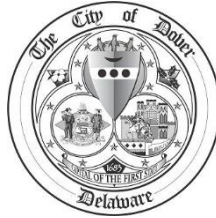


City of



Dover

November 15, 2023

To Whom It May Concern:

The City of Dover will receive sealed bids on December 13, 2023, at 2:00 P.M. local time for the purchase of **PRIMARY METERING CABINETS FOR STOCK, BID NUMBER 24-0013WH.**

All vendors must complete the Invitation to Bid (ITB) notice and email it to doverwhse@dover.de.us or fax it to (302) 736-7178 if they intend to bid. Any vendor not returning the form may not receive published addenda.

<u>Dover ID</u>	<u>Description</u>	<u>Quantity</u>
399-005-00003	Primary Metering Cabinet, 3 Phase, 15 kV / 95 kV BIL, Brooks Drawing #700-7791-282 MK REV 1 dated 8/28/18 or Federal Pacific Drawing #B37-1431-230 ONLY	2 EACH

If you have questions concerning this ITB, they must be made in writing and addressed to me by email at doverwhse@dover.de.us. **All questions must be submitted no later than Wednesday, November 29, 2023.** All changes or corrections to this ITB will be handled by addenda issued by the Procurement Office. The receipt of all Addenda (if applicable) must be acknowledged on the bid submission form.

LATE BIDS

A bid received after the closing date and time for receipt of the bids is late and shall not be considered. It is the responsibility of the bidder to ensure that the bid is received prior to the closing date and time.

Switchgear and metering cabinets must be shipped on an open flatbed truck or trailer. Switchgear and metering cabinets must be side loaded for easy removal. Two work days' notice must be given prior to delivery.

The requirement for a bid bond has been waived.

All copies of any bids/proposals submitted in response to this request shall be considered the property of the City of Dover and shall not be returned to the bidder.

Public employees and elected officials must discharge their duties impartially so as to assure competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of City procurement. Dover Code Article II Section 30 (Appendix A of this policy), establishes standards of ethical conduct among public officials and employees. Vendors participating in the City procurement will be disqualified from the procurement if the employee, official or vendor is found to be in violation of the City's ethical standards and a referral of the matter will be presented to the Ethics Commission.

Please reference the City of Dover Purchasing Policy if you have any questions at:
<https://evogov.s3.amazonaws.com/media/27/media/47170.pdf>

The City of Dover reserves the right to request corrections, clarifications, and/or additional information pertaining to bidder's response.

The contract shall be awarded within 60 calendar days of the approval of City Council, when required. A contract may be awarded to a firm other than the lowest responsible and responsive bidder if, in the opinion of the City, the interests of the City shall be better served by awarding the contract to some other bidder. The bids, summaries, and tabulations shall not be open for public inspection until after receipt of a fully executed contract.

All bids are to be received by the Purchasing Office, 710 William Street, Dover, DE, 19904 no later than the 2:00 p.m. bid opening. All bids will be opened in the presence of the Procurement Manager or his/her designee. All bids shall become public record and shall be available for public inspection after it has been determined that there is no proprietary information contained within the bids. Any and all proprietary information contained within the proposal must be clearly marked. The cover must indicate that the proposal contains such information. **Copies** of the proposals will not be provided to competing vendors.

Minority, women, veteran, service-disabled veteran, and individuals with disabilities owned vendor preference shall be three percent (3%) of the value of the award. **The vendor must identify qualification and claim to the preference on the submitted bid documents. The vendor must provide authoritative proof of minority ownership such as identification in the certification directory maintained by the State of Delaware Office of Supplier Diversity to qualify for this preference.** This preference is to be considered as a stand-alone and cannot be added to any other preference that may be allowed. This preference shall not apply to subcontractors.

Local vendor preference shall be considered for materials, equipment, construction contracts, and utility contracts. Local vendor preference shall be three percent (3%) of the annual value of the award. The term local vendor is defined as a gradually increasing range with preference assigned as follows:

Rule 1: Vendor located within the city limits of the City of Dover.

Rule 2: Vendor located within Kent County, Delaware (applicable only if no vendor qualifies under rule 1)

Rule 3: Vendor located within the State of Delaware (applicable only if no vendor qualifies under rules 1 & 2)

In the event that no vendor qualifies under rules 1, 2, or 3, no local vendor preference will be awarded. **The vendor must identify qualification and claim to the preference on the submitted bid documents.** This preference is to be considered as stand-alone and cannot be added to any other preference that may be allowed.

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the City of Dover may contract for an equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

Neither the contractor nor the City of Dover shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

Vendors must provide references to the City of Dover upon request. Vendor references may be checked to verify their ability to perform the contract requirements, the quality of work and the ability to meet obligations.

