



**REQUEST FOR QUOTATION #14-2180-OV
REPAIR / REFURBISHMENT AND / OR REWIND OF SUBMERSIBLE PUMPS AND
ELECTRIC MOTORS**

DATE ISSUED: **May 28, 2014**

DUE DATE: **June 16, 2014 at 4:00 PM**

Acceptable methods of receipt:

Email Address: olga.valcich@mymanatee.org
FAX: (941) 749-3034
Hand Deliver to: Manatee County Administration Building, Suite 803
1112 Manatee Avenue West, Bradenton, FL 34205

Manatee County, a political subdivision of the State of Florida, (hereinafter “County”) will receive quotation replies from individuals, corporations, partnerships, and other legal entities organized under the laws of the State of Florida or authorized to conduct business in the State of Florida.

NON-MANDATORY INFORMATION CONFERENCE:

In order to ensure that all prospective vendors have sufficient information and understanding of County’s needs, an Information Conference will be held at: **11.00 AM on June 5, 2014** at the County’s Administrative Building, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

Important Note: A prohibition of Lobbying is in effect. See Request for Quotation for details.

The specifications stated herein are the minimum requirements. All quotes submitted must be in full accordance with all Solicitation documents.

TABLE OF CONTENTS

Information to Vendors.....1 – 10
Terms and Conditions11 - 12
Technical Specifications.....13 - 20
Basis of Award.....21
Quote Form..... 22 - 32
Public Contracting & Environmental Crimes.....33 - 34
Statement of No Quote.....35
Vendor’s Questionnaire36 - 38

**REQUEST FOR QUOTATION #14-2180-OV
REPAIR AND REFURBISH AND/OR REWIND SUBMERSIBLE PUMPS
AND ELECTRIC MOTORS**

INFORMATION TO VENDORS

PURPOSE

It is the intent of Manatee County to solicit written quotes for the repair and refurbishment and/or rewind of submersible pumps and electric motors on an "As Required Basis" to serve these primary purposes:

- To have electric pump motors on sewage, water and effluent pumps repaired/refurbished and / or rewound;
- Where the pump and motor are one unit, to have the pump repaired/ refurbished as required.

Work will be done at various locations throughout Manatee County, including:

- Bayshore storage yard, 2003 69th Avenue West, Bradenton, FL;
- Lift Station's office 5075 65th Street West, Bradenton, FL;
- Southwest Regional Water Reclamation Facility, 5101 65th Street West, Bradenton, FL;
- Southeast Water Reclamation Facility, 3331 Lena Road, Bradenton, FL;
- North Water Reclamation Facility, 8500 69th Street East, Palmetto, FL; and,
- Water Treatment Plant, 17915 Waterline Road, Bradenton, FL.

SPECIFICATIONS

Vendor must submit quotes strictly in full accordance with this RFQ document. Any variance to this RFQ document must be specifically stated by the vendor on the Quote Form. Should the vendor not furnish the County a list of exceptions and supporting data, the County will assume the vendor is quoting in accordance with the specifications.

CLARIFICATION

It shall be the responsibility of all vendors to request clarification of the contents herein. Clarification will be furnished by written addendum issued by the Purchasing Division. No other form of communication is authorized.

4:00 PM on June 10, 2014 shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Quotation to the Manatee County Purchasing Division (email: olga.valcich@mymanatee.org).

This deadline has been established to maintain fair treatment of all potential vendors, while maintaining progression of the Project to promote economic stimulus.

Each Vendor shall examine all RFQ Documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to this Request for Quotation shall be made through the Manatee County Purchasing Division.

County shall not be responsible for oral interpretations given by any County employee, representative, or others.

The issuance of a written Addendum is the only official method whereby interpretation, clarification or additional information may be given.

If any Addenda are issued to this Request for Quotation, County will post the documents on the Purchasing Division's web page, which can be accessed at <http://www.mymanatee.org/purchasing>, and then by clicking on "Bids and Proposals". If the original solicitation was broadcast via DemandStar, the addenda will also be broadcast on DemandStar distribution system to "Planholder" on this web service.

It shall be the responsibility of each Vendor, prior to submitting their quote to contact the Manatee County Purchasing Division, **Olga Valcich at 941-749-3055** to determine if any Addenda were issued and to make such Addenda a part of their quote.

TAXES

Manatee County is exempt from Federal Excise and State Sales Taxes (F.E.T. Exempt Cert. No. 59-78-0089K and FL Sales Tax Exempt Cert.(No. 85-8012622206C-6); therefore, the vendor is prohibited from delineating a separate line item in his quote for any sales or service taxes. Nothing herein shall affect the vendor's normal tax liability.

MATHEMATICAL ERRORS

In the event of multiplication/extension error(s), the unit price shall prevail. In the event of addition error(s), the extension totals will prevail. All quotes shall be reviewed mathematically and corrected, if necessary, using these standards, prior to additional evaluation.

PUBLIC ENTITY CRIMES

The attached Public Contracting and Environmental Crimes Certification shall be completed by vendor and returned with the Quote Form(s).

UNBALANCED QUOTING PROHIBITED

Manatee County recognizes that large and/or complex projects will often result in a variety of methods, sources and prices. However where in the opinion of the County such variation does not appear to be justified, given the solicitation document, specifications and industry and market conditions, the quote will be presumed to be unbalanced. Examples of unbalanced quotes will include:

1. Vendors showing omissions, alterations of form, additions not specified or required conditional or unauthorized alternate quotes.
2. Vendors, quoting prices that substantially deviate, either higher or lower, from those included in the quotes of competitive quotes for the same line item unit costs.
3. Quotes where the unit costs offered are in excess of or below reasonable cost analysis values.

