

**NOTICE OF REQUEST FOR QUALIFICATIONS  
FOR  
REPAIR SERVICES – MOTORS, PUMPS & MACHINING**

The Ocean County Utilities Authority, Bayville, New Jersey, will receive sealed qualifications and statement of interest (QSOI) packages until **2:00 p.m., local time, on Thursday, February 9, 2012** for Repair Services for Motors, Pumps and Machining; at which time said QSOI packages will be publicly opened. Each QSOI shall be signed and submitted in a sealed envelope bearing the name and address of the firm or individual making the submittal, the name of the Request for Qualifications/Statement of Interest (RFQ), and the due date of the RFQ on the outside of the envelope. The RFQ, including standardized submission requirements and selection criteria for all services, may be obtained from the Authority's Purchasing Department at 501 Hickory Lane, Bayville, NJ, 732-269-4500 during normal business hours, or may be downloaded from the Authority's website. All firms or individuals must be fully licensed to carry out the duties of their prospective services as required by the State law. The firm or individual shall possess a valid New Jersey Business Registration Certificate at the time of submittal of the QSOI package. If selected, the successful firm or individual will be required to comply with the requirements of N.J.S.A. 10:2-1 through 10:2-4, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. The Authority reserves the right to reject any and all submittals and waive any informality or technicality in any submittal. Responses to this RFQ which are to be mailed shall be mailed to: Purchasing Department, Ocean County Utilities Authority, PO Box P, Bayville, NJ 08721.

**THE OCEAN COUNTY UTILITIES AUTHORITY**  
**Request for Qualifications**  
**RFQ-RSMPM-12-6**  
**Repair Services – Motors, Pumps, and Machining**

The Ocean County Utilities Authority (Authority) is requesting qualifications and statement of interest (QSOI) packages from firms or individuals to provide Motor Repair, Pump Repair and Machining Services. Each individual type of Repair Service needed is described under the Scope of Work section of this RFQ.

This Request for Qualifications (RFQ) is being issued and a contract will be awarded under the “Fair and Open” process pursuant to New Jersey Local Unit “Pay To Play” Law, Chapter 19, P.L. 2004 (as amended by P.L. 2005, c.51), N.J.S.A. 19:44A-20.4 et seq.

All firms submitting a QSOI package are advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3) if the firm receives contracts in excess of \$50,000 from public entities in a calendar year. It is the firm’s responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

**General Requirements**

Repair Services for Motors, Pumps and Machining – Electrical and Mechanical

No oral interpretation shall be made to any firm as to the meaning of any sections of this RFQ. Any questions or responses pertaining to this document shall be directed to:

Gerald J. Carboy, Q.P.A., Supervisor, Administrative Services  
Purchasing Department  
Ocean County Utilities Authority  
PO Box P  
Bayville, NJ 08721  
Phone: 732-269-4500, extension 8304  
Fax: 732-269-8440  
[gcarboy@ocua.com](mailto:gcarboy@ocua.com)

Or

Christine D. Carty, QPA, RPPO  
Purchasing Agent  
732-269-4500, extension 8229  
[ccarty@ocua.com](mailto:ccarty@ocua.com)

Any firms who download the RFQ from the Authority’s website are requested to notify the above person of the Authority via email with the name and address of their firm.

**Questions**

**All questions shall be submitted in writing to the Authority, and shall be postmarked at least seven (7) days before the established date for RFQ opening.** The Authority will arrange, as addenda, which shall become part of the contract, all pertinent questions received and the decision regarding each. Prior to the opening of the RFQ’s, a copy of these addenda will be sent to each vendor who has obtained an RFQ from the Authority.

Firms shall acknowledge receipt of any addenda in the space provided in the RFQ. In the event that the firm does not acknowledge receipt of any or all addenda, the firm shall be bound to comply with said addenda.

**Omissions and Discrepancies**

Should a firm find discrepancies or omissions in the RFQ, or should they be in doubt as to their meaning, they should immediately notify, in writing, or orally, the Authority who shall issue an addendum for clarification to all of those who have received/obtained an RFQ. Time limits shall be as defined in "Questions".

### Sales and Use Taxes

Firms responding to this RFQ shall study all tax laws for the jurisdiction in which the work is to be done, particularly so-called "Sales and Use Taxes" for which they may be liable as a consumer or user of goods. The Ocean County Utilities Authority is a tax exempt organization and such taxes shall not be included in the bid amounts.

### Indemnity

The contractor shall indemnify and save harmless to the fullest extent permitted by law, the AUTHORITY, the AUTHORITY'S officials, agents, and employees, from and against all losses, claims, damages, expenses or judgments of every nature and description, including claims for bodily injury and property damage, brought or recovered against them but only to the extent caused by the negligent acts or omissions of the contractor, regardless of whether or not such loss, claim, damage or expense is caused in part by a party indemnified hereunder.

