



CONTRACT DATA SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

TITLE: VFD PREVENTIVE MAINTENANCE

CONTRACT #: 0211-11 (4700006724)

CONTRACT DATES: 03/28/2011 - 03/31/2012

BUYER: Greg Hart
PHONE: 585-753-1135
FAX: 585-324-1379

VENDOR(S): SSI Incorporated
719 Thomson Park Dr.
Cranberry Township, Pa 16066
724-772-1700
724-772-0740 (Fax)

Greg Hart

XC: BP FILE
BUYER
VENDOR
S. WILCOX

TERMS AND CONDITIONS

BID ITEM: VFD PREVENTIVE MAINTENANCE

FOR: DEPARTMENT OF ENVIRONMENTAL SERVICES (DES)

DEPARTMENT CONTACT: Kevin Blackburn, (585) 753-7656

DUPLICATE COPIES: **PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.**

BID INFORMATION: At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.

SUBMITTAL OF FORMAL PROPOSAL: Bid proposal must be legible and submitted in the original form, bearing an original signature. **EMAILS AND FACSIMILES ARE NOT ACCEPTABLE.**

All bidders must submit proof that they have obtained the required **Workers' Compensation** and **disability benefits** coverage or proof that they are exempt.

SPECIFICATION ALTERATIONS: Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications.** No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.

WAGE RATES: Contractor agrees to comply with the provisions of the New York State Labor Law relating to the payment of prevailing wage rates to the extent that such rules may be applicable to the Contractor. Wage rates may be obtained at www.labor.state.ny.us.

QUANTITIES: The quantities listed on the unit price sheet are the **estimated total requirements**. These estimates should not be construed to represent guaranteed maximum or minimum quantities to be purchased during the contract period. All unit prices bid will be extended for the actual number of units serviced.

QUALIFIED BIDDER: Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform. Monroe County reserves the right to reject any and all bids** if the Monroe County Purchasing Manager deems said action to be in the best interest of Monroe County.

EMERGENCY WORK REQUESTS:

The Contractor must maintain a telephone number where he can be reached twenty-four (24) hours per day, seven (7) days per week.

METHOD OF AWARD:

Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the **TOTAL. Bidder must bid on all items in order to be considered. The County reserves the right to reject any and all bids** if the Purchasing Manager deems said action to be in the best interest of the County.

CONTRACT TERM:

Contract will start with the date of the contract award and run through March 31, 2012 with the option to renew the contract up to four (4) additional twelve (12) month periods at the mutual consent of both parties.

PRICE CHANGES:

Price changes may be proposed by either party no later than forty-five (45) days prior to contract extension, based upon manufacturer price changes which must be supported with documentation. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only at the time of extension

MINIMUM ORDER:

No minimum order is specified for this contract. Agencies must be able to order as needed. **Political subdivisions and others authorized by law may participate in this contract.**

DELIVERY:

All deliveries to be F.O.B. Monroe County to agency as specified by a Purchase Order. Delivery costs must be built into the unit prices bid. Deliveries must be made within **two (2) weeks** after receipt of purchase order number. The County reserves the right to terminate the contract in the event the specified delivery time is not met.

PURCHASE ORDER ISSUANCE:

No work shall proceed against nor shall any items be delivered against this contract until the Contractor has received a purchase order or a purchase order number. **Items supplied or services rendered that are not part of this contract will not be paid for by Monroe County.**

MATERIAL COSTS:

All materials for emergency work shall be itemized on each invoice and billed at **five percent (5%)** above the Contractor's cost. Each item must include the full description including manufacturer, stock number and unit price as well as a copy of the invoice paid. The County will reimburse the Contractor for incoming freight charges for items needed for emergency repairs. There will be no surcharge for freight. The County reserves the right to audit the Contractor's records to determine that the County is being charged no more than five percent (5%) of the Contractor's cost.

WRITTEN ESTIMATES:

In every instance that the Contractor anticipates that an emergency job may cost \$1000.00 or more, the Contractor must, prior to commencing work, give a written estimate for the work to the department, at no charge to the ordering agency. The estimate must show labor and materials cost. The County reserves the right to independently purchase any equipment or supplies needed to execute an emergency job. The Contractor may not proceed with the work until approval is given by the department. If the estimate is considered too high, the County maintains the option of obtaining open market quotations, providing materials or changing the scope of the work. The County maintains the right to cancel a request.

