

**UTILITIES COMMISSION**  
CITY OF NEW SMYRNA BEACH, FLORIDA

ITB# 04-19  
PURCHASE OF ELECTRIC TRANSFORMERS

**INVITATION TO BID**

The Utilities Commission, City of New Smyrna Beach, Florida (**COMMISSION**) is seeking bids from qualified vendors to:

Provide Electrical Transformers per the Attached Specifications

Notice is hereby given that sealed bids will be received at 200 Canal Street, New Smyrna Beach, FL 32168, until **2:30 P.M.** on **November 1, 2018** at which time they will be publicly opened in the 3<sup>rd</sup> floor DeBerry Room.

**Submit Bids To:** Caleb Fisher, CPPB  
Purchasing Agent  
Utilities Commission,  
City of New Smyrna Beach  
(386) 424.3045 Voice  
(386) 424.2748 Fax  
[CFISHER@UCNSB.ORG](mailto:CFISHER@UCNSB.ORG)

**Mailing Address:** 200 Canal Street  
New Smyrna Beach, FL  
32168

**Walk In Delivery:** 200 Canal Street  
New Smyrna Beach, FL  
32168

**Bidders must indicate on the sealed envelope the following:**

- A. Invitation To Bid Number**
- B. Hour and Date of Opening**
- C. Name of Bidder**

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**ATTACHMENTS**

Transformer Specifications

- **Spec #1**
- **Spec #2**
- **Spec #3**
- **Spec #5**

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**BID SCHEDULE**

<b>October 15, 2018</b>	DISTRIBUTION OF THE INVITATION TO BID
<b>October 22, 2018</b>	DEADLINE FOR FINAL QUESTIONS BY 2:30 P.M. E-MAIL: <a href="mailto:cfisher@ucnsb.org">cfisher@ucnsb.org</a>
<b>October 24, 2018</b>	ADDENDUM PUBLISHED BY 5:00 P.M.
<b>November 1, 2018</b>	BID RETURN DEADLINE BY 2:30 P.M. LOCATION: UTILITIES COMMISSION RECEPTION 200 CANAL STREET NEW SMYRNA BEACH, FL 32169

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**GENERAL TERMS AND CONDITIONS**

1. **INSTRUCTIONS TO BIDDERS:** To insure consideration of your bid, please follow these instructions. Bids not in compliance with conditions specified herein are subject to rejection.
2. **SEALED BIDS: AN ORIGINAL BID AND 1 COPY plus a USB Flash Drive or a CD** must be in the Finance Department by the date and time specified. The Bid Reply, Certification of Drug-Free Workplace Form, Public Entity Crimes Form, Non-Collusion Affidavit of Prime Bidder Form, Evaluation Factors, Questionnaire, and any addenda issued must be included. Proposals must be sealed and clearly labeled with the following information:
  - a. Name and address of Bidder
  - b. Bid number
  - c. Date and time of Bid Opening
3. **PREPARATION OF BID:** All information shall be entered in ink, typewritten, or produced by computer. It is your responsibility to make certain that unit prices and extended prices are correct. The UCNSB will not be responsible for errors or omissions made by the bidder in determining bid price(s). The bid must contain a manual signature of an authorized representative of the agency bidding. In order to insure uniformity, bids must be submitted on this Bid Form and the attached pages.
4. **OBLIGATION OF BIDDER:** By submitting a BID, the bidder covenants and agrees that they have satisfied themselves from their own investigation of the conditions to be met, that they fully understand their obligation and that they will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.
5. **BID EXAMINATION:** **BIDDERS** are expected to examine, when applicable, the drawings, specifications, delivery requirements, performance sites and all instructions to satisfy themselves of conditions affecting cost of performing this contract.
6. **FURNISHED ITEMS:** No material, labor or facilities will be furnished by the **COMMISSION** unless specifically stated.
7. **COLLUSION:** The **BIDDER** hereby attests that the prices in this offer have been arrived at independently without consultation, communication or agreement with any competitor for the purpose of restricting competition.
8. **PRICE WARRANTY:** The **BIDDER** warrants that the prices of the items set forth herein do not exceed the prices charged by the **BIDDER** under a contract with the State of Florida.
9. **COMMERCIAL WARRANTY:** The **BIDDER** agrees that the supplies and services furnished under this award shall be covered by the most favorable commercial warranties the **BIDDER** gives any customers for comparable quantities of such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the **COMMISSION** by any other provision of this award.

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10. **INSPECTION AND ACCEPTANCE:** A duly authorized representative of the **COMMISSION** will accomplish inspection and acceptance of the supplies/services purchased herein at the designated delivery point.
11. **QUESTIONS REGARDING BID:** **COMMISSION** has made every effort to provide prospective vendors with the information needed to appropriately respond to this bid. **COMMISSION** realizes that some clarification, interpretation, or additional information may be required.

**Questions regarding any portion of this bid shall be directed, in writing, to:**  
Utilities Commission, City of New Smyrna Beach  
Caleb Fisher, Purchasing Agent  
[cfisher@ucnsb.org](mailto:cfisher@ucnsb.org)

All such requests must be received no later than 2:30 PM, Eastern Standard Time, **October 22, 2018**. Responses to all requests for more information will be included in any addenda and will be made available to all **BIDDERS** on **October 24, 2018**.

Requests for additional information received after the **October 22, 2018** deadline will not receive a response. Responses will **not** be made orally.

Any additional information pertaining to this Bid or to the services being sought hereunder obtained in a manner other than as described in the preceding paragraph should be regarded as unofficial. **COMMISSION** will not be bound in any way by information so obtained, or by a Bidder's reliance thereon.

12. **COMMUNICATIONS:** Any communication between any potential vendor, service provider, bidder, lobbyist or consultant and any U.C. Commission Member, staff member, or consultant of the U.C. regarding this procurement is strictly prohibited from the date on which the solicitation advertisement appears on the U.C.'s website, Demandstar, or newspaper through the date of contract award. Also from the date of the filing of any notice of protest of award through resolution for the parties involved in the protest or contract award, whichever is longer. The only exceptions to this are communications with the U.C.'s Material Manager or the U.C.'s designated point of contact. Any violation shall constitute grounds for immediate and permanent disqualification of the offending firm and possible debarment or suspension. At the U.C.'s General Manager/CEO and Director of Finance (CFO)'s sole discretion, it may also serve as grounds for the voiding of any Contract with the violator and/or to temporarily or permanently debarring the violator from future work with the U.C. This process will safeguard the integrity of the U.C.'s procurement and protest process and also provide an ethical, equitable, and transparent procurement process.
13. **NON DISCLOSURE:** The Utilities Commission understands the vendors concerns regarding confidential and/or proprietary information for both participating parties. In response UCNSB is incorporating the following verbiage into **ITB 04-19 PURCHASE OF ELECTRICAL TRANSFORMERS**. Upon receipt by UCNSB, responses to solicitations

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become public records subject to the provisions of Florida's state policy on public records, Section 119 Florida Statutes. If you believe that any portion of your response is exempt you should clearly identify the specific documents for which confidentiality is claimed, and provide specific legal authority of the asserted exemption.

14. **INVOICES**: All invoices resulting from the award of this bid will be paid within 30 days of receipt of invoice or receipt of goods or acceptance of work performed.
15. **BID FORM**: A Bid Form is provided and a completed original and one duplicate copy shall be returned in a **sealed envelope properly marked with Bid number and acknowledgment of receipt of addenda where applicable**. It is incumbent upon each bidder to ensure that they have received all addenda before submitting their bid.
16. **BID OPENING**: Bids will be publicly opened, read aloud and recorded, on the date and time indicated, at the location specified in the request for bid. It is the **BIDDER's** sole responsibility to assure his/her bid is delivered at the proper time and place of the bid. The **COMMISSION** will not be responsible for late deliveries or delayed mail. Bids delivered after the time specified shall not be considered; such bids shall remain **unopened**.
17. **QUOTING PRICES**: Carelessness in quoting prices or in preparation of bid otherwise will not relieve the **BIDDER**. **BIDDERS** are expected to examine specifications, delivery schedule, extensions, and all terms and conditions in the bid documents. Bids having erasures or corrections must be initialed in ink by the **BIDDER**. In the event of an extension error(s), the unit price will prevail.
18. **AMENDED OR WITHDRAWN BIDS**: Bids may be amended or withdrawn only by written notice prior to the bid opening. Amendments will only be accepted in the form of a new bid package. The bidder must pick up the original bid package and submit an amended sealed bid prior to the bids closing date and time. Amendments or withdrawals received after the bid opening will not be effective, and the original bid submitted will be considered.
19. **PUBLIC ENTITY CRIMES**: UNDER SECTION 287.133(2)(a), FLORIDA STATUTES, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category two for a period of 36 months from the date of being placed on the convicted vendor list. See attachment "A".
20. **CONSIDERATION OF BIDS**: The **COMMISSION** reserves the right to award the contract to the Bidder(s) that the **COMMISSION** deems to offer the best overall bid. The **COMMISSION** is therefore not bound to accept a bid on the basis of lowest price. In addition, the **COMMISSION** at its sole discretion, reserves the right to cancel this Bid, to

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reject any and all bids, to waive any and all informalities and/or irregularities, to re-advertise with either the identical or revised specifications, or not award a contract at all if it is deemed to be in the best interest of the **COMMISSION** to do so. The **COMMISSION** also reserves the right to make multiple or split awards if it is deemed to be in the **COMMISSION'S** best interest. The **COMMISSION** shall not be responsible for any cost or expense incurred by the Bidder in preparing or submitting a bid or any cost prior to the execution of a contract agreement.