In the event the County determines that a quote is presumed unbalanced, it will request the opportunity to, and reserves the right to, review all source quotes, quotes, price lists, letters of intent, etc., which the vendor obtained and upon which the vendor relied upon to develop the quote. The County reserves the right to reject as non-responsive any presumptive unbalanced quotes where the vendor is unable to demonstrate the validity and/or necessity of the unbalanced unit costs.

FRONT END LOADING OF QUOTE PRICING PROHIBITED

Prices offered for performance and/or acquisition activities to occur early in the project schedule, such as: mobilization, clearing and grubbing; or maintenance of traffic, that are substantially higher than pricing of competitive quote's within the same portion of the project schedule, will be presumed to be front end loaded. Front end loaded quotes could reasonably appear to be an attempt to obtain unjustified early payments creating a risk of insufficient incentive for the vendor to complete the work or otherwise creating an appearance of an under-capitalized vendor.

In the event the County determines that a quote is presumed to be front end loaded, it will request the opportunity to, and reserves the right to, review all source quotes, quotes, price lists, letters of intent, etc., which the vendor obtained and upon which the vendor relied upon to develop the pricing or acquisition timing for these quote items. The County reserves the right to reject as non-responsive any presumptive front end loaded quotes where the vendor is unable to demonstrate the validity and/or necessity of the front end loaded costs.

RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all quotes, to waive irregularities and technicalities, and to request resubmission. Also, the County reserves the right to accept all or any part of the quote and to increase or decrease quantities to meet additional or reduced requirements of the County. Any sole response received by the first submission date may or may not be rejected by the County depending on available competition and current needs of the County.

For all items combined, the quote of the lowest responsive, responsible vendor will be accepted, unless all quotes are rejected. The lowest shall mean that vendor who submits the lowest quote to sell goods and/or services. To be responsive, a vendor shall submit a quote which conforms in all material respects to the requirements set forth in the Request for Quotation. To be a responsible vendor, the vendor shall have the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.

Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any vendor to furnish the service requested. Information the County deems necessary to make this determination shall be provided by the vendor. Such information may include, but shall not be limited to: current financial statements, verification of availability of equipment and personnel, and past performance records.

APPLICABLE LAWS

Vendor must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with a Manatee County procurement shall be in accordance with Manatee County Purchasing Code, as amended.

USE OF TRADE NAMES

Brand or trade names referenced in the specifications are for comparison purposes only. Vendors may submit quotes on items manufactured by other than the manufacturer specified. In these instances quotes must be accompanied with all descriptive information necessary for a thorough evaluation of the proposed material or equipment such as detailed drawings and specifications, certified operation and test data, and experience records, as well as an itemized list of any variances from, or exceptions taken to the specifications. Failure of any vendor to furnish this data will be cause for rejection of the specified item to which it pertains.

REGULATIONS

It shall be the responsibility of each vendor to assure compliance with any OSHA, EPA and/or Federal or State of Florida rules, regulations or other requirements, as each may apply.

CODE OF ETHICS

With respect to this quote, if any vendor violates, directly or indirectly, the ethics provisions of the Manatee County Purchasing Code and/or Florida criminal or civil laws related to public procurement, including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and Employees, or if such vendor is determined to have been untruthful in its quote, such vendor will be disqualified from eligibility to perform the work described in this Request for Quotation, and may also be disqualified from furnishing future goods or services to, and from submitting any future quotes or proposals to supply goods or services to Manatee County.

By submitting a quote, the vendor represents to the County that all statements made and materials submitted are truthful, with no relevant facts withheld.

COLLUSION

By offering a submission to this Request for Quotation, the vendor certifies that he has not divulged, discussed or compared their quote with other vendors and has not colluded with any other vendor or parties to this quote whatsoever. Also, vendor certifies, and in the case of a joint quote each party thereto certifies as to their own organization, that in connection with this quote:

- a. any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other vendor or with any competitor;
- b. any prices and/or cost data quoted for this quote have not been knowingly disclosed by the vendor and will not knowingly be disclosed by the vendor,
- c. prior to the scheduled opening, directly or indirectly to any other vendor or to any competitor;
- d. no attempt has been made or will be made by the vendor to induce any other person or firm to submit or not to submit a quote for the purpose of restricting competition;
- e. the only person or persons interested in this quote, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this quote or in the contract to be entered into; and

- f. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding or a commission, percentage, brokerage, or contingent fee excepting bona fide employees or established commercial agencies maintained by vendor for purpose of doing business.

SAVE HARMLESS CLAUSE

The vendor covenants and agrees to indemnify and save harmless Manatee County, Florida and to defend same from all costs, expenses, damages, and attorney's fees, injury of loss, to which the County may be subjected by any person, firm, corporation or organization by reason of any wrongdoing, misconduct, want or need of care or skill, negligence or default or breach of contract, guaranty or warranty, by the successful vendor(s), his employees, agents or assigns.

COSTS INCURRED IN RESPONDING

This solicitation does not commit the County to pay any costs incurred in the submission of quotes or make necessary studies or designs for the preparation thereof.

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

Manatee County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and title 15, Part 8 of the Code of Federal Regulations, Manatee County hereby notifies all prospective vendors that they will affirmatively ensure minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an award of contract.

