



Corporation of the City of
NEW WESTMINSTER

REQUEST FOR PRE-QUALIFICATION

NWRFQU-21-06

Supply of Pole and Pad Mount Transformers

Closing time:
Thursday, October 21st, 2021
3:00 P.M., Local Time

Closing location:
Main Information Desk
New Westminster City Hall
511 Royal Avenue,
New Westminster, BC, V3L 1H9

All requests for further information must be made
on or before Wednesday, October 13th, 2021 in writing and only to

Purchasing Department:
City of New Westminster
Email: nwpurchasing@newwestcity.ca

COMPANY NAME	
Address	
Contact Name	
Telephone	Email
Signature	Dated

CORPORATION OF THE CITY OF NEW WESTMINSTER

A. Overview

The City of New Westminster invites submissions to this Request for (Pre) Qualification (RFQU) for the **Supply of Pole and Pad Mount Transformers** to bid on future Quotes.

The City is planning to purchase the following Transformers for future projects.

1. Stock Code 9-0105 (100 kVA pad-mount)
2. Stock Code 9-0102 (50 kVA pad-mount)
3. Stock Code 9-0006 (100 kVA pole-mount)
4. Stock Code 9-0005 (75 kVA pole-mount)
5. Stock Code 9-0003 (50 kVA pole-mount)

The City is pre-qualifying vendors to obtain quotes as needed for a period of 3 years.

This is a request for Pre-Qualifications and not a call for tenders or request for binding offers. The City does not intend to enter into contractual relations as part of this RFQU process and no obligations whatsoever will arise between the City and any organization who submits a response to the RFQU (a "Respondent") until and unless the City and a Respondent enter into a formal, written contract for the Respondent to undertake this service.

B. Scope - Basic Requirements

The City anticipates that the following would become key components of the pre-Qualification:

These key components and requirements must be met to be pre-qualified:

1. The Supplier must be able to store and hold Transformers at their facility if required
2. Must be the CSA-BC Hydro specifications attached:
3. Must provide a sealed bid/quote when required that includes:
 - a. Price per unit
 - b. Any Material Deposits
 - c. Any delivery/ freight charges
 - d. Estimated Lead and delivery times

C. Content of Response

The response to this Request for Pre-Qualification should include:

An Executive Summary with:

1. Qualifications of personnel, and the number of years in business;
2. A corporate profile to include complete corporate organization and ownership;
3. A list of references of comparable clients;
4. Descriptions of the services that can be offered to complete the requested scope.

D. Evaluation

The City intends that an Evaluation Team, consisting of City staff, consultants, and experts selected by the City, will review Responses to determine:

1. If there is an advantage to proceed to an Invitation to Quote, and
2. A list of Bidders to be included in that Invitation to Quote process.

The City intends to have responses evaluated according the following criteria, the supplier must answer be able to meet all the Basic requirements:

1. Delivery time Estimated for Transformers _____ weeks
2. The Supplier must be able to store and hold Transformers at their facility if required- Yes No
3. Must be the specifications attached: - Yes No

The City will notify each Respondent of the outcome of the evaluation process.

E. Instructions for Responses

1. Form of Response

- a) Respondents shall submit the following:
 - i) in an envelope clearly marked “**NWRFQU-21-06 Supply of Pole and Pad Mount Transformers**” one (1) hard copy of the response.
- b) The City may reproduce any of the responses and supporting documents for internal use or for any other purpose required by law.
- c) Responses must be submitted to the Closing Location noted on page 1 of this document on or before the stated Closing Time
- d) The clock at the Main Information Desk is the official clock.
- e) Responses received after the deadline will be returned unopened and will not be considered.

2. Contacts

- a) Except for the contacts stated herein, Respondents shall not contact City officers, City employees or elected officials directly or indirectly regarding this Request for Pre-Qualification.

3. Addenda

- a) During the course of this Request for Pre-Qualifications process, the City may choose to provide additional information and clarifications or to make modifications to this process. The City intends to post these addenda on the City's website and to reference them on BC Bid as being available for download on the City's website. It is the sole responsibility of the Respondent to monitor the website regularly to check for updates.

4. Signatures

- a) All responses should be signed by the Respondent and contain the Respondent's full name and address. All responses should contain the completed cover page to the RFQU document.

F. General**1. Ownership of responses and Freedom of Information**

- a) All documents submitted to the City of New Westminster in response to this RFQU will become the property of the City, and will not be returned. Respondents should be aware that the City is subject to the provisions of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. A Respondent may stipulate in their response that portions of the response contain confidential information and are supplied to the City in confidence. However, under FOIPPA the City may nevertheless be obligated to disclose all or part of a response pursuant to a request made under that Act, even if the Respondent has stipulated that part of the response is supplied in confidence. Respondents should review section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under that Act.

2. Respondent's Expenses

- a) Respondents shall be solely responsible for their own expenses in preparing and submitting a response to this Request for Pre-Qualification.

