



**SB-2010-12**

**TRANSFORMER PURCHASE  
POLE MOUNT, SINGLE PHASE PADMOUNT, THREE PHASE  
PADMOUNT, AND LARGE THREE PHASE PADMOUNT**

**TRANSFORMER REPAIR  
POLE MOUNT, SINGLE PHASE PADMOUNT, THREE PHASE  
PADMOUNT,  
AND LARGE THREE PHASE PADMOUNT**

**City of Claremore**

**Proposal Due Date/Time:**

**June 13, 2011**

**At 2:30 PM**

**Submitted By: \_\_\_\_\_**

**BID SUMMARY FORM**  
**Transformer Purchase**  
**Transformer Repair**  
**Pole Mount, Single Phase Padmount, Three Phase Padmount,**  
**and Large Three Phase Padmount**

Date: \_\_\_\_\_  
 Claremore Electric  
 P.O. BOX 249  
 Claremore, OK 74018-0249

**Note: Please type or use ink. Submit one (1) original and two (2) copies (may be in same package) of each bid proposal with itemized bid schedules. Claremore Public Works Authority (CPWA) reserves the right to award different schedules to different vendors and/or reject any and all bids when such rejection is in the best interests of the CPWA.**

Instructions: Please enter the grand total for each schedule on the form below. The Grand Total is derived from:  
 Transformer Purchase: Adding the totals from each KVA (new and reconditioned in separate columns)  
 Transformer Repair: Adding the totals of each KVA of the recondition, rewind, and paint only columns  
 We hereby propose to furnish and deliver in compliance with Claremore's official notice. Specifications and schedules, the items below:

<b>Transformer Purchase</b>				
	Total for New		Total for Reconditioned	
Schedule I				
Schedule II				
Schedule III				
<b>Transformer Repair</b>				
	Recondition w/Oil	Rewind w/Oil	Paint Only	Total of Schedule
Schedule IV				
Schedule V				
Schedule VI				

Respectfully Submitted,

Bidder: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**NOTICE TO BIDDERS**

Bid Item: Claremore Electric, requests sealed bids for: SB-2010-12, **Transformer Purchase and Transformer Repair Pole Mount, Single Phase Padmount, Three Phase Padmount, and Large Three Phase Padmount Transformers.**

**Acceptable Bidders are: Established Companies regularly engaged in these services.  
To Receive or View Specifications, contact:**

**Anne Smith**  
104 S. Muskogee Avenue  
Claremore, OK 74017  
Phone – (918) 341-1325  
Email – [asmith@claremorecity.com](mailto:asmith@claremorecity.com)

**To Send Specifications: One (1) original and two (2) copies of sealed bid documents should be submitted to one of the following:**

Mailing Address: City of Claremore  
Central Purchasing Agent – ATTN: Bid Package  
P.O. Box 249  
Claremore, OK 74018

Hand or Special Delivery: City Hall  
Central Purchasing Agent’s Office  
104 S. Muskogee Avenue  
Claremore, OK 74017

State on the outside bottom left-hand corner of the bid envelope the following:

**COMPANY NAME**  
**SB-2010-12**  
**“ANNUAL BID ON ELECTRIC TRANSFORMERS FOR CLAREMORE ELECTRIC”**  
**DO NOT OPEN UNTIL JUNE 13, 2011 AT 2:30 PM”**

**Due Date:** Bids must be received on or before the scheduled bid opening to be considered. Bids received more than ninety-six (96) hours, excluding Saturdays, Sundays and holidays before the time set for opening of bids, as well as bids received after the time set for opening of bids, will not be considered and will be returned unopened.

**Public Opening:** Bids filed with Central Purchasing shall be publicly opened and read aloud at the time stated above and considered by the Mayor and Council in the following regular Council meeting. The opening of bids will be at the City Hall Council Chambers located at 104 S. Muskogee Avenue, Claremore, OK 74017.

**Evaluation/Award:** Bids will be referred to Claremore Electric staff for evaluation. The CPWA may award to the “lowest responsible bidder”; however, the CPWA reserves the right to reject any and all bids and to waive any technicalities in the bidding process. No bid may be altered, withdrawn, or resubmitted within 60 days after the date set of the opening of bids.



## INSTRUCTIONS TO BIDDERS

### **1. Receipt and Opening of Bids**

The Trustees of the Claremore Public Works Authority invites sealed bids on the referenced project on the bid forms included in the bid documents, all blanks of which must be appropriately filled in. All bids received must be signed. Bids will be received at the time and place set forth in the Notice to Bidders and then, at said time and place, be publicly opened and read aloud.

Two copies of the bid proposal, non-collusion affidavit and bid bond (if required by the Notice to Bidders) shall be submitted. The outside of the envelope containing the bid shall be clearly marked with the name of the Bidder, the project being bid, and the date and time of the bid opening.

If a bid bond is required, each bid shall be accompanied by a certified check, made payable to the City of Claremore or a corporate surety bond of a surety company duly authorized to do business in Oklahoma, in the sum of not less than five percent (5%) of the total amount of the bid, which is submitted to the City of Claremore in accordance with the terms of the bid. It is agreed that the said bid security of the Successful Bidder will constitute liquidated damages, and not a penalty, for the failure of the Bidder to enter into a contract in accordance with this proposal.

