

CITY OF NORTH LITTLE ROCK, ARKANSAS
COMMERCE DEPARTMENT
Mary Beth Bowman, Director
Amy Smith, Assistant Director for Procurement
Crystal Willis, Assistant Purchasing Agent/Admin Sect.



120 Main Street, North Little Rock, AR 72114
P.O. Box 5757 North Little Rock, AR 72119
501-975-8881 Phone
501-975-8885 Fax

INVITATION TO BID

Bid Number: 17-3483 Date Issued: August 9, 2017

Date & Time Bid Opening: Thursday, August 31, 2017 @ 2:30 pm

One (1) Three Phase Circuit Switcher for the McCain 115/13.8 kV Substation

Bid Price @ Each: \$ _____

For technical questions and/or comments, contact Eric Heinrichs, P.E. at 501-992-4086.

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.

Responses to relevant questions will be posted on the Commerce web page at www.nlr.ar.gov, click on the tab "Business", click on "Bids and Vendors" and then click on "Current Bids". No questions may be submitted after

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.

EXECUTION OF BID

Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this bid including conditions set forth and pertinent information requests.

Name of Firm: _____ Phone No.: _____

Tax Identification No.: _____

Business Address: _____

Signature of Authorized Person: _____

Title: _____ Date: _____

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

INVITATION TO BIDDERS

Sealed proposals for one (1) Three Phase Circuit Switcher for the McCain 115/13.8 kV Substation will be received by North Little Rock Electric Department at its office in North Little Rock, Arkansas until *2:30 p.m. on August 31, 2017*

Proposals shall be received by:

Ms. Amy Smith
Commerce Department
North Little Rock Electric Department
120 Main St.
North Little Rock, Arkansas 72114

North Little Rock Electric Department reserves the right to reject any or all bids, to waive any informalities or technicalities therein and to award in the best interest of North Little Rock Electric Department.

No bidder may withdraw a bid for a period of (45) days after the date set for the opening of bids.

INSTRUCTIONS TO BIDDERS

Each bidder shall examine carefully all specifications to be familiar with all of the requirements, terms, and conditions thereof. Any information relating to the work furnished by the Owner or others, or failure to make these examinations shall in no way relieve any bidder from the responsibility of fulfilling all terms of the contract, if awarded a contract.

The proposal provides for quotation of a price for one or more bid items, which may be lump sum bid prices, alternate bid prices, or a combination thereof and will include delivery times. No payment will be made for items not set up in the proposal, unless otherwise provided by contract amendment.

Bidder is cautioned to verify the completeness of this specification package.

Bids that are sent by U.S. Postal Service or private carrier shall be clearly marked "BID ENVELOPE ENCLOSED". The bid shall be sealed in a separate envelope and shall have the following information, shown on the outside of the envelope.

BID FOR: One (1) Three Phase Circuit Switchers for
McCain 115/13.8 kV Substation

BID DUE: *2:30p 8/31/*, 2017

OWNER: North Little Rock Electric Department
120 Main St.
North Little Rock, Arkansas 72114

A copy of the sealed bids shall be sent to the Engineer at the address below.

The Engineer for this project is: Fisher Arnold, Inc.
9180 Crestwyn Hills Drive
Memphis TN. 38125

PHONE: (901) 748-1811

FAX: (901) 748-3115

CONTACT: Marks Atkinson, PE
Project Manager

The Engineer will represent the Owner in all matters pertaining to this project, including but not limited to, answering technical questions of prospective bidders, recommendation of awards, acceptance of shop drawings and similar documents, and approval of invoices prior to payment by the Owner.

Submit all questions about the specifications to the Engineer, in writing. Replies will be issued to all prospective bidders of record. Questions or clarifications will not be answered within five days of bid opening. Neither the Engineer nor the Owner will be responsible for oral clarifications.

Bidder shall insert the price for supplying one (1) Three Phase Circuit Switcher as specified herein and under the terms and conditions specified herein in the Unit Price blank on the Supplier's Proposal Form bound herein, and in the Total Price blank on the Supplier's Proposal Form. Bidder shall supply all information requested in the blanks provided in the Supplier's Form for the equipment.

