



REQUEST FOR PROPOSAL ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS

REQUEST FOR PROPOSAL: **RMJ0304** ADDENDUM NO. **1**
DATE OF ADDENDUM: October 06, 2015

1. The sign-in sheets, agenda and questions from the Pre-proposal Meeting are attached:
 - Q1. Section 0705 Price Proposal Sheet was left out from the Table of Content listing on page 2 of the Offer Sheet?**
 - A1. Section 0705 is incorporated as part of the Table of Content listing.
 - Q2. Section 5.11.1 in Austin Energy (AE) Specification AE-0815, E-0918 and E-1762 is changed as follow?**
 - A2. A Beckwith M2001D regulating relay with Ethernet port PN: M-2001D-6L4S20F0S00, complete with the Beckwith M-2270B adapter panel shall be included in the main control cabinet with the following provisions:
 - i. The M-2270B shall have the following options
 1. SCAMP (SCADA controllable Auto/Manual Pushbutton) switch. Requires M-2001 Series Control with firmware version D-0146V08.05.015 or later.
 2. SCADA Cutout Switch (local/remote) Blocks SCADA "write" commands.
 - ii. The Beckwith relay shall have provisions for RAISE and LOWER operations.
 - iii. These provisions shall not interfere with similar provisions for operation of the OLTC in the OLTC cabinet.
 - Q3. Are Hubble Arrester allowed?**
 - A3. No, not at this time Austin Energy will not accept Surge Arresters manufactured by Hubble. This is a result of a quality issue that impacted Austin Energy's reliability. The list of acceptable Surge Arrester Manufacturers is identified in Section 5.9.1 of AE Specifications AE-0815, E-0918 and E-1762.
 - Q4. Under the terms of the contract it states the contract is for 12 months and up to (5) 12 months extension period. Will all of the listed transformers be purchased in this contract?**
 - A4. There will be one contract, if there is a need to buy one type or all types they will be bought under that contract.
 - Q5. Will they be purchased within the first 12 month period?**
 - A5. It depends if there is a need to buy them within the first year or subsequent years, please refer to section 0400 paragraph 6 for further explanation.
 - Q6. If, not all, how many would be bought?**
 - A6. The City of Austin cannot commit to any amount or type of transformers it will buy; it all depends on the need. The quantities listed in section 0705 are estimated quantities and the City of Austin reserves the right to purchase more or less of these quantities as may be required during the Contract term. Please refer to section 0400 paragraph 6, for further explanation.

Q7. What would be the required on-site date(s) of the initial unit(s)?

A7. The date for the on-site of the initial units would be based on the purchase order date and your stated guaranteed lead time to deliver that transformer submitted in your proposal.

Q8. If all units are not ordered on the same contract, how will the date(s) for liquidated damages be set?

A8. There will be only one contract, so all transformers will be ordered under that contract. Please refer to section 0400 paragraph 9 for further explanation.

Q9. Can a company that makes an offer represent Transformer Company A and Transformer Company B on the same offer?

A9. NO.

Q10. For example can the offering company provide 7 transformers from Transformer Company A and 6 transformers from Transformer Company B?

A10. No, you can represent more than one Transformer Company as long as you submit a proposal for each of those Transformer Company that meets or exceeds our solicitation documents requirements.

All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated and made a part of the above-referenced Solicitation.

APPROVED BY:


Raymundo Moncada Jr., Senior Buyer Specialist Corporate
Purchasing Office, 512-322-6594

ACKNOWLEDGED BY:

SUPPLIER **AUTHORIZED SIGNATURE** **DATE**

RETURN ONE (1) COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, PRIOR TO PROPOSAL CLOSING OR WITH YOUR SEALED PROPOSAL. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION OF YOUR OFFER.

