

Bid Notice

Polk County, a political subdivision of the State of Florida, requests the submittal of bids from vendors that are interested in providing repair and maintenance services for motors primarily for the Polk County Utilities (PCU) Division. Services shall include, but are not limited to, providing all labor, tools, vehicles, fuel, testing equipment, parts, supplies and materials necessary to perform motor repair and maintenance services on an as-needed basis for a variety of motors from the water and wastewater treatment facilities, wells, and lift stations as described herein. Sealed bids must be received in the Procurement Division, prior to the due date and time listed below.

Bid Number and Title: 26-231, Motor Repair Services

Description: Provide repair and maintenance services for motors primarily for the Polk County Utilities (PCU) Division. Services shall include, but are not limited to, providing all labor, tools, vehicles, fuel, testing equipment, parts, supplies and materials necessary to perform motor repair and maintenance services on an as-needed basis for a variety of motors from the water and wastewater treatment facilities, wells, and lift stations.

Receiving Period: Wednesday, April 29, 2026, prior to 2:00 p.m.

Bid Opening: Wednesday, April 29, 2026, 2:00 p.m.

Special Instructions: not applicable

Attached are important instructions and specifications regarding responses to this Bid. Failure to follow these instructions could result in Bid disqualification.

Questions regarding this bid should be in writing and should reference the above Bid. Submit all questions to Brad Howard, Sr. Procurement Analyst, via email at bradhoward@polkfl.gov or via fax at (863) 534-6789 by 4:00 p.m. on April 21, 2026.

Bid Registration

You must register using this form to receive notice of any addenda to these documents. Please email or fax the completed form to the Procurement Division as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.

Bid Number: 26-231

Bid Title: Motor Repair Services

This form is for bid registration only. Please scroll down for additional information.

Carefully complete this form and return it to the Procurement Division via e-mail to procurement@polkfl.gov or fax (863) 534-6789. You must submit one form for each bid that you are registering for.

Company Name: _____

Contact Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Email: _____

BID SUBMITTAL INSTRUCTIONS

Respondents must submit one (1) original copy of the bid submittal prior to 2:00 p.m. on the bid receiving date. Bids must be submitted in a “sealed” parcel or electronically through Polk County’s secure website, Kiteworks. Bids will be publicly opened at 2:00 p.m. on receiving date.

Sealed Parcel Submittal:

If you are submitting a sealed parcel bid, please cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Be sure to include the name of the company submitting the bid where requested.

Sealed Bid. DO NOT OPEN	
Sealed Bid Number	26-231
Bid Title	Motor Repair Services
Due Date/Time:	April 29, 2026, prior to 2:00 pm
Submitted by:	
Deliver To:	Polk County Procurement Division 330 West Church Street, Room 150 Bartow, Florida 33830

Sealed parcel bids may be mailed, express mailed or hand delivered. It is the Bidders responsibility to ensure their package is delivered to the Procurement Division prior to 2:00 p.m. on the Receiving date and time referenced above. Bids delivered at 2:00 p.m. or later will not be accepted.

Electronic Bid Submittal:

If you are interested in submitting your bid electronically, bidders may do so via the County’s secure electronic submittal website, Kiteworks. Bidders must email bradhoward@polkfl.gov at least 48 hours prior to bid opening to receive a link to upload their submittal. Please only upload your documents as a PDF or Excel file for bid sheets. Please use the naming conventions for your files as follows:

For PDF documents “Bid 26-231 – Title of Document”

For more instructions, a video tutorial has been produced to further explain the electronic solicitation submittal process. It can be found by clicking here for Bid Submittals: https://youtu.be/vkn_7AHgioE. If you need assistance accessing this website due to ADA or any other reason, please email Brad Howard at bradhoward@polkfl.gov.

Procurement recommends that bidders submitting electronically double check the documents submitted into Kiteworks to ensure all requested information and bid sheet have been uploaded. Failure to upload the completed bid sheet will result in the bid submittal being deemed nonresponsive.

Statement of No Bid
Bid # 26-231, Motor Repair Services

If you do not intend to submit a bid, please complete the information below and return to the Procurement Division via fax or e-mail. If returning by mail, please be sure the bid number and title are clearly marked on the front of the envelope.

- Insufficient time to respond.
- Do not offer this product.
- Specifications unclear.
- Specifications too restrictive
- Unable to meet specifications.
- Unable to meet bond/insurance requirements.
- Schedule would not permit us to perform.
- Other (please specify): _____

Company Name: _____

Telephone Number: _____

Date: _____

Signature: _____

Bidder Instructions and General Information

Bidder Instructions:

To ensure acceptance of the bid, follow these instructions:

Bid Documents Must Be Delivered to The Procurement Division Prior to 2:00 p.m. On The Date Specified. There Will Be No Exceptions.

1. **Execution of Bid:** Bid must contain an original signature of an authorized representative in the space provided on the signature page. Bid must be typed or printed in ink. Erasable ink is not permitted. Corrections made by bidder to any bid entry must be initialed by the person who signs the bid.
2. **No Bid:** Bidders not interested in submitting a bid should return a "no bid," with an indication of the reason for no bid and the interest in future bid solicitations.
3. **Bid Opening:** It is the responsibility of the bidder to assure that their bid is delivered or submitted electronically at the proper time and place prior to the bid opening. All bid openings shall be public, at 2:00 p.m., on the date specified in the Notice to Bidders. If multiple bids are submitted by the same vendor, Procurement will only open the most recently dated submittal. Bids, which for any reason are not so delivered, will not be considered. **Bid Submittal Forms Using Facsimile or Email Will Not Be Accepted.**

Note: In accordance with Florida Statute 119.071, a listing of vendors that provide a bid submittal shall be posted to the County's website at <https://www.polk-county.net/business/procurement/>. The sealed bids shall remain exempt from disclosure, including bid amounts, until recommendation of award or 30 days after bid opening, whichever event occurs first.

Should the Procurement Director reject all bids, before the recommendation of award or 30 days after bid opening, and concurrently provide notice of the County's intent to reissue the bid, the rejected bids will remain exempt from Florida Statute 119.07 until such time as the County provides notice of recommendation of award of the reissued bid or until the County withdraws the reissued bid. The bid is not exempt for longer than 12 months after the notice of rejection of all bids.

4. **County as Gatekeeper of Documents:** This document is issued by Polk County and as such shall be the sole distributor of all addendums and/or changes to these documents. It is the responsibility of the bidder to determine issuance of documents directly with the Procurement Division. The County is not responsible for any solicitations issued through subscriber, publications, or other sources not connected with the County and the bidder should not rely on such sources for information regarding the solicitation.
5. **Taxes:** Bidders are responsible for the payment of any applicable taxes that are connected to the purchase of any materials or subcontractors used in the execution of the bid.
6. **Discounts:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in determining the lowest net cost for bid

Bid 26-231, Motor Repair Services

evaluation purposes. Bidders are encouraged to reflect cash discounts in the unit prices quoted.

7. **Mistakes:** Bidders are required to examine the specifications, delivery schedule, bid prices and all instructions pertaining to the requirements of this bid. Failure to do so will be at bidder's risk. In case of a mistake in extension of a unit price, the unit price will govern. Corrections made by bidder to any bid entry must be initialed by the person who signs the bid.
8. **Invoicing and Payment:** The successful bidder shall submit an invoice to the County at the prices bid. **An original invoice shall be submitted to the appropriate User Division.** The bidder shall include the bid number and/or the purchase order number on all invoices. By submitting an invoice, Bidder's Project Manager or any authorized officer is attesting to the correctness and accuracy of all charges. Invoices will be processed for payment when approved by the appropriate Division's Project Manager or designee. The County's payment of an invoice shall not constitute evidence of the County's acceptance of the Bidders performance of the Service or the County's acceptance of any work.
9. **Conflict of Interest:** All bidders must disclose, with their bid, the name of any officer, director or agent who is also an employee of the County or any of their agencies. Furthermore, all bidders must disclose the name of any County employee who owns, directly or indirectly, any interest of any amount in the bidder's firms or any of their branches. Award of this bid shall be subject to the provisions of Chapter 112, Florida Statutes.
10. **Warranty:** Unless otherwise specified, the bidder agrees that the goods furnished under this bid shall be covered by the most favorable commercial warranty the bidder gives to any customer for comparable goods, and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the County by any other provision of this bid.
11. **Addendum:** Any changes in the bid shall be made in the form of a written addendum by the Procurement Director or his representative. No other person shall be authorized to make changes verbally or in writing. If an addendum is issued, the addendum sheet should be signed and submitted with your bid submittal.
12. **Liability:** The vendor shall hold and save the County, its officers, agents and employees harmless from liability of any kind in the performance of this bid and against claims by third parties resulting from the supplier's breach of contract or the supplier's negligence.
13. **Patents and Royalties:** The bidder, without exception, shall indemnify and save harmless the County and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented or non-patented invention, process or article manufactured or used in the performance of the bid, including its use by the County. If the bidder uses any design, device or material covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device or material in any way involved in the work.

14. **Cone of Silence:** Bidders and any prospective bidders shall not contact, communicate with or discuss any matter relating in any way to this Bid with any member of the Polk County Board of County Commissioners or any employee of Polk County other than the County Procurement Director or the individual designated in the Procurement Division. This prohibition begins with the issuance of the Bid and ends upon award or execution of the final contract. Any such communication initiated by a bidder or prospective bidder shall be grounds for disqualifying the offender from consideration for an award pursuant to this bid and for bids or contracts to be awarded pursuant to RFPs, or Requests for Bid that the County may issue in the future.

15. **Bid Protest:** Any bidder desiring to file a bid protest, with respect to a recommended award of any bid, shall do so by filing a written protest. The written protest must be in the possession of the Procurement Division within three (3) working days of the Notice of Recommended Award mailing date. All bidders who bid will be sent a Notice of Recommended Award, unless only one bid was received.

A copy of the bid protest procedures may be obtained from the Polk County Procurement Division or can be downloaded from the County's website at <https://www.polk-county.net/business/procurement/protest-procedures/>.

