



CITY OF GRAND FORKS

Request for Proposal Transformers ELEC2017-01-RFP

Date of Issue: July 27th, 2017

Overview of Requirements

The intent of this *Request for Proposal* (“RFP”) is to provide new transformers for the City’s electric utility.

All proposals marked “**City of Grand Forks, ELEC2017-01-RFP, Confidential – Do Not Open**”, will be received by **2:00 PM, local time on or before August 14th, 2017** at:

Attention: Deputy Corporate Officer
City of Grand Forks,
7217 4th Street
Grand Forks, BC
V0H 1H0

Or emailed to: corporate@grandforks.ca

City of Grand Forks Designated Contact Person

Rod Zielinski, Power Distribution Coordinator
City of Grand Forks
Phone: 250.442.4148
E-mail: rzielinski@grandforks.ca

The City reserves the right to accept a proposal other than that with the highest evaluated score without stating reasons. Without limiting the generality of the foregoing, the City may consider any other factor besides capability to perform the work.

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Description

Transformers

All transformers to be new product.

Pole Mounted Single Phase Distribution Transformers

As per:

- CSA C2.2-06 (R2017) with attached amendments
- CSA C802.1-13 Minimum Efficiency Values
- Taps: Provide voltage taps on the 7.2kV winding, 5 Pos, 95 to 105%.

kVA Rating	Primary Voltage	Secondary Voltage	Quantity Required
25	4,160GrdY/2,400 X 12,470GrdY/7,200 dual	240 / 120	73
50	4,160GrdY/2,400 X 12,470GrdY/7,200 dual	240 / 120	25
75	4,160GrdY/2,400 X 12,470GrdY/7,200 dual	240 / 120	8
50	4,160GrdY/2,400 X 12,470GrdY/7,200 dual	277 / 480	4
25	4,160GrdY/2,400 X 12,470GrdY/7,200 dual	347 / 600	6
100	4,160GrdY/2,400 X 12,470GrdY/7,200 dual	347 / 600	3
50	12,470GrdY/7,200	240 / 480	3

Pad Mounted Single Phase Distribution Transformers

As per:

- CSA C227.3-06 (R2017) with attached amendments
- CSA C802.1-13 Minimum Efficiency Values
- Taps: Provide voltage taps on the 7.2kV winding, 5 Pos, 95 to 105%.

kVA Rating	Primary Voltage	Secondary Voltage	Quantity Required
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50	4,160GrdY/2,400 X 12,470GrdY/7,200 dual	240 / 120	2
75	4,160GrdY/2,400 X 12,470GrdY/7,200 dual	240 / 120	4

Pad Mounted Three Phase Distribution Transformers:

As per:

- CSA C227.4-06 (R2017) with attached amendments
- CSA C802.1-13 Minimum Efficiency Values
- Taps: Provide voltage taps on the 7.2kV winding, 5 Pos, 95 to 105%.

kVA Rating	Primary Voltage	Secondary Voltage	Quantity Required
300	12,470GrdY/7,200	208 / 120	1

Specification Amendments:

Amendments to CSA Standard C2.2-06

- Section 7, Off-circuit tap changer and voltage selector switches:
Add to 7.1: Dual primary voltage transformers shall be equipped with an external voltage-selector switch and transformers with tap changers shall be equipped with an external tap changer switch.
- Section 11, Optional Items:
Add to 11(c): Transformers rated 50 kVA or less shall be equipped with clamp-type secondary terminals. Transformers rated greater than 50 kVA shall be equipped with spade-type secondary terminals.
- New 11(q):
Transformers shall be furnished with hand wheel-type bushing covers on all high voltage insulated terminals.

Additions/Amendments to CSA Standard C227.3-06

- Section 7, Switches and tap changers:
Add to 7.1: Dual primary voltage transformers shall be equipped with an external voltage-selector switch.

Additions/Amendments to CSA Standard C227.4-06

- Section 1, Scope:
Add to 1.5: All transformers shall be radial feed unless specified otherwise.

