



Wilma Kelly
Purchasing Manager

City of Alexandria

Purchasing Department
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Requests for Proposals will be received until **2:00 PM, Monday, June 22, 2026** and opened at the City of Alexandria Purchasing Department.

City of Alexandria **RFP # 1984P**
Page: 1 of 18
Date RFP Prepared: May 7, 2026

Bid Bond Requirements: A bid bond or check for N/A% of the total amount of bid.

Performance Bond Requirements: In the event bid is accepted, a performance bond shall be required in the amount of N/A%.

Please file proposals with the following:

Joann Swain, Senior Buyer
City of Alexandria - Purchasing
2021 Industrial Park Road
Building WH
Alexandria, LA 71303
Phone: 318-441-6182 Fax: 318-619-3412

INTRODUCTION

TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT

It is the intent of the City of Alexandria to secure pricing for the service of **Transformer Repairs for Polemount and Padmount Transformers, on an “as needed basis”**, for use by the City of Alexandria. This contract shall remain in effect for a period of twelve (12) months from award date. Contingent upon the availability of funds, and the ability of the successful proposer to honor the quoted prices, the City reserves the right to renew the existing contract for a period of up to two (2) additional years, in one year increments.

All repaired items shall be shipped F.O.B., freight pre-paid, to City of Alexandria, Bobby Clifton, Substation Supervisor, 1015 N. Third Street, Alexandria, LA 71301. Products shall be fully serviced with all necessary lubricants and fluid levels necessary for normal operation prior to delivery.

Successful proposer shall notify Bobby Clifton, Substation Supervisor, at (318)473-1343, within a minimum of twenty-four (24) hours prior to delivery.

Complete RFP packet should be returned as issued by the City of Alexandria with ALL PAGES intact and all specification response columns filled in. Incomplete columns or missing pages may result in the proposer’s entire quote being rejected.

Proposals may be returned either hand delivered to City of Alexandria Purchasing Department, Attn: Joann Swain, located at 2021 Industrial Park Road, Building WH, Alexandria, LA 71303; or e-mailed to joann.swain@cityofalex.com.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT**

GENERAL CONDITIONS FOR BIDDERS - PLEASE READ CAREFULLY

1. Pursuant to LA R.S 38:2212.1. C.(1)(2), any manufacturer's preference in this proposal is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.
2. Pursuant to LA R.S. 38:2212 B.(1), the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
3. Preference shall be given to bidders quoting F.O.B. Destination (the City of Alexandria using department), FREIGHT PREPAID, unless otherwise requested.
4. Each bidder shall submit his proposal on the proposal form furnished by the City of Alexandria Purchasing Department. The complete bid package must be returned as issued by the City with all pages intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, shall result in the vendor's entire bid package being rejected.
5. Literature, brochures, and other related paperwork attached to the bid should be identified with the name of the bidder and bid item number.
6. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
7. Pursuant to LA R.S. 38:2212 F., the bid specifications may contemplate a fixed escalation or de-escalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index or the Producer Price Index. Bids based on specifications which are subject to a recognized escalation index shall be legal and valid for any item of a public work, at the discretion of the City.
8. Pursuant to LA R.S. 38:2212.1. F., any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria to acquire quantities of the above listed items under a contract with the City of Alexandria for items awarded by public bid, pursuant to the cooperative purchasing provisions of Part VII of Chapter 17 of Subtitle III of Title 39 of the Louisiana Revised Statutes of 1950, R.S. 39:1701 et seq.
9. The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications. (Price(s) should be itemized.)
10. All erasures or corrections on the bid form must be initialed and the City of Alexandria may rely on the apparent authority represented by the initials.
11. The City of Alexandria reserves the right to reject for cause any and all bids or parts of bids, or accept bids most beneficial to the City.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT**

General Conditions for Bidders - Please Read Carefully (Continued)

