

# Request for Statements of Qualifications #27377 for Electric Motor Repair

**PURPOSE:** The City is requesting Statements of Qualifications (SOQ's) from Qualified and Fully Equipped Electric Motor Repair shops for participation in a Multiyear Contract. Each qualifying vendor will receive a Contract (not to exceed \$150,000 per contract year) to perform future work awarded for repair of electric motors ranging in size up to 4160 volts, 5000 hp. An award of a Contract does not guarantee vendors will receive any work.

**DUE DATE:** Statements of Qualifications will be received No Later Than 2:00 p.m. local time on Friday, August 7, 2015 at City of Memphis, Purchasing Department, Room 354, 125 North Main Street, Memphis, TN 38103.

**SUBMITTAL REQUIREMENTS:** Each responding vendor is required to submit the details of their shop equipment and facilities that meet or exceed those specified under the Minimum Qualifications below. Included with the bidder's submittal shall be bidder's warranty on work and materials provided for repairs. Such warranties shall be for a period not less than 12 months. Submittals shall be in a sealed envelope, with the RFQ Number, RFQ Name, Due Date, and Vendor Name clearly marked on the outside of the envelope. Submittals must be received no later than the Due Date and Time listed above.

## **MINIMUM QUALIFICATIONS:**

### **Only Vendor Shops meeting the following requirements need respond to this RFQ.**

Those vendors within 100 miles of Shelby County having the shop facilities equipped as specified herein will be considered for any contracts resulting from this Request for Statements of Qualifications. All work performed under each RFQ must be performed in Vendor's shop.

Qualified Vendors must have shop facilities complete with VPI capabilities and have test run facilities complete with dynamometer and power oil supply to maintain power lubrication on the motor's bearings while test runs are conducted. Participating Vendors must have shop facilities with 4160 volt, 181 Amp, 3 Phase power supply capable of ramping motor up under load to an operating speed of 545 RPM and conducting a minimum of two 30 minute test runs with the repaired motor under load.

Each vendor eligible to receive Contract resulting from this Request for Statements of Qualifications will be require to provide proof of insurance before a Contract will be issued. Insurance requirements are listed at the end of this document.

**Scope of Work:** A Request For Quotes (RFQ) for jobs estimated to be below \$50,000 will be sent to each qualifying vendor and each vendor will be required to test and evaluate the motor needing repairs. The scope of work that may be requested will vary and may consist of cleaning, baking and checking motors or complete rewind/rebuild of motors. The electric motor needing

repair work will be made available to each vendor for testing and analysis at the M.C. Stiles WTP, 2303 North Second St. 38127, unless otherwise specified. Each participating vendor will define the required scope of work found from his testing and analysis. Each vendor will then prepare a detailed list of the repairs required to restore the motor to its original condition. The list of required repairs and the cost associated with each along with bidder's warranty covering the work will be included in the quote submitted in response to the RFQ sent to participating vendors. Monthly invoices for partial payments will be allowed from time to time as work progresses on long duration rebuild motor projects.

For Work Orders issued under this procedure, individual projects will not exceed \$49,999.99 per work order. For projects where all quotes are \$50,000 or over, a Legal Notice to Bidders for Request For Quotes will be issued, and the resulting award/contract will be in addition to any contracts resulting from this Request For Statements of Qualifications.

**Award of Work Orders:** The responding vendor with the lowest and best overall price quote submitted for each electric motor repair will be awarded a Work Order for that specific work. Funds sufficient to pay for work performed under the awarded Work Order will be encumbered and applied towards the vendor's Contract for payment of vendor's invoice.

#### **GENERAL CONDITIONS:**

1. Each Participating Vendor shall submit with each price quote, a detailed list of repairs needed to restore each motor to original condition including the cost associated with the listed repair.
2. Contingencies and Exceptions: Each Participating Vendor is required to list all contingencies, exceptions, deviations, or variations to the evaluation submitted with his quote. All contingencies and exceptions should be set forth and done in a clear, logical fashion on a sheet designated by the vendor as such.
3. Each Motor in need of repairs shall be picked up and delivered back to M. C. Stiles Wastewater Treatment Plant, 2303 North Second Street, Memphis, TN 38127, unless otherwise specified. All related costs shall be included in Vendor's quotes returned for consideration.
4. A full copy of the warranty covering the Parts and Labor shall accompany each quote sent in response to the RFQ notices received.
5. Questions concerning this Request For Statements of Qualifications should be directed to Chuck French at 901-636-4329 or Terry Perkins at 901-636-4313.