The CPWA may reject any bid not prepared and submitted in accordance with the provisions hereof and may reject any and all bids and to waive any technicalities in the bid specification and/or the bidding process.

Any bid received by the Owner, or any officer or employee thereof, more than ninety-six (96) hours excluding Saturdays, Sundays, and holidays, before the time set for the opening of bids, shall not be considered by the Owner and shall be returned.

Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No Bidder may alter or withdraw his bid within the time set forth in the Notice to Bidders after opening thereof.

All bids will be referred to Claremore Electric staff for evaluation.

Conditional bids will not be accepted. A conditional bid is one containing exceptions to or deviations from the Specifications or other part of the bid package. If a Bidder cannot meet the requirement it shall be addressed as required in Section 5 below. Exceptions to the bid Specifications shall be grounds for rejection of a bid.

## **2. General Instructions**

Additional work, equipment, materials, appurtenances and/or accessories not herein mentioned but necessary to furnish a complete project, ready for use upon completion, shall be included in the bid.

The project shall conform to generally recognized standards of quality of materials and workmanship subject to the bid Specifications in full, and in compliance with any and all applicable federal and state safety regulations and requirements.

The Specifications shall be construed as the minimum standards acceptable. Where brand names are mentioned the term, "or approved equal" shall apply. All "approved equals" must be submitted for consideration at least five (5) working days prior to the opening of bids.

The completion schedule, as set forth on the bid proposal, is of vital importance and may be a governing factor in the awarding of the bid.

## **3. Qualification of Bidder**

The CPWA may make such investigation as deemed necessary to determine the ability of the Bidder to complete the project and provide any warranty repairs that might be needed. The Bidder shall furnish all such information and data for this purpose as the CPWA may request. The CPWA reserves the right to reject any bid if the evidence submitted by, or the investigation of, such a Bidder fails to satisfy the CPWA that the Bidder is properly qualified and able to carry out the obligations of the contract and to complete the project contemplated therein.

## **4. Conditions of the Contract**

Each Bidder must inform themselves fully of the conditions relating to the completion of the project described in the Specifications. Failure to do so will not relieve the Successful Bidder of the obligation to complete the project or otherwise carry out the provisions of their contract.

Insofar as possible, the Successful Bidder, in completing the project, must employ such methods necessary to prevent any interruption of, or interference with, the work of any other vendor/contractor.

## **5. Addenda - Deviations/Exceptions**

No exceptions or deviations to the plans, Specifications or other contracts will be made to any Bidder orally. Every request for exceptions or deviations shall be made in writing to the person listed in the Notice to Bidders as the appropriate official to answer questions. To be given consideration, any such requests should be made at least five (5) working days prior to the date fixed for the opening of bids. Any and all exceptions or deviations and any supplemental instructions will be in the form of written addenda to the Specifications, which if issued, will be mailed to all prospective Bidders at least three working days prior to the date fixed for the opening of bids. All addenda so issued shall become a part of the contract document.

## **6. Warranty Requirements**

The completed project shall be warranted against defects in workmanship or materials for a period of one year after completion and acceptance of the project. Any documentation required to validate the warranty(s) shall be completed by the Successful Bidder.

## **7. Law and Regulations**

The Bidder's attention is directed to the fact that all applicable state and federal laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the project being bid shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

## **8. Method of Award**

The CPWA shall award bids under the competitive sealed bidding procedures outlined in the City of Claremore's Purchasing Manual. Bids will be awarded on the basis of the lowest responsible bid. Factors to be used in determining lowest responsible Bidder include but are not limited to the following:

1. The ability, capacity, and skill of the Bidder to perform the contract or provide the service as per Specifications.
2. Whether the Bidder can perform the contract or service promptly or within the time specified.
3. Character, integrity, reputation, judgment, experience, and efficiency of the Bidder
4. Quality of performance of previous contracts or services by the Bidder.
5. Previous and existing compliance by the Bidder with laws and ordinances relating to contracts and services.
6. Sufficiency of the Bidder's financial resources.
7. Quality, availability, and adaptability of the supplies or contractual services to the use required
8. Ability of the Bidder to provide future maintenance and service for the use of the subject of the contract.
9. Number and scope of conditions attached to the bid response.
10. Price
11. Location of Bidder
12. Cost of Ownership

The CPWA reserves the right to reject any and all bids.

When a bid is submitted to the CPWA, opened, evaluated and subsequently accepted by the CPWA Trustees and a contract and/or purchase order established, the bid becomes a binding and legal contract between the CPWA and the vendor.

Additionally, no changes, additions or deletions will be allowed after the bid is opened. The terms as submitted in the vendor's bid shall be binding.

Payment will be made upon completion of the project. In the event that a project is scheduled to last beyond thirty (30) days, progressive payments for completed work will be accepted for payment. If progressive payments are utilized, retainage will be withheld as provided for in the City of Claremore's Purchasing Manual.

## **9. Obligation of the Bidder**

At the time of the opening of bids, each Bidder will be presumed to have read and to be thoroughly familiar with the plans, Specifications, and contract documents (including all addenda). The failure or omission of any Bidder to examine any form, instrument, or document shall in no way relieve any Bidder from any obligation in respect to their bid.