E-VERIFICATION

Vendor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the vendor during the term of the Contract to perform employment duties within Florida; and,
2. All persons, including sub vendors, assigned by the vendor to perform work pursuant to the contract.

LOBBYING

After the issuance of any Request for Quotation, prospective vendors, or any agent, representative or person acting at the request of such vendor shall not contact, communicate with or discuss any matter relating in any way to the Request for Quotation with any officer, agent or employee of Manatee County other than the

Purchasing Official or as directed in the Request for Quotation, pursuant to the Manatee County Code. This prohibition includes the act of carbon copying officers, agents or employees of Manatee County on all correspondence, including email correspondence. This requirement begins with the issuance of the Request for Quotation and ends upon execution of a Contract or issuance of a Purchase Order or when the request has been cancelled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Code.

BE GREEN

All vendors are encouraged to use as many environmentally preferable “green” products, materials, supplies, etc. as possible in order to promote a safe and healthy environment. Environmentally preferable are products or services that have a reduced adverse effect on the environment. Provide detail of your organization’s initiative and its ability to meet the goal of environmental sustainability.

FORM OF CONTRACT

The agreement resulting from the acceptance of a quote shall be in the form of a purchase order and be bound by the terms and conditions specified herein.

ASSIGNMENT OF CONTRACT

Vendor shall not assign, transfer, convey, sublet or otherwise dispose of this Contract or of his right, title, or interest therein, or his power to execute such Contract or to assign any monies due or to become due there under to any other person, firm or corporation unless first obtaining the written consent of the County. The giving of such consent to a particular sub vendor assignment shall not dispense with the necessity of such consent to any further or other assignment.

AUTHORIZED PRODUCT REPRESENTATION

The vendor, by virtue of submitting the name and specifications of a manufacturer’s product, will be required to furnish the named manufacturer’s product. The vendor’s failure to perform accordingly may, in the County’s sole discretion, be deemed a breach of contract, and shall constitute grounds for the County’s immediate termination of the contract.

PAYMENT

Payment shall be made in accordance with the Prompt Payment Act, Florida Statute Chapter 218. **Invoices must indicate both the Blanket Purchase Order number and the Release Order number.**

INSURANCE COVERAGE

The vendor will not commence work until all insurance under this section, has been obtained and accepted by the County. Minimum amounts of insurance (inclusive of any amounts provided by an umbrella or excess policy) shall be as follows:

a. **Workers' Compensation/Employers' Liability**

Part One – There shall be no maximum limit (other than as limited by the applicable statute) for liability imposed by Florida Worker's Compensation Act, the Longshoremen's and Harbor Worker's Compensation Act or any other coverage required by the contract documents which are customarily insured under Part One of the standard Worker's Compensation Policy.

Part Two – The minimum amount of coverage for the coverage required by the contract documents which are customarily insured under Part Two of the standard Worker's Compensation Policy shall be:

(Each Accident	\$ 100,000
(Disease-Policy Limit)	\$ 500,000
(Disease-Each Employee)	\$ 100,000

b. **Commercial General Liability**

The limits are to be applicable only to work performed under this contract and shall be those that would be provided with the attachment of the Amendment of the Limits of Insurance (Designated Project of Premises) endorsement (ISO Form GC 25 03) to a Commercial General Liability Policy with the following minimum limits:

Products/Completed Operations Aggregate	\$ 1,000,000
Personal and Advertising Injury	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Fire Damage (Any one fire)	\$ NIL
Medical Expense (Any one person)	\$ NIL

ADDITIONAL INSURED: Manatee County, a political subdivision of the State of Florida, shall be specifically named as additional insured on the Commercial General Liability Policy.

c. **Business Auto Policy**

Each Occurrence Bodily Injury and Property Damage	
Liability Combined	\$ 300,000
Annual Aggregate (if applicable):	\$1,000,000

ADDITIONAL INSURED: Manatee County, a political subdivision of the State of Florida shall be specifically named as additional insured on the Business Auto Policy.

- d. Property Insurance (IF APPLICABLE)
If the resulting Contract includes construction of or additions to the above ground buildings or structures, Successful vendor shall provide **“Builder’s Risk”** insurance with the minimum amount of insurance to be 100% of the value of such addition(s), building(s), or structure(s).
- e. Installation Floater
If this contract does not include construction of or additions to above ground building or structures, **but does involve** the installation of machinery or equipment, vendor shall provide an **“Installation Floater”** with the minimum amount of insurance to be 100% of the value of such addition(s), building(s), or structure(s).
- f. Certificates of Insurance and Copies of Policies
Certificates of Insurance in triplicate evidencing the insurance coverage specified herein shall be filed with the Purchasing Official before operations are begun. The required certificates of insurance shall name the types of policy, policy number, date of expiration, amount of coverage, companies affording coverage, and also shall refer specifically to the Quote number and title of the Project. All insurance policies required herein shall be issued by companies that are authorized to do business under the laws of the State of Florida and hold an A.M. Best rating of A- or better. Insurance, as specified herein, shall remain in force and effect for the duration of the Project including any warranty periods.
- g. Complete Policies
The entire and complete insurance policies required herein shall be provided to the County upon request.

Nothing herein shall in any manner create any liability of County in connection with any claim against the vendor for labor, services, or materials, or of Sub’s and nothing herein shall limit the liability of the vendor or vendor’s Sureties to County or to any Workers, Suppliers, material men or employees in relation to the resulting Contract.

