



City of Griffin, Georgia  
100 S Hill Street  
P O Box T  
Griffin, Georgia 30224  
(770) 229-6401

DATE: 12/15/2015

Purchase Order

Bid/Quote No.

Vendor No. 4283

## Vendor Name &amp; Address

**Cole Technology Inc. (PMC)**  
**240 Industrial Park Drive**  
**Forsyth, GA 31029**

[walter@pmcenterprises.com](mailto:walter@pmcenterprises.com)

Ph: 478-994-2848

Fax: 478-994-6857

Freight is FOB  
Destination  
Deliveries are accepted  
between the hours of  
8:00 a.m. and 4 p.m.

Invoices are to be sent to  
requesting dept. for approval.  
Payment inquiries should be  
directed to Accounts Payable  
([accounting.vital@cityofgriffin.com](mailto:accounting.vital@cityofgriffin.com))

\*Terms: Net 30 unless otherwise specified on PO

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

Deliver to:

**City of Griffin**  
**Simmons WTP W/WW**  
**229 North Expressway**  
**Griffin, GA 30223**

ATTN: Martha Drolet

Phone: 770-233-2974 X647 Fax: 770-233-2975

-- ANY CHANGE ORDERS TO ANY PO OR WORK ORDERS MUST BE AUTHORIZED IN WRITING AND APPROVED. ALL INVOICES  
SUBMITTED FOR PAYMENT MUST REFERENCE A VALID PURCHASE ORDER NUMBER. --

- VENDORS MUST HAVE A CURRENT REGISTRATION ON FILE PRIOR TO PO PROCESSING -

On File? Y/N

Y

Description	Account Number	Quantity	UOM	Unit Price	Extended Totals
Repair City #5 De Lavall Pump + Motor	505 - 4431 - 52 - 2200 - 000	1		22,757.910	22,757.91
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
CAPITAL PROJECT #:	- - - -	enter debit/credit amounts in			
(DISTRIBUTION & \$\$)	- - - -	the extended totals column			

COMMENTS:

Totals: \$

22,757.91

## ↓ COG USE ONLY ↓

Pricing method:

Verbal / Phone

Email/Mail/Fax

Bid / RFP #

E-Verify Affidavit

W/WW Martha Drolet 12/15/2015

Dept / Requestor / Date

Purchasing / Date

Vendor emailed copy?

Vendor Notified

Department Mgr / Date

Finance Director / Date

Invoice apprvd/attchd?

PMT Approval

Inv Attached

City Manager / Date

BOARD / Date

# TERMS AND CONDITIONS OF PO / CONTRACT

## **ARTICLE 1 PURCHASE ORDER AUTHORIZATION**

Vendors are required to be registered with the City and to have an authorized City Purchase Order (P.O.) before any items/goods/services are delivered. Any shipments made prior to the receipt of a City P.O. are made at the sole risk of the vendor. Payment may be withheld for any and all items/goods/services delivered without an authorized P.O.

## **ARTICLE 2 PURCHASE ORDER NUMBER**

The Purchaser's purchase order number and the successful seller's name (from the bid or proposal) must appear on all packing slips, packages, invoices, bills of lading, warehouse receipts and correspondence with Purchaser. Materials must be properly packaged and marked with the order number. Damaged material will not be accepted.

## **ARTICLE 3 ACCEPTANCES**

All terms and conditions of the purchase order shall become part of the contract between the Seller and Purchaser; the Seller's different or additional terms will not become part of this contract.

## **ARTICLE 4 PRICE**

Seller warrants that the prices quoted hereunder are the lowest prices these or similar articles are sold by the Seller to other customers and in the event of any price reduction between execution of the purchase order and delivery of the goods, purchaser shall be entitled to such reduction.

## **ARTICLE 5 DELIVERIES, TITLE AND RISK OF LOSS**

Title shall pass to Purchaser on delivery of the conforming goods to Purchaser's designated plant or location. Notwithstanding any agreement to pay freight express or other transportation charges, the risk of loss or damage in transit shall be upon the Seller. Delivery shall not be complete until the goods have been actually received, inspected and accepted by the Purchaser.

## **ARTICLE 6 PARTS**

The Seller agrees to make functional parts available for a period of five years after final production run.

