

CITY OF NORTH LITTLE ROCK, ARKANSAS

Finance Department

Commerce Division

Amy Smith, Purchasing Manager

Shelia Harper, Purchasing Agent



P.O. BOX 5757

NORTH LITTLE ROCK, AR 72119

501-975-8881 Phone

asmith@nlr.ar.gov

INVITATION TO BID

BID Number : _____ 26-3930 _____ Date Issued: _____ July 15, 26

Date & Time Bid Opening: _____ Thursday, July 30, 26 at 10:00 a.m.

Pole Mounted Capacitor Banks for the North Little Rock Electric Department

The City of North Little Rock's Electric Department is seeking pre-assembled, 600 kVAR and 900 kVAR pole-mounted, switched, grounded wye capacitors banks.

General bidding questions should be directed to: Amy Smith, Purchasing Manager
asmith@nlr.ar.gov

If you are obtaining this bid from our website, please be reminded that addendums may occur. It is therefore advisable that you review our listings for attachments including any changes to the bid.

The City of North Little Rock encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them

NOTE: FAILURE TO FILL OUT AND SIGN THE INVITATION TO BID SHEET WILL RESULT IN REJECTION OF THE BID.

EXECUTION OF BID

Upon signing this Bid, the bidder certifies that they have read and agree to the requirements set forth in this bid, including specifications, conditions and pertinent information regarding the articles being bid on, and agrees to furnish these articles at the prices stated.

NAME OF FIRM: _____

PHONE NUMBER: _____ TAX ID NO. _____

BUSINESS
ADDRESS: _____

DATE: _____

SIGNATURE OF AUTHORIZED PERSON & TITLE _____

UNSIGNED BIDS WILL BE REJECTED

Bid Specifications for Pole Mounted Capacitor Banks

1. Purpose

This bid specification is for pre-assembled, 600 kVAR and 900 kVAR pole-mounted, switched, grounded wye capacitor banks. The bid is for four banks of each size for a total of eight banks. Lead time and the capacitor bank manufacturer will be required.

Equipment to be included are capacitor units, vacuum switches, mounting rack, transformer, and junction box. Wiring and wildlife protection is noted in each equipment's requirements. Material and assembly shall be of the best quality, in compliance with standard manufacturing processes.

All specifications shall comply with the latest applicable industry standards unless stated otherwise in this specification. Exceptions to this specification or the industry standard must be explicitly requested to the contact on the bid cover. It is the responsibility of the bidder to submit data that fully meets these specifications and standards.

2. North Little Rock Electric System Information

- 4-wire, 3-phase grounded wye system.
- Primary voltage of 7960 V L-N, 13,800 V L-L.
- 60 Hz.

3. Delivery Requirements

- 24 – 48 hour notice of delivery prior to delivery.
- Delivery notice shall be to either Todd Stripling or Andy Johnson. Contact information is as follows:
 - Todd Stripling
Storekeeper
(501) 992-4052
tstripling@nlr.ar.gov
 - Andy Johnson
Director of Engineer
(501) 992-4057
ajohnson@nlr.ar.gov
- Equipment shall be delivered to the following address:
1400 W. Maryland Avenue
North Little Rock, AR 72120
- Equipment shall be reviewed to ensure proper delivery before removal from truck.

4. Capacitor Unit Requirements

- Capacitor units shall follow the IEEE 18-2012 standard and any other applicable standards.
- The 600 kVAR bank shall have three 200 kVAR capacitor units, one per phase.
- The 900 kVAR bank shall have three 300 kVAR capacitor units, one per phase.
- Units shall have two bushings, each rated for at least 95 kV BIL and creepage of at least 12 inches terminal to terminal.
- Units shall contain a non-PCB dielectric fluid and have non-PCB label on the outside of the unit.
- Units shall have a nameplate with standard data.

- Units shall be equipped with an internal discharge resistor designed to discharge the unit to 50 V in 5 minutes.
- Units shall be hermetically sealed.
- Wildlife protected wire connecting capacitor units' grounding terminals, with connection to mounting rack grounding connector. Wire to mounting rack ground can be bare copper.
- Wildlife terminal guard on both terminals of each unit.

