NOTICE OF AWARD OF CONTRACT

TO: VARIOUS VENDORS (see attached)

DATE ISSUED: February 25, 2015

CURRENT CONTRACT NO: 613-15

CONTRACT TITLE: DES - Electric Motor Repair

PRIOR CONTRACT NO:

THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

Your firm is awarded the above referenced contract in accordance with the response submitted by you on December 18, 2014. The contract term covered by this Notice of Award is effective IMMEDIATELY and expires on DECEMBER 31, 2019.

The contract documents consist of the terms, conditions, and specifications of Invitation to Bid No. 613-15 and the bid of the Contractor, incorporated herein by reference.

CONTRACT PRICING:
1) REFER TO VENDORS’ PRICING SHEETS (ATTACHED)
2) PRICING FIRM FOR CONTRACT TERM, AS SPECIFIED ON PRICING SHEETS

ATTACHMENTS:
1) SPECIFICATION EXCERPT
2) PRICING SHEETS

EMPLOYEES NOT TO BENEFIT:
NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: see attached TELEPHONE NO.: See attached
VENDOR PAYMENT TERMS: NET 30 DAYS EMAIL ADDRESS: See attached

COUNTY CONTACT: Dennis Dobbs TELEPHONE NO.: 703-228-6827
EMAIL ADDRESS: cdobbs@arlingtonva.us

CONTRACT AUTHORIZATION

Krystina Kepler, CPMB
Procurement Officer

2/25/2015

DISTRIBUTION

VENDOR: 1
BID FOLDER: 2
Contract No. 613-15

VENDOR LIST

PRIMARY CONTRACTOR:
Manassas Electric Motor Company
William C. Snow
manassaslectric@comcast.net
703-368-2322
7585 Centreville Road
Manassas, VA 20111

SECONDARY CONTRACTOR:
B&M Electric Motor Service, Inc.
Shannon B. McDonald
bmc102@ymail.com
919-267-0829
20 17th Street Pl. NW
Hickory, NC 28601

TERTIARY CONTRACTOR:
Electric Motor & Contracting Co. Inc.
Steve Garner
garneri@emc-co.com
757-487-7171
3703 Cook Boulevard
Chesapeake, VA 23323
SPECIFICATIONS EXCERPT

CONTRACTOR'S RESPONSIBILITIES

1. The Contractor shall provide hourly rates for work deemed outside the scope of these specifications or work on motors which are not itemized on the Pricing Sheet. Contractor records pertaining to Arlington County jobs must be available for audit if requested.

Note:
In the event services and/or repairs are needed that are not contained herein, the County reserves the right to request quotes from the successful bidders and order the needed services and/or repairs.

2. The bid shall include a materials quote (including bearings). Records are to be made available upon request.

3. Contractor shall furnish all technical supervision, equipment and materials as required for the maintenance of the motor as defined by this Specification and the scope of work requested.

4. Contractors shall not be responsible for mechanical or electrical work at Arlington County WPCB facilities. Motors shall be electrically and mechanically disconnected from the driven equipment and loaded on to the Contractor transport by the County, or delivered by County Staff (County discretion). Repaired motors returned by the Contractor shall be unloaded, reinstalled, set and aligned by the County.

5. Maintenance performed and materials of components supplied under the terms of this Specification shall at a minimum meet the latest revision of the following codes and standards:


ANSI/EASA: AR100-1998 "Recommended Practice For The Repair of Rotating Electrical Apparatus"


EASA: Standards for the Electrical Apparatus Service Association, Inc.

NEMA: Standard Publication NO. MG1 "Motor and Generator Standards"

ISO1940-1: "Mechanical Vibration—Balance Quality Requirements of Rigid Rotors"

ABMA ANSI/ABMA Std. 7: "Shaft and Housing Fits for Metric Radial Ball and Roller Bearings"

6. Technical documentation required in excess of that provided by the County shall be the responsibility of the Contractor.

7. Repairs to individual motors must generally be made within five(5) working days from picking up motor from plant site or from the date delivered by County Staff unless noted otherwise on the Work Order or authorized by the Plant Project Officer.

8. Location/Contract - Name & Phone Numbers:
9. Transport Procedures - Truck driver picking up or delivering motors must check in at one of the WPCB security gates. County personnel will notify Project Officer that carrier is on site for pick up/delivery of motor(s) so proper documentation can be completed for transfer of equipment.

