

INVITATION TO BID
City and Borough of Wrangell
3 Megawatts Transformer Procurement

SCOPE OF WORK. The City and Borough of Wrangell, hereinafter referred to as the OWNER, invites sealed bids for the supply of a **3 Megawatts Transformer**. The successful Bidder shall furnish and deliver the product to Wrangell, Alaska.

DATE AND TIME FOR BID OPENING. Sealed bids will be received by the City and Borough of Wrangell, Post Office Box 531, Wrangell, Alaska 99929, or located at the Borough Clerk's Office, 205 Brueger Street, Wrangell, Alaska 99929, until **2:00 PM prevailing time on November 4, 2019**. The Bids will be publicly opened and read aloud at this time in Assembly Chambers. All bids must be submitted in sealed envelopes bearing, on the outside, the name of the project for which the bid is submitted. It is the sole responsibility of the Bidder to see that his bid is received in proper time. Any bids received after the scheduled closing date and time for receipt of bids will be returned, unopened, to the Bidder.

BIDDING. The Contract Documents, may be obtained through the Borough Clerks Office, 205 Brueger Street, Wrangell, Alaska 99929 (Ph. 907-874-2381) or they are available to downloaded on the City and Borough of Wrangell's website (www.wrangell.com) under the "Bids and RFPs" section. Downloading Contract Documents from the City and Borough of Wrangell's website requires registration with the Borough Clerk in order to be placed on the Plan Holders List and to ensure receipt of subsequent Addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to ensure that they have received all Addenda affecting this Solicitation. To be registered, contact the Borough Clerk at 907-874-2381.

FIRM OFFER. For the purpose of award, offers made in accordance with this Invitation for Bid must be held firm for a period of sixty (60) calendar days from the date of the bid opening.

REJECTION OF BID. The City and Borough of Wrangell (CBW) reserves the right to reject any and all bids and to waive any informality or irregularity in the bids received whenever such rejection or waiver is in the best interest of Wrangell. The CBW reserves the right to modify the contract after its award.

QUALITY OF WORK. All materials shall conform to the specifications, industry standards and practices, and the manufacturer's requirements.

IMMATERIAL DIFFERENCES. The CBW reserves the right to determine whether equipment that complies substantially in quality and performance with the specifications are acceptable, and whether any variance listed by the Bidder in a bid is material or immaterial.

INVITATION TO BID
City and Borough of Wrangell
3 Megawatts Transformer Procurement

EVALUATION OF BIDS AND SELECTION AND AWARD

1. An award will be made to the lowest, responsive and responsible Bidder whose Bid is determined to be most advantageous to the CBW.
2. Where a local bid is in all material respects equal to a lower, nonlocal bid, a 5% Local Bidder Preference shall apply to the Price criteria under the Evaluation Ranking Criteria. To be considered a qualifying bidder, bidders shall meet the requirements of the Local Bidder Preference ordinance, according to WMC 5.10.040 (D). The Owner may request documentation to support entries made on this form.

AWARD OF CONTRACT AND AGREEMENT. The form of Agreement which the Contractor shall be required to execute shall be a Purchase Order and the terms of the Invitation to Bid and Technical Specifications, including any issued Addenda, shall become a part of the contract documents. The CBW reserves the sole right to cancel the Contract, immediately, in the event of the contractor's failure to perform the work in conformance with the Contract Documents.

PAYMENT SCHEDULE. Payment will be made within thirty (30) days upon receipt of invoice and acceptance of product delivery.

LIABILITY. The Contractor shall hold and save the City and Borough of Wrangell, its officers, agents, and employees harmless from liability of any nature. This includes any costs, expenses, suits or damages of any kind sustained by any person(s) or property by any virtue of performance resulting from the Project.

BONDS. Not required.

LIEN RELEASE: The Contractor warrants that they shall save harmless the City and Borough of Wrangell from any liens or claims arising out of this procurement contract.