- Section 5, Mechanical characteristics:
Add to 5.1.9: Dual primary voltage transformers shall be equipped with an external voltage-selector switch.
- Section 10, Optional Items:
Add to 10(g): Transformers with 600Y/347 secondary's shall be equipped with taps ($\pm 5\%$ in five steps), complete with an external tap selector switch.

Submission Requirements

Format and Sequence

Step 1: Read the RFP to learn the requirements and instructions for completing the appendices.

Step 2: Fill out and submit **all** the appendices.

General

Sealed submissions, clearly marked on the outside of the envelope with the words "**City of Grand Forks, Transformers, Confidential – Do Not Open**", will be received at the office of the Deputy Corporate Officer, Daniel Drexler, on or before the deadline in Appendix A.

- Submissions will not be opened publicly.
- Email submissions will be accepted.
- Faxed Proposals **WILL NOT** be accepted.
- Late submissions will not be accepted and will be returned unopened.
- Proponents may submit more than one set of options in a proposal.
- One (1) bound or stapled copy of the Proposal should be submitted.
- A complete proposal includes all appendices.

Email Submissions

Proponents must accept the following risks if submitting via email:

- Delays in delivery, as the email travels from server to server between the sender and the recipient;
- Rejection of the email (e.g. for reasons such as executable files, zip files, files over 20 MB, etc.);
- Emails may be erroneously delayed or rejected as suspected spam, virus or malware.

Authorized Signatory

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in the RFP.

Evaluation

Evaluation Process

Evaluation of proposals will be by a committee formed by the City. Incomplete proposals will be rejected without further consideration. Proposals not including all of the appendices will be considered incomplete. Complete Proposals will be evaluated and scored as outlined in the Scorecard. By responding to this RFP, Proponents will be deemed to have agreed that the decision of the evaluation team will be final and binding. The City reserves the right to interview any or all Proponents subsequent to the submission of all proposals.

Each transformer type will be individually evaluated and the City may award to multiple vendors.

Desirable Criteria

As per the objectives of the City's Contracting Authority and Purchasing policy, the City encourages, as a preference, contracting agreements and purchasing criteria that promote reduction of greenhouse gases (GHG) and considers the life cycle costs of an acquisition rather than just the initial purchase price. The City shall give preference to contracts, equipment, machinery, vehicles and supplies that incorporate green or sustainable business practices or technology.

Contract

This RFP is not an agreement to purchase goods or services. Notice in writing to a Proponent that it has been identified as a successful Proponent will not constitute a Contract. Only if a Proponent and the City enter into a subsequent full written Contract will a Proponent acquire any legal or equitable rights or privileges relative to the goods or services. Any resultant award will be made by means of a Purchase Order.

The City is not under any obligation to award a "contract" and may elect to terminate this RFP at anytime.

Scorecard

Meets timeline in Appendix "A"	/10
Fee schedule (total ownership cost) as in Appendix "C"	/20

Specifications

General

Wherever the Specifications state a brand name, make, name of manufacturer, trade name, or Supplier catalogue number, it is for the purpose of establishing a grade or standard. It is not intended to rule out competition from equal brands or makes. If a product other than that specified is offered, it is the Bidder's responsibility to provide information in its Proposal that enables the City to confirm equivalency and acceptance.

Except where stated otherwise, the Specifications describe what is considered necessary to meet the performance requirements of the City and Proponents should consider this in their proposal or, if the Proponent cannot meet Specifications, the Proponent may identify and offer an alternative which it believes to be an equal or better alternative. Proponents shall clearly indicate any variances from the City's Specifications or conditions and attach descriptive literature/specifications.

Alternative Proposal

Alternative proposals will be accepted and evaluated, for example, if a solution demonstrates a cost saving alternative or another desirable criteria.

General Information

Definitions

Throughout this Request for Proposal, terminology is used as follows:

- a) "must", "mandatory", "will" or "required" means a requirement that must be met in order for a proposal to receive consideration;
- b) "should", "may" or "desirable" means a requirement having a significant degree of importance to the objectives of the RFP.

Timeline

Please see Appendix A for the RFP timeline of activities including the closing date and other important information.