12. Any bid submitted which contains additions, conditional or alternate bids, or irregularities which may make the proposal incomplete, indefinite, or ambiguous as to its meaning, thus requiring clarification after the specified date and time of bid opening shall be rejected.
13. ~~Bids shall be opened publicly in the City Council Chambers or Council Committee Room.~~
14. Cash discounts may be accepted, but **SHALL NOT** be considered in making award.
15. Regarding a bid for purchase of materials, supplies or services, not to include construction of any public works, a written notice of acceptance mailed or otherwise furnished to the successful bidder shall result in a binding contract without further action by either party.
16. When any bid is accepted for the construction or doing of any public works, a written contract shall be executed by and between the City of Alexandria and the Contractor. No contract shall be binding upon the City until it has been executed by the City and delivered to the successful bidder. Should the bidder to whom the contract is awarded fail to execute the contract, the award shall then be made to the next lowest responsible bidder, or re-advertised for public bid, said decision to be in the sole judgment of the City of Alexandria. This action may result in the loss of bidding privileges for a period of one (1) year.
17. The City of Alexandria shall schedule for payment the invoices for articles or services purchased under this bid within thirty (30) days after due and proper delivery accompanied by invoice.
18. The City of Alexandria is exempt from all sales taxes. A sales tax exempt form shall be furnished by the City of Alexandria Purchasing Department, if requested.
19. Bidder(s) awarded item(s) by the City of Alexandria shall be responsible for supplying all products at the awarded price(s). Failure may result in the City's cancellation of the remaining items awarded.
20. Regarding Service Contracts and Procurement Contracts, the terms of the contract shall be binding upon any and all parties involved until goods and supplies are delivered, services have been rendered, and/or work has been completed and accepted by the Mayor on behalf of the City of Alexandria and all payments required to be made to the Contractor have been made. However, a contract may be terminated under any and all of the following conditions:
 - (a) By mutual agreement and consent of either party upon thirty (30) days written notice to the other party;
 - (b) By the Mayor, on behalf of the City of Alexandria, as a consequence of the failure of the Contractor to comply with the terms and conditions of the contract or the progress or quality of work to be performed in a satisfactory manner, proper allowance being made for circumstances beyond the control of the Contractor; or
 - (c) By satisfactory completion of all services and obligations described in the contract.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT**

General Conditions for Bidders - Please Read Carefully (Continued)

If the contract is terminated for any of the terms and conditions authorized in sub-paragraph (b) above, Contractor shall be formally notified in writing by the City of Alexandria Purchasing Department by means of certified mail informing him of cancellation of the contract, giving specific reasons for said cancellation. Contractor shall have the right to appeal to the City Council within ten (10) days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a letter addressed to the City Council and delivered to the City Clerk, stating that an appeal to the decision of cancellation is desired. The City Council shall thereafter hold a hearing on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. After hearing the appeal, the city Council may, by a majority vote, sustain, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its findings.

21. Contractors submitting bids for Public Works construction projects in excess of \$1.00 must show his Contractor's License Number on the front of the bid envelope, except for certain projects for which a Contractor's License Number is not required by the State Contractor's Licensing Board. Failure to comply with this directive shall result in automatic bid rejection, furthermore, any Contractor who submits a bid for a type of construction for which he is not properly licensed shall be acting in violation of LA R.S. 37:2163, and shall be subject to all provisions for violation and penalties thereof. Contractors who are owned by, and are submitting a bid as a subsidiary of a parent company, whose name is listed in the State of Louisiana's Roster of Licensed Contractors, may do so by including a letter of proof of ownership from the parent company with the submitted bid package. The letter must be signed as per LA R.S. 38:2212 B.(5)(a)(b)(c) (see Item #22 below).

22. All bids submitted via USPS (registered or certified), overnight courier or hand delivered, shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212 B.(5)(a)(b)(c), which states:

(c)(i) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the division of administration or the State of Louisiana. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions are met:

(aa) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the Secretary of State, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the Secretary of State.

(bb) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principle, or other documents indicating authority which are acceptable to the public entity.

(cc) The corporation, partnership, or other legal entity has filed in the appropriate records of the Secretary of State in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the Secretary of State shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT**

General Conditions for Bidders - Please Read Carefully (Continued)

