

**Specifications**  
**Morgan County Correctional Complex (MCCX)**  
**Lift Station Maintenance, Service, and Repair**  
**Event # 32947-13692**

The Tennessee Department of Correction is seeking a Contractor to provide maintenance, preventive maintenance, service, repairs, and emergency service to the wastewater equipment located at Morgan County Correctional Complex (MCCX). This shall be an awarded procurement for a contract term of five (5) years.

**Location:**

Morgan County Correctional Complex  
541 Wayne Cotton Morgan Drive  
Wartburg, Tennessee 37367

**A. INSTRUCTIONS FOR BID PREPARATION**

1. Annual/Quarterly Inspections
  - a. There are 10 pumps in lift Stations 1-5 and 3 spares that require an Annual Inspection for preventative maintenance (pumps as noted above). A small Crane/Boom Truck will be necessary to remove these pumps from the Pit. There are two pumps at the Recovery Court Lift Station that require an Annual and Quarterly inspection for preventative maintenance (pumps as noted above). A crane will not be necessary to remove these pumps for they are above ground.
  - b. Maintenance Staff will provide a copy of the Pump Manufacture manual which includes the specifications and recommendations for what is expected during the quarterly and annual inspections of these pump motor combinations.
2. Service Charges
  - a. No additional charge shall be allowed for the Crane/Boom Truck usage while performing work on this sewage equipment: therefore; the use of a Boom Truck for the annual inspection shall be included in the price of the annual inspection.
3. Site Visit
  - a. All bidders are strongly encouraged to make a site visit. The State of Tennessee is not responsible for errors and/or omissions in bidders pricing due to not having made a site visit.
  - b. Contact for a "walkthrough" appointment:  
Facility Maintenance Manager: Marty LaRue  
Email: [Marty.E.LaRue@tn.gov](mailto:Marty.E.LaRue@tn.gov)  
Phone: 423-346-1423  
500 Flat Fork Road  
Wartburg, Tn 37887

**B. Technician Requirements:**

1. Minimum of five (5) years of experience in field troubleshooting, repair, and rebuilding of sewage pumps and associated equipment.
2. Ability to handle all levels of pump and electrical repairs.
3. A background check is required on every employee that visits the Institution. A form will be provided by the Facility Manager, and it shall be completed and returned before an employee can come on site.

**C. Types of Service:**

1. Regular time: Service during normal business hours of 6:30 AM to 2:30 PM, Eastern Time, Monday through Friday. Charges to be at regular hourly rates.
2. Premium time: Services performed outside the normal business hours of 2:31 PM to 6:29 AM, Eastern Time, Monday through Sunday, including weekends and/or State holidays. Charges to be at premium hourly rates.
3. Routine service and repairs shall be accomplished within 15 working days of receiving a Purchase Order.
4. In the event one of the pumps in the lift stations 1-5 needs to be removed from the site for repairs, the Contractor shall be required to install the spare pump, if same is available, using the hourly contract rates.
5. Should Contractor determine that the expected repair of the pump/motor exceeds 50% of the replacement cost, the Facility Manager shall be notified, and the Facility Manager shall determine if repairs are to proceed. If not, the motor/pumps to be returned to the facility for proper disposal.
6. During the performance of contracted service, Contractor shall maintain a clean work area. Upon completion of any work, Contractor shall remove all trash and debris from the job site.

**D. Emergency Service:**

1. In emergency situations, the Facility Manager/Supervisor will request the repairs by phone or email without a purchase order utilizing their name at the time of the request for authorization and following up with a purchase order number the next business day.
2. Written quotes shall be provided for all repairs and services by the Contractor, and actual price shall not exceed the quoted price. In times of an extreme emergency, the service contractor provider may be provided a verbal authorization from the Facility Manager or Supervisor to proceed with a task. A written quote for the specific task shall be provided the next working day and a Procurement Requisition or Purchase Order Number will be provided to contractor the next working business day after receiving the quote.
3. Technician shall arrive on site within four (4) hours of notification for emergency service/repairs. The Contractor must be available to respond to emergency repair service requests 24 hours a day, seven days a week, as determined by the Facility Manager based on the nature of the request. Only

during emergency repairs shall premium time be authorized by the facility. All other repairs are to be performed by use of regular time as defined.

4. The Contractor shall provide telephone numbers of personnel to contact on an as needed basis for said services. An outside answering service and /or voice message system (I.E. electronic answering device, etc.) is not acceptable to the State as a contact for “emergency” and/or “non-emergency” situations.