## SUPPLEMENTAL PROVISIONS

### Claremore Electric Inventory Materials/Equipment/Services

1. Proposals shall provide for furnishing and delivering all materials and services in accordance with the Notice to Bidders and more completely described in these Specifications.
2. A pre-bid conference is not required.
3. No interpretation of the meaning of the Specifications or other contract documents will be made to any Bidder orally. Every request for such interpretation should be in writing addressed to: *City of Claremore, Jim Ward, 104 S. Muskogee Avenue, Claremore, Oklahoma 74017.*

To be given consideration, any such request must be received at least ten working days prior the date fixed for the opening of bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the Specifications, which if issued, will be mailed to all prospective Bidders (at the respective addresses furnished for such purpose), not later than five (5) working days prior to the date fixed for the opening of bids. Failure of any such Bidder to receive any such addendum or interpretation shall not relieve such Bidder from any obligation under his bid as submitted.
4. All addenda that are issued to Bidders after the bidding documents have been distributed, and which addenda are acknowledged by the Bidder in the order and sequence in which addenda are issued shall also become part of the bid and contract documents.
5. Proposals must be submitted on forms provided in the bidding documents, together with all supporting documents required. Uncompleted bid documents or lack of pertinent applicable data shall constitute an incomplete or irregular bid, and shall, therefore, be subject to rejection by the Owner.
6. Each Bidder shall include and shall be deemed to have included in the price quoted in the Summary Bid Form, the amounts which it is estimated will be payable by the Successful Bidder for taxes imposed by any taxing authority upon the sale, purchase, or use of materials supplied, or equipment incorporated in the Specifications. The Claremore Public Works Authority (CPWA) is a tax exempt agency. If necessary and appropriate, the Successful Bidder will supply affidavits which may be signed by the CPWA or the City of Claremore, which will declare that fact and allow the Bidder not to pay sales tax on materials and equipment ultimately to be used by the CPWA. The CPWA will not pay sales tax.
7. Firm bid prices are required.
8. Bid totals must include delivery of and when applicable, pick up of, the materials/equipment to the *Claremore Electric Warehouse, 724 W. Ramm Rd, Claremore, Oklahoma 74017.*

9. Appurtenances and/or accessories not herein mentioned but necessary to furnish a complete unit, ready for use upon delivery, shall be included. Recognized standards of strength, quality of material, and workmanship, subject to these Specifications in full and when appropriate, in compliance to all federal and state safety regulations, shall be observed and met by Bidder.
10. Specifications shall be construed as indicating the minimum requirements acceptable. The phrase "and/or approved equal" shall apply where brand names are mentioned. Substitutions will be allowed except where noted.
11. A standard manufacturer's or dealer's warranty shall be supplied covering the replacement of all defective parts, including labor. Whenever applicable, one (1) copy of the operator's manual, one (1) copy of the service and repair manual, and one (1) copy of the parts manual are to be supplied. The one year warranty shall begin the date of official acceptance of the completed item/installation/service by the Owner, or not later than sixty (60) days after completion or satisfactory final acceptance tests, whichever is sooner.
12. The CPWA shall have the authority to require a performance bond before entering into a contract, in such amount as the CPWA shall find reasonably necessary to protect the best interest of the CPWA.

The Performance Bond shall guaranty the faithful performance of all the covenants, stipulations and agreements of the contract, including the guarantying or warranting of all work and all material included in the contract against defects in both workmanship and materials; any replacement because of defective materials and workmanship including freight, hauling and installation charges for the period of one year to be entirely at Successful Bidder's expense.

13. It is to be understood by vendor that payment is made ONLY upon completion of the order. If vendor is Successful Bidder on more than one schedule, payment shall be made upon the completion of the order for each schedule. If vendor chooses for payment to be made as each schedule is filled and completed, vendor must bill Claremore Electric (CE) per schedule total. Any combination of invoices can make up the schedule total but payment can not be made on invoices containing items of other schedules. The necessary claim form should also be submitted listing all the invoices and amounts to be paid on each schedule.





**SCHEDULE I**  
**SINGLE PHASE POLE MOUNT TRANSFORMERS**  
 120/240 Volt Secondary

KVA	COST	
	NEW	RECONDITIONED
<b>3</b>	\$	\$
<b>5</b>	\$	\$
<b>10</b>	\$	\$
<b>15</b>	\$	\$
<b>25</b>	\$	\$
<b>37.5</b>	\$	\$
<b>50</b>	\$	\$
<b>75</b>	\$	\$
<i>Total for Bid Summary Price to 6/30/2011</i>	\$	\$

Company Name: \_\_\_\_\_

By: \_\_\_\_\_

Product Manufacturer: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Delivery: \_\_\_\_\_

