MAIL BIDS TO:  
CITY OF FULTON  
C/O Courtney Crowson, City Clerk  
P.O. BOX 130  
FULTON, MO 65251-0130  

HAND DELIVER TO City Clerks Office: 18 EAST 4TH STREET  
EXPRESS LETTER DELIVERIES ADDRESS TO  
18 EAST 4TH STREET FULTON MO 65251 C/O Courtney Crowson  

Purchasing Agent: Jason A. Harris  

RECEIVED FROM:  

DO NOT SEND BIDS TO THIS ADDRESS.  
THE SUPPLIES AND/OR SERVICES  
REQUIRED HERE MUST BE DELIVERED F.O.B.  
DESTINATION AT THE FOLLOWING ADDRESS:  
City of Fulton Warehouse  
1303 Westminster  
Fulton, MO 65251  

Telephone: (573) 592-3141  

DESCRIPTION:  
Prospective bidders are hereby invited to submit their bid for Power Transformer Testing on 4 transformers located in or near the City of Fulton MO.  

(Please see specifications of work to be performed on Page 6)  

(Please provide pricing under descriptions of the units on pages 7-8-9)  

Requested delivery is __________ days ARO. Bidders State Best Delivery Date:  

BID MUST BE SIGNED TO BE VALID  
The bidder hereby agrees to furnish and/or service, at the price quoted pursuant to all requirements and specifications contained in this document, upon either the receipt of an authorized purchase order from the purchaser, or when this document is countersigned by the Purchasing Department as a binding contract. The bidder further agrees that the language of this document shall govern in the event of a conflict with his or her bid.  

COMPANY NAME  
AUTHORIZED SIGNATURE:  
PHONE NUMBER:  
FEDERAL ID OR SSN:  

NOTICE OF AWARD: (City use only)  

ACCEPTED AS TO ITEMS:  


Purchasing Agent  
Director of Administration  
Date  

COF MB P-2 (Revised 01/28/04)
SPECIAL INSTRUCTIONS TO BIDDERS

1 **Bidder’s Contract:**

All questions regarding technical specifications, bid process, etc., must be directed to the contact indicated on the first page of this IFB.

Bidders may not contact the employees of the using agency concerning this procurement while the bid and evaluation are in process.

2 **Clarification of Requirements:**

It is the intent and purpose of the City of Fulton that this request permits competitive bidding. It shall be the bidder’s responsibility to advise the Purchasing Department, at the address noted on page one of this IFB, if any language, requirements, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notification must be submitted in writing and must be received by the Purchasing Department not later than five (5) days prior to bid closing date. A review of such notifications will be made.

3 **Submission of Bids:**

3.1 Bids must be priced, signed and returned (with all necessary attachments) to the office of the City Clerk by the closing date and time specified.

**All bid envelopes must be marked in the lower left hand corner with the bid number and the due date and time.**

Mail to: City of Fulton

Attn. Courtney Crowson, City Clerk

P.O. Box 130

Fulton, Missouri 65251

Hand Deliver to: 18 E. 4th. Street, Fulton, Missouri 65251

Express Mail and Overnight Envelopes address to: City of Fulton 18 E. 4th. Street, Fulton, Missouri 65251

Attn. Courtney Crowson, City Clerk

3.2 The bidder must respond to this IFB by submitting all data required herein in order for this bid to be evaluated and considered for award.

3.3 To facilitate evaluation of the bids, it is highly desirable that the bids be organized to respond to each paragraph of the IFB.
4  **Bid Evaluation/Contract Award:**

4.1 Any contract resulting from this request shall be awarded in response to a bid providing the lowest and best bid to the City of Fulton.

4.2 Any award of a contract resulting from this invitation will be made by written notification from the Purchasing Department.

4.3 Bidders may submit preprinted marketing materials with their bids, however, the bidder is advised that such brochures normally do not address the needs of evaluation with respect to the technical evaluation process and the specific responses which have been requested of the bidder. The bidder is strongly discouraged from relying on such materials in presenting products and services for consideration by the city.

4.4 General description of products and services: The bidder should present in detail all products and services proposed in this response to the invitation. It is the bidder's responsibility to make sure all products proposed are adequately described. It should not be assumed that the Purchasing Agent has specific knowledge of the products proposed, but that the Purchasing Agent does have sufficient technical background to conduct an evaluation when presented complete information.
MINIMUM INSURANCE REQUIREMENTS
CITY OF FULTON, MISSOURI

The Contractor shall secure and maintain throughout the duration of this Contract insurance, from companies authorized to do business in Missouri, of such types and in such amounts as may be necessary to protect them and the interests of the City against all hazards or risks of loss as hereinafter specified. This insurance shall cover all aspects of the Contractor’s operations and completed operations. The form and limits of such insurance, together with the underwriter thereof in each case, shall be approved by the City but regardless of such approval, it shall be the responsibility of the Contractor to maintain adequate insurance coverage at all times. Failure of the Contractor to maintain adequate coverage shall not relieve him of any contractual responsibility or obligation. Minimum insurance coverage shall be the amounts stated herein or the amounts required by applicable law, whichever are greater.

I R 1 WORKERS’ COMPENSATION AND EMPLOYER’S LIABILITY

I R 1A This insurance shall protect the Contractor against all claims under applicable State worker's compensation laws. This insurance shall provide coverage in every state in which work for this project might be conducted. The Contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a workers' compensation law. This policy shall include an "all states" endorsement.

I R 1B The liability limits shall not be less than the following:
Workers' Compensation Statutory
Employer's Liability $100,000 each accident
$100,000 each employee
$500,000 policy limit

I R 2 BUSINESS AUTOMOBILE LIABILITY

I R 2A This insurance shall be written in comprehensive form and shall protect the Contractor, Contractor’s employees, or subcontractors from claims due to the ownership, maintenance, or use of a motor vehicle.

