



REQUEST FOR BIDS 700-ELEC-2024-13

Bid Title: Substation Regulators

Notice is hereby given that the Town of Clayton of Clayton, North Carolina is seeking sealed bids for three (3) Substation Regulators. Prices quoted shall be firm for a period of not less than 60 days.

BIDS WILL BE ACCEPTED UNTIL 2:00 PM (EDT), NOVEMBER 28th , 2023

Bids should be addressed to:

Town of Clayton – Procurement Division
Attn: Karen Malcolm – Procurement Analyst

Hand-Deliver/UPS/FedEx: 111 East Second Street, 3rd floor, Clayton, NC 27620

or Mail to: PO Box 879, Clayton, NC 27528

*** UPS and FedEx will not deliver to a PO Box ***

The responsibility for submitting a response to this Bid at the Town of Clayton, Procurement Division on or before the stipulated time and date will be solely and strictly the responsibility of the bidder. Any bids received after the stipulated time and date will not be accepted, nor opened, and will be returned. The time clock located in the Procurement Division shall be the official time of receipt.

POSITIVELY NO BIDS CONSIDERED UNLESS SUBMITTED ON THIS DOCUMENT

Do the products submitted for bid meet the specifications listed herein? ☐ YES ☐ NO

COMPANY: _____ DATE: _____

AUTHORIZED SIGNATURE: _____ TITLE: _____



TOWN OF CLAYTON
BIDDERS SIGNATURE PAGE

DATE: _____

NOTICE TO BIDDERS: Do not include taxes in your bid pricing. All tax imposed upon any article on which you are bidding are only to be shown as separate line items on invoices, and in no case are taxes to be included with your bid price. Failure to comply with these conditions will be considered grounds for rejection.

In compliance with the above request for bids and subject to all the conditions thereof, the undersigned offers and agrees, if this bid be accepted within _____ days from the date of the opening, to furnish any or all the items upon which prices are quoted at the price set opposite each item within _____ days after receipt of order, unless otherwise specified.

COMPANY: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

AUTHORIZED SIGNATURE: _____ TITLE: _____

NAME PRINTED OR TYPED: _____

CONTACT NAME (if different than above): _____

TELEPHONE NO.: _____ EMAIL: _____

BIDDER'S CHECKLIST

- ☐ Be aware of the bid's opening date and time as indicated on the first page of this bid.
- ☐ You must submit a **sealed bid in hard copy format**. Ensure your bid is properly addressed and clearly marked with the appropriate bid number.
- ☐ All signatures must be by a company officer or agent who is authorized to enter and sign bid documents.
- ☐ Have you read and understood the "Terms and Conditions" and the "Instructions to Bidders" for submitting a bid to the Town?
- ☐ Have you read and do you completely understand all the specifications of this bid?
- ☐ Have you submitted the requested number of copies of your bid and included all the requested literature and specifications?
- ☐ Have you signed the enclosed Non-Discrimination Assurances statement?
- ☐ If an addendum to the specifications was issued, has it been signed and returned with this bid?
- ☐ Have you enclosed statements explaining any exceptions made to the specifications?



TOWN OF CLAYTON
NON-DISCRIMINATION ASSURANCES

To the extent permitted by North Carolina law, the parties hereto for themselves, their agents, officials, employees, and servants agree not to discriminate in any manner based on race, color, creed, national origin, sex, age, handicap, or sexual orientation with reference to the subject matter of this Contract. This provision is hereby incorporated into this Contract for the benefit of the Town of Clayton and its residents, and may be enforced by action for specific performance, injunctive relief, or other remedy as provided by law. This provision shall be binding on the successors and assigns of the parties with reference to the subject matter of this Contract.

SIGNATURE: _____
(President/Authorized Officer)

TITLE: _____ DATE: _____



TOWN OF CLAYTON INSTRUCTIONS TO BIDDERS

1. PURPOSE:

The purpose of this document is to provide general and specific information for the use by suppliers in submitting a bid to supply the Town of Clayton with apparatus, supplies, material, and equipment, and /or services listed above. All bids and contracts are governed by Town of Clayton policy, and /or by Section 143-129 of the North Carolina General Statutes.

2. BID SCHEDULE:

Listed below are the dates and times by which stated actions must be taken or completed. The Town may determine, in its sole discretion, that it is necessary to change any of these dates and times. All listed times are Eastern standard times.

Action	Date	Time
Bid issued	11-25-2023	N/A
Pre-Bid Conference	N/A	N/A
Deadline for Questions	11-21-2023	4:00 pm
Bids Due	11-28-2023	2:00 pm
Anticipated Award	11-30-2023	N/A

50 BIDDER QUESTIONS:

The Town of Clayton is not liable for interpretations/misinterpretations or other errors, or omissions made by the Bidder" in responding to this bid. The Bidder shall examine this bid to determine if the Town of Clayton's requirements and terms and conditions are clearly stated. If, after examination of the various requirements and terms and conditions of this bid, the Bidder believes there are any requirements or terms and conditions which remain unclear or which restrict competition, the Bidder may request, in writing, that the Town clarify the requirement(s) and terms(s) and condition(s) specified by the Bidder. The Bidder must provide the Section(s), Subsection(s), Paragraph(s), and page number(s) that identify the requirements or conditions questioned by the Bidder.

Requests for clarification and technical questions to this bid must be received by the Town not later than the date shown" above in Section 2, entitled "Bid Schedule", for the submittal of written inquiries. The Bidders' failure to request clarification and submit questions by the date in the bid schedule above shall be considered to constitute the Bidders' acceptance of all Town's requirements and terms and conditions. The Town shall issue addenda reflecting questions and answers to this bid, if any, and shall be posted to the NC Electronic Vendor Portal (eVP) website at [NC eVP](#).