BILLING PROCEDURE:

All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, Stock or Catalog #, List Price, Discount, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

WARRANTY/GUARANTEE:

All warranties by manufacturer shall apply. Bidder shall, as part of its proposal, furnish its warranty/guarantee for all goods/services to be furnished hereunder. As a minimum, Bidder shall warrant all goods for a period of one (1) year from date of acceptance. Bidder shall be obligated to repair or replace all defects in material or workmanship which are discovered or exist during said period. All labor, parts and transportation shall be at Bidder's expense.

SECURITIES AND INSURANCE:

Any Certificate of Insurance, Bonds or other forms of security required by this bid are to be submitted to the Purchasing Manager no later than ten (10) normal business days following the date of notification of award. Documents must be received by the close of business, 5:00 PM on that day.

UNCONTEMPLATED PURCHASES:

Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

COMPLIANCE WITH THE LAW:

The Contractor agrees to procure all necessary licenses and permits. The Contractor shall comply with all laws, rules and regulations pertaining to the payment of wages and all other matters applicable to the work performed under this contract.

SUBCONTRACT:

The Contractor shall not subcontract any work without first obtaining the written consent of the Purchasing Manager of Monroe County.

RELATED ITEMS:

The County reserves the right to add related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or her Designee.

**REPORT OF
PURCHASE:**

The Contractor must, upon request, provide the County purchasing Manager with detailed information showing how much of each item was delivered to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

OTHER AGENCIES:

The Contractor(s) **must** honor the prices, terms and conditions of this contract with political subdivisions or districts located in whole or in part within Monroe County. In addition, the contractor may, but is not required to, extend the prices, terms and conditions of this contract to any political subdivision or district located in New York State. Usage of this contract by any of these other political subdivisions or districts will have to be coordinated between that subdivision or district and the contractor. Orders placed against this contract between any subdivision or district will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

INDEMNIFICATION:

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

Variable Speed Drive Preventive Maintenance Specifications

1.00 **GENERAL:**

1.01 **SCOPE:**

The Monroe County Department of Environmental Services is seeking a qualified Variable Speed Drive Maintenance bidder to perform factory authorized preventive maintenance and repair on low voltage (600 vac and under) variable speed drives. The work to be done under this contract, and in accordance with these specifications, consists of the furnishing of test equipment, supervision, labor, technical knowledge and skills necessary to satisfactorily and safely complete the job. The bidder shall perform all work required along with a thorough maintenance, inspection, cleaning, testing, calibration, adjustment and function check of the specified equipment; including the furnishing of all engineering necessary for the layout and execution of the contract .

It is the responsibility of the bidder to have the proper knowledge of variable speed drives, verify drawings and manuals, suitability of devices and completeness of materials. Any additional equipment or services required even if not mentioned herein shall be provided by the successful bidder without claims for additional payment; it being understood that a fully functional operating system after services rendered satisfactory to the County is required.

1.02 **LOCATIONS:**

Maintenance will take place at various locations within Monroe County's Department of Environmental Services.

1.03 **CONTACT PERSON:**

Kevin P. Blackburn
Monroe County Department of Environmental Services
Frank E. VanLare Wastewater Treatment Facility (FEV)
1574 Lakeshore Boulevard
Rochester N.Y. 14617
(585) 753-7656 – Office
E-mail: kblackburn@monroecounty.gov

1.04 **PRE-BID INSPECTION:**

It is strongly suggested that the bidders arrange for a pre-bid inspection of the equipment that's to be maintained and/or repaired and to review all available data. Any failure by the bidder to become acquainted with all available information concerning the repairs will not be relief from responsibility of carrying out the work intended by this contract.

1.05 **SUBMITTALS:**

1. Project Schedule:

All work shall be performed during normal working hours, 7:30 A.M. TO 3:30 P.M. No work shall be done at any facility without the expressed written consent of the County's Supervisor of Electrical Operation and Maintenance or his designee and must be approved at least twenty-four (24) hours in advance.

All switching shall be done by Monroe County personnel only. All work shall be coordinated through Kevin P. Blackburn, Supervisor of Electrical Operation and Maintenance or his designee. Any work-related problems shall be brought immediately to his attention.