## **ARTICLE 7 WARRANTIES**

The Seller warrants that the goods and services supplied hereunder will be of good workmanship and of proper materials, free from defects and in accordance with specifications. If the Seller knows of the Purchaser's intended use, the Seller warrants that the goods or services are suitable for that intended use.

## **ARTICLE 8 REMEDIES**

Regardless of whether goods are being sold or leased or whether services are being performed, the Seller and Purchaser agree that both parties have all the Uniform Commercial Code rights, duties, and remedies available as well as all remedies allowed by law and the purchase order.

## **ARTICLE 9 CONFLICTS OF LAWS**

The agreement of purchase and the performance of the parties hereunder shall be construed with and governed by the laws of the State of Georgia.

## **ARTICLE 10 MODIFICATIONS**

No modifications in prices, delivery methods or schedule, quality, quantity, specifications or any other term of the contract will be effective unless agreed to in writing, signed by Procurement

## **ARTICLE 11 PATENT INFRINGEMENT**

Seller shall hold purchaser harmless from all judgments and expenses arising out of any alleged patent infringement by our use of the merchandise ordered.

## **ARTICLE 12 TERMINATIONS FOR CAUSE**

Purchaser may terminate this contract for cause in the event of a default by Seller. In such event, Purchaser shall not be liable to Seller for any amounts, and Seller shall be liable for and shall hold Purchaser harmless from any damage occasioned by Seller's breach or default.

## **ARTICLE 13 TERMINATIONS FOR CONVENIENCE**

Purchaser may at any time terminate the order in whole or in part for its convenience upon which written notice to Seller in which event Seller shall be entitled to reasonable termination charges which reflects the percentage of the work performed prior to termination.

## **ARTICLE 14 ENTIRE AGREEMENTS**

The purchase order and any documents referred to on the face thereof constitute the entire agreement between the parties and can only be modified in writing and signed by both parties. No part of this order may be assigned or subcontracted without the written approval of the Purchaser. Any moneys due Purchaser from Seller can be set off from any moneys due Seller from Purchaser whether or not under this contract. Purchaser's failure to insist on any right shall not operate as a waiver of any other right. Time is of the essence of this contract.

## **ARTICLE 15 WORKS ON PREMISES**

If the order includes work to be performed on Purchaser's premises, Seller agrees to indemnify the Purchaser from all loss or damage arising out of such work, to observe the highest safety standard, to maintain adequate insurance and to furnish evidence of such insurance at Purchaser's request.

## **ARTICLE 16 QUALITY GUARANTEE**

If any product delivered does not meet applicable specifications, or if the product shall not produce the effect that the supplier represents to the City, the supplier shall pick up the product from the City at no expense to the City. Also, the supplier shall refund to The City of Griffin any money which has been paid for the same. The supplier shall be responsible for attorney fees in the event the supplier defaults and court action is required.

## **ARTICLE 17 QUALITY TERMS**

The City reserves the right to reject any and/or all materials if, in its judgment, the items reflect unsatisfactory workmanship, manufacturing or shipping damage.





# CITY OF GRIFFIN

## SOLE BRAND\*/SOLE SOURCE JUSTIFICATION

### Request Type and Details

☒ **Sole Brand\*** – The item(s) requested have unique performance features (branded) not found in other items but is available on the open market from multiple sources. If not available in GA or a 100 mile radius, it will be treated as a sole source purchase.

☐ **Sole Source** – The item(s) requested has necessary features and is available only from a single manufacturer or from a single dealer with exclusive distribution rights. Sole source justifications should be confirmed annually.

**Provide a short description and identify the make and model of the item requested:** GE 300HP Motor and DeLaval Split case pump (City Pump #5)

**Identify the efforts made to locate other sources:** Most companies will work on either the pump or the motor but not both at the same time. This company will do both which prevents lengthy problem solving between two companies.