21. **TIE BID:** In the event of a tie bid where quality and service are equal; a preference is given to vendors submitting, with the proposal, a certification of a drug free work place in accordance with Section 287.087 Florida Statutes. Where tie bids are between bidders, one of which is located in Volusia County and the other bidder is not, the recommended award shall be to the local bidder. Past Performance-Consideration will be given to a vendor based on previous history and performance on similar Utilities Commission projects or requirements. Delivery availability or completion period. Capacity to perform in terms of service availability, facilities, personnel or financial availability. Closeness to delivery point. If **all** conditions are equal, a flip of a coin, with two witnesses present, shall be the deciding factor.
22. **SUBMITTING BIDS:** Bids shall be **addressed and mailed or delivered as specified on page one (1) to 200 Canal St. New Smyrna Beach, Florida 32168.**
23. **NO BID:** In the event an Invitation to Bid is returned as a no bid, "**NO BID**" shall be properly marked on the outside of the envelope with the bid number.
24. **REJECTED BIDS:** The **COMMISSION** reserves the right to reject bids containing any additional terms or conditions not specifically requested in the original conditions and specifications.
25. **FAILURE OF THE CONTRACTOR TO DELIVER:** Failure of the contractor to deliver within the time specified, or within a reasonable time as interpreted by the **COMMISSION** or failure to make replacements of rejected articles as directed, shall permit the **COMMISSION** to purchase on the open market articles of comparable grade to take the place of those rejected or not delivered. On all such purchases, the contractor shall reimburse the **COMMISSION**, within a reasonable time specified by the Purchasing Authority, for any expenses incurred in excess of the defaulted price. Payments due the contractor by the **COMMISSION** may be withheld until reimbursement is received.
26. **BRAND OR TRADE NAMES:** When brand or trade names are used in the bid invitation, it is for the purpose of item identification and to establish standards for quality; style and features. Bids on equivalent items will be considered unless items are noted as no substitutes. Equivalent bids must be accompanied by descriptive literature and/or specifications to receive consideration. Demonstrations and/or samples may be required and shall be at no charge to the **COMMISSION**. The **COMMISSION** reserves the right to determine if bid goods are equivalent to specified goods.

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27. **AWARDS:** Awards shall be made as required for the best interest of the **COMMISSION**. The right is reserved to make award(s) by individual items, group of items, all or none, or any combination thereof, with one or more suppliers.
  
28. **NON-WARRANTY OF SPECIFICATIONS:** Due care and diligence have been exercised in the preparation of this Bid and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the exposures shall rest solely with the provider. Neither the Commission nor its representatives shall be responsible for any errors or omission in this Bid nor for the failure on the part of the bidder(s) to determine the full extent of exposures.
  
29. **BID AWARD:** Award is expected to be made to the Bidder who best meets the requirements of UCNSB considering responsibility, responsiveness and price. A written contract and/or purchase order detailing agreed terms will be rendered between the UCNSB and the agency achieving a successful proposal. Terms of the contract will include any and all items as specified in the bid, plus mutually agreed terms and conditions.
  
30. **CLARIFICATION:** The UCNSB reserves the right to request clarification of information submitted and to request additional information of one or more Bidders, if needed.
  
31. **OTHER AGENCIES:** All respondents awarded contracts from this solicitation may, upon mutual agreement, permit any municipality or other government agency to participate in the contract under the same prices, terms and conditions. If the period of time is not defined within this solicitation, the prices, terms and conditions shall be firm for 120 days from date of award. It is understood that at no time will any city or municipality or other agency be obligated for placing an order for any city municipality or agency, nor will any city municipality or agency be obligated for any bills incurred by any other city or municipality or agency. Further it is understood that each agency shall issue their own purchase order to the awarded respondent(s).



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32. **INSURANCE**: The Contractor shall, at its sole expense, maintain in effect at all times during the performance of the services insurance coverage with limits not less than those set forth below and with insurers and under forms of policies satisfactory to **COMMISSION**.

<b>Coverage</b>	<b>Minimum Amounts and Limits</b>
(a) Worker's Compensation	Statutory requirements at location of work
Employer's Liability	\$ 100,000 Each occurrence \$ 300,000 Disease, aggregate \$ 100,000 Disease, each employee
(b) General Liability	\$ 1,000,000 General Aggregate \$ 1,000,000 Products - Comp Ops Agg \$ 500,000 Each Occurrence \$ 50,000 Fire Damage \$ 5,000 Medical Expense
(c) Automobile Liability (owned, hired and non-owned)	\$ 1,000,000 Combined Single Limit
Option of Split Limits:	
(1.) Bodily Injury	\$ 500,000 Per Person \$ 1,000,000 Per Accident
(2.) Property Damage	\$ 500,000

33. **INDEMNIFICATION FOR TORT ACTIONS/LIMITATION OF LIABILITY**:  
The provisions of Florida Statute 768.28 applicable to the Utilities Commission, City of New Smyrna Beach apply in full to this contract. Any legal actions to recover monetary damages in tort for injury or loss of property, personal injury, or death caused by the negligent or wrongful act or omission of any employee of the Utilities Commission acting within the scope of his/her office or employment are subject to the limitations specified in this statute.

No officer, employee or agent of the Utilities Commission acting within the scope of his/her employment or function shall be held personally liable in tort or named as a defendant in any action for injury or damage suffered as a result of any act, event or failure to act.

The Utilities Commission shall not be liable in tort for the acts or omissions of an officer, employee or agent committed while acting outside the course and scope of his/her employment. This exclusion includes actions committed in bad faith or with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property.

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To the fullest extent permitted by law, the vendor shall defend, indemnify, and hold harmless the Utilities Commission, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses (including attorney's fees) of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the vendor or its subcontractors (if any), anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the Utilities Commission .

Provided, however, if the contract between the Utilities Commission and the Contractor is deemed by a court of competent jurisdiction to be a construction contract for purposes of Section 725.06, Florida Statutes, any obligation of the Contractor to defend, indemnify or hold harmless the Utilities Commission, shall be limited to an obligation to indemnify or hold harmless the Utilities Commission, its officers and employees from liability damages, losses, and costs, including but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentionally wrongful conduct of the contractor and persons employed or utilized by the Contractor in the performance of the contract.

34. **WARRANTY AND ACCEPTANCE**: All material shall be new and workmanship shall be first class in every respect. The work shall be subject to inspection and acceptance by **COMMISSION**. Contractor guarantees its work hereunder for a period of twelve (12) months after completion and acceptance of the work unless otherwise set forth herein. In the event **COMMISSION** discovers defects in material or workmanship at any time before the expiration of the specified warranty period, Contractor shall, upon written notice from **COMMISSION**, repair or replace at its sole expense any such defects. **COMMISSION** may perform such repairs or replacements by other reasonable means and Contractor agrees to pay for such corrective measures. Neither acceptance of the work by **COMMISSION** nor payment shall relieve Contractor from liability under the indemnity clause or any of the guarantees or warranties contained or implied herein.
35. **CHANGES**: **COMMISSION** may, at any time, direct in writing additions, deletions or changes to all or any part of the work. If any such changes cause an increase or decrease in the cost of or in the time required to perform such work, Contractor shall submit detail information substantiating such claims and an equitable adjustment shall be made to the price or time of performance.
36. **CONFLICT OF INTEREST OF OFFICERS OR EMPLOYEES OF THE CONTRACTING ENTITY/LOCAL JURISDICTION, MEMBERS OF THE LOCAL GOVERNING BODY, OR OTHER ELECTED OFFICIALS**: No member or employee of the contracting entity/local jurisdiction or its designees or agents; no member of the governing body; and no other public official of the **COMMISSION** who exercises any function or responsibility with respect to this contract, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed. Further, the Contractor shall cause to be incorporated in all subcontracts, the language set forth in this paragraph prohibiting conflict of interest.

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37. **EMPLOYEE CONFLICT OF INTEREST:** It shall be unethical for any **COMMISSION** employee to participate directly or indirectly in a procurement contract when the **COMMISSION** employee knows that:

(1) The **COMMISSION** employee or any member of the **COMMISSION** employee's immediate family has a financial interest in the procurement contract; or

(2) Any other person, business, or organization with whom the **COMMISSION** employee or any member of a **COMMISSION** employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

A **COMMISSION** employee or any member of a **COMMISSION** employee's immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest.

38. **GRATUITIES AND KICKBACKS:**

(1) Gratuities. It shall be unethical for any person to offer, give, or agree to give any **COMMISSION** employee or former **COMMISSION** employee, or for any **COMMISSION** employee or former **COMMISSION** employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity **COMMISSION** in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

(2) Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier sub-contractor or any person associated therewith, as an inducement for the award of a subcontract or order.

(3) Contract Clause. The prohibition against gratuities and kickbacks prescribed in this Section shall be conspicuously set forth in every contract and solicitation therefore.

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**CERTIFICATION OF DRUG-FREE WORKPLACE FORM**

**IDENTICAL TIE BIDS** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

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VENDOR SIGNATURE

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**PUBLIC ENTITY CRIMES FORM  
SWORN STATEMENT UNDER SECTION 287.133(3) (1) FLORIDA STATUTES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted Bid, Bid or Contract for PROJECT NAME.
2. This sworn statement is submitted by \_\_\_\_\_  
[name of entity submitting sworn statement] whose business address is:  
\_\_\_\_\_ and (if applicable) its  
Federal Employer Identification Number (FEIN) is \_\_\_\_\_.  
If entity has no FEIN, include the Social Security Number of the individual signing this  
sworn statement: \_\_\_\_\_.
3. My name is \_\_\_\_\_ and my relationship to the entity named  
above is \_\_\_\_\_.
4. I understand that a “public entity crime” as defined in Paragraph 287.133 (1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state, or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133 (91) (b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court or recording, relating to charges brought by federal or state trial court or recording, relating to charges brought by federal or state trial court or recording, relating to charges brought by indictment or information after July 1, 1989, as a result of just verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand the “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means: (1) A Predecessor or Successor of a person convicted of public crime: or (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholder, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of public crime in Florida during the preceding 36 months shall be considered an affiliate.

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**Public Entity Crimes Statement**

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7. I understand that a “person” as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.

8. Based on information and belief, that statement which I have marked below is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies]

\_\_\_\_ Neither the entity submitting this sworn statement, or one more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, nor any affiliate or the entity, has been charged with and convicted of public entity subsequent to July 1, 1989, AND [Please indicate which additional statement applies.]

\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the final order.]

\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the final order.]

\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

---

Date \_\_\_\_\_ Signature \_\_\_\_\_

STATE OF: \_\_\_\_\_ COUNTY OF: \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_  
[name of individual signing] who after first sworn by me affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires: \_\_\_\_\_ Personally known to me, or  
Produced Identification: \_\_\_\_\_

---

Notary Public \_\_\_\_\_ Print, Type or Notary Stamp \_\_\_\_\_ Type of I.D. \_\_\_\_\_

**UTILITIES COMMISSION**  
**CITY OF NEW SMYRNA BEACH, FLORIDA**

ITB# 04-19  
**PURCHASE OF ELECTRIC TRANSFORMERS**

**NON-COLLUSION AFFIDAVIT OF PRIME BIDDER FORM**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

He/she is \_\_\_\_\_ of \_\_\_\_\_, Bidder that has submitted the attached Bid;

He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Neither the said Bidder nor any of its officers, partners, owners, agent representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person, to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the **COMMISSION**.