10. Orders will generally be called in by the Project Officer to the Contractor between the hours of 6:00 a.m. & 2:30 p.m., M-F, and the Contractor will be given a WPCB Work Order number as a Notice to Proceed with Inspection only. The Contractor must generally pick up the motor(s) within twenty-four (24) hours after receipt of order, unless directed differently by the Project Officer. The motor will be disassembled and inspected and an inspection report forwarded to the Project Officer within three (3) days from the Contractor’s receipt. The motor must be repaired generally within five (5) working days of pick up from the County unless otherwise agreed to by the Project Officer, and delivered to the County generally within forty-eight (48) hours of completion of repairs.

11. On occasion motors not listed in the price schedule may need to be repaired. The Contractor agrees to repair these other motors at the hourly rates listed on the Pricing Sheet. The Contractor must provide a not to exceed price to the Project Officer for these repairs prior to beginning the work on any motor. Any unforeseen repairs needed that require a change to the cost of the repair must be approved by the Project Officer prior to beginning the additional repairs.

12. If the estimated repair cost exceeds 50% of the replacement cost, the Contractor shall call Project Officer to obtain written authorization for the repair before proceeding.

13. All replacement parts must be original manufacturer’s factory parts (with the exception of rolling element bearings - noted in TECHNICAL REQUIREMENTS below, number 1) unless authorized by the County representative in writing (e-mail or fax is sufficient).

14. After the Project Officer reviews an inspection report and cost of the motor to be reconditioned or rebuilt, the Project Officer may determine that a new motor is desired. The new motor shall be furnished by the Contractor per the specifications of the old motor and specification in "DIVISION 16 - ELECTRICAL, SECTION 16220 - MOTORS", Attachment B.

TECHNICAL REQUIREMENTS

Note: Abnormalities found during the disassembly, testing and maintenance of the motors which are outside the original scope of the maintenance activities should be brought to the attention of County representatives in order that suitable corrective measures can be defined and planned. (The County reserves the right to do an on-site visual inspection). These activities shall not be performed by the Contractor until authorized by the County).

1. BEARINGS: DOUBLE-SHIELDED, PRE-LUBRICATED BALL BEARINGS SUITABLE FOR RADIAL AND THRUST LOADING FOR APPLICATION.
   a. For frame 250 and larger, re-greaseable with Alemite fittings extended to accessible location.
   b. AFBMA B10 bearing life rated - 130,000 hours for horizontal direct coupled motors and 50,000 hours for horizontal belted and vertical type applications.
2. INITIAL INSPECTION/TESTS - AMOUNT ENTERED ON THE PRICING SHEET, SECTION I

a. The motor shall be visually inspected before disassembly for obvious damage and defects. Notes of the as-found condition of the motor should be made on the inspection record.

b. Insulation resistance to ground if all windings shall be taken and recorded. A polarization index shall be calculated and recorded for medium voltage motors. Voltage test levels shall be consistent with the operating voltage of the motor being tested.

c. Air gap shall be measured and recorded at the 12, 3, 6 and 9 o'clock positions at both ends of the motor.

d. The motor shall be dismantled and inspected for defective components. Care should be taken during the disassembly to ensure components are marked for identification and orientation for reinstallation.

e. An inspection report with estimated cost of repair shall be forwarded to the Project Officer for approval to proceed with repair or other disposition. The estimate shall include the subject motor's nameplate information such as make, model, serial number, frame size, RPM, voltage, insulation class, etc., as well as the WPCB Work Order number.

3. ROTOR INSPECTION/TEST/RECONDITIONING - INCLUDED IN THE AMOUNT ENTERED ON THE PRICING SHEET, SECTION II

a. The rotor and shaft shall be visually inspected for physical damage or signs of abnormal operation.

b. A core loss test shall be performed on the rotor. Results shall be recorded on the test report.

c. Thoroughly clean and dry the rotor and shaft.

d. Inspect the rotor laminations and verify they are firm and secure on the shaft. Dress any minor rubs or burrs.

e. Inspect the rotor bars for signs of fatigue or cracking especially at the end ring connections. Non-Destructive Examination (NDE) methods may be requested if questionable indications are found.

f. Inspect end rings for signs of overheating, arcing or burning.

g. Inspect the shaft and coupling fits. Verify proper tolerances of the key/keyway.

h. Measure and record the shaft runout and inspect the bearing journals and seal areas for signs of overheating or scoring. Shaft metalizing, machining, straightening or replacement is deemed outside the scope of this maintenance activity and shall not be completed without prior approval from the County.

i. Dynamically balance the rotor to a maximum vibration level of 0.5 mils.