60 BID CONTACT:

All questions, concerns, or request for additional information shall be directed to the Town of Clayton, Procurement" Division to the attention of the Bid Agent as indicated below:

Bid Agent: Karen Malcolm, CLGPO
Procurement Analyst
karen.malcolm@townofclaytonnc.org

5. HOW TO PREPARE BIDS:

Bidders are encouraged to review carefully all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.

- a) **BID FORM:** Submit all prices and offers on the **BID FORM(s)** provided herein. All bids must be submitted and signed by the supplier or his authorized representative with all erasures or corrections initialed and dated by the authorized representative of the bid.
- b) **SIGNATURE:** All bids must be signed by an authorized official of the company on the **Bidders Signature Page**. A bid may be rejected if it shows omissions, alterations of form, additions not called for, conditional bid, or any irregularities.
- c) **TAXES:** Do not include taxes in your bid prices. Taxes must be itemized and added to invoices separately when invoicing the Town. The Town is required to pay sales tax. The Town is exempt from Federal Excise Tax and has a Federal Tax number.
- d) **NON-DISCRIMINATION:** The **NON-DISCRIMINATION ASSURANCES** form included in the bid package is a condition of the bid and must be completed and signed by the bidder.
- e) **MWBE POLICY:** Pursuant to General Statutes of North Carolina Sections 143-128 and 143-131 and, the Town of Clayton encourages and provides equal opportunity for Certified Minority and Women-Owned Business Enterprise (MWBE) businesses to participate in all aspects of the Town's contracting and procurement programs.
- f) **SUSTAINABILITY:** The Town has a commitment to promoting green practices that will promote an environmentally safe and desirable community for future generations. As such, we recognize our responsibility to minimize negative impacts on human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The Town recognizes that the types of products and services the Town buys have inherent social, human health, environmental and economic impacts, and asks that all vendors and bidders providing and proposing products and services to the Town, be mindful of the Town's commitment to sustainability and provide and propose products and services that embody this commitment whenever possible.

6. HOW TO SUBMIT BIDS:

- a) **SUBMIT SEALED BIDS ON THE BID FORM PROVIDED HEREIN.**
- b) **Provide (2) complete sets of your bid on the BID FORM PROVIDED HEREIN in hard copy paper format (on 8-1/2" x 11" size paper, only bound with a single staple in the upper left corner or with a single removable clip—no 3-ring binders) and must be SEALED in an envelope. NO EMAIL OR FAX BIDS WILL BE ACCEPTED.** All Formal Bids (estimated to be greater than \$90,000) must be submitted in a sealed opaque envelope, plainly marked with the bid number, and date and time to be opened as shown below.
- c) All bids must be mailed or delivered as follows in sufficient time to ensure receipt by the Procurement Manager or Bid Agent on or before the time and the date specified on the Bid Form. Bids not received by the time and date specified on the Bid Form will not be opened or considered, unless the delay is a result of the negligence of the Town of Clayton, its agents, or assigns.

Mailing Address:
Town of Clayton
Bid# _____ Date: _____ Time: _____
Procurement Division
PO Box 879
Clayton, NC 27620

Delivery Address:
Town of Clayton
Bid# _____ Date: _____ Time: _____
Procurement Division
111 East Second Street, 3rd Floor
Clayton, NC 27620

7. BID OPENING:

- a) All bids will be opened and read at the time and place shown on the enclosed Bid Form. No official award will be made at the Bid Opening. All bidders are welcome to attend the bid opening. **LATE BIDS WILL NOT BE OPENED OR ACCEPTED.**
- b) Bidders may not review or request copies of bids at the Bid Opening. A time must be scheduled to meet with the Procurement Manager and/or Bid Agent for this purpose.
- c) Bids will be examined by the Procurement Manager and/or Bid Agent and the using department officials promptly after the opening and an award made as soon as possible. No bids may be withdrawn after bid opening.

8. AWARD OF BID:

- a) Standard of Bid Award Acceptance: The Town of Clayton reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejection or waiver is in the best interest of the Town of Clayton. The award shall be made on an item-by-item basis to the lowest, responsive, responsible bidder, or bidders, taking into consideration quality, performance and the time specified in the bid for the performance of the contract.
- b) Bid Prices: All items and products proposed in response to this Bid are to be new, in un-used condition unless otherwise noted in the Minimum Specifications. All prices proposed in response to this Bid are to include all transport, freight, and fuel surcharges, and be delivered **FOB destination, freight prepaid and allowed** to the location provided on the Town Purchase Order. All items are to be packaged, and shipped or delivered safely in a protective carton, fully assembled, and serviced, ready for use and operation. Bidders must submit product literature and manufacturer's specifications with their bid. All supplies, equipment, and apparatus must meet all Federal, State, and Local safety regulations, requirements, and guidelines, such as OSHA, EPA, US DOT, NC-DOT, NFPA, UL, etc., if so regulated.
- c) Order of Precedence: In cases of conflict between sections and provisions within the Bid document, the Order of Precedence will be 1) the Special Conditions section specific to the Bid; 2) the Minimum Specifications section specific to the Bid, 3) the Town of Clayton Terms and Conditions; and 4) the Instructions to Bidders section of the Bid document.
- d) Payment Terms: Payment terms of Net 30 days from the date of receipt of invoice, or upon acceptance of goods whichever is later, will apply to all invoices. Payment term discounts will be allowed for prompt payments but will not be a consideration for award. All invoices are to be emailed to invoice@townofclaytonnc.gov or delivered to **Town of Clayton, Accounts Payable Division, PO Box 879, Clayton, NC 27512.**
- e) Bid Award Approval: The Town Manager has delegated authority from the Town Council to award bids for supplies, equipment, and apparatus greater than \$90,000. Bids will be approved and awarded by the Town Manager upon the recommendation by the Procurement Manager.