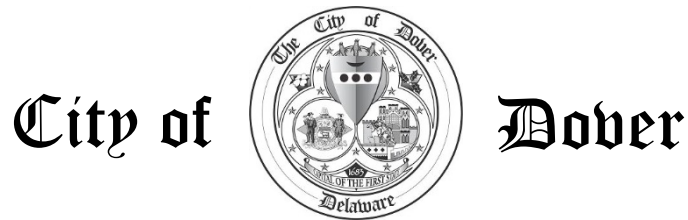
ENVELOPES MUST BE MARKED “PRIMARY METERING CABINETS FOR STOCK, BID NUMBER 24-0013WH, BID OPENING December 13, 2023, 2:00 P.M.” No faxed bids will be accepted. Bids may be submitted electronically by email to the Procurement Manager using the email address bids@dover.de.us. This email address is for bid submission only. No other correspondence should be sent to this address. The computerized date/time indication on the electronic submission will be the sole determination of receipt. **All electronic bids submitted by email must reference the bid number (24-0024WH) in the subject line of the submission or they may not be considered.** Failure to comply with the above format *may* result in disqualification of your bid.

F.O.B. DOVER, DELAWARE: Unless otherwise specified in the bid documents, all prices quoted by the bidder must be F.O.B. Dover, Delaware with all delivery, handling, surcharges, and other charges included in the bid price. Failure to do so may cause rejection of bid. The City will not pay additional surcharges.

The City of Dover shall have the right to reject any or all bids if deemed to be in the best interest of the City, such as but not limited to local vendor preference and minority vendor preference while awarding bids.

Sincerely,

Barry Wolfgang
Contract and Procurement Manager
City of Dover
(302) 736-7795
Fax (302) 736-7178
bwolfgang@dover.de.us
www.cityofdover.com



City of

Dover

INTENT TO BID NOTICE

ITB Number: 24-0013WH ITB Opening: December 13, 2023 at 2:00 PM

Description: Primary Metering Cabinets for Stock

If you are interested in the Intent to Bid described above, you can download it in Adobe PDF format from our web site <http://www.cityofdover.com/bid-procurement>. Any amendments or other additional information related to this solicitation will be posted with the original document on the web site.

If you do not have internet access and want to receive this Intent to Bid, all subsequent amendments, or additional information on the bid package, please provide the requested information to:

The City of Dover
 Purchasing Office
 710 William Street
 Dover, DE 19904
 Fax: (302) 736-7178, attention Procurement Manager
 E-mail: doverwhse@dover.de.us

Please complete the following and return this form to the City of Dover Purchasing Office.

Company:	Vendor Response /Request
Address:	No submission at this time, please retain on vendor list
	Please send complete bid package
Contact:	I will download the bid package
Phone:	I intend to submit
Email:	I do not intend to submit
	Other:



**CONSENT FOR DISCLOSURE UNDER
THE FREEDOM OF INFORMATION ACT (FOIA)**

REQUESTS FOR PROPOSAL AND INVITATIONS TO BID

From time to time, the City of Dover receives requests under the Freedom of Information Act (FOIA) for information submitted in response to Requests for Proposals and Invitations to Bid. This information shall be provided to those who request it under FOIA; however, in accordance with 29 **Del. C.** §10002(1)(2), trade secrets and commercial or financial information obtained from a person which is of a privileged or confidential nature are not deemed public records.

Please indicate your preference regarding the disclosure, under FOIA, of the information that you are submitting by checking the appropriate box and providing the information below. Please note that prior to issue of a purchase order or full execution of a contract, only the names of vendor(s) and bid tabulations will be released for Invitations to Bid, and only the names of vendor(s) and information deemed necessary for City Council to make an informed decision on award approval will be released for Requests for Proposals.

- I consent to the disclosure of all information included in this submission.
- This submission includes trade secrets and commercial or financial information which is of a privileged or confidential nature that is exempt from disclosure under 29 **Del. C.** §10002(1)(2). In accordance with 29 **Del. C.** §6923(j)(4) and §6924(j)(3), I have isolated and identified in writing the confidential portions of the submitted proposal/bid and attached a statement that explains and supports my claim that the proposal/bid items identified as confidential contain trade secrets or other proprietary data and I am prepared to defend against disclosure. I understand that any items not so identified are subject to disclosure.

