



**ROCKY MOUNT**  
FINANCE  
THE CENTER OF IT ALL

## **Energy Resources**

**Invitation for Bid #: 320-200426FD**

**SUB 6 15kV Circuit Breakers**

**Date of Issue: April 22, 2026**

**Bid Opening Date: May 6, 2026**

**at 2:00 PM ET**

**Direct all inquiries concerning this IFB to:**

Fantashia Dickens, Purchasing Associate III

Email: [Fantashia.dickens@rockymountnc.gov](mailto:Fantashia.dickens@rockymountnc.gov)

Phone: 252-972-1352



**ROCKY MOUNT**  
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## Invitation for Bid # 320-200426FD

For purchasing division processing, please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your bid.  
Failure to do so may subject your bid to rejection.**

**ID Number:**

\_\_\_\_\_

Federal ID Number or Social Security Number

\_\_\_\_\_

Vendor Name

***“All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. All prospective contractors shall be responsible for complying with state law and local ordinances.”***

**CITY OF ROCKY MOUNT**  
**Energy Resources**

**Refer ALL Inquiries regarding this IFB to:**  
**Fantashia Dickens**  
**Purchasing Associate III**

**Invitation for Bid # 320-200426FD**

**Bids will be due: 05/06/2026 2:00 pm**

**Contract Type: Good**

**EXECUTION**

In compliance with this Invitation for Bid (IFB), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this bid, the undersigned Vendor certifies that this bid is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this bid, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or the City. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this IFB, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any City Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the City, or from any person seeking to do business with the City. By execution of this response to the IFB, the undersigned certifies, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**Failure to execute/sign bid prior to submittal shall render bid invalid and it WILL BE REJECTED. Late bids cannot be accepted.**

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #12):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:	FAX NUMBER:	
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

Offer valid for at least 60 days from date of bid opening, unless otherwise stated here:  days.

**ACCEPTANCE OF BID**

If any or all parts of this bid are accepted by the City of Rocky Mount, an authorized representative of the City of Rocky Mount Purchasing Office shall affix his/her signature hereto and this document and all provisions of this Invitation for Bid along with the Vendor bid response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

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## 1.0 PURPOSE AND BACKGROUND

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The City of Rocky Mount, NC, seeks proposals for the supply and delivery of two medium voltage circuit breakers for Substation 6. These circuit breakers will replace existing feeder circuit breakers.

**Delivery Address:**

809 South Wesleyan Boulevard  
Rocky Mount, NC 27803

Bid shall be submitted in accordance with the terms and conditions of this IFB and any addenda issued hereto.

## 2.0 GENERAL INFORMATION

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### 2.1 INVITATION FOR BID DOCUMENT

The IFB is comprised of the base IFB document, any attachments, and any addenda released before the Contract award. All attachments and addenda released for this IFB in advance of any Contract award are incorporated herein by reference.

### 2.2 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS

It shall be the Vendor’s responsibility to read the Instructions, the City’s terms and conditions, all relevant exhibits and attachments, and any other components made a part of this IFB and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this IFB.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this IFB, those must be submitted as questions in accordance with the instructions in Section 2.4 BID QUESTIONS. If the City determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an IFB addendum. The City may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question-and-answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with the Vendor’s bid. This applies to any language appearing in or attached to the document as part of the Vendor’s bid that purports to vary any terms and conditions or Vendor’s instructions herein or to render the bid non-binding or subject to further negotiation. Vendor’s bid shall constitute a firm offer. **By execution and delivery of this IFB Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s bid as non-responsive.**

Contact anyone working for or with the City regarding this IFB other than the City Contract Specialist named on the face page of this IFB in the manner specified by this IFB shall constitute grounds for rejection of said Vendor’s offer, at the City’s election.

### 2.3 IFB SCHEDULE

The table below shows the *intended* schedule for this IFB. The City will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue IFB	City	Wednesday April 22, 2026
Submit Written Questions	Vendor	Tuesday, April 28, 2026, at 2:00 PM
Provide Response to Questions	City	Thursday, April 30, 2026
Submit Bids	Vendor	Wednesday, May 6, 2026, at 2:00 PM

## 2.4 BID QUESTIONS

**Purpose:** Upon review of the IFB documents, Vendors may have questions to clarify or interpret the IFB to submit the best bid possible. To accommodate the Bid Questions process, Vendors shall submit any such questions by the above due date.