State Guarantee/Warranty: \_\_\_\_\_



**Schedule I**  
**Single Phase Pole mount Transformers**  
**120/240 Volt Secondary**  
**Specifications**

**Transformers supplied for this schedule shall meet the following specifications:**

1. Primary Voltage: 7620/13200Y
2. Secondary Voltage: 120/240
3. Windings: O.I.S.C., H.V. - copper, L.V. -copper
4. Type: Conventional distribution pole mounted
5. Two cover mounted high voltage bushings
6. Automatic pressure relief valve
7. Tank grounding lug
8. Transformers to be painted with primer paint
9. Finish paint color to be ANSI standard #70, light gray, gloss with 30% silicone additive
10. Painting to be in full compliance with the ANSI. coating specification ANSI C57.12.28
11. Noise level to be equal to or less than N.E.M.A. specifications
12. Transformer design and construction must comply with the latest applicable EEI, NEMA., and ANSI standards, including short circuit withstand tests
13. Safety labels shall be affixed per NEMA standards
14. Vendor must furnish a certificate stating that each unit is a non-PCB transformer. The PCB concentration in parts per million for each transformer is required.
15. A non- PCB affirmation must be stamped on nameplate of each transformer.
16. All units are to be tested at full primary voltage and guaranteed as listed
17. Price is to include delivery to 724 Ramm Rd., Claremore, OK, 74017.

**PRICES SHALL BE FIRM FROM DATE OF BID APPROVAL  
THROUGH JUNE 30, 2012.**



**SCHEDULE II**  
**SINGLE PHASE PAD MOUNT TRANSFORMERS**  
**120/240 Volt Secondary**

KVA	COST	
	NEW	RECONDITIONED
<b>15</b>	\$	\$
<b>25</b>	\$	\$
<b>37.5</b>	\$	\$
<b>50</b>	\$	\$
<b>75</b>	\$	\$
<b>100</b>	\$	\$
<b>167</b>	\$	\$
<b>250</b>	\$	\$
<i>Total for Bid Summary</i>	\$	\$

Company Name: \_\_\_\_\_

By: \_\_\_\_\_

Product Manufacturer: \_\_\_\_\_

Comments: \_\_\_\_\_

Delivery: \_\_\_\_\_

State Guarantee/Warranty: \_\_\_\_\_

**PRICES SHALL BE FIRM FROM DATE OF BID APPROVAL THROUGH  
 JUNE 30, 2012.**

## Schedule II

### Single Phase Pad mount Transformers Specifications

Transformers supplied for this schedule shall meet the following specifications:

1. Primary Voltage: 7620/13200Y
2. Secondary Voltage: 240/120 single phase
3. Type: Padmount distribution transformer-low profile
4. Dead front, loop feed configuration
5. Primary connections are to be externally clamped high voltage bushing wells; with high voltage **loadbreak bushing well inserts** (inserts to be copper only)
6. Secondary connections are to be externally clamped threaded copper studs
7. Automatic pressure relief valve
8. Parking stand brackets
9. Tank grounding lugs
10. RTE bayonet type fusing with drip shields, dual sensing expulsion fuse link
11. REA spec penta-head bolt locking device with provisions for padlock
12. Stainless steel compartment door hinges
13. Lifting hooks provided
14. Transformer and compartments to be painted with primer paint
15. Finish paint color to be ANSI #70 dark green, gloss, with 30% silicon additive
16. Painting to be in full compliance with the ANSI coating specifications ANSI C57.12.28
17. Noise level to be equal to or less than NEMA specifications
18. Transformer design and construction must comply with latest applicable EEI, NEMA, and ANSI standards including short circuit withstand tests.
19. Transformers shall be new.
20. Safety labels shall be affixed per NEMA standards

Vendor must furnish a certificate stating that each transformer is a non PCB transformer. The PCB concentration in parts per million for each transformer is required. A non- PCB affirmation must be stamped on nameplate of each transformer.

21. All units are to be tested at full primary voltage and guaranteed as listed
22. Price is to include delivery to 724 Ramm Rd., Claremore, OK, 74017.

**PRICES SHALL BE FIRM FROM DATE OF BID APPROVAL THROUGH  
JUNE 30, 2012.**

# SCHEDULE III THREE PHASE PAD MOUNT TRANSFORMERS

Various Secondary Voltages  
120/240 Volt Secondary

KVA	NEW COST	RECONDITIONED COST
<b>75</b>	\$	\$
<b>150</b>	\$	\$
<b>175</b>	\$	\$
<b>225</b>	\$	\$
<b>300</b>	\$	\$
<i>Total for Bid Summary</i>	\$	\$

KVA	120/208 Volt Secondary		277/480 Volt Secondary	
	NEW	RECONDITIONED	NEW	RECONDITIONED
<b>75</b>	\$	\$	\$	\$
<b>150</b>	\$	\$	\$	\$
<b>175</b>	\$	\$	\$	\$
<b>225</b>	\$	\$	\$	\$
<b>300</b>	\$	\$	\$	\$
<b>500</b>	\$	\$	\$	\$
<b>750</b>	\$	\$	\$	\$
<b>1000</b>	\$	\$	\$	\$
<b>1500</b>	\$	\$	\$	\$
<b>2000</b>	\$	\$	\$	\$
<i>Total for Bid Summary</i>	\$	\$	\$	\$



**SCHEDULE III**  
**THREE PHASE PAD MOUNT TRANSFORMERS**  
**Various Secondary Voltages Continued**

**Company Name:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Product Manufacturer:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**Delivery:** \_\_\_\_\_