2. Experience:

Bidders must submit with their bid a description of their firm as it pertains to the preventive maintenance, service, repair and testing of variable speed drives. Documentation of experience in performing work of similar size and scope must be included.

3. Qualifications of variable speed drive preventive maintenance and repair bidder:

- a. The bidder shall be a corporately-and-financially-independent bidder organization which can function as an unbiased testing authority, professionally independent of the manufacturers, suppliers and installers of equipment or systems evaluated by the bidder.
- b. The bidder shall be regularly engaged in the testing and repair of variable speed drives, equipment, devices, installations and systems.
- c. The bidder's lead on-site technician shall be qualified to perform service on specified equipment designated for preventive maintenance or repair. The technician shall remain on site during the entire duration of the preventive maintenance.
- d. The bidder shall use technicians who are regularly employed by the firm for testing services.
- e. The bidder shall have sufficient experience in testing, maintaining and repair of low voltage adjustable speed drives and equipment.

4. Suitability of Test Equipment:

- a. All test equipment shall be in good mechanical and electrical condition.
- b. Selection of metering equipment should be based on knowledge of the waveform of the variable being measured. Digital MultiMeter's must be RMS sensing and may include or exclude the DC component. When the variable contains harmonics or dc offset and in general, any deviation from a pure sine wave, average sensing, and average measuring RMS scaled meters may be misleading. Use of true RMS measuring meters is required.
- c. Accuracy of metering in test equipment shall be appropriate for the test being performed.

5. Inspections and Tests

All inspections and tests shall be in accordance with the following codes and standards except as provided otherwise herein.

- a. National Electrical Manufacturers Assoc. - NEMA
- b. American Society for Testing & Materials - ASTM
- c. Institute of Electrical & Electronic Engineers - IEEE
- d. International Electrical Testing Assoc. - NETA
Maintenance Testing Specifications - MTS - 1989
- e. American National Standards Institute - ANSI-C2
National Electrical Safety Code
- f. State and local codes and ordinances.
- g. Insulated Cable Engineers Association - ICEA
- h. Assoc. Of Edison Illuminating Companies - AEIC
- i. Occupational Safety & Health Admin. - OSHA
- j. National Fire Protection Assoc. - NFPA

- 1. ANSI/NFPA 70: National Electrical Code
- 2. ANSI/NFPA 70B: Electrical Equipment Maintenance
- 3. NFPA 70E: Electrical Safety Requirements for Employee Workplaces

1.06 WORK TO BE PERFORMED:

The following general procedures apply to all work performed:

1. Travel to and from County's facilities. There is to be no charge for travel either in time or mileage costs.
2. Job site walk through with the County's Supervisor of Electrical Operation and Maintenance or his designee to include visual inspection of environmental conditions, applications and history of system. Recording full nameplate information of drive and motor when applicable.
3. Monitor system running under normal load if possible before starting maintenance. Analyzing input, DC buss, output, voltage and current waveforms. Analyzing power supplies. Verify all for proper operation and record abnormalities.
4. Record fault history.
5. Tighten all power and control wiring connections. Recording any abnormalities.
6. Visual inspection of circuit boards and power assemblies for deterioration and overheating, including removal of circuit boards for full examination of all sides.
7. Cleaning of drive enclosure interior, circuit boards, power circuit assemblies and entire heat-sink with low-pressure compressed air, vacuum and approved solvents.
8. Full re-assembly of components disassembled for cleaning, observing proper techniques for assembly specified by the manufacturer in the drive's service manual.
9. Perform a functional test in all modes of operation including hand/local and auto/remote. During the functional test perform a vibration test of all circuit boards and wiring assemblies.
10. Verification by monitoring system with an oscilloscope or Scopemeter, running under normal load after maintenance is complete. Analyzing input, DC buss and output, voltage and current waveforms. Analyzing power supplies verify all measurements for proper operation and record all information.
11. Calibration check and recording of drive to factory specifications and application, including operational testing of the drive.
12. Review and recording of adjustments/programming.
13. Complete written report of findings including recommendations. These findings will be submitted to the County's contact Kevin Blackburn.