**Instructions:** Written questions shall be emailed to [fantashia.dickens@rockymountnc.gov](mailto:fantashia.dickens@rockymountnc.gov) by the date and time specified above. Vendors should enter “**IFB # 320-200426FD: Questions**” as the subject for the email. Question submittals should include a reference to the applicable IFB section and be submitted in a format shown below:

Reference	Vendor Question
IFB Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the City’s response, and any additional terms deemed necessary by the City will be posted in the form of an addendum on the City of Rocky Mount Purchasing webpage <https://www.rockymountnc.gov/Bids.aspx>, and/or the North Carolina’s Electronic Vendor Portal (eVP), <https://evp.nc.gov/solicitations/>, and shall become an Addendum to this IFB. No information, instruction, or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this IFB, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in an Addendum to this IFB.

## 2.5 BID SUBMITTAL

**IMPORTANT NOTE: This is an absolute requirement.** Vendor shall bear the risk for late submission due to unintended or unanticipated delay, whether submitted electronically, delivered by hand, U.S. Postal Service, courier, or other delivery service. It is the Vendor’s sole responsibility to ensure its bid has been submitted to this Office by the specified time and date of opening. The time and date of submission will be marked on each bid when received. Any bid-submitted after the bid deadline will be rejected. For hand-delivered Bids, please note that the Frederick E. Turnage Municipal Building requires all visitors to sign in with the guard stationed on the first floor. Visitors will only have access through the building, accompanied by a city employee.

Mailing address for the delivery of the bid via US Postal Service	Office Address of delivery by any other method (special delivery, overnight, or any other carrier).
BID NUMBER: 320-200426FD Attn: Fantashia Dickens City of Rocky Mount PO BOX 1180 Rocky Mount, NC 27802	BID NUMBER: 320-200426FD Attn: Fantashia Dickens City of Rocky Mount 331 S. Franklin Street Rocky Mount, NC 27804

For bids submitted via U.S. mail, please note that the U.S. Postal Service generally does not deliver mail to a specified street address but to the City’s Mail Service Center. Vendors are cautioned that bids sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the department’s purchasing office on the due date in time to meet the bid deadline. All Vendors are urged to take the possibility of delay into account when submitting a bid by U.S. Postal Service, courier, or other delivery service. **Attempts to submit a bid via facsimile (FAX) machine, telephone, or email in response to this IFB shall NOT be accepted.**

- a) Submit **one (1) signed, original executed** bid response, one (1) photocopy to the address identified in the table above.

- b) Submit your bid in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the IFB number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Vendor is submitting more than one (1) bid, each bid shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Bids are subject to rejection unless submitted with the information above included on the outside of the sealed bid package.

**Bid Opening:**

Bids will be opened and read aloud at the Frederick E. Turnage Administrative Services Complex, 2<sup>nd</sup> Floor Conference Room , 331 South Franklin Street, Rocky Mount, North Carolina 27804, on the date and time specified on the cover sheet and IFB schedule.

**2.6 AUTHORIZED SIGNATURE REQUIREMENT**

All bids, bids, or other offers must be signed by an individual authorized to bind the firm contractually. The City reserves the right to request documentation showing evidence of signatory authority (e.g., corporate resolution, operating agreement, power of attorney, or other verification). Failure to provide such documentation upon request may result in disqualification of the offer or rejection of the executed contract.

**2.7 BID CONTENTS**

Vendors shall populate all attachments of this IFB that require the Vendor to provide information and include an authorized signature where requested. Vendor IFB responses shall include the following items and those attachments should be arranged in the following order:

- a) Cover Letter
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Bid Number.
- c) Completed and signed version of EXECUTION PAGES, along with the body of the IFB and signed receipt pages of any addenda released in conjunction with this IFB (if required to be returned).
- d) Completed version of ATTACHMENT A: PRICING
- e) ATTACHMENT B: ACCEPTANCE OF GENERAL TERMS AND CONDITIONS
- f) Completed and signed version of ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION

**2.8 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS**

- a) **BUYER:** The employee of the City or Other Eligible Entity that places an order with the Vendor.
- b) **CONTRACT LEAD:** Representative of the City of Rocky Mount Purchasing Office who corresponds with potential Vendors to identify and contract with that Vendor providing the greatest benefit to the City, and who will administer this contract for the City.
- c) **QUALIFIED BID:** A responsive bid submitted by a responsible Vendor.
- d) **IFB:** Invitation for Bid
- e) **SERVICES or SERVICE DELIVERABLES:** The tasks and duties undertaken by the Vendor to fulfill the requirements and specifications of this solicitation.
- f) **VENDOR:** Supplier, bidder, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to an Invitation for Bid.