QUESTIONS CONCERNING THIS BID. Contact Amber Al-Haddad, Capital Facilities Director at (907) 874-3902.

SUBMISSION OF BIDS.

1. **BID.** The Bid form shall reflect a lump sum for the complete equipment listed in the specifications made a part hereto. All prices should be FOB Destination, according to the delivery options listed in PART 1 – GENERAL, Section 1.4 DELIVERY, A. The lump

INVITATION TO BID
City and Borough of Wrangell
3 Megawatts Transformer Procurement

sum price bid shall also cover the cost to provide submittals of product data, material certifications and all other requirements listed in the specifications.

2. The Bid form shall be accompanied by the Bidder's completed PART 2.1 – CRITERIA AND EVALUATION FORM.
3. The Bid Schedule must acknowledge any and all Addenda.
4. Bids must be typewritten or completed with pen and ink, signed by the vendor or their authorized representative, with all erasures or corrections initialed and dated by the official signing the bid schedule. Bidders are encouraged to review carefully all provisions of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Bidders may submit a bid for more than one type of equipment and if doing so, must submit a complete bid package for each type of offered equipment. Prices are to remain firm for the period stated herein.
5. Submit bids plainly marked with "Bid for 3 Megawatts Transformer Procurement, City and Borough of Wrangell." Bids shall be delivered to:
 - a. Mailing Address: City and Borough of Wrangell, P.O. Box 531, Wrangell, AK 99929
 - b. Hand Delivery Address: City and Borough of Wrangell, 205 Brueger St., Wrangell, AK 99929
6. The Bidder must have a valid business license prior to receiving a contract award.

No bid will be received or accepted after the bid deadline. Bids submitted after the designated date and time will be deemed invalid and returned unopened to the Bidder. The City and Borough of Wrangell is not responsible for lost or misdirected mail. It is the Bidder's responsibility to ensure no late bid is submitted. No bid may be withdrawn within sixty (60) days after the bid opening and bids shall remain firm through that period. Any Bidder may modify their bid by submitting a written bid modification form, signed by the Bidder, either by email communication to email address: clerk@wrangell.com, or by facsimile communication to fax number: 907-874-3952 at any time prior to the scheduled bid closing time for receipt of bids, provided such communication is received by the OWNER prior to the bid closing time.

ADDENDA. Each bid shall include specific acknowledgment in the space provided for receipt of all addenda issued during the bidding period. Failure to so acknowledge may result in the proposal being rejected as not responsive.

INVITATION TO BID
City and Borough of Wrangell
3 Megawatts Transformer Procurement

PART 1 - GENERAL

1.2 **SCOPE OF WORK.** The City and Borough of Wrangell is requesting bids for the procurement of one 3 megawatts (3,000 KVA) pad-mount transformer. The CBW will accept bids for either a new or a rewind electric transformer which meets the minimum specifications. The equipment specifications are identified in PART 2 of this solicitation.

1.3 **QUALITY ASSURANCE**

- A. All equipment bid shall be new or used and shall fall within the criteria listed in the technical specifications. Brochures, specification literature and test reports, which clearly describe the proposed equipment and verify that the equipment meets or exceeds the requirements of this specification, should accompany each bid proposal. Any exceptions to or deviations from the specifications set forth in the bid must be clearly described in the Bidder's Proposal.
- B. Current photos of the equipment shall be submitted with the bid to document clearly the condition of the equipment.

1.4 **DELIVERY**

- A. All freight and delivery charges to FOB delivery location are to be included in the bid price. The Seller shall deliver all equipment fully assembled and operational with all required items installed, upon delivery. Non-operational equipment requiring assembly or adjustments of any kind shall not be accepted:
 - 1. Delivery Location: Bidder shall deliver the transformer unit as FOB Port of Seattle, Washington.

1.5 **GUARANTEE**

- A. Bidder shall guarantee that all equipment is fully operable and is in safe and proper working order.