1.07 MATERIALS AND REPLACEMENT PARTS REIMBURSEMENT:

Cost for materials and replacement parts incorporated in the work will be reimbursed at the successful bidder's net cost plus five percent (5%). It is expected that for routine jobs the successful bidder will use materials from their own stock. The successful bidder shall not be required to submit individual invoices for such material, but is expected to maintain supporting documentation for these material charges.

When material, equipment and or replacement parts are required for a particular job, which are not standard stock materials, the successful bidder must submit a copy of their invoice showing the amount paid. The successful bidder will charge the standard 5% mark up for these items.

The County reserves the right to conduct an audit or to request documentary evidence to substantiate any prices billed for materials. The County may elect to provide materials from County supply contracts. The successful bidder shall maintain timely records of all materials furnished by the County or the successful bidder and installed as part of the work order. The County will not reimburse the contractor for any sales tax.

1.08 REPORTS:

The successful bidder shall submit a complete written report of findings and recommendations on each individual drive in a legible format and send to the County's Supervisor of Electrical Operation and Maintenance in a three ring binder. Plus an additional report in electronic PDF Format.

BP#0211-11
VARIABLE SPEED DRIVE PREVENTIVE MAINTENACE CONTRACT UNIT PRICE SHEET
EFFECTIVE 3/28/2011 THROUGH 3/31/2012
SAP CONTRACT #4700006724

MATERIAL #	MANUFACTURER	MODEL	VOLTAGE	HP	ORDER UNIT	NET PRICE
1030371	ABB	ACH550 W BYPASS	480	7.5	EA	\$ 70.00
1030372	ABB	ACH550	480	10	EA	\$ 70.00
1030373	ABB	ACH550	480	15	EA	\$ 75.00
1030374	ABB	ACH550	208	15	EA	\$ 75.00
1030375	ABB	ACH550	480	25	EA	\$ 80.00
1028113	ABB	ACH550	480	30	EA	\$ 80.00
1030376	ABB	ACH550	480	50	EA	\$ 100.00
1028112	ABB	ACH550	480	75	EA	\$ 100.00
1018180	ABB	ACH 550	480	100	EA	\$ 125.00
1030377	CUTLER HAMMER	SV9000	480	15	EA	\$ 75.00
1030378	DANFOSS	AQUA FC200	230	7.5	EA	\$ 70.00
1030379	DANFOSS	VLT4000	480	7.5	EA	\$ 70.00
1030380	DANFOSS	AQUA FC200	480	7.5	EA	\$ 70.00
1030381	DANFOSS	VLT8022	230	10	EA	\$ 70.00
1030382	DANFOSS	AQUA FC200	480	10	EA	\$ 70.00
1030383	DANFOSS	VLT5000	230	15	EA	\$ 75.00
1030384	DANFOSS	VLT4000	480	15	EA	\$ 75.00
1030385	DANFOSS	VLT6000	480	15	EA	\$ 75.00
1018164	DANFOSS	VLT4000	230	20	EA	\$ 80.00
1030386	DANFOSS	FC100	480	20	EA	\$ 80.00
1030387	DANFOSS	VLT4000	480	25	EA	\$ 80.00
1028654	DANFOSS	VLT4000	230	30	EA	\$ 80.00
1018168	DANFOSS	VLT4000	480	30	EA	\$ 80.00
1030388	DANFOSS	VLT6000	480	30	EA	\$ 80.00
1028114	DANFOSS	AQUA FC200	480	30	EA	\$ 80.00
1030389	DANFOSS	VLT3542	480	40	EA	\$ 90.00
1030416	DANFOSS	VLT5032	480	40	EA	\$ 90.00
1018171	DANFOSS	VLT4000	480	50	EA	\$ 100.00
1030417	DANFOSS	AQUA FC200	480	60	EA	\$ 100.00
1030418	DANFOSS	VLT4000	480	75	EA	\$ 100.00