**State Guarantee/Warranty:** \_\_\_\_\_

**Transformers supplied for this schedule shall meet the following specifications:**

1. Primary Voltage: 13200GRDY/7620, Three Phase 4 wire Wye
2. Secondary Voltage: Either, 120/240 4 wire delta, 120/208, or 277,480 Three Phase 4 wire Wye
3. Type: Padmount Distribution Transformer
4. Taps: 5 High Voltage Taps, Nominal plus 2 steps above and 2 steps below nominal; 2½% steps
5. External tap changer in high voltage compartment
6. Dead front, loop feed configuration
7. Externally clamped high voltage bushing wells, with high voltage loadbreak bushing well inserts installed. (Inserts are to be copper only.)
8. NEMA type "H" spade low voltage bushings and shall have eight (8) holes
9. Automatic pressure relief valve
10. Parking stand brackets
11. Tank grounding lugs
12. R.T.E. bayonet type fusing with drip shields, dual sensing expulsion fuse link

**SCHEDULE III**  
**THREE PHASE PAD MOUNT TRANSFORMERS**  
**Various Secondary Voltages Continued**

13. REA spec penta head bolt locking device with provisions for padlock
14. Stainless steel compartment door hinges
15. Provide lifting hooks.
16. Transformer and compartments are to be painted with primer paint.
17. Finish paint color is to be ANSI standard #70 dark green gloss paint, with 30% silicon additive.
18. Painting is to be in full compliance with the ANSI coating specification ANSI C57.12.28
19. Noise level is to be equal to or less than NEMA specifications.
20. Transformer design and construction must comply with latest applicable NEMA and ANSI standards including short circuit withstand tests.
21. Transformers are to be new.
22. Safety labels shall be affixed per NEMA standards.

Vendor must furnish a certificate stating that each transformer is a non PCB transformer. The PCB concentration in parts per million for each transformer is required. A non- PCB affirmation must be stamped on nameplate of each transformer.

23. All units are to be tested at full primary voltage and guaranteed as listed
24. Price is to include delivery to 724 Ramm Rd., Claremore, OK, 74017.

**NOTE: Bidder shall include with his quotation dimensional data on a drawing showing:**

- \*Overall outside dimensions (with fins)**
- \*Primary compartment size**
- \*Secondary compartment size**
- \*Secondary terminal elevation**
- \*Unit weight estimate**

**PRICES SHALL BE FIRM FROM DATE OF BID APPROVAL  
THROUGH JUNE 30, 2012.**



**SCHEDULE IV**  
**SINGLE PHASE POLE MOUNT TRANSFORMER REPAIR**  
**120/240 Volt Secondary**

KVA	Recondition w/Oil	Rewind w/Oil	Paint Only	Total of KVA
<b>3</b>	\$	\$	\$	\$
<b>5</b>	\$	\$	\$	\$
<b>10</b>	\$	\$	\$	\$
<b>15</b>	\$	\$	\$	\$
<b>25</b>	\$	\$	\$	\$
<b>37.5</b>	\$	\$	\$	\$
<b>50</b>	\$	\$	\$	\$
<b>75</b>	\$	\$	\$	\$
<i>Total for Bid Summary</i>	\$	\$	\$	\$

Company Name: \_\_\_\_\_

By: \_\_\_\_\_

Product Manufacturer: \_\_\_\_\_

Comments: \_\_\_\_\_

Delivery: \_\_\_\_\_

State Guarantee/Warranty: \_\_\_\_\_





**SCHEDULE IV**  
**SINGLE PHASE POLE MOUNT TRANSFORMER REPAIR**  
**120/240 Volt Secondary**  
**Repair Specifications**

1. Transformers are 7620 volts primary and 120/240 volts secondary, distribution type, single phase, oil filled with 4 – 2 1/2% taps, plus external tap changer.
2. All rust or scratched areas on overhead transformers shall be sandblasted, or sanded, to bare metal and primary coated. Exterior of tank shall then be degreased, cleaned, and re-painted with ANSI 70 light grey gloss paint, with 30% silicon additive.
3. Remanufactured units shall conform to current EEI, ANSI, and NEMA standards.
4. All Units are to be tested at full primary voltage and guaranteed as listed.
5. Vendor must furnish a certificate for each transformer verifying that it is a non-PCB transformer when it is returned from repair. Units shall have a visible non-PCB label.
6. Price is to include pick-up and delivery back to: 724 Ramm Rd., Claremore, OK, 74017.
7. Prices billed will vary depending on actual repair done. Repair bills shall be **actual costs**, but shall not exceed prices quoted.

**PRICES SHALL BE FIRM FROM DATE OF BID APPROVAL  
THROUGH JUNE 30, 2012.**



**SCHEDULE V**  
**SINGLE PHASE PAD MOUNT TRANSFORMER REPAIR**  
**120/240 Volt Secondary**

120/240 Volt Secondary

KVA	Recondition w/Oil	Rewind w/Oil	Paint Only	Total of KVA
<b>15</b>	\$	\$	\$	\$
<b>25</b>	\$	\$	\$	\$
<b>37.5</b>	\$	\$	\$	\$
<b>50</b>	\$	\$	\$	\$
<b>75</b>	\$	\$	\$	\$
<b>100</b>	\$	\$	\$	\$
<b>167</b>	\$	\$	\$	\$
<b>250</b>	\$	\$	\$	\$
<i>Total for Bid Summary</i>	\$	\$	\$	\$

