



City of Tacoma, WA

TACOMA POWER

REQUEST FOR BIDS

**POWER T&D STATION SERVICE VOLTAGE
TRANSFORMER**

SPECIFICATION NO. PT22-0318N



City of Tacoma

Tacoma Power

REQUEST FOR BIDS PT22-0318N

Power T&D Station Service Voltage Transformer

Submittal Deadline: 11:00 a.m., Pacific Time, Wednesday, December 21, 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 a 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: Transformer, Station Power Voltage Transformer

Estimate: \$49,000

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 – (2pages) (Appendix A)	
Content to be submitted in Section 19 (19.1 – 19.3)	
After award, the following documents will be executed:	
Purchase Order	

1. BACKGROUND

The City of Tacoma (City) / Tacoma Public Utilities (TPU) is soliciting bids to issue a purchase order for a Station Service Voltage Transformer. Purchase order will be issued to the lowest responsive and responsible bidder(s) based on price, product quality and availability.

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 \$49,000.

1.2 This project is not federally funded.

2. CALENDAR OF EVENTS

This is a tentative schedule only and may be altered at the sole discretion of the City. The anticipated schedule of events concerning this RFB is as follows:

Question Deadline:	11/29/2022
City response to Questions:	12/6/2022
Submittal Due Date:	12/21/2022
Anticipated Award Date:	12/30/2022

3. INQUIRIES

Please send email to rlewis4@cityoftacoma.org for any questions concerning this solicitation.

3.1 Questions marked confidential will not be answered or included.

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

3.3 The answers are not typically considered an addendum.

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

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

3.6 Questions submitted must be received no later than 3:00 pm on the questions deadline day.

4. PRE-BID MEETING

No pre-proposal meeting will be held; however, questions and requests 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 one-year period with no option to renew the contract. 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) 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. STANDARD TERMS AND CONDITIONS

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

11. WARRANTY

Labor: Minimum three (3) year 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 equipment returned within 14 days 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. CONTENT TO BE SUBMITTED

- 19.1** 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.
- 19.2** Provide company information to include years in business, or any other relevant information (Financial information not required).
- 19.3** Have you incorporated sustainability into your everyday business practices?: Yes/No Please describe your sustainability efforts in your everyday business practices:
Please describe any measures taken to minimize impacts to the environment in the delivery of proposed goods and/or services:

20. ENVIRONMENTALLY PREFERABLE PROCUREMENT

In accordance with the City of Tacoma's [Sustainable Procurement Policy](#), 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
- Recycle content

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

21. EQUITY IN CONTRACTING

The City of Tacoma is committed to encouraging firms certified through the [Washington State Office of Minority and Women's Business Enterprise](#) to participate in City contracting opportunities. See the **TMC 1.07 Equity in Contracting Policy** at the City's [Equity in Contracting Program website](#).

22. PROPRIETARY OR CONFIDENTIAL INFORMATION

The Washington State Public Disclosure Act ([RCW 42.56 et seq.](#)) 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.

23. TECHNICAL PROVISIONS

TRANSFORMER, STATION POWER VOLTAGE

TRANSFORMER DESCRIPTION:

Outdoor 115 kV, 550kV BIL, Oil-Filled, Wound Type

23.1 SERVICE

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

23.2 RATINGS

The voltage transformers shall have the following rating:

Station Power Transformer, Voltage, Single Phase, Inductive Type, 115000 GRD Y/69000V, 125/250 V secondary, BIL 550 kV, 60 Hz, 25KVA. Designed, constructed, and tested in accordance with IEEE C57.13.

23.3 DATA TO BE SUBMITTED WITH BID

Bidder shall complete the Bid 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.

APPENDIX A

Signature Page

Price Proposal Form

Bid Data Sheet (2 pages)

SIGNATURE PAGE

CITY OF TACOMA POWER T&D STATION SERVICE VOLTAGE TRANSFORMER

All submittals must be typewritten, executed by a duly authorized officer or representative of the bidding/proposing entity, and received and time stamped as directed in the **Request for Bid near the beginning of the specification**. If the bidder/proposer is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.