The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_  
Title

My Commission Expires: \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>									
				-			-		
<b>or</b>									
<b>Employer identification number</b>									

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



**UTILITIES COMMISSION**  
**CITY OF NEW SMYRNA BEACH, FLORIDA**

ITB# 04-19  
**PURCHASE OF ELECTRIC TRANSFORMERS**

**VENDOR APPLICATION**

In addition to General conditions, your **BID** may be disqualified if the following vendor information is not returned with your **BID**.

Vendor is:

- (        ) Corporation
- (        ) Partnership
- (        ) Sole Proprietorship
- (        ) Other \_\_\_\_\_ (Explain)

Federal Employer Identification  
Number or Social Security Number: \_\_\_\_\_

Do you collect Florida State Sales Tax? (        ) Yes (        ) No

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

Commodity or Service Supply: \_\_\_\_\_

If vendor is quoting, as a manufacturer's representative and the purchase order should be addressed to the manufacturer in care of the vendor, so indicate.

If remittance address is different from the mailing address so indicate below.

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_

Name & Title Printed: \_\_\_\_\_

**UTILITIES COMMISSION  
CITY OF NEW SMYRNA BEACH, FLORIDA**

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PURCHASE OF ELECTRIC TRANSFORMERS**

**QUESTIONNAIRE**

Additional space may be required. Please answer questions in the order presented. All questions must be answered or contractor may be disqualified.

1. Has your company ever been denied insurance or had insurance canceled?
2. Is your company bondable? Has your company ever been denied bond?  
If yes, explain.
3. Can your insurance company produce a certificate of insurance stating your limits and naming UCNSB as an Additional Insured?
4. Since January 1, 2013, has your company been a defendant in any lawsuits?
5. Is your company a subsidiary or otherwise legally affiliated with any other company?
6. Is your company rated by Dunn & Bradstreet or any other rating agency?  
If yes, what is the name of the agency and rating?
7. Is your company in any stage of bankruptcy, including initial filing?
8. Has your company been disbarred by the Federal Government or any State Government?

**UTILITIES COMMISSION**  
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**REFERENCES**

Provide the business names, contact persons and telephone numbers of three (3) references for which the firm has provided the services described in this RFQ. Include relationships with utility and governmental agencies. It is our intent to contact these references during the award process. Award of this contract will be based on price AS WELL AS REFERENCES AND EXPERIENCE.

1. Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_

Service(s) Provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_

Service(s) Provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_

Service(s) Provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**UTILITIES COMMISSION**  
**CITY OF NEW SMYRNA BEACH, FLORIDA**

ITB# 04-19  
PURCHASE OF ELECTRIC TRANSFORMERS

**REQUIRED DISCLOSURE**

At its sole discretion, the **COMMISSION** may reject any bidder the **COMMISSION** finds to lack, or whose present or former executive employees, officers, directors, stockholders, partners or owners are found by the **COMMISSION** to lack honesty, integrity, or moral responsibility. The discretion of the **COMMISSION** may be exercised based on the **COMMISSION'S** own investigation, public records, or any other reliable sources of information. By submitting a bid, bidder recognizes and accepts that the **COMMISSION** may reject the bid based upon the exercise of its sole discretion and bidder waives any claim it might have for damages or other relief resulting from the rejection of its bid based on these grounds.

**UTILITIES COMMISSION**  
CITY OF NEW SMYRNA BEACH, FLORIDA

ITB# 04-19  
PURCHASE OF ELECTRIC TRANSFORMERS

**BID SUBMITTAL REQUIREMENTS**

Bids shall include all of the information solicited in this ITB, and any additional information that the **BIDDER** deems pertinent to the understanding and evaluating of the bid. Bids shall be organized and sections tabbed in the following order. The **BIDDER** should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. All bids shall include, at a minimum, the following information. Failure to supply all of the information requested shall result in the bid being excluded from consideration. The **COMMISSION** reserves the right to request information or clarification from bidders following the bid opening if omissions are deemed curable.

**TAB #1 Experience:** Provide a profile showing company history, business structure, and a list of principals. A minimum of five (5) years in business is required.

**TAB #2 References:** Submit a detailed list of clients receiving similar services within the last two (2) years. Please include a brief description of the scope of work performed and the name, phone number and email address of the contact person.

**TAB #3 Pricing:** Complete, sign and submit the Bid Tabulation and Bid Form.

**TAB #4 Public Entity Crimes, Non-collusion Affidavit, Drug Free Workplace, Vendor Information & W9 Forms:**  
All **BIDDERS** shall properly complete, notarize and submit attachments A,B,C,D & E here

**TAB #5 Addenda Acknowledgement:**  
Please submit all addenda (if any) related to this bid here.

**TAB #6 Questionnaire:**  
The Questionnaire responses requested should be submitted here

**TAB #7 Detailed Specifications:**  
In this section include:  
Transformer product information and literature  
Transformer drawings  
Transformer test reports

**UTILITIES COMMISSION  
CITY OF NEW SMYRNA BEACH, FLORIDA**

ITB# 04-19  
**PURCHASE OF ELECTRIC TRANSFORMERS**

**Special Conditions**

**BACKGROUND**

The Utilities Commission, City of New Smyrna Beach operates an electric utility servicing approximately 23,000 customers. The Commission is soliciting qualified vendors to provide transformers to meet its needs.

**AWARD**

For the determination of the award of business, the Utilities Commission will consider all bids within two and one half percent (2.5%) of the lowest TOC to be economically equivalent and will consider other factors such as lead times and purchase price in making the award. For the purposes of cost comparison the evaluated cost, total owning cost, will be used and not the unit price quoted for each transformer. (See sections 8.0 – 9.0 of transformer specifications)

All bidders shall supply NO LOAD AND TOTAL losses on the form provided in the bid documents. All losses shall be quoted in watts at 85 degrees C. (65 degrees C. rise + 20 degrees C. ambient).

Quoted losses shall be the guaranteed average of all transformers in a specific order of a given size and type. However, no transformer shall exceed the tolerances specified in ANSI C57.12.1987, Table 18.

**DELIVERY**

All transformers shall be palletized, side loaded, and delivered on an open type flat bed trailer. Pallet length (front to back) may be no shorter than 39” and no longer than 42”. Twenty four (24) hours notice is required prior to delivery of the transformers by calling (386)424-3047 between the hours of 7:30 a.m. and 3:00 p.m. weekdays.

All transformers will be delivered FOB New Smyrna Beach, Florida. All shipping and handling costs shall be included in the unit cost quoted.

**DRAWING SUBMITTALS**

Bidders shall submit transformer construction drawings for APPROVAL showing all measurements and depicting all gauges, electrical connections, equipment parts, and all notes and nameplates for all transformers being quoted for the bid.

**WARRANTY**

The Vendor/Manufacturer shall warrant its transformers to meet guaranteed performance, and to operate continuously, without failure, for a period of 24 months from the date the transformer is placed into service by the Utilities Commission, City of New Smyrna Beach.

During the warranty period, should a mechanical or electrical failure occur in the transformer, the selling entity (Vendor/Manufacturer) shall be responsible for coordinating and/or providing parts and service to repair or replace failed transformer or affected components at no additional cost to the Utilities Commission. Such service shall commence within 5 working days of vendor receipt of written notice from the Commission of transformer failure.

The Vendor/Manufacturer will warrant and service all components of the transformer regardless of manufacturing origin.

**UTILITIES COMMISSION**  
**CITY OF NEW SMYRNA BEACH, FLORIDA**

ITB# 04-19  
**PURCHASE OF ELECTRIC TRANSFORMERS**

**BID SCOPE OF WORK**

The **COMMISSION** is seeking a Qualified Vendor to provide the following:

[Purchase of Electrical Transformers from our Approved Manufacturers List:](#)

<u>Pole Mount</u>	<u>Pad Mount</u>
ABB	ABB
CENTRAL MOLONEY	CENTRAL MOLONEY
COOPER INDUSTRIES	COOPER INDUSTRIES
ERMCO	ERMCO
GE INDUSTRIES	GE INDUSTRIES
HOWARD	HOWARD
KUHLMAN	KUHLMAN
	PAUWELLS

**Item # 1:**

Spec # 1

(20) 15 KVA Pole Type Dual Voltage Primary (22860/13200-13200/7620) Secondary 120/240V

**Item # 2:**

Spec # 1

(20) 25 KVA Pole Type Dual Voltage Primary (22860/13200-13200/7620) Secondary 120/240V

**Item # 3:**

Spec # 1

(20) 50 KVA Pole Type Dual Voltage Primary (22860/13200-13200/7620) Secondary 120/240

**Item # 4**

Spec # 1

75 KVA pole Type Dual Voltage Primary (22860/13200/7620)  
 Secondary 120/240

**Item # 5: Spec # 2**

(75) 50 KVA Padmount Looped Dual Voltage Primary (22860/13200-13200/7620)  
 Secondary 120/240V

**Item # 6: Spec # 3**

(8) 50 KVA Padmount Looped Switching Dual Voltage Primary (22860/13200)  
 Secondary 120/240V

**UTILITIES COMMISSION**  
**CITY OF NEW SMYRNA BEACH, FLORIDA**

**ITB# 04-19**  
**PURCHASE OF ELECTRIC TRANSFORMERS**

**Item # 7:**

Spec # 2

- (6) 75 KVA Padmount Looped Dual Voltage Primary (22860/13200-13200/7620)  
Secondary 120/240V

**Item # 8:**

Spec # 5

- (3) 75 KVA Three Phase Padmount Looped Dual Voltage Primary (22860/13200-13200/7620) Secondary 120/208V

**Item # 9:**

Spec # 5

- (2) 500 KVA Three Phase Padmount Looped Dual Voltage Primary (22860/13200-13200/7620) Secondary 120/208V

**Item # 10:**

Spec # 5

- (2) 750 KVA Three Phase Padmount Looped Dual Voltage Primary (22860/13200-13200/7620) Secondary 120/208V



**UTILITIES COMMISSION  
CITY OF NEW SMYRNA BEACH, FLORIDA**

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**BID TABULATION (Page 1 of 3)**