5. Vacuum Switch Unit Requirements

- Each bank shall have three switches, one per phase.
- Switches shall have 120 VAC open/close control operation.
- Switches shall be rated for 200 A continuous.
- Switches shall be rated for 15 kV L-L.
- Switches shall be rated for at least 95 kV BIL and creepage of at least 16 inches terminal to terminal.
- Switches shall have 6-pin receptacle for control and status.
- Wildlife protected wire from the load side of each switch to capacitor unit primary terminal.
- Wildlife terminal guard on both terminals of each unit.
- Switch tanks shall be grounded to mounting rack.

6. Mounting Rack

- Rack shall be made of marine-grade structural aluminum.
- Rack shall have two-hole pole mounting plate with sway braces.
- Legs to allow the rack to sit on level ground with all equipment installed.
- Four lifting eyes.
- Rack shall allow capacitor units to be mounted side by side, in a line, all facing the same direction.
- Rack shall allow for six single phase capacitor units, with a vacant space between each unit.
- Capacitor unit mountings must be able to accommodate different size ANSI and NEMA standard kVAR units in the same space.
- At least two grounding connectors, one on the pole-mounting side and one on the side opposite of the pole-mounting side.
- Mountings for three oil switches on side opposite of the pole-mounting side.
- Mounting for oil filled transformer on side perpendicular to pole-mounting side.
- Mounting for junction box on pole-mounting side.

7. Transformer

- Each bank shall have one transformer mounted on the frame.
- 1 kVA preferred.
- One primary bushing, 7960 V.
- One secondary bushing, 120 V.
- At least 95 kV BIL rating.
- Internal overcurrent fuse or other method of protection.
- Wildlife terminal guard on primary bushing.
- Transformer tank grounded to mounting rack.

8. Junction Box

- High impact PVC, weather and UV resistant.
- Hinged cover.
- Cable gland type hardware entrances.
- Terminals for Open/Close status, Open/Close commands, and 120 VAC power.
- Terminals labeled.
- Terminals accept copper or aluminum conductors.
- Open/Close status and commands prewired from vacuum switches to junction box.
- Power prewired from transformer to junction box.
- At least 25 feet of 6-conductor control cable prewired at junction box for controller.

9. Instructions to Bidders

9.1 Submission of Bids

Before submitting a bid, read the ENTIRE solicitation. Failure to read any part of this solicitation will not relieve a bidder of the obligations. The Bidder is responsible for being familiar with all conditions, instructions, and documents governing this project and bid. Failure to make such investigation and preparations shall not excuse the Vendor from performance of the duties and obligations imposed under the terms of this bid. Pricing must be submitted on Invitation For Bid front page at the designated location. On the front of the envelope when submitting a bid, include Bid number and project title: **Pole Mounted Capacitor Banks for the North Little Rock Electric Department – Bid #26-3930**. Bids must be received by the Commerce Department BEFORE the hour specified on the opening date. Bids may be either mailed or hand delivered to:

Commerce Department
City of North Little Rock
Attn: Amy Smith
700 W. 29th Street
3rd Floor
North Little Rock, AR 72114

The City is not responsible for delays from the US Post Office or any other courier.
Faxed and emailed bids will not be accepted.

9.2 Questions and Inquiries

Questions and inquiries, both verbal and written, will be accepted from any and all bidders. The City is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other City staff regarding the IFB may result in the disqualification of the bidder. Inquiries pertaining to the Invitation for Bid must give the IFB number, title and acceptance date. Material questions will be answered in writing with an Addendum provided. It is the responsibility of all bidders to ensure that they have received all Addendums. Addendums can be downloaded from www.nlr.ar.gov. (Click on City Departments, Finance and look to the right side of the page for Open Bid Opportunities.)

Contact the following person for questions regarding the bid specifications:

Todd Stripling
North Little Rock Electric Department
(501) 992-4052
tstripling@nlr.ar.gov

9.3 Firm Pricing for City Acceptance

Bid price must be firm for the City's acceptance for a minimum of sixty (60) days from bid opening date.

9.4 Authority to Bind Firm in Contract

Bids MUST give full firm name and address of bidder. Failure to manually sign bid may disqualify it. Person signing bid should show TITLE or AUTHORITY TO BIND THE FIRM IN AN AGREEMENT. Firm name and authorized signature must appear on cover page of bid.

9.5 Late Bids

LATE bids will not be CONSIDERED.

9.6 Basis for Award

The award will be made to the lowest responsive, qualified and responsible bidder based upon the price and meeting the specifications.