Supplier's Proposal

115kV Circuit Switcher
McCain 115/13.8 kV Substation

TO: Ms. Amy Smith
Commerce Department
North Little Rock Electric Department
120 Main St.
North Little Rock, Arkansas 72114

The Undersigned (Hereafter called **Supplier**) acknowledges by his signature that he has received and examined the documents entitled **Circuit Switcher Specification** dated June 2017, and has included the provisions of the specification in his proposal. The Supplier further acknowledges that he has received the following addenda, if applicable:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

The Supplier hereby proposes to sell and deliver to North Little Rock Electric Department (hereafter called the **Owner**), upon the terms and conditions herein stated, the equipment specified for the following sum:

<u>Description</u>	<u>Number Required</u>	<u>Unit Price</u>	<u>Total Price</u>
Three (3) phase 115 kV Circuit Switcher with standard mounting pedestal and anchor bolts. (Spec 4.3.1)	1	_____	_____

- 1) The prices set forth above will include delivery to the designated site as described in the Circuit Switcher Specifications.
- 2) The prices set forth herein do not include any sums which are or which may be payable by the Supplier for taxes imposed by any taxing authority upon the sale, purchase, or use of the equipment. If any tax is applicable to the sale, purchase, or use of the equipment, the amount will be added to the purchase price and paid by the owner.
- 3) The prices set forth herein will be firm if accepted by the Owner within forty-five (45) days.
- 4) Supplier shall provide delivery schedule for material/services based upon duration and not start/finish dates. Schedule shall include any milestones that are critical to the delivery of material/services being proposed.
- 5) The supplier agrees that all requests for time extensions shall be made in writing to the Owner. Any time extensions granted by the Owner shall be made in writing. Should the supplier fail to meet the supply terms and conditions of this proposal, by the date given above (inclusive of written approved time extensions) the owner may assess damages through payment

deductions and or retain from monies payable to the supplier. The damage amount shall be \$100.00 per calendar day.

- 6) Title of the equipment will pass to the Owner upon:
 - A) Delivery to designated location.
 - B) Satisfactory inspection for in-transit damage.
 - C) Acceptance by the Owner.
- 7) The Supplier will include engineering data with his proposal as specified and as required to evaluate the bid.
- 8) Any exceptions taken to the specifications, alternates proposed and/or options proposed by the Supplier shall be clearly stated and described in documentation attached to this form.

It is understood by the undersigned that North Little Rock Electric Department retains the right to accept or reject all or any part of this proposal and to waive any informalities or technicalities therein. Counter proposals or qualified bids will be subject to rejection at the discretion of the Owner. It is also understood by the undersigned that the Owner reserves the right to conduct investigations as deemed necessary to evaluate the proposals received and to award the bid for this equipment to the Supplier, who in the Owner's evaluation will provide the equipment which will be in the best interest of this project.

SUPPLIER: _____

BY: _____

TITLE: _____

ADDRESS: _____

TELEPHONE NO: _____

FAX NO. _____

DATE SIGNED: _____

Circuit Switcher Specification

1.0 Scope

- 1.1 The Circuit Switcher shall be designed, constructed, and tested in accordance with the latest revisions of all applicable IEEE, ANSI, and NEMA standards, except where specific requirements conflict with these standards. In such cases, these specifications will take precedence.
- 1.2 Quoting will be in accordance with this specification. Any exceptions will be clearly noted in the proposal.