REQUEST FOR BIDS PT22-0318N

The undersigned bidder/proposer hereby agrees to execute the proposed contract and furnish all materials, labor, tools, equipment and all other facilities and services in accordance with these specifications.

The bidder/proposer agrees, by submitting a bid/proposal under these specifications, that in the event any litigation should arise concerning the submission of bids/proposals or the award of contract under this specification, Request for Bids, Request for Proposals or Request for Qualifications, the venue of such action or litigation shall be in the Superior Court of the State of Washington, in and for the County of Pierce.

Non-Collusion Declaration

The undersigned bidder/proposer hereby certifies under penalty of perjury that this bid/proposal is genuine and not a sham or collusive bid/proposal, or made in the interests or on behalf of any person or entity not herein named; and that said bidder/proposer has not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham bid/proposal or any person or entity to refrain from submitting a bid/proposal; and that said bidder/proposer has not, in any manner, sought by collusion to secure to itself an advantage over any other contractor(s) or person(s).

Bidder/Proposer's Registered Name

Signature of Person Authorized to Enter
into Contracts for Bidder/Proposer

Date

Address

Printed Name and Title

City, State, Zip

(Area Code) Telephone Number / Fax Number

Authorized Signatory E-Mail Address

State Business License Number

in WA, also known as UBI (Unified Business Identifier) Number

E.I.No. / Federal Social Security Number Used on Quarterly
Federal Tax Return, U.S. Treasury Dept. Form 941

State Contractor's License Number

(See Ch. 18.27, R.C.W.)

E-Mail Address for Communications

Addendum acknowledgement #1_____ #2_____ #3_____ #4_____ #5_____

THIS PAGE MUST BE SIGNED AND RETURNED WITH SUBMITTAL.

Price Proposal
PT22-0318N

Vendor Name: _____

Bidder agrees to furnish the following FOB Destination freight prepaid and allowed, City of Tacoma, Power T&D, 3628 South 35th Street, Tacoma, WA, 98409.

Enter the cost (Unit Price) for each item below. The unit price and total cost must be shown in the spaced provided. Total cost shall be determined by multiplying the unit price by the estimated quantity (Quantity). Unit costs shall be all-inclusive and include all components needed for the delivery of the goods and services as described in this solicitation.

Item	Description	Quantity	UoM	Cost	Total Cost
1	25 kVA Station Service Voltage Transformer	1		\$	\$
				Base Bid	\$
				Sales Tax @ 10.3%	\$
				Total	\$

Successful supplier can deliver materials within _____Days/Months after receipt of purchase order.

Supplier agrees that shipping will be FOB Destination, Freight prepaid and allowed.

Prompt payment discount _____ days, net 30*.

*Specify the Prompt Payment Discount percentage. Payment discount periods of twenty (20) calendar days or more will be considered in determining lowest responsible bid

Supplier agrees to furnish the City with a warranty against defects in material and workmanship, under normal use and service for a period of _____ months.

Does your company accept a procurement card? Yes ☐ No ☐

If yes, 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.

(Vendor name)

**BID DATA SHEET
PT22-0318N**

VOLTAGE TRANSFORMER

Manufacturer _____ Cat. No. of Type _____

RATINGS

All ratings are to be expressed in accordance with IEEE 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): _____

DIELECTRIC FLUID (COPY OF MSDS SHALL BE PROVIDED WITH DATA SHEET)

Dielectric Fluid: _____

Volume of Dielectric Fluid: _____

(Vendor name)

**BID DATA SHEET
PT22-0318N**

RELIABILITY CRITERIA

MTBF (Mean Time Between Failure)

SEISMIC WITHSTAND CAPABILITY

RECOMMENDED SPARES

Item Description

Price/unit (US\$)

Quantity

DELIVERY TIME

 weeks