### Contract Year - Prices Firm

After careful review of each firm's submission, and in the best interests of the Authority, the Authority intends, at its option, to award single or multiple contracts to firm(s) which best meet the Authority's needs for a period of one (1) year, beginning with the date the contract is awarded by the Authority. Once awarded, the Authority will issue Purchase Orders on an as-needed-basis referencing the contract number for services needed. Proposal prices shall remain firm for the duration of the contract.

The Ocean County Utilities Authority will make an award of the contract under and pursuant to N.J.S.A. 40A:11-1, et seq., (New Jersey Public Contracts Law), within sixty (60) days from the date of the receipt of the QSOI through a "Fair and Open" process pursuant to New Jersey Local Unit "Pay To Play" Law, Chapter 19, P.L. 2004 (as amended by P.L. 2005, c.51), N.J.S.A. 19:44A-20.4 et seq.

Award of this contract is subject to the 10 day review period provided by S763 N.J.S.A. 40:14B-14.

### Selection Criteria:

All proposals will be evaluated and graded by the Authority on the basis of the most advantageous, price, and other factors considered including the mandatory submission of the requested information and documents as set forth in the Submission Checklist and Scope of Work which is unique to said Requests for Qualifications. Each item is explained in greater detail in the "Scope of Work" section of this RFQ.

### **GENERAL INFORMATION**

- a) Business Location (NJ = 1, NY, PA & DE = 0)
- b) Ownership Statement Form (Y=1 pt, N=0 pt)
- c) Non-Collusion Affidavit (Y=1 pt, N=0 pt)
- d) NJ Certificate of Employee Information Report Approval or a completed Form AA-302 Initial Employee Information Report (Y=1 pt, N=0 pt)
- e) Business Registration Certificate (Y=1 pt, N=0 pt)
- f) Certificates of Insurance / Letter stating if awarded will provide a.s.a.p. (Y=1 pt, N=0 pt)
- g) Provide a list of four professional references with addresses and telephone contact numbers (Y=1 pt, N=0 pt)

### **SECTION-1 PUMP REPAIR, MACHINING & BALANCING SERVICES**

- a) Industrial Certifications (1 pt. for each applicable certification)
- b) List any present Waste-Water Utilities work (0 = 0, 1-2 = 1, 3+ = 2)
- c) In-house engineering (Y=1 pt, N=0 pt)
- d) In-House API balancing (Y=1 pt, N=0 pt)
- e) Impeller Size Repair Capabilities (Small 0-8 inches = 1 pt, Medium 0-16 inches = 2 pt, Large 0-25 inches = 3 pt) Diameter based
- f) Types of pumps serviced - NO DUPLICATES (1 pt for each type)
- g) Certified Authorized Factory PUMP Repair Center for (0 = 0, 1-pt for each current certificate)**
- h) Length of mechanical warranty against defects in materials and workmanship under normal operating conditions (for each year of warranty = 1 pt each)
- i) Parts / Materials % markup from material cost (0-10% = 6 pt, 11-20% = 4 pt, 21-30%+ = 2 pt)
- j) Std Labor Rate (\$101+ = 1.0, \$91-\$100 = 1.1-2.0, \$81-\$90 = 2.1-3.0, \$71-\$80 = 3.1-4.0, \$61-\$70 = 4.1-5.0, \$51-\$60 = 5.1-6.0, \$41-\$50 = 6.1-7.0, \$31-\$40 = 7.1-8.0, \$21-\$30 = 8.1-9.0, 0-20 = 10.0)
- k) Premium Labor Rate (\$101+ = 1.0, \$91-\$100 = 1.1-2.0, \$81-\$90 = 2.1-3.0, \$71-\$80 = 3.1-4.0, \$61-\$70 = 4.1-5.0, \$51-\$60 = 5.1-6.0, \$41-\$50 = 6.1-7.0, \$31-\$40 = 7.1-8.0, \$21-\$30 = 8.1-9.0, 0-20 = 10.0)

## **SECTION-II MOTOR REPAIR, MACHINING AND BALANCING SERVICES**

- a) Industrial Certifications (1 pt, for each provided that it is applicable)
- b) Largest motor for which your motor service center is fully equipped to rewind and test in-house (Frame Size - 48-184T = 1pt, 48-256T = 2 pt, 48-365T = 3 pt, 48-505S = 4 pt)
- c) Repair Capability (1 pt for each)
- d) List any present Waste-Water Utilities work (0 = 0, 1-2 = 1, 3+ = 2)
- e) In-house engineering available (Y=1 pt, N=0 pt)
- f) Certified Authorized Factory MOTOR Repair Center for (0 = 0, 1-pt for each current certificate)**
- g) Rewinding Capabilities (1 pt or each check)
- h) Winding Warrantee (1 pt for each year)
- i) In-House API balancing (Y=1 pt, N=0 pt)
- j) Length of mechanical warranty against defects in materials and workmanship under normal operating conditions (for each year of warranty = 1 pt each)
- k) Parts / Materials markup from material cost price (0-10% = 6 pt, 10-20% = 4 pt, 20-30%+ = 2 pt)
- l) Std Labor Rate (\$101+ = 1.0, \$91-\$100 = 1.1-2.0, \$81-\$90 = 2.1-3.0, \$71-\$80 = 3.1-4.0, \$61-\$70 = 4.1-5.0, \$51-\$60 = 5.1-6.0, \$41-\$50 = 6.1-7.0, \$31-\$40 = 7.1-8.0, \$21-\$30 = 8.1-9.0, 0-20 = 10.0)
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## **SECTION-III EQUIPMENT / PARTS FABRICATION AND MACHINING SERVICES**