VARIABLE SPEED DRIVE PREVENTIVE MAINTENACE CONTRACT UNIT PRICE SHEET

MATERIAL #	MANUFACTURER	MODEL	VOLTAGE	HP	ORDER UNIT	NET PRICE
1028115	DANFOSS	AQUA FC200	480	100	EA	\$ 125.00
1030419	EMERSON	INFINITY	480	25	EA	\$ 80.00
1030420	GE	A300 F11	480	50	EA	\$ 100.00
1030421	RELIANCE	VTECH 9	230	15	EA	\$ 75.00
1030422	RELIANCE	VTECH 7	230	25	EA	\$ 80.00
1030423	RELIANCE	VTECH 9	480	25	EA	\$ 80.00
1030424	RELIANCE	VTECH 7 W BYPASS	230	50	EA	\$ 100.00
1030425	RELIANCE	VTECH 7	230	150	EA	\$ 150.00
1030426	SAFTRONICS	G3	480	10	EA	\$ 70.00
1030427	SAFTRONICS	G3	480	25	EA	\$ 80.00
1030428	SQUARE D	ALTIVAR 61	480	7.5	EA	\$ 70.00
1030429	SQUARE D	ALTIVAR 66	480	7.5	EA	\$ 70.00
1030430	SQUARE D	ECONOFLEX 61	480	7.5	EA	\$ 70.00
1030431	SQUARE D	ECONOFLEX 66	480	7.5	EA	\$ 70.00
1030432	SQUARE D	ALTIVAR 58	230	10	EA	\$ 70.00
1028106	SQUARE D	ALTIVAR 61	480	15	EA	\$ 75.00
1030433	SQUARE D	ALTIVAR 66	480	15	EA	\$ 75.00
1030434	SQUARE D	ECONOFLEX 66	480	15	EA	\$ 75.00
1030435	SQUARE D	ALTIVAR 66 W BYPASS	230	15	EA	\$ 75.00
1030436	SQUARE D	ALTIVAR 58	230	15	EA	\$ 75.00
1030437	SQUARE D	ALTIVAR 66	480	20	EA	\$ 80.00
1030438	SQUARE D	ECONOFLEX 61	480	30	EA	\$ 80.00
1018167	SQUARE D	ALTIVAR 66	480	30	EA	\$ 80.00
1028108	SQUARE D	ALTIVAR 71	480	30	EA	\$ 80.00
1030439	SQUARE D	ALTIVAR 66 W BYPASS	230	30	EA	\$ 80.00
1028110	SQUARE D	ALTIVAR 61	480	45	EA	\$ 90.00
1018174	SQUARE D	ALTIVAR 58	480	50	EA	\$ 100.00
1030440	SQUARE D	ECONOFLEX 61	480	50	EA	\$ 100.00
1018175	SQUARE D	ALTIVAR 66	480	60	EA	\$ 100.00
1018181	SQUARE D	ULTRADRIVE ELITE	230	125	EA	\$ 125.00
1018760	SQUARE D	ALTIVAR 66	480	125	EA	\$ 125.00
1030453	SQUARE D	ALTIVAR 66	480	150	EA	\$ 150.00
1018182	SQUARE D	ALTIVAR 66	480	200	EA	\$ 150.00

VARIABLE SPEED DRIVE PREVENTIVE MAINTENACE CONTRACT UNIT PRICE SHEET

MATERIAL #	MANUFACTURER	MODEL	VOLTAGE	HP	ORDER UNIT	NET PRICE
1028107	SQUARE D	ALTIVAR 71	480	200	EA	\$ 150.00
1028111	SQUARE D	ALTIVAR 61	480	200	EA	\$ 150.00
1018183	SQUARE D	ALTIVAR 66	480	250	EA	\$ 200.00
1021293	SQUARE D	ALTIVAR 58	480	250	EA	\$ 200.00
1028109	SQUARE D	ECONOFLEX 61	480	250	EA	\$ 200.00
1018184	SQUARE D	ALTISTART 46	480	250	EA	\$ 200.00
1030454	SQUARE D	ECONOFLEX 61	480	300	EA	\$ 200.00
1030455	SQUARE D	ALTISTART 23	480	325	EA	\$ 250.00
1018185	SQUARE D/ALSTOM	GDD377-4501	480	325	EA	\$ 250.00
1018186	SQUARE D/ALSTOM	GDD377-4501	480	350	EA	\$ 250.00
1018187	SQUARE D/ALSTOM	GDD282-4501	480	500	EA	\$ 400.00
1030456	STRAIGHT TIME LABOR RATE				HR	\$ 100.00
1030457	OVERTIME LABOR RATE				HR	\$ 150.00
1020051	VFD MAINTENANCE-PARTS-CONTRACTOR COST +5%				DL	\$ 1.00