Request for Quotation

Date: 11/01/2018

Quotation Number: 4324

Specification/Quotation Documents For: 1-Phase Pad Mount Transformers

RFQ Due Date: 11/19/2018 @ 2:00pm

**Please note we have had issues recently with carriers delivering the responses late, even with guaranteed deliveries. We encourage you to sent responses ahead of the deadline.**
Section 1 – Invitation to Bidders

Sealed bids will be received by BrightRidge until due date and time, then will be opened and publicly read.

All bids must be mailed or delivered at the vendor’s sole risk to the address shown in this request for quotation. BrightRidge is not obligated to accept quotations received after the date and time stated.

Exceptions, if any, will be considered in the quotation evaluation in determining the successful vendor. Vendor must provide supporting documentation with its quotation for any exceptions.

BrightRidge reserves the right to reject any or all quotations, to reject any bid that contains prices for individual items or services that are inconsistent or unrealistic when compared to other prices in the same or other bids, to waive any and all informalities and/or irregularities in the quotation, to negotiate and/or renegotiate with any vendor the terms of its quotation, and to accept any quotation which in its opinion may be in the best interest of BrightRidge. This Request does not commit BrightRidge to pay any costs incurred in the preparation of a proposal or to procure or contract for service. BrightRidge reserves the sole discretion to withdraw this Request in its entirety at any time without prior notice.

It should be understood that information provided in this Request is intended solely to assist the respondent in preparing a Quotation. To the best of BrightRidge’s knowledge, the information provided is accurate: however, there is no warranty expressed or implied.

Quotations may be held by BrightRidge for a period of time not to exceed sixty (60) days from the due date of the quotations for the purpose of evaluating the quotations or investigating the qualifications of the vendors, prior to awarding of the order. All quotations shall remain effective for at least sixty (60) days after the due date.

Each vendor’s quotation shall constitute an offer to sell the goods or services sought by this Request for Quotation. The award shall be made by execution of a contract mutually agreed upon by both parties.

BrightRidge is a trade name of the Johnson City Energy Authority.

Questions about the integrity or fairness of the sealed bid process contact Amy Netherly (423)952-5084 anetherly@brightridge.com or Bobby Fair (423)952-5128 bfair@brightridge.com

Specification questions contact Sam Ford (423)952-5169 sford@brightridge.com
Section 2 – Instructions to Bidders

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

No payment will be made for items not set up in the quotation, unless otherwise provided by contract amendment. All bidders are cautioned that they should include in the prices quoted for the various bid items all necessary allowances for the performance of all work required for the satisfactory completion of the project.

Bidder will submit any pages requesting return with bid to:

BrightRidge  
Attn: Purchasing  
2600 Boones Creek Rd  
Johnson City, TN 37615

Bids that are submitted shall be clearly marked “Bid Enclosed” or “Bid Envelope Enclosed” as appropriate. The sealed envelope containing the bid shall have the following information shown on the envelope:

Quotation Number: 4324  
Due Date: 11/19/2018 @ 2:00pm

**Note: No facsimile proposals will be accepted.

Checklist for Bidders:

1. Quotation Sheet – Section 3  
2. Authorized Agent/Receipt of Addenda (if any) – Section 3  
3. Specification Exception Form – Section 3  
4. BrightRidge Indemnification Agreement – Section 3
Contract

BrightRidge reserves the right to accept or reject any or all bids or portions thereof. Vendors may bid multiple options.

Delivery

The bid price shown will be the full charge, including all applicable taxes, surcharges and other incidental fees, shipping charges included.

Invoicing

Unless otherwise stated, invoices are to be submitted upon completion of job. The invoice must include an itemization of all items, supplies, repairs or labor furnished, including unit list price, net price, extensions and total amount due.

Payment

Unless otherwise stated, payment will be made within thirty (30) days of the completion of delivery of all items or services in acceptable condition to BrightRidge and receipt of invoice, whichever is later.

Tax

BrightRidge is exempt from all Sales and Federal Excise Taxes please quote less these taxes.

Equal Employment Opportunity Clause

To the extent not exempt therefrom, the vendor/subcontractor designated herein agrees to in all respects comply with and abide by the provisions of Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, each as amended, and applicable implementing Regulations, including the Equal Employment Opportunity Clause referred to at 41 C.F.R. § 60-1.4, 41 C.F.R. § 60-741.5, and 41 C.F.R. § 60-250.5, as well as those otherwise appearing at 41 C.F.R. § 60-1, et seq., 41 C.F.R. § 60-741.1, et seq., and 41 C.F.R. § 60-250.1, et seq., each as amended.
Section 3 – Quotation

Delivery Site:
BrightRidge
Shipping/Receiving Entrance
2600 Boones Creek Rd
Johnson City, TN 37615

The undersigned acknowledges:
1. That he/she us an authorized agent of the vendor submitting this quotation.
2. The receipt of the following addenda (if any).

Company: __________________________________________________________

Signature: __________________________________________________________

Printed or Typed Name: ______________________________________________

Address: __________________________________________________________

Telephone Number: ________________ Fax Number: ______________________

E-mail: ________________________ Mobile Number: _____________________

Primary Point of Contact: ____________________________________________

*Failure to submit this form with your bid/quotation will result in being rejected as unresponsive.*
In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of BrightRidge to ferret out information concerning the materials which you intend to furnish.

If your bid/quotiation does not meet all of our specifications you must so state in the space provided below.

Bids on equipment, vehicles, supplies, services and materials not meeting specifications may be considered by BrightRidge, however, all deviations must be listed below.