2.0 Requirements

- 2.1 This specification includes the fabrication and delivery of one (1) three phase Circuit Switcher to be installed outdoors at an approximate elevation of 256 feet AMSL and will be subject to a maximum ambient temperature of 43 °C and a maximum 24-hour average ambient temperature of 30 °C.
- 2.2 The Supplier shall insert the price for supplying one (1) circuit switcher as specified herein and under the terms and conditions specified herein in the total price blank on the Suppliers Proposal Form bound herein. The Supplier shall supply all information requested in the blanks provided. Quotes not using this format may be rejected at the Owner's discretion.
- 2.3 The Supplier shall provide with his proposal, a minimum of one copy of descriptive literature describing the proposed equipment. This literature shall include, but not be limited to the following: typical dimensions and weight, any special installation requirements, external wiring requirements, and a typical instruction manual.
- 2.4 The total price shall be firm if accepted by the Owner within forty-five (45) days and shall include the cost of delivery to McCain 115/13.8 kV Substation in North Little Rock, Arkansas, as specified in Section 6.0. The price shall also include the cost of the Supplier's warranty described herein.
- 2.5 The Supplier shall acknowledge in writing to the Engineer that the Owners purchase order or acceptance has been received. The acknowledgment shall include the date that the acceptance was received and the expected delivery date.

2.6 Drawing Approval

- 2.6.1. The Supplier shall provide with quotation a schedule to supply approval drawings and documents to the Engineer after receipt and acceptance of order. Schedule shall indicate time for review and return to Supplier. Supplier shall submit approval drawings and documents to the Engineer by email. Drawings submitted for approval shall be in AutoCAD 2016 drawing format. The submittal shall consist of, but is not limited to, the following:
- a. Outline dimensional drawings to include weight and center of gravity
 - b. AC and DC schematics
 - c. Control/component layout diagrams
 - d. Internal wiring diagrams
 - e. External connection diagrams
 - f. Nameplate drawings
- 2.6.2 If after review by the Engineer no changes are made to the approval drawings, the drawings shall be marked "APPROVED," signed and dated by the Engineer and returned to the Supplier by email. If submitted approval drawings are not acceptable, a set shall be returned to the Supplier with the required corrections or changes marked on the drawings. Supplier shall submit revised drawings to the Engineer for approval. Corrections or changes made to conform with these specifications shall not be considered "out of scope" nor subject to additional charges.
- 2.6.3 Acceptance and approval of drawings by the Engineer indicates that Engineer deems drawings meet the intent of these specifications only. Acceptance and approval shall not relieve the Supplier of the responsibility for accuracy, proper fit, coordination of work, proper construction, or supply of materials specified but not on drawings.
- 2.6.4 Requests for modifications to the specifications after order shall be in writing. Drawings submitted for approval do not constitute a request for variance from these specifications. Approval drawings with details that vary from the specifications shall have these details clearly identified and labelled in the drawing. In addition, a written request shall accompany the drawings listing the applicable drawing numbers and explanation for the requested change. Drawings

approved by the Engineer that do not follow these instructions do not release the Supplier from meeting the requirements of these specifications.

Four bound copies of the final drawings and electronic files of the drawings in AutoCAD 2016 format shall be provided prior to shipment.

2.7 Invoices

2.7.1 Invoices for equipment will be submitted only after all items have been received and accepted by the Owner. The Owner will pay no more than 90% of the bid price until the Suppliers obligations have been completed. Under no circumstances will the time frame for completion of these obligations exceed 30 days from the date of shipment without the specific approval of the Owner.

2.8 Warranties

2.8.1 All materials and equipment supplied under this specification will be warranted to the Owner against failure due to the Supplier's design or to defects in workmanship for a period of one (1) year after the circuit switcher is first energized by the owner or one and a half (1 1/2) years from the date of delivery, whichever comes first. Should any failure to conform to this warranty occur within the specified time, the manufacturer will correct such non-conformity at no cost to the Owner, including in and out transportation from the substation site, as well as owners cost to remove and reinstall said equipment.

