



City of Lake Worth
FINANCE DEPARTMENT

INVITATION FOR BID

IFB # 16-110

PURCHASE 2 MVA STEP-UP PADMOUNT TRANSFORMER

Bid Submission Deadline

Date: March 1, 2016

Time: 3:00 PM

Location: City Hall
7 North Dixie Highway
Finance Office, 2nd Floor
Lake Worth, FL 33460



FINANCE OFFICE

7 North Dixie Highway
Lake Worth, FL 33360
TEL: 561-586-1674

**INVITATION FOR BID
IFB # 16-110**

PURCHASE 2 MVA STEP-UP PADMOUNT TRANSFORMER

The City of Lake Worth Electric Utilities is soliciting bids from responsible and experienced vendors to supply quantity 1 (one), three phase, outdoor type, pad-mounted step-up transformer for the use of a 2MW DC solar farm grid tie.

Bid documents may be downloaded at the City's website at www.LakeWorth.org. Hard copies of bid documents may also be acquired from the Finance Office at 7 North Dixie Highway, Lake Worth, FL 33460.

Time is of the essence. Any bid received after **3:00 PM on Tuesday, March 1, 2016**, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock located in the Finance Office. Bids shall be placed in a sealed envelope, marked in the lower left-hand corner with the bid number, title, date, and hour bids are scheduled to be received. Bidders are responsible for insuring that their bid is stamped by office personnel by the deadline indicated.

All bids must be delivered or mailed to:

City of Lake Worth
Finance Office - 2nd Floor
7 North Dixie Hwy.
Lake Worth, FL 33460

ENVELOPES CONTAINING BIDS MUST BE IDENTIFIED AS BID #16-110



Hirut Darge, Purchasing Agent

PUBLISH: City Website & DemandStar
January 28, 2016

PURCHASE 2 MVA STEP-UP PADMOUNT TRANSFORMER

IFB # 16-110

TENTATIVE BID SCHEDULE

Listed below are the tentative dates and times of the project and schedule by which the actions noted must be completed. If the City finds it necessary to change any of these dates and/or times, the change will be accomplished by addenda. All dates and times are subject to change at the City's discretion.

ACTION

COMPLETION DATE

Final Questions Due

February 9, 2016, 2:00 PM

Addenda Published

February 12, 2016, by 3:00 PM

Proposals Due

March 1, 2016, 3:00 PM

SECTION 1 – SCOPE OF WORK

**CITY OF LAKE WORTH
TECHNICAL SPECIFICATIONS
PURCHASE 2 MVA STEP-UP PADMOUNT TRANSFORMER
Rev.000**



Table of Contents

1.	SCOPE.....	6
4.	GENERAL	6
5.	RATINGS.....	6
6.	DESIGN REVIEW	6
7.	INSULATION LEVELS	7
8.	SURGE ARRESTERS	7
9.	LOAD BREAK SWITCHING	7
10.	OVERCURRENT PROTECTION.....	7
11.	GAUGES AND ACCESSORIES.....	7
12.	HIGH VOLTAGE BUSHINGS	7
13.	LOW VOLTAGE BUSHINGS	8
14.	TAP CHANGER FOR DE-ENERGIZED OPERATION	8
15.	TANK ACCESSORIES	8
16.	COVER.....	8
17.	INSULATING OIL	9
18.	PAINT	9
19.	NAMEPLATE.....	9
20.	DRAWINGS.....	9
21.	INSTRUCTION BOOKS	10
22.	DELIVERY SCHEDULE	10
23.	WARRANTY.....	10

1. SCOPE

- 1.1. The purpose of this specification is to provide quantity 1 (one), three phase, outdoor type, pad-mounted step-up transformer for the use of a 2MW DC solar farm grid tie.

2. BIDDER PREQUALIFICATIONS

- 2.1. The bidder must show proof of having manufactured at least ten (10 ea.) similar units in design and same MVA rating or bigger, in the last five years that were successfully installed.