Name: _____

Signature: _____ Date: _____

Title/Position: _____

Company Name: _____

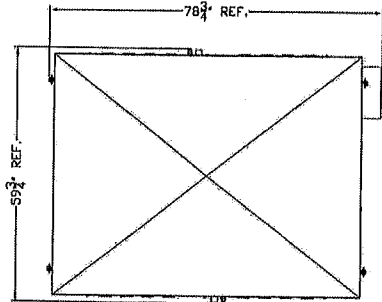
Email Address: _____ Telephone: _____

Mailing Address: _____

RFP/Bid No. _____

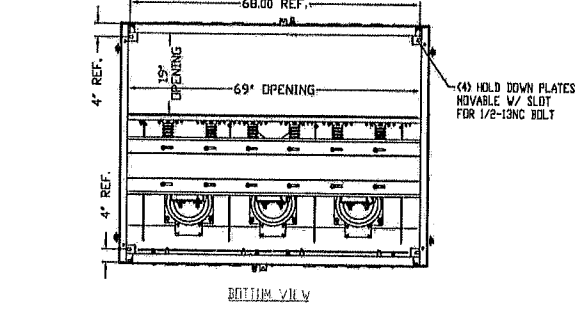
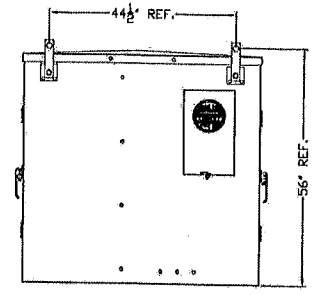
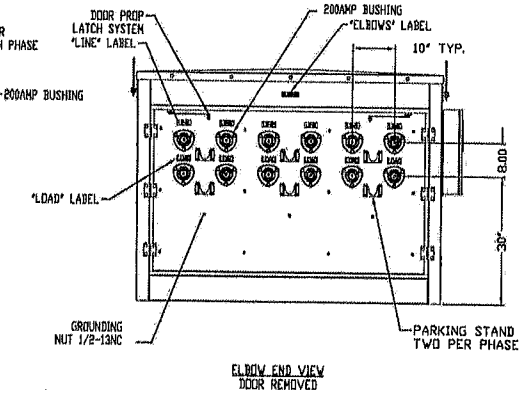
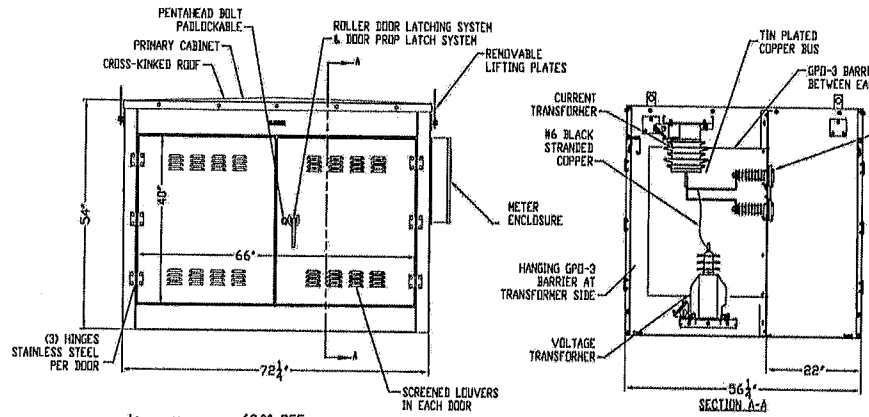
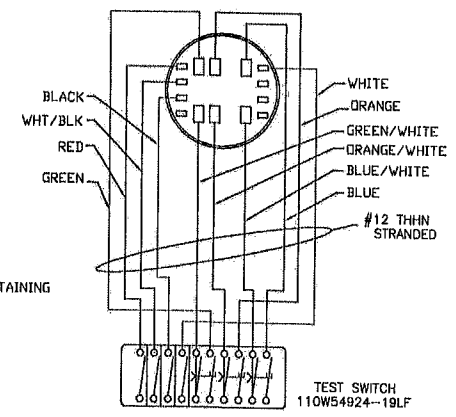
For additional information, please contact: City of Dover - City Clerk's Office
P.O. Box 475
Dover, DE 19903
cityclerk@dover.de.us
Phone (302) 736-7008; FAX: (302) 736-5068

Please note that this form is a public record and will be provided to those who request information regarding Requests for Proposals and Invitations to Bid under FOIA.



- > DESCRIPTION
 - * THREE PHASE, 15kV/95kV BIL RATING 600AMP
- > MATERIAL
 - * 12 GA G-90 GALVANIZED STEEL PRIMARY CABINET
 - * 12 GA G-90 GALVANIZED STEEL PARKING STANDS
 - * 14 GA G-90 GALVANIZED STEEL METER ENCLOSURE
 - * POWDER COATED PAD MOUNT GREEN
- > CONSTRUCTION
 - * BOLT TOGETHER CONSTRUCTION
 - * ROUND HEAD SQUARE NECK STAINLESS STEEL CARRIAGE BOLTS
 - * (3) HINGES PER DOOR PRIMARY CABINET STAINLESS STEEL
 - * (2) HINGES PER DOOR METER ENCLOSURE STAINLESS STEEL
 - * CROSS KINKED ROOF FOR ADDED STRENGTH AND FOR PREVENTING STANDING MOISTURE
 - * (2) PARKING STANDS PER PHASE
 - * REMOVABLE LIFTING PROVISIONS
- > SECURITY
 - * 3 POINT SHOOT BOLT LATCHING SYSTEM
 - * CAPTIVE PENTA-HEAD LOCKING BOLT
 - * PROVISIONS FOR ADDED PADLOCKING
 - * DEAD FRONT GPO-3 RESIN PANEL ON TRANSFORMER SIDE
 - * EACH PHASE AND SIDES SEPARATED BY GPO-3 RESIN PANEL
 - * PROP RODS FOR DOOR TO KEEP DOOR FROM CLOSING WHILE MAINTENANCE IS BEING PERFORMED
 - * LOUVERS ARE SCREENED FOR TAMPER PROOF PROTECTION.
- > COMPONENTS
 - LINE
 - * (6) BUSHINGS 15kV CLASS, 95kV BIL
 - * CONTINUOUS CURRENT 200AMP
 - LOAD
 - * (6) BUSHINGS 15kV CLASS, 95kV BIL
 - * CONTINUOUS CURRENT 200AMP