Questions and Answers

All enquiries related to this RFP are to be directed, in writing, to the City of Grand Forks Designated Contact Person on or before the deadline found in Appendix A. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses, including and addenda, will be recorded and will be posted on the City's website www.grandforks.ca, BCBid and CivicInfoBC.

Notification of change will not automatically be sent to Proponents. All addenda must be acknowledged in your submission.

Non-Solicitation

Proponents and their agents will not contact any City staff member, officer or Council member with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the City may reject the proposal of any proponent that makes any such contact.

In the case of a Proponent having a dispute with their submission being removed under this clause, a formal appeal letter must be presented to the Designated Contact Person within five working days of notice of removal, stating clearly the reason(s) they feel their submission should be reinstated. Under this process the Chief Administrative Officer, at his/her sole discretion, will make the final decision.

No Obligation to Proceed

Although the City fully intends at this time to proceed through the RFP process, the City is under no obligation to complete the RFP process.

Changes to Proposal

No changes to any submitted proposal will be allowed after the due date except anything requested by the City for purposes of clarification.

Modification of Terms

The City reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time without entering into a Contract.

Proponent Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for any subsequent negotiations with the City. The City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract or any other matter whatsoever.

Prices and Delivery Point

- All prices submitted shall be in Canadian funds.
- Net Unit price shall be shown with GST and PST shown separately.
- All taxes, duties, levies, insurance in freight, freight and warranty and anything else pertaining to the design, supply & delivery shall be included in the Net Unit price.
- Options will be shown separately where possible.
- Equipment shall be delivered D.D.P. (destination duty paid), Incoterms 2010, to the City of Grand Forks' works yard - 130 Industrial Way, Grand Forks, BC.

Ownership of Proposals

All documents, including Proposals, submitted to the City become the property of the City. They will be received and held in confidence by the City and will be subject to the provisions of the Freedom of Information and Protection of Privacy Act.

Confidentiality of Information

All Proponents and any other person who through this RFP process gains access to confidential financial information of the City are required to keep strictly confidential all information which in any way reveals confidential business, financial or investment details, programs, strategies or plans, learned through this RFP or subsequent RFP process. This requirement will continue with respect to such information learned by the successful Proponent, if any, over the course of any Contract for service which arises out of this RFP process.

Information pertaining to the City obtained by the Proponent as a result of participation in this process is confidential and must not be disclosed without written authorization from the City.

Appendix A: Timeline of Activities

The following activities and dates are proposed by the City and shall be considered by the Proponents in the preparation of their Proposal.

Activity	Date
Issue RFP	Jul 27, 2017
RFP Closes	Aug 14, 2017
Award	Aug 18, 2017
Approval Drawings submitted to City of Grand Forks	Aug 28, 2017
Approval Drawings returned to Vendor	Sep 01, 2017
Delivery to Grand Forks	Before Nov 15, 2017

Date able to deliver goods: _____

Contractor signature: _____

		Freight (FOB Grand Forks)				
		Environmental Levy				
		PST				
		GST				
		Total Price				
		Total Ownership Cost				

Bids meeting technical specifications will be evaluated on a Total Ownership Cost basis with losses valued at:

$$\text{TOC} = (\text{Quote Price}) + \$ 7.61 \times (\text{"No Load" Losses}) + \$ 1.90 \times (\text{Load Losses})$$

$$\text{No Load Losses} = \$ 7.61$$

$$\text{Load Losses} = \$ 1.90$$

Appendix C: Proponent Information and Confirmation of Proponent's Intent to be Bound

This Proposal is submitted in response to the referenced RFP. By submitting the Proposal, the proponent agrees:

- a) To all of the terms of the RFP;
- b) That in addition to reviewing the RFP rules, the proponent has conducted such other investigations as were prudent and reasonable in preparing the Proposal; and
- c) To being bound by the statements and representations made in its Proposal.

Organization name, address, and contact information

Acknowledgement of Addenda

We acknowledge the following addenda which became part of this RFP:

Addendum #	
Addendum #	
Addendum #	

I've checked for and included **ALL** of the appendices

Signature of Authorized Representative: _____

Name of Authorized Representative: _____

Appendix D: Warranty Information

Attach warranty information