4. STATOR INSPECTION/TEST/RECONDITIONING - INCLUDED IN THE AMOUNT ENTERED ON THE PRICING SHEET, SECTION II

a. Visually inspect the stator for signs of damage or abnormal operation. These would include rubs, overheating, loose coil tires or edges, etc.

b. Thoroughly clean and dry the stator and motor housing. Verify cooling passages are completely free of foreign material.

c. Inspect and clean the motor leads and lead terminals.

d. Repair/replace loose winding ties and blocking.
e. Tighten loose slot wedges.

f. Dress and separate shorted laminations.

g. Temperature sensing devices shall be replaced, if needed, with devices comparable to those previously used.

h. Space heaters shall be tested for insulation resistance for one minute according to manufacturer's specifications. They shall be tested for correct functioning.

i. Vibration sensors shall be replaced in their original locations.

5. MECHANICAL INSPECTION/RECONDITIONING - INCLUDED IN THE AMOUNT ENTERED ON THE PRICING SHEET, SECTION II

a. Measure and record bearing, seal and journal dimensions (include bearing OD and bearing housing fits when rolling element bearings are used). Verify proper tolerances and concentricity.

b. Rolling element bearings shall be replaced with new sealed (unless not available for size required) bearings (according to these TECHNICAL REQUIREMENTS, number 1).

c. No knurling, peening or adhesives will be used as a means of retaining bearings to the shaft or in the bearing bracket.

d. Final bearing clearance data shall be taken and recorded.

e. Motor frame shall be degreased, cleaned and painted with a quality coating system suitable for the motor application (primer and finish coat) from Carboline, Sherwin Williams or other manufacturer approved by the County.

f. Motor frame shall be degreased, cleaned and painted with a quality coating system suitable for the motor application (primer and finish coat) from Carboline, Sherwin Williams or other manufacturer approved by the County.

6. FINAL ASSEMBLY INSPECTION/TESTS - INCLUDED IN THE AMOUNT ENTERED ON THE PRICING SHEET, SECTION II

a. Prior to assembly machined surfaces shall be cleaned and polished and all threaded holes shall be cleaned and tapped.

b. Motor shall be reassembled with new nuts, bolts and gaskets as necessary. Nuts and bolts shall be USA manufactured Grade 5 or better.

c. All motors repaired shall have the original wire leads numbered or identified.

d. Bearings shall be properly positioned on the shaft.

e. Rotor to armature position on horizontal motors will be such that end thrust against either bearing is eliminated. Rolling element supplied machines shall have sufficient end plan to allow for shaft expansion caused by temperature rise.

f. Vertical machines shall have thrust bearings set per the manufacturer's specification.

g. Rolling element bearings shall be properly lubricated in accordance manufacturer's recommendations and grease fittings removed and holes plugged if sealed bearings are used. As much as possible totally sealed lifetime lubricated bearings shall be installed.

h. Rotors shall be checked for freedom of rotation.
i. Perform and record the results of a low resistance phase test for each phase.

j. Perform and record the results of an insulation resistance test to ground for all windings. A polarization index shall be calculated and recorded for all medium voltage motors. Voltage test levels shall be consistent with the operating voltage of the motor being tested.

k. Perform a surge comparison test (turn to turn) in accordance with test equipment manufacturer’s instructions and verify satisfactory results.

l. If previous test results are acceptable, the motor shall be energized at rated voltage and run for a period of one hour or until bearing temperatures have stabilized for a minimum of 15 minutes. Notify County representative of bearing temperatures above 160 degrees Fahrenheit.

m. During the test operation the following data is to be recorded at no longer than fifteen minute intervals.
   - Bearing Temperatures
   - Stator Temperatures
   - Phase Currents
   - Phase Voltages
   - Vertical, Horizontal, Axial Vibrations

n. Blue shaft and scribe magnetic center on the motor shaft.

o. Terminate test, shut down motor and drain oil from the bearings and tag appropriately.

p. Complete final assembly as necessary and prepare motor for shipment.

7. DOCUMENTATION - INCLUDED IN THE AMOUNT ENTERED ON THE PRICING SHEET, SECTION II

    a. A test report shall be returned with the motor. The report shall contain at a minimum all data requested in the specification.

    b. Additional maintenance activities or parts replacement required outside those identified in these specifications shall be documented and submitted for approval before proceeding with repairs. Repairs completed without prior approval shall be deemed part of the original scope of work.

    c. All motors repaired or reconditioned shall be marked with a tag containing the Contractor's name and location, date of service, WPCB Work Order number, and the motor weight securely attached to the motor housing.