I R 2B The liability limits shall be not less than the following:
Bodily Injury & Property Damage $ 500,000 Combined Single Limit
I R 3 COMPREHENSIVE GENERAL LIABILITY

The comprehensive general liability coverage shall contain no exclusion relative to explosion, collapse, or underground property.
The liability limits shall be not less than the following:
Bodily Injury & Property Damage $ 500,000 each occurrence $1,000,000 aggregate

I R 4 UMBRELLA LIABILITY INSURANCE

This insurance shall protect the Contractor against claims in excess of the limits provided under employer’s liability, comprehensive automobile liability, and commercial general liability policies. The umbrella policy shall follow the form of the primary insurance, including the application of the primary limits.
The liability limits shall not be less than the following:
Bodily Injury & Property Damage $1,000,000 each occurrence $1,000,000 general aggregate

I R 5 ADDITIONAL REQUIREMENTS

I R 5A The City may require insurance covering a Contractor or Subcontractor more or less than the standard requirements set forth herein depending upon the character and extent of the work to be performed by such Contractor or Subcontractor.

I R 5B Insurance as herein required shall be maintained in force until the City releases the Contractor of all obligations under the Contract.

I R 5C The Contract shall provide and carry any additional insurance as may be required by special provisions of these specifications.

I R 6 CERTIFICATE OF INSURANCE

Satisfactory certificates of insurance shall be filed with the City prior to starting any work on this Contract. The certificates shall show the City as an additional Insured on all coverage except Workers Compensation. The certificate shall state that thirty (30) days written notice shall be given to the City before any policy is cancelled (strike the “endeavor to” wording often shown on certificate forms). If the Contractor cannot have the “endeavor to” language stricken, the Contractor may elect to provide a new certificate of insurance every thirty (30) days during the contract. The Contractor shall immediately notify the City if there is any reduction of coverage because of revised limits or claims paid which affect the aggregate of any policy.
Power Transformer Testing

The bid amount submitted is for performing the following 12 steps to units 1 through 4 located in or near the City of Fulton

1. Pre-Doble PF test to determine if there are problems with insulating oil, bushings, or arresters.

2. Drain LTC oil and perform internal LTC inspection, namely contact inspection and replacement if necessary
   a. Some units require disassembly to see all contacts
   b. Filter oil and flush carbon out of tank
   c. Any other manufacturer specific LTC measurements, or tests.

3. Replace easy to access gaskets or any others showing signs of leaks: LTC compartment, manholes, and pressure relief devices, especially those on top of transformer.
   - Perform visual inspection inside transformer while manhole covers are off.

4. Confirm function of all gauges, devices, and rapid pressure rise relay (if present), fans, cabinet heater & thermostat, and LTC breather and desiccant.
   - Confirm any alarms that are monitored remotely are checked all the way through.

5. Replace bushings if they tested poorly in step 2.

6. Doble PF unit again after maintenance.

7. TTR all LTC taps.

8. Megger core ground.


10. Doble PF test station PTs and CTs.

11. Transformers are to stay vacuumed for 24 hours before Nitrogen blanket is reapplied.

12. All tests procedures shall follow ANSI/IEEE Standards and Methods.
Item #1
Unit 110 (Cote Sans Dessein)

1969
Brand Westinghouse
67000-13,800Y/7,968
7500/9375 KVA @ 65 C Rise
Serial Number PFR-51841
Impedance 7.2 % @ 7500 KVA
Oil Gallons Main Tank 2582
Oil Gallons Tap Changer 214

Known Leak on gauge shaft of LTC position gauge shown below. This gauge leak is to be repaired or replaced with this work. Gauge shown below.

#1 (Unit 110) Bid Price $__________________________

Notes:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
#2

**Unit 108 (Route O)**
Brand General Electric
67000-13,800Y/7,968
7500/9375/10500 KVA @ 65 C Rise
Serial Number M161117
Impedance 7.13%
Oil Gallons Main Tank 1630
Oil Gallons Tap Changer 150

Item #2 (Unit 108) Bid Price $

Notes:


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Item #3

**Unit 109 (Route F)**
1966
Brand Allis-Chalmers
67000-13,800Y/7,968
7500/9375 KVA @ 65 C Rise
Serial Number 48-0122-3G474-1
Impedance 7.6%
Oil Gallons Total 2480 (Gallons were not broken down for Main Tank and LTC)

Item #3 (Unit 109) Bid Price $

Notes:


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Item #4

Unit 101 (Power Plant East Transformer)
1975
Brand Federal Pacific Electric Company
67000-13,800Y/7,968
15/16.8 MVA @ 65 C Rise
Serial Number 50455-1
Impedance 7.9%
Oil Gallons Main Tank 2700
Oil Gallons Tap Changer 150

Item #4 (Unit 101) Bid Price $____________________

Notes:

________________________________________________

________________________________________________
NOTICE

The City of Fulton is soliciting bids as follows:

Copies may be obtained from the office of the Purchasing Agent
1303 Westminster, Fulton, Mo 65251,
(573)592-3141.

<table>
<thead>
<tr>
<th>BID NUMBER</th>
<th>DESCRIPTION</th>
<th>CLOSING DATE</th>
<th>TIME</th>
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<tr>
<td>B201011</td>
<td>POWER TRANSFORMER TESTING</td>
<td>Tuesday 11/10 /2020</td>
<td>3 PM</td>
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Please run the above Printed ad Saturday 10/17/ 2020

Bill to: City of Fulton
P.O. Box 130
Fulton, Missouri 65251

Please send affidavit of publication and verification copy with invoice.

Sent by: Jason A. Harris Purchasing Agent 573-592-3141
fpagent@fultonmo.org