9. OBJECTION TO THE SPECIFICATIONS:

It is not the intent of the bid specifications to exclude or limit competition or favor any supplier or product. If there is an objection to any of the specifications or requirements listed herein, the bidder must notify the Town of Clayton Procurement Manager, in writing, stating, and listing the specifications and objections, no later than five (5) working days prior to the bid opening date. If a pre-bid meeting has been scheduled, any objections must be presented in writing at that time. The objections stated must pertain both to the form and substance of the bid document. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the bidder to protest the solicitation. All concerns, questions, clarifications, or other correspondence must be directed only to the Town of Clayton Procurement Manager. Information obtained from other sources will not be considered in the evaluation and award of this bid.

10. SUBMITTING A PROTEST TO THE BID AWARD:

A Bidder wishing to express a concern or complaint, and file a protest to a Bid Award, must submit in writing the reasons, information, and documentation for the protest, to the Procurement Manager within 48 hours (two business days) from the date of the Notice of Intent to Award. In the event of a protest, the Procurement Manager will notify the Chief Financial Officer and the Town Manager of the protest and provide the information for both the recommended award and the protest. The Town Manager will make a final decision for the bid award. The protesting bidder may appeal the decision to the Town Council.

11. FAILURE TO BID:

If the bid is not submitted, the bidder should return the attached “NO BID RESPONSE” sheet, stating the reasons therefore, and indicate whether the business should be retained or removed from the Town’s Bidder’s list.

12. ERRORS IN BIDS:

Bidders or their authorized representatives are expected to understand the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidders own risk. In case of an error in the extension of prices on the bid, the unit price shall govern.

13. ALTERNATES/EXCEPTIONS:

Bidders must clearly note any, and all alternate/exceptions taken to the specifications as an attachment. The specifications were not written to intentionally eliminate any one bidder, but to be used as a guide for the size and quality of the equipment requested. In some instances, a particular manufacturer and model may be specified with or without an approved equal. It is noted that different manufacturers will have differences in engineering and design of equipment. Bidders must note these differences as an “Exception” and attach detail information explaining how the exception is “equal to” or “exceeds” the intent of the specification. All exceptions and items submitted as an equal will be evaluated. The Town reserves the right to reject all bids and to waive any irregularities or technicalities in bids received whenever such rejection or waiver is in the best interest of the Town of Clayton. All Exceptions taken to the specifications by checking the “NO” field must be explained in detail on an attached sheet and submitted with your bid.

14. BID OPTIONS:

The Town reserves the right to request pricing on optional equipment or additional items along with the pricing for the main or primary product or items. At the discretion of the Town, some or all the options requested may or may not be added and purchased based upon necessity and the availability of budgeted funds. The Bid Award will be made to the lowest responsible bidder for the main or primary product or items listed on the Bid Form. Pricing for any additional options will be requested in a separate section of the bid and will not be included in the determination of the Bid Award.

15. QUANTITIES:

The Town of Clayton reserves the right to adjust quantities as needed, and to add additional items and/or products as needed, as determined to be in the best interest of the Town. The quantities stated herein, for term or multi-year contracts are estimated, and may change to be less or more over the term of the contract.

16. PRICE ADJUSTMENTS:

Any price increase or decrease will be adjusted to the latest yearly percentage increase in the All-Urban Consumers Price Index (CPI-U) (National) as published by the Bureau of Labor Statistics, U.S. Dept. of Labor, or other appropriate agreed upon price index. Any requested price increase must be fully documented and submitted to the Bid Agent or the Procurement Manager. The Town reserves the right to accept or to refuse any documented price adjustment submitted by the vendor/contractor for any reason as determined to be in the best interest of the Town.

17. TRADE SECRETS:

This Bid document and all Bidders' responses and bids received are considered public information, except for trade secrets specifically identified in writing by the Bidder, which will be handled according to State Statute or other laws. Any section of the bidder's response package that is deemed to be a trade secret by the bidder shall be submitted in an envelope clearly marked "**TRADE SECRET INFORMATION- DO NOT DISCLOSE.**" The Town shall make a good faith effort to protect such confidential information.

18. CONTRACT EXTENSIONS:

The City reserves the right to extend all bid contracts for up to three (3) additional one (1) year periods from the date of the award of the original bid, if agreed upon in writing by the contracted Supplier. The contract extension(s) may be for additional quantities or for an additional time as agreed.

19. BID TABULATIONS:

Bidders wishing to obtain a bid tabulation prior to the award of the bid may view and download tabulations from the North Carolina Electronic Vendor Portal (eVP) website at [eVP](#). Tabulations should be posted within 48 hours (two workdays) after the public bid opening. The Bid Tabulation can be found on the North Carolina Electronic Vendor Portal, Search Bid Number, enter the desired bid number, and select Search. Bid tabulations only reflect the bids as read at the time of the bid opening and should not be considered an award. It is the Town's policy to furnish bid tabulations to all bidders.

20. TERMS AND CONDITIONS:

Acceptance of the Town's Purchase Order includes acceptance of all applicable Terms and Conditions. The Town's Purchase Order Terms & Conditions are provided below for your information.