3.0 Circuit Switcher Ratings

3.1	Voltage Rating	115,000 Volts
3.1.1	Rated maximum voltage	121,000 Volts
3.1.2	Rated nominal voltage	115,000 Volts
3.1.3	Basic impulse level	550,000 Volts
3.1.4	Phase spacing	102 Inches
3.2	Rated continuous current	1,200 Amperes
3.3	Rated interrupting ability	25,000 Amperes
3.4	Rated fault closing ability	40,000 Amperes
3.5	Rated one second current withstand ability	40,000 Amperes
3.6	Rated transformer thru-fault reflected to 115 kV	4,000 Amperes
3.7	Rated interrupting time	6 cycles or less

4.0 Switch Design and Construction

4.1 The Circuit Switcher shall be configured with vertical interrupters.

4.2 The Circuit Switcher shall have phase spacing of 102 inches.

4.3 Circuit Switcher Mounting Pedestal Design

4.3.1 The Circuit Switcher will be furnished with mounting pedestals of steel construction, galvanized internally and externally and of 144-inch height.

Galvanized steel anchor bolts are to be specified by size and spacing and furnished by the Circuit Switcher Supplier within 4-6 weeks ARO.

4.4 The Circuit Switcher and mounting pedestal shall be fully assembled, adjusted, and tested at the factory prior to shipment.

4.5 The Circuit Switcher and mounting pedestal shall be able to withstand wind loading of up to 20 pounds per square foot.

4.6 Interrupters

4.6.1 The Interrupters shall have a built in means of pressure relief.

4.6.2 There shall be a pressure gauge or other visible means to visually verify the presence of adequate gas pressure, easily read from ground level.

4.6.3 The Circuit Switcher shall have a single stored energy mechanism for both opening and closing operations and have a mechanical semaphore to reflect the open or closed position of each interrupter contact.

4.6.4 There shall be a mechanical indicator, driven by the mechanism, to reflect the position of the Circuit Switcher.

4.7 Operator

4.7.1 The operating mechanism shall be designed trip free to allow immediate tripping after a close operation. The design shall be such that the circuit switcher shall not close if trip free operation is not possible.

4.7.2 The operator shall include the following:

- 4.7.2.1 Trip and close push buttons.
- 4.7.2.2 Manual trip lever for interrupters.
- 4.7.2.3 Stored energy device semaphores.
- 4.7.2.4 An auxiliary switch indicating the position of the operating mechanism shall be provided and shall have a minimum of 6 normally open and 6 normally closed contacts available for customer use.
- 4.7.2.5 Wiring provisions for external trip, block close, and close of the switch unit from the Owner's controls, protective relays and SCADA.
- 4.7.2.6 Switch controls will be rated to operate at 125 volts DC. The operator space heater will be rated to operate at 120 or 240 volts AC and be thermostatically controlled.
- 4.7.2.7 A GFCI duplex receptacle and convenience light lamp holder with switch will be provided.

5.0 Tests

- 5.1 Design and production tests shall be carried out in accordance with the specified voltage and current requirements contained in Section 3.0 of this document and ANSI C37.09. Certified reports shall be provided to the Engineer prior to shipment.

6.0 Shipping and Assembly

- 6.1 Shipping to be F.O.B. destination
 - 6.1.1 Destination shall be to the McCain 115/13.8 kV Substation site located at 4500 43rd Street, North Little Rock, Arkansas. Off-loading will be by others. Shipment shall be by truck suitable for unloading by crane.
 - 6.1.2 Delivery shall be between 9:00 AM and 3 PM, Monday thru Friday. Owner shall be notified 24 hours prior to delivery.

END OF SECTION

**TERMS AND STANDARD CONDITIONS
CITY OF NORTH LITTLE ROCK, ARKANSAS**

PLEASE READ CAREFULLY

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. The City reserves the right to reject any and all bids.
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 Department of Commerce and Governmental Relations.
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 Department of Commerce and Governmental Relations.
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 Agent).
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 \$10,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Act 351 or 1953 as amended by Act 539 of 1979).
19. **LIQUIDATED DAMAGES** - 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 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.
24. Additional information or bid forms may be obtained from:
COMMERCE DEPARTMENT, 120 Main 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, sealed bids must be submitted to the Commerce Department at 120 Main Street, North Little Rock, AR 72114 or PO Box 5757, North Little Rock, AR 72119