- (3) CURRENT TRANSFORMERS (CUSTOMER SUPPLIED)
 - * 15kV OUTDOOR, 110kV BIL, 60 HERTZ
 - * RATIO 2005 RF 15
 - (3) VOLTAGE TRANSFORMERS (CUSTOMER SUPPLIED)
 - * 15kV OUTDOOR, 110kV BIL, 60 HERTZ
 - * RATIO 601
 - * ABB V02-11 (P/N 7525A89G05)
 - (1) METER SOCKET ONE PIECE RINGLESS COVER WITH 13 TERMINAL BLOCK AND 10 POLE TEST SWITCH 110W54924-19LF WITH CLEAR COVER PREWIRED FROM TRANSFORMER SECONDARY.
- > MARKINGS
- LINE AND LOAD MARKED ON INTERIOR PANEL WALL
 - NEMA 260 DANGER AND WARNING SIGNS ON THE DOORS AND INSIDE CABINET
 - EXTERNAL LABELS TO IDENTIFY TRANSFORMER AND ELBOW SIDE
 - NAMEPLATE LABELS TO INSIDE AND OUTSIDE DOOR CONTAINING
 - * MANUFACTURER
 - * MODEL NUMBER
 - * PART NUMBER
 - * VOLTAGE CLASS, BIL RATING
 - * CT RATIO, PT RATIO
- > PACKAGING
- EACH UNIT PALLETIZED
 - PLASTIC WRAPPED
 - LABELED



APPROVED

BY: *[Signature]*

DATE: 9/6/18

RETURN (1) COPY TO:
BROOKS UTILITY PRODUCTS
ENGINEERING DEPT
FARMINGTON HILL, MICHIGAN

* SOME ITEMS NOT SHOWN IN VIEWS FOR CLARITY.

1	CT was KDR-11 (7524A19G05). DW	8/28/18
REV	REVISION/ECN	DATE/#
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF BROOKS UTILITY PRODUCTS. ANY REPRODUCTION IN PART OR WHOLE WITHOUT THE WRITTEN PERMISSION OF BROOKS UTILITY PRODUCTS IS PROHIBITED.		CAD GENERATED DRAWING. DO NOT MANUALLY UPDATE.
UNLESS OTHERWISE SPECIFIED DIMENSIONS ARE IN INCHES. TOLERANCES ARE:		APPROVALS DATE DRAWN/DW 7/31/18 CHECKED BY ENG PRODUCTION DO NOT SCALE DRAWING INSPECTION
MATERIAL: _____ FINISH: _____		DESCRIPTION PRIMARY METERING ENCLOSURE 15KV 15kV 2Ln2Ld, 72"W x 54"H x 54"D 700-7791-282 MK SCALE: 1"=1'-0"
		REV: 01 SHEET 1 OF 1

(Customer Supplied) = Vendor quoting Primary Metering Enclosure
 Vendor quoting Primary Metering Enclosure shall provide said items to Primary Metering Enclosure manufacture for installation. The cost of said items and installation of said items shall be included in the quote to City of Dover. City of Dover shall receive a complete unit wired and ready for field installation.

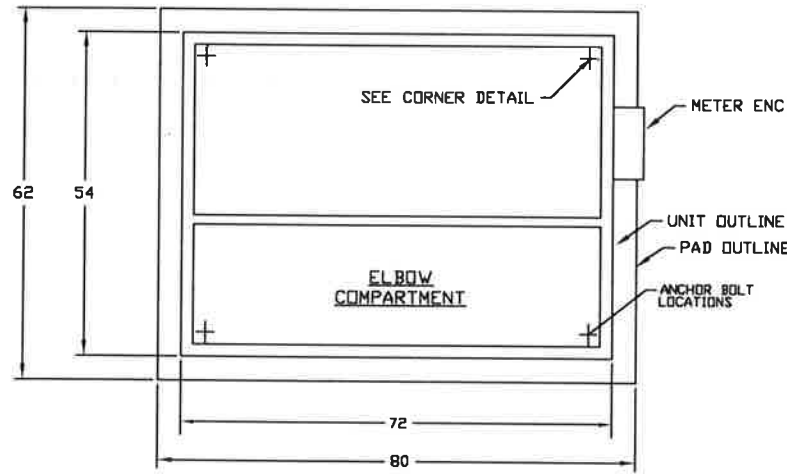
THIS DOCUMENT CONTAINS PROPRIETARY INFORMATION OF ELECTRO MECHANICAL CORP. OR ITS OPERATING DIVISIONS IN WHOM TITLE REMAINS. ANY REPRODUCTION, DISTRIBUTION, DISCLOSURE OR USE NOT OTHERWISE EXPRESSLY APPROVED IN WRITING IS STRICTLY PROHIBITED.

