



**TOWN OF STRATFORD
PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT**

BID No. 2018-001

Issued: January 4, 2018

Subject: Pump Motor Repair Contract for WPCF

The Town of Stratford through the Office of the Purchasing Agent, will receive SEALED BIDS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Bids will be received until 3:00 pm January 18, 2018 at which time they will be publicly opened and read. All bidders are invited to attend this public opening, which will be held immediately following the closing time specified above, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any bid may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any bids received after the date and time specified shall NOT be considered. No bidder may withdraw a bid within 45 days after the actual opening thereof.

B. INSTRUCTIONS:

Bid proposals are to be submitted (**TWO COPIES**) in a sealed envelope and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Bids must be delivered to:

Purchasing Department
Stratford Town Hall – Rm 202
2725 Main Street
Stratford, CT 06615

C. CONDITIONS:

Bid Surety:

A bid surety is not required.

Payment: Final payment will be made upon the acceptance of the completed work by an authorized representative of the Town of Stratford. NO partial payments will be made. Invoices covering the work specified herein should be forwarded to the Purchasing Department upon completion of the project.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

Addendums: All addendums will be posted on the town website, www.townofstratford.com. It is the responsibility of the bidder to check the website for any addendums before submitting their bid.

F.O.B. Destination: All prices quoted must be net delivered to destination.

Conflict of Interest: No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

D. RESERVATIONS:

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

Michael Bonnar, Purchasing Agent

Town of Stratford – BID 2018-001

Pump Motor Repair Contract for WPCF

BID SPECIFICATION

Introduction:

The Town of Stratford Purchasing Department, on behalf of the Stratford Water Pollution Control Authority, intends to identify an outside company (contractor/vendor) that will be able to provide complete electrical motor and mechanical pump repair to the WPCF plant and 16 pump stations numerous electric motors and pumps for an initial one (1) year contract period.

The work described herein shall be done in conformance with all the terms and conditions stated in these bid documents, and any addendums or work directives as may be deemed necessary during the course of the service contract and issued by the WPCA or their authorized representative. The contractor shall provide all labor, material and equipment necessary for the repair of this equipment unless directed otherwise by Plant Superintendent or his designee.

Brand Names of Electric Motors and Pumps:

The plant has numerous brands of pumps and motors including but not limited to those brands listed below.

- GE Westinghouse
- Smith and Loveless
- Allis Chalmer
- Marathon Electric
- Armstrong
- Marathon
- Reliance
- Baldor
- Dayton
- Chicago
- Teco
- Landia
- Flygt
- ABS
- Siemons

Motor HP ranges from <1HP to 500HP

General Scope of Work:

A. Contractors responsibility:

The successful bidder/contractor shall be responsible for all coordination and supervision of personnel associated with the repair of electric motors.

- The vendor/contractor will only use original manufactured parts for the particular unit being repaired. Substitute or generic parts may only be used with the express written permission of the Process Control Supervisor or the Plant Superintendent.
- The successful vendor/contractor will provide transportation to pick up and deliver a broken or repaired unit. The point of origin is to be the Stratford WPCA plant. The pickup of the broken unit must occur within 24 hours of the notification.
- The successful vendor/contractor must provide a detailed written quote to the responsible party, for the labor repair costs, parts to be replaced cost in the broken unit, and time needed to repair before getting confirmation to actually begin repairs.
- The successful vendor/contractor must provide hourly rates for electrical repair labor.
- The successful vendor/contractor must provide a list of parts for replacement at a percentage rate below MSRP
- The successful vendor/contractor must provide premium time rates for emergency repair of critical units to the organization.
- The successful vendor/contractor must provide a minimum of a one (1) year guarantee on parts and labor for the unit repaired.
- The successful vendor/contractor must provide a detailed service report after equipment is repaired to ensure that it meets manufacturers' specifications.

B. WPCA Responsibility:

- Provide location of equipment to be picked up.
- Give written approval for generic parts.
- Give final approval to proceed once quote to repair is received.

SPECIAL CONDITIONS

1. The initial repair contract shall be valid for a one year period from the date the contract is awarded with the option to extend the contract for two (2) one (1) year terms upon mutual agreement.
2. The contractor shall have at least five (5) years of work experience in the repairs of industrial electric motors.
3. The contractor shall also submit a list of five (5) references including names, address and phone numbers.
- 4) If the contract is extended in subsequent years the rates for labor will be negotiated.
- 5) Repair process to follow EASA (Electro Mechanical Services Association) AR100 Best Practices for electric motor and pump repair.
- 6) Balancing of all rotating parts to be performed to ISO 1940 G 2.5 specification or better.
- 7) Procedures to be documented in repair process and accessible for review, inspection and verification.
- 8) Data retrieved during repair process (electrical, mechanical, media) to be digitally provided both via report and on an adhoc basis.
- 9) OEM parts to be supplied with a digital record of receipt sand any other procurement documentation requested.
- 10) Technicians are required to have a minimum certification in basic industrial electrical, pumps and pump systems, submersible and vertical pump maintenance, controls and drives, bearing and seal inspection and field service. **CERTIFICATIONS MUST BE SUBMITTED WITH BID**
- 11) The contract may be terminated by the Stratford WPCA at any time with cause.

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Pump & Motor Repair Contract for WPCF

BID SHEET

Company Name: _____

Address: _____

City, State, Zip Code: _____

Company Phone: _____

Company Fax : _____

Representative's Name: _____

Representative's Title: _____

Representative's Signature: _____

Rate quotes:

1. Hourly rate for non-emergency weekday electrical repair: _____

2. Hourly rate for emergency weekday electrical repair: _____

3. Hourly rate for emergency weekend/holiday electrical repair: _____

4. Per cent (%) off of MSRP for parts: _____

5. Cost for pick up and delivery of motor: _____

References (At least five with contact information):