I do meet specifications.

Signature: _________________________________

I do not meet specifications. Exceptions are in the space provided.

Signature: _________________________________

*Failure to submit this form with your bid/quotiation will result in being rejected as unresponsive.*

Exceptions (please list below and specify exceptions)
**BrightRidge**

The following indemnification agreement shall be, and is hereby a provision of any contract.

The successful contractor agrees to indemnify, investigate, protect, defend and save harmless BrightRidge, its officials, officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, sub-contractors, supplies, laborers and any other person, firm, or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the contractor in the performance of this contract. In any case, the foregoing provisions concerning indemnification shall not be construed to indemnify BrightRidge for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of BrightRidge or its employees. This indemnification shall survive the expiration or early termination of this contract.

Company: ____________________________________________

Taxpayer I D: _________________________________________

Authorized Signature: _________________________________

Printed/Typed Name: _________________________________

Telephone: _______________ Fax: _____________________

E-mail: __________________

*Failure to submit this form with your bid/quotation will result in being rejected as unresponsive.*
No Bid Questionnaire

BrightRidge
Attn: Purchasing
2600 Boones Creek Rd
Johnson City, TN 37615

Quotation Number: 4324

If you choose not to bid, please complete the questionnaire below and return it with your response by the bid opening date. Your assistance in helping us to analyze no bid rationale is very much appreciated. Thank You.

For the following reason(s) we are submitting a no bid:

_____ Item not supplied by our company.

_____ Bid specifications (e.g. too restricted, not clear, etc.) Please explain.

__________________________________________________________________

_____ Profit margin on municipal bids is too low.

_____ Past experience with BrightRidge (e.g. payment delay, bid process, administrative problems, etc.) Please explain.

__________________________________________________________________

_____ Insufficient time allowed to prepare and respond to bid request.

_____ Bid requirement □ Too Large or □ Too Small for our company.

_____ Priority of other business opportunities limit time/other resources available to deliver or perform according to bid specifications.

_____ Other reason(s). Please explain.

__________________________________________________________________

Company Name: ___________________________________________________

Address: _______________________________________________________

Telephone: ___________________ E-mail: _________________________

__________________________________________  _______________________
(Signature) (Printed/Typed Name)

Title: ___________________________ Date: _______________________


This formula represents the method that will be used to evaluate transformers and takes into account the time value of money at 5% for 30 years. The evaluation will be completed by Mark Eades, Chief Operations Officer.

\[
TOC = (4.322 \times TBP) + 66.439 \times [(0.56 \times NL) + (0.11 \times LL)]
\]

- TOC = Total Operating Cost per Unit (in dollars)
- TBP = Transformer Bid Price per unit (in dollars)
- NL = No Load Losses (in watts)
- LL = Load Losses (in watts)

*Information on Load and No Load Losses must be included in with bid or it will be disqualified.*
REQUEST FOR QUOTAION

TO BRIGHTRIDGE *** SEALED BID ***
PLEASE WRITE COMPANY NAME IN THIS AREA
2600 BOONES CREEK RD
JOHNSON CITY, TN 37615

SHIP TO JOHNSON CITY ENERGY AUTHORITY
2600 BOONES CREEK ROAD
JOHNSON CITY, TN 37615
Phone: (423)952-5084
Fax: (423)952-5092

Response Due Date: 2:00 pm 11/19/2018

Requested Terms

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<tr>
<th>Shipment Method</th>
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<th>FOB</th>
<th>Payment Terms</th>
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<tr>
<td>Best Way</td>
<td>Pre-Paid and Included</td>
<td>Destination</td>
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<td>50.000 EA</td>
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<td>25KVA 1PH PAD MOUNT TRANSFORMERS PRI VLTG:7200/12470Y</td>
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<td>SEC VLTG:120/240V</td>
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<td>2-200 AMP UNIVERSAL TYPE BUSHING WELLs EXTERNALLY CLAMPED AND REPLACEABLE-LOOP FEED.</td>
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<td>1 PRIMARY DRAW OUT BAY-O-NET TYPE FUSE TO PROVIDE FULL RANGE PROTECTION.</td>
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<td>NEMA STANDAR 4 HOLE IN LINE SECONDARY SPADES.</td>
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<td>TANK PRESSURE RELIEF DEVICE.</td>
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<td>COMPARTMENT DOOR SECURED BY PENT-HEAD BOLT AND A PADLOCK DEVICE.</td>
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<td>TRANSFORMER TO BE OLIVE GREEN IN COLOR.</td>
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<td>TRANSFORMER TO MEET ALL ANSI STANDARDS.</td>
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**REQUEST FOR QUOTATION**

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<th>Quotation</th>
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****NOTE TO AVOID DISQUALIFICATION OF YOUR QUOTATION****

Vendors must use quotation provided, you may include your own form as back up: quote items in the same order as our form, BrightRidge form will be used for Processing Bid. Please indicate manufacturer you are quoting. If not a listed manufacturer, pre-approval is required through our Engineering Department before quoting a different manufacturer.

All Quotations: include estimated delivery date and prices should be in the same unit of measure as requested. Standard packaging needs to be indicated on quote if at all possible. *Note our requested shipping terms are pre-paid and included, if different terms the estimated amount of shipping charges need to be included with quotation.

**Valid Through Date:**

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<th>Authorizing Signatures</th>
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<tr>
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<tr>
<td>BOBBY FAIR</td>
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<td>PURCHASING SPECIALIST</td>
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<tr>
<td>(423)952-5128</td>
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