DATE	SYM.	REVISION RECORD	AUTH.	DR.	CK.
091718	A	ECR#2018-0084 : CUSTOMER CHANGES	--	KMD	KMD

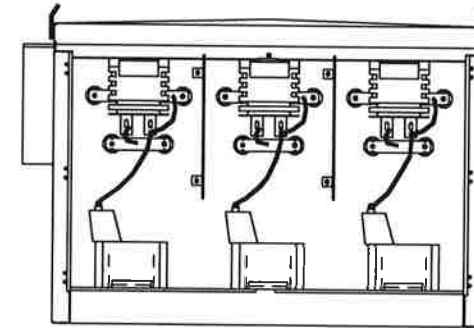
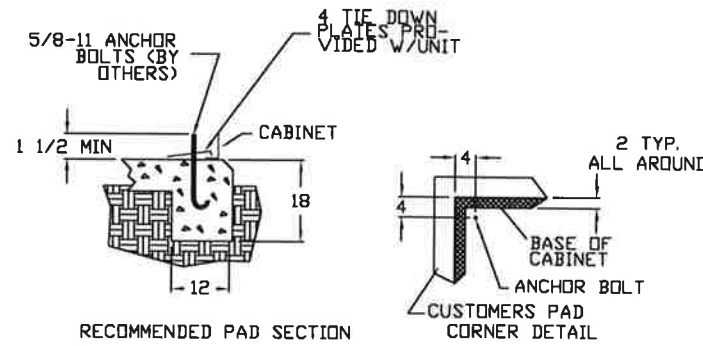
NOTES

- ENCLOSURES ARE CONSTRUCTED OF 11 GAUGE HRS ARE FREE STANDING AND MEET WESTERN UNDERGROUND COMMITTEE SPEC #2.13
- FINISHING SYSTEM: FINISH MEETS OR EXCEEDS (WITH 2000 HR. SALT SPRAY RESISTANCE) THE COATING REQUIREMENTS OF ANSI C57.12.28. COLOR: ANSI-32 BELL GREEN.(MUNSELL 7GY 3.29/1.5)
- ALL DOORS HAVE THREE POINT LATCHING, CONCEALED STAINLESS STEEL HINGES AND PINS, PROVISIONS FOR PADLOCKING AND PENTA SECURITY BOLT.
- INTERPHASE INSULATION BARRIERS GPO-3 MATERIAL.
- TWO REMOVABLE LIFT BRACKETS ARE PROVIDED WITH EACH UNIT.
- ROOF UNDERCOATED WITH ANTI-CONDENSATE COMPOUND INSULMAT 627 OR EQUAL.
- RATINGS -