3. GENERAL

- 3.1. The transformers shall be of the highest commercial quality as to material, workmanship, and design.
- 3.2. The transformer shall be designed, manufactured, and tested in accordance with the current standards of ANSI/IEEE and NEMA, except where specific requirements of these specifications conflict with these standards.
- 3.3. All materials and equipment shall be new and of high quality. The basic specifications are:
 - 3.3.1. 2 MVA.
 - 3.3.2. Temperature Rise: 65 degree average winding rise.
 - 3.3.3. Cooling Class: KNAN or ONAN.
 - 3.3.4. Frequency: 60 Hz.
 - 3.3.5. Duty Cycle: Designed for step-up operation.
 - 3.3.6. Elevation: Designed for operation at or less than 1000 m (3300 ft.) above sea level
 - 3.3.7. Sound Level: NEMA TR1 Standard

4. RATINGS

- 4.1. The transformer shall be designed to operate at a frequency of 60 Hz.
- 4.2. The transformer shall be capable of continuously transforming the minimum MVA rating, as stated in Paragraph 3.3.1, self-cooled at rated voltage and frequency without exceeding an average winding temperature rise of 65° C.
- 4.3. High Voltage winding shall be 26,400GY/15240 Volts
 - 4.3.1. The High Voltage windings shall be Wye connected with the neutral solidly grounded externally.
 - 4.3.2. Primary Configuration: Dead Front, Radial
- 4.4. The Low Voltage winding shall be 480Y/277 Volts.
 - 4.4.1. The Low Voltage windings shall be Wye connected.

5. DESIGN REVIEW

- 5.1. The manufacturer shall provide CLW with all the design data.
- 5.2. CLW Engineering staff will be reviewing the design data provided by the manufacturer.
- 5.3. At CLW's discretion, CLW may ask the manufacturer to have web conference meetings to discuss the design of the transformer and any other aspect related to these specifications. On these conference meetings, CLW may ask the manufacturer to have the design engineer(s) available to discuss the design with CLW's engineers.

- 5.4. Under no circumstance, the manufacturer shall have any authority to change the design agreed upon without consulting with CLW's project engineer(s).
- 5.5. The manufacturer shall not start manufacturing the transformer until all the design data has been reviewed by CLW and they receive authorization to proceed from CLW's project engineer(s).

6. INSULATION LEVELS

6.1. The winding insulation levels shall be as follows in Table 1:

Table 1 - Transformer Winding Insulation Levels

WINDING INSULATION LEVELS		
Winding	Rated Voltage	Basic Impulse Level (BIL)
High Voltage	25 kV	125 kV
Low Voltage	1.2 kV	30 kV

7. SURGE ARRESTERS

7.1. No Surge arresters are required as part of the transformer build

8. LOAD BREAK SWITCHING

- 8.1. 15-38 kV, 300A 2 Position
- 8.2. Inserts: 25 kV, 125 kV BIL load-break inserts (Qty: 3)

9. OVERCURRENT PROTECTION

High Voltage:

- 9.1. Bayonet fuse in series with Partial-Range Current-Limiting Fuses (Qty: 3)
- 9.2. Expulsion fuses: Bayonet fuses (Qty: 3)
- 9.3. Bayonet Holder
- 9.4. Copper Bayonet Fuse Holder (Qty: 3)

10. GAUGES AND ACCESSORIES

The transformer shall be equipped with the following:

- 10.1. Liquid level gauge
- 10.2. Thermometer, dial-type Schrader valve
- 10.3. Pressure relief device, 50 SCFM
- 10.4. Drain valve with sampler in LV Compartment (1")

11. HIGH VOLTAGE BUSHINGS

- 11.1. 25 kV Voltage Class
- 11.2. 200 Amp wells and Elastimold inserts installed

12. LOW VOLTAGE BUSHINGS

- 12.1. 1.2 kV Voltage Class
- 12.2. Integral aluminum 12-hole spade bushing(s) (Qty: 4)
- 12.3. Bushing Supports: Standard LV Bushing Support Assembly

13. TAP CHANGER FOR DE-ENERGIZED OPERATION

- 13.1. The High Voltage winding Tap Changer shall be rated for 100 Amp operation
- 13.2. The High Voltage winding shall be equipped with five (5) no-load tap positions. Refer to Table 2 below.
 - 13.2.1. One (1) at rated voltage
 - 13.2.2. Two (2) 2.5% taps above and below rated voltage
 - 13.2.3. Two (2) 5% taps above and below rated voltage

