



City of Tacoma, WA

**CITY OF TACOMA / TACOMA PUBLIC UTILITIES / TRANSMISSION &
DISTRIBUTION**

REQUEST FOR BIDS

115KV VOLTAGE TRANSFORMER SPECIFICATION NO. PT22-0269N



City of Tacoma

Power T&D Substation Engineering

REQUEST FOR BIDS PT22-0269N

TRANSFORMER, INSTRUMENT, 115 KV VOLTAGE TRANSFORMER

Submittal Deadline: 11:00 a.m., Pacific Time, Wednesday, November 23, 2022

Submittals must be received by the City's Procurement and Payables Division prior to 11:00 a.m. Pacific Time.

For electronic submittals, the City of Tacoma will designate the time of receipt recorded by our email, sendbid@cityoftacoma.org, as the official time of receipt. This clock will be used as the official time of receipt of all parts of electronic bid submittals.

Submittal Delivery:

By Email:

sendbid@cityoftacoma.org

Maximum file size: 35 MB. Multiple emails may be sent for each submittal.

Bid Opening: Submittals in response to an RFB will be recorded as received by a Purchasing representative. Final results are posted to our website www.TacomaPurchasing.org as they come available.

Solicitation Documents: An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at www.TacomaPurchasing.org.

- [Register for the Bid Holders List](#) to receive notices of addenda, questions and answers and related updates.
- Click here to see a [list of vendors registered for this solicitation](#).

Project Scope:

Outdoor 115 kV, 550kV BIL, Dual Ratios w/ Tertiary, Oil-Filled, Wound Type,
Metering/Relaying Potential Transformer

Estimate: \$120,000, for 5 years

Paid Sick Leave: The City of Tacoma requires all employers to provide paid sick leave as set forth in Title 18 of the Tacoma Municipal Code. For more information, visit [our Minimum Employment Standards Paid Sick Leave webpage](#).

Americans with Disabilities Act (ADA Information: The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing Gail Himes at ghimes@cityoftacoma.org, or by calling her collect at 253-591-5785.

Federal Title VI Information:

“The City of Tacoma” in accordance with provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. sections 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin in consideration of award.

Additional Information: Requests for information regarding the specifications may be obtained by contacting Becky Lewis, Buyer by email to rlewis4@cityoftacoma.org.

Protest Policy: City of Tacoma [protest policy](#), located at www.tacomapurchasing.org, specifies procedures for protests submitted prior to and after submittal deadline.




Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.

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SUBMITTAL CHECK LIST

This checklist identifies items to be included with your submittal. Any submittal received without these required items may be deemed non-responsive and not be considered for award. Submittals must be received by the City of Tacoma Purchasing Division by the date and time specified in the Request for Bids page.

The following items make up your submittal package:	
One electronic copy of your complete submittal package	
Signature Page (Appendix A)	
Price Proposal Form (Appendix A)	
Bid Data Sheet (Appendix A)	
Reference Sheet (Appendix A)	
After award, the following documents will be executed:	
Contract	

1. BACKGROUND

The City of Tacoma (City) / Tacoma Public Utilities (TPU) is soliciting bids to establish one or more contracts with qualified vendors to fulfill the City's needs for Potential Transformers on an as-needed basis. Contract(s) will be awarded to the lowest responsive and responsible bidder(s) based on price, product quality and availability.

This product is used by the line persons located at our facilities. The estimated annual usage is 3. This is an estimated quantity only and does not guarantee a specific volume or dollar amount.

Vendors will be required to submit drawings of their product for evaluation prior to award. Products that fail to meet City standards or any of the specifications herein may be rejected. Should a contracted vendor fail to meet quality and/or availability requirements contained in these specifications, the City may move to terminate the contract with 10 days written notice.

1.1 The estimated cost for this project is \$120,000 for 5 years

2. CALENDAR OF EVENTS

This is a tentative schedule only and may be altered at the sole discretion of the City.

Contract may be issued after Public Utility Board and/or City Council approval.

The anticipated schedule of events concerning this RFB is as follows:

Approved Equivalent Deadline:	11/10/2022
Question Deadline:	11/10/2022
City response to Questions:	11/16/2022
Submittal Due Date:	11/25/2022
Anticipated Award Date:	12/12/2022

3. INQUIRIES

3.1 Questions should be submitted by 8am on Friday, October 27, 2022, to Becky Lewis via email to rlewis4@cityoftacoma.org Subject to read:

PT22-0269N - 115 KV VOLTAGE TRANSFORMER VENDOR NAME

3.2 Questions marked confidential will not be answered or included.

3.3 The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential.

3.4 The answers are not typically considered an addendum.

3.5 The City will not be responsible for unsuccessful submittal of questions.

Written answers to questions will be posted in the event approximately one week after the question deadline.

4. PRE-BID MEETING

- 4.1** No pre-bid meeting will be held; however, questions and request for clarifications of the specifications may be submitted as stated in the inquiries section.

5. DISCLAIMER

The City is not liable for any costs incurred by the Respondent for the preparation of materials or a proposal submitted in response to this RFB, for conducting any presentations to the City, or any other activities related to responding to this RFB, or to any subsequent requirements of the contract negotiation process.

6. DELIVERY

- 6.1** Delivery shall be to the City of Tacoma, 3628 South 35th Street, Tacoma, WA, 98409. Each vendor will be required to submit a delivery timeline they can commit to. Purchase order delivery dates will reflect this timeline. In the event a purchase order deliver date is not met, the City reserves the right to purchase these products elsewhere if they are in a time constraint. If constant late deliveries occur, the City may terminate the contract.
- 6.2** Hours of operation shall be Monday through Friday, 9:00 a.m. to 3:30 p.m., excluding legal holidays, as referred to in the Standard Terms and Conditions or as otherwise approved by the City.