## 3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

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### 3.1 METHOD OF AWARD

Pursuant to North Carolina General Statutes Section 143-131, “award shall be made to the lowest responsible, responsive bid or bidders, taking into consideration quality, performance, and the time specified in the bids for the performance of the contract.”

While the intent of this IFB is to award a Contract(s) to single Vendor, the City reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items or to cancel this IFB in its entirety without awarding a Contract, if it is considered to be most advantageous to the City to do so.

The City reserves the right to waive any minor informality or technicality in bids received.

**Local Preference Policy.** *The only exception to the lowest responsive, responsible bidder method of award will be the local preference policy. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsible, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%) or \$25,000, whichever is less, of the lowest responsible, responsive Non-Local Bidder's price. An eligible local vendor is one that is current on property taxes in the City of Rocky Mount and meets the qualifications set forth in the policy. An application can be found at <https://www.rockymountnc.gov/DocumentCenter/View/578/Local-Preference-Policy-PDF>*

### 3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

During the evaluation period—from the date bids are opened through the date the contract is awarded—each Vendor submitting a bid (including its representatives, sub-contractors and/or suppliers) is prohibited from having any communications with any person inside or outside the using department, issuing department, other government department office, or body (including the purchaser named above, department secretary, department head, members of the general assembly and/or governor’s office), or private entity, if the communication refers to the content of Vendor’s bid or qualifications, the contents of another Vendor’s bid, another Vendor’s qualifications or ability to perform the contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of bids and/or the award of the contract. A Vendor not in compliance with this provision shall be disqualified from contract award, unless it is determined in the City’s discretion that the communication was harmless, that it was made without intent to influence, and that the best interest of the City would not be served by the disqualification. A Vendor’s bid may be disqualified if its sub-contractor and supplier engage in any of the foregoing communications during the time that the procurement is active (i.e., the issuance date of the procurement to the date of contract award). Only those discussions, communications, or transmittals of information authorized or initiated by the issuing department for this IFB or general inquiries directed to the purchaser regarding requirements of the IFB (prior to bid submission) or the status of the contract award (after submission) are excepted from this provision.

### 3.3 INTERPRETATION OF TERMS AND PHRASES

This Invitation for Bid serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Invitation for Bid shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract conditions. In determining whether bids should be evaluated or rejected, the Department will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the Department’s needs as described in the Invitation for Bid. Except as specifically stated in the Invitation for Bid, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the Department exercising its discretion to reject a bid in its entirety.

## 4.0 REQUIREMENTS

This Section lists the requirements related to this IFB. By submitting a bid, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this IFB. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the City to receive a better bid, the Vendor is urged and cautioned to submit these items in the form of a question during the question-and-answer period in accordance with Section 2.5.

### 4.1 CONTRACT TERMS

The Contractor shall ensure that all work is performed in accordance with applicable codes, regulations, and standards necessary to obtain inspection approval by the stated deadline. Work shall be completed within **6 months** from Notice to Proceed.

### 4.2 PRICING

Bid price shall constitute the total cost to Buyer for complete performance in accordance with the requirements and specifications herein, including all applicable charges, labor, materials, freight, overhead, and incidentals required for full completion. Vendor shall not invoice for any amounts not specifically allowed for in this IFB. Complete ATTACHMENT A: PRICING FORM and include in Bid.

### 4.3 INVOICES

- a) The Vendor must submit one monthly invoice within fifteen (15) calendar days following the end of each month in which work was performed.
- b) Invoices must be submitted to the following address: Accounts Payable  
PO BOX 1180  
Rocky Mount, NC 27802  
or  
[acctpayable@rockymountnc.gov](mailto:acctpayable@rockymountnc.gov)

Vendor shall invoice the City of Rocky Mount Accounting Department. The standard format for invoicing shall be Single Invoices, meaning that the Vendor shall provide the Buyer with an invoice for each order. Invoices shall include detailed line-item information to allow the Buyer to verify pricing at the point of receipt matches the correct price from the original date of order. At a minimum, the following fields shall be included on all invoices: Vendor's Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyer's Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

### 4.4 MINORITY BUSINESS PARTICIPATION

The Bidder has the responsibility to make a good faith effort to solicit minority bids and to attain the aspirational ten percent (10%) goal. We encourage all bidders, including MWBE/HUBs, to strive for the aspirational goal of obtaining subcontracting and supplier opportunities. Use the table below to note the MWBE businesses that will be used as suppliers or subcontractors for this contract.