Table 2 - HV Side NLTC

HV Side NLTC		
No-Load Tap Position	+/- % Rated Voltage	Voltage (kV)
A	+ 5%	27.72
B	+ 2.5%	27.06
C	Rated HV	26.4
D	- 2.5%	25.74
E	- 5%	25.08

- 13.3. It shall be lockable.
- 13.4. An interlock circuit to prevent operation while the transformer is energized shall be included.
- 13.5. The tap changer handle shall have provision for padlocking in any tap or rated voltage position, and shall provide visible indication of the tap position without unlocking.
- 13.6. A stainless steel nameplate shall be permanently attached next to the operating handle which says "WARNING – DO NOT OPERATE THIS TAP CHANGER WHEN TRANSFORMER IS ENERGIZED".

14. TANK ACCESSORIES

- 14.1. Nitrogen Blanket
- 14.2. IEEE standard two-hole ground pads (Qty: 3)

15. COVER

- 15.1. Bolted cover with handhole

16. INSULATING OIL

- 16.1. The transformer oil and oil used at the factory shall be Non-PCB oil. The manufacturer shall certify on the transformer test report that all oil used in processing and testing the transformer had a “non-detectable” content of polychlorinated biphenyl (PCB’s) as determined by test method ASTM D4059 – 00 (2010) and in accordance with current EPA Regulations.
- 16.2. Acceptable insulating oil include mineral oil, Envirotemp FR3, or equivalent

17. PAINT

- 17.1. Appropriate transformer paint is Munsell Green (Munsell 7GY 3.29/1.5) topcoat or equivalent

18. NAMEPLATE

- 18.1. A nameplate shall be provided and shall be fabricated from stainless steel and attached with stainless steel hardware.
- 18.2. The nameplate shall be as per latest revision of ANSI/IEEE C57.12.00, Paragraph 5.12.
 - 18.2.1. Nameplate C shall be used on transformers rated above 500 kVA.

19. DRAWINGS

- 19.1. Drawings shall be submitted to the project engineer(s) for approval before manufacturing of equipment.
- 19.2. Approval drawings for the transformer shall be submitted and shall include the following:
 - 19.2.1. Transformer outline drawings showing physical dimensions, weights, center of gravity, and location of all accessories
 - 19.2.2. Nameplate drawing.
 - 19.2.3. All schematic and wiring diagrams.
 - 19.2.4. HV, LV, N, and core ground bushings
 - 19.2.5. All gauges
 - 19.2.6. Switches

20. INSTRUCTION BOOKS

- 20.1. The manufacturer shall provide two (2) instruction books and a PDF copy.
- 20.2. These instruction books shall contain information on receiving, storing, assembly, routine maintenance, and testing of the transformer.
- 20.3. A complete set of OEM final drawings shall be included in the back of the instruction books
- 20.4. The instruction books shall include but not be limited to the following:
 - 20.4.1. Table of contents and index tabs
 - 20.4.2. Specifications and test data
 - 20.4.3. Instructions in the methods of receiving, inspection, storage and handling
 - 20.4.4. Complete installation and maintenance instructions
 - 20.4.5. Assembly drawings
 - 20.4.6. Parts lists
 - 20.4.7. Nameplate information and shop order numbers for each item of equipment and component part

21. DELIVERY SCHEDULE

- 21.1. Prior to shipment, the project engineer(s) shall receive a notice of proposed delivery timeline

22. WARRANTY

- 22.1. It is the responsibility of the vendor/manufacturer to offer the warranty specifications for evaluations.