**BIDDER NAME:** \_\_\_\_\_

Item	Qty	Spec	DESCRIPTION	MANUFACTURER MODEL NUMBER	Price	Lead- Time	LOSSES	
							CORE	WINDING
1	20	1	15 KVA Pole Type Dual Voltage Primary (22860/13200- 13200/7620) Secondary 120/240V					
2	20	1	25 KVA Pole Type Dual Voltage Primary (22860/13200- 13200/7620) Secondary 120/240V					
3	20	1	50 KVA Pole Type Dual Voltage Primary (22860/13200- 13200/7620) Secondary 120/240					
4	6	1	75 KVA pole Type Dual Voltage Primary (22860/13200/7620) Secondary 120/240					
5	75	2	50 KVA Padmount Looped Dual Voltage Primary (22860/13200- 13200/7620) Secondary 120/240V					
6	8	3	50 KVA Padmount Looped Switching Dual Voltage Primary (22860/13200) Secondary 120/240V					
7	6	2	75 KVA Padmount Looped Dual Voltage Primary (22860/13200- 13200/7620) Secondary 120/240V					
8	3	5	75 KVA Three Phase Padmount Looped Dual Voltage Primary (22860/13200-13200/7620) Secondary 120/208V					

**UTILITIES COMMISSION  
CITY OF NEW SMYRNA BEACH, FLORIDA**

ITB# 04-19  
PURCHASE OF ELECTRIC TRANSFORMERS

**BID TABULATION (Page 2 of 3)**

**BIDDER NAME:** \_\_\_\_\_

Item	Qty	Spec	DESCRIPTION	MANUFACTURER MODEL NUMBER	Price	Lead- Time	LOSSES	
							CORE	WINDING
<b>9</b>	<b>2</b>	<b>5</b>	500 KVA Three Phase Padmount Looped Dual Voltage Primary (22860/13200-13200/7620) Secondary 120/208V					
<b>10</b>	<b>2</b>	<b>5</b>	750 KVA Three Phase Padmount Looped Dual Voltage Primary (22860/13200-13200/7620) Secondary 120/208V					

UTILITIES COMMISSION  
CITY OF NEW SMYRNA BEACH, FLORIDA

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PURCHASE OF ELECTRIC TRANSFORMERS

**BID FORM page 3 of 3**

The COMMISSION reserves the right to award the contract to the Bidder(s) that the COMMISSION deems to offer the best overall bid. The COMMISSION is therefore not bound to accept a bid on the basis of lowest price. In addition, the COMMISSION at its sole discretion, reserves the right to cancel this Bid, to reject any and all bids, to waive any and all informalities and/or irregularities, to re-advertise with either the identical or revised specifications, or not award a contract at all if it is deemed to be in the best interest of the COMMISSION to do so. The COMMISSION also reserves the right to make multiple or split awards if it is deemed to be in the COMMISSION'S best interest. The COMMISSION shall not be responsible for any cost or expense incurred by the Bidder in preparing or submitting a bid or any cost prior to the execution of a contract agreement.

**Submitted**

**by:** \_\_\_\_\_

**(Please Print)**

**Company**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Fax No:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**BIDDERS MUST SIGN BID FORM.**

**UTILITIES COMMISSION  
CITY OF NEW SMYRNA BEACH, FLORIDA**

**ITB# 04-19  
PURCHASE OF ELECTRIC TRANSFORMERS**

**STATEMENT OF NO BID**

If you do **NOT** intend to bid on this requirement/project, please return this form immediately. Thank you, Utilities Commission, City of New Smyrna Beach, Florida

We, the undersigned have declined to submit a bid due to the following reason(s):

- Specifications too "tight", i.e. geared toward one brand/manufacturer service only (explain below).
- Unable to meet time period for responding to bid.
- We do not offer this product or service.
- Our schedule would not permit us to perform.
- Unable to meet specifications.
- Unable to meet Bond/Insurance requirement(s).
- Specifications unclear (explain below).
- Unable to meet insurance requirements.
- Please remove us from your "bidder's list".
- Other (specify below).

**REMARKS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We understand that if the "No Bid" letter is not executed and returned our name may be deleted from the bidder's list of the Utilities Commission, City of New Smyrna Beach, FL.

**Company Name:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Bid Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**UTILITIES COMMISSION NEW SMYRNA BEACH  
TECHNICAL SPECIFICATION FOR  
SINGLE PHASE – OVERHEAD DISTRIBUTION TRANSFORMERS  
STAINLESS STEEL - DUAL VOLTAGE  
SPEC #1**

1.0 SCOPE

1.1 This specification covers the general requirements for all single phase **10 to 75kVA**, 60 Hertz, mineral-oil filled, two high-voltage cover mounted bushings, overhead type distribution transformers, high voltage 7620/13200Y X 13200/22860Y low voltages 120/240.

1.2 **Unless otherwise specified herein, all transformers shall be in accordance with the latest revision of ANSI Standard C57.12.20.**

1.3 No amorphous core transformers will be accepted.

2.0 BASIC IMPULSE INSULATION LEVELS shall be in accordance with the following:

Primary:

Transformer High Voltage (kV)	<b>7620/13200Y X 13200/22860Y</b>
Insulation Class (kV)	18 kV
Insulation BIL (kV)	125 kV minimum

Secondary:

Rated Low Voltage (Volts)	<b>120/240</b>
Insulation Class (kV)	1.2
Insulation BIL (kV)	30

3.0 INTERLACED LV WINDINGS

3.1 **Secondary windings 10 through 75 kVA must be furnished with interlaced secondary windings.** Specific exceptions to interlaced windings must be noted on bid.

3.2 Internal secondary leads shall be identified with appropriate markings permanently embossed in the lead that correspond with lead markings on the nameplate.

4.0 INSTRUCTION NAMEPLATE AND MARKINGS:

4.1 The nameplate shall be mounted on a bracket in such a manner that there are no sharp edges exposed.

- 4.2 The winding conductor (aluminum or copper) used in each winding shall be shown on the nameplate.
- 4.3 The nameplate shall include the true date of manufacture; Month and year. Example: 0103 or 01/03. No codes will be acceptable.
- 4.4 The approximate total weight (mass) in pounds and the volume of oil (in gallons) shall be shown on the nameplate.
- 4.5 The kVA rating in Arabic numerals shall be on the tank, within nine (9) inches of the tank bottom, centered below the low voltage bushings. These numerals and letters shall be black, and shall be 2-1/2 inches high. These markings may be applied by stenciling or by any other permanent method.
- 4.6 No markings, signs or decals are to be placed on the outside of these transformers unless required by this specification.

There is to be no decal, label or sign on the transformer marked with information regarding the PCB level in the dielectric fluid. This requirement includes the transformer nameplate. Preferred wording for the nameplate is "MINERAL OIL FILLED".

## 5.0 CONSTRUCTION

### 5.1 Bushings and Terminals:

- (a) Primary bushings for severe corrosion shall have transformer bushings with a minimum creepage distance of thirty (30) inches.

### 5.2 Maximum Transformer Dimensions and Weights:

- (a) Transformers supplied under this specification shall conform to the following maximum weights, tank heights, and tank diameters:

Transformer Size (kVA)	Maximum Weight (LBS)	Maximum Tank Height	Maximum Tank Diameter
15	375	32.0"	16.0"
25	490	32.0"	18.5"
50	750	34.5"	23.0"
75	1,010	36.5"	25.5"

### 5.3 Accessory Equipment:

- 5.3.1 **Dual voltage transformers shall have an externally operated dual voltage switch set at factory on the lower of the two tap positions.** The voltage settings shall be legibly and permanently marked. Decals or markings painted on the tank are not acceptable. The transformer nameplate shall also indicate the dual voltage connection. The switch handle shall be non-corrosive with a fastening device to prevent inadvertent operation. The switch must be arranged so as not to interfere with field replacement of aerial bushings with potheads. **Switches that must not be operated while energized shall have a warning sign to this effect near the switch.**
  - 5.3.2 Transformer tanks shall be equipped with one of the following pressure relief valves. BETA Valve 1712K-3, Qualitrol 201-6, 202-030-01, or 202-037-01. The body of the valve shall be brass, bronze, or stainless steel. Approval of other valves is specifically required by the Utilities Commission.
  - 5.3.3 Two ground pads for tank grounding and low voltage grounding provisions, each consisting of 1/2 inch -13 threaded boss, 7/16 inch deep, shall be provided. Each pad shall contain #8 solid - 2 stranded copper conductor.
- 5.4 Tank Construction:
- 5.4.1 **Transformer tank design and pressure withstand requirements shall be tested in compliance with ANSI/IEEE C57.12.20.**
  - 5.4.2 Transformer cover shall be coated with insulating material capable of withstanding operating voltage to ground for five seconds.
  - 5.4.3 **The transformer tank, cover, clamping ring, hangers, and all related hardware will be constructed of 304L stainless steel.** If used, clamping ring bolts will be silicon-bronze to prevent galling. Weep holes must be provided in clamping rings to allow for drainage.
  - 5.4.4 The tank, cover and all bushings shall be No. 70 Light Gray in accordance with ANSI Specification Z55.1
  - 5.4.5 All external fittings shall be of corrosion resistant material.
  - 5.4.6 All welds on the exterior of the tank are to be full welds. Spot, tack, or skip welds are not acceptable for attaching brackets, grounding bosses, etc. Tank designs which minimize pockets and crevices where corrosion may occur are preferred.
  - 5.4.7 No manufacturer's installation instructions are to be packaged or shipped with the transformers. Copies of installation instructions may be delivered to the Director of Electric Operations, Utilities Commission, City of New Smyrna Beach, Florida.
  - 5.4.8 Each transformer shall be banded to a two-way entry, disposable pallet of the manufacturer's own design. This pallet must be of such dimension as to provide two

inch clearance of the transformer at its widest outside measurements, including switch handles, pressure relief valves, lifting hooks, hanger brackets, etc., on all four sides.

- 5.4.9 This pallet must provide a minimum of 2-1/2 inches of fork under-clearance. The transformer shall be banded to the pallet in such a way as to prevent shifting of the unit on the pallet surface during transit, while allowing the unit to be handled by sling or by fork truck without removing the banding.

## 6.0 MANUFACTURER'S PROPOSAL

6.1 The following items shall be included in the Inquiry-Reply to the Utilities Commission:

- (a) The guaranteed values of no load and load (winding) losses. No load losses shall be quoted at 20 degrees centigrade temperature. The value for load losses shall be corrected to 85 degrees centigrade temperature.