- a) List any present Waste-Water Utilities work (0 = 0, 1-2 = 1, 3+ = 2)
- b) In-house engineering available (Y=1 pt, N=0 pt)
- c) Workable shaft size diameter (Small = 0-1 inches 1 pt, Large = 0-4 inches 2 pt)
- d) Workable shaft size length (Small = 0-3 ft = 1 pt, Large = 0-15 ft = 2 pt)
- e) Workable sleeve size diameter (Small = 0-2 inches = 1 pt, Large = 0-7 inches = 2 pt)
- f) Length of mechanical warranty against defects in materials and workmanship under normal operating conditions - (for each year of warranty = 1 pt each)
- g) Parts / Materials markup from material cost price (0-10% = 6 pt, 10-20% = 4 pt, 20-30%+ = 2 pt)
- h) Std Labor Rate (\$101+ = 1.0, \$91-\$100 = 1.1-2.0, \$81-\$90 = 2.1-3.0, \$71-\$80 = 3.1-4.0, \$61-\$70 = 4.1-5.0, \$51-\$60 = 5.1-6.0, \$41-\$50 = 6.1-7.0, \$31-\$40 = 7.1-8.0, \$21-\$30 = 8.1-9.0, 0-20 = 10.0)
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**All Submissions MUST Include The Following Minimum Information with their submittal package:**

1. Certificates of Insurance issued by an insurance carrier licensed in the State of New Jersey in accordance with the Authority's Insurance Requirements. If you intend to request an exemption from any of these requirements, please include such request with your submittal.
2. **A complete list ORGANIZED BY SECTION of all of your businesses industrial certifications, certified authorized repair center certifications and affiliates as stipulated in the "Scope of Work" section of this package.**
3. A list of four professional references with addresses and telephone contact numbers. All must have direct knowledge relating to your experience in the requested service.
4. The Authority's Non-Collusion Affidavit, which is part of these specifications, must be completed and submitted with the submission.
5. If the proposer is a corporation, partnership, limited partnership, limited liability corporation, limited liability partnership or a subchapter S corporation, the vendor, in compliance with P.L. 1977, Chapter 33, must submit, with their QSOI package, the Ownership Statement Form, which is part of this specification, setting forth the names and addresses of all stockholders or individual partners who own 10% or more of its stock or interest. If one or more such stockholder or partner is itself a corporation, partnership, limited partnership, limited liability corporation, limited liability partnership or a subchapter S corporation, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed.
6. A copy of your New Jersey Certificate of Employee Information Report Approval pursuant to N.J.A.C. 17:27-1.1 et. seq. or a completed Form AA-302 Initial Employee Information Report.
7. A copy of your Business Registration Certificate as required pursuant to section 1 of P.L. 2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L. 1977, C110 (C.5:12-92).

If selected, you will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

**Submission Requirements:**

All responses to this Request for Qualifications (RFQ):

1. Will be opened publicly in the Authority's Public Meeting Room at 501 Hickory Lane, Bayville, New Jersey, commencing at 2:00 p.m., prevailing time, on Thursday, February 9, 2012.

2. MUST be signed by the proposer and must be enclosed in a sealed envelope bearing the name and address of the submitter and **MUST DISPLAY ON THE OUTSIDE OF THE PACKAGE the name of this RFQ, and the RFQ due date.**
3. Responses which are to be hand delivered the day of the opening must be taken and presented to either the Supervisor, Administrative Services, the Purchasing Agent or designee **BEFORE** the time the responses to this RFQ are called for.
4. Sealed responses to this RFQ shall be mailed to:

Gerald J. Carboy, Q.P.A., Supervisor, Administrative Services  
Purchasing Department  
Ocean County Utilities Authority  
PO Box P  
Bayville, NJ 08721

and **MUST** be received prior to 2:00 p.m., prevailing time on the date on which they are to be opened.

5. The Authority will not be responsible for late mail deliveries and no responses to this RFQ will be accepted by the Authority if received after the time stipulated above.
6. **You MUST SUBMIT AND INCLUDE an original AND three (3) copies of your response to this RFQ in order for your response to be deemed complete.**
7. The Ocean County Utilities Authority reserves the right to reject any or all proposals, or to waive any informalities in the proposals and to accept any proposal deemed in the best interest of the Authority.

