

Request for Bids Template Revised: 02/07/2022 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<u>our Minimum Employment Standards Paid Sick</u>
<u>Leave webpage</u>.

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.

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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 <u>protest policy</u>, located at <u>www.tacomapurchasing.org</u>, 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 <u>VENDOR</u> <u>NAME</u>

- **3.2** Questions marked confidential will not be answered of 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.

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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 <u>Price Adjustments</u> 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.

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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:
 - 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

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deliverables provided under the solicitation. The City of Tacoma Insurance Requirements document is fully incorporated into the solicitation by reference.

13. WARRANTY

Parts: Manufacturer's warranty or minimum one-year warranty whichever is greater.

Contractor shall arrive on-site at the 3628 South 35th Street, Tacoma, WA, 98409 within 72 hours of notification for all warranty repairs during normal work hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Repairs shall include free pick-up and delivery. Repairs must be completed and vehicle returned within 48 hours of pick-up.

Contractor agrees to allow City to make minor warranty repairs where that is most cost effective and, if requested, contractor will credit City for cost of parts, but not labor.

Vendor will warrant goods according to the manufacturer's warranty guidelines. The start of the warranty commences once the goods are delivered and accepted by the City.

14. INSPECTION

All goods are subject to final inspection and acceptance by the City. If any inspection fails, the vendor shall be required to make arrangements to exchange the goods at their own expense and replace it in a timely manner acceptable to the City.

Material failing to meet the requirements of this contract will be held at Vendor's risk and may be returned to Vendor. If so returned, the cost of transportation, unpacking, inspection, repackaging, reshipping, or other like expenses are the responsibility of the Vendor.

15. REPORTS

After the conclusion of the contract, upon request from the City to facilitate a new bid process, contractor shall furnish a list that cross references the manufacturer model numbers specified in this bid to the current model numbers.

16. APPROVED ITEM EQUIVALENT

A specific manufacturer for almost all line items has been listed in the Technical Specifications because this is the current manufacturer accepted. For those line items, which do not list a specific manufacturer, bidders shall provide the technical specifications for the manufacturer they are offering. The City may request, after the bid due date, a sample of that product for review and approval by the City. The City reserves all rights to be the sole judge as to whether any other manufacturer can meet or exceed the current specifications they use. Unless an item is indicated "No Substitute", approved equivalents shall be submitted by the date listed in the Calendar of Events section. Equivalents will be approved by Addendum to the solicitation.

17. COMPLIANCE WITH SPECIFICATIONS

All products shall be new and unused. Any product that does not comply with any part of these technical specifications shall be rejected and the vendor shall, at its own expense, including shipping, replace the item.

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18. MATERIALS AND WORKMANSHIP

The successful bidder shall be required to furnish all materials necessary to perform contractual requirements. Materials and workmanship for this contract shall conform to all codes, regulations and requirements for such specifications contained herein and the normal uses for which intended. Material shall be manufactured in accordance with the best commercial practices and standards for this type of goods. All literature and products must be packaged and labeled to sell in the United States.

19. DAMAGED GOODS

The vendor shall replace any orders that are damaged in transit. They will be notified by the City and they must arrange to have damaged orders picked up within 48 hours' notice (excluding weekends and holidays). Vendor will pay all expenses incurred to ship damaged goods back to manufacturer or their own warehouse.

20. UPDATED PRODUCTS

During the contract term, if items on the contract are being replaced and updated by the manufacturer, the supplier may submit the manufacturer information, technical specifications and pricing to the City for consideration. The supplier shall provide this updated product information to the City as soon as it becomes available by the manufacturer. The City will work with Purchasing Division to review the information submitted and either accept or reject the product. If the replacement product is not approved, the vendor will be notified and the current item on the contract will be removed. Because of fixed pricing, the replacement item must be offered at the same price.

21. PRODUCT DISCONTINUED

During the contract term, if the supplier discontinues carrying any of the contracted items, they must notify the City and the Purchasing office within 30 calendar days. The City reserves the right to seek other suppliers to supply those items or purchase directly from the manufacturer or their designated distributor until the contract term ends.

22. QUANTITIES AND PURCHASE ORDERS

The quantities listed are an estimate only using historical data gathered from the previous 5 years. Delivery will be according to purchase order on an as-needed basis throughout the period of the contract.

23. CONTENT TO BE SUBMITTED

- **23.1** State your proposed delivery time, in calendar days, following receipt of a purchase order and all subsequent purchase orders during the term of the Contract.
- 23.2 Are warranties equal to or do they exceed those specified in this solicitation
- **23.3** Submit proposed guarantee and/or warranty information
- **23.4** Provide company information to include years in business, , or any other relevant information (Financial information not required).

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23.5 References:

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 five (5) years is required. Please see Appendix A for form.