The losses for each primary voltage connection shall be supplied for all transformers with dual primary voltage ratings. (Guaranteed average losses are defined as: The average of the losses of all of the transformers in a shipment.)

The losses of an individual unit in the shipment shall not exceed the tolerances specified in Table 13, ANSI Standard C57.12.00 - 10% no load, 6% total.

**Units exceeding these limits shall not be shipped to the Utilities Commission. If any such unit is found to have been shipped, the Utilities Commission will request full credit, based upon the purchase price of the unit. The unit will be returned if it can be found, if not, the full credit is still required.**

- (b) An excel spreadsheet listing of the following data should be provided for each proposed unit at the time of quotation:

- Manufacturer
- Transformer ID
- kVA Rating
- Delivered Price in dollars
- Delivery (weeks)
  
- No Load watts @ 20 °C
- Load Loss watts @ 85 °C
- % Exciting Current
- % Impedance
  
- Total Transformer Weight – lbs
- Oil Volume – gallons
- Oil type (Mineral Oil or FR3)



- Maximum Total Height – inches
- Maximum Tank width - inches
- Tank Diameter – inches
- Tank Height – inches
- Tank Air Space above oil – inches

## 7.0 Outline Drawings

Outline Drawings and nameplate details will be provided in pdf format for each unit quoted.

## 8.0 TRANSFORMER EVALUATION AND LOSS PENALTY

### 8.1 Methodology:

The total cost of a transformer (T.C.) being evaluated will be based on the purchase price plus the present value of expected future cost due to core (no load) and winding (loaded) losses. The unit with the lowest total cost is the most economical unit purchase.

$$TC = PP + CW \times BCL + WW \times BWL$$

where:

PP = Purchase Price  
 CW = Dollar per watt of core loss  
 BCL = Bid Core Loss  
 WW = Dollar per watt of winding loss  
 BWL = Bid Winding Loss  
 P = Penalty  
 ACL = Actual Core Loss  
 AWL = Actual Winding Loss

i = 4%  
 n = 20 years  
 E = .06009 \$ per KWH  
 L = 60%

### 8.2 Calculation of Total Cost:

To calculate total cost, the present worth factor must first be found:

$$PW = \frac{(1+i)^n - 1}{i(1+i)^n} \quad \begin{array}{l} i = \text{interest rate} \\ \text{where } n = \text{transformer life in years} \end{array}$$

then:

$$CW = (PV)(E)(8.760) \text{ where } E = \text{Energy cost in } \$ \text{ per KWh.}$$

Then:

$WW = (PV)(E)(8.760)(L^2)$  where L = Percent of transformer load.

Lastly:

With PV, CW, WW calculated and PP, BCL, and BWL supplied by the vendor.

$TC = PP + CW \times BCL + WW \times BWL$

8.3 Calculation of Loss Penalty:

$P = (ACL - BCL) CW + (AWL - BWL) WW$

9.0 AUDITS - PENALTIES

9.1 The Utilities Commission may conduct random audits of transformer losses. These audits consist of actual loss measurements, which are compared to the vendor's guaranteed losses.

9.2 When the Actual Total Losses received exceed the Quoted Total Losses **and the Utilities Commission agrees to accept the unit**, the adjusted total cost of a transformer (T.C.) may be used to calculate the Price adjustment (in Dollars).

**This is to be done when the actual losses exceed the quoted losses and will result in a price reduction for each unit where the losses penalty applies.**

10.0 INVOICE AND LOSS DATA

10.1 The format of actual loss data is to be transmitted with each invoice. **INVOICES SHALL BE HELD UNTIL ACTUAL LOSSES ARE RECEIVED.**

**UTILITIES COMMISSION NEW SMYRNA BEACH  
TECHNICAL SPECIFICATION FOR**

**SINGLE PHASE – DUAL VOLTAGE LOOP FEED - DEAD FRONT  
PAD MOUNTED TRANSFORMER - STAINLESS STEEL  
SPEC #2**

1.0 SCOPE

1.1 This specification covers ANSI Type 1, pad mounted, single phase, 60 Hertz, mineral oil filled, self cooled distribution transformers, 250 kVA and smaller, primary voltage **13200GRDY/7620 X 22860GRDY/13200 - Low voltages 120/240**. Unless otherwise specified herein, all transformers shall be in accordance with the latest revision of ANSI/IEEE Standard **C57.12.38-2009**.

1.2 No amorphous core transformers will be accepted.

2.0 BASIC IMPULSE INSULATION LEVELS shall be in accordance with the following:

Primary:

Transformer High Voltage (kV)	<b>13200GRDY/7620 22860GRDY/13200</b>
Insulation Class (kV)	18 kV
Insulation BIL (kV)	125 kV minimum

Secondary:

Rated Low Voltage (volts)	<b>240/120</b>
Insulation Class (kV)	1.2 kV
Insulation BIL (kV)	30 kV

3.0 INTERNAL LEAD

3.1 Transformers below 100kVA must be furnished with interlaced secondary windings. Specific exception must be noted on bid if units do not have interlaced winding.

4.0 INSTRUCTION AND NAMEPLATE MARKINGS

4.1 The nameplate shall be mounted on a bracket in such a manner that there are no sharp edges exposed.

4.2 The metal (aluminum or copper) used in each winding shall be shown on the nameplate.

4.3 The nameplate shall include the true date of manufacture: Month and year. Example: 01 03 or 01/03. No codes will be acceptable.

4.4 No markings, signs, or decals are to be placed on these transformers unless required by this specification.

- 4.5 There is to be no decal, label or sign on the transformer marked with information regarding the PCB level in the dielectric fluid. This requirement includes the transformer nameplate. Preferred wording for the nameplate is "**MINERAL OIL FILLED**".

## 5.0 CONSTRUCTION

### 5.1 Bushing and Terminals:

- (a) The transformer shall be furnished with two (2) removable stud bushing wells, Central Moloney #3-7019-1192 or approved equal, for use with replaceable load break type bushing inserts. Bail tabs are required on the bushing well clamp.

Specific written approval is required for use of wells other than the one specified. (Bushing inserts and elbows will be furnished by the Utilities Commission).

- (b) The bushing wells shall be oriented so that the elbows can be operated with a hot stick. A bracket for ground or test bushing shall be located between primary bushings.
- (c) Primary bushing wells shall have a dust cover in place for shipment, and shall be elevated 12-1/2 degrees from the horizontal.
- (d) High voltage wells for dead front application shall be externally clamped and conform to C57.12.38-2009 Type-1 Arrangement.
- (e) The internal riser to externally clamped bushings shall allow replacement of the secondary bushings (50 kVA and smaller) or bushing wells (all sizes), from the exterior of the tank.
- (f) Secondary bushings/spades shall have adequate strength to support the cables and prevent oil leaks. Transformers larger than 150KVA will require additional support for spades. The neutral bushing shall be insulated from the tank and provided with a detachable ground strap adequate to conduct maximum available fault current.
- (g) The low voltage line and neutral terminals for 167 kVA and smaller transformers shall be a one inch threaded copper stud. The neutral stud shall be furnished with one jam nut suitable for retaining the ground strap between the nut and a secondary connector. The secondary connectors will be furnished and installed by the Utilities Commission.

### 5.2 Accessory Equipment

- (a) **PRESSURE RELIEF DEVICE** - The transformer shall be equipped with a pressure relief valve with characteristics listed below:

- 1) The body of the valve shall be brass, bronze, or stainless steel.
  - 2) Venting on rising pressure shall occur between 8 and 12 psi.
  - 3) Resealing on falling pressure shall occur between 5 and 8 psi.
  - 4) The valve shall have provisions for manual venting with the use of a live line hook stick.
  - 5) The valve shall be threaded into a metal boss welded to the tank above the 140 degree top oil level.
- (b) Two 304L stainless steel hold down cleats, slotted for 1/2 inch bolts, shall be provided for the front sill.

### 5.3 TANK CONSTRUCTION

- (a) The tank and compartment construction shall be in accordance with ANSI C57.12.28 (latest revision) for Pad Mounted Equipment Enclosure Security.
- (b) The transformer height shall be approximately **35 inches**. Tamper-resistant construction must be used throughout. There shall be no exposed screws, bolts or other fastening devices which are externally removable. There shall be no openings through which foreign objects such as sticks, rods or wires might be inserted to contact live parts.
- (c) All welds on the exterior of the tank are to be full welds. Spot, tack or skip welds are not acceptable for attaching hinges, brackets, grounding bosses, etc. Tank designs which minimize pockets and crevices where corrosion may occur are preferred.
- (d) Lifting provisions shall be threaded stainless steel .625-11 Tap X 1 inch thread inserts. The inserts shall be placed for balanced lifting, using one sling attached at two points on the transformer. Suitable blanking plugs for the lifting wells shall be provided.
- (e) Two ground pads, each consisting of .500-13 Tap X .625 Deep Ground Pads. Each pad shall contain a bronze transformer tank ground connector suitable for #8 solid - 2 stranded copper conductor, Penn Union HGSE-C-1-SBH, Anderson GTCL-23A or approved equal.
- (f) If a removable lid is furnished, it must be detachable only in the fully open position to prevent accidental dislodgement from the hinge. The lid shall be hinged at the top. The retainers used to prevent accidental removal of the lid from its hinges should not protrude above the hinges or have exposed sharp edges. The retainers shall be stainless steel.
- (g) **The transformer tank will be constructed of 304L stainless steel, including doors, hinges, sill and other related hardware.** Hinge pins shall be a minimum of .340 inches in diameter and 3 inches in length. The hinges shall be

continuously welded to the tank and lid. The gauge of the hinges is to be the same or greater than the gauge of the tank.

- (h) Construction of the unit shall be such that it can be lifted, skidded or slid into place on the mounting pad without disturbing the entrance cables. The compartment sill shall be attached to the tank with 3/8 inch bolts on each side of the sill. The minimum depth between the transformer tank and the sill shall be 15 inches.
- (i) The entire unit shall be primed and painted in such a way as to prevent corrosion of the interior or exterior of the unit even under coastal atmospheric conditions. The color shall be Munsell 7GY 3.29/1.5.
- (j) Suitable means for padlocking the compartment door shall be provided by a recessed latch. The latch shall be designed so as not to interfere with the operation of the primary elbow connectors and primary cable. A 1/2 inch hex head captive bolt with NC Class 2 threads separate from the locking device shall also be provided. The bolts shall be threaded into a blind hole.
- (k) A 1/2 inch oil drain plug shall be provided near the center of the tank. This plug should be located in an area clear of grounding pads, bushings, etc., to allow clear access for removal.
- (l) Tanks without cooling fins are preferred. If required, cooling fins shall be designed so that no sharp points or edges exist on any part of the fins or where they attach to the tank. External edges shall be rounded and smoothed. Cooling fins shall be arranged to minimize their protrusion from the tank. Studs, nuts, washers, and clamps on the faceplate of the tank shall be made of non-corrosive metal.