END OF SECTION 1 – SCOPE OF WORK

SECTION 2 - INSTRUCTIONS TO BIDDERS

To ensure acceptance of your bid, Bidders must comply with the following instructions:

1. **HOW TO SUBMIT A BID:**

a. **The one (1) original and three (3) copies** of your bid must be submitted in a sealed envelope, marked on the outside lower left-hand corner of the envelope with the Bid number, title, and date and hour bids are scheduled to be received. Sealed bids shall be mailed or hand-delivered to:

**City of Lake Worth
Finance Office, 2nd Floor
7 North Dixie Highway
Lake Worth, FL 33460**

b. Time is of the essence and any bid received after the closing date and time indicated on the cover of this IFB, whether by mail or otherwise, will be returned unopened and will not be considered. The time of receipt shall be determined by the time clock located in the Finance Office. Bidders are responsible for insuring that their bid is stamped by City personnel by the deadline indicated. The City shall in no way be responsible for delays caused by any occurrence.

c. Bids submitted by telephone, telegram facsimile or email shall not be accepted.

d. Submission of a Bid implies a full understanding of this IFB. Any misunderstanding as to such terms by the Bidder will not relieve the Bidder from performance.

e. This IFB consists of this document along with all plans, drawings and/or technical specifications incorporated or attached to this IFB, all of which are incorporated herein by this reference.

2. **THE BID PACKAGE.** Each bid submitted in response to this IFB shall contain the following documents:

- B1 Bid Package Cover Sheet
- B2 Bid
- B3 Schedule of bid items
- B4 Schedule of Subcontractors
- B5 Vendor Verification
- B6 List of References
- B7 Affidavit of Prime Bidder Re Non-Collusions
- B8 Drug Free Certification

AVOID BID REJECTION: Bids may be rejected for noncompliance to requirements after review by the Procurement Office. All bids must be submitted on the provided Bid forms and **signed in ink by an officer authorized to bind the Bidder where applicable.**

3. **COMPLETION OF BID SUBMISSION PACKAGE.**

a. It is the responsibility of the bidder to insure that all pages are included. All Bidders are advised to closely examine this IFB.

b. **All bids must be submitted on the provided Bid forms.** Bids submitted on Bidder's letterhead or quotation forms will not be accepted.

c. Bid forms must be neatly written in ink or typed, and must be signed in ink by an officer or employee having authority to bind the bidder (where a signature is required). **Failure to submit a duly signed bid shall be cause for rejection of the bid.**

4. ERRORS/ERASURES/CORRECTIONS

a. **Bids having erasures or corrections must be initialed in ink by the Bidder.** If a correction is necessary, draw a single line through the entered figure and enter the corrected figure above it and initial the correction. Any illegible entries, pencil bids or corrections not initialed may not be accepted.

b. In the event of mathematical extension error(s), the unit price will prevail and the bidder's total offer will be corrected accordingly. In the event of addition errors, the extended line item will prevail and the bidder's total will be corrected accordingly.

c. Bidders shall not be allowed to modify their bids after the bid opening time and date. Bid files may be examined during normal working hours, after bid opening, by appointment only.

d. Bidder represents that it has taken all necessary steps to ascertain the nature and location of the work and that it has investigated and satisfied itself as to the general and local conditions which can affect the performance of the work, including: (i) conditions relating to access, egress, transportation, debris disposal, parking and storage of materials; (ii) availability of labor; and (iii) physical conditions at the site. Any failure by Bidder to take these steps will not relieve the Bidder from the responsibility for estimating properly the difficulty and cost of successfully performing the work without additional expense to Owner.

5. BID PRICES. All prices shall remain valid for **ninety (90) days** after the date of bid closing or other time stated in the Special Terms. Prices must be stated in the units specified on the Bid form. Bidders may offer a cash discount for prompt payment; however, such discounts should not be considered in the unit price bid unless otherwise specified in special conditions.

6. SUBSTITUTIONS. If Bidder wishes to offer a substitution for a specified item of materials or equipment, the proposed substitution must be listed on the Substitution Sheet. In each case, the difference in price between the base bid and the price for the proposed substitution shall be specified or if there is no price difference that shall be specifically indicated. The Bid shall reflect the Bidder's price for the item specified in the Schedule of Bid items; not the proposed substitution. The best value bid will be established considering the base Bid, not any proposed substitution.

7. SUBCONTRACTING. If a Bidder intends to subcontract any portion of the work, the Schedule of Subcontractors form must be fully completed and submitted with the bid. The name, address, phone number and extent of work and value of the work to be performed should be included for all sub-contractors. The City reserves the right to reject any bid if the bid names a subcontractor who has previously failed in the proper performance of an award, or failed to deliver on time contracts of a similar nature, or who is not in a position to perform under this award. The City reserves the right to inspect all facilities of any subcontractor in order to make a determination as to the foregoing.

