



**CITY OF WAUCHULA**  
**INVITATION TO BID**  
**ITB# 24-01**  
**2500 kVA 3-Phase Pad-Mount Transformer**

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The City of Wauchula will be accepting sealed bids for the manufacture and FOB delivery of one 2500 kVA 3-Phase Pad-Mount Transformer to 533 Carlton Street, Wauchula, FL 33873.

Sealed Bids must be received by the City of Wauchula, at the Administration Building, located at 126 South 7<sup>th</sup> Avenue, Wauchula, FL 33873 no later than **2:00 pm EST on February 6, 2024**.

**Questions regarding this invitation to bid must be in writing and directed to Stephanie Camacho, City Clerk by mail at the address listed below or by email to [scamacho@cityofwauchula.com](mailto:scamacho@cityofwauchula.com). All questions must be received by January 30, 2024, at 2:00 pm EST.**

***Prospective bidders shall not contact, communicate with, or discuss any matter relating in any way to the Invitation to Bid with the City Commissioners, any employee of the City of Wauchula, other than the City Clerk or as directed in the Invitation to Bid. Such communications initiated by a bidder shall be grounds for disqualifying the offending bidder from consideration for award of the bid and/or any future bid or proposal.***

The Bidder shall be solely responsible for delivery of their bid. Reliance upon mail or public carriers is at the Bidder's risk. All bids will be opened publicly, read aloud, and recorded at 2:00 pm EST on February 6, 2024, in the City of Wauchula Administration Building. The City of Wauchula, at its sole discretion, reserves the right to cancel this invitation to bid, to reject any or all bids, to waive any or all informalities and /or irregularities, to re-advertise with either the identical or revised specifications, or not award a bid at all if it is in the best interest of the City to do so.

A firm may withdraw, substitute, or modify a bid with another by submitting a letter to the City prior to the bid opening. The withdrawal or substitution shall include the name of the firm, the date and time of the original bid and bid price, the name of the principal of the firm responsible for the action, and the action being taken.

Sealed Bids shall reference the following on the outer envelope:

**BIDDER'S NAME AND ADDRESS**

**CITY OF WAUCHULA  
ITB# 24-01 Sealed Bid for 2500 kVA Transformer  
126 South 7<sup>th</sup> Avenue  
Wauchula, FL 33873**

**Technical Specifications are included in the invitation to bid.**

# Technical Specifications

## 1.0 GENERAL

1.1 Bidders shall complete the Bid Form included in the invitation to bid and return it with their sealed bid.

1.2 Bidders shall specify in their response to the ITB, in writing, whether exceptions are taken to any part of this specification.

1.3 Any submittals for City approval shall be in PDF format delivered by email to Stephanie Camacho, City Clerk at [scamacho@cityofwauchula.com](mailto:scamacho@cityofwauchula.com).

1.4 The workmanship, design, and materials shall be of the highest quality and be the most suitable for the application. The material shall be of proven manufacture, and free of defects.

1.5 The transformer shall meet all pertinent IEEE, ANSI, NEMA, UL, and ASTM standards applicable.

The City of Wauchula, Florida, henceforth referenced as The City, is accepting sealed bids for the manufacture and FOB delivery of one 2500 kVA 3-Phase Pad-Mount Transformer to 533 Carlton Street, Wauchula, FL 33873. The following details describe the transformer.

## 2.0 TRANSFORMER SPECIFICATIONS

Phase: Three Phase

Construction Style: Pad-Mount

Size: 2500 kVA

Type: New or Complete Rebuild with new windings

HV: 12,470Y / 7,200

LV: 480Y / 277

Taps: 2-2.5% (+/- 5%)