5.4 **Bayonet Fusing.** Provide a protective bay-o-net oil immersed fuse link externally replaceable with a hot stick without opening the transformer that isolates the transformer from the system in case of an internal fault. The fuse size shall be stenciled on the front plate underneath the bayonet for the voltage(s). Fuses shall be provided for both voltages.

## 6.0 PACKAGING AND SHIPPING

- 6.1 No manufacturer's installation instructions are to be packaged or shipped with the transformers. **Copies of installation instructions may be delivered to the Director of Electric Operations of the Utilities Commission.**
- 6.2 Each transformer shall be banded to a two-way entry, disposable pallet of the manufacturer's own design. This pallet must be of such dimensions as to provide 2 inch clearance of the transformer at its widest outside measurements on all four sides.

This pallet must provide a minimum of 2 and 2-1/2 inches of under clearance. The transformer shall be banded to the pallet in such a way as to prevent shifting of the unit on the pallet surface during transit, while allowing the unit to be handled by sling or by fork truck without removing the banding.

## 7.0 MANUFACTURER'S PROPOSAL

7.1 The following items shall be included in the Inquiry-Reply to the Utilities Commission:

- (a) The guaranteed values of no load and load (winding) losses. No load losses shall be quoted at 20 degrees centigrade temperature. The value for load losses shall be corrected to 85 degrees centigrade temperature.

The losses for each primary voltage connection shall be supplied for all transformers with dual primary voltage ratings. (Guaranteed average losses are defined as: "The average of the losses of several transformers in a shipment.")

The losses of an individual unit in the shipment shall not exceed the tolerances specified in Table 13, ANSI Standard C57.12.00 - 10% no load, 6% total".

**Units exceeding these limits shall not be shipped to the Utilities Commission. If any such unit is found to have been shipped, the Utilities Commission will request full credit, based upon the purchase price of the unit. The unit will be returned if it can be found, if not, the full credit is still required.**

- (b) An excel spreadsheet listing of the following data must be provided for each proposed unit at the time of quotation: **The following data should be provided for each unit submitted for consideration at the time of quotation.**

- Manufacturer
- Transformer ID
- kVA Rating
- Delivered Price
- Delivery (weeks)
- No Load watts @ 20° C
- Load Loss watts @ 85° C
  
- Total Transformer Weight – lbs
- Oil Volume – gallons
- Oil type (Mineral Oil or FR3)
  
- Maximum Total Height – inches
- Maximum Tank width - inches
- Tank Diameter – inches
- Tank Height – inches
- Tank Air Space above oil - inches

## 7.2 Outline Drawings

Outline Drawings and nameplate details will be provided in pdf format for each unit quoted.

## 8.0 TRANSFORMER EVALUATION AND LOSS PENALTY

### 8.1 Methodology:

The total cost of a transformer (T.C.) being evaluated will be based on the purchase price plus the present value of expected future cost due to core (no load) and winding (loaded) losses. The unit with the lowest total cost is the most economical unit purchase.

$$TC = PP + CW \times BCL + WW \times BWL$$

where:

PP = Purchase Price

CW = Dollar per watt of core loss

BCL = Bid Core Loss

WW = Dollar per watt of winding loss

BWL = Bid Winding Loss

P = Penalty

ACL = Actual Core Loss

AWL = Actual Winding Loss

$i = 4\%$

$n = 20$  years

$E = .06009$  \$ per KWH

$L = 60\%$

### 8.2 Calculation of Total Cost:

To calculate total cost, the present worth factor must first be found:

$$PW = \frac{(1+i)^n - 1}{i(1+i)^n} \quad \begin{array}{l} i = \text{interest rate} \\ \text{where } n = \text{transformer life in years} \end{array}$$

then:

$$CW = (PV)(E)(8.760) \text{ where } E = \text{Energy cost in } \$ \text{ per KWh.}$$

Then:

$$WW = (PV)(E)(8.760)(L^2) \text{ where } L = \text{Percent of transformer load.}$$

Lastly:



With PV, CW, WW calculated and PP, BCL, and BWL supplied by the vendor.

$$TC = PP + CW \times BCL + WW \times BWL$$

8.3 Calculation of Loss Penalty:

$$P = (ACL - BCL) CW + (AWL - BWL) WW$$

9.0 AUDITS - PENALTIES

9.1 The Utilities Commission may conduct random audits of transformer losses. These audits consist of actual loss measurements, which are compared to the vendor's guaranteed losses.

9.2 When the Actual Total Losses received exceed the Quoted Total Losses **and the Utilities Commission agrees to accept the unit**, the adjusted total cost of a transformer (T.C.) may be used to calculate the Price adjustment (in Dollars).

**This is to be done when the actual losses exceed the quoted losses and will result in a price reduction for each unit where the losses penalty applies.**

10.0 INVOICE AND LOSS DATA

10.1 The format of actual loss data is to be transmitted with each invoice. **INVOICES SHALL BE HELD UNTIL ACTUAL LOSSES ARE RECEIVED.**

**UTILITIES COMMISSION NEW SMYRNA BEACH  
TECHNICAL SPECIFICATION FOR**

**SINGLE PHASE – 23 KV VOLTAGE LOOP FEED - DEAD FRONT  
SWITCHINGPAD MOUNTED TRANSFORMER - STAINLESS STEEL  
SPEC #3**

1.0 SCOPE

1.1 This specification covers ANSI Type 1, pad mounted, single phase, 60 Hertz, mineral oil filled, self cooled distribution transformers, 250 kVA and smaller, primary voltage **22860GRDY/13200**. Unless otherwise specified herein, all transformers shall be in accordance with the latest revision of ANSI/IEEE Standard **C57.12.38-2009**.

1.2 No amorphous core transformers will be accepted.

2.0 BASIC IMPULSE INSULATION LEVELS shall be in accordance with the following:

Primary:

Transformer High Voltage (kV)	<b>22860GRDY/13200</b>
Insulation Class (kV)	18 kV
Insulation BIL (kV)	125 kV minimum

Secondary:

Rated Low Voltage (volts)	<b>240/120</b>
Insulation Class (kV)	1.2 kV
Insulation BIL (kV)	30 kV

3.0 INTERNAL LEAD

3.1 Transformers below 100kVA must be furnished with interlaced secondary windings. Specific exception must be noted on bid if units do not have interlaced winding.

4.0 INSTRUCTION AND NAMEPLATE MARKINGS

4.1 The nameplate shall be mounted on a bracket in such a manner that there are no sharp edges exposed.

4.2 The metal (aluminum or copper) used in each winding shall be shown on the nameplate.

4.3 The nameplate shall include the true date of manufacture: Month and year. Example: 01 03 or 01/03. No codes will be acceptable.

4.4 No markings, signs, or decals are to be placed on these transformers unless required by this specification.

4.5 There is to be no decal, label or sign on the transformer marked with information

regarding the PCB level in the dielectric fluid. This requirement includes the transformer nameplate. Preferred wording for the nameplate is "**MINERAL OIL FILLED**".

## 5.0 CONSTRUCTION

### 5.1 Bushing and Terminals:

- (a) The transformer shall be furnished with two (2) removable stud bushing wells, Central Moloney #3-7019-1192 or approved equal, for use with replaceable load break type bushing inserts. Bail tabs are required on the bushing well clamp.

Specific written approval is required for use of wells other than the one specified. (Bushing inserts and elbows will be furnished by the Utilities Commission).

- (b) The bushing wells shall be oriented so that the elbows can be operated with a hot stick. A bracket for ground or test bushing shall be located between primary bushings.
- (c) Primary bushing wells shall have a dust cover in place for shipment, and shall be elevated 12-1/2 degrees from the horizontal.
- (d) High voltage wells for dead front application shall be externally clamped and conform to C57.12.38-2009 Type-1 Arrangement.
- (e) The internal riser to externally clamped bushings shall allow replacement of the secondary bushings (50 kVA and smaller) or bushing wells (all sizes), from the exterior of the tank.
- (f) Secondary bushings/spades shall have adequate strength to support the cables and prevent oil leaks. Transformers larger than 150KVA will require additional support for spades. The neutral bushing shall be insulated from the tank and provided with a detachable ground strap adequate to conduct maximum available fault current.
- (g) The low voltage line and neutral terminals for 167 kVA and smaller transformers shall be a one inch threaded copper stud. The neutral stud shall be furnished with one jam nut suitable for retaining the ground strap between the nut and a secondary connector. The secondary connectors will be furnished and installed by the Utilities Commission.

### 5.2 Accessory Equipment

- (a) **PRESSURE RELIEF DEVICE** - The transformer shall be equipped with a pressure relief valve with characteristics listed below:
  - 1) The body of the valve shall be brass, bronze, or stainless steel.
  - 2) Venting on rising pressure shall occur between 8 and 12 psi.
  - 3) Resealing on falling pressure shall occur between 5 and 8 psi.
  - 4) The valve shall have provisions for manual venting with the use of a live line hook stick.
  - 5) The valve shall be threaded into a metal boss welded to the tank above the 140 degree top oil level.
- (b) Two 304L stainless steel hold down cleats, slotted for 1/2 inch bolts, shall be provided for the front sill.
- (c) **High Voltage Switching:** Transformers will be a “switching” type transformer, used in the midpoint of the underground primary loop. Transformers shall be provided with high voltage oil immersed load break switch(es) to isolate H1A and H1B. These switch(es) will be utilized by the operator to quickly isolate/switch a line fault in an underground primary loop feed system. Please provide copy of nameplate schematic showing diagram of high voltage switch and transformer.