**E. Billing and Documentation:**

1. Upon arrival and departure of the facility all service technicians shall sign-in and correctly fill out needed information on the facility’s Contractor log and be the basis of labor payment. It is required that all Contractor service personnel / technicians personally sign in and sign out to verify their presence and length of stay. Contractor technicians shall also sign-in and sign-out with the job log sheet during the following: (1) lunch breaks when taken while performing services on-site; (2) when going to obtain parts; (3) when going to another building; or (4) leaving the facility for any reason.
2. Trip charges are limited to a single charge per round trip or per given work order. Return trips due to incomplete work and/or services shall be limited to a single trip charge. Trip charge shall include any fuel, wear and tear on vehicle, overnight stays, meal allowance, etc. Also, for each motor/pump repair, only one trip charge shall be allowed to include pick-up and delivery.
  - a. Trip charges are allowed for all trips with the exception of annual/quarterly inspections. The Contractor shall have annual/quarterly inspection trip charges incorporated in to the bid.
3. Legible service tickets shall be provided to the Facility Manager/Supervisor before leaving the facility detailing:
  - a. Service reason and estimated completion.
  - b. Model and serial number of removed equipment shall be verified by Facility Manager upon return to the facility.
  - c. A completed state property removal form will be completed by the Facility Manager.

**F. Parts and Invoicing:**

1. Contractor shall supply purchase invoices for parts to the Facility Manager within ten (10) business days of receipt of parts.
2. All parts, materials, supplies, and equipment will be billed at vendor/Contractor cost, minus any applicable sales or use tax pursuant to Tennessee Code Annotated, Section 67-6-209, plus fifteen percent (+15%). Reference Standard Term & Condition titled “Taxes”.
3. Original manufacture parts shall be required unless prior authorization is given by the Facility Manager on each individual case. All current and future parts warranty shall be honored to their individual expiration date and copies of warranty provided to the Facility Manager with delivery of parts.

4. The Contractor shall be responsible to provide all warranty documentation, service tickets, parts, and materials invoicing to the Facility Manager before the invoice can be processed. All repairs must retain at least a 30-day warranty for parts and labor after the pump/motor is placed back into service.
5. Facility purchase order numbers shall be referenced on all correspondence.
6. Copies of invoices must be shared with the maintenance secretary and accounting department.

**G. Reporting Requirements:**

1. All work will be approved in writing by the Facility Manager prior to starting any repair, test, or modification.
2. Contractor shall furnish a written service ticket to the Facility Manager upon conclusion of each visit, whether the visit was non-emergency or emergency type.
3. All visits by service technicians shall be logged on site as to date and time (in/out) by Facility Manager, facility security personnel, and/or authorized representative. It is required that all service technicians personally sign-in and sign-out to verify their presence and length of stay at the facility.

**H. Payment Conditions:**

1. Payment is contingent upon proper documentation, including service tickets, parts invoices, and warranty.
2. The contractor shall note the facility's purchase order number on all correspondence, billing, service tickets, and invoices that apply to a service repair so as the facility's billing package will ensure proper payment.
3. The vendor shall submit as backup documentation a copy of the original purchase invoice(s) as proof of cost for parts, material, supplies, and equipment. This backup documentation must accompany the invoice for the agency to process payment. If the vendor/contractor cannot produce a copy of the original purchase invoice as proof of cost, the state may verify current market value and if necessary, adjust the invoice to reflect fair market price.

**I. List of Equipment:**

*13 each Lift Station #1-5 (Pump/Motor Combo) Two in each lift station and three spares*

<b>Pump</b>	<b>Make-</b> Vaughn	<b>Model#-</b> SE	<b>Serial #-</b> 84360 A thru G		
<b>Motor</b>	<b>Make-</b> Reliance-Electric	<b>Model #-</b>	<b>Frame #-</b> X0250TY	<b>Horsepower-</b> 30	<b>RPM-</b> 1750

*2 each Lift Station #6 (Pump/Motor Combination) Two on lift Station*

<b>Pump</b>	<b>Make-</b> Gorman-Rupp	<b>Model#-</b> T3A3-B	<b>Serial#-</b> 509-BOD-B1G		
<b>Motor</b>	<b>Make-</b> Toshiba	<b>Model#-</b> TEB132030LL	<b>Frame#-</b> 184T	<b>Horsepower-</b> 5.75	<b>RPM-</b> 1769