23. In-State preferences shall not apply to procurements involving federal funds.
24. Pursuant to LA R.S. 38:2212 O.(2)(a)(b), any modifications of plans and specifications will be made through an addendum. No addendum shall be issued within seventy-two (72) hours of the bid opening, excluding weekends and legal holidays, without the extension of the bid opening date. An extension of at least seven (7) but no more than thirty (30) working days is required but, re-advertising is not required. The addendum shall be transmitted by any one of the following methods: (1) facsimile transmission; (2) e-mail; (3) by hand; or (4) posted on the City of Alexandria's website (www.cityofalexandriala.com) and posted on Central Bidding's website (www.centralauctionhouse.com) if applicable.
25. All Federal Transit Administration (FTA) funded procurements, including operating assistance funding contracts, are to follow the Master Agreement, to include all applicable federal clauses.
- a. Any bidder that is found listed on the Federal Government's *System for Award Management* (SAM) website, at www.sam.gov/portal/sam, under the advanced search feature for *Excluded Parties List System* (EPLS), shall automatically be rejected for the award of this bid, by Category and/or in its entirety. This applies to any portion of the bid that is a procurement funded by FTA.
26. Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. Inquiries about the *AFEAT* Program should be directed to the Division of Finance. As a part of its RFP response, each Bidder **shall** submit documentation of its bona fide effort to secure subcontractors that meet the City's *AFEAT* goals. Each bidder **shall** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT**

Alexandria Fairness, Equality, Accessibility and Teamwork Program (AFEAT)

Dear Vendor:

Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- B. Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- C. Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.*
- D. Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.*
- E. Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.*

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit www.diversityinaction.org . Should you have any questions or comments, please do not hesitate to contact our Finance Department at 318-449-5091 or our Purchasing Department at 318-441-6180.

As a part of its RFP response, each Bidder ***shall*** submit documentation of its bona fide effort to secure subcontractors that meet the City's AFEAT goals. Each bidder ***shall*** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

Sincerely,

City of Alexandria

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT**

SPECIFICATIONS

SCOPE:

This specification covers repaired 12470/7200 volt single phase and 2400 volt single phase polemounted transformers with ratings of 250 kVA, or less. It also covers single phase and three phase padmounted transformers with ratings of 500 kVA, or less.

All characteristics, definitions and terminology, except as specifically covered in this specification, shall be in accordance with the latest revision of the American National Standards Institute (ANSI). All repairs, except as otherwise specified herein, shall be in accordance with the applicable ANSI standards.

The City of Alexandria reserves the right to make “on site” inspections of the repair facilities prior to award of RFP.

The City of Alexandria reserves the right to terminate the contract at any time due to poor workmanship or unsatisfactory performance of repaired transformers.

**VENDOR'S RESPONSE:
COMPLY / NON-COMPLY**

1.0 Classification of Repairs:

1.1 Class I – Minor Repairs: This classification of repair covers units requiring un-tanking but, not rewinding of the coil.

_____ / _____

The requirements are as follows:

- A. Untank and dismantle transformer; _____ / _____
- B. Clean all parts; _____ / _____
- C. Bake core and coil; _____ / _____
- D. Clean and refinish tank interior; _____ / _____
- E. Clean, sand, prime and paint tank exterior according to *Section 2.0 – Painting*; _____ / _____
- F. Replace all damaged porcelain; _____ / _____
- G. Repair and replace broken terminals and miscellaneous hardware; _____ / _____
- H. Replace tank cover gasket, hand-hole gasket, bushing gaskets and, where applicable, external tapchanger gasket with new gaskets; _____ / _____

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT**

SPECIFICATIONS

**VENDOR'S RESPONSE:
COMPLY / NON-COMPLY**

- 1.0 Classification of Repairs: (Continued)
 - I. Provide a pressure relief device for manual and automatic operation if transformer is not so equipped, in accordance with *Section 7 – Pressure Relief Devices*; _____ / _____
 - J. Install oil under vacuum to draw moisture from the core/coil assembly. Oil shall meet specifications of *Section 6 – Transformer Oil*; _____ / _____
 - K. Breaker mechanism on CPS unit shall be removed to make the transformer conventional; _____ / _____
 - L. Test transformer in accordance with *Section 9 – Final Test*. _____ / _____

- 1.2 Class II – Major Repairs: This classification of repair covers units requiring un-tanking and rewinding of the coil. _____ / _____

The requirements are as follows:

 - A. Follow all instruction in *Section 1.1 – Class I – Minor Repairs*; _____ / _____
 - B. Install lifting lugs on all tanks. Position these so lifting slings cannot bind against bushings; _____ / _____
 - C. Remove all dirt, carbon and sludge from the core with solvent; _____ / _____
 - D. Band, or otherwise secure the core to prevent looseness between laminations; _____ / _____
 - E. Rewind the coil in accordance with current applicable transformer specifications and standards unless otherwise instructed. Transformers 50 kVA and below with a stepped core and coil requiring Class II repairs, shall be rewound without a multi-step core and coil; _____ / _____
 - F. Bond the coils with layer to layer adhesion. Extend major insulation between high and low voltage coils well beyond the coils; _____ / _____
 - G. Emboss identifying letters on secondary leads. Inks and marking devices are prohibited due to the possibility of contamination of the oil; _____ / _____