**Vendor/Source Name/Address:** Pump - Motors - Controls 240 Industrial Park Drive, Forsyth, GA 31029

**Vendor/Source Contact:** Al Matthews

**Phone:** 770-229-6608

**Scope of Work: Provide description of purpose for the request and what other comparable options have evaluated. (Include brand name, model, and vendor name):** Rebuild pump and motor see attached Quote

**Exclusive Capability:** Provide a detailed description of proposed source's unique capabilities and/or performance of work and why this is the only source. In the past we have had two different companies working on these old pumps. One on the pump and another on the motor. We recently had a problem with a pump and ended up working with both companies for almost a year before the problem was corrected and the pump was back in service. This company works on both components and has done a great job on the last pump they did (City #2)

### Requestor Information

*I hereby certify the validity of the information and feel confident this justification for sole brand / sole source meets the criteria and would withstand a vendor protest or an audit.*

**Date of Request:** 12/28/2015

**Requestor:** Martha Drolet

**Department:** Water/Wastewater

**Dept Accting Code:** 4431

**Phone:** 770-229-6436

### Purchasing Use Only ↓

**Date Processed:**

**Date Posted to GPR:**

**Bid #:**

**Outcome:**

Awarded Sole Source

Issued PO/Contract

Competitive Bid

Number of Protests

\* Sole Brands are specific items that may be available on the open market from multiple dealers. Sole BRAND purchases will be treated as sole source if there is only one dealer within the State of Georgia or 100 mile radius of Griffin (whichever is less).

### **Sole Brand Guidelines**

Sole brand items have unique performance features not found in other items but are available on the open market from multiple sources.

Sole Brand purchasing is an exception to the procurement policies. Such requests should not be made unless you are certain there is a valid requirement and adequate documentation to qualify for this exception. The brand name procurement request must clearly demonstrate that the acquisition of the brand name product is:

1. Unique and essential to the department's requirements, thereby precluding consideration of a product manufactured by another company, or
2. Required to match other similar product already in place and the use of an alternate product would cause the department to incur substantial additional costs, and you provide specific information regarding the equipment you are matching.

In order for a request to be considered for Sole Brand, the justification form must be completed and signed. This justification will remain on file for review by auditors.

#### **Factors which do not apply to Sole Brand:**

1. Personal preference for the product or vendor.
2. Lack of advance planning.
3. Concerns related to the amount of funds (spending before they expire).
4. Explanation for the actual need and basic use of the item, unless the information relates to the request for unique factors.
5. The statement "No Substitution" will not be considered without completion of the justification.

### **Sole Source Guidelines**

Sole source items have unique performance features not found in other items AND are only available from a single manufacturer or dealer with exclusive distribution rights.

Sole source purchasing is an exception to the procurement policies. Such requests should not be made unless you are certain there is a valid requirement and adequate documentation to qualify for this exception. The sole source procurement request must clearly demonstrate:

1. That there is only one source or only one supplier within the predetermined radius that can provide the goods or services in accordance with the requirements of the department.
2. The existence of limited rights in data patent rights, copyrights or secret processes make the supplies or services available from only one source. Note – the mere existence of such rights do not justify a sole source.
3. Addition of new work that was not within the scope of (or incidental to) the original contract scope of work, either as part of the base contract or as an option, is subject to sole source justification.
4. To match and 'intermember' is an acceptable justification of sole source when you provide specific information regarding the goods/equipment you are matching.

In order for a request to be considered for Sole Source, the justification form must be completed and signed. This justification will remain on file for review by auditors.

#### **Factors which do not apply to Sole Source:**

1. Personal preference for the product or vendor.
2. Lack of advance planning.
3. Concerns related to the amount of funds (spending before they expire).
4. Explanation for the actual need and basic use of the item, unless the information relates to the request for unique factors.



240 Industrial Park Drive  
Forsyth, Georgia 31029  
Phone: 478-994-2848  
Fax: 478-994-6857

## Quote

www.pmc enterprises.com

Customer ID

00566

Quote Date

12/1/2015

Quote Number

2RRQ10513

Attn

cc

Martha Drolet

### Customer Information

Griffin, City of  
100 South Hill Street  
3rd Floor  
Griffin, Ga 30224

### Ship To Information

Griffin, City of  
Attn: Martha  
229 N Expressway  
Griffin, GA 30224

Quote By: Fred Dekle

PO #:

RFQ #:

Salesperson: Al Matthews

Phone: (770) 229-6608

Fax:

