as the Sports and Recreation Coordinator with programs and other items

Special Events Coordinator May 2018- August 2018 Richmond Parks and Recreation, Indiana

- Promote and execute the Special Events for the summer of 2018 which include the Mother-Son Date Night, Father Daughter Walk, and Back to School Splash Bash
- Crafted a brand new event for Mothers and Daughters
- Answer questions from the public on Facebook and at other events
- Assist any other coordinator such as the Sports and Recreation Coordinator with programs and other items

Other Relevant Experience:

Kennel Leader at Help the Animals in Richmond, Indiana – June 2020 to September 2020

Caretaker at Bed, Bath, and Biscuits in Richmond, Indiana – September 2019 to May 2021

Volunteer and Event Coordinator at PAWS of Hancock County, Indiana – August 2021 to February 2022