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT**

SPECIFICATIONS

**VENDOR'S RESPONSE:
COMPLY / NON-COMPLY**

1.0 Classification of Repairs: (Continued)

H. Install locknuts on end-frame bolts and supporting bolts;

_____ / _____

I. Add a name plate in accordance with *Section 8 – Nameplates*;

_____ / _____

J. Test in accordance with *Section 9 – Final Test*.

_____ / _____

2.0 Painting:

2.1 Polemount Transformers: The tank exterior finish shall be ANSI No. 70, light gray (Munsell #5.OGB 7.0/0.4) color of such quality as to insure a lasting finish. Minimum dry film coating shall be 3 mils on tank exterior.

_____ / _____

2.2 Padmount Transformers: Units shall be refinished in a 7GY 3.29/1.5 Munsell, green color of such quality as to insure a lasting and non-fading finish.

_____ / _____

2.3 The transformer kVA rating shall be painted or decaled in black or red, at least 2 ½ inch Arabic numerals on the exterior of each polemount transformer in accordance with ANSI Standard C57.12.20. Padmount numbers shall be yellow. Secondary voltages shall be painted or decaled below the kVA decal in 2 inch Arabic numerals, minimum.

_____ / _____

2.4 The City installed PCB label shall be masked or replaced with equivalent label upon completion of repairs.

_____ / _____

3.0 Ground Lug Bosses and Connectors:

3.1 Ground lug bosses that have been removed, damaged, or loosened, shall be replaced in original position, if evident, or in accordance with ANSI C57.12.20, 1974, Figure S6, or latest revised edition.

_____ / _____

3.2 Eye bolt grounding lugs shall be supplied and shall accept #6 solid through #2 AWG stranded wire.

_____ / _____

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT**

SPECIFICATIONS

**VENDOR'S RESPONSE:
COMPLY / NON-COMPLY**

3.0 **Ground Lug Bosses and Connectors:** (Continued)

3.3 Lightning arrester mounting lugs shall be installed below H1 bushing on tank, if missing.

_____ / _____

4.0 Low Voltage Terminals:

4.1 Universal cable clamp or eye-bolt voltage terminals of copper or bronze, in good condition on polemount transformers, shall be cleaned, replaced if necessary, and reused on transformers so equipped.

_____ / _____

4.2 Damaged eye-bolt low voltage terminals on polemount transformers shall be replaced.

_____ / _____

4.3 Matched secondary bushings are desired.

_____ / _____

4.4 Repaired padmount transformers shall be equipped with externally clamped secondary bushings.

_____ / _____

5.0 High Voltage Bushings:

5.1 Bushings and arresters requiring replacement shall be ANSI 70 light gray bushings.

_____ / _____

5.2 Matched primary bushings are desired.

_____ / _____

5.3 Repaired padmount transformers shall be equipped with externally clamped load break bushing wells and inserts of the 15 kV, 200 amp class. Dust covers shall be secured over inserts.

_____ / _____

6.0 Transformer Oil:

6.1 Transformers shall be filled with de-gasified new oil which is certified to contain less than 2 PPM of PCB.

_____ / _____

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT**

SPECIFICATIONS

**VENDOR'S RESPONSE:
COMPLY / NON-COMPLY**

6.0 Transformer Oil: (Continued)

6.2 Test limits for transformer oil shall be as follows: _____ / _____

<u>Test</u>	<u>Limit</u>	<u>ASTM Test Method</u>
Dielectric breakdown, 60 HZ voltage.	29 kV, minimum	D-877
Neutralization number, mg KOH.gm, oil.	.1, maximum	D-974
Interfacial tension dynes/cm.	38, minimum	D-971
Power Factor, 60 HZ, 25 C, percentage.	.35, maximum	D-924
Moisture content, PPM.	30, maximum	D-1533
Inhibitor, DBPC, percent by weight.	.15, minimum	