“Failure to Follow Bid Protest Procedure Requirements Within the Time Frames Prescribed Herein as Established by Polk County, Florida, Shall Constitute a Waiver of Your Protest and Any Resulting Claim.”

16. **Indemnification:** Vendor, to the extent permitted by law, shall indemnify, defend (by counsel reasonably acceptable to County), protect and hold the County, and its officers, employees and agents, harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, and expenses whatsoever (including, without limitation, attorneys' fees, costs, and expenses incurred during negotiation, through litigation and all appeals therefrom) including, without limitation, those pertaining to the death of or injury to any person, or damage to any property, arising out of or resulting from (i) the failure of Vendor to comply with applicable laws, rules or regulations, (ii) the breach by Vendor of its obligations under any Agreement with the County entered into pursuant to this solicitation, (iii) any claim for trademark, patent, or copyright infringement arising out of the scope of Vendor's performance or nonperformance of the Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of Vendor, its professional associates, subcontractors, agents, and employees; provided, however, that Vendor shall not be obligated to defend or indemnify the County with respect to any such claims or damages arising out of the County's sole negligence. The obligations imposed by this Section shall survive the expiration or earlier termination of the Agreement.

17. **Public Entity Crimes:** The Contractor declares and warrants that neither the Contractor nor any of the Contractor's affiliates, as that term is defined in Section 287.133, Florida Statutes, are subject to the restrictions in Section 287.133, Florida Statutes, regarding the commission of a public entity crime. If during the term of

Bid 26-231, Motor Repair Services

this Agreement, the Contractor or any affiliate is convicted of a public entity crime or is otherwise prohibited from performing work for or transacting business with the County pursuant to Section 287.133, Florida Statutes, then the Contractor shall be in material default of this Agreement, and in such case, the County shall have the rights and remedies as provided herein.

18. **Preference for Drug Free Workplace:** Whenever two or more bids, which are equal with respect to price, quality and service, are received, preference shall be given to a bid received from a business that certifies that it has implemented a drug free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response.
19. **Sealed Bids:** All bid submittals must be completed and submitted either in a sealed parcel or submitted electronically. **(If Submitting a Sealed Parcel Bid, Please Do Not Include More Than One Bid Submittal Per Envelope.)** The original bid submittal(s) shall be submitted on the forms provided by Polk County. All bids are subject to the conditions herein; failure to comply will subject bid to rejection.
20. **Prices, Terms and Payment:** Firm prices shall be bid and include all packing, handling, shipping charges and delivery to any point within Polk County. Discount time will be computed from the date of satisfactory delivery at place of acceptance. Prices bid shall be firm for forty-five (45) days.
21. **Safety Standards:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act (OSHA) and carry evidence of Underwriters Laboratories' Listings (UL).
22. **Packaging:** All containers shall be suitable for storage or shipment, and all prices should include standard commercial packaging.
23. **Meets Specifications:** It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current model at the time of this bid) unless otherwise specified in the specifications. The bidder represents that all equipment offered under this specification shall meet or exceed the minimum requirements specified. Bidder shall strictly adhere to delivery specifications.
24. **Silence of Specifications:** The apparent silence of this specification and any supplemental specifications to any details or the omission from same of any detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of these specifications shall be made upon the basis of this statement.
25. **Governmental Restrictions:** In the event that any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this bid prior to delivery, it shall be the responsibility of the supplier to notify the Procurement Division at once. Their letter shall indicate the specific regulation, which required an alteration. The

County reserves the right to accept any such alteration, including any price adjustments, or to cancel the contract at no expense to the County.

26. **Toxic Substances: Notice of successful vendor(s) to provide to Polk County toxic substances (As listed in Chapter 442, Appendix "G" of the FS) if applicable.**
 - a. Chapter 442 of the FS states that manufacturers, importers or distributors of any toxic substance shall prepare and provide each direct purchaser of such toxic substance with Material Safety Data Sheet(s), herein referred to as MSDS, which to the best of the manufacturer's, importer's or distributor's knowledge, is current, accurate and complete based on information then reasonably available to the manufacturer, importer or distributor. Upon notification of a new or revised MSDS the manufacturer, importer or distributor, on a timely basis not to exceed three (3) months after notification, shall provide the County with the revised information as it becomes available to the manufacturer, importer or distributor.
 - b. Failure to provide the MSDS, when applicable, shall be cause for rejection of bid.
27. **Inspection, Acceptance and Title:** Inspection and acceptance will be at the designated facility unless otherwise indicated. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the County, unless loss or damage results from negligence by the County.
28. **Samples:** Samples of items, when called for, must be furnished free of expense and may, upon request, be returned at the bidder's expense. Each individual sample must be labeled with bidder's name, manufacturer's brand name and number, bid number and item reference. Samples of successful bidder's items may remain on file with Procurement for the term of the contract. Request for return of samples shall be accompanied by instructions, which include shipping authorization and name of carrier, and must be received within ninety (90) days after bid opening date. If instructions are not received within this time, the Procurement Division shall dispose of the samples.
29. **Code of Ethics:** If any bidder violates or is a party to a violation of the code of ethics of Polk County or the State of Florida, with respect to this bid, such bidder may be disqualified from performing the work described in this bid or from furnishing the goods or services for which the bid is submitted and shall be further disqualified from bidding on any future bids for work, goods, or services for the County.

General Information

1. Definitions:

- The term "County" means the Polk County, a political subdivision of the State of Florida, and its authorized designees, agents or employees.
- The term "Contract" means this bid document, any and all Addenda issued, and the Contractors bid submittal.

Bid 26-231, Motor Repair Services

- The term “Vendor”, “Contractor” means the successful bidder(s) who executes a contract with the County.
2. **Award(s):** As the best interest of the County may require, the right is reserved to make award(s) by individual item, group of items or as indicated in the Special Conditions; to reject all bids or waive any minor irregularities or technicalities in bids received. In determining the lowest responsive and responsible bidder, in addition to price, the following may be considered:
 - Vendor’s evaluation – quality of performance on previous projects.
 - The ability, capacity, equipment and skill of the bidder to fulfill the contract.
 - Whether or not the bidder can fulfill the contract within the time specified, without delay or interference.
 - The character, integrity, reputation, judgment, experience and efficiency of the bidder.
 - The previous and existing compliance by the bidder with laws and ordinances relating to the contract.
 - The sufficiency of the financial resources to fulfill the contract to provide the goods and/or services.
 - The quality, availability and adaptability of the suppliers or contractual services to the particular use required.
 - The ability of the bidder to provide future maintenance and service, as required or needed.
 - The number and scope of conditions attached to the bid.
 3. **Effective Date:** The date of issuance of a Notice to Commence by the County Procurement Division.
 4. **Prohibition Against Considering Vendor Interests:** In accordance with Section 287.05701, Florida Statutes, the County may not (i) request documentation of or consider a Vendor’s social, political, or ideological interests when determining if the Vendor is a responsible vendor; or (ii) give preference to a Vendor based on the Vendor’s social, political, or ideological interests.
 5. **Local Preference:** It is the policy of the Board of County Commissioners to afford local preference to Polk County entities in the award of bids. Preference shall be administered in accordance with the following:

When bids are received that do not exceed \$3,000,000.00, and the lowest price is offered by an entity located outside of Polk County, and the next lowest price is offered by an entity located in Polk County, and is within 2% of the lowest price offered, then the Polk County entity shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest price is reached, the Polk County entity will be awarded the bid if the Polk County entity is otherwise fully qualified and meets all county requirements.

Bid 26-231, Motor Repair Services

When bids are received that are greater than \$3,000,000.00 but do not exceed \$5,000,000.00, and the lowest price is offered by an entity located outside of Polk County, and the next lowest price is offered by an entity located in Polk County, and is within 1% of the lowest price offered, then the Polk County entity shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest-price is reached, the Polk County entity will be awarded the bid if the Polk County entity is otherwise fully qualified and meets all county requirements.

When bids are received that are greater than \$5,000,000.00, and the lowest price is offered by an entity located outside of Polk County, and the next lowest price is offered by an entity located in Polk County, and is within .5% of the lowest price offered, then the Polk County entity shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest price is reached, the Polk County entity will be awarded the bid if the Polk County entity is otherwise fully qualified and meets all county requirements.

For purposes of this provision the term "Polk County entity" means any business having a physical location within the boundaries of Polk County, Florida, at which employees are located and business activity is managed and controlled on a day-to-day basis. Additionally, the business must have been located within the boundaries of Polk County for a minimum of 12 months prior to the date the applicable solicitation is issued. This requirement may be evidenced through a recorded deed, an executed lease agreement, or other form of written documentation acceptable to the County. The County shall have the right, but not the obligation, to verify the foregoing requirements.

If a contract is being funded in whole or in part by assistance of any federal, state or local agency which disallows local preference, the County will adhere to those requirements by not applying this section.

This policy does not apply if this bid qualifies as a Sheltered Market bid.

6. **Vendor Preference:** It is the policy of the Board of County Commissioners to afford vendor preference to women or minority owned entities in the award of bids. Preference shall be administered in accordance with the following:

When sealed bids are received that do not exceed \$3,000,000.00, and the lowest price is offered by a non-women or minority owned entity located outside of Polk County, and a price is offered by a women or minority owned entity that is within 2% of the lowest price offered, then the women or minority owned entity shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest price is reached, the women or minority owned entity will be awarded the bid if the women or minority owned entity is otherwise fully qualified and meets all County requirements.

When sealed bids are received that are greater than \$3,000,000.00 but do not exceed \$5,000,000.00, and the lowest price is offered by a non-women or minority owned entity located outside of Polk County, and a price is offered by a women or minority owned entity that is within 1% of the lowest price offered, then the women or minority owned entity shall be given the opportunity to match the lowest price

Bid 26-231, Motor Repair Services

offered, and if agreement to match lowest price is reached, the women or minority owned entity will be awarded the bid if the women or minority owned entity is otherwise fully qualified and meets all County requirements.