PRE-PROPOSAL CONFERENCE ATTENDANCE SHEET



Solicitation: RFP RMJ0304

Date: October 01, 2015

Time: 2:00 PM

Description: THREE-PHASE POWER TRANSFORMERS

Company Name:

Representative:

Phone #:

E-Mail Address:

ISHP / Alvarado Inc	Greg Alvarado	(210) 499-0544	LT	ALVARADO@ALVARADO.COM
HHI / Butler & Land	Robert Krause	713-248-4368	R Krause	R.KRAUSE@BUTLERANDLAND.COM
MVA Power Tech	David Batts	512-948-8207	David Batts	dbatts@mva-power-tech.com
MVA Power Tech	Joe Bob Garner	512-948-8207	Joe Bob Garner	jbgarner@mva-power-tech.com
City of Austin	Gage Loofs	512-322-6251	Gage Loofs	gloofs@austincity.org
Utility Grid Sales	Reagan Moore	512-740-7906	Reagan Moore	reagan@ugsales.com
Power Supply / FBIB	Greg Minor	512-834-9977	Greg Minor	gminor@wesro.com
Heesler Ass'd SpX Transformers	Terry Cook	512-632-1773	Terry Cook	terry@keasler.com
Electrical Technologies	Tim Dappen	303-619-6807	Tim Dappen	Tim@Electrical-Technologies.com
MVA Power Technologies	David Batts	936-648-6082	David Batts	dbatts@mva-power-tech.com
Next Generation / PGE	Rick Garlock	281-703-7444	Rick Garlock	rick.garlock@nrg.com
General Electric	Dan Morgan	210-861-5888	Dan Morgan	dan.morgan@ge.com
Fluor GE	Ramiro Gutierrez	3281-90302498	Ramiro Gutierrez	ramiro.gutierrez@ge.com
Austin Energy	Roy Priebe	512-505-7139	Roy Priebe	roy.priebe@austinenergy.com

Conducted By:

PRE-PROPOSAL CONFERENCE ATTENDANCE SHEET



Solicitation: RFP RMJ0304

Description: THREE-PHASE POWER TRANSFORMERS

Date: October 01, 2015

Time: 2:00 PM

Company Name:

Representative:

Phone #:

E-Mail Address:

TX Electric Coop. Chris Ruiz 512-695-5239 Chris@texas-ec.org
 Austin Energy Martha Velde Casillas 512-805-7027 martha.casillas@austinenegy.com
 Austin Energy A E Purchasing 512-322-6594 Raymar.vega@austinenegy.com

Conducted By:

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PRE-PROPOSAL CONFERENCE AGENDA

Date: October 01, 2015	Time: 2:00 P.M.
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1. **Opening/Welcome:**

Solicitation Number	RMJ0304
Project Description:	Three-Phase Power Transformers

2. **Sign-in:** All attendees shall sign in.
3. **Introductions:** Introduction of City staff. Attendees shall identify themselves and the company they represent (unless it's a huge group, then N/A).
4. **MBE/WBE Procurement Program, Section 0900** - This project does not have project participation goals for subcontracting.
5. **Project Information:** Explanation of Proposal closing date and time and the time for submission of the Compliance Plan, if applicable.

Closing Date	October 30, 2015
Time Proposals are Due	2:00 P.M.
Time Compliance Plans Due	N/A
Deadline for Questions	NLT 8:00 A.M. (CST), October 06, 2015
Buyer's Name	Ray Moncada
Contract Compliance Manager's Name	Ron Ayers

Submission of Offers: Review of Cover Sheet

- A. **Mailing:** Offers must be returned in a sealed envelope or container marked on the outside with the Offeror's name, address, solicitation number, and the closing date and time. Telegraphic or facsimile Offers **will not** be accepted. When sending an Offer via the U.S. Postal Service, use the P.O. address shown below. When using a delivery service that requires a street address, use the street address shown below. Please note that the zip codes are different.

P.O. Address for U.S. Mail Service

City of Austin
 Purchasing Office
 P.O. Box 1088
 Austin, Texas 78767-8845

Street Address for Hand Delivery or Courier

City of Austin
 Purchasing Office
 Municipal Building
 124 W. 8th St., 3rd Floor
 Austin, Texas 78701
 512/974-2500 FAX: 512/974-2388

Note: Proposals not submitted in a sealed envelope or container will not be considered. Proposal submitted late will not be considered. It is the responsibility of the Proposer to ensure that their Proposal is received before Proposal closing time. There are no exceptions.