#### **Insurance Requirements**

The Vendor shall obtain and maintain the insurance policies with coverages and limits as indicated heron and with carriers licensed and admitted in New Jersey and with an A.M. Best's rating of A VII or better, listing the Authority as an additional named insured.

- I. The Service shall not commence until the Contractor has obtained, at their own expense, all of the insurance as required hereunder, and such insurance has been approved by the Authority; nor shall the Contractor allow any Subcontractor to commence work on any projects until all insurance required of the Subcontractor has been so obtained and approved by the Contractor. Approval of insurance required of the Consultant will be granted only after submission to the Authority of original Certificates of Insurance signed by authorized representatives of the insurers or, at the Authority's request, certified copies of the required insurance policies.
- II. The Contractor shall require all Subcontractors to maintain during the term of the Agreement, commercial general liability insurance, business auto liability insurance and workers compensation/employers liability insurance at the same limits required of the Contractor.
- III. All insurance policies required hereunder shall be endorsed to provide that the policy is not subject to cancellation, non-renewal, or material reduction in coverage until thirty (30) days prior written notice has been given to the Authority.
- IV. No acceptance and/or approval of any insurance by the owner shall be construed as relieving or excusing the Contractor or the Contractor's Surety from any liability or obligation imposed upon either or both of them by provisions of this Agreement.
- V. Any deductibles or retentions of \$5,000 or greater shall be disclosed by the Contractor, and are subject to the Authority's written approval. Any deductible or retention amounts elected by the Contractor, or imposed by the Contractor's insurer(s) shall be the sole responsibility of the Consultant.
- VI. All insurance coverages must be underwritten by insurers licensed to do business in the State of New Jersey and be acceptable to the Authority. The insurers must also have a policyholders' rating of "A-" or better, and a financial size of "Class VII" or better in the latest evaluation by A.M. Best Company.

- VII. If the Authority is damaged by the failure or neglect of the Contractor to purchase and maintain insurance as described and required herein, without so notifying the Authority, then the Contractor shall bear all reasonable costs properly attributable thereto.
- VIII. The Contractor shall purchase the following insurance coverages for not less than the limits specified below or required by law, whichever is greater:
- A. Commercial General Liability Insurance or its equivalent for bodily injury, personal injury, and property damage including loss of use, with minimum limits of:
- \$1,000,000 each occurrence
  - \$1,000,000 personal and advertising injury
  - \$2,000,000 general aggregate
  - \$1,000,000 products/completed operations aggregate
- This insurance shall include coverage for all of the following:
- General Liability
  - General aggregate limit
  - Liability arising from premises and operations
  - Liability arising from the actions of independent contractors
  - Contractual liability including protection for the Contractor from bodily injury and property damage claims arising out of liability assumed under this Agreement
- B. Business Auto Liability Insurance or its equivalent with a minimum limit of \$1,000,000 (CSL) Bodily Injury and Property Damage Liability per accident and including coverage for the following:
- Liability arising out of the ownership, maintenance or use of any auto
  - Auto non-ownership and hired car coverage
- C. Workers Compensation Insurance or its equivalent with statutory benefits as required by any State or Federal Law, including standard "other states" coverage; Employers Liability Insurance or its equivalent with minimum limits of:
- \$500,000 each accident for bodily injury by accident
  - \$500,000 each employee for bodily injury by disease
  - \$500,000 policy limit for bodily injury by disease
- D. Professional Liability: Professional Service Contractors (such as, but not limited to Architects, Engineers, Attorneys, Physicians, and Risk Management Consultants) shall provide the Authority with a Certificate of Insurance evidencing professional liability and/or malpractice insurance with minimum limits of \$2,000,000 per occurrence, \$2,000,000 annual aggregate.
- E. Umbrella Excess Liability or Excess Liability Insurance or its equivalent with minimum limits of \$1,000,000 per occurrence, \$1,000,000 aggregate.

**THE OCEAN COUNTY UTILITIES AUTHORITY  
SUBMITTAL CHECKLIST**

BID NO. RFQ-RSMPM-12-6 ITEM: Repair Services – Motors, Pumps and Machining

**Please attach the following requested documents organized in the order listed below.** Also, please verify by checking off each item, that the listed documents you supplied have been fully and properly executed and are attached in order:

**GENERAL**

- \_\_\_\_\_ Submittal Checklist Completed - pg-8
- \_\_\_\_\_ Submittal Checklist (Signed) - pg-8
- \_\_\_\_\_ Non-Collusion Affidavit (Signed And Notarized) – pg10
- \_\_\_\_\_ Ownership Statement – pg-11
- \_\_\_\_\_ Affirmative Action Questionnaire / Nj Certificate Of Employee Information Report
- \_\_\_\_\_ Copy Of Bidder's New Jersey Business Registration Certificate
- \_\_\_\_\_ Certificates Of Insurance
- \_\_\_\_\_ Professional References (Including Addresses And Telephone Numbers)
- \_\_\_\_\_ **Industrial Certifications – (Scope of Work pg-12)**