### 5.3 TANK CONSTRUCTION

- (a) The tank and compartment construction shall be in accordance with ANSI C57.12.28 (latest revision) for Pad Mounted Equipment Enclosure Security.
- (b) The transformer height shall be approximately **35 inches**. Tamper-resistant construction must be used throughout. There shall be no exposed screws, bolts or other fastening devices which are externally removable. There shall be no openings through which foreign objects such as sticks, rods or wires might be inserted to contact live parts.
- (c) All welds on the exterior of the tank are to be full welds. Spot, tack or skip welds are not acceptable for attaching hinges, brackets, grounding bosses, etc. Tank designs which minimize pockets and crevices where corrosion may occur are preferred.
- (d) Lifting provisions shall be threaded stainless steel .625-11 Tap X 1 inch thread inserts. The inserts shall be placed for balanced lifting, using one sling attached at two points on the transformer. Suitable blanking plugs for the lifting wells shall be provided.
- (e) Two ground pads, each consisting of .500-13 Tap X .625 Deep Ground Pads. Each pad shall contain a bronze transformer tank ground connector suitable for #8

solid - 2 stranded copper conductor, Penn Union HGSE-C-1-SBH, Anderson GTCL-23A or approved equal.

- (f) If a removable lid is furnished, it must be detachable only in the fully open position to prevent accidental dislodgement from the hinge. The lid shall be hinged at the top. The retainers used to prevent accidental removal of the lid from its hinges should not protrude above the hinges or have exposed sharp edges. The retainers shall be stainless steel.
- (g) **The transformer tank will be constructed of 304L stainless steel, including doors, hinges, sill and other related hardware.** Hinge pins shall be a minimum of .340 inches in diameter and 3 inches in length. The hinges shall be continuously welded to the tank and lid. The gauge of the hinges is to be the same or greater than the gauge of the tank.
- (h) Construction of the unit shall be such that it can be lifted, skidded or slid into place on the mounting pad without disturbing the entrance cables. The compartment sill shall be attached to the tank with 3/8 inch bolts on each side of the sill. The minimum depth between the transformer tank and the sill shall be 15 inches.
- (i) The entire unit shall be primed and painted in such a way as to prevent corrosion of the interior or exterior of the unit even under coastal atmospheric conditions. The color shall be Munsell 7GY 3.29/1.5.
- (j) Suitable means for padlocking the compartment door shall be provided by a recessed latch. The latch shall be designed so as not to interfere with the operation of the primary elbow connectors and primary cable. A 1/2 inch hex head captive bolt with NC Class 2 threads separate from the locking device shall also be provided. The bolts shall be threaded into a blind hole.
- (k) A 1/2 inch oil drain plug shall be provided near the center of the tank. This plug should be located in an area clear of grounding pads, bushings, etc., to allow clear access for removal.
- (l) Tanks without cooling fins are preferred. If required, cooling fins shall be designed so that no sharp points or edges exist on any part of the fins or where they attach to the tank. External edges shall be rounded and smoothed. Cooling fins shall be arranged to minimize their protrusion from the tank. Studs, nuts, washers, and clamps on the faceplate of the tank shall be made of non-corrosive metal.

5.4 **Bayonet Fusing.** Provide a protective bay-o-net oil immersed fuse link externally replaceable with a hot stick without opening the transformer that isolates the transformer from the system in case of an internal fault. The fuse size shall be

stenciled on the front plate underneath the bayonet for the voltage(s). Fuses shall be provided for both voltages.

## 6.0 PACKAGING AND SHIPPING

- 6.1 No manufacturer's installation instructions are to be packaged or shipped with the transformers. **Copies of installation instructions may be delivered to the Director of Electric Operations of the Utilities Commission.**
- 6.2 Each transformer shall be banded to a two-way entry, disposable pallet of the manufacturer's own design. This pallet must be of such dimensions as to provide 2 inch clearance of the transformer at its widest outside measurements on all four sides. This pallet must provide a minimum of 2 and 2-1/2 inches of under clearance. The transformer shall be banded to the pallet in such a way as to prevent shifting of the unit on the pallet surface during transit, while allowing the unit to be handled by sling or by fork truck without removing the banding.

## 7.0 MANUFACTURER'S PROPOSAL

- 7.1 The following items shall be included in the Inquiry-Reply to the Utilities Commission:
- (a) The guaranteed values of no load and load (winding) losses. No load losses shall be quoted at 20 degrees centigrade temperature. The value for load losses shall be corrected to 85 degrees centigrade temperature.

The losses for each primary voltage connection shall be supplied for all transformers with dual primary voltage ratings. (Guaranteed average losses are defined as: "The average of the losses of several transformers in a shipment.)

The losses of an individual unit in the shipment shall not exceed the tolerances specified in Table 13, ANSI Standard C57.12.00 - 10% no load, 6% total".

**Units exceeding these limits shall not be shipped to the Utilities Commission. If any such unit is found to have been shipped, the Utilities Commission will request full credit, based upon the purchase price of the unit. The unit will be returned if it can be found, if not, the full credit is still required.**

- (b) An excel spreadsheet listing of the following data must be provided for each proposed unit at the time of quotation: **The following data should be provided for each unit submitted for consideration at the time of quotation.**

- Manufacturer
- Transformer ID
- kVA Rating
- Delivered Price

- Delivery (weeks)
- No Load watts @ 20° C
- Load Loss watts @ 85° C
  
- Total Transformer Weight – lbs
- Oil Volume – gallons
- Oil type (Mineral Oil or FR3)
  
- Maximum Total Height – inches
- Maximum Tank width - inches
- Tank Diameter – inches
- Tank Height – inches
- Tank Air Space above oil - inches

## 7.2 Outline Drawings

Outline Drawings and nameplate details will be provided in pdf format for each unit quoted.

## 8.0 TRANSFORMER EVALUATION AND LOSS PENALTY

### 8.1 Methodology:

The total cost of a transformer (T.C.) being evaluated will be based on the purchase price plus the present value of expected future cost due to core (no load) and winding (loaded) losses. The unit with the lowest total cost is the most economical unit purchase.

$$TC = PP + CW \times BCL + WW \times BWL$$

where:

PP = Purchase Price  
 CW = Dollar per watt of core loss  
 BCL = Bid Core Loss  
 WW = Dollar per watt of winding loss  
 BWL = Bid Winding Loss  
 P = Penalty  
 ACL = Actual Core Loss  
 AWL = Actual Winding Loss

i = 4%  
 n = 20 years  
 E = .06009 \$ per KWH  
 L = 60%

### 8.2 Calculation of Total Cost:

To calculate total cost, the present worth factor must first be found:

$$PW = \frac{(1+i)^n - 1}{i(1+i)^n} \quad \begin{array}{l} i = \text{interest rate} \\ \text{where } n = \text{transformer life in years} \end{array}$$

then:

$$CW = (PV)(E)(8.760) \text{ where } E = \text{Energy cost in } \$ \text{ per KWh.}$$

Then:

$$WW = (PV)(E)(8.760)(L^2) \text{ where } L = \text{Percent of transformer load.}$$

Lastly:

With PV, CW, WW calculated and PP, BCL, and BWL supplied by the vendor.

$$TC = PP + CW \times BCL + WW \times BWL$$

### 8.3 Calculation of Loss Penalty:

$$P = (ACL - BCL) CW + (AWL - BWL) WW$$

## 9.0 AUDITS - PENALTIES

9.1 The Utilities Commission may conduct random audits of transformer losses. These audits consist of actual loss measurements, which are compared to the vendor's guaranteed losses.

9.2 When the Actual Total Losses received exceed the Quoted Total Losses **and the Utilities Commission agrees to accept the unit**, the adjusted total cost of a transformer (T.C.) may be used to calculate the Price adjustment (in Dollars).

**This is to be done when the actual losses exceed the quoted losses and will result in a price reduction for each unit where the losses penalty applies.**

## 10.0 INVOICE AND LOSS DATA

10.1 The format of actual loss data is to be transmitted with each invoice. **INVOICES SHALL BE HELD UNTIL ACTUAL LOSSES ARE RECEIVED.**





**UTILITIES COMMISSION NEW SMYRNA BEACH  
TECHNICAL SPECIFICATION FOR**

**THREE PHASE - LOOP FEED - DEAD FRONT PAD MOUNTED TRANSFORMER  
13200GRDY/7620 X 22860GRDY/13200 - 208Y/120  
SPEC #5**

1.0 SCOPE

- 1.1 These specifications cover the electrical characteristics and mechanical features of dead front, loop feed, three-phase, 60Hz, mineral-oil immersed, self-cooled, pad mounted, compartmental-type distribution transformers rated 750 kVA and smaller, high voltage **13200GRDY/7620 X 22860GRDY/13200** connected with low voltages of **208Y/120**. Unless otherwise specified herein, all transformers shall be in accordance with the latest revision of ANSI Standard **C57.12.34-2009**.
- 1.2 No amorphous core transformers will be accepted.

2.0 RATINGS

- 2.1 Transformer connected Wye-Wye and all three phase units must have a five legged core, or must be of triplex design (3 single phase units in one tank).
- 2.2 Case temperature rise over ambient shall not exceed 45 degrees Centigrade.

No individual unit shall exceed the noise level for that size unit listed in Column A below.

The average sound level shall not exceed that shown in Column B.

kVA	A MAXIMUM LEVEL INDIVIDUAL UNITS (dBA)	B AVERAGE LEVEL (dBA)
100 and below	51	48
101 through 300	55	52
500	56	52
750	58	54

All units of each design of each size shall be tested for audible sound level. The test shall be conducted in accordance with **ANSI/IEEE C57.12.90**.

2.3 BASIC IMPULSE INSULATION LEVELS shall be in accordance with the following:

Primary:

Transformer High Voltage (kV):	<b>13200GRDY/7620 X 22860GRDY/13200 Y</b>
Insulation Class (kV)	18 kV
Insulation BIL (kV)	125 kV minimum

Secondary:

Rated Low Voltage (volts)	<b>208Y/120</b>
Insulation Class (kV)	1.2 kV
Insulation BIL (kV)	30 kV

3.0 INTERNAL LEAD

3.1 Internal secondary leads shall be identified with appropriate markings permanently embossed in the lead that corresponds with lead markings on the nameplate.

4.0 INSTRUCTION AND NAMEPLATE MARKINGS

4.1 The nameplate shall be mounted on a bracket in such a manner that there are no sharp edges exposed.

4.2 The metal (aluminum or copper) used in each winding shall be shown on the nameplate.

4.3 The nameplate shall include the true date of manufacture: Month and year. Example: 01 03 or 01/03. No codes will be acceptable.