#### **All Prices Quoted shall include the cost of pick up and delivery of motor to:**

M.C. Stiles W.W.T.P.  
2303 North Second Street

**Insurance Requirements**

A. The Contractor shall not commence any work under this agreement until it has obtained and caused its subcontractors to procure and keep in force all insurance required hereunder. The Contractor shall require all subcontractors to carry insurance as outlined below, in case the subcontractor(s) are not protected by the policies carried by the Contractor. Prior to commencing any work under this contract, the Contractor shall furnish the City a Certificate of Insurance and/or policies, upon request, executed by an authorized representative of the insurance carrier evidencing that the insurance required hereunder is in effect. Failure to maintain or renew coverage or to provide evidence of renewal may result in termination of the contract by City. Failure of the City to identify any deficiency in the evidence that is provided shall not be construed as a waiver of the Contractor's obligation to maintain such insurance. The City reserves the right to review these requirements and to modify insurance coverage and their limits when deemed necessary and prudent. Insurance coverage shall be provided by companies rated A:VI or better by Best's Insurance Rating. The City reserves the right to reject any or all insurance carrier(s) with an unacceptable financial rating. All insurance companies must be acceptable to the City of Memphis and licensed in the State of Tennessee.

B. If any of the insurance requirements are non-renewed at the expiration dates of any policy, payment to the Contractor may be withheld until those requirements have been met, or at the option of the City, the City may pay the renewal premiums and withhold such payments from any monies due the Contractor. Contractor's insurance shall be primary as respects the City, its officers, employees, and agents. Any insurance or self-insurance maintained by the City, its officers, employees and agents shall be excess of the Contractor's insurance and shall not contribute with it.

C. The Contractor shall maintain, at its expense, at minimum, the following insurance coverage during the life of the Agreement:

1. WORKERS COMPENSATION in accordance with the statutory requirements and limits of the State of Tennessee

Employer's Liability \$100,000 Each Accident

\$500,000 Disease - Policy Limit

\$100,000 Disease - Each Employee

The workers compensation policy shall include a waiver of subrogation in favor of the City, its officials, employees and agents.

2. AUTOMOBILE LIABILITY covering owned, non-owned and hired vehicles with a minimum limit of: \$1,000,000 Each Occurrence - Combined Single Limits. The policy shall include a waiver of subrogation in favor of the City, its officials, employees and agents.

3. The Contractor shall be responsible for maintaining any and all PROPERTY INSURANCE on its own equipment and shall require all subcontractors to do likewise.

4. COMMERCIAL GENERAL LIABILITY covering Bodily Injury and Property Damage on an "occurrence" basis. The policy shall include a waiver of subrogation in favor of the City, its officials, employees and agents. The coverage shall be provided on ISO occurrence Form CG 00 01 07 98 (or substitute form for providing equivalent or greater coverage) and include Premises and Operations, Contractual Liability, Independent Contractor's Liability, Broad Form Property Damage, including Premises/Completed Operations, and Personal Injury liability, with employee and contractual exclusions deleted.

General Aggregate \$2,000,000

Products - Completed Operations \$1,000,000

Personal & Advertising \$1,000,000

Each Occurrence \$1,000,000 (Bodily Injury & Property Damage)

Fire Damage (any one fire) \$50,000

Medical Expense (any one Person) \$5,000

5. A Separation of Insureds condition shall be included in all general liability and automobile liability policies required by this Agreement.

D. Each certificate or policy shall require and state in writing the following clauses:

1. The vendor shall provide notice to the City of Memphis within three (3) business days following receipt of any notice of cancellation or material change in the vendor's insurance policy. This notice shall be given to the City of Memphis Risk Manager by registered mail, return receipt requested to the following address:

City of Memphis

Attn: Risk Management

2714 Union Avenue Extended, Suite 200

Memphis, TN 38112

**2. "The City of Memphis, its officials, agents, employees and representatives shall be named as Additional Insured on all liability policies." The additional insured endorsements shall be attached to the Certificate of Insurance."**