MWBE FIRM	OWNERSHIP STATUS	ADDRESS	WORK TYPE


If the goal of 10% participation by HUB Certified or minority businesses is not achieved, the Bidder shall provide the following documentation to the City of his/her good faith efforts:

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- a) Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, the representative of the Prime Bidder to contact, and the location, date, and time when quotes must be received.
- b) Copies of quotes or responses received from each MWBE responding to the solicitation.
- c) A telephone log of follow-up calls to each firm sent a solicitation.
- d) For subcontracts where a minority business is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- e) Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- f) Copy of pre-bid roster
- g) Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority businesses.
- h) Letter detailing reasons for rejection of minority business.
- i) Letter documenting proposed assistance offered to minority businesses in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or a letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in a non-responsive bid.

#### 4.5 VENDOR EXPERIENCE

In its Bid, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the City of Rocky Mount. Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

#### 4.6 REFERENCES

Vendors shall provide at least three (3) references for which your company has provided Services of a similar size and scope to that proposed herein. The City may contact these users to determine that the Services provided are substantially similar in scope to those proposed herein, and the Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the bid.

COMPANY NAME	CONTACT NAME	COMPANY EMAIL	TELEPHONE NUMBER

<b>Optional: City of Rocky Mount</b>			

**4.7 PERSONNEL**

Vendor shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the Contract Lead. Vendor shall notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. The City will approve or disapprove the requested substitution in a timely manner. The City may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, the City may request acceptable substitute personnel or terminate the contract services provided by such personnel.

**4.8 VENDOR’S REPRESENTATIONS**

- a) Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. “Professional manner” means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. The vendor agrees that it will not enter into any agreement with a third party that may abridge any rights of the City under this Contract. The Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third-party subcontractor(s).
- b) If any Services, deliverables, functions, or responsibilities not specifically described in this Contract are required for Vendor’s proper performance, provision and delivery of the service and deliverables under this Contract or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies, and materials necessary for the Vendor to provide and deliver the Services and Deliverables.
- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

**5.0 SCOPE OF WORK**

**5.1 GENERAL SPECIFICATIONS**

The successful bidder shall provide all materials, equipment, and freight for two (2) complete 15kV circuit breakers, in accordance with this informal bid request, applicable codes, and manufacturer recommendations. The scope of this informal bid expressly excludes electrical substation connections of any kind, including power, controls, grounding, and related components. Concrete work, foundations, pads, earthwork, grading, or other site civil construction are not included. Permitting, regulatory approvals, and inspections are excluded unless specifically stated elsewhere in this solicitation. Startup, commissioning (other than the equipment being provided), testing beyond mechanical installation, and ongoing operational services are also excluded from the contractor’s responsibilities. The City of Rocky Mount Energy Resources staff will be responsible for connecting electrical supply lines to the new equipment.

Work under this section includes, but is not limited to, the furnishing and installation of the following:

1. Circuit Breakers

- Two (2) 15kV substation grade circuit breakers
- Factory-finished as specified by the contractor

2. Freight

- Freight shall be included to **809 South Wesleyan Boulevard, Rocky Mount, NC 27803**

## 5.2 ACCEPTANCE OF WORK

In the event acceptance criteria for any work or deliverables are not described in contract documents or work orders hereunder, the City shall have the obligation to notify Vendor, in writing, ten (10) calendar days following completion of such work or deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the City shall not be unreasonably withheld, but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable, of the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any requirements, acceptance criteria, or otherwise fail to conform to the contract, the City may exercise any and all rights hereunder, including, for deliverables, such rights provided by the Uniform Commercial Code as adopted in North Carolina.

## 5.3 TRANSITION ASSISTANCE

If this Contract is not renewed at the end of this term, or is canceled prior to its expiration, for any reason, Vendor shall provide, at the option of the City, up to 3 months after such end date all such reasonable transition assistance requested by the City, to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the City or its designees. If the City exercises this option, the Parties agree that such transition assistance shall be deemed to be governed by the terms and conditions of this Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The City shall pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

## 6.0 CONTRACT ADMINISTRATION

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### 6.1 PROJECT MANAGER AND CUSTOMER SERVICE

The Vendor shall designate and make available to the City a project manager. The project manager shall be the City's point of contact for contract-related issues and issues concerning performance, progress review, scheduling, and service.