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TOWN OF CLAYTON PURCHASE ORDER TERMS & CONDITIONS

10/12/2021

1. **Vendor quotes or proposals are referenced for scope only.** Town of Clayton Purchase Order Terms & Conditions exclusively governs this purchase.
2. All invoices are to be sent by email to: invoice@townofclaytonnc.org. Or mail or deliver all invoices to the **Town of Clayton, Accounts Payable, PO Box 879, Clayton, NC 27528.**
3. **Important: All invoices must include a unique invoice number and this Purchase Order number.** Invoices submitted without the unique invoice number or without the correct purchase order number will result in delayed payment.
4. Invoices for partial deliveries must be indicated as such.
5. The Vendor must provide separate invoices for each Purchase Order number.
6. **Town of Clayton is not exempt from North Carolina State Sales Tax, Wake County Sales Tax, and Wake County Prepared Meals and Hotel Room Taxes.** These taxes must be correctly invoiced to the Town for payment. Taxes shown on the purchase order are approximate.
7. The Town of Clayton is exempt from Federal Excise Tax. If any form of such tax is billed on the invoice, it must be shown as a separate item. Tax Exemption Certificates will be furnished upon request.
8. Payment term discounts will be deducted as provided for on the front of this Purchase Order or in accordance with the terms of your official quotation or bid. **Net purchases will be paid 30 days from the date of your invoice, or upon acceptance of goods whichever is later.**
9. **Important: All packages must bear the correct Purchase Order number on the outside of each package or shipping container.**
10. The Town of Clayton will not be responsible for any goods delivered without a Purchase Order having been issued.
11. The conditions of this order cannot be modified except by written amendment in the form of a "Corrected Purchase Order" which has been approved by the Town of Clayton's Purchasing Manager.
12. Any rejected materials will be returned to the Vendor at the Vendor's risk and expense.
13. In the event of a vendor's failure to deliver or perform as specified, the reserves the right to cancel the order or any part thereof, without prejudice to its other rights. The Vendor agrees that the Town may return part or all of any shipment and may charge the vendor with all reasonable losses or expenses sustained as a result of such failure to deliver or perform.
14. In case of default of the contractor, the Town may procure the articles or services from other sources and charge the Vendor damages for any excess costs or other damages caused by the default.
15. It is agreed that the goods, materials, equipment or services provided shall comply with all Federal, State or local laws, and that the Vendor shall defend actions or claims brought, and save harmless the Town, and/or its officials or employees, from loss, cost or damage by reason of actual or alleged failure to comply with such laws.
16. All prices must be F.O.B. Destination and delivered to the destination indicated on the front of the purchase order. Where specific purchase is quoted or negotiated F.O.B. Shipping Point, the vendor is to prepay the shipping charges and add them to the invoice.
17. The risk of loss and damage to the goods which are the subject of this order shall be the Vendor's until the goods are delivered to the destination set out in the order and accepted by the purchaser or its representative.
18. The Vendor acknowledges that it is the policy of the Town of Clayton to avoid commercial promotion of products used by the Town or the vendors of such products. The Vendor accordingly agrees not to solicit, use, or disseminate commercial advertisement founded upon the Town's purchase and/or use of the goods which are the subject of this order, and specifically agrees not to seek or use for advertising purposes the endorsement of goods or products by Town officers or employees.
19. The Town may, at any time, insist upon strict compliance with these terms and conditions, notwithstanding any previous customer, practice or course of dealing to the contrary. **Acceptance of the order includes acceptance of all terms, conditions, prices, delivery instructions and specifications as shown on this order or attached to and made a part of this order.**
20. All matters relating to this Purchase Order shall be governed by the laws of the State of North Carolina, without regard to its choice of law provisions, and venue for any action relating to this Contract shall be Wake County Civil Superior Court or the United States District Court for the Eastern District of North Carolina, Western Division.
21. Notwithstanding any other provisions of this Purchase Order, this Purchase Order and all materials submitted to the Town by the Vendor are subject to the public records laws of the State of North Carolina and it is the responsibility of the Vendor to properly designate materials that may be protected from disclosure as trade secrets under North Carolina law as such and in the form required by law prior to the submission of such materials to the Town. Vendor understands and agrees that the Town may take all actions necessary to comply with federal, state, and local laws and/or judicial orders and such actions will not constitute a breach of the terms of this Purchase Order. To the extent that any other provisions of this Purchase Order conflict with this paragraph, the provisions of this section shall control.

22. **Non-discrimination** - To the extent permitted by North Carolina law, the parties hereto for themselves, their agents, officials, employees and servants agree not to discriminate in any manner based on race, color, creed, national origin, sex, age, handicap, or sexual orientation with reference to the subject matter of this Contract. The parties further agree, to the extent permitted by law, to conform with the provisions and intent of Town of Clayton Ordinance 1969-889, as amended. This provision is hereby incorporated into this Contract for the benefit of the Town of Clayton and its residents, and may be enforced by action for specific performance, injunctive relief, or other remedy as provided by law. This provision shall be binding on the successors and assigns of the parties with reference to the subject matter of this Contract.
23. **Insurance** - If performing services under this Purchase Order the Vendor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this Purchase Order the following coverages and limits. The requirements contained herein, as well as Town's review or acceptance of insurance maintained by Vendor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Vendor under this Purchase Order:
- a. **Workers' Compensation Insurance** - Vendor agrees to maintain Worker's Compensation Insurance in accordance with North Carolina General Statute Chapter 97 and with limits of no less than \$1,000,000 each accident, each employee and policy limit.
 - b. **Commercial General Liability** - Combined single limit of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.
 - c. **Commercial Automobile Liability** - Limits of no less than \$1,000,000 Combined Single Limit. Coverage shall include liability for Owned, Non-Owned and Hired automobiles. In the event Vendor does not own automobiles, Vendor agrees to maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Auto Liability policy. Automobile coverage is only necessary if vehicles are used in the provision of services under this Purchase Order and/or are brought on a COR site.
 - d. **Additional Insured** - Vendor agrees to endorse the Town as an Additional Insured on the Commercial General Liability. The Additional Insured shall read 'Town of Clayton as its interest may appear'.
 - e. **Umbrella or Excess Liability** - Vendor may satisfy the minimum liability limits required above under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability, however, the Annual Aggregate limits shall not be less than the highest 'Each Occurrence' limit for required policies. Vendor agrees to endorse Town of Clayton as an 'Additional Insured' on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a 'Follow-Form' basis.
 - f. **Professional Liability** - Limits of no less than \$1,000,000 each claim. This coverage is only necessary for professional services such as engineering, architecture or when otherwise required by the Town.
The Town reserves the right to require a Certificate of Insurance meeting the minimum coverage and requirements of this section. Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Vendor's insurer. If Vendor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Vendor agrees to notify the Town within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. The certificate holder address should read: Town of Clayton PO Box 879, Clayton, NC 27528.
All insurance companies must be authorized to do business in North Carolina and be acceptable to the Town of Clayton.
24. **Indemnity** - To the fullest extent permitted by law, except to the extent caused by the sole negligence or willful misconduct of the Town, the Vendor shall indemnify and hold and save the Town, its officers, agents and employees, harmless from liability of any kind, including all claims, costs (including defense) and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Purchase Order, and from any and all claims, costs (including defense) and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Vendor in the performance of this Purchase Order. This representation and warranty shall survive the termination or expiration of this Purchase Order. The Vendor shall indemnify and hold and save the Town, its officers, agents and employees, harmless from liability of any kind, including claims, costs (including defense) and expenses, on account of any copyrighted material, patented or unpatented invention, articles, device or appliance manufactured or used in the performance of this Purchase Order.
25. **Intellectual Property** - All intellectual property, including, but not limited to, patentable inventions, patentable plans, copyrightable works, mask works, trademarks, service marks and trade secrets invented, developed, created or discovered in performance of services under this Purchase Order shall be the property of the Town. Copyright in and to any copyrightable work, including, but not limited to, copy, art, negatives, photographs, designs, text, software, or documentation created as part of the Vendor's performance of services under this Purchase Order shall vest in the Town. Works of authorship and contributions to works of authorship created by the Vendor's performance of services under this Purchase Order are hereby agreed to be 'works made for hire' within the meaning of 17 U.S.C. 201.
26. **Force Majeure** - Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God. Except as otherwise provided in any environmental laws, rules, regulations or ordinances applicable to the parties and the services performed under this Purchase Order, neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God. Either party to the Purchase Order must take reasonable measures and implement reasonable protections when a weather event otherwise defined as a force majeure event is forecast to be eligible to be excused from the performance otherwise required under this Purchase Order by this provision.