OVERALL UNIT	
NOMINAL VOLTAGE-----	15KV
BUSHINGS/ELBOW RATED-----	8.3/14.4KV
BASIC IMPULSE LEVEL<BIL>-----	95KV

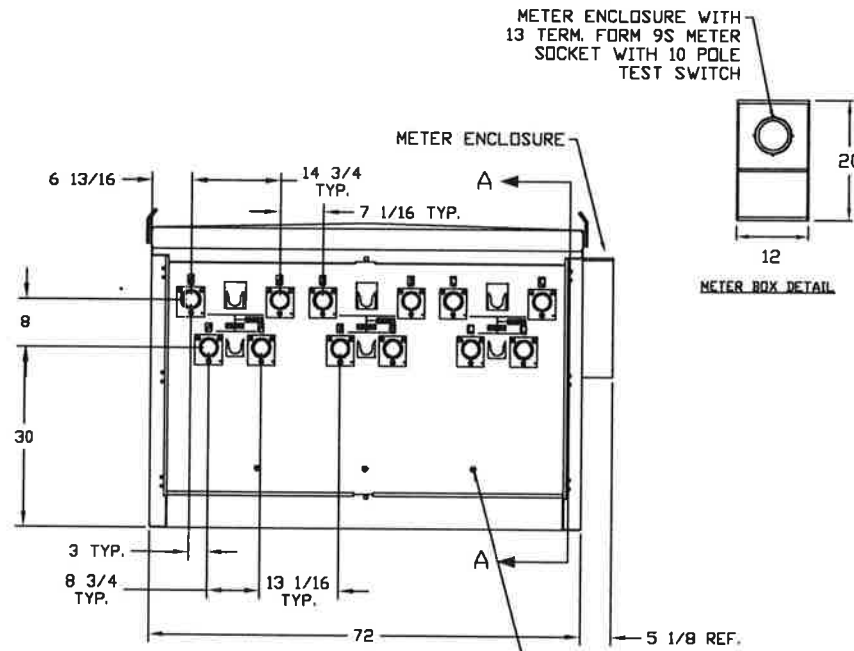


RECOMMENDED PAD LAYOUT



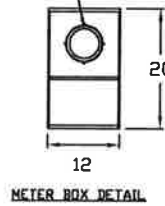
REAR VIEW

(EXTERIOR DOORS & GPO-3 RUS BARRIER) DOORS REMOVED)

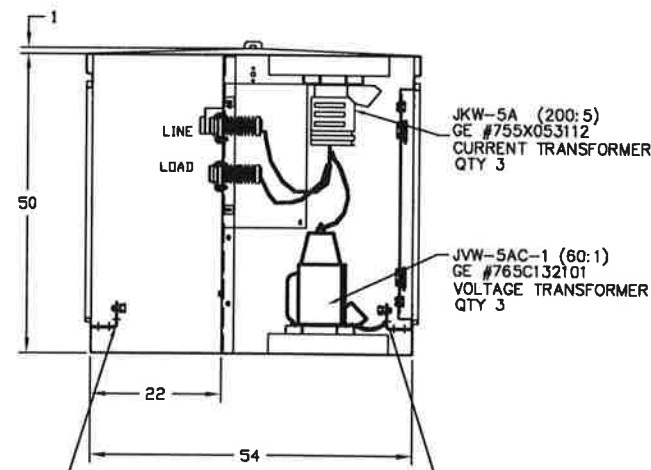


FRONT VIEW (DOORS REMOVED)

METER ENCLOSURE WITH 13 TERM. FORM 9S METER SOCKET WITH 10 POLE TEST SWITCH

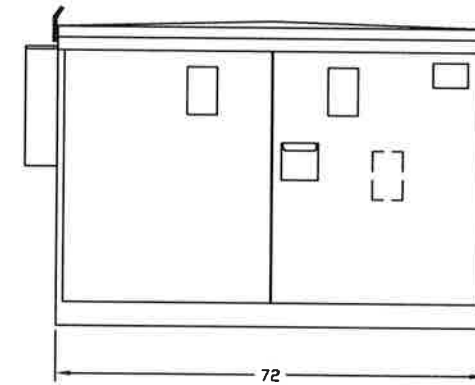


1/2-13 TH'D GROUND BOSS (QTY 3)
STAINLESS STEEL GROUND PAD WITH NEMA (2) 2-HOLE PATTERN ONE BRONZE GROUND LUG ON EACH GROUND PAD IN ELBOW COMPARTMENT. TWO PER COMPARTMENT.



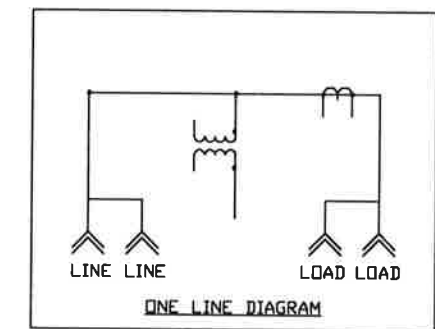
INTERIOR SECTION VIEW

STAINLESS STEEL GROUND PAD WITH NEMA (2) 2-HOLE PATTERN. ONE BRONZE GROUND LUG ON EACH GROUND PAD IN METERING COMPARTMENT. TWO PER COMPARTMENT.



REAR VIEW

PMDF-315-R12-200-DOV



REQUIRED ELECTRICAL DRAWING 54-0324

200 AMP BUSHING RATING	
PHASE TO PHASE VOLTAGE-----	14.4KV
PHASE TO GROUND VOLTAGE-----	8.3KV
NOMINAL VOLTAGE-----	15KV
BASIC IMPULSE LEVEL <BIL>-----	95KV
SHANK LENGTH-----	7"