### 6.2 DISPUTE RESOLUTION

The parties agree that it is in their mutual interest to resolve disputes informally. A claim by the Vendor shall be submitted in writing to the City's Contract Lead for resolution. A claim by the City shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall negotiate in good faith and use all reasonable efforts to resolve such dispute(s). During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. If a dispute cannot be resolved between the Parties within thirty (30) days after delivery of notice, either Party may elect to exercise any other remedies available under this Contract, or at law. This term shall not constitute an agreement by either party to mediate or arbitrate any dispute.

### **6.3 CONTRACT CHANGES**

Contract changes, if any, over the life of the contract shall be implemented by contract amendments agreed to in writing by the City and Vendor.

### **6.4 CITY'S RIGHTS AND OPTIONS**

The City reserves the following rights, which may be exercised at the City's sole discretion:

- To supplement, amend, substitute or otherwise modify this IFB at any time;
- To cancel this IFB with or without the substitution of another IFB;
- To take any action affecting this IFB, this IFB process, or the Services or facilities subject to this IFB that would be in the best interests of the City;
- To issue additional requests for information;
- To require one or more Service Providers to supplement, clarify, or provide additional information in order for the City to evaluate the Bids submitted;
- To conduct investigations with respect to the qualifications and experience of each Service Provider;
- To waive any defect or irregularity in any Bid received;
- To reject any or all Bids;
- To share the Bids with City employees other than the Evaluation Committee or City advisory committees as deemed necessary;
- To award all, none, or any part of the Services that is in the best interest of the City, with one or more of the Service Providers responding, which may be done with or without re-solicitation.
- To discuss and negotiate with selected Service Provider(s) any terms and conditions in the Bids, including but not limited to financial terms; and
- To enter into any Contract deemed by the City to be in the best interest of the City, with one or more of the Service Providers responding

**ATTACHMENT A: PRICING**

The bidder proposes and agrees that if this bid is accepted, to contract with the City of Rocky Mount for the furnishing of all materials, equipment, and labor necessary to complete the work described in these documents in full and complete in accordance with the scope of work, and to the entire satisfaction of the City of Rocky Mount for the sum of:

Item Description	Lump Sum Price
(2) 15Kv Circuit Breakers	\$ [REDACTED]
Freight to Rocky Mount, NC	\$ [REDACTED]
Labor, Equipment, and Supervision/Training	\$ [REDACTED]

**TOTAL BASE BID** Dollars \$ [REDACTED]

**ATTACHMENT B: ACCEPTANCE OF GENERAL TERMS & CONDITIONS**

Review Terms and Conditions: General at <https://www.rockymountnc.gov/316/Vendor-Registration>  
Terms and conditions on the vendor webpage that do not apply to this bid: Federal UG Terms, FEMA Contract Provisions, Sample Contract Terms.

- Check here to indicate that you have read and agree to the City of Rocky Mount General Terms & Conditions.

**ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION**

**HISTORICALLY UNDERUTILIZED BUSINESSES**

Historically Underutilized Businesses (HUBs) consist of minority, women, and disabled business firms that are at least fifty-one percent owned and operated by an individual or individuals of these categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises, and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this IFB. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to questions #1 and #2 below.

- a) Is Vendor a Historically Underutilized Business?  Yes  No
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business?  Yes  No

If so, state HUB classification: [REDACTED]

**NEW VENDOR REGISTRATION**

New vendors must complete a vendor registration form using the link below. If you are a current vendor that needs to update, contact information, you may also complete the online vendor registration form. Once registration is complete, email a copy of your W9 and an E-Verify Affidavit to the contact person listed on the coversheet.

<https://www.rockymountnc.gov/316/Vendor-Registration>

## City of Rocky Mount, North Carolina

### Technical Specifications for 15.5 kV Breaker

#### 1.0 Ratings

Each vacuum circuit breaker shall be outdoor type, frame-mounted, three-pole, single-throw, with magnetic actuated operating mechanism suitable for 60 cycle, 12,470 volt grounded wye operation. The breakers shall be rated 15.5 kV maximum, Range Factor (K) 1.0, 60 Hertz, 1,200 amperes continuous at 40 degrees C with 20,000 amperes interrupting capacity at rated voltage. The breakers shall be rated for 20 cycles reclosing time. Interruption of arc shall occur within three cycles from the instant the trip coil is energized with normal voltage. Bushings shall be rated 110kV BIL. Vacuum interrupter design shall not require oil for either interrupting or insulation. Breakers shall meet all applicable standards from ANSI, IEEE, and NEMA for AC high voltage circuit breakers.