**TECHNICAL (Please group attachments together by section)**

**SECTION-I – PUMP REPAIR, MACHINING AND BALANCING SERVICES**

- \_\_\_\_\_ **Industrial Certifications – (Scope of Work pg-12)**
- \_\_\_\_\_ Pump Inspection/Repair Report (Section-I, Item #1)
- \_\_\_\_\_ Pump Balancing Procedure (Section-I, Item #5)
- \_\_\_\_\_ Authorized Manufacturer Repair Center Certifications (Section-I, Item #8)

**SECTION-II – MOTOR REPAIR, MACHINING AND BALANCING SERVICES**

- \_\_\_\_\_ **Industrial Certifications – (Scope of Work pg-12)**
- \_\_\_\_\_ Motor Inspection/Repair Report (Section-II, Item #1)
- \_\_\_\_\_ Authorized Motor Manufacturer Repair Center Certifications (Section-II, Item #9)
- \_\_\_\_\_ Motor Balancing Procedure (Section-II, Item-B)

**SECTION-III – EQUIPMENT/PARTS FABRICATION AND MACHINING SERVICES**

- \_\_\_\_\_ Fabrication/Machining Inspection/Repair Report (Section-III, Item #1)
- \_\_\_\_\_ Authorized Factory Repair Center Certifications (Section-III, Item #3)

I hereby state that the goods or services offered by this bid shall be provided exactly as set forth in the specifications, without exception of any kind, unless said exception is specifically stated in writing as a part of this bid. With respect to any such exception, I recognize that the Authority reserves the right to reject any bid which, by reason of exceptions taken, is in the Authority's judgment non-conforming to the specifications.

I hereby certify that I have read the proposal submitted herewith and that I am authorized to make this proposal on behalf of the business entity whose name appears in it. I further certify that all items listed and all computations are accurate and have been verified.

I hereby certify that the foregoing statements made by me are true and recognize that if any statement made herein is willfully false I am subject to punishment.

**SIGNATURE OF BIDDER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PLEASE PRINT OR TYPE:** NAME AND TITLE: \_\_\_\_\_  
BUSINESS NAME & \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

**THE FOLLOWING PROPOSAL IS HEREBY MADE TO:**

The Ocean County Utilities Authority  
501 Hickory Lane  
Bayville, New Jersey 08721

Name of Company \_\_\_\_\_

Business Address \_\_\_\_\_

Tax ID # \_\_\_\_\_

Telephone # \_\_\_\_\_ FAX # \_\_\_\_\_

Signature of Bidder \_\_\_\_\_  
(Name & Title)

Incorporated under the laws of the State of \_\_\_\_\_

President \_\_\_\_\_  
(Name)

Secretary \_\_\_\_\_  
(Name)

Treasurer \_\_\_\_\_  
(Name)

Dated: \_\_\_\_\_ (AFFIX CORPORATE SEAL HERE)

If the bidder is a Partnership, Individual, or Non-Incorporated Organization, give the following information:

Name of Company \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

Tax ID # \_\_\_\_\_

Telephone # \_\_\_\_\_ FAX # \_\_\_\_\_

Signature of Bidder \_\_\_\_\_  
(Name & Title)

Names and Addresses of  
Members of Company \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

STATE OF

SS:

COUNTY OF

I, \_\_\_\_\_, of the City of \_\_\_\_\_, in the County of \_\_\_\_\_, and the State of \_\_\_\_\_, of full age, being duly sworn according to law, on my oath, depose and say that:

I am \_\_\_\_\_, (Title), of the firm of \_\_\_\_\_

\_\_\_\_\_, the Proposer,

making the Proposal for the following named qualifications and statement of interest (QSOI) package: \_\_\_\_\_, and that I executed the said Submittal, with full authority to do so; that said Firm has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive participation in connection with the above named QSOI; and that all statements contained in said Submittal and in this affidavit are true and correct, and made with full knowledge that The Ocean County Utilities Authority relies upon the truth of the statements contained in said Submittal and in the statements contained in this affidavit in awarding the Agreement for said QSOI.

I further warrant, that no person or selling agency has been employed, or retained, to solicit or secure, such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies

maintained by \_\_\_\_\_ (N.J.S.A. 52:34-15).

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
(Type or print name of affiant)

Subscribed and sworn to before me this  
day of \_\_\_\_\_, 20 .

\_\_\_\_\_  
Notary Public of

My commission expires \_\_\_\_\_, 20 .  
(Seal)

**OWNERSHIP STATEMENT**

If the Proposer is a corporation, partnership, limited partnership, limited liability corporation, limited liability partnership or a subchapter S corporation, the Proposer, in compliance with P.L. 1977, Chapter 33, shall submit, with their Proposal Package, the following statement setting forth the names and addresses of all stockholders or individual partners who own 10% or more of its stock or interest. If one or more such stockholder or partner is itself a corporation, partnership, limited partnership, limited liability corporation, limited liability partnership or a subchapter S corporation, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed.