When sealed bids are received that are greater than \$5,000,000.00, and the lowest price is offered by a non-women or minority owned entity located outside of Polk County, and a price is offered by a women or minority owned entity that is within .5% of the lowest price offered, then the women or minority owned entity shall be given the opportunity to match the lowest price offered, and if agreement to match lowest price is reached, the women or minority owned entity will be awarded the bid if the women or minority owned entity is otherwise fully qualified and meets all County requirements.

The term "Women or Minority Owned Entity" means any business having at least 51% ownership by women or minority group members who independently control the management and day-to-day operations of the firm. Group members are Females, African Americans, Hispanic Americans, Asian-Pacific Americans, Native Americans, and Asian-Indian Americans.

If a contract is being funded in whole or in part by assistance of any federal, state or local agency which disallows this form of preference, the County will adhere to those requirements by not applying this section.

This policy in no way supersedes the Local Preference Policy.

This policy does not apply if this bid qualifies as a Sheltered Market bid.

7. **Non-Conformance to Bid Conditions:** Services not delivered as per delivery date in bid and purchase order may result in bidder being found in default, in which event any and all re-procurement costs may be charged against the defaulting vendor. This non-conformance to bid conditions may result in immediate cancellation of the purchase order.
8. **Assignment:** Any purchase order issued pursuant to this bid and the monies which may become due herein are not assignable except with the prior written approval of the Procurement Director.
9. **Disputes:** In the event of any doubt or difference of opinion as to the methods provided herein, or the level of performance rendered, the decision of the user department/division director shall be final and binding on both parties.
10. **Facilities:** The County reserves the right to inspect the bidder's facilities at any time, with prior notice.
11. **Placing of Orders:** The award of this bid does not constitute an order. Before any services can be performed, the successful bidder must receive written or oral notification in accordance with the practices of the User Division.
12. **Precedence:** Any requirement set forth in any section of the bid documents shall be binding as if called for by all sections. If there is a difference in the terms anywhere in this document, the most restrictive shall prevail.

13. **Additions/Revisions/Deletions:** Additions, revisions or deletions to the general conditions, specifications or bid price sheets that change the intent of the bid will cause the bid to be non-responsive and the bid will not be considered. The Procurement Director shall be the sole judge as to whether or not any addition, revision or deletion changes the intent of the bid.
14. **Termination/Suspension:** The County may terminate the Contract resulting from this Bid at any time, in whole or in part, in accordance with and subject to the following:
 - a. The County may terminate the Contract for the County's convenience by delivering 30 days' prior written notice of termination to the Contractor.
 - b. The County may terminate the Contract immediately if the User Division determines that the Contractor is in material default of its Contract obligations, has notified the Contractor of such default by delivering a Vendor Complaint Form to the Contractor specifically describing the basis of the complaint and the conditions of the Contractor's default, and ten (10) days have passed since the Contractor's receipt of the Vendor Complaint Form without all defaults as described therein having been fully corrected. Notwithstanding anything to the contrary contained herein, the County may terminate the Contract immediately, without notice or any opportunity to cure, if the services rendered for the Contract cause or threaten endangerment to public health, safety or welfare.
 - c. Upon receipt of any termination notice as described above, the Contractor shall:
 - Immediately discontinue all work unless the County's notice directs otherwise, and
 - Deliver to the County any and all data, reports, summaries, and all other information and materials of any type or nature whatsoever, whether completed or in process, the Contractor may have accumulated or generated in the course of performing the work of the Contract.
 - d. In the event this Bid and/or the resulting Contract is terminated due to the Contractor's material default which is not cured within the allotted time period as described above, the Procurement Director may also suspend or debar the Contractor in accordance with the Suspension and Debarment Section of the County Procurement Procedures Manual. The rights and remedies of the County provided for in this Section are in addition and supplemental to any and all other rights and remedies provided by law or under the Bid and/or the resulting Contract.
15. **Cancellation:** All annual bid obligations shall prevail for at least one hundred eighty (180) days after effective date of the bid, unless bid conditions are breached as specified herein. After that period, for the protection of both parties, either party may cancel this bid in whole or part by giving thirty (30) days prior notice in writing to the other party. The County reserves the right to cancel any bid after reasonable written notice to the successful bidder should the service not be in the best interest of the County. Should the service rendered for any bid cause or threaten endangerment to public safety or welfare, the Procurement Director may cancel the bid immediately.

16. **Price Adjustments:** Any price decrease executed during the Contract period, either by reason of market change or on the part of the contractor to other customers, shall be passed on to the County.
17. **Manufacturer's Names and Approved Equivalents:** Any manufacturer's names, trade names or brand names are for information only and are not intended to limit competition. The bidder may offer any brand for which they are an authorized representative that meets or exceeds the specification for any item(s). If bids/proposals are based on equivalent products, indication should be made on the bid/proposal form of the manufacturer's name and number. Bidders shall submit with their bid/proposal, cuts, sketches, descriptive literature and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specification(s) and not be considered an exception thereto. Bids/proposals lacking any written indication of intent to bid an alternate brand will be received and considered in complete compliance with the specifications as listed on the bid form. The Procurement Division shall be notified of any proposed changes in the following:
 - (i) materials used;
 - (ii) manufacturing process; and
 - (iii) construction.

Changes shall not be binding upon the County unless evidenced by a Change Notice issued and signed by the Procurement Director.

17. **Plans and Specifications:** The specifications and other bid documents upon which the prices in the vendor's bid proposal are based on, are hereby made a part of the purchase order by reference hereto.
18. **Performance and Payment Bond:** If a bond is required, it will be called out in the Special Conditions section of the bid. The vendor shall furnish a performance and payment bond, in an amount equal to the amount awarded, as security for the faithful performance and payment of all the vendor's obligations under the bid documents. The bond shall remain in effect at least until one year after the date when final payment becomes due, except as provided otherwise by Laws or Regulations or by the bid documents. All bonds shall be in the form prescribed by the bid document except as provided otherwise by Laws or Regulations, and shall be executed by such sureties as are named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by Audit Staff, Bureau of Government Financial Operations, U.S. Treasury Department and A.M. Best rated A VIII or better.
19. **Annual Appropriations:** The vendor acknowledges that the County, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted or the reduction of revenues for those budgeted agreements that may be available for expenditure during such fiscal year. Any agreement, verbal or written,

Bid 26-231, Motor Repair Services

made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the County's performance and obligation to pay under this agreement is contingent upon annual appropriation.

20. **Price Increase:** The Procurement Director reserves the right to increase/decrease price after the bid has been in place for a minimum of 12-months, when it is in the best interest of the County. Increases/decreases will be determined by the Consumer Price Index (CPI-U) unless otherwise stated in the Special Conditions.
21. **Uncontrollable Forces (Force Majeure):** Either party hereunder may be temporarily excused from performance if an Event of Force Majeure directly or indirectly causes its nonperformance. An "Event of Force Majeure" is defined as any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions. Neither party shall be excused from performance if non-performance is due to forces which are reasonably preventable, removable, or remediable and which the non-performing party could have, with the exercise of reasonable diligence, prevented, removed, or remedied prior to, during, or immediately after their occurrence. Within five (5) days after the occurrence of an Event of Force Majeure, the non-performing party shall deliver written notice to the other party describing the event in reasonably sufficient detail, along with proof of how the event has precluded the non-performing party from performing its obligations hereunder, and a good faith estimate as to the anticipated duration of the delay and the means and methods for correcting the delay. The non-performing party's obligations, so far as those obligations are affected by the Event of Force Majeure, shall be temporarily suspended during, but no longer than, the continuance of the Event of Force Majeure and for a reasonable time thereafter as may be required for the non-performing party to return to normal business operations. If excused from performing any obligations under this Agreement due to the occurrence of an Event of Force Majeure, the non-performing party shall promptly, diligently, and in good faith take all reasonable action required for it to be able to commence or resume performance of its obligations under this Agreement. During any such time period, the non-performing party shall keep the other party duly notified of all such actions required for it to be able to commence or resume performance of its obligations under this Agreement.

In the event of default by the successful Bidder, the County reserves the right to utilize the next lowest Bidder as the new Awardee when the default occurs within the term of the bid. Should this occur, the next lowest Bidder will be required to provide the bid items at the prices as noted on their bid submittal.

22. **Unauthorized Alien(s):** The vendor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a

violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, the successful vendor will complete and submit the attached form "Affidavit Certification Immigration Laws."

23. Employment Eligibility Verification (E-Verify)

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

24. Attorney's Fees and Costs: Each party shall be responsible for its own legal and attorney's fees, costs and expenses incurred in connection with any dispute or any litigation arising out of, or relating to this Agreement, including attorney's fees, costs and expenses incurred for any appellate or bankruptcy proceedings.

25. Public Records Law.

(a)The Vendor acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Vendor further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Vendor shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b)Without in any manner limiting the generality of the foregoing, to the extent applicable, the Vendor acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(i) keep and maintain public records required by the County to perform the services required under this Agreement;

(ii) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(iii) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Vendor does not transfer the records to the County; and

(iv) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Vendor or keep and maintain public records required by the County to perform the service. If the Vendor transfers all public records to the County upon completion of this Agreement, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of this Agreement, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

(c) IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:

**RECORDS MANAGEMENT LIAISON OFFICER
POLK COUNTY**

**330 WEST CHURCH ST.
BARTOW, FL 33830
TELEPHONE: (863) 534-7670
EMAIL: RMLO@POLKFL.GOV**

26. Scrutinized Companies and Business Operations Certification; Termination.

A. Certification(s).

- (i) By its execution of this Agreement, the Vendor hereby certifies to the County that the Vendor is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Vendor engaged in a boycott of Israel, nor was the Vendor on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.
- (ii) Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Vendor further certifies to the County as follows:
 - (a) the Vendor is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
 - (b) the Vendor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and
 - (c) the Vendor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
 - (d) the Vendor was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.
- (iii) The Vendor hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Vendor for submitting a false certification to the County regarding the foregoing matters.

B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:

- (i) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

Bid 26-231, Motor Repair Services

- (ii) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Vendor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

27. **No Construction Against Drafter:** The Parties acknowledge that this Agreement and all the terms and conditions contained herein have been fully reviewed and negotiated by the Parties. Accordingly, any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.