### Nameplate Information

ID 2M11064

Make General Electric

Rating 300 HP

RPM 1200

Frame 965S

Enclosure ODP

Poles 6

Rated V. 550

Rated A. 252

Field V. 125

Field A. 14.9

Serial # 8088798

Model 34G328

# of Phases 3

Frequency (Hz) 60

Type TS

Duty Continuous

Max. Ambient Temp. 40 degree

NEMA Code E

Power Factor 1.0

Application Pump

Pump - Make DeLavall

Pump - Type Split Case

### Quote Information

#### Required Work: FIELD SERVICE WORK SCOPE FOR PUMP:

##### Removal

- Remove 300 hp Delavall Splitcase Rotating Assembly and Top case to be loaded individually on heavy cart and moved through bottom floor to exit in staircase at southside of building. Boom truck provided to hoist pump from bottom of staircase and transport to PMC for repair out lined below.

##### Reinstallation

- Transportation to Customer site and rigging of pump with boom truck provided back into building .
- Install Refurbished Delavall Rotating Assembly, Top-Case and laser alignment.

Cost of Field Service for Pump Repair Only \$ 4560.00

#### SERVICE CENTER PUMP REPAIR WORK SCOPE:

- Disassemble Rotating Assembly
- Steam Clean / Batch Clean Parts
- Hand Clean / Detail Parts
- Inspect / Check Machine Fits
- Inspect / Check Clearance and Condition of Babbitt Bearings
- ReBabbitt Bearings if Necessary
- Inspect Impeller Wear Rings and Replace if Necessary
- Sandblast , PMC 212 Coat and Dynamically Balance Impeller
- Furnish and Install New SAE 660 Bronze Packing Sleeves
- Furnish and Install New SAE 660 Bronze Lantern Rings
- Furnish and Install New Thrust Bearing

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PO# ( IF NOT ALREADY ISSUED ):

QF20.0-1 Rev. 2



# Quote



240 Industrial Park Drive  
Forsyth, Georgia 31029  
Phone: 478-994-2848  
Fax: 478-994-6857

www.pmc enterprises.com

Customer ID

00566

Attn

Martha Drolet

Quote Date

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cc

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PO #:

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Salesperson: Al Matthews

Phone: (770) 229-6608

Fax:

- Furnish and Install New Graphite Packing
- Furnish and Install New Casing Gasket
- Reassemble Rotating Assembly

Cost for Pump Repair Would Be \$ 11356.91

### FIELD SERVICE WORK SCOPE FOR MOTOR:

- Field Service labor for removal of 300hp General Electric Synchronous Motor and Transport to PMC Service Center for Reconditioning as Stated in Motor Work Scope Listed Below
- Field labor for Reinstallation of Above 300HP Motor to also include Laser Alignment and Vibration analyst after completion

Cost of Field Service for Motor Removal and Installationr \$ 2800.00

### SERVICE CENTER MOTOR RECONDITION WORK SCOPE:

- Disassemble Motor
- Inspect and Identify Parts
- Check Mechanical Fits
- Steam Clean Parts
- Steam Clean and Bake Stator
- Inspect Babbit Bearings and Advise if Repairs are Needed
- Turn and Polish Rings
- Balance Rotating Assembly
- Reassemble
- Test Run (no load)
- Paint

Cost for Motor Recondition Would Be \$ 4041.00

Any Additional Machine Work Required for the Motor will be Quoted After Inspection.

**Comments:** Pricing has been broke out in the required work section incase the City only wants to address the pump first and wait on the reconditioning of the motor.

Terms:	Net 30	Pick Up On	Lead Time	Total Price
Repair Based on Straight Time:			2-4 Weeks after Approval	22,757.91
Repair Based on Overtime:				
Return, not Repaired:				

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PO# ( IF NOT ALREADY ISSUED ):

QF20.0-1 Rev. 2



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Forsyth, Georgia 31029  
Phone: 478-994-2848  
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www.pmc enterprises.com

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Customer ID

Quote Date

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12/1/2015

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Quote By: Fred Dekle

PO #:

RFQ #:

Salesperson: Al Matthews

Phone: (770) 229-6608

Fax:

Quote is valid for 30 days

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PO# ( IF NOT ALREADY ISSUED ):

QF20.0-1 Rev. 2