3. Conflict of Interest

- a) Respondents shall disclose any potential conflicts of interest and existing business relationships they may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure. The City may reject a submission from any Respondent that the City judges would be in a conflict of interest if the Respondent is awarded a Contract. Failure to

disclose, or false or insufficient disclosure of the nature and extent of any relationship the Respondent may have with any employee, officer or director of the City shall be grounds for immediate termination of any agreement or contract with the City, in the City's sole discretion, without further liability of notice.

4. Changes in a Respondent

- a) Respondents are requested to notify promptly the City's above-named contact person in writing if there is an addition, deletion or change from time to time in the members comprising a Respondent, in the key personnel positions of the Respondent or a change of effective control in any Respondent member.

5. Living Wage Employer

- a) Effective January 1, 2011, the City of New Westminster became a "Living Wage Employer". As such, the City has established a Living Wage Policy that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The current living wage rate for Metro Vancouver is \$19.50 per hour, assuming the employer provides no benefits.

In order to determine an employee's hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility <http://www.livingwageforfamilies.ca/calculator>

The City will include with any future tender calls relating to this project, a Declaration referencing the City's expectations with regards to compliance of the Policy. Completion and submission of the Declaration is required prior to any contract award.

Please review the City's [Living Wage Page](#) for further information.

1.0 Introduction and Scope

Single phase, two bushing pole-mounted distribution transformers supplied to the City of New Westminster are required to meet or exceed all requirements of CSA 2.1-06. If the manufacturer has any exceptions or deviations to CSA C2.1-06, or this specification, they shall explicitly be stated in the proposal or quotation on a clause-by-clause basis.

2.0 Stock Codes and Ratings

The following stock codes and ratings are covered by this specification:

Two HV Bushing				
Stock Codes	kVA Rating	Voltage Rating		BIL Rating, kV
		Primary – dual voltage	Secondary	
9-0001	25	7,200 14,400	120/240	125
9-0003	50			
9-0005	75			
9-0006	100			

Efficiency rating per CAN/CSA-C802.1

3.0 Loss Evaluation for Total Cost of Ownership

The following loss values shall be used when quoting each stock code to provide guaranteed average losses from the manufacturer for each stock code:

- Cost of no-load losses = CAD\$12.03/watt
- Cost of load losses = CAD\$4.01/watt

The guaranteed load loss shall be applied to the dual voltage connection that has the highest measured loss values.

4.0 Deviations to CSA C2.1

The following deviations to CSA C2.1-06 are acceptable:

- Clause 5.2.4: Electrical bonding of the cover to the tank may use a welded strap on the tank cover and connect to the arrester boss.
- Clauses 6.1.1 and 6.1.2: High voltage bushings may have electrical characteristics that align with IEEE C57.12.20 for overhead type transformers, such that BIL ratings of transformer and bushing coordinate. The interchangeability feature shown in Figure 4 is not required.

- Clause 8.13: American Welding Society equivalent to CSA W59 is acceptable.
- Clause 10.4.1: White lettering that is UV fade resistant and non-peeling for the life of the transformer. Paint stenciling or decals are both acceptable.

5.0 Options and Accessories

The following options and accessories are required on single phase pole-mounted transformers:

- Secondary bushings of type
 - Quantity 3 clamp-type for transformers 50 kVA and below
 - Quantity 4, spade type for transformers between 75 kVA and 100 kVA, per CSA C2.1 Table 8
- Impulse testing
- Pressure relief valve that provides external indication of internal transformer fault, non-resettable. Approved manufacturer is IFD Corporation.

6.0 Quotation Details

The supplier shall provide complete details of the transformer design and accessories for each stock code. Metric units should be provided for all ratings weights, and dimensions.

Approval drawing lead times shall be clearly indicated and adhered to.

Approximate manufacturing lead times shall be listed for each stock code.

7.0 Approval Drawings

Upon notice of award or purchase order, the manufacturer shall provide approval drawings for any transformer design that has not been previously approved by the City of New Westminster.

Approval drawings shall include top and side views consistent with CSA C2.1 Figure 12, along with dimensions, ratings, impedance and loss data, fluid volume and weight, total weight, nameplate details, and manufacturer catalog numbers. All dimensions and units should be provided in metric as per CSA C2.1-06.

Revision History

Rev	Description	Author	Checked
2020.04.21	Original draft	M. Rutishauser	P. Gaudreault
2020.04.28	Added dual voltage requirements	M. Rutishauser	P. Gaudreault
2020.06.03	Removed surge arrester. Per James Abrams.	M. Rutishauser	P. Gaudreault
2020.06.03	Change to clamp type connector for 50 kVA and below. Per James Abrams	M. Rutishauser	P. Gaudreault
2021.01.19	Expand scope to include two bushing pole mounted transformers.	M. Rutishauser	P. Gaudreault
2021.01.21	Remove single HV bushing	M. Rutishauser	P. Gaudreault
2021.09.20	Changed clamp type connectors for 50kVA and below.	M. Rutishauser	P. Gaudreault