**IF NONE, SO STATE or CHECK HERE**

INDIVIDUAL

ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I certify that the foregoing information is correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Title

The Undersigned Firm hereby certifies that he/she has carefully read and understands the requirements set forth in the Request for Qualifications and offers the following:

The Undersigned Bidder hereby acknowledges receipt of the following addenda:

ADDENDUM NO.	DATE
_____	_____
_____	_____
_____	_____

## **Scope of Work**

The Ocean County Utilities Authority (Authority) is requesting qualifications from firms or individuals to provide the following Repair Services.

### **COMPLIANCE TO MINIMIM SUBMISSION REQUIREMENTS**

If a vendor is basing their proposal on utilizing parts and/or equipment contended to be an “equivalent” to parts and/or equipment specified in these RFQ documents and wishes the equipment they propose to be considered an “approved equipment equal”, they must submit on their letterhead, a list of details supporting any and all deviations in the exact format of the specifications contained herein. A general exception cannot be taken for any paragraph or item. Literature / Documentation of all equivalent equipment used in providing said services shall be submitted with bidder’s proposal. A demonstration of all proposed “equivalent” equipment intending to be used shall be performed promptly if requested.

**PLEASE NOTE: Repair Centers who are not factory authorized service centers for equipment the Authority will be requesting to be repaired are advised that The Ocean County Utilities Authority reserves the right to use an authorized Original Equipment Manufacturer Repair Center if in the best interest of the Authority.**

## **SECTION – 1**

### **PUMP REPAIR, MACHINING AND BALANCING SERVICES**

**Only proposals from firms specializing in the repair and refurbishment of small to large industrial pumps will be considered acceptable.**

**Please check ALL industrial certifications your pump repair center has been qualified for. To get credit, you MUST attach a CURRENT and up-to-date copy of each certification to the “Submittal Checklist” page.**

ISO 9000  ISO 9001  ISO 9004  (Quality Management)

ISO 13849-1  (Safety of machinery)

List additional Certifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Please list any present Waste-Water Utilities you have recently performed pump repair work for.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

a. List types of pumps (ex. positive displacement, centrifugal, etc.) you repaired for the Utilities indicated in item 2 above and Include the pump manufacturer and size.

<u>Pump Type</u>	<u>Pump MFG</u>	<u>Pump Size</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Is in-house engineering available?  Yes  No

If yes, please list individuals and their credentials.

_____	_____
_____	_____

3. Please advise if your firm does in-house balancing according to API Balancing Tolerance procedures.

Yes  No

4. Please list actual pump impeller and shaft sizes that you can repair in your shop.

	FROM	TO
Impellers	_____ Inches	_____ Inches
Shafts	_____ Inches	_____ Inches

5. List types of pumps serviced (NO DUPLICATES).

_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Please list all manufacturers that you are a Certified Authorized Factory PUMP Repair Center for. To get credit, you MUST attach a VALID and up-to-date copy of each certification to the “Submittal Checklist” page.

_____	_____
_____	_____
_____	_____

**MINIMUM REPAIR SERVICE ELEMENTS REQUIRED AS NECESSARY:**

**PLEASE NOTE:** For ALL Pump Service requests by the Authority, the Vendor MUST provide:

- **Teardown with full evaluation and written detailed cost letter report including:**
  - **Itemized Labor Hours, Labor Rate and extended Total Labor,**
  - **Itemized Materials / Parts list to include inbound Cost plus Service Center Markup, Unit Price and Total Price per Line Item, and**
  - **Anticipated Delivery Date to complete job is required (Standard or Expedited Delivery to be determined by OCUA Staff).**

**All Non-Premium work is to be picked up within five (5) business days from notification.**

All Items are to be shipped in a manner to avoid damages and any items over one hundred (100) pound are to be palletized.

Service Center Checks to be performed as needed:

- All bearing housing and shaft journals measured and checked to factory specs
  - Provide copy of “As Found” and “Finished” tolerances
- All seal surfaces checked for wear
- All impellers checked for cavitation and cracking
- Dynamic balancing of rotating elements in accordance with API or OEM Balancing Tolerance Limits
  - A report must be provided for each job
- All wear rings checked for factory tolerances
- Removal, transport and reinstallation (If required)
- Replacing of mechanical seals or packing
- Sandblasting of components
- Painting (If required)
- Reassembly and testing
- Metalizing, remachining & fabrication of needed equipment and parts
- Must be able to perform Rockwell Hardness Test – A report must be provided for each job.