- a) The City reserves the right to cancel invitations for bids or requests for proposals without penalty when it is in the best interest of the City. Notice of cancellation shall be addressed on the City's website under Open Bid Opportunities.
- b) The City reserves the right to reject any and all bids, to waive any minor informality or irregularity in any bid, to negotiate changes and/or modifications with the lowest responsible bidder and to award the bid to bidder deemed to be the most advantageous to the City. Bidders shall be required to comply with all applicable federal, state and local laws, including those relating to employment of labor without discrimination on the basis of age, race, color, handicap, sex, national origin or religious creed.
- c) Any bid not conforming to the specifications or requirements set forth in the bid request may be rejected.
- d) Bids may also be rejected if they are made by a bidder that is deemed unresponsive due to a lack of qualifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.

9.7 Negotiation with the Lowest Responsible Bidder

Unless all bids are cancelled or rejected, the City reserves the right to negotiate with the lowest responsive, qualified, responsible bidder. Negotiations with the low bidder may include both modifications of the low price and the specifications/scope of work to be performed.

9.8 Debarment

By submitting a bid, the bidder is certifying that bidder is not currently debarred by the City, or in a procurement involving federal funds, by the Federal Government.

9.9 W-9 Form Required

Each bidder shall submit a completed W-9 form with their bid.

9.10 City Business/Privilege/Professional Licenses

Contractor must hold a current Business/Privilege License with the City of North Little Rock or with any City within the State of Arkansas and a copy of the business/privilege license must be provided with the bid. Additionally, Bidder must provide a copy of their Professional License/Certificate.

9.11 Acknowledgement of Contract

Respondents acknowledge and understand that upon award of the winning bid, the selected bidder will be required to review and sign a contract with the City of North Little Rock prior to providing any services to the City.

9.12 Subcontracts

The Contractor is fully responsible for all work performed under this Contract even if some of the work is performed by subcontractors.

No subcontract, which the Contractor entered into with respect to performance under this Contract, shall in any way relieve the Contractor of any responsibility for performance of its duties. Contractor must notify the City if he/she intends to use a subcontractor and get City's approval of the subcontractor.

9.13 Payment Terms

Vendor will submit payment request when all work is completed and approved by the City and receives close-out report. Once all approvals have been received according to the specifications, City will remit the amount to the Vendor within thirty (30) days. The City does not expect any change orders in this bid.

NORTH LITTLE ROCK ELECTRIC DEPARTMENT
BID SPECIFICATIONS FOR POLE MOUNTED CAPACITOR BANKS

BID SHEET

The undersigned hereby states that the prices quoted herein constitute the total cost to the North Little Rock Electric Department for performance including, without limitation, all labor, insurance, royalties, transportation charges, use of all tools and equipment, overhead expenses, supervision inspection cost, all profits and all other work, services and conditions necessarily involved in the work to be done in accordance with the requirements of the general terms and conditions of this bid solicitation and the terms below. The price quoted below shall be valid for acceptance for a period of thirty (30) days. Total cost will be determined by multiplying the single unit cost of each bank size by the number of units for each size, then adding those subtotals together. Lead time and the manufacturing brand of the capacitor bank are required.