27. **Cancellation** - The Town may terminate this Purchase Order at any time by providing written notice to the Vendor. The vendor shall cease performance immediately upon receipt of such notice. In the event of early termination, Vendor shall be entitled to receive just and equitable compensation for costs incurred prior to receipt of notice of termination and for the satisfactory work completed as of the date of termination and delivered to the Town. Notwithstanding the foregoing, in no event will the total amount due to Vendor under this section exceed the total amount due Vendor under this Purchase Order.
28. **Miscellaneous** - The Vendor shall be responsible for the proper custody and care of any property furnished or purchased by the Town for use in connection with the performance of this Purchase Order and will reimburse the Town for the replacement value of its loss or damage. The Vendor shall be an Independent Contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. Nothing herein is intended or will be construed to establish any agency, partnership, or joint venture. Vendor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Purchase Order. Such employees shall not be employees of or have any individual contractual relationship with the Town.
29. **E-Verify** - I understand that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25 et seq. I am aware of and in compliance with the requirements of E-Verify and Article 2 of Chapter 64 of the North Carolina General Statutes. To the best of my knowledge, any subcontractors employed by me as a part of this contract are following the requirements of E-Verify and Article 2 of Chapter 64 of the North Carolina General Statutes.
30. **Iran Divestment Act Certification** – Contractor certifies that, as of the date listed below, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 147-86.55, *et seq.* In compliance with the requirements of the Iran Divestment Act and N.C.G.S. § 147-86.59, Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.
31. **Companies Boycotting Israel Divestment Act Certification** - Contractor certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81.

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MINIMUM SPECIFICATIONS

The following specifications are intended to describe the minimum requirements for providing the Town Substation Regulators. Specific details listed below should be considered as minimum requirements unless otherwise described. Where no specifications are listed, the item is to be described as bid. Applicable manufacturer's literature is to be included with the bid.

1. GENERAL:

DEFECTIVE MATERIALS

- a. All materials furnished hereunder shall be subject to the inspection, tests, and approval of the town, and the vendor shall furnish all information required concerning the nature and source of any materials.
- b. The bidder must guarantee materials and workmanship against defects due to faulty materials or faulty workmanship or negligence for a minimum period of 12 months following acceptance of materials and or completion of work. Bidder must make good on such defective materials or workmanship and any damage resulting therefrom without cost to the Town of Clayton.
- c. The materials and equipment furnished hereunder shall become the property of the Town when delivered at the point to which shipment is to be made, provided, however, that the Town may reject any such materials and equipment that do not comply with the specifications for materials and equipment and warranties of the bidder and manufacturers. Recognition and subsequent rejection of any defective materials and equipment may occur either before or after incorporation of such materials and equipment within one (1) year of the date of delivery of the materials and equipment. Upon any such rejection, the bidder shall replace the rejected materials and equipment with materials and equipment complying with the specifications for materials and equipment and warranties, f.o.b. truck at suitable destination. The Town shall return the rejected materials f.o.b. truck at the same destination. In the event of the failure of the bidder to so replace rejected materials and equipment, the town may make such replacement and the cost and expense thereof shall be paid by and recoverable from the bidder.

2. MEETS OR EXCEEDS SPECIFICATIONS:

All text fields or blanks must be responded to in the returned bid specifications. Failure to complete this information will indicate a non-responsive bid. Please check the appropriate "YES" ☐ or "No" ☐ box in the right column, or where requested, indicating that the items being bid does meet or does not meet the specification as written. Checking the "NO" field indicates that the bidder does not meet the specification as requested and is taking an exception. All exceptions must be explained in detail as per below.

3. BID SPECIFICATION COMPLETION INSTRUCTIONS:

If requested, please complete and fill-in any text fields (or blanks) such as, as indicated within the specifications below. These text fields have been inserted into the specifications for bidders to respond to specific requests for information. All text fields or blanks must be responded to in the returned bid specifications. **Failure to complete this information will indicate a non-responsive bid.**

4. BID AWARD AND CONTRACT TERM OPTIONS:

The Town intends to award this Bid by Item, to the lowest responsive responsible bidder for each Item listed on the Bid Form. The Town reserves the right to award some or all the Items within the Bid, or any combination of the Items, as determined to be in the best interest of the Town.