- h. By way of its submission of a quote thereto, vendor:
1. Represents that vendor maintains, and will maintain during the term of any Contract arising from this solicitation, insurance coverage from responsible companies duly authorized to do business in the State of Florida and deemed acceptable to County, as set forth in this solicitation; and
 2. Agrees that, insurance should not be cancelled without thirty (30) days notice to County and must be endorsed to provide same. Failure of vendor to obtain and maintain proper amounts of insurance at all times as called for herein shall constitute a material breach of the resulting Contract, which may result in immediate termination.

i. Certification Requirements – In order for the certificate of insurance to be accepted it **must** comply with the following:

1. The certificate holder shall be:

**Manatee County Board of Commissioners,
A political subdivision of the State of Florida
P.O. Box 1000
Bradenton, FL 34206-1000
RFQ No 14-XXXOV**

2. Certificate shall be mailed to:

**Manatee County Purchasing Division
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205
Attn: Olga Valcich, CPPB, Contract Specialist**

VENDOR REGISTRATION

All vendors are encouraged to register with Manatee County using the on-line “Vendor Registration” web page on www.mymanatee.org/vendor.

Your cooperation in registering your business with Manatee County will enhance our opportunities to identify sources for goods and services, plus identify local businesses. This information is used for soliciting quotations up to \$250,000.00 and for competitive solicitations of larger purchases. You will note that Manatee County collaborates with Manatee Chamber of Commerce (www.manateechamber.com) by emailing solicitation opportunities to its members.

Our staff can assist you with your registration as needed. Our office hours are 8:00 AM to 5:00 PM, Monday through Friday on regular business days. Please call (941) 749-3014 if you wish to have a Purchasing staff member assist you.

Quick steps to registration:

A link to Vendor Registration is listed on the Purchasing Division’s web page under “Register as a Vendor”. Click on “Vendor Registration Form” for on-line input.

Thank you for reviewing this information and considering registering your business with Manatee County. Registration is not mandatory; however, by taking the time to register, you are helping the County to provide timely notifications of Quotation, Bid and Proposal opportunities to your business.

END OF INFORMATION TO VENDORS

TERMS AND CONDITIONS

BLANKET ORDER

Blanket Purchase Order(s) shall be issued as a result of this quote. A Blanket Purchase Order Number, when accompanied by a valid Release Order number provided by an authorized County department, will authorize purchases on an **“As Required”** basis.

When work is needed an individual release order shall be used to authorize said work. Therefore for payment; **each invoice must include and indicate BOTH the Blanket Purchase Order number AND a valid Release Order number.**

The Vendor is not authorized to proceed with, and will not be compensated for any work that is not authorized by a valid Release Order Number issued by the County.

QUANTITIES

The exact quantities of the required repairs cannot be determined at this time. Purchase Orders / Release Orders shall be issued on an **“As Required”** basis for specific items on the quote form. During the term of the contract, the County may add or delete parts as needed.

PRICES AND TERMS

Vendors shall quote unit prices for the repair/refurbishment and/or rewind of submersible pumps and electric motors. Pricing shall include all transportation, labor, equipment; tear down, materials, testing, evaluation, pickup and delivery for repair/refurbishment and/or rewind of submersible pumps and electric motors.

The prices quoted shall be firm for a six month (6) period and shall include payment in full for transportation to and from the location of the equipment.

WARRANTY, MAINTENANCE SERVICE AND SUPPORT

All work, materials, and equipment furnished as defined herein shall be guaranteed and warranted by the Vendor for a minimum period of one (1) year, unless otherwise specified, from final acceptance by the County to be free from defects due either to faulty materials or equipment or faulty workmanship.

All materials, equipment, and workmanship furnished and installed by the successful vendor is warranted and guaranteed by the successful vendor to be such as to meet the required standards and to accomplish the purposes and functions required standards and to accomplish the purposes and functions of the project as defined, detailed, and specified herein.

The County shall, following discovery thereof, promptly give written notice to the Vendor of faulty materials, equipment, or workmanship within the period of the guarantee and the vendor shall promptly replace any part of the faulty equipment, material, or workmanship at his own cost. These warranty and guarantee provisions create no limitations on the County as to any claims or actions for breach of guaranty or breach of warranty that the County might have against parties other than the Vendor, and do not constitute exclusive remedies of the County against the Vendor.

QUALITY GUARANTEE AND REMEDIAL CLAUSE

If any work or material does not meet specifications, or materials furnished in conjunction with the work will not produce the results required of the work, the vendor will be required to rectify any and all work involved in the unsatisfactory situation. If the unsatisfactory work or materials involves other vendors who are blameless, then it shall be the responsibility of the vendor responsible for the faulty work or the furnishing of unsatisfactory materials to reimburse the blameless vendors for any and all additional work or materials required due to the faulty work or materials.

QUALITY TERMS

The County reserves the right to reject any or all work or materials used in the work, if in its judgment the work or materials reflect unsatisfactory workmanship or manufacturing defects.

MATERIAL SAFETY DATA SHEET

It shall be the responsibility of the awarded vendor (s) to submit, upon notification of award a Material Safety Data Sheet (MSDS) for any and all toxic substances in accordance with Florida Statutes Chapter 442, The Right To Know Law, which mandates on-site MSDS for all toxic substances appearing in the work place.