Company Name: \_\_\_\_\_

By: \_\_\_\_\_

Product Manufacturer: \_\_\_\_\_

Comments: \_\_\_\_\_

Delivery: \_\_\_\_\_

State Guarantee/Warranty: \_\_\_\_\_

**SCHEDULE V**  
**SINGLE PHASE PAD MOUNT TRANSFORMER REPAIR**  
**120/240 Volt Secondary**  
**Repair Specifications**

8. Transformers are 7620 volts primary and 120/240 volts secondary, distribution type, single phase, oil filled.
9. Primary is “dead front” design with loadbreak bushings, bayonet fusing, and external tap changer. Secondary is “live front” with spade bushings.
10. All rust or scratched areas on pad mount transformers shall be sandblasted, or sanded, to bare metal and primary coated. Exterior of tank shall then be degreased, cleaned, and re-painted with ANSI 70 dark green gloss paint, with 30% silicon additive.
11. Remanufactured units shall conform to current EEI, ANSI, and NEMA standards.
12. All Units are to be tested at full primary voltage and guaranteed as listed.
13. Vendor must furnish a certificate for each transformer verifying that it is a non-PCB transformer when it is returned from repair. Units shall have a visible non-PCB label.
14. Price is to include pick-up and delivery back to: 724 Ramm Rd., Claremore, OK, 74017.
15. Prices billed will vary depending on actual repair done. Repair bills shall be **actual costs**, but shall not exceed prices quoted.

**PRICES SHALL BE FIRM FROM DATE OF BID APPROVAL  
THROUGH JUNE 30, 2012.**



**SCHEDULE VI**  
**THREE PHASE PAD MOUNT TRANSFORMER REPAIR**  
 120/240, 120/208, and 277/480 Volt Secondary

KVA	Recondition w/Oil	Rewind w/Oil	Paint Only	Total of KVA
<b>75</b>	\$	\$	\$	\$
<b>150</b>	\$	\$	\$	\$
<b>175</b>	\$	\$	\$	\$
<b>225</b>	\$	\$	\$	\$
<b>300</b>	\$	\$	\$	\$
<b>500</b>	\$	\$	\$	\$
<b>750</b>	\$	\$	\$	\$
<b>1000</b>	\$	\$	\$	\$
<b>1500</b>	\$	\$	\$	\$
<b>2000</b>	\$	\$	\$	\$
<i>Total for Bid Summary</i>	\$	\$	\$	\$

Company Name: \_\_\_\_\_

By: \_\_\_\_\_

Product Manufacturer: \_\_\_\_\_

Comments: \_\_\_\_\_

Delivery: \_\_\_\_\_

State Guarantee/Warranty: \_\_\_\_\_



**SCHEDULE VI**  
**THREE PHASE PAD MOUNT TRANSFORMER REPAIR**  
**120/240, 120/208, 277/480 Volt Secondary**  
**Repair Specifications**

16. Transformers are 7620 volts primary and 120/240, 120/208, or 277/480 volts secondary, distribution type, three phase, oil filled.
17. Primary is "dead front" design with loadbreak bushings, bayonet fusing, and external tap changer. Secondary is "live front" with spade bushings.
18. All rust or scratched areas on pad mount transformers shall be sandblasted, or sanded, to bare metal and primary coated. Exterior of tank shall then be degreased, cleaned, and re-painted with ANSI 70 dark green gloss paint, with 30% silicon additive.
19. Remanufactured units shall conform to current EEI, ANSI, and NEMA standards.
20. All Units are to be tested at full primary voltage and guaranteed as listed.
21. Vendor must furnish a certificate for each transformer verifying that it is a non-PCB transformer when it is returned from repair. Units shall have a visible non-PCB label.
22. Price is to include pick-up and delivery back to: 724 Ramm Rd., Claremore, OK, 74017.
23. Prices billed will vary depending on actual repair done. Repair bills shall be **actual costs**, but shall not exceed prices quoted.

**PRICES SHALL BE FIRM FROM DATE OF BID APPROVAL  
THROUGH JUNE 30, 2012.**

**CPWA NON-COLLUSION AFFADAVIT**  
(FOR COMPETITIVE BIDS)

**BUSINESS RELATIONSHIPS AFFIDAVIT**

STATE OF OKLAHOMA        )  
  )SS.  
COUNTY OF \_\_\_\_\_)

\_\_\_\_\_, of lawful age, being first duly sworn, on oath, says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

\_\_\_\_\_  
\_\_\_\_\_

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

\_\_\_\_\_  
\_\_\_\_\_

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

\_\_\_\_\_  
\_\_\_\_\_

**(If none of the business relationships hereinabove mentioned exist, Affiant should so state.)**

\_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

(SEAL)

# Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ ..... <input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

Social security number
+

OR

Employer identification number
+

**Note:** If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here	Signature of U.S. person ▶	Date ▶
-----------	----------------------------	--------

### Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**Use Form W-9 only if you are a U.S. person** (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**If you are a foreign person, use the appropriate Form W-8.** See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments after December 31, 2001 (29% after December 31, 2003). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions on page 2 and the separate **Instructions for the Requester of Form W-9.**

### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.