5. QUANTITY:

The Town of Clayton reserves the right to adjust quantities as needed, and to add additional items and/or products as needed, as determined to be in the best interest of the Town. The quantities stated herein, for term or multi-year contracts, are estimated, and may change to be less or more over the term of the contract.

6. REGULATORY REQUIREMENTS:

All products/items, supplies, equipment, and apparatus must meet all Federal, State, and Local safety regulations, specifications, requirements, and guidelines. All equipment and materials covered by these specifications and all tests applied thereto shall, unless otherwise stated herein, be in accordance with the applicable provisions of the latest editions of the standards of the A.S.T.M., A.N.S.I., A.E.I.C., N.E.M.A., I.P.C.E.A., and I.E.E.E. For all transformers in this bid, the bidder must submit certified test results for each transformer before the shipment can be considered complete and payment will be withheld until these losses for each transformer are supplied to the municipality.

7. INSURANCE REQUIREMENTS:

The bidder must provide a Certificate of Insurance with their bid submittal as evidence of a minimum of \$5,000,000 Liability coverage: for General and Environmental liability.

8. DELIVERY:

Delivery of materials shall be f.o.b. town of clayton, public works dept., 653 NC 42 west, clayton, NC 27520. Delivery of all items shall be made at such time as to permit unloading between the hours of 7:30 am to 11:30 am, and 1:00 pm to 3:30 pm, Monday through Friday, holidays excluded. **Forty-eight hours' delivery notice is required.**

- a. Prices shall include the cost of delivery to the town of clayton public works warehouse on NC 42 in Clayton, North Carolina.
- b. Equipment shall be shipped in an open-top truck to allow unloading by the town with the use of a truck derrick or crane.

9. MATERIALS

- a. All materials and equipment shall be new.
- b. Catalog numbers, manufacturer, ratings, characteristics, types, sizes, etc., of all materials and equipment included. A simple statement that all necessary materials and equipment will be provided is not satisfactory.
- c. All equipment and materials covered by these specifications and all tests applied thereto shall, unless otherwise stated herein, be in accordance with the standards listed in the technical specifications.

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SCOPE OF MATERIALS

1. SCOPE

This specification covers electrical, mechanical, and safety features and characteristics of outdoor, single-phase, fluid-immersed, step-type voltage regulators. The voltage regulator must be completely self-contained and provide $\pm 10\%$ regulation in thirty-two (32) steps of approximately $5/8\%$ each. To minimize losses, ensure long life, and provide required overload ability, forced air (ONAF) ratings are not acceptable to achieve the voltage regulator nominal KVA rating.

2. RATINGS

- a. The regulators furnished under this specification shall be designed, manufactured, and tested in accordance with IEEE Std C57.15™-2017 standard. That standard shall be considered a part of this specification.
- b. Voltage regulator rating(s) shall be as specified below.

RATING	
Nominal Voltage	14,400
System Voltage	13,200
Basic Insulation Level (kV)	150
KVA 55°/65°	576/645
Amps	400/448
Frequency	60 Hz
Shunt arrester MCOV/Duty Cycle (kV)	15.3/18

* Regulator to be shipped with ratio correcting transformer connected for operation on 13.2 kV system.

- c. The regulator main coil, reactor, and potential transformer shall include thermally upgraded insulation to permit operation up to 65 °C rise without loss of life to the insulating system. At 65 °C rise, the regulator shall provide 12% extra current capacity over the base (55°C) current rating. A suitably patterned, epoxy-coated insulation paper shall be used in all windings. Prior to assembly of the main core and coil assembly, the windings are to be baked with sufficient mechanical pressure exerted on the sides of the coil to maximize a complete bonding of the insulation to maintain required short-circuit current withstand.
- d. Regulators shall be furnished with ANSI Type II mineral oil per ASTM D-3487. The oil shall contain less than 1 part per million PCBs at time of manufacture, and this shall be so stated on the regulator nameplate.

3. INTERNAL CONSTRUCTION

- a. The regulators shall be designed such that they can be partially or completely untanked for inspection and maintenance without disconnecting any internal electrical or mechanical connections. (External connections must be disconnected.) Two military specification-style quick-disconnect circular connectors shall be provided with a solid-state automatic current transformer shorting device located in a junction box located on the cover.
- b. The tap-changing mechanism shall be completely liquid-immersed.
- c. An electrical feedback circuit shall be incorporated with the tap-changer motor circuit and control to ensure accurate indication of tap position and number of operations. Accuracy is to be maintained for all dielectric fluids used with the voltage regulator.
- d. Regulator control system shall have Class 1 accuracy for all ratings of load voltage regulation using load side voltage transformers or utility windings. Control calculations, using tap position, are not acceptable for regulation of the normal load-side voltage.
- e. Step-voltage regulators shall be designed and constructed to withstand the mechanical and thermal stresses associated with external short circuits producing maximum current values of 25 times the base rms symmetrical rated load current or a maximum of 16 kA rms symmetrical, whichever is less. The first-cycle asymmetrical peak current the voltage regulator is required to withstand shall be determined as shown in Equation (1) and Table 13 of IEEE Std C57.15™-2017 standard.
- f. The regulator shall be supplied with a center-tapped reactor for the purpose of maintaining continuity while the tap-changer is changing position. The reactor shall be isolated from the ground to provide protection from lightning and switching surges. Construction of the reactor shall be core-type, wherein the windings occupy each of the two core limbs to provide balanced windings, reduce leakage current, and minimize no-load losses.
- g. Internal secondary wiring shall be color coded and labeled for easy identification.