- 23.6 Have you incorporated sustainability into your everyday business practices?: Yes/No
- 23.7 Please describe your sustainability efforts in your everyday business practices:
- **23.8** Please describe any measures taken to minimize impacts to the environment in the delivery of proposed goods and/or services:
- 23.9 Does your company provide a Prompt Payment Discount?: Yes/No
- **23.10** Specify the Prompt Payment Discount percentage. Payment discount periods of twenty (20) calendar days or more will be considered in determining lowest responsible bid
- 23.11 Does your company accept a procurement card?: Yes/No
- 23.12 Provide a statement regarding your ability to meet the City's credit card requirements (below) as well as identifying your reporting capabilities (Level I, II, or III). This information is not a consideration in the evaluation process.
- 23.13 Bidder shall complete the Proposal Data Sheet for the equipment and material proposed, shall furnish relevant drawings showing the outline/layout drawing of the proposed equipment (including weights, center of gravity), nameplate drawing (including oil volume, Non-PCB), technical data sheets/specifications for products included in the proposal, MSDS sheets, and enough detailed information to show compliance with the items and equipment ratings specified. Bids without enough detail to evaluate compliance with the specification may be deemed nonresponsive.
- 23.14 Will alternate tier bids be allowed?: NO

24. ENVIRONMENTALLY PREFERABLE PROCUREMENT

In accordance with the City of Tacoma's <u>Sustainable Procurement Policy</u>, it is the policy of the City of Tacoma to encourage the use of products or services that help to minimize the environmental and human health impacts of City Operations. Respondents are encouraged to incorporate environmentally preferable products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, products, manufacturing, packaging, distribution reuse, operation, maintenance or disposal of the product or service.

The City of Tacoma encourages the use of sustainability practices and desires any awarded contractor(s) to assist in efforts to address such factors when feasible for:

- Reduction of pollutant releases
- · Toxicity of materials used
- Waste generation
- Greenhouse gas emissions, including transportation of materials and services

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- Recycle content
- Comprehensive energy conservation measures
- Waste manage reduction plans
- Potential impact on human health and the environment

25. EQUITY IN CONTRACTING

The City of Tacoma is committed to encouraging firms certified through the <u>Washington State Office of Minority</u> and <u>Women's Business Enterprise</u> to participate in City contracting opportunities. See the **TMC 1.07 Equity in Contracting Policy** at the City's <u>Equity in Contracting - City of Tacoma</u>.

26. PROPRIETARY OR CONFIDENTIAL INFORMATION

The Washington State Public Disclosure Act (<u>RCW 42.56 et seq.</u>) requires public agencies in Washington make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged. Documents submitted under this RFB shall be considered public records and, with limited exceptions, will be made available for inspection and copying by the public.

Information that is confidential or proprietary must be clearly marked. Further, an index must be provided indicating the affected page number(s) and location(s) of all such identified material. Information not included in said index will not be reviewed for confidentiality or as proprietary before release.

27. SECTION 2 - TECHNICAL PROVISIONS

A. SCOPE OF WORK AND DELIVERABLES

TRANSFORMER, INSTRUMENT, 115 KV VOLTAGE TRANSFORMER

DESCRIPTION:

Outdoor 115 kV, 550kV BIL, Dual Ratios w/ Tertiary, Oil-Filled, Wound Type, Metering/Relaying 27.1 SERVICE

Voltage transformers, inductive type, shall be suitable for 115000 GRD Y/69000V, 60 Hz power systems.

27.2 RATINGS

The voltage transformers and associated equipment shall have the following rating:

Instrument Transformer, Voltage, Inductive Type, 115000 GRD Y/69000V (secondary voltages of 115V and 69V), 600/1000 & 600/1000:1, BIL 550 kV, 60 Hz, 0.3WXYZ ZZ, 7500VA. Designed, constructed, and tested in accordance with IEEE C57.13.

27.3 MAXIMUM DIMENSIONS

- * Maximum unit height of 100 inches (2540mm)
- * Maximum total weight of 1500 pounds (680kg)

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APPENDIX A

Signature Page

Price Proposal Sheet

Bid Data Sheet

Reference Sheet

(Bidder to provide additional content outlined in Section 23)

Price Proposal Sheet

Iter	n Description	Estimated 3 year usage	Unit of Measure	Unit Price	MFG Name (Optional)	MFG Part ID (Optional)	Total Price FOB Destination (Qty x Unit Price)
1		9	EA	\$			\$

The City cannot legally accept a substantial deviation from the Specification. Bids/Proposals containing any substantial deviation may be rejected as non-responsive. It is agreed that you will perform according to the highest standard indicated.

Prices shall be quoted F.O.B. Destination, freight prepaid and allowed.

BID DATA SHEET

		('	√endor name)	
VOLTAGE TRANSFORMER				
Manufacturer	_ Cat. No. of Type			
RATINGS				
All ratings are to be expressed in	n accordance with II	EEE C57.13		
BIL (kV):			-	
Rated Primary Voltage (V):			-	
Ratio:			-	
Frequency (Hz):			-	
Accuracy Ratings:			-	
Thermal Burden Rating:			-	
PHYSICAL DESCRIPTION				
Length (in):	Width (in):		-	
Height (in):	Weight (lbs):		-	
Bushing Height (in):				
<u>DIELECTRIC FLUID</u> (COPY OF Dielectric Fluid:	MSDS SHALL BE	PROVIDED WITH	DATA SHEET)	

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Volume of Dielectric Fluid:			
RELIABILITY CRITERIA			
MTBF (Mean Time Between Failure)			
SEISMIC WITHSTAND CAPABILITY			
RECOMMENDED SPARES			
Item Description	Price/unit (US\$)	Quantity	
<u>DELIVERY TIME</u>	\	weeks	

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:		

Request for Bids

APPENDIX B

SUBSTITUTION REQUEST FORM

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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 <u>rlewis4@cityoftacoma.org</u> 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

INTERN	AL 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				
Remark	s				
Reviewe	er Name/Title:				
Signatuı	re:Date:				