## NOTICE OF NO BID

**If you do not wish to bid, please complete the following form and return.**

**REASON FOR NO BID:**

- 1. Cannot comply with specifications
- 2. Cannot meet delivery requirements
- 3. Cannot identify the item(s)
- 4. Do not regularly manufacture or sell the type of item(s) involved
- 5. Other
- 6. We do , we do not  desire to be retained on the bidders list.

**Name and address of Firm Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_



**Transformer Purchase  
Pole Mount, Single Phase Padmount, Three Phase Padmount,  
and Large Three Phase Padmount**

**Transformer Repair  
Pole Mount, Single Phase Padmount, Three Phase Padmount,  
and Large Three Phase Padmount**

Affix  
Stamp

Central Purchasing Agent  
P.O. BOX 249  
Claremore, Ok 74018

Ref: SB-2010-12: **ANNUAL BID ON ELECTRIC TRANSFORMERS FOR CLAREMORE ELECTRIC**

THE UNDERSIGNED ACKNOWLEDGES:

1. THAT HE/SHE IS AN AUTHORIZED AGENT OF THE VENDOR SUBMITTING THIS BID

2. THE RECEIPT OF THE FOLLOWING  
ADDENDA \_\_\_\_\_

3. THE FIRM SUBMITTING THIS BID HAS NEVER DEFAULTED ON  
ANY MUNICIPAL, STATE, FEDERAL OR PRIVATE CONTRACT

COMPANY: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

PRINTED OR TYPED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

TOLL FREE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_ PAGER: \_\_\_\_\_

PRIMARY POINT OF CONTACT: \_\_\_\_\_

PAYMENT TERMS AND CONDITIONS: \_\_\_\_\_

PLEASE FILL OUT, SIGN AND RETURN TO: City of Claremore  
Anne Smith, Central Purchasing Agent  
104 S Muskogee Avenue  
Claremore, OK 74017  
Phone: 918-341-1325 Fax: 918-341-7705  
[asmith@claremorecity.com](mailto:asmith@claremorecity.com)  
**Due Date/Time: June 13, 2011 no later than 2:30 PM**

IN AN EFFORT TO BETTER REACH ALL PROSPECTIVE VENDORS, PLEASE ASSIST US BY PROVIDING AND RETURNING, WITH YOUR BID/PROPOSAL, THE FOLLOWING INFORMATION:

HOW DID YOU LEARN ABOUT THIS REQUEST FOR PROPOSAL?

PLEASE CHECK ALL THAT APPLY:

- \_\_\_\_\_ LEGAL NOTICE IN THE CLAREMORE MONITOR
- \_\_\_\_\_ CITY OF CLAREMORE INTERNET WEB SITE
- \_\_\_\_\_ ADVERTISEMENT ON CLAREMORE CABLE TV (CCTV-Channel 17)
- \_\_\_\_\_ POSTING ON CITY HALL BULLETIN BOARD
- \_\_\_\_\_ SUBSCRIPTION TO A CONSTRUCTION REPORTING SERVICE IF
- \_\_\_\_\_ CITY SENT THE BID TO MY FIRM
- \_\_\_\_\_ OTHER, PLEASE IDENTIFY: \_\_\_\_\_

Thank you for your assistance!

Anne Smith  
City of Claremore  
Central Purchasing Agent  
104 S Muskogee Avenue  
Claremore, OK 74017



**CITY OF CLAREMORE, OKLAHOMA  
SPECIFICATIONS EXCEPTION FORM**

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications. It should not be the responsibility of the City of Claremore to ferret out information concerning the materials which you intend to furnish.

If your proposal does not meet all of our specifications you **must** so state in the space provided below:

---

---

---

---

---

---

---

---

Proposals on equipment, vehicles, supplies, service and materials not meeting specifications may be considered by the City, however, all deviations must be listed above.

If your proposal does not meet our specifications, and your exceptions are not listed above, the City of Claremore may claim forfeiture on your proposal bond, if submitted.

Signed: \_\_\_\_\_  
**I DO** meet specifications.

Signed: \_\_\_\_\_  
**I DO NOT** meet specifications as listed in this proposal; exceptions are in the space provided.

\*Failure to submit this form with your proposal response may result in your proposal being rejected as unresponsive.



**CITY OF CLAREMORE, OKLAHOMA  
THE FOLLOWING INDEMNIFICATION AGREEMENT SHALL BE, AND IS  
HEREBY A PROVISION OF ANY CONTRACT**

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

**COMPANY** \_\_\_\_\_

**TAXPAYER IDENTIFICATION NUMBER** \_\_\_\_\_

**AUTHORIZED SIGNATURE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

**TOLL-FREE NUMBER** \_\_\_\_\_

**FAX NUMBER** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

Failure to submit this form with your BID response may result in your Proposal being rejected as unresponsive.



## Fax

---

Company:	_____	Telephone:	_____
Attention:	_____	Fax:	_____
Department:	_____	Telephone:	<u>(918)341-1325</u>
Contact Person:	_____	Fax:	<u>(918)341-7705</u>
Total Pages (including this page):	_____		

---



**Advertised in the Claremore Daily Progress  
May 22, 2011 & May 29, 2011**

**Invitation to Bid  
SB-2011-12**

The City of Claremore will publicly open and read aloud sealed bids for the annual transformer bid on June 13, 2011 at 2:30 P.M. in the Council Chambers located at City Hall, 104 S. Muskogee Avenue, Claremore, OK, 74017.