8. GUARANTEE - INCLUDED IN THE AMOUNT ENTERED ON THE PRICING SHEET, SECTION II

    a. Contractor has the sole responsibility for ensuring and guaranteeing that the equipment and materials furnished or supplied meet the requirements of this specification.

    b. All repair work and parts supplied shall be guaranteed for a minimum of one (1) year from the date equipment is returned to the County against defects in materials or workmanship supplied by the Contractor. Any warranted failures shall be corrected at no cost to the County including transportation to and from the plantsite.

9. TRANSPORTATIONS/SHIPPING - INCLUDED IN THE AMOUNT ENTERED ON THE PRICING SHEET, SECTION II
a. Contractor is responsible for ensuring motors are cleaned and properly prepared for shipment. This includes the proper handling of all waste resulting from any of the processes used during the motor maintenance activities.

b. Arlington County WPCB personnel shall load and off-load motor(s) on to the Contractor's transport vehicle. The correct vehicle size, load capacity, and appurtenances for securing the motor(s) for transport are the responsibility of the Contractor.

c. Electric motors must be transported in the position of normal operation, whether vertically or horizontally.

d. Motors shall be protected against damage during transit. All motors will be covered and rotors blocked. Oil shall be removed from bearings before shipment. A conspicuous tag shall be attached to each oil level sight glass indicating oil must be added to the bearings. Contractor will require County Staff to sign delivery receipts acknowledging condition. Contractor understands that failure to properly tag motors will result in Contractor responsibility to repair or replace motors as needed.

e. Contractor shall supply all timbers, blocking and tie downs necessary to properly secure a motor during transit. Contractors shall be responsible for damages or loss during transit.

10. STATOR REWINDING - AMOUNT ENTERED ON THE PRICING SHEET, SECTION III

a. All rewinding shall include complete reconditioning. Reconditioning is defined as replacement of bearings, seals, o-rings, oil and labor to bring the motor back to working condition as determined by post assembly testing.

b. All winding to include thermal protection installation/replacement (if necessary).

c. Old windings shall be removed in a manner which prevents warping or cracking of the frame and deterioration of the core laminations or its magnetic qualities.

d. Stator slots and core laminations shall be cleaned, inspected and dressed as necessary.

e. A stator core loss test shall be performed following winding removal and stator inspection.

f. Core damage that requires iron replacement or total restacking is deemed outside the scope of this maintenance activity and shall not be completed without prior approval from the County.

g. Rewind material specifications shall meet or exceed the existing windings with regard to the number and size of conductors and insulating capabilities (electrical and thermal). Materials shall be upgraded when physically possible.

h. A test coil shall be Vacuum Pressure Impregnation (VPI) treated with the stator. The coil shall be destructively examined to ensure full penetration of resin. Repeat VPI treatment as necessary to provide complete resin penetration.

i. The stator and test coil shall ALSO be dipped and baked a minimum of two times using a two part epoxy varnish. The coating shall be compatible with the entire insulation system and be suitable for the environment of the motors. The test coil is to be returned with the motor.

j. Following rewind, hipot at 1.7(2E + 1000) volts DC.

11. SERVICE FACILITY - The successful Contractor shall allow Arlington County personnel to inspect their shop(s) if requested. A central service/repair
phone number shall be provided for all in by the County. A log shall be kept of all incoming requests for repair and shall include:

- Date/time call received.
- Problem description.
- Location.
- Name of contact person.
- Date/time of dispatch.

This log may be inspected as required by Arlington County representatives.

12. RECONDITIONING (THE AMOUNT ENTERED ON THE PRICING SHEET, SECTION II) PRICES SHALL INCLUDE:
   a. Replace bearings
   b. Replace seals
   c. Replace O-rings
   d. Oil
   e. Labor

13. COMPLETE REWINDING (THE AMOUNT ENTERED ON THE PRICING SHEET, SECTION III) PRICES SHALL INCLUDE:
   a. All reconditioning above
   b. Windings
   c. Coating/baking
   d. Thermal protection installation/replacement (includes space heaters)

PERCENTAGE DISCOUNT
Additional Parts - Bidders shall indicate their percentage discount from manufacturer's list price on the bid form.

The awarded Contractors shall provide parts at the percentage discount from manufacturer's list price as listed on the bid form.

The percentage discount from manufacturer's list price shall remain firm for the duration of the contract.

PRICE LIST
When requested by the County, the Contractor shall provide originals or certified copies of invoices issued by its supplier(s) detailing the materials used on the assigned job.

RECORDS
The Contractor shall maintain history repair records and apply a Contractor's shop nametag for future tracking purposes.