FEDERAL PACIFIC

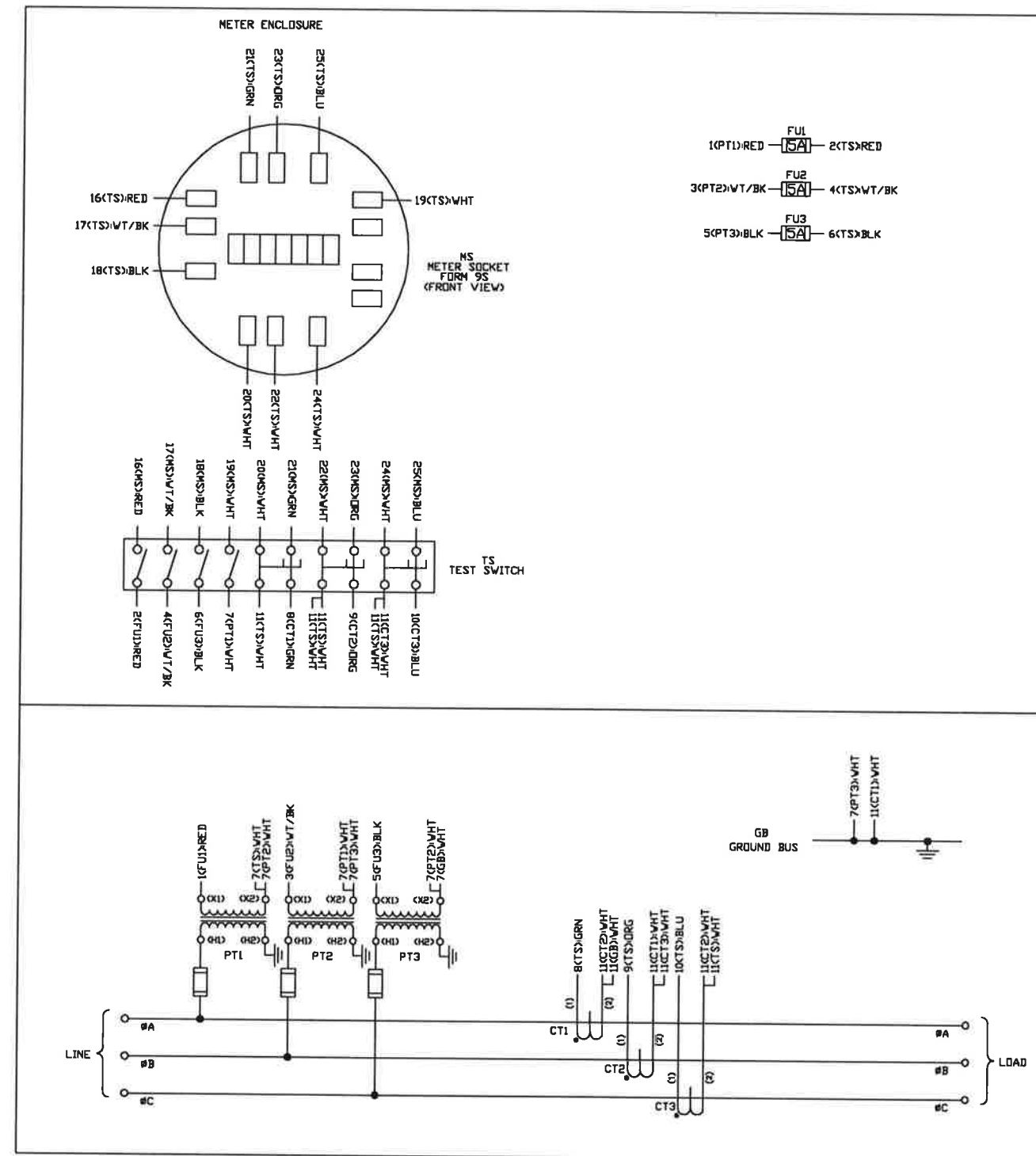
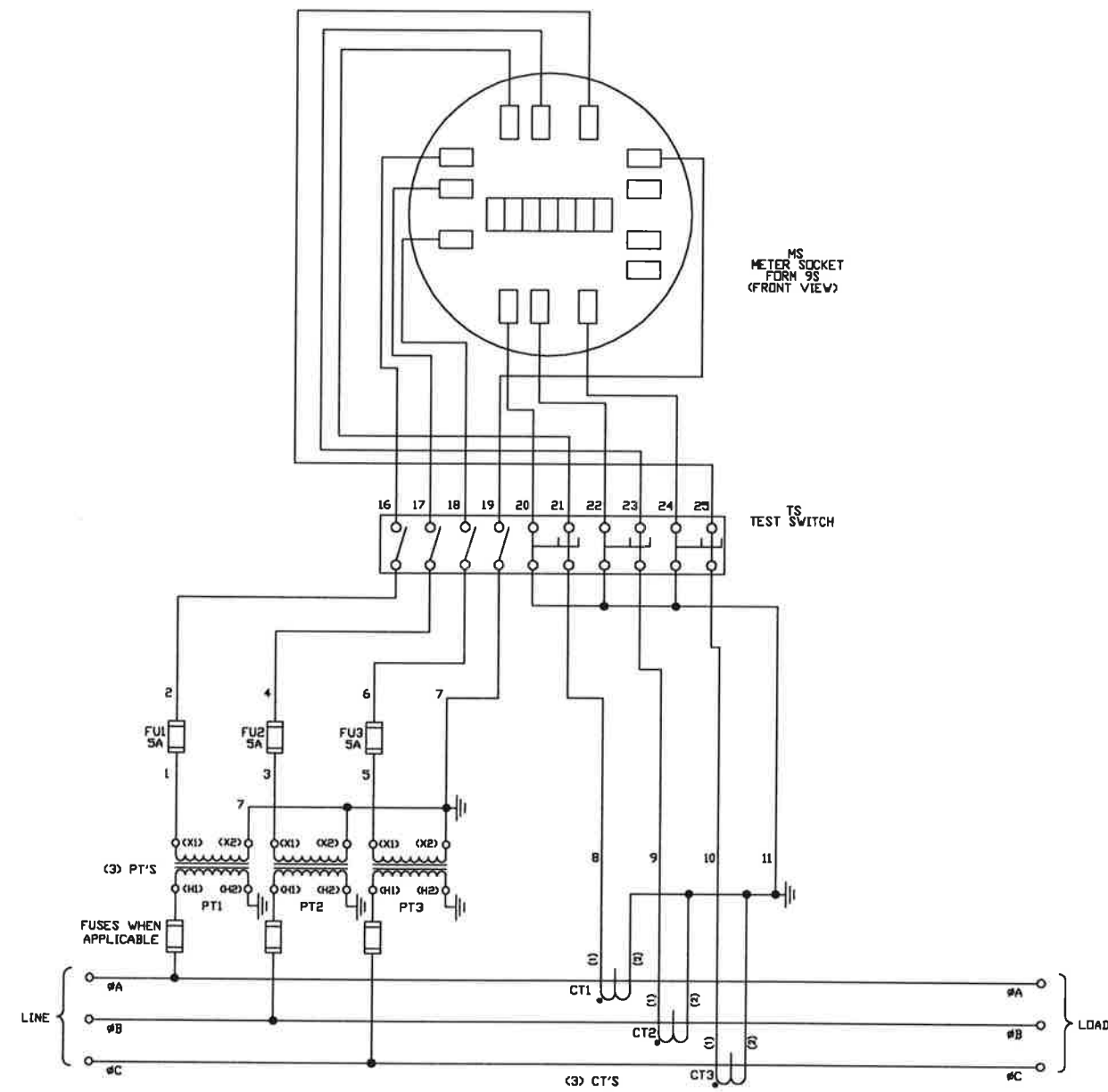
TITLE PMDF-315-R12-200-DOV