The City reserves the right to waive informalities in the bids and reject any or all bids for any reason whatsoever at the sole discretion of the City. The successful bidder will be notified in writing.

Please contact Anne Smith, Central Purchasing Agent, at 918-341-1325 or [asmith@claremorecity.com](mailto:asmith@claremorecity.com) with any questions or to receive a bid specification package. Packages are also available at <http://www.claremorecity.com/bids.aspx>

## Invitation to Bid / RFP / RFQ

Type:  Sealed Bid  On-line Bid  RFP  RFQ Date : 5 / 22 / 2011

Bid / RFP / RFQ Number: **SB-2010-12** Project Number: \_\_\_\_\_

Department: Electric Department Contact Person: ANNE SMITH

Deadline for Bid / RFP / RFQ: **June 13, 2011 at 2:30 PM**

**Instruction of Bid / RFP / RFQ package:**

The package would need to either be delivered or mailed to City of Claremore, Central Purchasing Agent's Office by "**June 13, 2011 at 2:30 PM**" and needs to state on the outside, bottom left-hand corner of the Bid package as shown:

<p>"SB-2010-12" DO NOT OPEN UNTIL "<b>June 13, 2011 at 2:30 PM</b>"</p>
---

Bid / RFP / RFQ Opening Time and Date: **June 13, 2011 at 2:30 PM**

Location: City Council Chambers located at City Hall, 104 S. Muskogee, Claremore, OK 74017

Pre-Bid / RFP / RFQ Meeting Time and Date: NA

Mandatory:  Yes  No Location: \_\_\_\_\_

**Detailed Description:**

Bids must be received on or before the scheduled bid opening to be considered. Bids received more than ninety-six (96) hours, excluding Saturdays, Sundays and holidays before the time set for opening of bids, as well as bids received after the time set for opening of bids, will not be considered and will be returned unopened. Bids filed with Central Purchasing shall be publicly opened and read aloud at the time stated above and considered by the Mayor and Council in the following regular Council meeting. The opening of bids will be at the City Hall Council Chambers located at 104 S. Muskogee Avenue, Claremore, OK 74017.

*The City of Claremore reserves the right to waive informalities in the bids and reject any or all bids received for any reason whatsoever at the sole discretion of the city. Successful bidder will be notified.*

  
\_\_\_\_\_  
Authorized Personnel Signed

Date: 5/22/2011

STATE OF OKLAHOMA )

) SS

COUNTY OF )

\_\_\_\_\_, of lawful age, being first duly sworn, on oath says:

1. (s)he is the duly authorized agent of \_\_\_\_\_, the contractor under the contract which is attached to this statement, for the purpose of certifying the facts pertaining to the giving of things of value to government personnel in order to procure said contract;
2. (s)he is fully aware of the facts and circumstances surrounding the making of the contract to which this statement is attached and has been personally and directly involved in the proceedings leading to the procurement of said contract; and
3. neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

Name & Title \_\_\_\_\_

Address \_\_\_\_\_

County of \_\_\_\_\_

State of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My commission expires: \_\_\_\_\_



  
**OKLAHOMA TAX COMMISSION**

November 3, 2003

TAXPAYER ASSISTANCE DIVISION  
Larry Wilson, Director

City of Claremore            TPA  
PO Box 249  
Claremore OK 74017

FEI 736005143

Dear Sir/Madam:

This is in response to your request for verification of the sales tax exemption for purchases made by the City of Claremore, Claremore, Oklahoma. This entity of government is exempt from payment of state/local sales tax pursuant to Title 68 O.S. 2002 Supp., Section 1356(1) which we quote in part:

There are hereby specifically exempted from the tax levied by this article:

\* \* \*

(1) Sale of tangible personal property or services to the United States government or to the State of Oklahoma, any political subdivision of this state or any agency of a political subdivision of this state;

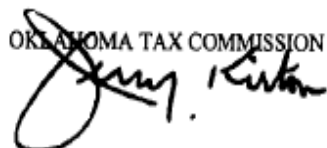
Pursuant to 68 O.S. Section 1404, any purchase exempt from sales tax is also exempt from use tax.

Because we do not issue "sales tax permits" to government entities that are exempt by statute, you may provide vendors with a copy of this letter for documentation concerning your sales tax exemption. Expenses, including travel, incurred on a reimbursable basis are not sales tax exempt.

This exemption does not expire, but the response contained in this letter applies only so long as you maintain the status set out in your application of October 31, 2003. Any change in your status may invalidate this letter. This letter may not be used to establish sales/use tax exemption status by any entity other than the addressee.

If we can be of further assistance, please feel free to contact us at (405) 521-3160.

Sincerely,

OKLAHOMA TAX COMMISSION  


Jerry Kirton, Administrator  
Taxpayer Assistance Division

JK:sf

2501 NORTH LINCOLN BOULEVARD • OKLAHOMA CITY • OKLAHOMA 73194

IT IS OUR MISSION TO SERVE THE PEOPLE OF OKLAHOMA BY PROMOTING TAX COMPLIANCE THROUGH QUALITY SERVICE AND FAIR ADMINISTRATION