600 kVAR Unit Price: \$ _____ **x 5 units**

600 kVAR Subtotal: \$ _____

900 kVAR Unit Price: \$ _____ **x 5 units**

900 kVAR Subtotal: \$ _____

Total Bid: \$ _____

Lead Time: _____ **weeks**

Manufacturer: _____

GENERAL TERMS AND CONDITIONS FOR THE CITY OF NORTH LITTLE ROCK, AR

1. When submitting an "Invitation to Bid," the bidder warrants that the commodities covered by the bid shall be free from defects in material and workmanship under normal use and service. In addition, bidder must deliver new commodities of the latest design and model, unless otherwise specified in the "Invitation to Bid."
2. Prices quoted are to be net process, and when an error is made in extending total prices, the City may accept the bid for the lesser amount whether reflected by extension or by the correct multiple of the unit price.
3. Discounts offered will be taken when the City qualifies for such. The beginning date for computing discounts will be the date of invoice or the date of delivery and acceptance, whichever is later.
4. When bidding other than the brand and/or model specified in the "Invitation to Bid," the brand and/or model number must be stated by that item in the "Invitation to Bid," and descriptive literature be submitted with the bid.
5. **REJECTION**
 - A. The City reserves the right to reject any or all Bids, to waive any minor informality or irregularity in any Bid, to negotiate changes and/or modifications with the lowest responsible bidder and to make award to the response deemed to be the most advantageous to the City. Bidders shall be required to comply with all applicable federal, state and local laws.
 - B. The City reserves the right to cancel request for bids without penalty with it is in the best interest of the City. Notice of Cancellation shall be inserted on the City's website (www.nlr.ar.gov).
 - C. Any Bid not conforming to the specifications or requirements set forth by the City in this Bid Request may be rejected.
 - D. Bids may be also rejected if they are made by a Bidder that is deemed un-responsible due to lack of qualifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.
 - E. The City of North Little Rock reserves the right to reject any and all bids, to accept in whole or in part, to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired, and unless otherwise specified by the bidder, to accept any item in the bid. If unit prices and extensions thereof do not coincide, the City of North Little Rock may accept the bid for the lesser amount whether reflected by the extension or by the correct multiple of the unit price
6. The Purchasing office reserves the right to award items, all or none, or by line item(s).
7. Quality, time and probability of performance may be factors in making an award.
8. Bid quotes submitted will remain firm for 30 calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the Purchasing Office.
9. Bidder must submit a completed signed copy of the front page of the "Invitation to Bid" and must submit any other information required in the "Invitation to Bid."
10. In the event a contract is entered into pursuant to the "Invitation to Bid," the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin

or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.

11. Sales or use tax is not to be included in the bid price, but is to be added by the vendor to the invoice billing to the City. Although use tax is not to be included in this bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.
12. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated facility in North Little Rock. Charges may not be added after the bid is opened.
13. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between them at the discretion of the Purchasing Office.
14. Specifications furnished with this Invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product available at the lowest possible price. Other than designated brands and/or models approved as equal to designated products shall receive an equal consideration.
15. Samples of items when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will become property of the City.
16. Bids will not be considered if they are:
 1. Submitted after the bid's opening time.
 2. Submitted electronically or faxed (unless authorized by Purchasing Manager).
17. Guarantees and warranties should be submitted with the bid, as they may be a consideration in making an award.
18. **CONSTRUCTION**
 - A. Contractor is to supply the City with evidence of having and maintaining proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and cost shall be paid by the Contractor. In no way will the City be responsible in case of accident.
 - B. When noted, a Certified check or bid bond in the amount of 5% of total bid shall accompany bid.
 - C. A Performance Bond equaling the total amount of any bid exceeding \$50,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Arkansas Code Annotated Section 22-9-203).
19. **LIQUIDATED DAMAGES** – Liquidated damages shall be determined at the time of contract negotiations, based upon the construction contract price and stated time period set for completion of the project. Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on this bid form and/or provided for by the plans and specifications.
20. **AMBIGUITY IN BID** - Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.

21. The bid number should be stated on the face of the sealed bid envelope. If it is not, the envelope will have to be opened to identify.
22. Whenever a bid is sought seeking a source of supply for a specified period of time for materials and services, the quantities of usage shown are estimated ONLY. No guarantee or warranty is given or implied by the participants as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for the bidders information ONLY and will be used for tabulation and presentation of bid and the participant reserves the right to increase or decrease quantities as required.
23. The City of North Little Rock will follow procedures to check bidder eligibility through the federal System for Award Management (S.A.M.) as outlined in 2 C.F.R. § 200. This will be completed prior to the award of any contract in which federal grant funds will be expended.
24. Respondents acknowledge and understand that upon award of the winning Bid, the Respondent will be required to review and sign a contract with the City of North Little Rock, which will contain additional terms and conditions, prior to providing any services to the City. In the event of any discrepancy or contradiction between the bid documents, Terms and Conditions or other such documents, the provisions in the contract shall take precedence.
25. Additional information or bid forms may be obtained from:

COMMERCE DEPARTMENT, 700 West 29th Street, P.O. Box 5757, North Little Rock, Arkansas 72119
(501)975-8881 www.nlr.ar.gov

Bidding documents must be submitted on or before the bid's opening date and time. Unless noted, bids must be sealed and mailed or delivered to:

**Amy Smith, Purchasing Manager
Commerce Department
700 W. 29th Street, 3rd Floor
North Little Rock, AR 72114**

The City of North Little Rock is committed to fair and equal opportunity in employment and service delivery regardless of race, color religion, gender, age, disability, sexual orientation, gender identity or expression, genetic information, marital status, national origin, or veteran status. This policy statement reinforces and communicates that commitment to employees.