REGULATIONS:

It shall be the responsibility of the vendor to assure compliance with any OSHA, EPA and / or other Federal or State of Florida rules, regulations or other requirements, as each may apply.

END OF TERMS AND CONDITIONS

TECHNICAL SPECIFICATIONS

SCOPE OF WORK

The successful vendor shall provide all transportation, labor, equipment, tear down, materials, testing, evaluation, pickup and delivery for repair/refurbishment and/or rewind of submersible pumps and electric motors necessary to return the equipment to the point of delivery, fully operational.

- a. The successful vendor shall repair/replace equipment in accordance with manufacturer's recommended best practice. Parts shall be OEM after-market parts or approved equal.
- b. All work shall be in accordance with the Electrical Apparatus Service Association's (EASA) Recommended Practice, (current and latest revision), Section 1 (Electrical Apparatus), Section 2 (Mechanical Repair – Rotating Apparatus), Section 3 (Rewinding / Rotating Apparatus) and Section 4 (Testing) and the National Electrical Manufacturers Association (NEMA) standards for service and repair of electrical apparatus, latest edition.
- c. Work shall also be in compliance with the following standards:
 1. Underwriters Laboratories (UL)
 - a. Underwriters Laboratories – Certified motors shall be recertified after repair.
 - b. Vendor's shop or his sub-contractor's shop shall be UL-certified to rebuild explosion-proof electric motors for use in hazardous environments.
 2. American National Standards Institute (ANSI)
 3. American Society for Testing & Materials (ASTM)
 4. National Electrical Code (NEC)
 5. National Fire Protection Agency (NFPA)
 6. National Electrical Motor Association (NEMA)
- d. Pickup and delivery of motors shall be accomplished at no charge and costs for same shall be included in the prices quoted.

RECONDITION/REPAIR OF ELECTRIC MOTORS

(Test, disassemble and inspect, clean, dip and bake windings, replace bearings,

assemble, test and paint)

a. Pre-Disassembly Test

1. Using a 1000V meg-ohm meter, conduct verification of insulation integrity. Acceptable criteria is 1.5 meg-ohms or higher.
2. Verify that heaters are operational and that other attached features, such as thermocouples, have continuity.
3. Single-phase test to check for open rotors. (After disassembly, rotors will be inspected for evidence of damaged, cracked or open circuit bars or end rings. If there is evidence of faults, the rotor will be growl-tested.) The detection of any defect during testing shall be reported promptly to the County.
4. Pre-disassembly documentation shall include the condition of mechanical fits (i.e. shaft run out), cracked, broken or missing parts, test run at full voltage, current readings, meg reading and surge comparison test as received. The County representative listed on the work order shall be notified if these criteria are not met.

b. Motor Disassembly

1. Completely disassemble motor and steam clean all mechanical parts using a mild detergent compatible with winding insulation; thoroughly rinse; bake dry.
2. Disassembly documentation shall include the cause of failure and/or conditions contributing to failure.

c. Motor Inspection

1. Visually inspect coils and windings for excessive wear, signs of conductor overheating or fatigue that possibly would not be apparent during an electrical test
2. All stators shall be surge-tested with an electronic surge tester specifically designed to apply a surge voltage street test simultaneously between turns of a coil, between phases, from winding to ground and to detect short-circuited turns in winding under test.

d. Mechanical Fit

1. Measure the bearing bores, shells, housings and shaft journals using a micrometer. Outside diameter of bore of housing shall have 0.000" to - 0.001" loose fit. Repairs are necessary when tolerance exceeds 0.0015".

Machine work shall be approved by the County before being performed or machine work may not be paid for. Bearings journals, seal surfaces and bearing housing restoration shall be done by metalizing and machining or boring and busing. Documentation of before and after measurements shall be made.

2. Replace bearings per manufacturer's specifications. All grease fittings, plugs, etc. shall be replaced unless otherwise indicated by the County. Bearings shall be properly lubricated and bearing oil reservoirs shall be filled where practical. All equipment shall be tagged with information as to whether or not bearing oil reservoirs were filled and what type of lubricant was used.

e. Rotor Balancing

1. All rotors of motors rated at 50 HP/3600/1800 RPM and above shall be dynamically balanced, with the rotor running at rated speed where practical, but no less than 350 RPM in the balance stand.
2. A printout tape from the balance/analyzer shall be furnished detailing the final balance values. This tape will be attached to the recondition/repair/rewind documents when the motor is delivered.

f. Motor Leads

Motor leads shall be permanently tagged with non-magnetic markers. Motor lead configuration shall not be altered.

g. Insulation

1. Windings shall be double-dipped with Class H varnish and baked.
2. Machine-finished surfaces bore of the stator lamination and periphery of the rotor laminations shall be cleaned of all varnish and foreign materials. Documentation of this process shall be made.

h. Final Test

1. A 1000 volt meg-ohm meter shall be used to verify insulation continuity. This reading shall be documented. After reassembly, motor shall be test-run at rated voltage and frequency. No load voltage and phase currents shall be recorded. Vibration mils displacement shall be measured and recorded in the horizontal, vertical and axial planes on both ends of the motor, or top and bottom of vertical motors and documentation of current reading and vibration readings shall be provided to the end user.