6. **General Solicitation Requirements:** (Presented by Purchasing)

Please remember that Sections **0100 (Standard Purchase Definitions – contains various definitions)**, **0200 (Standard Solicitation Instructions - contains information on several items that may be referred to such as: Vendor Registration, MBE/WBE Procurement Program, Clarifications, Preparation**

of Offers, Submission of Offers, (these are just a few of the many covered; please familiarize yourself with them) and **0300 (Standard Purchase Terms and Conditions)** are incorporated into this solicitation and subsequent contract by reference. These documents can be located on line at https://www.austintexas.gov/financeonline/vendor_connection/index.cfm. You will see “Standard Bid Documents” in a tab aside other tabs on the center of the page.

- B. **Section 0300 Standard Terms & Conditions and Section 0400, Supplemental Terms & Conditions: These two sections comprise the basis of all City contracts.** It is important that you are aware of these terms and conditions and discuss them with the necessary parties within your firm and **identify** in your response **any exceptions** to these terms and conditions. Should your firm be the recommended vendor and should you take exceptions that your response did not disclose, your response may be deemed non-responsive at that time.

Of special note in **Section 0300 dated November 2013** are:

- ✓ **Item 12/13** – Invoices & Payment – Proper invoices must include a non-duplicated invoice number, reference the contract number, the Department’s name and the point of contact for the department. (Section 0400 Item 5). Payment will be 30 days after receipt of proper invoice. You are reminded to update Vendor Self Service (VSS); it is your responsibility to ensure that your invoices match your profile. If they do not match, the invoices will be returned to you.
- ✓ **Item 32** – Insurance – Section 0300 addresses only general requirements, Section 0400 more specific requirements.
- ✓ **Item 46** – Modifications, changes or amendments must be in writing and signed by both parties.
- ✓ **Item 51** – Holidays

- C. **Supplemental Purchase Provisions, Section 0400**, these augment the Standard Terms and Conditions; they will be incorporated into any resultant Contract. **Discussion of significant provisions:**

- ✓ **Item 1** - Additional questions may be faxed to (512) 322-6174, ATTN: Ray Moncada, Senior Buyer Specialist Corporate, or emailed to Ray.moncada@AustinEnergy.com. Cut-off for additional questions is no later than 8:00 A.M., **October 06, 2015**.
- ✓ **Item 2** - Insurance – Review the Requirements in section 2 to ensure you can meet these requirements if awarded the Contract.
- ✓ **Item 3** – Payment Bond – Review the requirements in section 3 to ensure you can meet these requirements if awarded the Contract.
- ✓ **Item 4** – Performance Bond - Review the requirements in section 4 to ensure you can meet these requirements if awarded the Contract.
- ✓ **Item 5** – Term of Contract – Will be determined by the date the contract is approved by City Council
- ✓ **Item 7** – Invoices & Payment
- ✓ **Item 8** – Warranty
- ✓ **Item 9** – Liquidated Damages
- ✓ **Item 10** – Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying – Applies to solicitations for goods and/or services requiring City Council approval. During the No-Contact period, Offerors are prohibited from making a representation to anyone other than the Authorized Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.
- ✓ **Item 12** – Economic Price Adjustment
- ✓ **Item 13** – Working on or near energized equipment
- ✓ **Item 14** - Safety

7. Documents due with Proposal

- **Section 0600 Proposal Preparation Instructions and Evaluation Factors** details exactly what the City expects a submitted Proposal to contain and the order in which the documents are to be presented. It also details evaluation criteria and weight.

- All documents requiring signature in solicitation are required to be submitted with proposal including:
 - Offer Sheet
 - 0605 – Local Business Presence Identification Form
 - 0700 – Reference Sheet
 - 0835 – Nonresident Bidder Provisions
 - 0900 – MBE/WBE Procurement Program Package No Goals Form

 - * 0800 – Non-Discrimination Certification
 - * 0805 – Non-Suspension or Debarment Certification
 - * 0810 – Non-Collusion, Non-Conflict of Interest and Anti-Lobbying Certification
 - * These documents are incorporated into this Solicitation by reference with the same force & effect as if they were incorporated in full text.**

8. **Technical Requirements** (Presented by the Department)

- (1). Scope of Work, Section 0500
- (2). Discussion of any applicable Attachments