7.0 Pressure Relief Devices:

7.1 A pressure relief device is required on all repaired distribution transformers. If a transformer has a defective pressure relief valve, or if the transformer does not have one; a pressure relief valve, meeting Section 6.2.7.1 if ANSI C57.12.20, shall be provided above the 140°C oil level for the relief of excess tank pressure. Valve shall be installed at puncture point on transformer if the point meets the above specifications. Valve should be equal to Qualitrol 202-030 and 202-301, Circle Seal P60-383 or Beta 1750 K-3. Support lugs or other tank Surfaces shall not obstruct hot stick operation of the valve. Resealing covers, meeting Section 6.2.7.2 of ANSI C57, 12.20, shall be an acceptable alternative. _____ / _____

8.0 Nameplates:

8.1 A new nameplate shall be added to all transformers passing through repair facilities for Class II repairs. The new nameplate shall be of a non-corrosive material and attached with non-corrosive rivets or screws. New nameplates shall show: _____ / _____

A. Name of repair facility; _____ / _____

B. Month and year of repair; _____ / _____

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT**

SPECIFICATIONS

**VENDOR'S RESPONSE:
COMPLY / NON-COMPLY**

- 8.0 Nameplates: (Continued)
- C. Impedance; _____ / _____
 - D. New serial number; _____ / _____
 - E. kVA rating, rated primary, rated secondary voltage; _____ / _____
 - F. Non-PCB indication; _____ / _____
 - G. Weight; _____ / _____
 - H. Taps and steps, if applicable; _____ / _____
 - I. Polarity. _____ / _____
- 8.2 The old nameplate shall be removed. _____ / _____

9.0 Final Test:

- 9.1 An applied voltage test using procedures in Paragraph 10.3, ANSI C57.12.90 shall be given transformers in repair Class II. Applied test voltages are listed below: _____ / _____

<u>Voltage Class</u>	<u>Test Voltages</u>
15 kV	22 kV

- 9.2 Transformers in repair Class II shall be tested for correct ratio and polarity. _____ / _____
- 9.3 The repair facility shall certify that any transformers repaired as Class II repairs shall withstand the through fault test requirements of Table 12 of ANSI C57.12.00, a. and b. _____ / _____
- 9.4 Copies of test results shall be furnished to the City of Alexandria, Attention Robert Normand, Substation Supervisor. _____ / _____
- 9.5 Each transformer shall be given a final energization test at nameplate primary voltage. _____ / _____

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT**

SPECIFICATIONS

**VENDOR'S RESPONSE:
COMPLY / NON-COMPLY**

10.0 Other Requirements:

- 10.1 If replacement of miscellaneous broken parts is not included in minor repair charges, an itemized price list for these parts shall be submitted. This list shall include all parts normally used by the repair facility to repair transformers. Statement shall be made as to which parts are included in minor or major charges. _____ / _____
- 10.2 Warranty shall be for at least two (2) years after receipt of shipment. _____ / _____
- 10.3 Bidder shall specify which transformers have oil included in repair price, and which do not. _____ / _____
- 10.4 The presence of moisture in a repaired transformer shall be determined by the comparison of insulation power factor readings of other units of the same rating. If an insulation power factor test performed by the City of Alexandria indicates the presence of excessive moisture in the winding of a rewind or re-recored transformer, the transformer shall be returned to the vendor and corrective action performed at no additional expense to the City of Alexandria. _____ / _____
- 10.5 Maximum transformer impedances for Class II repairs shall be as follows:
15 - 100 kVA 2.7%
15 - 167 kVA 3.0%
250 - 500 kVA 4.0%
- The impedance(s) percentages shall be stamped on the nameplate. _____ / _____
- 10.6 Turnaround time for repaired transformers shall be noted on Price Page. _____ / _____
- 10.7 Puncture test points shall be welded shut and finished in a professional manner should a pressure relief device not be required at that location. _____ / _____

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT**

SPECIFICATIONS

**VENDOR'S RESPONSE:
COMPLY / NON-COMPLY**

11.0 Shipping:

11.1 All transformers to be repaired shall be picked up and delivered by the repair facility. Advance notice of at least twenty-four (24) hours shall be necessary if loading or unloading assistance is required.

_____ / _____

11.2 Repair facility shall provide vehicles with containment provision (berms, spill trays, oil-dry, emergency spill kits, etc.)