Signature Acknowledgement

(Submittal Page)

To Polk County, a Political Subdivision of the State of Florida

Date: _____

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same construction, service or material and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I have read and understand the bidding documents. I have completed and submitted all bid submittal forms, and I am authorized to sign this bid for the bidder. In submitting a bid to the County, the bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign or transfer to the County all rights, titles and interests in and to all causes of action it may now or hereafter acquire under the Anti-Trust Laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the County. At the County's discretion, such assignment shall be made and become effective at the time the County tender's final payment to the bidder.

Vendor Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

(Area Code) Telephone Number: _____

Toll Free Number: _____

Email Address: _____

Authorized Signature: _____

Name: _____

Title: _____

This bid may be used by any other Government Agency. YES NO N/A

Bid 26-231, Motor Repair Services

Bidders Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: _____

DBA/Fictitious Name (if applicable): _____

TIN #: _____

Address: _____

City: _____

State: _____

Zip Code: _____

County: _____

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: _____

Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: _____

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

Drug-Free Workplace Form

(Submittal Page)

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that, (Name of the Business): _____ does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation programs, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor Signature: _____

Date: _____

Non-Collusion Affidavit of Prime Bidder

(Submittal Page)

State of _____

County of _____

_____ being first duly sworn, deposes and says that:

1. He - She is _____ of _____, the Bidder that has submitted the attached Bid;
2. He - She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstance respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidders nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion of communication or conference with any other Bidder, firm or person to fix the price or prices in the attached bid of any other Bidder, or to fix any overhead, profit or cost element of the Bid Price or the Bid Price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the County or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed: _____

State of: _____

County of: _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 20__, by _____ (name) as _____ (title of officer) of _____ (entity name), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____ (AFFIX NOTARY SEAL)

Bid 26-231, Motor Repair Services

Insurance Requirements

The successful vendor shall purchase and maintain in force during the contract period the insurance as specified below with an insurer licensed to do business in the State of Florida; rated "A" or better by A.M. Best Rating Company for Class VIII financial size category.

Commercial General Liability Insurance: \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages: Completed Operations, Broad Form CG.

Comprehensive Automobile Liability Insurance: \$1,000,000; combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired and non-owned vehicles.

Workers' Compensation Insurance providing statutory benefits, including those that may be required by any applicable federal statute. Any sole proprietor or partner actively engaged in the construction industry, and any corporate officer of a construction or non-construction industry corporation who elects to be exempt from the provisions of the workers' compensation law must provide either a workers' compensation exemption certificate (construction industry) or a letter stating the exemption status and number of employees (non-construction industry).

Polk County, a political subdivision of the State of Florida, must be named as an additional insured with respect to liability arising from all work performed for Polk County, for Automobile and General Liability policies of insurance.

The certificate holder must be: Polk County, a political subdivision of the State of Florida, 330 W. Church St., Bartow, Florida 33830.

The general liability and workers' compensation policies shall contain a waiver of subrogation in favor of Polk County.

An original certificate of insurance must be on file in the Procurement Division before a purchase order will be issued.

Certificates of Insurance for policies requiring additional insured status and/or the waiver of subrogation must include notations that these requirements apply. In addition, the Vendor shall supply to the County copies of the endorsements to verify these requirements.

The Vendor must provide, or cause to be provided, the County with 30 days' prior written notice regarding the cancellation, suspension, or non-renewal of or material change to any policy.

All Certificates of Insurance must be submitted on ACORD 25 forms.

The Vendor must submit updated Certificates of Insurance to the County upon the expiration of or material change to any policy

Bid 26-231, Motor Repair Services

Insurance

(Submittal Page)

By signing below, the Bidder is stating that they fully understand the insurance requirements for the project and if awarded the bid will provide all insurance coverage as required in this Bid.

The requirements are as follows:

- Bidder is insured with a company licensed to do business in the State of Florida
- The insurance company is rated A VIII or better by A.M. Best Rating Company (General policy)
- Polk County will be named as an additional insured for automobile liability and general liability
- The General Liability and Workers Compensation policy will contain waiver of subrogation in favor of Polk County

Company Name: _____

Bidder Signature: _____

Safety Requirements/Regulations

1.0 All Bidders are required to submit, with their Bid Proposal, the Safety Requirements/Regulations form. Any questions regarding compliance with the safety requirements/regulations provision shall be directed to the County Safety Officer, Risk Management, at (863) 534-5267.

1.1 The Vendor is responsible for observing all OSHA regulations and shall self-inspect to ensure this is accomplished. The Vendor shall ensure that all personnel are properly trained and shall be able to provide documentation for their personnel that have attended training courses. Examples of such training courses are: Hazard Communications, Traffic Work Zone Safety, Personal Protective Equipment, First Aid/CPR, Permit Required Confined Space, Lock out/Tag Out of Hazardous Energy. All Vendors are required to comply with OSHA Standards regardless of the number of employees they may have.

1.2 A County representative may periodically monitor work site safety. Should there be safety and/or health violations, classified as Serious, Willful or Criminal/Willful Violations, the County's representative may have the authority, but not the duty, to require the Vendor to correct the violation in an expeditious manner. Inspections shall be based on requirements contained in law. The definitions of serious, willful and criminal/willful violations are as follows:

Serious Violation: A serious violation shall be deemed to exist in a place of employment if there is a substantial probability that death or serious physical harm could result from a condition which exists, or from one or more practices, means, methods, operations, or processes which have been adopted or are in use, in such place of employment unless the employer did not, and could not, with the exercise of reasonable diligence, know of the presence of the violation.

Willful Violation: May exist where evidence shows that the employer committed an intentional and knowing violation of the Act.

Criminal/Willful Violation: A repeat violation of a previously cited willful violation.

Violation of Serious, Willful or Criminal violation may have the following consequences:

Bid 26-231, Motor Repair Services

First violation: correction may be a verbal warning and the correction shall be done the same day. Written documentation may be maintained by the County.

Second violation: may result in work stoppage until the violation is corrected. The work stoppage shall not entitle the Vendor to additional contract time or compensation.

Liquidated damages provision will remain in full force and effect.

Third violation: this may constitute a breach of contract for safety violations and may result in termination of the contract at the sole discretion of the County.

Note: The County Safety Officer may stop any job to ensure the safety of all concerned.

1.3 Should the work site be in a hazardous area, the County shall furnish the Vendor with information concerning hazards such as types or identification of known toxic material, machine hazards, Material Safety Data Sheets, or any other information that would assist the Vendor in the planning of a safe work site.

1.4 The Vendor shall be aware that while working for the County, representatives from agencies such as the United States Department of Labor, Occupational Safety and Health Administration (OSHA), and the Division of Safety, State of Florida, are invitees and need not have warrants or permission to enter the work site. These agencies, as well as the County Safety Officer, enter at the pleasure of the County.

1.5 The Vendor shall designate a competent person of its organization whose duty shall be the prevention of accidents at the site. This person shall be the Vendor's superintendent unless otherwise designated in writing by the Vendor to the County. All communications to the superintendent shall be as binding as if given to the Vendor.

Bid 26-231, Motor Repair Services

Safety Requirements/Regulations Form

Bidder must sign and have notarized:

The undersigned bidder hereby certifies that they fully understand the safety requirements/regulation provisions and will comply.

Dated this _____ day of _____, 20_____

Name of Firm _____

By _____

Title of Person Signing: _____

(SEAL)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 20__, by _____ (*name*) as _____ (*title of officer*) of _____ (*entity name*), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____

(AFFIX NOTARY SEAL)

Affidavit Certification Immigration Laws

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 A(E) {SECTION 274A(E) OF THE IMMIGRATION AND NATIONALITY ACT ("INA")}.

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(E) OF THE INA. **SUCH VIOLATION OF THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN 274A(E) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.**

BIDDER ATTEST THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature: _____

Title: _____

Date: _____

State of: _____

County of: _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 20__, by _____ (*name*) as _____ (*title of officer*) of _____ (*entity name*), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____

(AFFIX NOTARY SEAL)

Employment Eligibility Verification (E-Verify) Certification

(Florida Statutes, Section 448.095)

PROJECT NAME: **Bid 26-231, Motor Repair Services**

The undersigned, as an authorized officer of the contractor identified below (the "**Contractor**"), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the "**County**"), by and on behalf of the Contractor in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Contractor and the County on or about the date hereof, whereby the Contractor will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the "**Contract**"), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Contractor, and any subcontractor under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Contractor or subcontractor. The Contractor acknowledges and agrees that (i) the County and the Contractor may not enter into the Contract, and the Contractor may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this _____ day of _____, 20__.

ATTEST:

CONTRACTOR:

By: _____
PRINTED NAME: _____
Its: _____

By: _____
PRINTED NAME: _____
Its: _____

Special Conditions

1. Award will be made to up to the three (3) lowest responsive bidders based on overall low bid for all items combined. Bidders must bid on all items for the bid to be considered responsive. All bid items should be bid at a fair and reasonable price; failure to do so may cause the bid to be non-responsive. The Procurement Director shall be the sole judge of what is fair and reasonable. The Procurement Director reserves the right to reject any or all bids and/or waive any minor irregularities in the bids received, whichever would be in the best interest of the County.
2. The period of performance for this bid is from the notice to proceed date through May 31, 2029 ("Termination Date") unless otherwise terminated in accordance with General Information Items #14 and #15. Bids may be extended by the Procurement Director at the end of any given term in order that the service or provision for goods be continued for a period of no greater than 120 (one hundred and twenty) days.
3. **Performance of Work:** Portions of the work required under this bid may be performed by subcontractors. Should the successful vendor plan to use subcontractors to perform the required work, the vendor must provide a list of subcontractors to the Procurement Division for approval prior to bid award. Should the successful vendor require subcontractors to perform any work during the course of the work assigned under this bid, the vendor must also provide a list of subcontractors to the Procurement Division for approval. The vendor shall be fully responsible for all acts and omissions of their subcontractors and of persons directly or indirectly employed by them and of persons for those acts any of them may be liable to the same extent as if they were employed by the vendor. Any work performed by the successful vendor or sub-contracted out must meet all regulated deadlines.
4. All prices bid shall remain unchanged during the period of performance, as specified herein, and as may be adjusted in accordance with General Information, Item #20.
5. If it becomes necessary to revise or amend any part of this bid, an addendum will be issued and will be posted on the County's website at <https://www.polk-county.net/business/procurement/>. It is the sole responsibility of the bidders to

Bid 26-231, Motor Repair Services

check the website to ensure that all available information has been received prior to submitting a bid.