4. EXTERNAL FEATURES

- a. The BIL rating of the bushings shall be compatible with the BIL of the regulator, and all bushings 15 kV and above shall have a minimum creep distance of 18 inches. The bushing designations (S, L, and SL) shall be permanently marked on the regulator cover adjacent to the bushings. The S, L, and SL bushings must be interchangeable with each other.
- b. Material of threaded studs and connectors shall be tin-plated bronze. Each bushing shall include a threaded 1.125"- 12 UNF-2A stud. Compatible tinned bronze 4-hole NEMA pad shall be provided for each stud. Connectors integral to the bushing are not acceptable.
- c. All regulators shall be provided with an external MOV type bypass arrester connected across the series winding.
- d. A fluid sight gauge shall be provided that indicates fluid color and critical level at – 25 °C. An external, corrosion-resistant position indicator shall indicate the tap-changer position. The downward at a 45-degree angle for ease of reading when the regulator is mounted above ground level.
- e. An external, corrosion-resistant position indicator shall indicate the tap-changer position. The position indicator shall be polymer constructed, mounted above the oil level, and slanted downward at a 45-degree angle for ease of reading when the regulator is mounted above ground level.

- f. Regulators shall be capable of additional current-carrying capabilities at reduced regulation, as shown in the following table. The limiting adjustment shall be located inside the position-indicator faceplate to prevent inadvertent adjustment. In addition, the regulator control shall be capable of limiting the regulation via software setting.

Capacity Adjustments	
Regulation (%)	Current (%)
±10.0	100
±8.75	110
±7.5	120
±6.25	135
±5.0	160

- g. Stainless steel mounting bosses shall be provided for the mounting of lightning arresters adjacent to the source (S) and load (L) bushings, The bosses shall be fully welded around their circumference. Spot welding is not acceptable. MOV type, polymer housed, riser pole, shunt arresters shall be provided by the manufacturer.
- h. All regulators shall have a 1" drain valve with sampling device and a 1" upper filter press connection.
- i. A handhole shall be provided on the cover of the regulator for inspection purposes and to access terminals used to reconnect the regulators for operation at large variations of system voltage.
- j. Regulators shall have two stainless steel ground pads located diagonally opposite from each other. Each pad shall have two stainless steel ½"-13 UNC ground provisions. All grounding provisions are to be located near the base of the regulator.
- k. Each regulator shall be provided with two laser-etched nameplates, one mounted on the control enclosure and the other mounted on the regulator tank.
- l. The regulator shall be of a sealed-tank construction to permit operation at 65 °C rise without increasing the oxidation rate of the oil. A 5 PSIG, 50 SCFM pressure- relief device shall be supplied above the 110 °C fluid level. Qualitrol 202 or approved equal.
- m. The voltage regulator shall remain effectively sealed for a top fluid temperature range of –20 °C to +110 °C for continuous operation at rated KVA and under operating conditions as described in loading guide IEEE Std.C57.91™- 2011 standard, without gaskets and O-rings seizing or deteriorating, for the life of the voltage regulator.
- n. The external parts of the tank and control enclosure shall be painted light gray, Munsell 5BG7.0/0.4, and meet the coating and security requirements of IEEE Std C57.12.31™-2010 standard. The inside of the tank and bottom of the cover shall also be primed and/or painted white.
- o. An external electrical connection between the cover and tank shall be supplied to allow the cover-suspended internal assembly and tank to be grounded together to eliminate voltage differentials.
- p. Thermometer provisions shall be provided for all substation voltage regulators.

- q. A multi-conductor neoprene 600 V, -50 °C to 105 °C cable with disconnect plugs at each end shall provide the connection between the internal circuitry of the voltage regulator and the control.
- r. An electronic device shall be provided to protect the internal CT from high voltages due to the control cable being disconnected or cut while the voltage regulator is energized.
- s. The regulator shall be furnished with external stainless-steel hardware.
- t. Each regulator shall be furnished with an adjustable galvanized-steel elevating structure for raising the regulator to meet live part-to-ground clearances.

5. REGULATOR CONTROL

- a. The regulator shall include a Schweitzer Engineering Laboratories (SEL) model 2431 control. Bids including any other control will be rejected. Control shall include the following features:
 - i. Control shall be housed in a painted-steel weather resistant enclosure with provisions for locking and provisions for grounding.
 - ii. USB flash drive interface.
 - iii. Toggle Switch raise/lower operators
 - iv. One multimode fiber communications port with ST fiber connectors
 - v. Future Ethernet compatible
 - vi. Conformal Coat on all circuit boards
 - vii. Wiring harness specific to manufacturer.
 - viii. SEL part number based upon the requirements above should be 24310111X1240XX2**XX where the “**” would be filled in by the manufacturer for the appropriate wiring harness.

6. REGULATOR EFFICIENCY

- a. The regulators will be “Loss Evaluated” in that their cost of losses will factor into the purchasing decision. The A factor is \$3.5/watt, and the B factor is \$0.77/watt.
- b. Guaranteed regulator no-load (core) and load (winding) losses shall be provided during bidding.
- c. No-load losses at Neutral and 1R positions and load losses at 16R, 15R, 15L and 16L positions for Type A and Type B designs shall be provided.
- d. No-load losses at Neutral, 15R and 16R positions and load losses at 16R, 15R, 15L and 16L positions for Series Transformer designs shall be provided.
- e. These losses shall be corrected to a reference temperature of 75 deg. C.

7. TESTING

- a. **Testing shall include the following:**
 - i. 7.1.1. Ratio tests all windings and tap connections.

- ii. 1000 operations using external voltage supply.
- iii. Operational test using rated voltage.
- iv. Polarity test.
- v. Resistance measurements of all windings excluding control and tap-changer voltage supplies. Tapped windings shall have resistance measurements made at 16R, 15R, 15L and 16L.
- vi. Insulation power factor test.
- vii. Insulation resistance test.
- viii. No-load (core) losses.
- ix. Load (winding or copper) losses and Impedance at rated current and frequency.
- x. Applied potential test.
- xi. 20-2101-01 T-6.
- xii. Induced potential test.
- xiii. Routine Lightning Impulse test
- xiv. All regulator designs are to be certified design-tested for required temperature, impulse and short circuit performance criteria per IEEE Std C57.15TM-2009 standard. Certified design type test reports must be supplied upon request.