External Tap Changer

Primary Bushings: Wells & 15 KV Inserts

Secondary Bushings: 8-Hole Spades

Degree Rise: 65 Deg C

Frequency: 60 Hz

Impedance: Standard

Dead Front

Loop Feed

Bayonet Fusing

Mineral Oil Filled

Non-PCB Mineral Oil

1" Drain Valve

Pressure Relief Device

Temperature Gauge

Oil Level Gauge

Penta Head Lock

Color: Green

### **3.0 DRAWINGS AND DOCUMENTATIONS**

3.1 Before proceeding with fabrication, the manufacturer shall submit for approval, to the City, drawings in PDF format via email to the City Clerk, (Stephanie Camacho, [scamacho@cityofwauchula.com](mailto:scamacho@cityofwauchula.com)). If the City has no comments on the drawings, the City will respond via e-mail that the drawings are approved as submitted with no changes. If comments are required, the drawings will be returned to the manufacturer within 10 days from the date of transmittal marked "approved with comments as noted". Approval of Drawing shall not be held to relieve the manufacturer of obligations to meet all requirements of the Specifications, of responsibility for correctness of the Drawings, or responsibility to meet original shipping promise on basis of the City being allowed 10 days for approval.

3.2 The manufacturer shall furnish final drawings in PDF format via email to the City Clerk, (Stephanie Camacho, [scamacho@cityofwauchula.com](mailto:scamacho@cityofwauchula.com)) prior to shipping the transformer.

3.3 The manufacturer shall furnish any applicable instruction book or manual in PDF format via e-mail to the City Clerk, (Stephanie Camacho, [scamacho@cityofwauchula.com](mailto:scamacho@cityofwauchula.com)).

3.4 The transformer shall be factory tested in accordance with ANSI, IEEE and NEMA standards.

3.5 The manufacturer shall furnish a copy of all factory test results in PDF format via email to the City Clerk, (Stephanie Camacho, [scamacho@cityofwauchula.com](mailto:scamacho@cityofwauchula.com)) prior to shipping the transformer.

### **4.0 SHIPMENT OF TRANSFORMER**

4.1 The transformer shall be shipped FOB point of delivery 533 Carlton Street, Wauchula, FL 33873.

4.2 Manufacturer shall give the City two weeks written notice via e-mail to the City Clerk, (Stephanie Camacho, [scamacho@cityofwauchula.com](mailto:scamacho@cityofwauchula.com)) of expected time of delivery of transformer with confirmation by telephone call to Chris Collier, City of Wauchula's Electrical Distribution Supervisor, 863-781-5584, at least 48 hours prior to delivery of transformer. Delivery of the transformer shall be arranged for regular non-holiday workdays Mon-Thurs 7 am to 2 pm, EST delivery.

### **5.0 WARRANTY**

5.1 The transformer to be provided herein per this specification shall include at a minimum, a full one-year warranty.

### **6.0 BID FORM**

6.1 Bid form to be completed fully and returned with sealed bid. Bid form included on page 4 of invitation to bid.



**BID FORM**

**ITB# 24-01 2500 kVA 3-Phase Pad-Mount Transformer**

**Due Date: February 6, 2024 - 2:00 pm EST**

**1.01 BIDDER**

A. This Bid is hereby submitted by: \_\_\_\_\_ (Seller)  
to the City of Wauchula (Buyer).

**1.02 BID PRICE**

A. Total Price of Transformer \_\_\_\_\_ Dollars  
(Price shall include freight to Wauchula, FL)

**1.03 BID PRICE DETAILS**

A. Has Seller included freight in the total price above? (Circle Answer) YES NO

**1.04 WARRANTY ON TRANSFORMER**

A. Has Seller included warranty in total price? (Circle Answer) YES NO  
B. What is the warranty period? \_\_\_\_\_ Years

**1.05 DELIVERY OF TRANSFORMER**

A. Lead-time for manufacture and delivery of transformer. \_\_\_\_\_ Weeks

**1.06 TRANSFORMER DETAILS**

A. Name of manufacturer: \_\_\_\_\_  
B. Location of manufacturing facility: \_\_\_\_\_  
C. Type of transformer: (Check Answer) \_\_\_\_\_ New \_\_\_\_\_ Complete Rebuild with New Windings  
D. Weight of transformer: \_\_\_\_\_ Pounds

**1.07 LIST OF EXCEPTIONS AND/OR CLARIFICATIONS**

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

(Attach additional sheets as necessary)

**1.08 SELLER INFORMATION**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone / Email: \_\_\_\_\_

**BID FORM to be included with sealed bid.**