6. The Successful Bidder must register in our Vendor Database if you have not already done so prior to the award of this bid. A purchase order cannot be issued to a vendor until they are registered. You may register at the following link:
<https://www.polk-county.net/business/procurement/vendor-information/>.
7. Any additions, deletions, or modification similar in cost or material after bid award will need to be signed off by both the user division and the successful vendor. Price for any additions, deletions, or modifications to the bid will be negotiated and agreed upon by both parties. All agreed upon additions, deletions, or modifications will also require the Procurement Director's (or designee) approval. If the addition, deletion or modification is accepted an amendment to the Bid award will be issued to the successful Bidder.
8. Bidders may attend the Bid Opening via conference call or in person. The conference bridge phone number to call in is (646) 558-8656 and enter Meeting ID: 327 647 2818. A listing of all bidders will be posted to Procurement's website as soon as possible after bid opening.
9. For any related services needed beyond what is on the bid sheet, the Polk County Utilities Division will request an "out of scope" quote/proposal from the Vendor and follow the processes outlined in the Specifications section of this bid.

Qualifications

1. Vendor must have been in business under the same FEIN number for the past two (2) years. Evidence should be submitted with the bid submittal.
2. Vendors must possess a Polk County Local Business Tax Receipt (f/k/a Business License) in order to do business with the County. A copy of such license must be provided to the Procurement Division before award is made to the successful vendor.
3. Vendor must provide three (3) references from clients in which the bidder has performed similar size and scope services as the prime vendor, within the past three (3) years. Each reference should include:
 - a. Name of the client
 - b. Address of the client
 - c. Contact person to include phone number and email address
 - d. Period of Performance (start and end date of the services)
 - e. Brief description of the services provided.
4. Submit a résumé of the person(s) who will be assigned to supervise work performed under this bid. The person(s) must have at least two (2) consecutive years of motor repair experience on a full-time basis and be able to effectively communicate with PCU staff.
5. Submit a copy of the current Underwriters Laboratories (UL) 674 certification for hazardous-location motor repairs in Bidder's legal name.
6. Due to emergency response time and the need for shop inspections, the Bidder's repair facility must be within a 100 mile radius of the Polk County Utilities Warehouse, located at 3642 Old Bartow Eagle Lake Road, Bartow, FL 33830.
7. Provide a primary and secondary Vendor point of contact for this solicitation to include:
 - Contact Name
 - Phone Number
 - Email Address

The Contact persons provided will be the primary and secondary contact for the County to call/communicate with any requests for service or levels of service provided during the term of the solicitation. If at any time this information changes it will be the vendors sole responsibility to update PCU staff as soon as possible.

All documentation and information requested in the Qualifications section should be included with the vendor's submittal or must be provided within three (3) business days upon request and prior to award.

Scope of Work

Polk County Utilities is requesting bids for hourly rates from qualified contractors to provide repair and maintenance services for motors for PCU. Services shall include, but not be limited to, providing all labor, tools, vehicles, fuel, testing equipment, parts, supplies and materials necessary to perform motor repair and maintenance services on an as-needed basis for a variety of motors from the water and wastewater treatment facilities, wells, and lift stations.

Examples of the brand name motors PCU currently uses are listed below. PCU may add or remove brands without notification to the successful vendor:

- Baldor/ABB
- Emerson
- General Electric (GE)
- Leeson Electric
- Marathon
- Nidec Motors/US Motors
- Pentair/Sta-rite
- TECO-Westinghouse
- WEG

Specifications

1. Work will be distributed on a rotational basis, starting with the lowest bidder. As work is needed, the County Project Manager (PM) or designee will reach out to the awarded vendor(s) for planned work orders or emergency work orders. If a successful vendor declines the work or does not respond in the timeframe of the work order process below, they will be placed at the end of the rotation until future work is needed.

- **Planned Work Orders (Regular Repairs):** The Polk County Utilities PM or designee will contact the vendor when services are needed. The successful vendor shall pick up the motor for repair within three (3) business days and email a work order proposal to the PM or designee within five (5) business days after motor pickup (except for emergency repair services, see below).

All planned work order proposals will include a not to exceed amount, scope of work, and number of days to complete the work. All work orders proposals will include a report of the findings from the specifications required prior to the repair. The not-to-exceed amount will be based on the hourly billing rates awarded. The County will review the proposal and if necessary, request any updates, clarifications, or changes to the proposal. The vendor will have two (2) business days to review and reply with their revised proposal. The County PM or designee will accept or decline the revised proposal.

Bid 26-231, Motor Repair Services

If accepted, the County PM or designee will send a work order approval email and a purchase order will be issued based on the not-to-exceed amount.

The successful vendor shall pick up the motor for repair within three (3) business days. No work shall be performed until an approved work order email from the County PM or designee is sent and purchase order has been issued.

If it is necessary for a work order to be revised, it will be requested to and approved by the County PM or designee via email. A revised purchase order will be issued to include the approved revisions.

- **Emergency Work Orders (Emergency Repairs):** For emergency repair services, the vendor will need to pick up the motor within eight (8) business hours. The vendor will need to email the County PM or designee back an emergency work order proposal that includes a not to exceed amount within eight (8) business hours after pickup. The County PM or designee may request any updates, clarifications, or changes, if necessary, to the work proposal. If changes are needed, the vendor will have eight (8) business hours to respond with the revised emergency proposal. If no other changes are needed, the County PM or designee will send an approval email for the revisions.

The vendor will need to start work upon receiving the approval email from the County PM or designee. The County will issue an emergency work purchase order for the repair. Emergency work hours will be billed at no more than one and half (1.5) times the regular hourly rate (In-shop or Field Service rate based on location of work).

2. All motor maintenance, repair, and installation of electrical equipment shall comply with local, state, and federal standards, which include, but are not limited to, IEC, NEMA, EASA, and IEEE standards.
3. Vendor shall provide the following information with their proposed quote:
 - a. Quote number
 - b. Equipment identification (brand, serial number, type)
 - c. Inspection report, to include the record of mechanical damage to frame, brackets, shafts, caps, rotors, stators, etc.
 - d. Description of the repair(s)
 - e. Itemized parts needed
 - f. Time to complete the repair
 - g. Total cost for repair
 - h. Options and/or recommendations for repair/replacement if the cost of repair exceeds 65% of the cost of a new motor

Bid 26-231, Motor Repair Services

4. No work shall begin on planned work orders until the issuance of a purchase order. For emergency work orders, work may begin when the County PM or designee provides approval via email.

Failure to follow this process will result in non-payment of additional services.

5. Vendor shall pick up and return equipment for repair between the hours of 7:30 a.m. and 3:00 p.m., Monday through Friday **at no additional** charge. Equipment is located at the Polk County Utilities Central Operations, 3642 Old Bartow-Eagle Lake Rd., Bartow, FL 33830, unless otherwise stated by County PM or designee.
6. Vendor shall use OEM parts when available/practical.
7. Any equipment or materials needed to be purchased to complete work under this bid must be pre-approved by the County PM or designee prior to the successful Vendor purchasing the items. Any pre-approved equipment shall be billed at cost plus 10% markup. The Vendor must submit a copy of the receipt/invoice for all pre-approved equipment purchases with each invoice to be reimbursed for the equipment purchase. Receipts/invoices must be submitted with each invoice to match any equipment or materials being billed.
8. If the cost of repairs exceeds 65% of the cost of a new motor, the County reserves the right to purchase a new motor in lieu of the repair. In this case, the Vendor may not bill the County for quote or re-assembly of motor; but may bill for a diagnostic fee; using the TDI rate on the bid sheet only.
9. The County reserves the right to independently check the successful Vendor's equipment. Vendor's equipment shall be maintained to a standard to have minimal to no down time.
10. Technician responding to an on-site repair request will immediately contact County PM or designee upon arrival at the job site. Actual travel time from vendor's location to and from the work location is not reimbursable under this contract. Travel costs shall be included in the hourly rate for labor.
11. Regular repairs shall be completed within seven (7) business days after issuance of a purchase order.

Emergency repairs shall be completed within three (3) business days after email approval of the Emergency Work Order proposal from the County PM or designee has been sent.
12. Repaired motors shall be delivered to the County within three (3) business days after repair is completed.

Bid 26-231, Motor Repair Services

For emergency repairs, repaired motors shall be delivered to the County within 24 hours after repair is completed.

If the motor repair is not completed and returned within the time specified, the vendor will only be able to bill at the regular hourly rate, and not at the emergency repair hourly rate.

13. **Liquidated Damages:** If the Vendor neglects, fails or refuses to complete the Work within the time specified, or during any proper extension granted by the County, then the Vendor shall pay the County the sum of One-Hundred Dollars (\$100.00), for each and every calendar day that the Vendor is in default after the time stipulated in the approved work proposal for completing the Work.
14. Vendor shall inform the County PM or designee if there will be any delay due to availability of parts.
15. Vendor shall furnish the County with a report of all repairs completed, including the results of all tests performed from inspection through delivery and startup.
16. Unsatisfactory work shall be immediately corrected by the Vendor at no additional cost to the County. No new work will be assigned to the Vendor until all unsatisfactory work is corrected.
17. **PERFORMANCE WARRANTY:**
 - a. Vendor shall warranty replaced parts for a period of one year from delivery.
 - b. Vendor shall warranty repairs against defects in materials and/or workmanship for a period of one year.
 - c. Warranty repairs will be sent to manufacturer's authorized repair facility when applicable. Provide a list of manufacturers that you are an authorized repair facility for as part of your bid package.
18. **HOURLY REPAIR RATES:**
 - a. Vendor shall be responsible for providing regular and emergency repairs as needed.
 - b. Hourly rates for regular repairs and emergency repairs bid and billed shall be inclusive of all travel, material acquisition, handling and delivery, overhead and other miscellaneous costs.
 - c. Hours paid under this contract shall only be for productive repair hours and must be clearly identified on each work order proposal.
19. **INVOICES:** All invoices are to be emailed to pcuopinvoice@polkfl.gov and, at a minimum, must include the following information:
 - a. Purchase order number
 - b. Start date (initial pickup date) and completion date
 - c. Itemized list of services completed

Bid 26-231, Motor Repair Services

- d. Hours of services completed (productive repair hours) or inspection hours (for non-repairs, maximum two (2) hours)
- e. Service location, for on-site repairs only
- f. Copy of paid receipts as proof of purchase price for any preapproved rental equipment or supplies, including the approval email from the County PM, if applicable.