#### 2.0 Characteristics

The breakers shall be designed for **48 VDC tripping and 120VAC closing**. Sufficient energy shall be stored in the capacitor storage device for one open-close-open operation, after which the capacitor shall recharge completely in 15 seconds or less. Breakers shall be designed, built, completely wired, tested per ANSI C37.09, and delivered ready to be placed in service.

Bushing designations (1, 3, 5 and 2, 4, 6) shall be labeled on breaker exterior and be clearly visible.

#### 3.0 Power and Control Wiring

- 3.1 Marathon Catalog No. 1423123 power terminal blocks shall be provided for landing of Owner's single-phase, 3-wire, 240/120 volt ac control power leads.
- 3.2 Marathon Catalog No. 1422123 power terminal block shall be provided for landing of Owner's dc voltage control power leads.
- 3.3 Marathon heavy duty terminal blocks, 1500 series, or equal, shall be provided for landing of all other wiring.
- 3.4 All control devices and alarms shall be connected to terminal blocks located in the breaker control cabinet and clearly labeled on the drawings. All terminal blocks shall be situated such that they are clearly visible and easily accessible. Wiring shall be done in a neat and compact manner, without obscuring internal equipment.
- 3.5 A minimum of twelve (12) spare terminal block terminals shall be provided.
- 3.6 Bushing Current Transformer leads shall be connected to short-circuiting type terminal blocks located in the breaker control cabinet. All BCT leads shall be #10 AWG stranded copper.

- 3.7 Bushing Current Transformer grounds: jumpers must be from the sixth pole of the shorting terminal block on the manufacturer’s side directly to the ground bar. Jumpers between shorting terminal blocks are not acceptable unless jumpers are strictly between terminal blocks grouped together. An example of a grouping would be 1X-3X-5X.
- 3.8 All wiring terminations shall be made using ring tongue connectors.
- 3.9 All control wiring will be #14 AWG minimum stranded copper type SIS, except when larger wire is required by the circuit.
- 3.10 Legible sleeve type wire markers shall be provided at each end of wires over six inches in length.

**4.0 Relays and Meters**

SEL Relay to be provided.

Relay Specifications:

- 3-phase overcurrent/closing (50/51/79) protection relay
- M-Relay (microprocessor)
- SEL type 351S protection system relay
- Cat # 0351S7XCE3H5221, Key 7046

(Or Approved Equal)

**5.0 Bushing Current Transformers**

All current transformers shall be multi-ratio and have a continuous thermal rating factor of 2.0 with a 10-ampere continuously rated secondary.

Location	Ampere Ratio	Quantity EA/Bushing	Total	Accuracy Class	Thermal Rating
1,3,5	1200:5	1	3	C400	2.0
2,4,6	1200:5	1	3	C400	2.0

CTs shall be used for overcurrent relay and for metering.

**6.0 SCADA Features**

Supervisory control features shall include provision for remote monitoring of breaker status. A clearly labeled local/remote switch shall be provided on the main panel to enable or disable remote functions. Local control functions will be enabled in either position. Positions on a SCADA terminal undervoltage relay shall be provided with output contacts wired to a terminal block to indicate loss of power.

## 7.0 Accessories

Each breaker shall be equipped with a manual tripping device, manual closing devices, one control power circuit breaker, one 120 VAC/20A GFI duplex receptacle, one standard light bulb fixture, electronic hygrostatic/thermostatic controlled space heaters (Stego Hygrotherm model ETF 012309-00) and heater control breaker, mechanical position indicator, and operation counter. If fuses are used for control power, they shall be provided with knife blade switches. Minimum height of the exposed bushing terminals shall be one hundred two (102) inches above ground line. Frame extensions shall be provided if required. Bushings shall be provided with NEMA 4-hole pad bushing terminal connectors. The breaker shall be equipped with a weatherproof housing for all relay and control equipment, and all equipment shall be rated at 40 degrees C. The housing shall enclose a hinged steel instrument panel on which shall be mounted:

- a. One (1) two-position switch with two NO and two NC contacts for enabling and disabling of remote-control functions clearly labeled "Remote" and "Local". Local Function shall be enabled at all times regardless of the position of the Local/Remote switch.
- b. Manual pull-to-trip device located external to the housing and clearly labeled.
- c. Copper ground pads with two-hole NEMA spacing.
- d. Provision for grounding control cabinet.
- e. Provision for padlocking doors, with safety interlocks. Front breaker panel shall also be removeable when the breaker is withdrawn for ease of inspection and maintenance.
- f. A primary contact erosion indicator shall be provided for ease of visual inspection to determine contact wear. Primary contact and all other exposed copper shall be silver plated to help reduce wear. Means for measuring and adjusting the primary contact gap and wipe shall be provided.
- g. A mechanically actuated operation counter and a visual indicator to show if the breaker is in 'charged' or 'discharged' status that is visible without opening a door.
- h. Test switches of minimum 14 poles: 6 for potentials and 8 currents.
- i. Loss of voltage alarm relays (or voltage monitoring relays): for auxiliary power, close control power, and trip coil control power.

## 8.0 Drawings

### 8.1 Preliminary

Before proceeding with fabrication, the manufacturer shall submit for approval to the Owner sufficient drawings to demonstrate that all parts conform to the requirements and intent of these Specifications. The Drawings shall include outline, control cabinet front view and layout, nameplate, applicable equipment nameplates, material list with manufacturer part numbers,

control schematics and wiring diagrams. Drawings shall be submitted electronically as AutoCAD “.dwg” drawings and in PDF format. Each drawing shall contain identifying information such as, but not limited to, customer and project name. Catalog cut sheets and details of instrument transformers, bushings, bushing terminal connectors, and all accessories shall also be submitted for approval.

The Outline Drawing shall show dimensions of equipment, including bushings, bushing designations, base, and all other important external features. Outline Drawings shall be to scale and include plan view and elevations from all four (4) sides. These Drawings shall show weights, bushings, bushing catalog numbers and ampere ratings, description of top bushing terminals, and arrangement of all external accessory devices. Control schematic drawings shall clearly indicate the power requirements of DC circuits and AC auxiliary power (amps/volts/watts).

Approval of Drawings shall not be held to relieve the manufacturer of obligations to meet all requirements to the Specifications or responsibility for correctness of the Drawings, or responsibility to meet original shipping promise on the basis of customer being allowed two (2) weeks for approval.

The Owner may require additional submittals of Shop Drawings if, in the opinion of the Owner, such is required due to the extent of the changes required on the previous submittal(s). If and extension of time is required due to a protracted drawing approval process, the price will remain as quoted for the quoted delivery.

Receipt of Approval Drawings by the Materialman constitutes authorization for manufacture based upon the corrections found thereon.

**No** changes shall be made in the final Drawings from the approved Approval Drawings. Any proposed changes from the approved drawings must go through the approval drawing process again **with the changes clearly denoted**.

Following approval of drawings, the Materialman shall submit a complete set of “For Construction” drawings to the Owner.

## 8.2 Final Drawings and Instruction Manuals

Materialman shall furnish three (3) hard copies of instruction manuals **prior to the shipment of the equipment**. All three (3) copies shall be sent to the Owner. Each instruction manual shall include a digital medium (such as a USB drive) that contains entire contents of instruction manual in PDF format. Final drawings are to be certified as “As-Built” and shall be provided in AutoCAD format in addition to PDF format.

Instruction manuals are to be included, as a minimum, each of the following:

- 8.2.1 Materialman’s installation and maintenance instructions for transformer
- 8..2 Manufacturer manuals, brochures, cut sheets, bulletins, etc. for components, fittings, valves, controls, and accessories.
- 8..3 Manuals, brochures, cut sheets, bulletins, etc. for the breaker and replacement parts
- 8..4 Outline and assembly drawings
- 8..5 Control cabinet front view and layout drawing(s)

- 8..6 Nameplate drawing(s)
- 8..7 Material list drawing
- 8..8 Schematic and wiring diagram drawings for all control and accessory items
- 8..9 Details of bushing and bushing terminal connectors
- 8..10 Diagram of bushing current transformers indicating connection, number or turns, polarity marking, ratio, accuracy class, and thermal rating factor
- 8..11 Catalog cut sheets for instrument transformers, surge arresters, and all control accessories
- 8..12 Certified test report