INVOICES
Invoices shall be based on actual time spent by Contractor's personnel to complete the repair, using the contract rates or the price quoted in Attachment A, Pricing Sheet. The cost for parts and materials used for the repair shall be at the terms included in the contract. The Contractor's estimate becomes a template for the invoice which will not only show the actual labor and materials costs, but also any added repairs or materials such as component upgrades or special tests/reports requested by the County Project Officer.

The Contractor shall be paid upon submission of invoices, through the requesting department, to the Arlington County Water Pollution Control Bureau, Accounts Payable, 3402 South Glebe Road, Arlington, Virginia 22202. The prices stipulated herein for articles delivered and accepted.

A proper invoice must include:
• Name and address of the Contractor
• Invoice date
• Invoice number (Contractor is encouraged to assign an identification #)
• Contract number
• County's Purchase Order number
• WPCB's Work Order number
• Terms of any prompt payment discount offered
• Name and address of official to whom payment is to be sent
• Federal Identification Number

ASSIGNMENT OF REPAIR JOBS
The County shall assign all motor repair work according to this Contract to the three (3) lowest responsive bidders. Each awarded Contractor will be assigned as Primary, Secondary or Tertiary. If the Primary Contractor is not capable of repairing a motor within the required time-frame, as determined by the WPCB Project Officer, then the Project Officer will notify the Primary Contractor, via email, that the time to repair is unacceptable and another Contractor will be contacted. Accordingly, the WPCB Project Officer will assign the motor repair work to the Secondary Contractor. If the Secondary Contractor is not capable of repairing the motor within the required time-frame, as determined by the WPCB Project Officer, then the Project Officer will notify the Secondary Contractor, via email, that the time to repair is unacceptable and another Contractor will be contacted. Accordingly, the WPCB Project Officer will assigned the motor repair work to the Tertiary Contractor.

Any of the three Contractors who cannot perform the WPCB Project Officer requested repair within the required time frame more than three times within a six month period will be moved down to the next tier.
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**Bidder's Note:**

- All items provided are bid prices in the cells highlighted in the yellow. The bid price is a firm price for all items. Failure to provide a price will disqualify the bidder.

The lowest responsible and responsive bidder will be awarded the award contract.

The County will award the contract to multiple contractors; each contractor will be required to provide insurance, licenses, and bonds as required by law.
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<th>Description</th>
<th>Quantity</th>
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<th>Date</th>
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<th>Part No.</th>
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**Notes:**
- All items are subject to availability. Contact us for latest stock information.
- Delivery lead times may vary.
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<tr>
<th>Date</th>
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<th>Invoice No.</th>
<th>PO No.</th>
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**Total** | | | | | | | **$14000.00** |
**PRICING SHEET**

**PROVISION OF PARTS AND ELECTRIC MOTOR REPAIR SERVICES FOR THE ARLINGTON COUNTY WATER POLLUTION CONTROL BUREAU (WPCB) FOR A FIVE (5) PERIOD**

Each bidder must submit two (2) additional copies of the Bid Form with the Bid. Each copy must be identical to the one being submitted. The Bid Form shall be the basis of the contract negotiations. The Bidder must submit with each bid a letter of transmittal that includes a description of the services proposed and shall be kept confidential. The Bid Form shall be the basis of the contract negotiations. The Bidder must submit with each bid a letter of transmittal that includes a description of the services proposed.

**BIDDERS SHALL PROVIDE THEIR BID PRICES IN THE CELLS HIGHLIGHTED IN BLUE BELOW. BIDDERS SHALL INCLUDE A BID PRICE FOR ALL ITEMS. FAILURE TO PROVIDE A PRICE FOR ALL ITEMS, OR ANY MODIFICATIONS OR ADDITIONS TO THE BID FORM MAY RESULT IN BID REJECTION.**

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<th>ITEM DESCRIPTION</th>
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<th>Motor Br. Oth End</th>
<th>HP</th>
<th>RPM</th>
<th>Pct/Oil Vol</th>
<th>YEAR 1 UNIT PRICE</th>
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<td>8309-XX</td>
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<td>3/60/460</td>
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<tr>
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<td>147</td>
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<td>Saturday &amp; Sunday</td>
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SECTION V: PARTS - BIDDERS SHALL PROVIDE THE PERCENTAGE DISCOUNT FROM MANUFACTURER'S LIST PRICE BELOW. THE PERCENTAGE LISTED BELOW SHALL REMAIN Firm FOR THE DURATION OF THE CONTRACT.

| Percentage Discount (%) off list price | 15 |

BIDDER NAME: [Signature]