The Vendor shall not invoice the County for any additional parts and/or services not accepted by the County. Should the County receive such invoices, they will be rejected.

TECHNICAL SPECIFICATIONS

1 Introduction

1.1 SCOPE

This repair specification lists the suggested minimum requirements for the repair and overhaul of low-voltage random-wound three-phase AC squirrel cage induction motors, which are sent for repair. It pertains to motors with anti-friction bearings (ball and roller) only.

1.2 INTENT

The intent of these repair specifications is to achieve a consistent, high-quality diagnosis, repair and/or overhaul of a motor, and to return it to good operating condition with minimum delay and cost. In the absence of specific instructions, the requirements will be to restore the motor to as-manufactured conditions.

1.3 REFERENCE DOCUMENTS

The references to be used in conjunction with these Specifications are the most current editions of the following:

UL	UL674 Electric Motors and Generators for use in Hazardous Locations
EASA	AR100-2025 Recommended Practice for the Repair of Rotating Electrical Apparatus
IEEE	IEEE Std. 43, Recommended Practice for Testing Insulation Resistance of Rotating Machinery
	IEEE Std. 112, IEEE Standard Test Procedure for Polyphase Induction Motors and Generators
ISO	ISO Std. 1940-1, Mechanical Vibration—Balance Quality Requirements of Rigid Rotors
NEMA	NEMA Std. MG-1, Motors and Generators
ABMA	ANSI/ABMA Std. 7, Shaft and Housing Fits for Metric Radial Ball and Roller Bearings

1.4 HAZARDOUS LOCATIONS

Motors intended for use in hazardous locations will have a nameplate to that effect. The repair work shall be done in a facility that has been certified by the Underwriters Laboratories to meet the requirements of UL674 Qualification of Facilities Engaged in the Repair of Electric Motors and Generators for use in Hazardous Locations.

Bid 26-231, Motor Repair Services

Subcontracting these services will be acceptable. If the explosion-proof characteristics of the motor are not maintained, then the nameplate shall be altered to reflect this, and the motor will no longer be considered suitable for use in hazardous areas.

1.5 GENERAL

1.5.1 Unavoidable Degradation

During the repair, if any damage is found which cannot be fully repaired, PCU's written approval is required before proceeding. Likewise, if any repair is indicated which may result in a permanent degradation of efficiency or other performance parameters, PCU's written approval is required before proceeding.

1.5.2 Operating Environment

If this motor operates in severe environmental conditions, it will be indicated on the accompanying motor repair form. No repair methods or materials may be used which make the motor more vulnerable to these conditions than it was as originally built.

1.5.3 If Powered by an Inverter

If "Powered by ASD", this motor is powered by a pulse-width-modulated inverter. The windings shall be sufficiently insulated and supported to withstand this type of power supply. Magnet wire must be of a design intended for inverter duty. The wire manufacturer and specification shall be reported to PCU. Quad wire rated for inverter duty will only be accepted.

2 Motor Repair Procedures

2.1 DOCUMENTATION

2.1.1 Repairs

Requirements for the work, checks, and tests are listed in the following sections.

2.1.2 Expanded Work Scope

If tests and inspections indicate problems beyond the initial scope of the listed repair, the successful Vendor will notify the County PM or designee prior to initiating an additional repair. A description of the necessary, additional repairs and related costs must be provided. Please see Special Conditions, Item #10.

2.2 INCOMING INSPECTION

On receipt of the motor, the successful Vendor shall do the initial tests set out below.

2.2.1 Intent

The intent of the initial tests shall be to determine and record the probable cause of failure, if any, to document certain pre-repair parameters, and to determine what work is required.

2.2.2 Visual

A visual inspection shall be made to assess the general conditions of the outside of the motor for cracks, broken welds, missing parts, etc.

2.2.3 Insulation to Ground

An insulation resistance test to ground shall be performed at a voltage suitable for the motor's voltage rating and the apparent condition of the motor. The testing shall be as follows:

- The initial test voltage shall be 500 volts DC.
- For motors where there is more than one winding, the insulation shall also be tested between windings, at the test voltage appropriate to the lower voltage winding, with other windings grounded. The duration of the insulation test shall be one (1) minute. The temperature shall be recorded.

2.2.4 Bearings

The shaft shall be manually rotated to check for any obvious problems with the bearings or shaft.

2.2.5 No Load Run

If possible, the motor shall be run on no load, at nameplate voltage and checked for balanced currents and vibration.

2.3 DISMANTLING

2.3.1 Identify Problem

Bid 26-231, Motor Repair Services

After the incoming inspection, the motor shall be dismantled to the extent needed to either fully identify or repair the problem, or to do the specified overhaul.

2.3.2 Markings

End brackets and frames shall be clearly match-marked with numerals or letters.

2.3.3 Parts Storage

Bolts and small parts shall be stored in dedicated containers and parts from other jobs shall not be kept with them.

2.3.4 Insulated Bearings

If the motor has insulated bearings, note which, if any, have the insulation deliberately bridged. The insulation resistance of each insulated bearing shall be at least 10-megohms with a 500-volt DC test.

2.3.5 Dowels

If dowels or fitted bolts are used to ensure accurate fits, the location of these pieces shall be identified.

2.3.6 Explosion Proof

The successful Vendor or their subcontractor must be certified by UL for repair of explosion-proof motors. For motors certified for hazardous locations, extra care shall be taken to ensure that joints and flame paths are not damaged during the work. If damage requiring other than normal repair is found, PCU shall be notified before proceeding with repair.

2.3.7 Rotor Removal

For horizontal motors where the shaft rotor assembly is too heavy to be removed easily by hand, one or two cranes shall be used to move the shaft, with a close-fitting pipe installed over one end of the shaft to act as a shaft extension. Attention shall be paid to the following:

- Care shall be taken that the slings do not damage the bearing surfaces or the rotor.
- Under no circumstances shall the stator windings be touched by any of the parts being moved.

2.4 VERTICAL MOTORS

Vertical motors shall be dismantled according to the manufacturer's instruction book. The assembly of vertical motors is critical. Particular attention shall be paid to, and records kept of:

- The amount of rotor lift (end play);
- The make and types of bearings, particularly the thrust bearings including orientation of thrust bearings;
- The arrangement of the thrust and guide bearings, including specially ground mating surfaces;
- The axial and radial clearances (fit) to the shaft and housing;
- The method of lubrication of both upper and lower bearings;
- The method of bearing insulation, if any; and
- Any other particular features of the motor configuration.

2.5 WINDING REMOVAL

2.5.1 General

For motors that are to be rewound, the core shall be stripped, cleaned, tested and repaired.

2.5.2 Take Data

Winding data shall be recorded so as to permit replicating original configuration. Winding data shall be kept on file by the successful Vendor for three (3) years.

2.5.3 Core Loss

A core loss test shall be done on all stators both before and after stripping and iron repair, to check for damaged interlaminar insulation. The tests shall be done at a flux density of 85,000 lines per square inch rms. Exciting current and watts loss shall be recorded each time, as well as a physical check carried out for hot spots. If data from previous tests are available, the results shall be compared. Testing at other flux densities may be done if previous data is available. If hot spots exceed 15°C above the average temperature after 10 minutes, or losses are excessive overall either before or after stripping, the situation shall be discussed with PCU before proceeding further. For a core without any hot spots, the losses after stripping shall not be more than 10% higher than the pre-strip losses. To avoid misleading results, the second core loss test

Bid 26-231, Motor Repair Services

should not be done until the core has been cleaned and dried. The successful Vendor will own and maintain a core loss tester equivalent to or better than a Phenix Core Loss Tester.

2.5.4 Burn Out

The winding shall be burned out in a controlled temperature burnout oven where the part temperature is limited by means of fuel control and supplementary (water spray) cooling to 360C (6800F) for organic (C3) or 4000C (7500F) for inorganic (CS) interlaminar insulation. If a higher temperature is deemed necessary, repairer shall reference communication or documentation from the motor manufacturer indicating that the core iron can safely withstand the temperature.

2.5.5 Aluminum Frame

Frames may be chemically stripped if burnout facilities are not available. Other methods of stripping may only be used with PCU approval.

2.6 CORE PREPARATION

2.6.1 Cleaning

The stripped core shall be cleaned of all foreign material, such as insulation debris, and dried.

2.6.2 Iron Damage

All obvious iron damage, plus any problems indicated by the core loss tests, and significant frame damage, shall be reported to PCU before proceeding further.

2.6.3 Method of Repair

The method of repair to damaged cores shall be discussed with PCU and shall be chosen from the following:

- **Grinding.** Selective grinding with a small sharp power tool.
- **Spray between laminates.** Separating laminations and re-insulating with spray-on inter-laminar insulation.
- **Mica between laminations.** Inserting split mica between the laminations.

- **Restacking.** Restacking, with deburred laminations and new interlaminar insulation.

2.6.4 Core Loss Test

A final core loss test shall be done as described in Specifications, Section 2.5.3 above.

2.7 REWINDS

2.7.1 Winding Details

The total cross-sectional area of a turn, the turns per coil, the span, and connection of the coils shall not be changed without authorization from PCU.

2.7.2 Thermal Class

Class H or higher system materials shall be used throughout. Windings which were originally Class F or lower shall be rewound with **Class H magnet wire and materials. Rated for Inverter Duty.**

2.7.3 Sensors

Temperature sensing devices shall be replaced with devices comparable to those previously used.