8. APPROVALS

- a. Prior to commencing production, the manufacturer shall submit to the Purchaser's Engineer drawings and information for review to demonstrate conformance to technical specifications.
- b. Documents shall clearly identify the name of the end use customer, the name of the project, and the Purchaser's Contract or Purchase Order Reference Number. All drawings transmitted shall clearly identify the manufacturer's Shop Order Reference Number.
- c. The manufacturer shall submit the approval drawings to the Purchaser's Engineer and shall allow at least two weeks for review. Upon return of drawings by Engineer, manufacturer shall make corrections if necessary, and resubmit within 30 calendar days revisions of each drawing marked "Released for Construction." The Engineer reserves the right to require the manufacturer to resubmit approval drawings for additional review after corrections.
- d. Approval of the drawings by the Purchaser or Purchasers Engineer shall not relieve the manufacturer of the responsibility for meeting all requirements of the specifications, for correctness of the drawings and the proper design of the equipment.
- e. Drawings and information thereon submitted for approval shall include the following:
 - i. Regulator outline drawing showing overall dimensions and weight including all accessories. Drawings shall include center of gravity, shipping dimensions, assembly dimensions, and weights. Drawings shall be scaled in concurrence with the noted dimensions.

- ii. Bill of material itemizing quantity, manufacturer, model, rating and operating characteristics of each component and accessory.
- iii. "Cut sheet" details providing schematic and physical representation of all major components.
- iv. Control cabinet physical drawings showing interior views with controls identified. Drawings shall be accurate to actual physical arrangement and scaled to concur with dimensions.

9. DELIVERY

- a. Shipment, unless otherwise agreed upon, shall be made F.O.B. to the Owner's designated project site or to the Owner's warehouse facility should the site not be ready. All aspects of transportation shall be the responsibility of the manufacturer or his selling agent. The Owner or the Owner's contractor will make provisions for unloading.
- b. The manufacturer shall provide the Purchaser 14 calendar days advance notice as to the date of shipment and anticipated transportation schedule. Confirmation of final schedule shall be provided 48 hours prior to shipment.

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PRICING AND DELIVERY

Substation Regulators rejected by the Town of Clayton for defects and/or non-adherence to specifications shall be returned to the vendor freight collect for a full refund.

ITEM No.	DESCRIPTION	QTY	Price Per Each
1	Outdoor 14.4 kV Single Phase Voltage Regulator Complete with all components in accordance with the Technical Specifications. <u>Delivered F.O.B. to project site or TOC warehouse</u>	3	\$ _____
Total:			\$ _____ <small>*Price must include delivery fee if applicable</small>

No Load Losses: _____

Load Losses: _____

DELIVERY SCHEDULE (Consecutive Calendar Days ARO)

- A) Submittal of Approval Drawings _____
- B) Production Tests _____
- B) Delivery of Final Documentation _____
- C) Shipment of Equipment _____

Manufacturing location: _____

The bidder shall attach a recommended spare parts list with price quotes.



REFERENCES

Provide at least three (3) references, for which your company has provided goods and services of substantially the same features and quantity as those solicited herein. References shall be checked during the evaluation period to determine that the goods provided are substantially like those bid for herein and that the vendor's performance has been satisfactory. Information obtained will be considered in evaluation of the bids. Bidders are cautioned to provide accurate information. Misleading information presented in the references may result in a rejection of the proposal.

1. Agency or Company Name: _____

Business Address: _____

Contact Person: _____

Contact Telephone Number: _____

Contact E-Mail Address: _____

2. Agency or Company Name: _____

Business Address: _____

Contact Person: _____

Contact Telephone Number: _____

Contact E-Mail Address: _____

3. Agency or Company Name: _____

Business Address: _____

Contact Person: _____

Contact Telephone Number: _____

Contact E-Mail Address: _____



CONTACT INFORMATION

Please provide (use to specify additional contacts other than the bidder's information above) contact information below (see Specification or Requirement #, page). Bidders must provide the contact information below (list of reason additional information is needed).

Manufacturer Name: _____

Location Address: _____

Mailing Address (if different than above): _____

Town: _____

State: _____ Zip Code: _____

Primary Contact's Name: _____

Title/Position: _____

Office Phone Number: _____ Fax Number: _____

Cell/Mobile Phone Number: _____

E-Mail Address: _____

Secondary Contact's Name: _____

Title/Position: _____

Office Phone Number: _____ Fax Number: _____

Cell/Mobile Phone Number: _____

E-Mail Address: _____



“NO BID” RESPONSE

If you are not submitting a bid, please complete this form and email it to kmalcolm@townofclaytonnc.org as soon as possible. This information will help the Town understand why you are unable to submit a bid and help identify if changes are necessary to the bid document and/or the specifications for future bids. Please indicate below whether you wish to remain on the Town of Clayton’s Bidders list for this item(s). Please check all that apply.

- ☐ Cannot meet specifications as written.
- ☐ Did not have enough time to prepare for this bid.
- ☐ Did not have enough time to acquire Bid Bond (only if required).
- ☐ Bid was mailed to wrong address, person, or location.
- ☐ Company does not provide Bid Bonds (only if required)
- ☐ The company does not sell or distribute the item(s) included in this bid.
- ☐ The company does not sell direct to end users.
- ☐ The company cannot sell in a protected area where another distributor has exclusive sales rights.
- ☐ Do not agree with the Town of Clayton’s “Terms and Conditions.”
- ☐ Do not agree with the Town of Clayton’s Non-Discrimination Policy
- ☐ Do not feel the company can offer a competitive price for what is being specified.
- ☐ Other: Please explain: _____
- ☐ Please keep us on your Bidder’s List
- ☐ **PLEASE REMOVE** us from your Bidder’s List for this item.

BID NO: _____ BID NAME: _____

COMPANY NAME: _____ DATE: _____

CONTACT NAME: _____ TITLE: _____

TELEPHONE NO.: _____ EMAIL: _____