8. CERTIFICATION AND LICENSES. Bidder must include with its bid package a copy of all applicable certificates and licenses and a current Business Tax Receipt in the name of the Bidder submitting the Bid from the County in which the Bidder's principal place of business is located. If awarded the contract, any Bidder who is not required to have a Business License from the City will be required to obtain a Certificate of Registration from the City of Lake Worth prior to contract execution.

9. NO LOBBYING – CONE OF SILENCE. In accordance with the Palm Beach County Lobbyist Registration Ordinance and Section 2-112(k) the City's procurement code, the City's procurement cone of silence will be in effect as of the due date for proposals in response to this IFB. A complete copy of the

City's procurement code is available on-line at municode.com under the City's code of ordinances (sections 2-111 – 2-117). All Bidders are highly encouraged to review the same. In summary, the cone of silence prohibits communication between certain City officials, employees and agents and any entity or person seeking to be awarded a contract (including their representatives, lobbyists and potential subcontractors). The cone of silence terminates at the time of award, rejection of all response or some other action by the City to end the selection process

10. CONFLICT OF INTEREST AND ETHICS REQUIREMENTS. This IFB is subject to the State of Florida Code of Ethics and the Palm Beach County Code of Ethics. Accordingly, there are prohibitions and limitations on the employment of City officials and employees and contractual relationships providing a benefit to the same. Bidders are highly encouraged to review both the Florida Code of Ethics and the Palm Beach County Code of Ethics in order to insure compliance with the same.

Further, any Bidder coming before the City Commission for an award of a contract and who has made an election campaign contribution in an amount that is more than one hundred dollars (\$100.00) to any elected official of the City Commission, who is a current sitting member of the Commission, must disclose such election campaign contribution, verbally and in writing, in their responsive proposal to this IFB.

11. PUBLIC ENTITY CRIMES. Pursuant to section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list maintained by the State of Florida may not submit a bid to the City as agent for the ECR Board for 36 months following the date of being placed on the convicted vendor list.

12. INQUIRIES AND ADDENDA. Any and all inquiries on the scope of work, specifications, additional requirements, attachments, terms and general conditions or instructions, or any issue, must be directed in writing, by US mail, fax or email to:

Hirut Darge, Purchasing Agent
City of Lake Worth, Finance Office
7 N. Dixie Hwy.
Lake Worth, FL 33460
E-mail: hdarge@lakeworth.org
(561) 586-1651

Any addenda or other modification to the Bid documents will be issued by the City prior to the date and time of Bid closing, as a written addenda distributed to all prospective bidders who have obtained the bid package directly from the City or its authorized representative. Such written addenda or modification shall be part of the Bid documents and shall be binding upon each Bidder. Each Bidder is required to acknowledge receipt of any and all addenda in writing and submit with their bid. No Bidder may rely upon any oral or verbal modification or interpretation in preparing its bid. No interpretation of this IFB will be made for any bidder, except by written addendum.

13. ACCEPTANCE; REJECTION; CANCELLATION. In accordance with the City's procurement code, this IFB may be cancelled and may or may not be re-bid when determined to be in the best interests of the City. Any or all bids may be accepted or rejected in whole or in part, when determined to be in the best interests of the City. The City also reserves the right to reject the bid of any Bidder who has previously failed in the performance of an award or to deliver contracts of a similar nature on time or who is not in a position to perform properly under this award. The City reserves the right to inspect all facilities of bidders. Any bid received without an authorized signature or past the submittal deadline will be rejected.

Any withdrawal or cancellation of this Invitation for Bid, either before or after selection of a bidder, shall be without liability or obligation on the part of the City or its employees. Any action, selection or failure to

select a successful bidder to this Invitation for Bid shall be without any liability or obligation of the part of the City or its employees.

The City reserves the right to waive any non-material irregularities and technicalities, except timeliness and signature requirements. Additionally, bids may be considered irregular and may be rejected if the bid: 1) does not strictly conform to the requirements of this IFB; 2) is incomplete; 3) any Bid Form is altered; 4) contains additions not called for; 5) is conditional; 6) contains prices that are, in the opinion of the City, unbalanced either in excess or below the reasonable cost analysis values; 7) bids is in excess of the approved budget for the project.

