

# REQUEST FOR PROPOSAL



## BURLINGTON ELECTRIC DEPARTMENT

585 Pine street  
Burlington, VT 05401-4891  
Phone: 802-865-7456

RFP #

**090-24**

DATE:

4/17/2024

**REQUEST FOR QUOTATION**

**THIS IS AN INQUIRY,**  
**NOT AN ORDER**

**PLEASE QUOTE PROMPTLY**

ALL RFP'S RESPONSES ARE TO BE  
UPLOADED TO OUR SECURE  
WEB SITE USING YOUR UNIQUE LOGIN

DELIVERY REQUIRED BY:	QUOTATION DUE BY	REQUISITION NO:	DEPT:
ASAP	NLT 05/22/24 11:00am EST		ENGINEERING

QTY	DESCRIPTION					
5	Transformer Size (kVA):	Primary Voltage	Secondary Voltage	Description	Spec Impedance	BED Specification
	37.5	13800 Grd Y/7970	240/120V	37.5KVA Single Phase, Overhead, Distribution Transformer - DUAL BUSHING	1.60% - 2.25%	S0108

Purchase Price Constant	Load Loss Factor (\$/Watt)	No Load Loss Factor (\$/Watt)
1.301	\$0.97	\$17.45

Loss Evaluation formula "First Cost Multiplier"

NAMEPLATE SHALL INDICATE NON-PCB

Quote both Amorphous & Steel Core... If not quoting one type please specify why!

**(when order is placed approval drawings will be required but should not effect the delivery time)(XFRPOL00350) This must be on the data plate)**

UNIT COST=\$ \_\_\_\_\_ DELIVERY= \_\_\_\_\_ WEEKS ARO

LOSS EVALUATION FORMULA APPLIES TO QUOTE & PURCHASE PRICE:

No load = (Avg) \_\_\_\_\_ (Max) \_\_\_\_\_ Load =(Avg) \_\_\_\_\_ (Max) \_\_\_\_\_ Total = (Avg) \_\_\_\_\_ (Max) \_\_\_\_\_

IMPEDANCE: \_\_\_\_\_ Bid will be evaluated on average values.

Please confirm freight is included in unit cost. It is **Y/N** (circle one quoted)

CERTIFIED TEST REPORTS SHALL BE emailed AT THE TIME OF SHIPMENT TO [engineering@burlingtonelectric.com](mailto:engineering@burlingtonelectric.com) . PAYMENT OF THE ABOVE ITEM SHALL BE HELD UNTIL RECEIVED AND ACCEPTED BY B.E.D.

**DELIVERY REQUIREMENT: SHIP FOB DESTINATION FREIGHT ALLOWED . Hours are 7:30 am to 2:30pm M-F**

BED RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS RECEIVED IN RESPONSE TO THIS RFP OR TO TAKE OTHER ACTION CONSISTENT WITH THE BEST INTEREST OF BED. BED RESERVES THE RIGHT TO NEGOTIATE SEPARATELY WITH ANY SOURCE TO SERVE THE BEST INTEREST OF BED.

EXCEPTIONS TO THIS RFP SHALL BE SUBMITTED IN WRITING & ACCEPTED BY B.E.D. ON THE AWARDED P.O. TO BE BINDING. ALL SUBMITTED BIDS BECOME THE PROPERTY OF BURLINGTON ELECTRIC DEPARTMENT. AFTER THE AWARDING OF THE CONTRACT TO THE SUCCESSFUL BIDDER, ALL BIDS ARE OPEN FOR PUBLIC VIEWING

**ALL PROPOSALS MUST BE SUBMITTED VIA THE SECURE WEB SITE.** BED WILL NO LONGER ACCEPT FAXED BIDS, EMAIL OR MAILED. ALL RFQ'S MUST INCLUDE OUTLINE DRAWING SHOWING DIMENSIONS OF TRANSFORMER. IF ANY INFORMATION IS MISSING THE RFP WILL BE DEEMED INVALID AND WILL NOT BE EVALUATED