2. A 5KV meg-ohm meter shall be used to verify insulation continuity of all 4160V motors.
- i. Paint
 1. Exterior of motor shall be properly cleaned of rust and foreign material, prime painted and finish painted with a good grade of machinery enamel, the same color as received unless otherwise specified. Nameplates, machined surfaces and internal parts shall be protected from paint.
 2. When needed, the interiors of motor frames and parts shall be painted with an insulating paint. This includes rotors, bearing brackets, frame interiors and air deflectors. Windings shall not be painted.

REWIND OF ELECTRIC MOTORS

NOTE: When rewind is done in conjunction with a recondition/repair, many of the items below will be redundant and shall not be performed or charged for twice. The items below apply to stator only (including all labor, materials and testing necessary for “ready-for County-use”).

a. Pre-Disassembly Test

1. Using a 1000V meg-ohm meter, conduct verification for insulation integrity. Acceptable criteria is 1.5 meg-ohms or higher.
2. A 5KV meg-ohm meter shall be used to verify insulation integrity of all 4160V motors.
3. Verify that heaters are operational and other attached features such as thermocouples have continuity.
4. Pre-disassembly documentation shall include the condition of mechanical fits (i.e. shaft run-out), cracked, broken or missing parts, test run at full voltage, current readings, meg reading and surge comparison test as received.
5. County representative listed on the work order shall be notified if the stator fails the test criterion detailed above.

b. Stripping

1. Windings shall be removed by **temperature-controlled burnout** with oven temperature suppression. Burn-out temperature shall not exceed 750 degrees Fahrenheit.
2. Windings shall be removed in such a fashion as not to damage or distort the

core iron. Upon removal of the old windings and insulation, the core shall be thoroughly cleaned and inspected for burrs, etc.

c. Winding

1. General: Rewound motors shall meet or exceed all O.E.M. operating characteristics, unless otherwise specified by the County. Class F insulation shall be used, unless otherwise specified. Magnet wire shall be a dual-coated, insulated wire of domestic manufacture that is hermetic-approved and meets or exceeds NEMA specification MW-35A. After winding and **prior to resin treatment**, windings will be surge-comparison tested and the results documented.

2. Resin Treatment: Windings shall be double-dipped with Class H varnish and baked.

d. Motor Leads: Motor leads that are replaced must be the same length and configuration as the original leads. Leads will be permanently tagged with non-magnetic markers.

e. Insulation: Windings shall be double-dipped with Class H varnish and baked.

f. Final Test: A 1000 volt meg-ohm meter shall be used to verify insulation continuity. This reading shall be documented. After reassembly, motor shall be test-run at full voltage and documentation of current reading and vibration readings shall be provided to the end user. (NOTE: a 5 KV meg-ohm meter shall be used on all 4160V motors.)

SUBMERSIBLE PUMPS RECONDITION

a. Disassemble and clean.

b. Replace seals and ball bearings per EASA Standards. Vendor shall use only manufacturer-recommended ball bearings and mechanical seals.

c. Change oil.

d. Test windings and rewind as necessary.

e. Reassemble and test.

f. Impeller and wear ring shall be inspected. Vendor shall ensure that both impeller and wear ring are less than 10% worn in accordance with the original manufacturer's specification including the clearance between the impeller and the wear ring.

- g. Vendor shall inspect the Volute and repair or replace as needed depending on damage found.

MACHINE WORK

Machine work, as defined herein, shall apply to the drilling and tapping of broken bolts, the repairing of damaged locking rings, wear rings, and stators, the replacing of and repairs to impellers, covers, volutes, mounting rails, bearing journals, pump shafts. **Machine work shall be billed in increments of fifteen (15) minutes.**

CORD ASSEMBLY

A cord assembly is defined as a wire assembly that coincides with the manufacturer's specifications that will provide the required voltage and amperage to the various sized motors of the required length, as specified by the County with their own terminal connectors that are wrapped and prepared for the required application. For submersible pumps, the cord assembly shall be potted and made water tight.

DELIVERY SCHEDULE

Successful vendor shall pick up equipment requiring repair within 48 hours of notification by County. Repairs shall be completed within five (5) working days after pickup by the vendor and within ten (10) working days after pick up where pump and motor is one unit (sewage, effluent and lift station pumps) and both require repair/refurbishment.

Delivery time for repairs of the electric motor and/or submersible pump shall be proposed by the successful vendor in writing, but shall not exceed the time prescribed in the section immediately above. If the delivery time exceeds the time proposed by the successful vendor, then the County reserves the right to assess liquidated damages in an amount not to exceed 10% of the total value of the repair/refurbishment estimate until such time the item is repaired, returned and accepted by the County.

WRITTEN ESTIMATE

- a. After inspection of each submersible pump and/or electric motor picked up for repair, but **before any repairs can commence**, the successful vendor shall provide County with a **written cost estimate** of each item picked up for repair.
- b. The Cost Estimate shall include:
 - 1. Estimate Number
 - 2. Date of Estimate
 - 3. Detailed description of the work to be performed

4. Make, model, serial/asset number of the pump/motor, equipment involved,
 5. Itemized list of parts/materials along with part(s)/materials(s) costs evidenced by actual invoice for parts
 6. Parts/materials markup
 7. Approximate man-hours required for completion of repair (shop or on-site repair only – transporting costs are not billable).
- c. Vendor shall include an **Hourly Rate for Emergency Repairs** which shall include all transportation, labor, equipment, tear down, materials, testing, evaluation, pickup and delivery for repair/refurbishment and/or rewind of submersible pumps and electric motors.
- d. Any emergency repairs required which are a result of an unexpected and urgent request where health and safety of the public is at risk shall be completed and returned to the pickup location within forty-eight (48) hours after notification by the County. Failure to meet this requirement will be deemed material breach of contract and may cause termination of this contract.