2.7.4 Explosion Proof

If the temperature class of the insulation of an explosion-proof motor has been increased, a temperature sensor shall be installed to monitor and limit the motor surface temperature to the original maximum external temperature. The motor shall be tagged with a warning to the operator that to maintain the hazardous area classification, the sensor must be connected to shut down the motor.

2.7.5 Insulation Materials

Insulation shall include, as a minimum, the following components:

- **Turn insulation.** Multiple build coating turn insulation of polyamide, polyimide or a combination of both over polyester, or equivalent;
- **Slot Liner.** Slot liner extending at least one-quarter inch past each end of the slot;

Bid 26-231, Motor Repair Services

- **Separator.** Center strip or separator between the top and bottom coil sides in a slot;
- **Wedge.** A top piece to hold the coils in the slot (where needed, a bottom filling piece shall be used to make up any extra space in the slot); and,
- **Phase Barriers.** Phase barriers between end turns of different phases (these shall be trimmed to permit clear airflow).

2.7.6 End Turns

The end turns shall be fully compacted so that there are no loose wires. Both sets of end turns, plus leads and jumpers, shall be laced tightly together so that each coil is tied securely to the two adjacent coils.

2.7.7 Connections

All connections shall be brazed with materials that will not be subject to corrosion in the specified operating environment. They shall have no sharp edges and shall be insulated.

2.7.8 Winding Test

Before impregnation, the winding shall be tested to verify that there are no wrong connections or shorted turns. This will include a surge comparison test, a high potential test, and winding resistance test using a Baker D12000 Hi-Pot and a Baker DLRO Tester or equivalent. Voltage used shall be as indicated in EASA Recommended Practices for the Repair of Rotating Electrical Apparatus or other standards approved by PCU. Any defects shall be corrected and retested before impregnating.

2.7.9 Impregnation

The rewound stator shall be impregnated in one of the following ways:

- **Dip-and-Bake.** Double dip-and-bake cycle using resin or varnish and a temperature-controlled bake oven (baking times and temperatures shall be recorded in the Repairer's Tracking Form.)
- **Trickle.** A trickle epoxy or polyester treatment where the resin is poured into the end turns and slots of a vertically inclined stator, which has been heated with controlled electric current to assist in curing the resin.

2.8 ROUTINE OVERHAULS

2.8.1 Testing

After dismantling, the following procedure shall be followed:

- Winding and cooling ducts shall be cleaned, dried, and inspected.
- Winding insulation resistance shall be tested at 500 volts DC.
- The duration of the test shall be one minute. The minimum acceptable level after one minute, corrected to a 400C reference temperature per IEEE 43, is 20 megohms. Levels less than 20 megohms shall be discussed with the PCU.
- If satisfactory levels are not attained, the winding shall be re-cleaned and dried thoroughly at a temperature not exceeding 900C (1950F), and then retested.
- After successful insulation resistance to ground has been achieved, the winding shall be given a high potential or surge comparison test. Voltage level used shall be as indicated in EASA Recommended Practice for the Repair of Rotating Electrical Apparatus or other standards approved by PCU.

2.8.2 Cleaning

The components, including the stator windings, shall be cleaned with hot water and a suitable detergent after heavy deposits of dirt and grease have been removed by scraping and wiping. If necessary, brushes shall be used to clean small passages in components.

Solvents shall not be used to clean insulation but may be used on mechanical components of the motor. All components shall be thoroughly dried at a temperature less than 900C (1950F), for as long as it takes to remove all signs of moisture. For windings, this will be indicated by the insulation resistance stabilizing after some hours of drying.

2.8.3 Repairs

After satisfactory insulation resistance has been attained, all loose or damaged wedges, slot sticks, coil supports etc., shall be replaced or repaired. The winding shall then be given a minimum of two dip-and-bakes using a Class H or higher-grade varnish. Immersion and baking times shall be sufficient to penetrate any cracks and give a sealed durable finish to the insulation. The repairer shall notify PCU if a dip-and-bake is undesirable.

2.8.4 Other

The routine overhaul of other parts of the motor shall return the parts to good condition.

2.8.5 Reassembly

The assembly of the motor after overhaul is covered in Specifications, Section 2.15.

2.9 ROTOR TEST AND REPAIR

2.9.1 Testing

All rotors shall be given a test for damaged bars, whether the motor is suspect in this area or not. This test shall apply a stable single-phase voltage to the stator of the assembled motor while the shaft is slowly turned through at least one revolution. Any fluctuations of stator current in excess of three percent (3%) shall be investigated further. Other methods may be used if the stator winding is faulty, and it can be shown that they have a good record of detecting faults. For motors where electrical or mechanical problems with the rotor are suspected, more sophisticated tests shall be used. These include one or more of the following:

- Growler tests;
- Current analysis or vibration analysis of a loaded motor;
- Physical examination;
- Ultrasonic examination of the bars and end rings; and,
- Core loss tests (axial current through shaft).

2.9.2 Fabricated Cage Repair

Since repair of squirrel cages can be expensive, no work shall be done in this area without prior approval from PCU.

2.9.3 Cage Replacement

For cage replacement, the conductive, metallurgical and strength characteristics of both the bar and end ring materials shall be determined and duplicated. Since changing the rotor resistance or density has major effects on the motor performance, no change in these is permitted without PCU approval.

Any parts that are to be reused shall be cleaned and examined for defects.

2.9.4 Testing

After fabrication, the joints shall be examined and tested by ultrasonic or comparable means.

2.9.5 Balance

The rotor shall be dynamically balanced to the tolerances listed in Specifications, Section 2.14 of these specifications.

2.9.6 Cast Rotor Repair

A defective cast cage shall not be repaired without prior authorization from PCU. The method of repair shall be to remove the old cage by chemical means, without damaging the laminations, followed by re-barring with extruded, aluminum bars and duplicate cast aluminum end rings to give the same cage resistance as before.

2.9.7 Iron Repairs

If tests or observation indicate that the laminations have been damaged, they shall be repaired or replaced with new laminations. Care shall be taken to ensure a consistent air gap.

2.10 SHAFT REPAIR

2.10.1 General

If any tests indicates that there may be a shaft problem, it shall be tested and repaired or replaced. If there is any risk or uncertainty in the proposed repair method, this shall be discussed with PCU prior to proceeding.

2.10.2 Requirements

When the work is completed, the shaft shall meet the following criteria:

- **Total Indicated Runout.** It shall be straight, with a Total Indicated Runout (TIR) when measured in V blocks, of no more than 0.051 mm (0.002 inch) for up to 41.3 mm (1.625 inch) shaft diameter and no more than 0.003 inch for larger diameters.
- **No Cracks.** The shaft shall have no cracks. Ultrasonic, magnetic particle, dye penetrant or other testing methods may be needed to verify this.
- **Straightness.** The shaft shall be straight, parallel and undamaged at the bearing areas.
- **Journal Repairs.** Make journal repairs by welding or plating, followed by machining and grinding, with fit as specified in Specifications, Section 2.11.4.

Bid 26-231, Motor Repair Services

- **Fit To Rotor.** The shaft shall be a tight fit to the rotor iron. If there is looseness, the shaft shall be built up and turned for proper interference fit or shall be replaced.
- **Shaft Material.** New shafts shall be machined from AISI Gr. C1045 hot rolled steel or better. For special applications, the successful Vendor shall consult with the manufacturer and report recommendations to PCU.
- **Tolerances.** Shaft extension dimension tolerances shall be within the limits specified in NEMA MG-1, Motors and Generators sections.

2.11 ANTI-FRICTION BEARINGS

2.11.1 New Bearings

Anti-friction bearings shall always be replaced. **New bearings shall be SKF or Timken brand premium, unless otherwise approved by PCU.** If the bearing type, size, sealing, shielding or configuration is changed, this shall be noted on a supplemental nameplate. If the original bearing race showed pitting from shaft current, the causes and remedy for this shall be discussed with PCU.

2.11.2 Shielding, Sealing

If the method of shielding, sealing or lubricating is to be changed, it shall be approved by PCU.

2.11.3 Clearance

Unless otherwise specified by the manufacturer or PCU, C3 clearance bearings shall be used for all bearings.

2.11.4 Tolerances

Fitting tolerances to the journals and housings shall be per manufacturer's specifications. Out of tolerance fits shall be restored. (Reference ANSI/ABMA Std. 7 as a guide. Always use the most current version.)

2.11.5 Heating

The bearing shall be heated, without use of direct flame, to approximately 940C (2000F) to permit it to be slid easily onto the shaft up to the shoulder. Bearings with bores under 45mm may be press fit.

2.11.6 Grease

Greaseable bearings shall be lubricated as specified in the EASA Recommended Practice for the Repair of Rotating Electrical Apparatus or other standards approved by PCU. Lubrication shall be in accordance with the motor manufacturer's recommendations if available. Otherwise fill the cavity to 1/3 capacity. The lubricant shall be compatible with the lubricant packed by the bearing manufacturer.

2.11.7 Insulated Bearings

Insulated bearing resistance shall be at least 10 megohms. Voltage applied from the megohmmeter should not exceed 500 VDC. Alternately a 1 15VAC test lamp may be used. No light should be visible from the lamp filament. (Reference IEEE 112-1996, Specifications, Section 9.4.3. or EASA AR100-1998; always use the most current version)

2.12 END BRACKETS

2.12.1 Requirements

End brackets shall fit snugly to the stator frame. Worn dowel holes and rabbet fits shall be repaired.

2.12.2 Tolerances

See Specifications, Section 2.11.4 for the fit of the outer diameter of anti-friction bearings to housings.

2.12.3 Repairs

Repairs to end bracket-bearing housings shall be by building up the metal and machining to size. Welding, plating and sleeving are the accepted methods. Epoxies and other compounds shall not be used for locking bearings.

2.13 OTHER DEVICES

2.13.1 Fans

- Fans shall be checked for cracks and fit to the shaft or rotor.