14. SELECTION OF BIDDER WITH WHOM TO CONTRACT. The selection of a bidder with whom to contract shall be based on the “best value” to the City using the following criteria:

1. Qualifications;
2. Skill and experience based on reference verification;
3. Amount of the bid in relation to the needed goods & services and in relation to other bids received; and,
4. Adherence to the specifications and requirements of the IFB.

The above criteria are equally weighted.

15. POSTING OF AWARD TABULATIONS. The selected bidder will be notified in writing with intent to award a contract. Recommended awards will be available for review by interested parties at the Finance Office.

16. CONTRACT. The City and successful bidder will be contractually bound only if and when a written contract between the parties is executed by the City. In the event a contract is not executed with the selected bidder and City reserve the right to select the next “best value” bidder based on the bid tabulation and to contract with said bidder.

17. PROCUREMENT CODE. The City’s Procurement Code, sections 2-111 to 2-119 of the City’s Code of Ordinances, shall govern this IFB. If there are any inconsistencies between this IFB and the Procurement Code, the Procurement Code shall take precedence.

18. COSTS. All costs incurred by any party in responding to this Invitation for Bid are the sole responsibility of the Bidder including any costs, fees or expenses associated with a protest.

19. PROTEST PROCEDURE. *Please see* section 2-115 of the City’s Procurement Code for the procedure.

20. CITY IS DOCUMENT GATEKEEPER. This IFB is issued directly by the City and the City shall be the sole distributor of all addenda and/or revisions to these documents. It is the responsibility of the Bidder to confirm the legitimacy of procurement opportunities or notices directly with the Finance Office. The City is not responsible for any solicitations advertised by subscriptions, publications, websites (other than the City’s) or other sources not connected with the City and the Bidder should not rely on such sources for information regarding any solicitation made by the City of Lake Worth.

21. SMALL BUSINESS AND LOCAL BUSINESS PREFERENCE. Section 2-117 of the City’s Procurement Code shall govern the application of a small business and/or local business preference for this IFB. **Documentation to support a Bidder as a Small Business and/or Local Business must be submitted with a Bidder’s bid in response to the IFB.** Documentation submitted after the bid deadline will be rejected.

22. PROPERTY OF THE CITY. All materials submitted in response to this IFB become the property of the City. The City has the right to use any or all ideas presented in any response to this IFB, whether amended or not, and selection or rejection of a proposals does not affect this right. No variances to this provision shall be accepted.

23. DISCLOSURE AND DISCLAIMER. The information contained herein is provided solely for the convenience of the Bidders. It is the responsibility of each Bidder to assure itself that information contained herein is accurate and complete. Neither the City, nor its advisors provide any assurances as to the accuracy of any information in this IFB. Any reliance on the contents of this IFB regarding the project or scope of thereof, or on any oral communications with City representatives or advisors, shall be at each Bidder's own risk.

Bidders should rely exclusively on their own investigations, interpretations and analyses in connection with this matter. This IFB is being provided by the City without any warranty or representation, express or implied, as to its content; accuracy or completeness and no Bidder or other party shall have recourse to the City if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the City that any bid or proposal conforming with these requirements will be selected for consideration, negotiation or approval.

Any action taken by the City in response to bids or proposals made pursuant to this IFB or in making any award or failure or refusal to make any award pursuant to such bids or proposals, or in any cancellation of award, or in any withdrawal or cancellation of this RFP, either before or after issuance of an award, shall be without any liability or obligation on the part of the City, or their advisors.

Any recipient of this IFB who responds hereto fully acknowledges all the provisions of this Discloser and Disclaimer and agrees to be bound by the terms hereof. Any proposal submitted pursuant to this IFB is at the sole risk and responsibility of the party submitting such proposal.

24. COMPLIANCE. All bids or proposals received in accordance with this IFB shall be subject to applicable Florida Statutes governing public records including without limitation Chapter 119, Florida Statutes.