END OF PART 1

INVITATION TO BID
City and Borough of Wrangell
3 Megawatts Transformer Procurement

PART 2 - PRODUCTS – TECHNICAL SPECIFICATIONS

PART 2.1 – CRITERIA AND EVALUATION FORM

Column 1		Column 2
Criteria	Specifications (Minimum)	Bidder's Proposal
3MW Transformer	Model: Three Phase, 3,000 KVA, Pad Mount	Describe
Minimum Specifications	KVA: 3,000	Describe
	Phase: 3	
	High Voltage: 12470Y/7200	
	Taps: W/TPAS 2 X 2 ½% +/-	
	Low Voltage: 2400 DELTA	
Previously Used Option	<ul style="list-style-type: none"> - Rewind units must have been stripped of their windings, to the core, and new copper windings installed - Rewind units must have replacement oil, gaskets, bushings, gauges, etc., and new exterior paint finish 	Describe
Gauges	<ul style="list-style-type: none"> - Liquid/Oil Level Gauge - Temperature Gauge - Pressure / Vacuum Gauge <p>All gauges shall be customized to be located to the exterior of the transformer unit.</p>	
Accessories	<ul style="list-style-type: none"> - Primary Bushings, 3 Porcelain Live Front, Radial Feed - Pressure Relief Device - Pentahead Entry Assembly - Mineral Oil (standard) - Non-PCB labeling - Green Paint 	Describe
Drain Valve / Sampler	The exterior drain valve and sampler shall be located in an exterior lockable box	Describe

INVITATION TO BID
City and Borough of Wrangell
3 Megawatts Transformer Procurement

Electrical Tests	<ul style="list-style-type: none"> - Transformer turns ratio test - Polarity and phase relation test - DC HYPOT test, performed at two times rated line voltage plus 1000 volts <ul style="list-style-type: none"> • HV to LV • HV to Ground • LV to Ground - Core loss and excitation test - Load and No-Load testing - Potential test at 400 Hertz for 7200 cycles 	
Electrical tests (continued)		Describe
Warranty	Minimum 36 month warranty	Describe
Literature	Mfgr's standard operating and maintenance manual	Provide Copies
Photos	Photos should demonstrate general condition of equipment.	Provide Photos

END OF PART 2

INVITATION TO BID
City and Borough of Wrangell
3 Megawatts Transformer Procurement

BID

Bid To: City and Borough of Wrangell, Alaska

1. The undersigned Bidder offers and agrees, if this Bid is accepted, to enter into an Agreement with the Owner to perform the work as described in the contract documents entitled *Invitation to Bid, City and Borough of Wrangell, 3 Megawatts Transformer Procurement*.
2. Bidder accepts all of the terms and conditions of the contract documents, including without limitations those in the Request for Bid.
3. The Bid will remain open for sixty (60 days), as stipulated in the Invitation to Bid.
4. The Bidder agrees to complete the work required under the contract documents within the time stipulated and accepts payment in full based on the contract price named in the Bid.
5. Bidder has examined the contract documents in full, including the following Addenda, receipt of which is hereby acknowledged by the undersigned:

<u>ADDENDUM NUMBER</u>	<u>DATE OF RECEIPT OF ADDENDUM</u>	<u>SIGNED ACKNOWLEDGMENT</u>
One	_____	_____
Two	_____	_____

(Note: Failure to acknowledge receipt of any addenda may be considered an irregularity in the proposal and grounds for rejection of the bid.)

6. The Bidder has read this Bid and agrees to the conditions as stated herein by providing their signature in the space provided below.
7. A Local Bidder Preference of five percent (5%) may be utilized on this project, according to the contract language.

<u>Quantity</u>	<u>Item</u>	<u>Extended Price</u>
1 each	3 Megawatts Transformer Procurement	\$ _____

Bid Amount in writing (_____)

Bidder's Name: _____

Bidder's Representative's Signature: _____

Bidder's Address: _____

Bidder's Telephone Numbers and Email Address: _____

Bidder's Business License No.: _____

Date: _____