_____ / _____

END OF SPECIFICATIONS

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT**

PRICE PAGE

POLEMOUNT TRANSFORMERS:

<u>kVA</u>	<u>Class I – Minor Repairs</u>		<u>Class II – Major Repairs</u>	
	<u>2400 V</u>	<u>7200 V</u>	<u>2400 V</u>	<u>7200 V</u>
5 No Taps	\$ _____	\$ _____	\$ _____	\$ _____
10 No Taps	\$ _____	\$ _____	\$ _____	\$ _____
No Taps	\$ _____	\$ _____	\$ _____	\$ _____
15 No Taps	\$ _____	\$ _____	\$ _____	\$ _____
No Taps	\$ _____	\$ _____	\$ _____	\$ _____
25 Taps	\$ _____	\$ _____	\$ _____	\$ _____
No Taps	\$ _____	\$ _____	\$ _____	\$ _____
37.5 Taps	\$ _____	\$ _____	\$ _____	\$ _____
No Taps	\$ _____	\$ _____	\$ _____	\$ _____
50 Taps	\$ _____	\$ _____	\$ _____	\$ _____
No Taps	\$ _____	\$ _____	\$ _____	\$ _____
75 Taps	\$ _____	\$ _____	\$ _____	\$ _____
No Taps	\$ _____	\$ _____	\$ _____	\$ _____
100 Taps	\$ _____	\$ _____	\$ _____	\$ _____
No Taps	\$ _____	\$ _____	\$ _____	\$ _____
167 Taps	\$ _____	\$ _____	\$ _____	\$ _____
No Taps	\$ _____	\$ _____	\$ _____	\$ _____
250 Taps	\$ _____	\$ _____	\$ _____	\$ _____
No Taps	\$ _____	\$ _____	\$ _____	\$ _____

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT**

PRICE PAGE

12470 / 7200 SINGLE PHASE PADMOUNT TRANSFORMERS:

<u>kVA</u>	Class I – Minor Repairs	Class II – Major Repairs
25 Taps	\$ _____	\$ _____
No Taps	\$ _____	\$ _____
37.5 Taps	\$ _____	\$ _____
No Taps	\$ _____	\$ _____
50 Taps	\$ _____	\$ _____
No Taps	\$ _____	\$ _____
75 Taps	\$ _____	\$ _____
No Taps	\$ _____	\$ _____
100 Taps	\$ _____	\$ _____
No Taps	\$ _____	\$ _____
167 Taps	\$ _____	\$ _____
No Taps	\$ _____	\$ _____
250 Taps	\$ _____	\$ _____
No Taps	\$ _____	\$ _____

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT**

PRICE PAGE

12470 DELTA THREE PHASE PADMOUNT TRANSFORMERS:

<u>kVA</u>	Class I – Minor Repairs	Class II – Major Repairs
75 Taps	\$ _____	\$ _____
No Taps	\$ _____	\$ _____
112.5 Taps	\$ _____	\$ _____
No Taps	\$ _____	\$ _____
150 Taps	\$ _____	\$ _____
No Taps	\$ _____	\$ _____
225 Taps	\$ _____	\$ _____
300 Taps	\$ _____	\$ _____
500 Taps	\$ _____	\$ _____

FURNISHED PARTS LIST (If not included in repair cost):

POLEMOUNT

Primary Bushings \$ _____
 Secondary Bushings \$ _____
 Lighting Arresters \$ _____
 Hanger Brackets \$ _____
 Welding Repairs \$ _____

PADMOUNT

Bushing Wells \$ _____
 15 kV Inserts \$ _____
 Secondary Spades \$ _____
 Bayonet Fuseholder \$ _____
 Locking Mechanism \$ _____

**Please include list of parts prices to be evaluated.*

Turnaround time for repairs (after receipt of order): _____

Cost per gallon of oil: \$ _____

Oil not included in _____ kVA and above.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
TRANSFORMER REPAIRS: POLEMOUNT & PADMOUNT**

PRICE PAGE

“Trade Dollars” for “Junk” Transformers:

5 kV \$ _____
10 kVA \$ _____
15 kVA \$ _____
25 kVA \$ _____
37.5 kVA \$ _____
50 kVA \$ _____
75 kVA \$ _____
100 kVA \$ _____
167 kVA \$ _____
250 kVA \$ _____

Proposer’s Information:

Company Name: _____
Address: _____
City/State/Zip: _____
Telephone #: (_____) _____ Fax #: (_____) _____
Authorized Printed Name and Title: _____
Authorized Signature: _____
Email Address: _____

(Per LA R.S. 38:2212(A)(c)(i) - See General Conditions Item #22, Page 4 of these bid specifications.)