END OF SECTION 2 - INSTRUCTIONS TO BIDDERS

BID PACKAGE COVER SHEET

IFB # 16-110

Project Title: PURCHASE 2 MVA STEP-UP PADMOUNT TRANSFORMER

Bidder Company Name:

.....

Enclose the following documents:

- _____ 1. Bid Package Cover Sheet (B1)
- _____ 2. Bid (B2) **Must be signed**
- _____ 3. Schedule of Bid Items (B3) **Must be signed**
- _____ 4. Schedule of Sub-contractors (B4) - If none, mark "none".
- _____ 5. Contractor Verification (B5) - Check the license and insurance requirements to ensure that you will comply and attach copies of current licenses.
- _____ 6. List of References (B6)
- _____ 7. Affidavit of Prime Bidder Re Non-collusion (B7)
- _____ 8. Drug Free Certification (B8)

Clearly mark the outside lower left corner of the Envelope with the Invitation for Bid number and title, and the Date and Time for the bid closing deadline.

THIS PAGE AND THE FOLLOWING PAGES ARE TO BE RETURNED WITH YOUR BID.

Submit ONE (1) ORIGINAL and THREE (3) PHOTOCOPIES of your Bid package.

AVOID BID REJECTION:

All bids must be submitted on the provided Bid forms with each form completed and signed where requested. Signatures must be in ink and by a person authorized to bind the Bidder.

2 MVA STEP-UP PADMOUNT TRANSFORMER

BID

IFB # 16-110

Proposal of: _____
(Bidder Name)

Lump Sum Bid Amount: \$ _____

(Write Dollar Figure Here)

By signing the foregoing, the Bidder agrees to furnish, unless otherwise provided, all implements, machinery, equipment, transportation, tools, materials, supplies, labor and other things necessary for the performance and completion of the work for the amount indicated above.

The undersigned Bidder hereby declares that:

1. This bid is made in good faith, without collusion or fraud and is fair and competitive in all respects.
2. The Bidder has carefully and to his full satisfaction examined the attached Scope of Work, Special Terms, General Conditions, technical specifications, and form of bonds, if applicable, together with the accompanying plans, and Bidder has read all issued addenda issued.
3. Bidder has made a full examination of the site and is familiar with the site conditions that may impact its performance.
4. Upon receipt of a Notice of Intent to Award the contract the Bidder shall: 1) commence obtaining a Performance Bond, Labor and Material Bond, and Certificate(s) of Insurance and 2) commence obtaining a Certificate of Registration or Business License for engaging in business from the City, as such documents are required to commence the work.
5. Bidder understands that the contract time starts on the date of Notice to Proceed.
6. Bidder furthermore agrees that, in case of failure on his/her part to execute a Contract and provide all required documents within ten (10) calendar days of receipt of the Contract for execution, the offer to contract may be withdrawn and the check, bond, or other security accompanying his bid and the money payable thereon, shall become the property of the City, by forfeit as agreed liquidated damages.
7. The Bidder states that this bid is the only bid for this project in which Bidder is interested; and Bidder shall not be a sub-contractor or sub-subcontractor on this project.
8. Small Business participation goal for this project is 15%.

9. The following officer, director or agent of the Bidder is also an employee of the City of Lake Worth.

Name Address

10. The following employee(s) of the City of Lake Worth, either directly or indirectly, an interest of 10% or more of Bidder or its affiliates or subsidiaries:

Name Address

11. Bidder and all affiliates, suppliers, subcontractor or consultants who will perform the Work have not been placed on the Public Entity Crimes convicted vendor list maintained by the State of Florida within the 36 months immediately preceding the date of this Bid.

12. Bidder acknowledges that ADDENDA NO(S). _____ have been RECEIVED and are ATTACHED HERETO and are signed by a duly authorized officer of Bidder.

13. By signing and submitting this Bid, Bidder represents that all Bid Forms are fully complete and accurate.

14. Bidder acknowledges that the Bid may be rejected if all Bid Forms are not fully complete, not accurate or if forms are not signed by properly authorized signatures where required.