Bid 26-231, Motor Repair Services

- Fans shall be firmly fixed to the shaft or rotor by the original factory method, unless there has been corrosion between dissimilar metals, in which case a new method shall be proposed to PCU.
- Welding to the shaft is not permitted.
- Repairs to fans shall only be done after discussion with PCU.
- New fans shall be as supplied by the original manufacturer if available.
- Fans used in motors for use in hazardous locations shall be made of material that will not cause sparking, either by impact or by buildup of static electricity.

2.13.2 Temperature Sensors

Temperature sensors shall be installed in the motor as originally found or as otherwise specified by PCU.

- **Bearing.** Bearing sensors shall be of the same type as those removed and shall be located to sense, as nearly as possible, the highest bearing temperature. If the original bearing sensor was insulated, the replacement shall also be insulated.
- **Winding.** Sensor type shall be the same as the original and will usually be in the end turns.

2.13.3 Leads

Leads shall be flexible and multistranded and have at least the same cross sectional area as the original leads. Temperature class must be the same as original or better. Main power and accessory leads shall be indelibly marked using the same marking systems as the incoming motor. If this is illegible, then the system described in NEMA MG-1, Motors and Generators, shall be used and a notice describing the system attached to the terminal box. Every effort shall be made to keep the original direction of rotation.

Lugs, if used, shall be suited for the application and have all cable strands in the lug. No cable strands may be cut off or bent back to facilitate insertion in the lug.

If crimp lugs are used, the correct make and style of die shall be used for the lug, and the correct compression applied.

2.13.4 Terminal Boxes

Terminal boxes shall be returned to original condition. In particular, the following items must be confirmed.

Bid 26-231, Motor Repair Services

- Missing bolts and gaskets for both the cover and the motor-to-box joint shall be replaced.
- On motors certified for hazardous environments, the junction boxes shall be sealed off from the main body of the motor by a sealing compound approved by UL for this application.
- Damaged flanges shall be repaired. No paint or gaskets shall be left on the flanges of boxes for explosion-proof motors.

2.13.5 Space Heaters

Space heaters shall be tested for insulation resistance for one minute at 500 volts. A 10-megohm minimum resistance is acceptable. They shall be tested for correct functioning.

2.13.6 Vibration Sensors

Vibration sensors shall be replaced in their original locations.

2.14 BALANCING

The motor rotor shall be dynamically balanced in a balance stand before assembly of the motor. An IRD 5000-pound dynamic balancer or equal will be used for every motor repair and reported to PCU. Balance criteria include the following:

- **Half key.** It shall be balanced with a half key in the keyway.
- **Tolerance G1 (ISO 1940-1).** Generally, the permitted total imbalance is $i5W/N/2 = \text{oz in/plane}$ where W is weight of rotor in pounds and N is operating speed in RPM. (426 $W/N/2$ gin. in/plane)
- **Tolerance G1 (ISO 1940-1).** Two Pole rotors should be balanced to $6W/n/2 = \text{oz in./plane}$. (170.4 $W/n/2$ gin. in/plane)
- **Material removal.** If material is removed, structural integrity and fan capacity shall be maintained.
- **Added material.** Added material shall be able to withstand the centrifugal forces and be positioned either in the manufacturer's designated positions and locked in place or positioned in a location where centrifugal force will tend to keep the material in place. Weights may be attached to metallic parts only.

2.15 REASSEMBLY

The assembly of the motor is the reverse of the disassembly process, and the following points shall be observed:

Bid 26-231, Motor Repair Services

- Match marks shall line up.
- On reinsertion of the rotor, take care not to damage the journals or the stator windings. Cranes, slings, and extension pipes shall be used on heavy rotors. Check axial alignment of stator and rotor cores.
- Dowels and fitted bolts shall go back into the same holes that they came from.
- Where they can be measured, all air gaps shall be within 10 percent of the average.
- On motors with insulated bearings, the insulation shall be checked and noted. (See Specifications, Section 2.11.7)
- On vertical motors, the lift on the shaft shall be the same as the original manufacturer's setting, unless PCU and the successful Vendor agree that a modified setting would give better performance.
- Motors for use in hazardous environments shall have all the explosion-proof features maintained and verified in accord with UL674.

2.16 FINAL TESTS

2.16.1 Insulation

Prior to running, the motor shall be given an insulation resistance test to ground in the following manner:

For rewound motors, a DC high potential test shall be conducted at 1700 VDC for motors to be powered by less than 250VAC service voltage. Motors to be powered between 250VAC and 600VAC service voltage shall be tested at 1700VDC plus 3.4 times the machine's voltage rating, e.g., 3264VDC for a 460VAC machine. Readings corrected to 400C, which are less than 20 megohms, shall be discussed with PCU. The successful Vendor must test the equipment on a Baker D12000 Hi-Pot Tester or equivalent to perform these tests and shall print out results and attach to each job tracker.

2.16.2 Running Test

After the insulation tests, the motor shall be run at no load at full terminal voltage, with either a half key or a half coupling, on the shaft. If the motor uses an external oil supply and removal system in normal use, a similar system shall be arranged for the test. The test shall determine that:

- **No Load Amps.** No load current unbalance at balanced rated voltage shall be less than 2 percent.

Bid 26-231, Motor Repair Services

- **Vibration.** Horizontal, vertical, and axial readings shall be taken at each bearing and results recorded for PCU' s review. The successful Vendor shall record vibration of motor with motor bolted down to an isolated test stand installed in repairer's shop for accurate readings.
- **Temperature Rises.** Temperature rises after levels stabilize shall be within normal limits on the frame and bearings.
- **Shipment.** At the completion of the test, the motor shall be painted as specified by PCU, and prepared for shipment. Any lubricant and coolant inlets and outlets shall be plugged and masked before painting and shipping. Any special precautions or preparations that should be noted before powering the motor shall be indicated on a tag.
- **Testing.** All motors shall be done with a Hubbell Hipotronics Motor Tester or equivalent and be capable of printing out no-load running amps, voltage, vibration, and bearing temperature for each motor repair. Tester shall be able to run AC motors up to 480-volts.

3. Motor Control Specification Quality Control

3.1 MEASURING INSTRUMENTS

3.1.1 Calibration

All measuring instruments shall be calibrated regularly. The calibration records shall be available for PCU inspection. Minimum frequency of calibration shall be annually, except:

- **Insulation Testers.** Insulation resistance testers—every six months to a known resistance;
- **Dimension Meters.** Micrometers, vernier calipers and other dimension measuring devices—every six months against a minimum grade AA gauge block set; and,
- **Bore Gauges.** Bore gauges shall be calibrated to a certified standard before and after each use.

3.1.2 Storage

All measuring equipment shall be stored in a clean dry environment.

3.2 MATERIALS

3.2.1 Anti-Friction Bearings

Anti-friction bearings shall be replaced with new SKF or Timken brand or approved equal with PCU. Bearings shall be stored in their factory packaging in a clean, dry, location. The location shall be isolated from any vibration strong enough to be felt by hand.

3.2.2 Solid Insulation

Insulating materials such as slot liners, tapes and phase insulation shall be used and shall meet or exceed the temperature class H rating and shall be compatible with the resins used.

Specifications for the materials shall be obtained from the material supplier and kept for checking their suitability for the application.

3.2.3 Resins and Varnishes

The manufacturer's material specifications for resins and varnishes shall be kept on file, to permit checking for correct storage, handling and usage.

A sample shall have been taken and analyzed to be satisfactory within three months of its being used on a motor.

3.2.4 Other Materials

Other materials shall be new and of good quality. In particular, the following shall be confirmed:

- **Lead Wires.** Lead wires shall be multi-stranded and flexible with insulation meeting or exceeding the temperature and voltage class of the motor.
- **Magnet Wire.** Magnet wire for random-wound motors shall be compatible with the other insulation system components and shall be insulated with a polyamide, polyimide or a combination of both, over a polyester base coat, or equivalent. Any wire damaged in storage or working shall be replaced. The manufacturer's specifications for the insulation shall be kept on file for reference. Inverter grade wire rated 1600-volts shall be used on all motors regardless of if the motor is run off a variable frequency drive.

3.3 TESTS AND INSPECTION DURING WORK

3.3.1 Records

Records shall be kept of all tests and inspections carried out during the work. Signed copies of these records shall be shipped in original form, at the same time as the motor, to PCU. The successful Vendor shall keep all records for a period of not less than three (3) years from date of repair.

3.3.2 Access

PCU should always have access to the successful Vendor's repair facilities that work is being done during work hours, for the purposes of checking progress and inspecting the work.

3.4 FINAL INSPECTION AND TEST

For all motors over 100 HP, or when PCU specifies, PCU shall be informed when the final inspection and testing of the motor is to take place. PCU shall have the right to be present for tests on any motors. In emergency cases, tests will not be held up waiting for PCU representatives, but every effort shall be made to keep PCU informed so that they can be present if possible.

If motors, variable frequency drives or soft starts controllers or any other equipment the vendor works on for the County are deemed un-repairable due to excessive damage then the vendor is to give a cost comparison of the repair vs. a new purchase (to be determined by PCU).

3.5 PURCHASE OF NEW PARTS AND EQUIPMENT

Parts for motors and electrical components for manual and automatic motor operation, or equipment such as, but not limited to, motors, variable frequency drives and soft starts controllers will need to be purchased from the successful Vendor, outside of repair or replacement and in accordance with Specifications #7.

Bid 26-231, Motor Repair Services

Bid Sheet

(Submittal Page)

Item #	Description	Hourly Rate/ Unit Price (A)	Estimated Annual Quantity (B)	Estimated Annual Total (A x B)
1	Regular In-Shop Hourly Rate	\$	1,500 hours	\$
2	Regular Field Service Hourly Rate	\$	160 hours	\$
3	Flat Rate for Motor Teardown/Inspection (TDI)	\$	80 hours	
Grand Total (Sum of Items 1 -3) – Basis of Award				\$

Materials and parts will be billed at no more than cost plus ten (10) percent mark-up.

Replacement motors, spare motors and other equipment will be billed at no more than cost plus ten (10) percent mark-up.

Overtime and Emergency Work Hours will be billed at no more than one and a half (1.5) times the regular hourly rate. Any overtime must be pre-approved by the County Project Manager.

Bidder Name

Authorized Signature