Please provide your Pump Service Center's length of warranty against defects in materials and workmanship under normal operating conditions. (Must receive warranty in writing for each pump repair performed)

Warranty: \_\_\_\_\_

Please provide your percent (%) markup above cost for All Parts/Materials - \_\_\_\_\_%

Please provide your Service Center's Labor Rates:

Standard Labor \$\_\_\_\_\_ per hour

Premium Labor \$\_\_\_\_\_ per hour

Please provide your Service Center's Maximum turnaround time for all repairs is \_\_\_\_\_ calendar days.

**ALL Pickup & Delivery to be NO CHARGE – FOB THE OCEAN COUNTY UTILITIES AUTHORITY**

Any In-bound freight charges related to any parts and/or materials needed to complete job are to be PREPAID and added to invoice.

**PLEASE NOTE:**

1. Vendor **MUST** provide a **BALANCING REPORT** for any Pump Repair work requiring balancing in accordance with API or OEM Balancing Tolerance Limits
2. No work or changes to the scope of work is to be performed without **PRIOR WRITTEN APPROVAL** from the Ocean County Utilities Authority
3. If a job is requested to be expedited and upgraded to the "Premium" Rate, and the job exceeds the quoted date of completion, the labor rate for the job will revert back to "Regular" unless a revised date of completion has been previously discussed and approved by OCUA Staff in writing.

**SECTION – 2**

**MOTOR REPAIR, MACHINING AND BALANCING SERVICES**

**Only proposals from firms specializing in the repair of up to 1000 horsepower, 5 kV industrial electric motors/generators will be considered acceptable.**

1. Please check **ALL** industrial certifications your pump repair center has been qualified for. To get credit, you **MUST** attach a **CURRENT** and up-to-date copy of each certification to the "Submittal Checklist" page.

ISO 9000  ISO 9001  ISO 9004  (Quality Management)

ISO 13849-1  (Safety of machinery)  UL Listing

List additional Certifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What size motor is your motor service center fully equipped to rewind and test in-house?

	From	To
Frame Size	_____	_____
Horsepower	_____	_____
Voltage	_____	_____

3. Please specify Repair Capability  
(Check services offered)

- Random wound polyphase AC motor repair
- DC motor repair
- Single phase motor repair
- Wound rotor motors repair
- Generator Repair
- Certified Explosion Proof Repair Center (provide certification)

4. Please list any present waste-water Utilities you have recently performed motor repair work for.

_____	_____
_____	_____
_____	_____
_____	_____

a. Please list the motor horsepower, frame size and manufacturer you repaired for the Utilities indicated in item 2 above.

<u>Horsepower</u>	<u>Frame Size</u>	<u>Motor Mfg</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Is in-house engineering available?  Yes  No

If yes, please list individuals and their credentials.

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Please list all manufacturers that you are an Authorized Factory Repair Center for. To get credit, you MUST attach a VALID and up-to-date copy of each certification to the "Submittal Checklist" page.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MINIMUM MOTOR REPAIR SERVICE ELEMENTS REQUIRED AS NECESSARY:**

**PLEASE NOTE: For ALL Motor Service requests by the Authority, the Vendor MUST provide:**

- **Teardown with full evaluation and written detailed cost letter report including:**
  - **Itemized Labor Hours, Labor Rate and extended Total Labor,**
  - **Itemized Materials / Parts list to include inbound Cost plus Service Center Markup, Unit Price and Total Price per Line Item, and**
  - **Anticipated Delivery Date to complete job is required (Standard or Expedited Delivery to be determined by OCUA Staff).**

**All Non-Premium work is to be picked up with five (5) business days from notification.**

All Items are to be shipped in a manner to avoid damages and any items over one hundred (100) pound are to be palletized.

**A. REWINDING CAPABILITIES**

- Capable of handling motors and generators with a max HP/KW of 1200 HP, Random Wound Stators, Hermetic Stators, Random Wound Armatures, Wound Rotor Motors, Form Wound Armatures, Synchronous Rotors & Stators, Field & Interpole Coils, Form Coil Stators
- Must be full class "H" insulation system or better including multiple dips & bakes in class "H" epoxy varnish at no additional cost
- Standard wire for all rewinds must be "Inverter Duty or Better"

Winding Warranty against defects in materials and workmanship under normal operating conditions. (Must receive warranty in writing for each motor repair performed)

\_\_\_\_\_Years

**B. BALANCING**

IN HOUSE       OUT SERVICE

Please provide a copy of your firm's balancing procedure and attach it to the "Submittal Checklist page".

Copy attached?  Yes       No

**D. MECHANICAL**

Motor service elements performed by your service center.