Estimate may be delivered by email, fax, or phoned in with a hard copy mailed. Estimate shall be provided within 48 hours of pickup and shall indicate the time for completion. The estimate shall be authorized or rejected by County prior to commencement of work.

When a successful vendor recommends replacement instead of repair or recondition successful vendor shall be required to provide County a cost-benefit justification for County's review and approval.

If County elects to replace equipment, successful vendor shall be compensated for tear down inspection charge.

INVOICING

Invoices shall include the following:

- Accepted written estimate
- The release order number
- Blanket Purchase Order Number
- Complete description of work
- Receipts for all parts showing itemized cost of each part plus markup and any labor hours (limited to only shop hours or on-site repair work hours)

- **DETAILED BREAKDOWN OF ACTUAL LABOR HOURS TO BE PROVIDED TO THE COUNTY IMMEDIATELEY UPON REQUEST.** Failure to include this information will cause delay in the processing of the invoice.

QUALIFICATIONS OF THE VENDOR

- a. Vendor shall have been registered with the Florida Department of State, Division of Corporations for at least two (2) continuous years.
- b. Vendor or vendor's subcontractor shall have been certified as an "Explosion-Proof, UL Facility" for at least two (2) continuous years and shall provide a copy of his certification with his Quote submittal.
- c. Vendor shall be responsible for obtaining O.E.M. technical documents, drawings and parts when necessary.
- d. Vendor shall have all engineering, design, and metalizing, welding, heat-treating, machining, balancing, calibrating and testing capabilities necessary to completely refurbish/rewind any pumps/motors listed on the Quote Form.
- e. Above will include but not be limited to: Curing and burnout oven(s), both with controlled temperature gauges; shop cranes; despoiling device(s); winding system.
- f. Equipment used for inspecting, calibrating and testing pumps and motors shall be up-to-date and have calibration certificates traceable to NIST standards where applicable.

Vendor shall make available, upon request by County, data confirming the equipment used for inspecting, calibrating and testing pumps and motors are up-to-date along with calibration certifications which are traceable to NIST standards where applicable

- g. Calibration equipment that shall include, at a minimum: gage blocks, micrometers, dial indicators, colt meters, amp meters, test panels and vibration analyzers.
- h. The successful vendor shall have the capability to pickup and deliver any tall submersible pumps and/or electric motors to be repaired/refurbished at no additional cost to the County.

END OF TECHNICAL SPECIFICATIONS

BASIS OF AWARD

BASIS OF AWARD

The award shall be made to the two (2) lowest responsive and responsible vendors meeting all of the vendor qualifications.

The County reserves the right to place orders with other vendors in the event of an urgent, immediate need, and/or delivery time and availability of service requested cannot be met by the lowest priced vendors at the time of need.

Whenever two or more quotes which are equal are received, the quote received from a local business shall be given preference in award. Whenever two or more quotes which are equal are received, and both quotes or neither of these quotes are received from a local business, the award shall be determined by a chance drawing, coin toss or similar tie-breaking method conducted by the purchasing office and open to the public.

END OF BASIS OF AWARD

RFQ #14-2180-OV – QUOTE FORM
**REPAIR AND REFURBISH AND/OR REWIND OF SUBMERSIBLE
PUMPS AND ELECTRIC MOTORS**

We, the undersigned hereby declare that we have carefully reviewed the solicitation documents and with full knowledge and understanding of the aforementioned herewith submit this quote. We understand that the Request For Quotation Documents in their entirety are made a part of any agreement or contract between the County and the successful vendor.

Company Name Phone Number

Address Fax Number
City, State, Zip Code

Authorized Signature / Title Date

Print Name of Authorized Signer / Title

EMAIL ADDRESS:

ACKNOWLEDGE ADDENDUM NO. _____ **DATE** _____

RFQ #14-2180-OV – QUOTE FORM

REPAIR & REFURBISH AND/OR REWIND OF SUBMERSIBLE PUMPS AND ELECTRIC MOTORS

ITEM NO.	QUOTE ITEM DESCRIPTION	Quantity	U/M	Unit Price (\$)	Extended Price (\$)
1	0 .1 - 2 HP				
	Reconditioning:	21	EA		
	Rewinding:	21	EA		
2	2.1 - 3.9 HP				
	Recondition	15	EA		
	Rewinding	15	EA		
3	4.0 - 5 HP				
	Reconditioning	27	EA		
	Rewinding	27	EA		
4	5.1 - 7.5 HP				
	Reconditioning	15	EA		
	Rewinding	15	EA		
5	7.6 -10 HP				
	Reconditioning	14	EA		

	Rewinding	14	EA		
6	10.1 - 15 HP				
	Reconditioning	8	EA		
	Rewinding	8	EA		
7	15.1 - 20 HP				
	Reconditioning	8	EA		
	Rewinding	8	EA		
8	20.1 - 25 HP				
	Reconditioning	6	EA		
	Rewinding	6	EA		
9	25.1 - 30 HP				
	Reconditioning	13	EA		
	Rewinding	13	EA		
10	30.1 - 40 HP				
	Reconditioning	2	EA		
	Rewinding	2	EA		
11	40.1 - 50 HP				
	Reconditioning	3	EA		
	Rewinding	3	EA		