SP12I01 W/CT'S,PT'S & METER SOCKET

DATE	9/4/2018
SCALE	1/30
DRN.BY	KMD
CHK.BY	KMD/CJL
JOB NO.	37-14
FILENAME	1431230
DWG.NO.	B37-1431-230
REV.	A

SCHEMATIC

WIRING DIAGRAM



NOTES

COLOR CODE

- PT AND CT RATIOS SHOWN ON TOP LEVEL MECHANICAL PRINT
- CONTROL WIRING SHALL BE 12 AWG, PER COLOR CODE
- CT WIRING SHALL BE 10 AWG, PER COLOR CODE
- ALL SECONDARY CT CONNECTIONS SHALL BE RING LUG
- CT PRIMARY SHALL BE 4/0 CABLE WHEN 200A BUSHING WELLS USED
- CT PRIMARY SHALL BE BUS CONNECTED WHEN 600A BUSHINGS USED
- PT PRIMARY H1 CONNECTION SHALL BE #2, 15KV CABLE
- PT/CT H2 AND FRAME GROUND CONNECTIONS SHALL BE #6 CABLE.
- WIRE NUMBERS SHALL BE READ AS FOLLOWS:

(K1)	RED	---	WIRE COLOR
------	-----	-----	------------
- PT PRIMARY FUSES OPTIONAL DEPENDING ON CUSTOMER REQUEST
- SECONDARY LV FUSES MOUNTED IN METER SOCKET ENCLOSURE

- WIRE & TS COLOR CODE AS FOLLOWS:
 VOLTS P1 = RED
 VOLTS P2 = WHITE/BLACK STRIPE
 VOLTS P3 = BLACK
 VOLTS P4 (NEUTRAL) = WHITE
 CURRENT C1+ = GREEN
 CURRENT C1- = WHITE
 CURRENT C2+ = ORANGE
 CURRENT C2- = WHITE
 CURRENT C3+ = BLUE
 CURRENT C3- = WHITE

LEGEND

- () INDICATES THE TERMINAL MARKINGS ON A SPECIFIC DEVICE.
- o INDICATES JUNCTION POINT FOR WIRE



SCHEMATIC & WIRING DIAGRAM
 3PT, 3CT, METER SOCKET FORM 9S

DATE	9/6/18
SCALE	N/A
DRN BY	C. LOVINS
CHK BY	KMD
JOB NO.	54-03
FILENAME	540324
DRG. NO.	B54-0324
REV.	-