### VENDOR MUST COMPLETE THIS INFORMATION

- SHIPMENT CAN BE MADE \_\_\_\_\_ DAYS FROM RECEIPT OF ORDER
- F.O.B. DESTINATION FREIGHT ALLOWED BURLINGTON ELECTRIC DEPT. DOCK.
- TERMS \_\_\_\_\_ DISCOUNT OF \_\_\_\_\_ % IF PAID NET \_\_\_\_\_ DAYS
- QUOTE VALID \_\_\_\_\_ DAYS

SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

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

**B.E.D. RESERVES THE RIGHT TO ACCEPT OR DECLINE ANY AND ALL BIDS.  
ALL BIDS BECOME THE PROPERTY OF BURLINGTON ELECTRIC DEPARTMENT**

*Paul Charbonneau*

PURCHASING -- JEFF TURNER II

**TO INQUIRE ON ABOVE QUOTE PLEASE CALL  
PURCHASING DEPARTMENT DIRECT AT:**

**PAUL CHARBONNEAU 865-7456  
email: [pcharbonneau@burlingtonelectric.com](mailto:pcharbonneau@burlingtonelectric.com)**

# REQUEST FOR PROPOSAL

The following is a minimum check list that must be included in the submittal of the above RFP.

If any of the information is missing it will make your RFP invalid and we will not be able to consider it for evaluation!!!

## DID YOU INCLUDE THE FOLLOWING AT A MINIMUM ?

Unit Cost

Delivery time

No Load (avg) & (max)

Load (avg) & (max)

Total (avg) & (max)

Impedance (must be average values)

Is delivery included in the cost of the item? If not what is the cost for delivery  
Drawings with dimension.

Did you quote both Amorphous core and Steel? If not why?

**Include** manufacturer information about corrosion protection (item 14e on material spec) and coating (item 5j on material spec).

All RFP's must be uploaded to our secure site using your unique login. We will only accept Word, Excel or PDF submissions. Once you have Uploaded your file you will get an email indicating that it was successful. All times are based on EST.

*Paul Charbonneau*

PURCHASING -- JEFF TURNER II

TO INQUIRE ON ABOVE QUOTE PLEASE CALL  
PURCHASING DEPARTMENT DIRECT AT:

PAUL CHARBONNEAU 865-7456  
email: [pcharbonneau@burlingtonelectric.com](mailto:pcharbonneau@burlingtonelectric.com)



**BURLINGTON ELECTRIC DEPARTMENT (BED)  
MATERIAL SPECIFICATION**

**Single Phase, Overhead, Distribution Transformers**

1) Scope

- a) This specification covers the electrical characteristics and mechanical features of single phase, 60 Hz, mineral oil immersed, self-cooled, 65°C rise, overhead type, distribution transformers.
- b) All transformers shall be in accordance with the latest revision of each referenced industry standards (listed below), except as modified by this specification.

ANSI/IEEE C57.12.00	ANSI/IEEE C57.12.20	ANSI/IEEE C57.12.31
ANSI/IEEE C57.12.90	ANSI/IEEE C57.91	

2) Ratings

- a) The kVA rating shall be as specified on the purchase order.
- b) The nominal high voltage rating and the basic impulse insulation level (BIL) shall be the following:

Two bushing:

7970/13800 Y

95 kV BIL

- c) The nominal low voltage rating and the basic impulse insulation level shall be one of the following:

120/240

30 kV BIL

277

30 kV BIL

240/480

30 kV BIL

3) Impedance Voltage:

15 - 167 kVA

1.60% - 2.25%

4) Testing

- a) All transformer testing shall comply with ANSI/IEEE C57.12.90 and ANSI/IEEE C57.12.00.
- b) All transformers shall be tested for no load losses (85°C), total losses (85°C), percent impedance (85°C) and exciting current (100% rated voltage). No load losses shall also be tested at 105% rated voltage. Guaranteed average and guaranteed maximum losses shall be included with the quotation.
- c) All transformers shall be subjected to a full wave voltage impulse.
- d) The manufacturer shall supply verification that the design has passed Short Circuit criteria per ANSI/IEEE C57.12.00 and ANSI/IEEE C57.12.90.
- e) Complete certified test reports, by serial number, shall be delivered to BED with the transformers. These reports must either be signed by an authorized individual at the factory or be accompanied by a cover letter referring to purchase order number and signed by an agent authorized to conduct

transformer sales business for the manufacturer.

5) Construction

- a) The transformer shall be constructed in accordance with ANSI/IEEE C57.12.20.
- b) The nameplate shall be made of a corrosion resistant material and permanently marked meeting ANSI/IEEE C57.12.00, for nameplate A.
- c) The manufacturer shall certify that the transformer and the oil are PCB free. This will be indicated on the transformer nameplate.
- d) Connectors and terminals shall accommodate either aluminum or copper conductors.
- e) If specified by BED, 2-2.5% AN and 2-2.5% BN full capacity taps shall be provided. Taps shall be connected to the primary winding.
- f) The transformer finish shall be resistant to transformer oils and shall withstand a minimum 160 inch-pound impact per ASTM D2794. This finish shall meet or exceed the following as set forth in ANSI/IEEE C57.12.31.
- g) The transformer tank shall have a removable cover that is sloped for moisture run-off. A means of manually venting the tank prior to cover removal shall be provided.
- h) An automatic pressure relief device designed to re-seal after operating shall be provided.
- i) The transformer tank withstand shall meet NEMA TR 1-1980, Part 2, Page 6, Section D.
- j) The transformer shall be capable of being loaded in accordance with ANSI/IEEE C57.91. Ancillary equipment shall not limit the loading of the transformer to this guide.
- k) All insulating paper used as layer insulation in transformer coils shall be bonded type, coated on both sides with a thermosetting adhesive and properly cured prior to impregnating with oil or the coils shall be wound with primary conductor containing a thermosetting adhesive that when properly cured will form an effective bond, both turn to turn and layer to layer.
- l) The internal secondary leads shall be permanently identified corresponding to the lead markings on the nameplate.
- m) The transformer tank shall be equipped with arrester mounting pads.
- n) Unless otherwise specified by BED, no primary fusing or secondary breaker shall be provided.

6) Information to be provided with quotation:

- a) Outline drawing of a typical unit, including a one-line diagram of the transformer.
- b) Average percent positive impedance, X/R and percent exciting current.
- c) Average and guaranteed maximum Total Load Losses.
- d) Average and guaranteed maximum No Load Losses.

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Material Specification

# S0108

Burlington Electric Department

Single Phase, Overhead, Distribution Transformers

Approved: *Burlington Electric*

Date: 7/31/2023

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- e) A description of the method used to minimize tank corrosion (design details or type of treatment).
  - f) Warranty information and location of the nearest service shop, owned and operated by the manufacturer, which is capable of repairing all components of the transformer shall be provided.
- 7) Information to be provided with Shipment of Transformer:
- a) Manufacturer shall provide BED with the final X/R and percent positive impedance.
- 8) Exceptions:  
Any exceptions to this specification shall be clearly documented when quoting. Exceptions must be specifically granted in writing by BED. Failure of BED to acknowledge exceptions when placing an order requires the manufacturer to comply with this specification if the order is accepted. Manufacturer shall not provide exception to the transformer impedance specified in part 3 of this specification.
- 9) Approval of final drawings:  
Manufacturer shall provide BED with final transformer drawings after P.O. is placed. Approval of final drawings by BED shall be required.
- 10) BED's loss evaluation formula applies to all bids.
- 11) Penalties:  
Failure to meet quoted losses may result in a financial penalty being assessed the manufacturer. The penalty will be determined via BED's loss evaluation formula.