## 9.0 Factory Tests

- 9.2 Regardless of any statements in the standard to the contrary, each breaker shall be completely assembled at the factory. The assembled components, including bushings, shall be those which will be a permanent part of the breaker assembly. After each breaker is completely assembled, it shall be subjected to and shall be certified to meet all requirements of the production tests as listed and described in ANSI C37.04, C37.06, and C37.09 Standards.
- 9.2 Each breaker shall be fully tested and verified for proper operation. Upon completion of factory assembly and wiring of equipment, the successful bidder shall conduct functional tests to verify correct wiring operation of equipment. Factory Acceptance Testing (FAT) shall, as a minimum, include the following:
- Pre-functional test checkout (general workmanship, wire continuity, isolation, etc.)
  - DC Control Circuit Functional Tests
  - AC Sensing Circuit Functional Tests

If wiring errors are discovered following delivery of the breaker(s), all costs to correct the errors shall be borne by the manufacturer. The manufacturer will be notified of the discovery of errors and given the opportunity to correct them first. If corrections are not made by the manufacturer in a timely manner, the owner shall arrange for others to make corrections and the manufacturer shall be responsible for all costs incurred. Manufacturer shall submit results of all FATs to the owner.

## 10.0 Warranty

The Materialman shall guarantee his materials and workmanship against defect due to faulty materials or faulty workmanship or negligence for a period as outlined below following final acceptance of the work. He shall make good such defective materials or workmanship and any damage resulting therefrom without cost to the Owner.

The breaker shall carry a full five-year warranty against defects in materials or workmanship. Any less period will be considered less responsive and not in compliance with these specifications.

**11.0 Bid Data**

General

The requirements for information contained in this section are basic requirements. Additional information shall be provided as requested by the Owner.

The blank data sheets included in this section shall be completely filled in. The data listed therein shall not relieve the Materialman of his responsibility for noting any exceptions in the Specifications.

**12.0 Spare Parts**

Materialman shall submit a list of recommended spare parts which the Purchaser should stock for normal maintenance purposes. The spare parts list shall be organized in the following format.

Item	No. Required	Unit Price

**13.0 Equipment Data**

The information required on the following pages is to assist the Owner in evaluating the Bid and in making an accurate estimate of the work required to install and erect the equipment and materials.

The data listed herein is stated for definitive purposes and for the convenience of the Owner.

Manufacturer \_\_\_\_\_

IFB Number: 320-200426FD

Vendor:

Location of manufacturing facility

\_\_\_\_\_

Catalog no. and type

\_\_\_\_\_

Proposed relay

N/A\_\_\_\_\_

**Ratings and capabilities:**

Max sym. Interrupting, kA rms

\_\_\_\_\_

Nominal 3-phase MVA class

\_\_\_\_\_

3 second short circuit, kA rms

\_\_\_\_\_

Closing and latching, kA rms

\_\_\_\_\_

Voltage Range Factor (K)

\_\_\_\_\_

Maximum Tripping Delay, sec

\_\_\_\_\_

**Interrupting time:**

25-100% of rating, cycles

\_\_\_\_\_

0-25% of rating, cycles

\_\_\_\_\_

**Capacitance switching current, amperes:**

Overhead line charging

\_\_\_\_\_

Shunt capacitor bank or cable shunt reactor switching

\_\_\_\_\_

Closing time, cycles

\_\_\_\_\_

Adjustable reclosing range cycles

\_\_\_\_\_

Open time to part contacts, cycles

\_\_\_\_\_

Number of stored close-open operations without benefit of compressor operation

\_\_\_\_\_

Operating mechanism catalog no. and type

\_\_\_\_\_

**Control power requirements:**

Closing current at rated 120 volts ac

\_\_\_\_\_

Tripping current at rated 24 volts dc

\_\_\_\_\_

Auxiliary power requirements volts/amperes/watts

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Bushings:**

IFB Number: 320-200426FD

Vendor:

Make and type \_\_\_\_\_

kV rating \_\_\_\_\_

Ampere rating \_\_\_\_\_

Creepage distance, inches \_\_\_\_\_

**Dimensions in inches:**

Length \_\_\_\_\_

Width \_\_\_\_\_

Height \_\_\_\_\_

Distance between lowest live part and ground level \_\_\_\_\_

**Miscellaneous:**

Total weight, pounds \_\_\_\_\_

Maximum noise level at 100 feet, dBA \_\_\_\_\_

Will circuit breaker be shipped completely assembled? \_\_\_\_\_

If not shipped completely as required, describe field assembly required \_\_\_\_\_

Maintenance interval (number of close-open operations) as defined by ANSI C37.06-1979, Table 9 \_\_\_\_\_

Describe maintenance procedures \_\_\_\_\_

Training session for operations personnel, including a full review of equipment functions, future maintenance recommendations, and any other suggested operational guidelines \_\_\_\_\_