12	50.1 - 60 HP				
	Reconditioning	2	EA		
	Rewinding	2	EA		
13	60.1 - 75 HP				
	Reconditioning	5	EA		
	Rewinding	5	EA		
14	75.1 - 100 HP				
	Reconditioning	1	EA		
	Rewinding	1	EA		
15	101.1- 125 HP				
	Reconditioning	1	EA		
	Rewinding	1	EA		
16	125.1 - 150 HP				
	Reconditioning	1	EA		
	Rewinding	1	EA		
17	150.1 - 175 HP				
	Reconditioning	1	EA		
	Rewinding	1	EA		

18	175.1 - 200 HP				
	Reconditioning	1	EA		
	Rewinding	1	EA		
19	200.1 - 250 HP				
	Reconditioning	1	EA		
	Rewinding	1	EA		
20	250.1 - 300 HP				
	Reconditioning	5	EA		
	Rewinding	5	EA		
21	300.1 - 350 HP				
	Reconditioning	5	EA		
	Rewinding	5	EA		
22	400 HP				
	Reconditioning	5	EA		
	Rewinding	5	EA		
23	450 HP				
	Reconditioning	2	EA		
	Rewinding	2	EA		
24	500 HP				

	Reconditioning	2	EA		
	Rewinding	2	EA		
25	550 HP				
	Reconditioning	2	EA		
	Rewinding	2	EA		
26	600 HP				
	Reconditioning	2	EA		
	Rewinding	2	EA		
27	Labor hours for cord assemblies	170	HR		
28	Labor hours for Machining Work	516	HR		
29	% of Markup for Parts & Equipment required to Repair / Refurbish and/or Rewind of Submersible Pumps and Electric Motors(% Of Markup Not to Exceed 15%)		%		
	TOTAL COST (Sum of items 1 - 29)				

30	Price:(Emergency Hours) To include all costs for transportation, labor, equipment, tear down, materials, testing, evaluation, pickup and delivery for repair/refurbishment and/or rewind of submersible pumps and electric motors.	5	HR		
31	Tear Down Inspection (TDI) Charge when submersible pump and / or electric motor is inspected and determination is made by the County NOT to repair	5	HR		

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO ARTICLE V
MANATEE COUNTY PURCHASING CODE

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by _____ [print individual's name and title]

for _____ [print name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

- (1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or
- (2) been convicted of an agreement or collusion among vendors or prospective vendors in restraint of freedom of competition, by agreement to quote a fixed price, or otherwise; or
- (3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or
- (4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or
- (5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such an entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the

ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity, who claims that this Article is inapplicable to him/hers/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 2010 by _____

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

STATEMENT OF NO QUOTE

If you do not intend to quote please return this form immediately:

Acceptable methods of return:

EMAIL-----Olga.valcich@mymanatee.org

FAX----- (941) 749-3034

MAIL TO:

**Manatee County Purchasing Division
1112 Manatee Avenue West, Suite 803
Bradenton, Florida 34205**

We, the undersigned, have declined to quote on RFQ#14-2180-OV, for the following reason(s):

- Specifications too restrictive, i.e., geared toward one brand or manufacturer
- Insufficient time to respond
- We do not offer this product or service
- Our schedule would not permit us to perform
- Unable to meet specifications
- Unable to meet Bond requirement
- Specifications unclear (explain below)
- Unable to meet insurance requirements
- Remove us from your "Vendors List"

(Note: check all that apply to your no quote)

Other (specify below)

REMARKS PLEASE PRINT

Company Name _____

Company Address _____

Telephone: _____

Date: _____

Signature: _____

(Print or type name and title of above signer)

VENDOR'S QUESTIONNAIRE
(Submit in Triplicate)

The vendor warrants the truth and accuracy of all statements and answers herein contained. (Attach additional pages if necessary.)

THIS QUESTIONNAIRE MUST BE COMPLETED AND SUBMITTED WITH YOUR QUOTE

1.

License #: _____

License Issued to: _____

Date License Issued (MM/DD/YR): _____

Company Name: _____

Physical Address: _____

City: _____ State of Incorporation: _____ Zip Code: _____

Phone Number: () _____ Fax Number: () _____

Email address: _____

2. Bidding as: an individual __; a partnership __; a corporation __; a joint venture __

3. If a partnership, list names and addresses of partners; if a corporation, list names of officers, directors, shareholders, and state of incorporation; if joint venture, list names and address of ventures' and the same if any venture are a corporation for each such corporation, partnership, or joint venture:

4. Vendor is authorized to do business in the State of Florida: Yes No

For how many years? _____

5. Your organization has been in business (under this firm's name) as a

Is this firm in bankruptcy? _____

VENDOR: _____

6. Attach a list of at least three (3) accounts where this specific type of service was provided.

7. Have you ever been assessed liquidated damages under a Contract during the past five (5) years? If so, state when, where (contact name, address and phone number) and why.

8. Have you ever failed to complete projects awarded to you? Or failed to complete projects within Contract Time? If so, state when, where (contact name, address, phone number) and why.

9. Have you ever been debarred or prohibited from providing a Bid to a governmental entity? If yes, name the entity and describe the circumstances:

10. Will you subcontract any part of this Work? If so, describe which major portion(s):

11. If any, list (with Contract amount) MBE/DBE to be utilized:

12. What equipment do you own to accomplish this work? (A listing may be attached)

13. What equipment will you purchase/rent for the work? (Specify which)