7. CONTRACT TERM

The contract will be for a three-year period with the option to renew the contract for two additional one-year terms and is subject to the price increase/decrease provisions per the [Price Adjustments](#) section. The City reserves the right to cancel the contract for any reason, by written notice, as stipulated in the contract.

8. RESPONSIVENESS

Bid submittals must provide ninety (90) days for acceptance by City from the due date for receipt of submittals. All submittals will be reviewed by the City to determine compliance with the requirements and instructions specified in this RFB. The Respondent is specifically notified that failure to comply with any part of this RFB may result in rejection of the submittal as non-responsive. The City reserves the right, in its sole discretion, to waive irregularities deemed immaterial. The City also reserves the right to not award a contract or to issue subsequent RFB's

9. AWARD

Award will be made to the lowest responsive, responsible bidder. All bidders shall provide unit or lump sum pricing for each line item. Each line item will be added up for a subtotal price. The subtotal price will be compared amongst each bidder, including any payment discount terms offered twenty (20) days or more. The City may also take into consideration all other criteria for determining award, including evaluation factors set forth in Municipal Code Section 1.06.262.

All other elements or factors, whether or not specifically provided for in this specification, which would affect the final cost to and the benefits to be derived by the City will be considered in determining the award of the contract. The final award decision will be based on the best interests of the City.

The City reserves the right to let the contract to the lowest responsible bidder whose bid will be the most advantageous to the City, price and any other factors considered. In evaluating the proposals, the City may also consider any or all of the following:

1. Compliance with specification.
2. Proposal prices, listed separately if requested, as well as a lump sum total
3. Time of completion/delivery.
4. Warranty terms.
5. Bidder's responsibility based on, but not limited to:
 - a) Ability, capacity, organization, technical qualifications and skill to perform the contract or provide the services required.
 - b) References, judgment, experience, efficiency and stability.
 - c) Whether the contract can be performed within the time specified.
 - d) Quality of performance of previous contracts or services

10. PRICE ADJUSTMENTS

Bid submittal prices will establish a base against which Contractors may request price adjustments per the following terms:

1. The city may consider price adjustments for each 3-month period
2. Contractor shall submit proposed price changes in writing to the contract administrator (contract information provided after award) 30 days prior to the effective date
3. The city reserves the right to accept or reject all such price adjustments
4. Price increases will be adjusted only to the amount of cost increase to Contractor. No adjustment will be made for Contractor profit margin
5. Any proposed price increase to Contract line items must be beyond the control of the contractor and supported by written documentation from the manufacturer or wholesale distributor, indicating new higher cost adjustments in effect
6. Increase requests may be evaluated against various market conditions, including but not limited to:
 - a) Consumer Price Index for Seattle - Tacoma - Bremerton, All Items 1982-84+100, for comparable period
 - b) Consumer Price Index for All Urban Consumers (CPI-U) for the U.S. City Average Index for All Items, 1982-84=100, unadjusted for the comparable period
 - c) State/federal regulations affecting production costs of the materials
 - d) Volatile commodity market conditions
 - e) Various producer price or commodity indices
 - f) Minimum wage adjustments

11. STANDARD TERMS AND CONDITIONS

City of Tacoma [Standard Terms and Conditions](#) apply.

12. INSURANCE REQUIREMENTS

Successful proposer will provide proof and maintain the insurance coverage in the amounts and in the manner specified in the City of Tacoma Insurance Requirements document applicable to the services, products, and

APPENDIX A

Signature Page

Price Proposal Sheet

Bid Data Sheet

Reference Sheet

(Bidder to provide additional content outlined in Section 23)

REFERENCE SHEET

Only bidders and manufacturers experienced in this type of work and with a record of successful completion of jobs of similar scope over a period of two (2) years or more will be considered. Each bidder shall complete the References Data Sheet as required in the proposal section. A minimum of three (3) references within the past three (3) years is required.

Reference #1

Contract Start:	Contract End:
Contract Number:	Contract Value:
Contracting Agency:	
Reference Name/Title:	
Reference Phone:	Reference Email:

Reference #2

Contract Start:	Contract End:
Contract Number:	Contract Value:
Contracting Agency:	
Reference Name/Title:	
Reference Phone:	Reference Email:

Reference #3

Contract Start:	Contract End:
Contract Number:	Contract Value:
Contracting Agency:	
Reference Name/Title:	
Reference Phone:	Reference Email:

APPENDIX B

SUBSTITUTION REQUEST FORM



Tacoma Public Utilities

SUBSTITUTION REQUEST FORM

Specification No. _____

Specification Title _____

Prospective bidders may request the use of substitute materials below.

All requests must be submitted electronically, via e-mail to rlewis4@cityoftacoma.org no later than ten (10) business days prior to the submittal deadline.

Manufacturer/Model: _____

Manufacturer Contact Information

Name/Title: _____

Phone Number: _____

E-Mail: _____

Describe the differences between the proposed substitution and specified material:

Please attach documentation from manufacturer that certifies the material meets all the criteria outlined in Technical Specifications of this bid specification.

Contractor Name: _____

Preparer Name/Title: _____

Mailing Address: _____

Phone Number: _____

E-Mail: _____

Signature: _____



Tacoma Public Utilities

INTERNAL USE ONLY

- ☐ Approved as Substitute*
- ☐ Rejected – Material Not Acceptable
- ☐ Rejected – Inadequate Information
- ☐ Rejected – Request Received After Deadline

**Subject to review and approval of submittal documents*

Remarks

Reviewer Name/Title: _____

Signature: _____ Date: _____