Check all that apply

- Disassemble, Test and Inspect All Parts
- Steam and Bake Stators and Rotors
- Retest Stators and Rotors
- Strip Stators and Prepare for New Windings
- Perform Core Loss Test on Stators
- Rewind Stators
- Double Dip and Bake Stators
- "VIP Vacuum Impregnation – If so, please list largest diameter motor capacity \_\_\_\_\_
- Dip and Bake Rotors
- True All Running Surfaces
- Machining of Slip Rings – True
- Repair End Bells as necessary
- Check all Fits & Clearances
- Check and Repair as necessary All Brush Holders
- Replace and Reseat Brushes in Accordance with Manufacturer's Specifications
- Assemble, Test Run, and Paint
- Dynamic Balancing of Rotor in Accordance with API Balancing Tolerance
- Hermetic Motor Rebuilding
- Metal Spray Arc Welding - Mig & Tig
- Shaft Grinding
- Rotor Rebarring - Bronze, Brass & Copper
- Metalizing, remachining & fabrication of needed equipment and parts

**E. MOTOR TEST CENTER**

Motor testing service elements performed by your service center:

- American HV with temperature monitoring, vibration analysis, and computerized test reports
- Surge Comparison Testing
- Impedance Testing
- Polarization Index Testing
- Dielectric Absorption Testing

- Core Loss Testing
- Electrical Engineering Capabilities
- Rotor balance test

Other \_\_\_\_\_

Please provide your Motor Service Center's length of warranty against defects in materials and workmanship under normal operating conditions. (Must receive warranty in writing for each motor repair performed)

Warranty: \_\_\_\_\_

Please provide your percent (%) markup above cost for All Parts/Materials - \_\_\_\_\_%

Labor Rates:

Standard Labor \$ \_\_\_\_\_ per hour

Premium Labor \$ \_\_\_\_\_ per hour

Maximum turnaround time for all repairs is \_\_\_\_\_ calendar days

**Pickup & Delivery to be NO CHARGE – FOB THE OCEAN COUNTY UTILITIES AUTHORITY**

Any In bound freight charges related to parts and materials needed to complete job are to be PREPAID and added to invoice.

**PLEASE NOTE:**

1. **Vendor MUST provide a BALANCING REPORT for any Motor Repair work requiring balancing in accordance with API or OEM Balancing Tolerance Limits**
2. **No work or changes to the scope of work is to be performed without PRIOR WRITTEN APPROVAL from the Ocean County Utilities Authority**
3. **If a job is requested to be expedited and upgraded to the “Premium” Rate, and the job exceeds the quoted date of completion, the labor rate for the job will revert back to “Regular” unless a revised date of completion has been previously discussed and approved by OCUA Staff in writing.**

**SECTION – 3**

**EQUIPMENT / PARTS FABRICATION AND MACHINING SERVICES**

Only proposals from firms specializing in, and having a machine shop capable of metalizing, remachining & fabrication of needed equipment and parts will be considered acceptable.

Equipment / parts fabrication and machining services covered under this section is independent of any pump and or motor repair

1. Please list any present / former Utilities you have done fabrication/machining work for.

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2. Is in-house engineering available?  Yes  No

If yes, please list individuals and their credentials.

_____	_____
_____	_____

3. Please list actual shaft and sleeve sizes that you have repaired in your shop.

	From	To
SHAFT-DIAMETER	_____	_____
SHAFT-LENGTH	_____	_____
SLEEVE-DIAMETER	_____	_____

**PLEASE NOTE: For ALL Machining requests by the Authority, the Vendor MUST provide:**

- **Full evaluation and written detailed cost letter report including:**
  - **Itemized Labor Hours, Labor Rate and extended Total Labor,**
  - **Itemized Materials / Parts list to include inbound Cost plus Service Center Markup, Unit Price and Total Price per Line Item, and**
  - **Anticipated Delivery Date to complete job is required (Standard or Expedited Delivery to be determined by OCUA Staff).**

**All Non-Premium work is to be picked up with five (5) business days from notification.**

All Items are to be shipped in a manner to avoid damages and any items over one hundred (100) pound are to be palletized.

Please provide your Fabrication Center's length of warranty against defects in materials and workmanship under normal operating conditions. (Must receive warranty in writing for each fabrication / repair performed)

Warranty: \_\_\_\_\_  
Labor Rates:  
Standard Labor \$ \_\_\_\_\_ per hour  
Premium Labor \$ \_\_\_\_\_ per hour

Please provide your percent (%) markup above cost for All Parts/Materials - \_\_\_\_\_%

Maximum turnaround time for all repairs is \_\_\_\_\_ calendar days

Pickup & Delivery to be NO CHARGE – FOB THE OCEAN COUNTY UTILITIES AUTHORITY

Any In bound freight charges related to parts and materials needed to complete job are to be PREPAID and added to invoice.

**PLEASE NOTE:**

1. **Vendor MUST provide a BALANCING REPORT for any Machining work requiring balancing in accordance with API or OEM Balancing Tolerance Limits**
2. **No work or changes to the scope of work is to be performed without PRIOR WRITTEN APPROVAL from the Ocean County Utilities Authority**

3. **If a job is requested to be expedited and upgraded to the “Premium” Rate, and the job exceeds the quoted date of completion, the labor rate for the job will revert back to “Regular” unless a revised date of completion has been previously discussed and approved by OCUA Staff in writing.**