4.4 No markings, signs, or decals are to be placed on these transformers unless required by this specification.

4.5 There is to be no decal, label or sign on the transformer marked with information regarding the PCB level in the dielectric fluid. This requirement includes the transformer nameplate. Preferred wording for the nameplate is "**MINERAL OIL FILLED**".

5.0 CONSTRUCTION

5.1 Bushing and Terminals:

(a) The transformer shall be furnished with removable stud bushing wells, Central Moloney #3-7019-1192 or approved equal, for use with replaceable load break type bushing inserts. Bail tabs are required on the bushing well clamp.

Specific written approval is required for use of wells other than the one specified. (Bushing inserts and elbows will be furnished by the Utilities Commission).

(b) The bushing wells shall be oriented so that the elbows can be operated with a hot stick.

- (c) Primary bushing wells shall have a dust cover in place for shipment, and shall be elevated 12-1/2 degrees from the horizontal.
- (d) The internal risers to externally clamped bushing wells shall allow replacement of the bushing wells from the exterior of the tank.
- (e) Four copper one inch (min. or larger if required) threaded secondary terminals with spades (6 holes min. or larger if required) shall be located on the side wall of the transformer in the low voltage section. **Additional support for spades will be required for transformers larger than 150 KVA.** The center line of the secondary bushing shall be thirty inches above the base.

5.2 Maximum transformer weights

- (a) Transformers supplied under this specification shall conform to the following maximum weights.

TRANSFORMER SIZE (KVA)	MAXIMUM WEIGHT (LBS)
75	2400
112	2800
150	3300
225	4000
300	4400
500	5200
750	7400

5.3 Accessory Equipment

- (a) Dual voltage transformers shall have an externally operated dual voltage switch set at factory on the higher primary voltage tap position. The voltage setting shall be legibly and permanently marked. Decals or markings painted on the tank are not acceptable. The transformer nameplate shall also indicate the dual voltage connection. The switch handle shall be non-corrosive, with a fastening device to prevent inadvertent operation. Switches that must not be operated while energized shall have a warning sign to this effect near the switch.
- (b) The transformer shall be equipped with a pressure relief valve with characteristics listed below:
  - 1) The body of the valve shall be brass, bronze, or stainless steel.
  - 2) Venting on rising pressure shall occur between 8 and 12 psi.
  - 3) Resealing on falling pressure shall occur between 5 and 8 psi.

- 4) The valve shall have provisions for manual venting with the use of a live line hook stick.
  - 5) The valve shall be threaded into a metal boss welded to the tank above the 140 degree top oil level.
- (c) Provide a protective bay-o-net oil immersed fuse link externally replaceable with a hot stick without opening the transformer that isolates the transformer from the system in case of an internal fault. Transformer shall be fused for higher primary voltage with lower primary voltage fuses provided with each unit.
  - (d) Two 304L stainless steel hold down cleats, slotted for 1/2 inch bolts, shall be provided for the front sill.

#### 5.4 Tank and compartment.

- (a) The transformer tank, clearances and bushing arrangements must be tamper-resistant. There shall be no exposed screws, bolts or other fastening devices which are externally removable. There shall be no openings through which foreign objects such as sticks, rods or wires might be inserted to contact live parts. If a handhole is used, a false cover shall be provided.
- (b) All welds on the exterior of the tank are to be full welds. Spot, tack or skip welds are not acceptable for attaching hinges, brackets, grounding bosses, etc. Tank designs which minimize pockets and crevices where corrosion may occur are preferred.
- (c) Two ground pads, each consisting of 1/2 in. - 13 threaded boss, 7/16 in. deep, shall be provided. The pads shall be plugged before the transformer is painted.
- (d) A compartment shall be affixed to one side of the transformer, with primary bushings on the left side of the compartment and secondary bushings on the right. Barriers fixed between primary and secondary sections and on the right side of the compartment are to be fifteen in. and sixteen in. minimum. They are to be mounted with the top of the barrier six in. above the centerline of the secondary bushings. The minimum depth between the transformer tank and the compartment door shall be eighteen in.
- (e) Doors and top-hinged lids shall be designed to prevent inadvertent dislodgement from the hinge. Preference will be given to transformer designs with compartment access that is initiated by first opening a hinged-top lid, and where such action would then permit the release of other captive front doors. The top lid shall be operable by one person, and shall be suitably supported by locking braces in the open position. The lid and doors must be designed so as not to interfere with replacement of the bay-o-net fuse being provided.
- (f) Construction of the unit shall be such that it can be lifted, skidded or slid into place on the mounting pad without disturbing the entrance cables. A removable sill is required.
- (g) The entire unit shall be primed and painted in such a way as to prevent corrosion of the

interior or exterior of the unit even under coastal atmospheric conditions. The color shall be Munsell 7GY 3.29/1.5.

- (h) Suitable means for padlocking the compartment door shall be provided. Aluminum handles and latches are not acceptable. A 1/2 inch hex captive bolt with NC Class 2 threads separate from the locking device may also be provided. The bolt shall be threaded into a blind hole.
- (i) An oil drain plug shall be provided near the center of the tank. This plug should be located in an area clear of grounding pads, bushings, etc., to allow clear access for removal.
- (j) A one-half in. oil sight gauge, Tedco No. M36E or approved equivalent, shall be provided in sectionalizing type three phase units. It shall be located one-half in. to one in. below the surface of the 25 degree Centigrade oil level. Units not requiring the oil level indicator shall have an oil level plug.
- (k) Tanks without cooling fins are preferred. If required, cooling fins shall be designed so that no sharp points or edges exist on any part of the fins or where they attach to the tank. External edges shall be rounded and smoothed. Cooling fins shall be arranged to minimize their protrusion from the tank.
- (l) **Transformer tank will be constructed of 304L stainless steel, including doors, hinges, sill and other related hardware.**
- (m) All transformers rated 500 kVA or below shall have a bolted cover to allow for inspection and maintenance. Above 500 kVA shall have a welded cover and handhole to allow for maintenance.
- (n) **Transformers larger than 150KVA shall have provisions to provide support for the Low Voltage terminals. This method shall be reviewed and approved by representatives from UCNSB prior to shipment.**

5.5 **Bayonet Fusing.** Provide a protective bay-o-net oil immersed fuse link externally replaceable with a hot stick without opening the transformer that isolates the transformer from the system in case of an internal fault. The fuse size shall be stenciled on the front plate underneath the bayonet for the voltage(s).

## 6.0 PACKAGING AND SHIPPING

6.1 No manufacturer's installation instructions are to be packaged or shipped with the transformers. **Copies of installation instructions may be delivered to the Director of Electric Operations of the Utilities Commission.**

6.2 Each transformer shall be banded or cleated to a two-way entry, disposable pallet of the manufacturer's own design. This pallet must be of such dimensions as to provide 2 inch clearance of the transformer at its widest outside measurements on all four sides. This pallet must provide a

minimum of 3-1/2 inches of fork under clearance. The transformer shall be attached to the pallet in such a way as to prevent shifting of the unit on the pallet surface during transit, while allowing the unit to be handled by sling or by fork truck without removing the banding cleating.

## 7.0 MANUFACTURER'S PROPOSAL

7.1 The following items shall be included in the Inquiry-Reply to the Utilities Commission:

- (a) The guaranteed values of no load and load (winding) losses. No load losses shall be quoted at 20 degrees centigrade temperature. The value for load losses shall be corrected to 85 degrees centigrade temperature.

The losses for each primary voltage connection shall be supplied for all transformers with dual primary voltage ratings. (Guaranteed average losses are defined as: "The average of the losses of several transformers in a shipment.")

The losses of an individual unit in the shipment shall not exceed the tolerances specified in Table 13, ANSI Standard C57.12.00 - 10% no load, 6% total".

**Units exceeding these limits shall not be shipped to the Utilities Commission. If any such unit is found to have been shipped, the Utilities Commission will request full credit, based upon the purchase price of the unit. The unit will be returned if it can be found, if not, the full credit is still required.**

- (b) An excel spreadsheet listing of the following data must be provided for each proposed unit at the time of quotation: **The following data should be provided for each unit submitted for consideration at the time of quotation.**

- Manufacturer
- Transformer ID
- kVA Rating
- Delivered Price
- Delivery (weeks)
- No Load watts @ 20° C
- Load Loss watts @ 85° C
  
- Total Transformer Weight – lbs
- Oil Volume – gallons
- Oil type (Mineral Oil or FR3)
  
- Maximum Total Height – inches
- Maximum Tank width - inches
- Tank Diameter – inches
- Tank Height – inches
- Tank Air Space above oil - inches

## 7.2 Outline Drawings

Outline Drawings and nameplate details will be provided in pdf format for each unit quoted at the time of quotation.

## 8.0 TRANSFORMER EVALUATION AND LOSS PENALTY

### 8.1 Methodology:

The total cost of a transformer (T.C.) being evaluated will be based on the purchase price plus the present value of expected future cost due to core (no load) and winding (loaded) losses. The unit with the lowest total cost is the most economical unit purchase.

$$TC = PP + CW \times BCL + WW \times BWL$$

where:

PP = Purchase Price  
CW = Dollar per watt of core loss  
BCL = Bid Core Loss  
WW = Dollar per watt of winding loss  
BWL = Bid Winding Loss  
P = Penalty  
ACL = Actual Core Loss  
AWL = Actual Winding Loss

i = 4%  
n = 20 years  
E = .06009 \$ per KWH  
L = 60%

### 8.2 Calculation of Total Cost:

To calculate total cost, the present worth factor must first be found:

$$PW = \frac{(1+i)^n - 1}{i(1+i)^n} \quad \begin{array}{l} i = \text{interest rate} \\ \text{where } n = \text{transformer life in years} \end{array}$$

then:

$$CW = (PV)(E)(8.760) \text{ where } E = \text{Energy cost in \$ per KWh.}$$



Then:

$WW = (PV)(E)(8.760)(L^2)$  where L = Percent of transformer load.

Lastly:

With PV, CW, WW calculated and PP, BCL, and BWL supplied by the vendor.

$TC = PP + CW \times BCL + WW \times BWL$

8.3 Calculation of Loss Penalty:

$P = (ACL - BCL) CW + (AWL - BWL) WW$

9.0 AUDITS - PENALTIES

- 9.1 The Utilities Commission may conduct random audits of transformer losses. These audits consist of actual loss measurements, which are compared to the vendor's guaranteed losses.
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