Name of Bidder: _____

HQ Address: _____ ST _____ Zip _____

Phone: (_____) _____ Email: _____

FEIN: _____ State of Incorporated: _____

Print Name: _____ Title: _____

SIGNATURE: _____ Date: _____

Sales Office: _____ ST _____ Zip _____

Sales Contact Name: _____ Title: _____

Phone: (_____) _____ Email: _____

Failure to fully complete and sign this Bid Form may result in rejection of the Bid.

(B3)

2 MVA STEP-UP PADMOUNT TRANSFORMER

IFB# 16-110

SCHEDULE OF BID ITEM

In accordance with the scope of work and specifications noted in this IFB document, following is the fixed price to provide all required services:

Items	Qty.	Unit Price
2 MVA STEP-UP PADMOUNT TRANSFORMER	1	\$

Name of Bidder: _____

Address: _____ ST _____ Zip _____

Phone: (____) _____ Email: _____

Print Name: _____ Title: _____

SIGNATURE: _____ Date: _____

2 MVA STEP-UP PADMOUNT TRANSFORMER

IFB # 16-110

VENDOR VERIFICATION FORM

PRIME BIDDER:

Name of Firm: _____

Address: _____

Telephone: () _____

Fax: () _____

Email: _____

COMPANY PRINCIPAL:

Name: _____

Address: _____

Telephone: () _____

Email: _____

State License # _____ **(ATTACH COPY)**

County License # _____ **(ATTACH COPY)**

Type of License: _____

Unlimited _____ (yes/no)

If "NO", Limited to what trade? _____

Is the Licensee a full-time employee of Prime Bidder?

_____ Yes _____ No

Will the Licensee be in responsible charge of the work performed and installed under this contract?

_____ Yes _____ No

City License: **(ATTACH COPY OF CITY REGISTRATION OR BUSINESS TAX RECEIPT – May be obtained from City Construction Services)**

Failure to fully or accurately complete this form may be cause for rejection of the bid.

2 MVA STEP-UP PADMOUNT TRANSFORMER

IFB # 16-110

LIST OF REFERENCES

1. Owner's Name & Address: _____

Contact Person: _____

Telephone: () _____ Fax: () _____ E-Mail: _____

2. Owner's Name & Address: _____

Contact Person: _____

Telephone: () _____ Fax: () _____ E-Mail: _____

3. Owner's Name & Address: _____

Contact Person: _____

Telephone: () _____ Fax: () _____ E-Mail: _____

2 MVA STEP-UP PADMOUNT TRANSFORMER
IFB# 16-110

AFFIDAVIT OF PRIME BIDDER
Re Non-collusion and Public Entity Crime

State of _____ }
County of _____ }

_____, being first duly sworn, disposes and says that:
(Name)

1. I am the _____ of _____, the
(Title) (Name of Company)
Bidder that has submitted the attached bid;
2. I am fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham Bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract or has in any manner, 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 secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Lake Worth, or any person interested in the proposed Contract; and
5. The following Officer, director or agent of Bidder is also an employee of the City of Lake Worth. _____ (if none, write "None").
6. The following employees of the City of Lake Worth, own, directly or indirectly, an interest of 10% or more in Bidder firm or any of its affiliates or subsidiaries: _____ (if none, write "None").
7. 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.
8. Neither the Bidder nor any officer, director, partner, shareholder, employee, member or agent, who is active in the management of Bidder, or any affiliate or subsidiary of Bidder has been convicted of a public entity crime or action regarding antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation with respect to any bid or contract for goods or services to be provided to any public entity, or has been listed on the state Convicted Vendor List, within thirty-six months prior to the date of Bidder's Bid.

(Signed) _____

(Print Name) _____

(Title) _____

The foregoing Affidavit of Bidder regarding Non-Collusion and Public Entity Crime was acknowledged before me

This ____ day of _____, 2014 by _____, who is _____
(title) of _____ and who is personally known to me or who has produced
_____ as identification.

Notary Public

2 MVA STEP-UP PADMOUNT TRANSFORMER

IFB# 16-110

DRUG FREE WORKPLACE CERTIFICATION

The undersigned Bidder, in accordance with Florida Statute 287.087 hereby certifies that

_____ does:
(Name of Business)

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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business' 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 this 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 1893, 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.

Bidders Authorized Signature

Print Name: _____

Date